



Coxheath Parish Council Minutes

Date:	Tuesday 25 th June 2019
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; G Down; R Divall; E Potts; C Skinner; J Wilson; K Woollven
In Attendance:	I Bowie Clerk One member of the public

PRIOR TO THE START OF THE MAIN MEETING:

Representations were received from one member of the public regarding the delay in having prescriptions filled at the local pharmacy.

The Chairman, opened the formal Parish Council meeting at 7.38 pm.

Main Meeting:

Main Meeting:

1. Apologies and absences:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies received: Cllr E. Small ; Cllr L Parfitt-Reid (Maidstone Borough Council); A. McKinley (KCC Community Warden)

2. Consideration of any request to film or record all or part of the meeting:

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

There were no requests.

3. Consideration of items to be taken in private because of the disclosure of exempt information:

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

4. To Receive Declarations of Interest and Dispensations:

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 and in

accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.

There were none

5. To receive reports from:

5.1 Police Representative and Community Warden **Appendix A**
5.2 Kent County Councillor **No Report**

5.3 Maidstone Borough Councillor/s
Cllr Webb gave his report. He spoke regarding MBC 'Call for Sites'. No sites will be revealed until October and Parish will receive notification of the consultation in July. He also stated that further to discussions the site at Forstal Lane would be sprayed with water to reduce the volume of dust for residents and that lorry route signs had been placed by kept being removed by others.

5.4 MBC Cllr L Parfit Reid provided a written report **Appendix A**
Coxheath and Farleigh Junior Football Club **No Report**
The Clerk reported that an additional emergency cutting of the grass on the football pitch had been organised. **Resolved: Clerk to contact MBC and arrange for a return to bi-weekly grass cutting in the summer months.**

6. Minutes of the Parish Council Meeting :

To consider the minutes and if in order sign as a true record

6.1 Minutes of Parish Council Meeting 28th May 2019
The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Carpenter proposed that the minutes be accepted with 2 amendments as a true account of the meeting and this was seconded by Cllr Divall.

Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker.

7. Matters arising from the minutes (not included in other agenda items)

7.1 Medical Centre
Cllr Wilson reported on a positive meeting with the Practice Manager.
7.2 Defibrillator in the Village Centre
The Clerk reported that there had been no news regarding the grant application with the British Heart Foundation
7.3 Bi-Monthly Meetings with Chartway
Cllr Webb and Clerk to progress

8. Councillors' Reports Members Individual Reports:

Coxheath Preschool

Cllr Parker spoke regarding a request from the Preschool to access the parish council Wi-Fi in the Village Hall. Proposed by Cllr Page seconded by Cllr Divall and agreed by all. **Resolved Clerk to write to Preschool and confirm access to the PC Wi-Fi.**

Police and Parishes Forum

Cllr Parker and Cllr Skinner gave their report. They reported that there was going to be an improvement in Neighbourhood Policing following the recruitment of 200 new staff.

Forstal Lane

Several Cllrs raised concerns regarding the number of Vans and cars from the development that are repeatedly blocking the highway.

Cllr Webb to follow up.

Village Hall

John Bushnell was re-elected as Chairman. Cllr Darren Carpenter was elected as Vice Chairman

Village Hall Acoustics

Cllr Woollven reported that several people had requested an improvement in the acoustics in the Village Hall.

Cllr Skinner to follow up with the VHMC

Stolen Motorbikes

Cllr Carpenter reported that a motorbike had been stolen and that the police had been informed.

Hamilton House

Cllr Down reported that old furniture was being dumped at the corner.

Litter Pick

Cllr Down reported that the 21st and 23rd July had been set as litter picking days.

Pony and Trap in Park Way

Cllr Page reported dangerous activity from a horse and trap on Park Way

Clerk to report to Community Warden

9 Finance:

9.1 To Agree Financial Performance Against Budget April 2019 :

9.2 Online Banking: The Clerk is progressing this matter

9.3 Update of account for 2019/20 including payments received:

9.4 Accounts paid since the last meeting to be ratified:

9.5 Accounts for payment:

9.5.1 David Mann Grass Cutting and Planting £ 615.47

9.5.2 Vodafone Parish Mobile 8 June -7 July 2019 £ 38.00

9.6 Payment requests to be discussed for approval and payment

9.6.1 Clerks Salary June 2019

Deferred to the next meeting

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

9.7.1 Emergency Grass Cutting Beacons Field D Mann £ 120.00

All Payments approved. Proposed by Cllr Parker, seconded by Cllr Page agreed by all.

9.8 Internal and external audit 2018/19

9.8.1 Internal audit report

The Annual Internal Audit Report 2018/19, signed by the internal auditor on the 20th June 2019, was received and accepted.

9.8.2 Accounts to be Approved and Signed

The accounts for the year ending March 2019 were received and approved by the parish council.

9.8.3 Annual Governance Statement

The parish council considered and approved the Annual Governance Statement for the year ending March 2019. The Chairman and the Clerk signed the Annual Governance Statement.

9.8.4 Acceptance of Annual Governance and Accountability Return (AGAR) 2018/19

i) The parish council considered and approved the Accounting Statement. The Chairman signed the Accounting Statement for the year ending March 2019. The Clerk had previously signed on 21st June 2019.

ii) The parish council considered and approved: the bank reconciliations; explanation of variances, explanation of high reserves and asset register.

The parish council considered and accepted the Annual Governance and Accountability Return (AGAR) for the year ending March 2019.

Proposed by Cllr Wilson seconded by Cllr Webb and agreed by all.

Resolved:

i) Clerk to submit the AGAR to PKF Littlejohn by Email.

ii) Period of Public Rights to be posted as Monday 1st July to Monday 12th August 2019.

9.9 Section 137 limits 2019/20
Section 137 Funds agreed as £1200 to be granted equally between Kent Air Ambulance; Heart of Kent Hospice and The Kenward Trust. Proposed by Cllr Parker, seconded by Cllr Woollven and agreed by all.

Resolved: Section 137 grants of £400 to each of three identified organisations.

9.10 Play Area
Cllr Parker proposed the purchase of a new bin for the play area at approx. £300. It was agreed that Cllr Parker would establish the increase in cost, if any, for the bin to be supplied with a 'domed top'. Proposed by Cllr Parker, seconded by Cllr Divall and agreed by all.

Resolved: To purchase re new bin for the Play area once additional prices have been obtained by Cllr Parker

10 Planning:

10.1 To receive draft minutes of Planning Committee Meeting 30th May 2019
The draft minutes were received.

10.2 To table planning applications dealt with since last meeting

10.2.1 **19/502425/FULL : 2 Gresham Road Coxheath
CPC No Objection**

Demolition of existing side lean to garage and erection of single storey side extension including garage and utility room. Demolition of existing front porch and erection of new porch (Resubmission to 19/500431/FULL)

10.2.2 **19/502008/FULL Land North of Heath Road ME17 4TB**

Installation of drainage works associated with development approved under 18/506425/REM – including the laying of a foul water sewer pipe and installation of three deep bore soakaways

It was noted that the route passes through the Play Area at Whitebeam Drive. PC recommends approval subject to the following observations: (i) Public notification to be made regarding the closure of the Play Area whilst the works are progressed; (ii) Sufficient safety signs and 'Herras' site boundary fencing to be provided to ensure no access to the working area(s).

10.3 To table decisions by the Planning Authority since the last meeting

10.3.1 **19/501226/FULL 15 Westway Coxheath Maidstone Kent
ME17 4EZ MBC Approved**

Proposed extension of dropped kerb and creation of additional driveway (part retrospective).

10.3.2 **18/506316/SUB Land North Of Heath Road Coxheath Kent
ME17 4TB MBC Approved**

Submission of Details to Discharge Condition 13 (Habitat Management Plan) and Condition 14 (Ecological Mitigation Strategy) Subject to 13/1979 (outline permission for 55 dwellings)

11 Neighbourhood Plan and Strategic Planning:

Update

Meeting to be arranged.

12 Traffic and Community Safety:

Review Progress

12.1 HGV Pilot Scheme Initiative

Cllr Wilson gave his update. He spoke of a meeting in London to review the ANPR Scheme with the DfT that may assist the project for Kent.

- 12.2 20 mph Initiative Outside the School
Cllr Parker had written to a School Parent Council Representative regarding this matter which would be included on the Kent CC – Highways improvement plan. A meeting with the school had not yet been arranged.
- 12.3 Kent CC - Highways Improvement Plan (HIP)
HIP to be completed prior to meeting with Jennie Watson (KCC Highways) in July.
Cllr Parker to action the completion of the HIP.
- 13 Maintenance Issues:** Review Progress
- 13.1 Replacement Litter Bins/ Location of Salt Bins
The Clerk reported that the replacement bins had not yet been delivered.
- 13.2 Parish Noticeboards **Clerk to follow up with MBC**
- 13.3 Playground Maintenance
MBC Playground Inspection was noted.
- 14 Youth and Recreation:** Review Progress
- Cllr Potts gave her report. No activities planned for this summer, due to difficulties in acquiring organisations that were available. An early start has been made / to be made to book activities for next year.
- 15 Development of Multi-Use Games Area (MUGA):**
- 15.1 Update
Clerk to continue to progress.
- 16 Seasonal Events:**
- Cllr Webb proposed that £4,595 was allocated to the cost of Christmas lights for 2019. This was seconded by Cllr Skinner and agreed by all present.
Resolved: A budget of £4595 (excluding VAT) was allocated to the provision of Christmas Lights for Coxheath 2019.
- 17 Correspondence:**
- 17.1 To table items of late correspondence :
- 17.2 Items circulated for information: For further information contact the Clerk
- 17.2.1 NALC Chief executive's bulletin/s
- 17.2.2 Office of the Kent Police & Crime Commissioner: Volunteer Scheme - deadline 1 July
- 17.2.3 Old Chalk New Downs- Walking Festival and Volunteer Training
- 17.2.4 KALC Councillors Conference 18th July
- 17.2.5 DWELL Programme for Type 2 Diabetic Adults
- 17.2.6 KALC Doorstep Crime – Roofing Scam
- 17.3 Items acted on:
- 17.4 Items for discussion/action
- 17.4.1 New Road Names required by Coxheath Parish Council for a new development on land north of Heath Road, Coxheath
Cllr Down proposed : i) Mortimer Way/Close/Street/Drive
ii) Coppice
iii) Billet
iv) Hessian
v) Battalion
- This was seconded by Cllr Wilson and agreed by all.
Resolved: Clerk to confirm the above names.
- 17.4.2 Invitation to Mayor's Garden Party - 24 July 2019
Cllr Wilson will attend. Clerk to confirm
- 17.4.3 Parish Police Liaison Meeting 6th June
Cllr Parker and Cllr Skinner gave their update under Cllrs reports.
- 17.4.4 KALC Maidstone Committee Meeting Monday 17.6.19
- 17.4.5 MBC CPC Play area Inspection
- All Items Noted**
- 18 Terms of Reference (TOR) for Committees and Working Groups:**
Clerk to circulate example TOR to each the Lead Cllr of each committee/working group.
- 19 Website Improvements:**
Clerk and Cllr Bird to identify additional options for the website with costings.

**20 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall
30th July ; 27th August; 24th September; 29th October; 26th November**

There being no further business to conduct the meeting closed at 9:45pm

Signed :

Date :

Appendix A

5.2 Adam McKinley Kent Community Warden

Parking issues at Coxheath school, parking services were there Wednesday after I phoned them and I was outside the school on Thursday. The problem we have when we are there people don't park where they shouldn't and so parking services will think we don't have a problem. I am going to speak to a parking services about having someone on the heath road and Westerhill for lunch time.

- Anti – social behaviour and reports of begging are being dealt with by Maidstone Borough Council
- Please make sure your phoning Kent police if an incident or crime has taken place before ringing me
- Working with Dog Warden on stencilling and on welfare of animals in Coxheath
- Welfare with the vulnerable as always

5.3 Lottie Parfitt-Reid MBC

A very positive exchange with the surgery highlighting complaints procedures and policies they are putting in place for a better patient. Queues are often as a result of the walk in blood clinic.

I am continuing to hold Chartway to account over the disruption caused by the Forstal lane development, but it feels as soon as I get one thing sorted another arises. Currently we are working on the badgers and the damage they are causing in Little orchard. I am also working on more signage for heath road. I have a great support in Marion Geary at MBC and I've been very grateful for her assistance.

I am still working on a meeting for the residents with Matthew Scot crime commissioner.

Finally, I will be sorting out a biweekly surgery which I think might be best held in the library. I just need to arrange that and then lease with the Community Warden to see if he would be prepared to drop in and be available even if it was just once a month.

I am also trying to get update on Linton Crossroads.

Actions from Meetings

Date Added	Action Description	For Action By	Date Completed
25.06.19	Clerk to contact MBC and arrange for bi-weekly grass cutting in the summer months Beacons Field.	IB	
25.06.19	Bi Monthly Meetings Chartway	IB/RW	
	Clerk to write to Preschool and confirm access to the PC Wi-Fi.	IB	
25.06.19	Parking Forstal Lane from development	RW	
25.06.19	Acoustics in Village Hall	CS	
25.06.19	Pony and Trap in Park Way	IB	
25.06.19	Clerk to submit the AGAR to PKF Littlejohn by Email. Posted on Noticeboard and Website	IB	
	ii) Period of Public Rights to be posted as Monday 1st July to Monday 12th August 2019.	IB	
25.06.19	Price for new Bin for Play Area with domed lid	CP	
25.06.19	Replacement Litter Bins	IB	
25.06.19	Noticeboard Repairs	IB	
25.06.19	MUGA Costings	IB	
25.06.19	List of New Road Names to MBC	IB	
25.06.19	Draft TOR's to Committee/Working Group Leads	IB	
25.06.19	Cllr Wilson Confirm attendance Mayors Garden Party	IB	