



# Coxheath Parish Council

## Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 27<sup>th</sup> February 2024 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

**Present:** Parish Cllrs: C Parker (Chairman), C Bird, G Down, N Gardner, E Potts, R Webb, K Woollven.  
**In Attendance:** Irene Bowie, Parish Clerk and a member of the public

### 1. Apologies and absences:

1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**RESOLVED: To accept the apology and reason given by Councillor Carpenter.**

1.2 Declaration of Changes to the Register of Interests. There were none

1.3 To receive Declarations of Interest in respect of matters contained in this agenda.  
In accordance with the provisions of the Localism Act 2011 in respect of members in accordance with the provisions of the Local Government Act 1972 in respect of officers.  
There were none.

1.4 Requests for Dispensations. There were none

1.5 Declarations of Lobbying. There were none

### 2. CO OPTION of Parish Councillor/s: To consider candidates for co-option.

There were no candidates.

### 3. Public comments and observations. (Maximum 15 minutes)

**The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman. The Minute Book will be closed.**

Matters Raised:

- The plants for the Parish Council Village Planters had been ordered.
- Works at the Parish Council Football Pitch

### 4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer. KCC Councillor Simon Webb gave his report (Appendix 1). All other reports attached as Appendix 1.

### 5. Coxheath Parish Councillor Reports

5.1 Chairman of the Parish Council Cllr Parker

The Chairman reported that:

- He had met with the new Police Beat Officer PC Greenfield and Sergeant Cooke.
- He had a meeting with the new Community Warden, Diane Wakeling.
- He reported on the Village Hall Management Committee he attended as a member of the public. The Village Hall are looking to install two new disabled parking bays and mark the ramps in the car park.
- Attended the Beacon Men's Group film night.
- He had concerns regarding the notes produced from the Community Group Meeting (the Parish Council does not receive a copy of the notes) that the Parish Council would be 'looking at models for setting up food banks'. He pointed out that this had not been discussed at a Parish Council meeting.
- The ground maintenance work on the Parish Council fields was progressing.

5.2 Playground Inspection Report Cllr Parker

5.3 Councillor's Reports All Cllrs

Councillor Webb had reported a missing streetlamp on the KCC Portal.

5.4 Community Litter Pick Cllr Down

The next litter pick dates were reported as the 14<sup>th</sup> and 17<sup>th</sup> March 2024

5.5 Social Media Clerk

The Parish Council's Facebook page was updated as required.

**6. Minutes of the Parish Council Meeting:**

**RESOLVED:**

**The minutes of the Parish Council Meeting held on 30<sup>th</sup> January 2024 were taken as read, confirmed as a correct record and signed by the Chairman.**

**7. Clerk's Report: (not included in other agenda items)**

- The clerk will contact the Coxheath Football Club and request details of the proposed new container before the parish Council can consider granting permission for it to be sited in the parish council car park area.
- A Parish Council account had been opened with Curry's PC World
- Unity Bank Application is progressing.

**RESOLVED:**

**That an external contractor would be used to install two new swing seats at a total cost of £480 + VAT. Clerk to progress.**

**8. Finance:**

8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

**RESOLVED:**

**The Payments on the schedule were approved for payment (Appendix 2)**

8.2 Late Payment Request/s to be discussed for approval and payment.

There were no late payments to be considered.

8.3 Banking Arrangements – Update.

8.4 To consider any late financial matters. There were no late financial matters to be considered.

8.5 To receive the minutes of the Finance Committee Meeting on 15<sup>th</sup> February 2024

8.5.1 To receive the recommendations of the Finance Committee

The Chairman reported that target spending against the budget was on track. In April/May, when the accounts were closed, budgets could be reallocated if necessary. The Community Support Fund participation would be reviewed in 2025. An account with CCLA Public Sector Deposit Fund should be opened.

**RESOLVED:**

**The Parish Council would open and invest £80,000 in a CCLA Public Sector Deposit Fund. Clerk to progress.**

**9. Planning:**

9.1 To receive the decisions and recommendations from the Planning Committee  
Councillor Webb gave his report.

**RESOLVED:**

**Councillor Gardner was elected to the Planning Committee.**

**10. Working Groups: To receive Updates**

**10.1 Recreation & Youth Working Group**

10.1.1 To receive recommendations from the Working Group.

No report

**10.2 Traffic & Community Safety Working Group**

10.2.1 KCC Highway Improvement Plan

Councillor Gardner reports on the need for double yellow lines on Aspian Drive and Parkway. To prevent parking at junctions. Clerk to follow up request for Speed Indicator Signs which the parish Council would fund.

10.2.2 Parish Portal Report. Received and noted.

10.2.3 To receive recommendations from the Working Group.

**10.3 Seasonal Events Working Group**

10.3.1 To receive an update on planned and future events

The Main Hall would be booked for a joint event celebrating the Parish Council's 60th Anniversary and DD's 80th Anniversary. Clerk to contact Clockhouse Farm to contribute to the Coxheath Through the Ages exhibition.

**RESOLVED: The Parish Council to hire the Main Hall of the Village Hall for the event.**

10.3.2 To receive recommendations from the Working Group.

**10.4 Environmental Initiatives Group**

10.4.1 To receive recommendations from the EIG group

**RESOLVED: Mr. D Mann to join the group.**

**11. Correspondence:**

- 11.1 To table items of late correspondence:  
Dd Day 80<sup>th</sup> Anniversary Flag of Peace
- 11.2 Items circulated :
  - 11.2.1 MBC Code of Conduct
  - 11.2.2 Local Government Elections - Thursday 2 May 2024
  - 11.2.3 Mayor's Reception for Maidstone United Football Club - 15 February 1.30pm
  - 11.3.4 KALC WEEKLY BULLETIN 4: 19 February 2024
  - 11.3.5 Removed Vehicle Activated Warning Sign: 11S0094, B2163 Heath Road west of Park Way junction, Coxheath

**12. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

There were no matters to be considered.

**Meeting Dates 2024:**

**FULL COUNCIL :**

26<sup>th</sup> March, 30<sup>th</sup> April,  
14<sup>th</sup> May Annual Meeting of the Parish Council, 25<sup>th</sup> June , 30<sup>th</sup> July, 27<sup>th</sup> August,  
24<sup>th</sup> September, 29<sup>th</sup> October, 26<sup>th</sup> November.

**PLANNING COMMITTEE:**

6.45 pm prior to the Full Council Meetings listed above. *Please note  
Planning Committee meetings may be cancelled if not required.*

**FINANCE COMMITTEE:**

25<sup>th</sup> April

**Annual Meeting of the Parish and 60<sup>th</sup> Year of Coxheath PC to be held on the 28<sup>th</sup> May 2024**

**There being no further business to be transacted, the Chairman closed the meeting at 20:45 pm**

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman:**

## **APPENDIX 1**

### **4. KCC Councillor Simon Webb**

County Councillors Report – February 2024

Coxheath Parish Council

Thank you for giving me the opportunity to update you on current local and County-wide issues.

You will all be aware that KCC adopted a budget for 24/25 that was broadly agreed by the Council yet has some significant risks attached to its delivery. The main risk is the identification and delivery of some £65m cuts to services to allow a balanced budget. It also assumes a 23/24 budget outcome with some need to draw down on our reserves. The Auditor has made abundantly clear that these decisions will need to be made and held to by both relevant Corporate Directors and the Chief Executive if we are to successfully go forward to 25/26.

On Friday 23<sup>rd</sup> February I have invited the Eco Council from Coxheath Primary School to visit the KCC Chamber and ask some searching questions of both the Leader of the Council (Roger Gough) and Cabinet Member for Highways (Neil Baker). The school are seeking to gain support for a 20mph speed limit down Stockett Lane, adjacent to the School, to try to reduce accidents to children and adults. I wonder about the view of the Parish Council and whether you feel able to add your weight to this campaign.

I have been working with the school and KCC Highways to secure additional security for walking parents and to this end, there will be bollards installed. I am hoping this will be completed in the next few months.

I apologise in advance that I have a second meeting to attend in Loose at 8.00 pm, so hopefully, you will allow me to leave!

Thank you,

Simon

### **4. Community Warden Report - Diane Wakeling**

I continue to be busy in all of my other areas, which are ever expanding due to Wardens leaving the service because of the uncertainty of job security as the consultation has now come to an end. There was a meeting on Monday last, attended by all wardens.

The staff consultation has now started, and all wardens need to apply again for the job as community warden. The applications will then be scored on a point system before being offered an interview. Each warden also needs to state which area they would like to work in if they are successful in attaining retention of their job.

Meanwhile, In the last month I have had a couple of really happy outcomes. Managing to rehome a gentleman who was homeless and another resident who had no white goods in his home.

I also report fly tips are always on my list of jobs and this month I have reported 4 so far, in and around Coxheath and Hunton, there seems to be an unwritten rule to dump things on the corner just past the nail bar on the entrance of Crispin Court. As soon as one item is removed something else seems to be put there.

Unfortunately I am only in the village on a Monday, but I make sure I am a visible presence to the community, and if there are any issues residents know they can approach me or phone me. I try to attend the social groups, even if I just pop in to show my face.

I like to think that I am approachable and am always available to help our community.

If you need anything, please contact me on 07813713740

#### 4. Police Report PC Harry Greenfield 46015851

##### Anything of Note from the police –

Please pass my apologies to the council and members of the public present for my absence. I am currently on a three-week training course. I will attend the next Parish meeting.

Regarding crime in Coxheath, there has been a range of lower-end issues for me over the last month. I deal with Non-Immediate issues/problems and so for me, there has been little that I can disclose. There have been issues such as drug use in a certain area in Coxheath, which is being explored by police. In addition to this, there are some issues with youths congregating and taking drugs; however, unless caught in the act in the moment, there is little I can do other than try to deter them from doing so; I expect this issue to arise in the summer months.

In regards to other issues which were dealt with at the time of reporting. Stray animals, such as horses or dogs, are reported in the Forstal Lane area. MBC have been contacted about this and have been very helpful in dealing with this. Other issues that were dealt with at the time are things such as minor car crashes (and major ones such as the Londis on Heath road – which the male has been interviewed for, and police are seeking charges for careless driving) and anything else around this.

All in all, there is nothing of serious note for PC awareness.

Please don't hesitate to forward any enquiries through the clerk to me.

#### APPENDIX 2.

##### 8 1. Payment Schedule.

Coxheath Parish Council February 2024 Payments		
Payee	Description	£
Vodafone	Vodafone £16 February 2024	16.00
Ionos	Ionos £12.60 February 2024 Ionos £ 60.00 February 2024	72.60
HP Instant Ink	HP Instant Ink £22.49 February 2024	22.49
Adobe	Adobe 19.97 February 2024	19.97
Amazon	HP CF542X 203X High Yield Original LaserJet Toner Cartridge @£89.99 x 7 ( 2 Cyan, 2 Magenta, 3 Black)	629.93
Irene Bowie	Salary February 2024	Confidential
DB Works	Deposit for works on PC Fields	20,000.00
Irene Bowie	Staff Costs February 2024	Confidential