



## Coxheath Parish Council Minutes

<b>Date:</b>	<b>Tuesday 24<sup>th</sup> September 2019</b>
<b>Venue:</b>	<b>Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath</b>
<b>Present:</b>	<b>Cllrs: C Parker (Chairman); C Bird; D Carpenter; G Down; R Divall; V Page; E Potts; C Skinner; E Small; K Woollven</b>
<b>In Attendance:</b>	<b>I Bowie - Clerk 4 Members of the Public</b>

### **PRIOR TO THE START OF THE MAIN MEETING:**

Representations were made by several members of the public regarding:

- A resident thanked Cllr Down and the volunteers for the litter picking around the village;
- Parking issues in Coxheath;
- Progress 20 mph speed limit outside the school.

**The Chairman, opened the Parish Council meeting at 7:41 pm.**

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### **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 were received from Cllr Webb; Cllr Wilson and PCSO M Chivers

**2. Request to film or record all or part of the meeting:**

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

There were none

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

There were none

**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.*

Cllr Parker declared an interest in agenda item 9:8

**5. To receive reports from:**

- 5.1 Police Representative and Community Warden **No report**  
No reports. Cllr Potts requested a letter of thanks was sent to Community Warden McKinley. This was agreed by all.
- 5.2 Kent County Councillor **No Report**
- 5.3 District Councillor  
Cllr Webb provided a written report which was circulated and noted.
- 5.4 Chairman of the Parish Council Cllr Parker
- Cllr Parker reported that the Middle Field and Football Pitch had been cut.
  - The footway from Wilkin's Corner to Woodlands was overgrown. Report to KCC
  - The Church Coffee Morning was successful
  - 12 September meeting with Chartway the issue of low level timed lighting was raised and will be actioned
- 5.5 Open Spaces Councillor Cllr Bird  
It was agreed to install a new wooden gate between the car park and the middle field off Linden Road. **Clerk to obtain quotes**
- 5.6 Green Planet Action Group Cllr Small  
Cllr Small reported that despite having emailed the Green Planet Action Group he had not had a response. It was suggested that any trees removed along Linden Road be replaced, see Item 9.9.

**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 27<sup>th</sup> August 2019  
The minutes of the meeting were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Skinner proposed that the minutes be accepted with 1 amendment as a true account of the meeting and this was seconded by Cllr Small.

**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 Parker reported that patient had recently had difficulties obtaining an emergency appointment. Cllr Wilson to follow up.
- 7.2 Defibrillator in the Village Centre  
The Clerk reported that KALC purchase defibrillators for PC's at preferable rates. It was agreed to wait until the return of the KALC officer responsible on the 11<sup>th</sup> October to ascertain if this would be a cost-effective option for the PC.
- 7.3 Bi Monthly Meetings with Chartway  
Cllr Webb's report was circulated.
- 7.4 Village Hall Acoustics - Ongoing
- 7.5 Replacement Litter Bins/ Location of Salt Bins  
Clerk to follow up.  
It was agreed that the PC would request a 1 tonne bag of salt to be placed at the Scout Hut carpark.  
It was agreed that the litter bin in the playground at the village hall would be replaced. Clerk to progress
- 7.6 Parish Noticeboards Clerk to follow up
- 7.7 Replacement Bollards Clerk to follow up  
It was reported that the last bollard has also sustained damage. Clerk to contact KCC  
It was agreed that the Clerk will contact the PC Insurers to establish if claims can be made against the drivers who damage the bollards.

It was further agreed that the Clerk would contact Kent Police to confirm if the CCTV footage was being downloaded and could the PC utilise this in a claim against drivers damaging PC property.

**8. Councillors' Individual Reports: (not included in other agenda items)**

Dog Fouling in the Village

Cllr Potts reported that this was becoming a problem on the pavements.

Youth Shelter

Cllr Divall reported that residents may be concerned with when the new development was finished.. He suggested that the PC may wish to consider the relocation of the shelter.

**9 Finance:**

- 9.1 To Agree Financial Performance Against Budget June 2019 : Unavailable. Statements had been sent to Cllr Skinner in error by NatWest.
- 9.2 Online Banking: The Clerk reported that a meeting with NatWest had been booked to obtain the correct paperwork.
- 9.3 Update of account for 2019/20 including payments received: Deferred to the next meeting
- 9.4 Accounts paid since the last meeting to be ratified: Deferred to the next meeting
- 9.5 Accounts for payment:
- |       |  |                |
|-------|--|----------------|
| 9.5.1 | David Mann Grass Cutting and Planting                        | £ 615.47       |
| 9.5.2 | Vodafone Parish Mobile 8 September – 7 <sup>th</sup> October | £ 38.00        |
| 9.5.3 | Clerks Salary September 2019                                 | £ 1072.28      |
| 9.5.4 | Clerks Administration Expenses                               |                |
|       | Amazon Stationary September                                  | £ 43.42        |
|       | HP Instant Ink 20 August – 19 September                      | £ 17.99        |
|       | Purchase of Postage Stamps 20 x .67p                         | £ 13.40        |
|       | <b>Total Clerk Administration Expenses</b>                   | <b>£ 74.81</b> |
| 9.5.5 | MBC repairs to Roundabout                                    | £ 118.80       |
| 9.5.6 | 1+1 Ionos Email Provision                                    | £ 14.99        |
- 9.6 Payment requests to be discussed for approval and payment
- |       |  |          |
|-------|--|----------|
| 9.6.1 | David Mann Cutting of the football pitches     | £ 200.00 |
| 9.6.2 | Commercial Services Ltd invoice 193111         | £ 340.37 |
| 9.6.3 | Commercial Services Ltd invoice 193841         | £ 464.15 |
| 9.6.4 | 1+1 Ionos Email                                | £ 14.99  |
| 9.6.5 | MBC Repairs to Playground Gate Invoice 2020403 | £ 102.00 |
- All payments proposed by Cllr Carpenter, seconded by Cllr Skinner and agreed by all.
- 9.7 Late Payment Request/s to be discussed for approval and payment  
There were none
- 9.8 Preschool Grant Application - To consider the provision of a grant to the Preschool  
Cllr Parker, having declared an interest, left the room and did not participate in the discussion or voting. Cllr Potts took the chair.  
It was proposed by Cllr Small, seconded by Cllr Skinner that the PC made a grant provision of £995 to the preschool for the purchase of 5 tablets.  
**Resolved: The PC gave a grant of £995 to the Preschool for the purchase of 5 tablets for the use of the children and staff. It was further resolved that the Clerk would request evidence that the funds were used for this purpose.**  
Cllr Parker returned to the meeting and took the Chair.
- 9.9 Tree Survey  
A quotation was received at the meeting. The Clerk to follow up. Cllrs Bird and Small agreed to meet the tree surgeons on site when a date was available.

**Resolved: To accept the quotation of £1,990 for the removal of three trees. The Clerk to confirm further details re the tree survey. Proposed by Cllr Carpenter , seconded by Cllr Woollven and agreed by all.**

9.10 To consider the opening of 2 additional bank accounts to comply with the Financial Services Compensation Scheme (FSCS).

**Resolved: Clerk to open a fixed deposit account with United Trust Bank. Proposed by Cllr Parker, seconded by Cllr Page and agreed by all.**

**10 Planning:**

10.1 To receive draft minutes of Planning Committee Meeting 19<sup>th</sup> September 2019

10.2 To table planning applications dealt with since last meeting

10.3 To table decisions by the Planning Authority since the last meeting  
Cllr Divall gave his report. The draft minutes of the planning committee 19<sup>th</sup> September were received.

**11 Neighbourhood Plan and Strategic Planning:** Update

**12 Traffic and Community Safety:** Review Progress

12.1 HGV Pilot Scheme Initiative

12.2 20 mph Initiative Outside the School

12.3 Highways Improvement Plan (HIP)

12.4 Parking Notices : To consider the provision and placement of "No Parking Notices"

It was agreed that the Clerk would confirm with KCC which notices would be suitable for placement in the Village.

Clerk to contact Kent Police to request the CCTV footage to assist the PC making an insurance claim against drivers and others who damage PC property.

**13 Youth and Recreation:** Review Progress

Cllr Potts reported that the committee were looking to hold events in 2020 that would be as inclusive as possible. Cllr Carpenter reported that the VHMC were hoping to start a Drama Club and would request financial assistance from the PC at a later date.

**14 Development of Multi-Use Games Area (MUGA):**

14.1 Update of meeting 12<sup>th</sup> September 2019

Cllr Parker proposed that the PC should accept the proposal by Chartway to provide the MUGA. Further that Gullands Solicitors would be instructed to act for the PC in this matter. This was seconded by Cllr Page and agreed by all.

It was further agreed that the Clerk would contact Chartway and propose a schedule of payments that would be in keeping with the PC Financial regulations.

**15 Seasonal Events:**

15.1 Cllr Webb's report confirmed that he had discussions with the Church re. the Remembrance Day Service. Invitations will be sent to the same parties as last year with regard to wreath laying. The Church will be happy to conduct the Remembrance Service.

**16 Correspondence:**

16.1 To table items of late correspondence :

16.2 Items circulated for information: For further information contact the Clerk

16.2.1 DCLG- Notes on Neighbourhood Planning

16.2.2 KCC Brexit Preparedness Update

16.2.3 Swale Community Housing Event 27<sup>th</sup> September Faversham

16.2.4 Asthma Workshop 26<sup>th</sup> September Aylesford

16.3 Items acted on:

- 16.3.1 Resident email re Parking on Double Yellow Lines
- 16.4 Items for discussion/action
  - 16.4.1 National Highways and Transportation Network – Online Survey
  - 16.4.2 KALC IT Update on Parish Websites and GDPR Issues
  - 16.4.3 NALC Policy Consultation E Briefing 5G Mobile Coverage in Rural Areas
  - 16.4.4 KALC Finance and Transportation Conference 12<sup>th</sup> and 26<sup>th</sup> October

**All items noted**

**17 Policy Review:**

- 17.1 NALC Financial Regulations 2019
  - 17.2 Terms of Reference Finance Committee
  - 17.3 Grant Policy
- All policies to be reviewed at the next meeting of the Finance Committee

**18 Website Improvements:**

The Clerk reported that the current website could not be updated in line with the new accessibility requirements.

**Resolved: Clerk to register with Hugo Fox for a Parish Council website to enable the PC to review its suitability for the PC needs. It was also agreed to utilise Avongale Ltd to assist.**

**19 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall 29<sup>th</sup> October; 26<sup>th</sup> November**

There being no further business to conduct the meeting closed a 9:43pm

Signed :

Chairman