



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 29th November 2022 at 7.15 pm in the Village Hall

Present: Parish Cllrs : C Parker (Chairman), C Bird, D Carpenter, E Chandler, G Down, G Crickett, R Mickleburgh, V Page, E Potts, K Woollven, E Small, R Webb, S Whitehead.

In Attendance: Irene Bowie (Parish Clerk) Members of the public

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed

To receive reports from (if present):

- *Kent County Councillor* Simon Webb;
- *Maidstone Borough Councillors*; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb. Apologies were received from MBC Cllr Parfitt-Reid
- *Community Warden* Owen Moemken. Apologies were received.

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 1862, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were none
- 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 2010 in respect of members and in accordance with the provisions of the Local Government Act 1862 in respect of officers.
Cllrs Carpenter and Parker declared a non-pecuniary interest in agenda item 7.5 as they are Trustees of the Village Hall Management Committee as members of the public. Cllr Potts is the nominated Parish Council Representative to the Village Hall Committee and declared a non-pecuniary interest in agenda item 7.5. Cllr Crickett declared a non-pecuniary interest in agenda item 7.5. as his wife is a Trustee of the Village Hall Management Committee.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. Cllr R Webb declared that he had been lobbied by a member of the public with regards to agenda item 9.1.3. (Memorial Benches)

2. CO OPTION of Parish Councillor/s:

- 2.1 To consider candidates for co-option.
It was **RESOLVED** that Ms E Chandler and Ms S Whitehead would be co-opted as a Parish Councillors .
The Acceptance of Office was signed in the presence of the Clerk.

3. Consideration of items to be taken in private (Exclusion of Public and Press): In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1850, the public and press be excluded from the meeting by the reason of its confidential nature. Agenda Item 11. Staffing Matters. NALC Annual Salary Award 2022. It was **RESOLVED** that agenda item 11 Staffing Matters would be taken in private.

4. Reports

- 4.1 Chairman of the Parish Council Cllr Parker
The Chairman reported on: The Jubilee Tree Planting on the 2nd November and thanked everyone who had attended and helped to organise the event. He reported that the 'Tommy Silhouettes' had been put up and a Church Coffee Morning was held on the 12th November. He reported on the Remembrance Day Service and on 14th November the Community Group Meeting. New tables have now been provided for the Village Hall. He also reported that the Preschool Christmas Bazaar was a well-attended successful event.
- 4.2 Playground Inspection Report Cllr Small

Cllr Small reported that he was satisfied with the MBC report and that he continues to undertake a visual inspection of the play area. Cllr Small had previously circulated his report. It was AGREED that Cllrs Small and Parker would attend the Playground Inspection Training organised by East Farleigh Parish Council in 2023.

4.3 Councillor's Reports

All Cllrs

Cllr Mickleburgh asked for the website Home Page to be updated. Cllr Mickleburgh reported on graffiti on the parish council containers. The surface of the sports wall was discussed. It was AGREED that Cllr Mickleburgh would discuss the siting of a bike rack for the MUGA with Chartway. A request had been made for basketball nets in the MUGA, it was agreed that costing would be sought. He reported on requests for a disabled footpath at the Village Hall Field. Cllr Small suggested that a slightly larger kissing gate could be installed to improve access for disabled residents to access the playing fields. It was AGREED that the Clerk would investigate if any works could be done on the Village Hall Field as it is an ancient burial site.

Cllr Small requested that Environmental Issues / Matters were added to the website. This was AGREED. Cllr Small to forward information to the Clerk.

4.4 Litter Pick

Cllr Down

Cllr Down reported that there were no planned litter picks for December. The next dates were 3rd and 5th January 2023.

5. Minutes of the Parish Council Meeting

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 29th November 2022 were taken as read and confirmed as a correct record and signed by the Chairman.

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

6.1 Defibrillator in the Village Centre. The Clerk reported that the defibrillator had been returned following a software update. It was AGREED that the Defibrillator would be serviced in the Parish Council Office until the Scouts arrange for installation at the Scout Hut.

6.2 New Noticeboards . It was AGREED that 5 new Noticeboards would be sourced, if possible, on a supply and fit basis. Cllr Parker to confirm locations to the Clerk.

6.3 Adoption of Play areas and Scout Hut Car Park. The Clerk reported that this matter was with MBC and that the officer in charge had left and the new officer had been contacted to move the adoptions forward.

7. Finance:

7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting) . It was **RESOLVED** to authorise the payments on the schedule. It was AGREED that the Clerk would source quotes for broadband only in the parish office.

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

7.3 Banking Arrangements – Update.

7.4 To receive and consider a grant application from Coxheath Village Hall Management Committee (VHMC). Having declared an interest Cllrs Carpenter, Crickett and Parker left the room and were not involved in the discussions or vote.

It was **RESOLVED**, by majority, that the parish council would award a grant of £8,700 to the Coxheath Village Hall Management Committee. It was **RESOLVED** that these funds would be available on a 'draw down basis' on application from the VHMC. It was **RESOLVED** that the funds must only be used for the items as specified in the grant application , if there was to be a deviation from this the VHMC must contact the PC and request permission to use the funds for other projects. It was further **RESOLVED** that before any future grants would be considered the Parish Council would request evidence as to how the funds had been spent.

7.5 To receive recommendation from the Finance Committee

7.5.1 To receive the draft minutes of the Finance Committee Meeting 24th November 2022 These were not available. The Chairman gave an update on the recommendations of the Committee. It was **RESOLVED** to accept the quotation for Grass Cutting and Village Maintenance from Mr D Mann for 2023-24. It was AGREED that Financial Regulations would be reviewed at the January 2023 meeting. It was AGREED that from 1st April 2023 MBC would no longer be contracted to empty the bins in the play area.

7.5.2 To review the 2022/23 spend vs budget forecast. It was noted that the spend vs budget forecast was on target at 91% . It was **RESOLVED** that £10, 000 would be vired to each of the following working group budgets, Seasonal Events and the Environmental Initiatives Groups.

7.5.3 To agree the budget for 2023/24
It was AGREED that the budget for 2023/24 would be set at £130,000.

7.5.4 To consider the precept and parish services scheme for 2023/24.

It was noted that the parish service scheme had not been received from MBC.
It was AGREED that the precept would be set provisionally at £101,920, based upon an estimated Tax Base of 1,960 multiplied by a Band D rate of £52.00, pending confirmation of the new Tax Base by MBC due late December 2022. It was AGREED that the Precept Application would be confirmed and finalised at the 24th January 2023 meeting.

7.6 To consider any late financial matters. There were none

8. Planning:

8.1 To table planning applications dealt with since last meeting:

8.1.1 *22/504364/FULL Land To The North Of Forstal Lane Coxheath Kent ME17 4QF*

Part retrospective application for a change of use of land for the stationing of 2no. static mobile homes and 2no. touring caravans for a single Gypsy/Traveller site. Erection of stable block and horse walker, permeable hardstanding areas, soft landscaping and new entrance onto Forstal Lane. (Resubmission of previous approval 22/501283/FULL). **CPC Objection**

22/505340/FULL Chapel Nursery Pleasant Valley Lane East Farleigh Maidstone Kent ME15 0BB

Demolition of existing buildings and erection of a detached four bedroom chalet bungalow with associated access, parking, amenity and landscaping.

22/504320/FULL 64 Pembroke Road Coxheath Maidstone Kent ME17 4QL

Demolition of existing shed and replace with the erection of a wooden shed (Retrospective). **CPC No Objection**

22/505095/FULL The Orchard Medical Centre 146 Heath Road Coxheath Kent ME17 4PL

Application for minor material amendment to approved plans condition 15 (to allow amendments to footprint, internal layout and minor elevation changes to plots 06-08 to create 3rd bedroom) pursuant to 20/502698/FULL for - Erection of 8no. residential dwellings with associated parking and landscaping on site of existing doctor's surgery to be demolished. **CPC No Objection**

8.2 To table decisions by Maidstone Borough Council (MBC) since the last meeting.

8.2.1 *22/504409/FULL 1 Orchard Close Coxheath Kent ME17 4HE*

Demolition of existing garage and erection of a single storey rear extension and conservatory. Creation of a new vehicle access, driveway and erection of a brick boundary wall. **MBC Application Refused**

22/503887 Building 8 Forstal Farm Forstal Lane Coxheath Kent ME17 4QF

Lawful Development Certificate (Existing) for erection of extension to existing building. **MBC Application Permitted**

22/500597/FULL Land At South East Coast Ambulance Service Heath Road Coxheath Maidstone ME17 4BG

Erection of 9(no) residential units with associated landscaping, ecological enhancements and parking in existing office parking area. **MBC Application Permitted**

8.3 To table late planning matters:

9. Working Groups: To receive Updates

9.1 Recreation & Youth Working Group

9.1.1 MUGA Maintenance An update was provided by Cllr Mickleburgh

9.1.2 Village Hall Field - Outdoor Gym behind the Play Area. The Clerk reported that the application for funding via Section 106 had been submitted.

9.1.3 Football Pitch/New Benches . It was AGREED that the parish council would dedicate one of the new parish council benches to Brian Mortimer. It was AGREED that the PC would consider a Memorial Bench Policy.

9.1.4 Play Area and MUGA Inspections from April 2023. Quotes had been requested from several suppliers.

9.1.5 Sports wall Surface. It was AGREED that this surface needs repaired and upgraded. Clerk to obtain quotes and suggestions for possible levelling and re-seeding in the spring of 2023.

9.1.6 Any other matters – Replacement Roundabout and Toddler Swings

The quotation for repairs to the Play Area were outstanding. Clerk to follow up.

9.2 Traffic & Community Safety Working Group

- 9.2.1 KCC Highway Improvement Plan. KCC Highways reported that Coxheath had not been selected as part of the 20mph trail scheme. KCC are conducting a speed survey once this had been completed KCC would be able to make recommendations .
- 9.2.2 Parish Portal Report- This was circulated and noted
- 9.2.3 Any other matters
 - 9.2.3.1 Community Transport Greensand Medical Centre.
It was AGREED that the Parish Council would support options to improve access to the Community Transport System, Condition 26 as the Local Transport Agreement signed off September 2021 between the new surgery and Involve Kent.
 - 9.2.3.2 Lack of an accessible footpath & controlled crossing - new health centre Heath Road, Linton. MBC have approved Condition 14 as a statutory consultee on 24 November 2022. KCC Highways were satisfied that the dropped crossing in place was satisfactory. MBC have to accept the recommendations of KCC Highways. It was noted that Coxheath Parish Council raised this as a matter of concern when the original planning application was consulted on in March 2018. It was AGREED that this would be referred to the KCC Cllr S Webb.
- 9.3 Seasonal Events Working Group
 - 9.3.1 Replacement Christmas Lights. Cllr Webb gave an update on the new lights; the invoice had been received and approved. Arrangements for the Switching on of the lights were discussed and AGREED. The Chairman thanked the resident who donated the Christmas Tree . Cllr Webb reported on the Best Christmas Window Display by Shops. He requested all Cllrs submit their vote to him before the January 2023 meeting.
 - 9.3.2 Future projects;
King Charles III Coronation. It was AGREED that a budget would be set at the January 2023 meeting.
- 9.4 Environmental Initiatives Group
 - 9.4.1 Tree Survey – Level 2. Confirmed to take place in either December or January 2023
 - 9.4.2 Trees for the Queens Jubilee – Cllr Small gave an update on the tree planting. The Clerk requested that a photograph of each tree with a Councillor or a Member of the Public with each tree.
 - 9.4.3 Future Works – Tree planting at the Village Green update
 - 9.4.4 CPC Tree Charter- It was RESOLVED to adopt the Tree Charter. Clerk to post on PC Website.
 - 9.4.5 Cllr Small - Environmental Report to November 2022
 - 9.4.5 Pollution Patrol Coxheath Primary and Parish Council . It was AGREED that Cllr Small would meet with the Eco Council to discuss and identify support that the Parish Council and MBC may be able to offer.
 - 9.4.6 Anti-Idling Signs. These can be placed on lamp posts , with permission from KCC Highways, to prevent pollution outside the school.

10. Correspondence:

- 10.1 To table items of late correspondence :
- 10.2 Items circulated for information: For further information contact the Clerk
 - 10.2.1 South East Water - community fund Applications had been sent for funding.
 - 10.2.2 Civility and Respect - Latest newsletter To be discussed in January 2023
 - 10.2.3 KFRS Safety and Wellbeing plan 2023
 - 10.2.4 Have your say on South East Water’s plans to secure future drinking water supplies in the south east up to 2075
- 10.3 Items for discussion/action
 - 10.3.1 Boundary Commission for England 2023 Parliamentary Constituencies Electoral Boundary Review. It was AGREED that the Parish Council would not comment.
 - 10.3.2 MBC Phase Two Community Resilience Fund - Now Open!
 - 10.3.3 MBC Community Governance Review – Cllr Parker to draft a response and circulate for an agreed response by 29 January 2023.

- 11. Consideration of items to be taken in private (Exclusion of Public and Press): In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1850, the public and press be excluded from the meeting by the reason of its confidential nature.

Staffing Matters. NALC Annual Salary Award 2022 . The Clerk’s salary was increased in line with the 2022 adjustment to the NALC paygrades.

- 12. Date of the next meeting : 24th January 2023

There being no further business to be transacted the Chairman closed the meeting at

Signed :

Chairman

Date: