

# COXHEATH PARISH COUNCIL

## MINUTES

<b>Meeting No:</b>	03/18/19
<b>Date:</b>	Tuesday 31 <sup>st</sup> July 2018
<b>Venue:</b>	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
<b>Present:</b>	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven ;G Down; Mrs V Page; Mrs J Webb, C Bird; E Small; R Webb; Mrs C Skinner.
<b>In Attendance:</b>	Cllr Mrs L Parfitt-Reid (Maidstone Borough Council); T Ketley (Parish Clerk) and 1 member of the general public.

Representations were received from one member of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.35pm.

**38. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**39. REQUESTS FOR FILMING AND/OR RECORDING**

There were no requests to film or record all or part of the meeting.

**40. CONSIDERATION OF PART 2 ITEMS**

It was noted that there were no items to be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information.

**41. DISCLOSURE OF INTERESTS**

There were no declarations of interests recorded.

**42. REPORTS FROM THE POLICE AND COMMUNITY WARDEN**

In the absence of a police representative, crime statistics had been downloaded from the E- watch website. There had been one crime recorded since the June Parish Council meeting:-

- Case of criminal damage to an external cupboard in Crispin Court.

It was felt that the E-watch website could be understating the overall position. It was agreed, therefore, that the Clerk would investigate alternative sources of information.

There was no report from the Community Warden. Cllr Mrs C Skinner advised that the new Chair of Neighbourhood Watch was Jane Tierney.

**43. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

Cllr R Divall proposed that the minutes of the meeting held on 26<sup>th</sup> June 2018 should be signed as a true and correct record. The proposal was seconded by Cllr G Down and carried unanimously.

#### **44. MATTERS ARISING**

##### **26.8.186.168. Banking Mandate**

It was noted the Clerk had now been able to obtain copies of both forms and would arrange for Cllr Mrs C Skinner to complete the paperwork at the earliest opportunity.

##### **26.8.186.168. GDPR Update**

It was noted that the Clerk was now working on a draft Impact Assessment Report, based on the KALC/Satswana model and hoped to present a first draft at the Finance Committee meeting to be held on 16<sup>th</sup> August 2018.

##### **26.8.186.168.. Repairs to Notice Boards**

It was noted that the Clerk had identified potential replacement noticeboards through Greenbarnes Ltd but the items would cost in excess of £500.00 each. It was agreed that Maidstone Borough Council would be approached to determine whether they could provide replacement frontages given their refurbishment of the village centre notice board.

##### **28b. Coxheath Scout Group**

It was noted that the Clerk was in contact with the Group Scout Leader regarding the decision to offer financial support for the scout hut refurbishment project.

##### **36c. Maidstone Borough Council – Allocation of Street Names**

Following further correspondence with Susan Francis at Maidstone Borough Council and after due consideration, it was agreed that the following street names should be recommended for the Linden Meadows development:-

- Gala Way
- Rubens Court
- James Grieve Mews
- Braeburn Drive
- Saturn Road
- Meridian Close

The Clerk would advise Maidstone Borough Council accordingly.

#### **45. REPORTS**

##### **a. Village Hall Annual General Meeting**

Cllr C Parker reported that the Village Hall Annual General Meeting had been held but had not resolved a number of personnel issues. The intention was to elect a Chairman, Secretary and Management Committee at their August meeting. One consequence of the current situation was that the accounts could not be cleared and examined before the next Parish Council Finance Committee meeting. Any decision, therefore, on an annual grant would have to wait until November 2018.

##### **b. Hamilton House**

Cllr G Down expressed concern at the rubbish in the immediate vicinity of Hamilton House, some of which he suspected had fallen from overhead gutters. He felt that the owners of the property should be reminded of their responsibilities in this regard.

##### **c. Street Lighting in Stockett Lane**

Cllr C Bird reported that the street lights at the southern end of Stockett Lane had now been upgraded with LED lanterns.

##### **d. Village Centre Postbox**

Cllr C Parker suggested that in the absence of any feedback from local management, a direct approach should be made to the senior management of Royal Mail seeking action on the refurbishment of the postbox in the village centre.

**e. Litter Picking**

Cllr G Down reported that two additional volunteers had come forward to join the team of litter pickers before the circulation of the recent flyer and a further two volunteers had been identified following the flyer.

**f. Cynthia Webb Commemorative Seat**

Cllr C Parker felt that the commemorative seat outside Holy Trinity Church should be re-oiled to withstand future inclement weather. It was agreed that the Clerk should make appropriate arrangements with S W Yorke and Sons.

**g. Extended Power Cut**

The Clerk reported that he had received a complaint from a local resident following the extended power cut that had affected part of the village on 29<sup>th</sup> July 2018.

**46. FINANCE**

**a. Financial Performance Against Budget**

The Financial Performance against Budget report for July 2018 was tabled and the content was noted and agreed.

**b. Recruitment of a New Clerk**

It was noted that a small working group, comprising the Chairman, Cllr R Divall, Cllr Mrs E Potts and Cllr K Woollven would be considering a draft advertisement, contract of employment and job description for the recruitment of someone to replace the Clerk, who would be retiring at the end of March 2019. The matter would be discussed in more detail at the next Finance Committee meeting, which would now be held on 16<sup>th</sup> August 2018.

**47. PLANNING**

It was noted that the following planning applications had been considered since the June 2018 Parish Council meeting:-

- a. 18/503018/FULL – 44 Forstal Lane, Coxheath.  
Erection of a single-storey side extension.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 12<sup>th</sup> July 2018.

- b. 18/503103/FULL – 16 Pembroke Road, Coxheath.  
Demolition of an existing garage and erection of a two-storey side extension.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 12<sup>th</sup> July 2018.

- c. 18/503148/FULL – 3 North Crescent, Coxheath.  
Construction of a loft conversion with front roof light and rear dormer, to create one additional bedroom and WC..

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 12<sup>th</sup> July 2018.

- d. 18/503194/FULL – 118 Heath Road, Coxheath.  
Demolition of an existing restaurant and erection of fourteen two-bedroom retirement apartments, providing assisted living for persons over 55 years old, with associated parking, turning and amenity space.

The Parish Council Planning Committee had recommended refusal of the application at their meeting on 12<sup>th</sup> July 2018, based on the perceived loss of a valuable community asset and an unproven need for this type of retirement

accommodation.

However, the following additional planning matters were to be noted:-

- Cllrs R Divall, K Woollven, R Webb and Mrs L Parfitt-Reid (Maidstone Borough Council) had attended a meeting earlier in the day at Maidstone Borough Council to discuss the transport implications of the planning permission given for a new medical centre located on land to the south of Heath Road in Linton. Consideration would be given to the introduction of a volunteer driven minibus service but there were concerns expressed as to who would bear the inevitable costs. There were also concerns about the adequacy of local footways and crossing points and the likely consequences of a relocation of the village pharmacy;
- Maidstone Borough Council had approved the application for the erection of a building to provide a community centre/school with associated ramps, play area and parking facilities for families living at Blossom Lodge Park, East Farleigh (Ref: 18/500121/FULL);
- Maidstone Borough Council had approved the application for the erection of a new medical centre with associated parking, landscaping and the creation of a new vehicular access on land south of Heath Road, Linton (Ref: 18/500618/FULL);
- Maidstone Borough Council had approved the application for a garage conversion, addition of a front porch and construction of a cart lodge with log store and canopy roof at 10 Amsbury Road, Coxheath (Ref: 18/502063/FULL);
- Maidstone Borough Council had approved the application for the erection of a two-storey side extension and single-storey rear extension at 46 Chestnut Drive, Coxheath (Ref: 18/502445/FULL);
- Maidstone Borough Council had refused the application for the part retrospective and part change of use from disused agricultural land to storage/parking and valeting of vehicles and erection of an associated portable building for an office/store on land next to Primrose Paddock, Stockett Lane, East Farleigh (Ref: 18/501214/FULL).

Finally, it was noted that the meeting of the Parish Council Planning Committee scheduled to be held on 2<sup>nd</sup> August 2018 had been cancelled. The next Parish Council Planning Committee meeting, therefore, was scheduled to be held on 23<sup>rd</sup> August 2018.

#### **48. NEIGHBOURHOOD AND STRATEGIC PLANNING**

There was nothing of significance to note.

#### **49. TRAFFIC AND COMMUNITY SAFETY**

Cllr Mrs V Page reported that she and the Clerk had met with Maidstone Borough Council in mid July 2018 to review progress on the village centre street furniture refurbishment. Generally, the project was progressing well. The following issues were discussed in particular:-

- The possibility of introducing a further bollard outside the charity shop;
- The need to replace the bollard missing from the entrance to the Hamilton House car park;
- The need to add the bench at The Beacons to the refurbishment list;
- The outstanding need for a map of street furniture, and particularly bins, throughout the village.

#### **50. MAINTENANCE ISSUES**

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the June Parish Council meeting.

It was agreed that the Clerk would chase the Parking Services Manager at Maidstone Borough Council regarding Brian Mortimer's earlier request to consider re-surfacing the

Westerhill Road car park.

#### **51. RECREATION AND YOUTH**

It was noted that following further contact with Coxheath and Farleigh JFC, an invoice had been submitted to the Secretary in respect of pitch hire fees for the 2017/18 season, amounting to £475.00.

It was also noted that informal discussions had been held with the Chairman and Secretary of the junior football club over the possibility of developing an artificial pitch in the middle field for long-term usage.

#### **52. DEVELOPMENT OF MULTI-USE GAMES AREA**

It was reported that a useful meeting had been held with representatives of Chartway Construction on 23<sup>rd</sup> July 2018, although the final costing of the MUGA still had to be cleared by the company's commercial department. The Clerk had prepared notes of the meeting and would circulate copies to all Councillors.

#### **53. SEASONAL EVENTS**

Cllr R Webb reported that the cost of the memorial plaque for the commemorative stone outside Holy Trinity Church had been estimated at under £5,000.00. It was hoped that any cost for the ragstone base would be minimal but he confirmed that he would secure all costs in writing.

Cllr R Webb also undertook to check the Christmas light motifs to determine whether any further repairs were required.

#### **54. CORRESPONDENCE**

##### **a. Maidstone Borough Council – Survey on Dog Control Measures**

Last year Maidstone Borough Council had consulted residents about the possibility of introducing measures to combat irresponsible behaviour by dog owners. They were now seeking views on the specific measures that they were looking to introduce. It was noted that the survey ran until 19<sup>th</sup> August 2018.

##### **b. Publications from Representative Bodies**

The following publications had been received and were available to Councillors, through the Clerk:-

- PSMA News – June 2018;
- Kent County Playing Fields Association Newsletter – July 2018;
- ACRK 'Oast to Coast' Magazine – Summer 2018;
- KCC Public Protection Newsletter – July 2018;
- Kent Police and Crime Commissioner Newsletter – June/July 2018;
- 'Clerks and Councils Direct' Magazine – July 2018.

##### **c. RIP Cleaning Services – Increased Charges for Emptying Dog Waste Bins**

It was noted that the Parish Council had been advised by RIP Cleaning Services that the charges for emptying dog waste bins would increase by £0.50 per bin per visit with effect from August 2018, due to the extra costs of disposal. This was considered to be entirely reasonable

##### **d. Marketing and Sales Material**

The following marketing and sales material had been received from commercial companies and would be held on file for future reference:-

- Playdale regarding the supply of children's play area equipment;
- Furnitubes regarding the supply of street furniture and seating;
- HAGS regarding the supply of children's play area equipment.

**e. Correspondence from Residents**

It was noted that the following correspondence or calls had been received from residents since the last Parish Council meeting:-

- Gavin and Sally McDermid regarding new planning applications for the Spice Lounge in Coxheath;
- Tony Burton regarding the removal of photographs of table tennis members from the Parish website;
- Michelle Hutchinson regarding unacceptably high volumes of traffic using Forge Lane;
- Katy regarding ownership of Amsbury Woods.

Appropriate responses had been or would be despatched as necessary.

**f. Relations with Parish Councils**

The following contact or correspondence had been received from other parish Councils since the June 2018 Parish Council meeting:-

- East Farleigh Parish Council regarding their concern at the approval of the planning application on land next to Primrose Paddock in Stockett Lane;
- Staplehurst Parish Council regarding a 'Dynamic Councillor' training course to be delivered on 5<sup>th</sup> September 2018.

**g. KALC Consultations and Events**

The Kent Association of Local Councils had advised details of the following consultations, correspondence and events for the information of, or with a potential input from, Parish Councils, since the June 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – 'Annual Clerks' Conference' (13<sup>th</sup> September 2018 at Ditton Community Centre) and 'Allotment Management and Law' (24<sup>th</sup> September 2018 at Lenham Community Centre);
- NALC Chief Executive's Bulletins dated 25<sup>th</sup> June, 2<sup>nd</sup> July, 13<sup>th</sup> July and 23<sup>rd</sup> July 2018;
- Details of the public consultation on the KCC Consultation Draft for the Rights of Way Improvement Plan the deadline for which was 12<sup>th</sup> September 2018;
- Details of the Natural England public consultation on Bye Laws on Sites of Special Scientific Interest (SSIs), the deadline for which was 10<sup>th</sup> August 2018;
- Notification of a Councillors' Commission Roundtable event to be held at the Emmanuel Centre in Battle, East Sussex' on 6<sup>th</sup> September 2018.

**h. Relations with Charities and Village Organisations**

Correspondence and/or publicity material had been received from the following charities and village organisations:-

- Homeless Care E – Bulletin outlining recent and forthcoming activities;
- Heart of Kent Hospice regarding forthcoming fundraising events up to September 2018.

**i. Temporary Road Closures**

During the period since the June 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 5<sup>th</sup> July 2018 onwards:-

- Emergency road closure at Hunton Hill, Hunton,, on 5<sup>th</sup> September 2018, for up to 3 days;
- Emergency relaxation of weight limit at East Street, Hunton, on 5<sup>th</sup> July 2018, for up to 48 days;

- Temporary road closure at Goudhurst Road, Marden, on 25<sup>th</sup> July 2018 for up to 23 days;
- Temporary road closure at Plain Road, Marden, on 25<sup>th</sup> July 2018 for up to 23 days;
- Urgent road closure at Hermitage Lane, Boughton Monchelsea, on 30<sup>th</sup> July 2018 for up to 4 days;
- Urgent road closure at Warmlake Road, Chart Sutton, on 27<sup>th</sup> August 2018 for up to 2 days;
- Temporary road closure at Hayle Mill Road, Tovil. on 6<sup>th</sup> August 2018 for up to 4 weeks;
- Temporary road closure at Salts Lane, Loose, on 6<sup>th</sup> August 2018;
- Temporary road closure at Lughorse Lane, Hunton, on 1<sup>st</sup> August 2018 for up to 17 days;
- Temporary road closure at Kings Road, Headcorn, on 25<sup>th</sup> July 2018 for up to 4 months;
- Temporary road closure at Lenham Road, Headcorn, on 25<sup>th</sup> July 2018 for up to 4 months;
- Emergency road closure at Teasaucer Hill, Tovil, on 25<sup>th</sup> July 2018 for up to 6 days;
- Temporary road closure at East Street, Hunton, on 20<sup>th</sup> August 2018 for up to 2 days;
- Temporary road closure at Tonbridge Road, Maidstone, on 20<sup>th</sup> August for up to 2 nights.

**j. Maidstone Borough Council – Consultation News**

Maidstone Borough Council had circulated the latest version of their notice 'Consultation News' as at July 2018.

**k. Play Area Inspection Reports**

The latest Play Area Inspection Reports (dated 6<sup>th</sup> June and 1<sup>st</sup> July 2018) had been received from the Maidstone Borough Council Safety Inspector. The reports indicated the need to repair a gate spring holder and to replace a shackle bush on the junior swings and have been copied to Cllr R Divall.

**l. Maidstone Borough Council – Protocol for Neighbourhood Planning**

Maidstone Borough Council had now issued its 'Protocol for Neighbourhood Planning' itemising each regulatory stage of neighbourhood plan making and the decision making arrangements. The consensus was that this was a case of 'too little too late'.

**m. Maidstone Borough Council – 'Borough Insight' Quarterly Newsletter**

Maidstone Borough Council was surveying public opinion on its quarterly newsletter 'Borough Insight'. Responses were required to be submitted by 23<sup>rd</sup> September 2018.

**n. David Buckett – Delay in Submission of Draft Internal Audit Reports**

David Buckett had contacted various parish councils, including Coxheath, to apologise for the delay in submitting this year's internal audit reports. The delay had been caused by personal family problems and reports were now expected to be issued in the next few weeks.

**o. Public Protection Alerts**

The following public protection alerts had been issued since the last Parish Council meeting:-

- Warning of doorstep criminals selling household cleaning products;
- Reports of mis-sold lease agreements for park home sites, whereby members of the public are told they can live on the site for twelve months of the year when the maximum allowed is only ten months;
- Warnings of fraudsters tricking people into giving them access to their internet banking;

- Warnings of bogus callers claiming to represent the SSAFA (Soldiers, Sailors and Airmen Families Association).

**p. Litter Picking Parties**

Cllr G Down had announced that the next litter clearing parties would be held on 7<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> August 2018 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.

**q. Consultation Meeting with Chartway Group on Forstal Lane Development**

The Planning Manager at Chartway Construction had suggested a meeting to discuss various aspects of the proposed Forstal Lane development scheme, to be held between 1<sup>st</sup> and 15<sup>th</sup> August 2018. It was agreed that the most convenient time and date would be the evening of Tuesday 14<sup>th</sup> August 2018. The Clerk would communicate with Chartway and advise Councillors accordingly.

**55. INVOICES/RECEIPTS/BALANCES**

It was noted that the following invoices had been approved for payment since the June 2018 meeting:-

£	<b>127.20</b>	RIP Cleaning Services – Emptying of Dog Waste Bins (June 2018) <b>(Cheque No 002426)</b>
£	<b>1,240.52</b>	HM Revenue and Customs – Clerk’s PAYE/NI Contributions (April – June 2018) <b>(Cheque No 002427)</b>
£	<b>141.00</b>	Coxheath Residents Village Hall – Room Hire and Office Cleaning (April – June 2018) <b>(Cheque No 002428)</b>
£	<b>51.46</b>	Terry Ketley – Repayment of Petty Cash Expenses (June 2018) <b>(Cheque No 002429)</b>
£	<b>240.50</b>	Coxheath Residents Village Hall – Room Hire for Youth Club (April – June 2018) <b>(Cheque No 002430)</b>
£	<b>120.00</b>	Grammer and Co Ltd – Printing of Speedwatch/Litter Picking Flyers <b>(Cheque No 002431)</b>
£	<b>172.80</b>	Terry Ketley – Backdated Pay Award (April – June 2018) <b>(Cheque No 002432)</b>

However, it was agreed that the following invoices should be paid:-

£	<b>1,208.00</b>	Terry Ketley – Clerk’s Salary (July 2018) <b>(Cheque No 002433)</b>
£	<b>599.14</b>	David Mann – Village Green/Car Park Grass Cutting, and Floral Display Maintenance (July 2018) <b>(Cheque No 002434)</b>
£	<b>300.00</b>	Kent Surrey and Sussex Air Ambulance – Annual Section 137 Donation <b>(Cheque No 002435)</b>
£	<b>300.00</b>	Dandelion Time – Annual Section 137 Donation <b>(Cheque No 002436)</b>

The following information was also noted:-

**Receipts:** Bank Interest £ 13.27 cr

**Bank Balances:**  
 (6<sup>th</sup> July 2018) Business Reserve Account (Feeder) £ 22,675.67 cr  
 Business Reserve Account (Main) £ 306,559.70 cr

**THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 28<sup>th</sup> AUGUST 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.**

There being no further business to discuss, the meeting was closed at 9.25pm.