



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 25th April 2023
at 7.15 pm in the Village Hall

Present: Parish Cllrs : C Parker (Chairman), C Bird (Vice Chairman), G Crickett, R Mickleburgh, E Potts, E. Small, S Whitehead, R Webb, K Woollven

In Attendance: Irene Bowie (Parish Clerk) There were two members of the public present.

A minute's silence was observed to reflect on the life of Councillor Val Page who had recently died. Val had been a Councillor for several separate terms over many years. Lately Val had served as Chair of the Planning Committee and Lead Member for the Traffic & Community Safety Group. Her thoughtful and measured contribution to the Parish Council and commitment to the community will be greatly missed.

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. Apologies were received from Councillors Carpenter and Chandler. It was RESOLVED to accept the reasons given.
- 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 and 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. 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 1960, the public and press be excluded from the meeting by the reason of its confidential nature. It was RESOLVED that a Staffing Matter would be taken in private.

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. A member of the public raised concerns regarding a possible retrospective planning application.

4. Reports from external parties (if present).

Kent County Councillor: Simon Webb,
Borough Councillors: Richard Webb, Lottie Parfitt-Reid and/or Simon Webb,
Community Warden: Owen Moemken
Community Protection Officer MBC Community Protection Team: Laura Bullen
There were no reports.

5. Coxheath Parish Councillor Reports

- 5.1 Chairman of the Parish Council Cllr Parker
The Chairman gave his report. It was noted that the Noticeboard at Westerhill Road had been removed. The Pre-School Easter competition had been successful. The Community Groups were making excellent progress with planned events for the Coronation. A leaflet drop for the Coronation has been completed around the Village.
- 5.2 Playground Inspection Report Cllr Mickleburgh
Cllr Mickleburgh spoke to report. The new swings and roundabout will be installed before the end of May. It was AGREED that the chains for the swings/ and swing seats would be replaced by parish councillors. It was AGREED to monitor the Inspection Report and make repairs as and when required.
- 5.3 Councillor's Reports All Cllrs
Cllr Potts raised concerns regarding the delay in the filling of potholes. The Clerk reported that KCC were conducting a 'pothole blitz' by repairing multiple potholes at the same time rather than an adhoc approach.

- 5.4 Cllr Mickleburgh reported that the new bin , paid for by the parish council, is being well used.
Litter Pick Cllr Down

It was reported that the next litter picks will be at the end of May.

- 5.5 Social Media Cllr Whitehead / Cllr Chandler
Cllr Whitehead reported that there were 131 followers on the new parish council Facebook page. There had been 671 reactions (like or share). The posts had reached 3745 people. The top post was the alert from the Headmaster at Coxheath Primary School. The Chairman thanked Cllrs Chandler and Whitehead.

6. Minutes of the Parish Council Meeting

It was RESOLVED that the minutes of the Parish Council Meeting held on 28th March 2023 , subject to one correction, were taken as read and confirmed as a correct record and signed by the Chairman.

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

- 7.1 New Noticeboards. It was reported that the new noticeboards had been ordered.
7.2 Adoption of Play areas and Scout Hut Car Park. The Clerk reported that she had followed up with MBC and had not had a response.
7.3 To receive an update on request or a review of the MBC Parish Services Scheme. The Clerk reported that she had contacted MBC and was awaiting a response.
7.4 KCC Highways Full Speed Survey results. It was reported that the information had been sent to the Clerk and circulated to Councillors.
7.5 KCC Highways Response to requests for a review of the build outs on Heath Road. KCC Highways are hesitant to remove any calming features when the speeds are not well below the enforcement threshold. The Clerk reported that she had received equal numbers of emails objecting to and in support of the build outs.

After discussion it was AGREED that the Clerk would respond to KCC Highways and ask for the planners to investigate possible options. It was AGREED that the Clerk would ask KCC Highways to consider :

- 1) Raising the low kerb height at the buildouts to prevent vehicles mounting the footways
- 2) The issues of narrow footway width resulting in pedestrians possibly being struck by HGV;s
- 3) The alternative use of AutoSpeedWatch to reduce excessive speeds.

8. Finance:

- 8.1 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.

Payment	Payee	Description	£
2822	Insignia Ltd	Coronation Mugs/Bookmarks	1140.79
2823	Pure Seeds	100 Packets seeds for Coronation	910.00
2830	KALC	Training / Clerks Conference	114.00
2831	KALC	Membership	1,757.94
2832	Fresh Air Fitness	2nd Instalment Outdoor Gym	6,912.00
2833	Mijan Ltd	Easy PC	90.00
2834	HMRC		

2835	Vodafone	Vodafone April 2023	16.00
	Ionos	Ionos Emails	60.60
	Hp Instant Ink	Hp Instant Ink April 2023	22.49

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

It was RESOLVED to make late payments as follows:

2836 – Coronation Costs 244.99 . **2837** Bin Bags for Play Area £27.40

It was AGREED that the Environmental Initiatives Group would review the costing for the level 2 survey works. It was AGREED that this would be decided at the 30th May meeting.

8.3 Banking Arrangements – Update Ongoing.

8.4 To note receipts of Income. It was reported that a notification from MBC that the precept had been paid. The Clerk reported that three bank statements were missing. The Chairman signed a letter requesting the missing statements.

8.5 To receive the Bank Reconciliation. Not available due to missing bank statement.

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

9. Planning:

9.1 To receive the Minutes of the Planning Committee Meeting 28th March 2023 (Appendix 1)
These were received.

9.2 To receive the Agenda of the planning Committee meeting held on the 25th April 2023 . Cllr Webb reported that the planning committee had no objection to the two applications on the agenda. (Appendix 2)

9.3 To table late planning matters: Cllr Webb reported that he would attend and represent the parish council at the 18th May MBC Local Plan Hearing Sessions.
It was also AGREED that Cllr Webb would give an update on planning matters at the Annual Meeting of the Parish.

10. Working Groups: To receive Updates

10.1 Recreation & Youth Working Group

10.1.1 MUGA Maintenance

Cllr Mickleburgh reported that he had contacted Chartway regarding the holes appearing in the hedge adjacent to the MUGA. It was AGREED that the parish council would look to replant hedging to fill the gaps. It was AGREED to revisit the quotations for cleaning the surface of the MUGA.

10.1.2 Village Hall Field - Outdoor Gym behind the Play Area

Cllr Mickleburgh reported that the Outdoor Gym was being extensively used. It was reported that the grass on the Village Hall Field was in a poor condition.

10.1.3 Football Pitch . It was reported that pitch was flooding. Youths were damaging and climbing on top of the containers. It was AGREED that Councillors would conduct a 'walk around' and report back to the parish council as to the condition of the fields owned by the parish council.

10.1.4 Play Area and MUGA Inspections from April 2023. It was AGREED to continue with Cllr Mickleburgh's inspections but to arrange for a yearly RoSPA inspection.

10.1.5 Sports Wall Surface. Clerk to progress with Landscape Services.

10.1.6 Benches for Playing Fields. It was RESOLVED that three benches from recycled material would be ordered, subject to approval from MBC section 106 team. The benches chosen were Glasdon Phoenix at a total cost of £2337.90 (ex VAT) which includes 3 memorial plaques. It was AGREED that the Clerk would seek quotations for the installation of the Noticeboards and Benches.

10.1.7 Any other matters.

10.2 Traffic & Community Safety Working Group

- 10.2.1 KCC Highway Improvement Plan. It was AGREED that the group would meet to produce a new HIP once the Traffic Survey data had been reviewed.
 - 10.2.2 Parish Portal Report. Received and noted.
 - 10.3 Seasonal Events Working Group
 - 10.3.1 To consider events and budget for the Coronation of His Majesty King Charles III. It was reported that the Mugs , Bookmarks and Wildflower seeds would be delivered in time for the Fete on the Monday. Cllr Webb reported that the Community Group Meeting had been held and that all events were organised. The PC are helping with the payment for the bunting and paying for the Mugs, Bookmarks and Seeds. The PC will also take a table at the Fete.
 - 10.3.3 Future projects. It was AGREED that Cllr Webb would liaise with the Avante Estate Management Group regarding the request for York Stone Paving to be placed around the War Memorial. If this was agreed quotations for the work could then be requested by the Clerk.
 - 10.4 Environmental Initiatives Group
 - 10.4.1 Tree Survey – Level 2 To be discussed at the 4th May Meeting.
 - 10.4.2 To receive recommendations from the EIG group. Reports of Tree vandalism and litter. It was AGREED that the group would provide the Clerk with a clear specification for future works.
 - 10.4.3 Future Works – Tree planting at the Village Green update. To consider the upgrading of the path adjacent to the new hornbeam trees.
 - 10.4.4 Anti-Idling Signs. It was AGREED that this item would be removed from the agenda as it is currently being dealt with by the school.
 - 11. To receive and consider a Social Media Policy .** It was AGREED to defer this item to the next meeting and change the policy to Communications and Social Media Policy.
 - 12. Correspondence:**
 - 12.1 To table items of late correspondence :
 - 12.2 Items circulated for information: For further information contact the Clerk
 - 12.2.1 Linton Crossroads – Proposed Improvements meeting 16th May. Cllr Parker and the Clerk to attend.
 - 12.2.2 Maidstone’s Civic Parade and Service 20th May 2023
 - 12.2.3 Help with testing a new Highways Reporting Tool
 - 12.2.4 Coxheath parking Enforcement
 - 12.2.5 Parish Council Community Cost of Living Support Grant Criteria
 - 12.3.1 Kent Tree Plan
 - 12.3.2 Rural England Prosperity Fund – Now Open
- Meeting Dates 2023 : 30th May Annual Meeting of the Parish Council, 27th June, 25th July, 29th August, 26th September, 31st October, 28th November. Annual Meeting of the Parish 23rd May 2023**
- 13. Staffing Matters. NALC Annual Salary Award 2023.** It was RESOLVED that the Clerk’s salary would be increased in line with the NALC Salary Award. It was further RESOLVED that the Clerk’s hours would be increased by 20 hours per month.



Coxheath Parish Council Planning Committee Meeting

MINUTES of the PLANNING COMMITTEE MEETING held in the Small Hall Coxheath Village Hall 6.30 pm 28th March 2023

Present: Cllrs V Page (Chairman); R Webb, K Woollven
Also Present : I Bowie (Clerk) .

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the 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, on agenda items, at the discretion of the Chairman. The minute book will be closed. *There were no members of the public present.*

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 and the reasons given accepted from Cllrs Crickett and Carpenter.
2. **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
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 1960, the public and press be excluded from the meeting by the reason of its confidential nature:** There were none
4. **Minutes of the Planning Committee Meeting on the 24th January 2023**
It was RESOLVED that the minutes of the Parish Council Meeting held on 24th January 2023 were taken as read and confirmed as a correct record and signed by the Chairman.
5. **Clerk and Councillors Reports:**
- 6 **Planning Applications:**
 - 6.1 **To table planning applications for consideration:**
23/501030/FULL 16 South Crescent Coxheath Maidstone Kent ME17 4QB
Garage Conversion into a habitable space and erection of a single storey front extension. extension of existing driveway and dropped kerb. CPC No Objection
 - 6.2 **To table planning applications dealt with since last meeting:** There were none

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

6.3.1 23/500325/FULL 5 Chaffinch Drive Coxheath Maidstone Kent ME17 4FF

Erection of a single storey rear/side wrap-around extension.

Application Permitted

6.3.2 23/500167/FULL 8 Pippin Close Coxheath Maidstone Kent ME17 4DS

Erection of a single storey side extension and creation of additional parking area.

Application Permitted

6.3.3 23/500113/FULL 6 Westerhill Road Coxheath Kent ME17 4DG

Demolition of converted garage and erection of enlarged veterinary surgery with staff accommodation.

Application Refused

6.3.4 22/505836/FULL 23 Linden Road Coxheath Maidstone Kent ME17 4QS

Erection of single storey side and rear extension and front porch extension.

Application Permitted

7. To table late planning applications and other planning matters received for consideration: There were none

8. MBC Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a Deadline – 5.00pm, Monday, 17th April It was AGREED that Cllr Webb would draft the parish council response. It was RESOLVED to support the Regulation 18a consultation on Gypsy, Traveller and Showpeople DPD draft response from the Coordinating team at Maidstone KALC.

9. MBC Gypsy, Traveller and Travelling Showpeople Call for Sites. This was noted.

10. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 25th April 2023

Signed :

Chairman



Coxheath Parish Council Planning Committee Meeting

AGENDA

Members are hereby summoned, and notice is given that the next meeting of the Parish Council Planning Committee will be held on Tuesday 25th March at 6:45 pm in the Parish Council Office in the Village Hall

Irene Bowie

Clerk to Coxheath Parish Council

20th April 2023

All meetings are open to the press and public. The parish council requests that all attendees note the following:

- meeting papers will not be provided;
- Please do not attend if you have any symptoms that may be due to Covid

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the 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, on agenda items, at the discretion of the Chairman. The minute book will be closed.

AGENDA

- 1. Apologies and absences:**
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- 2. To Receive Declarations of Interest and Dispensations:**
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- 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 1960, the public and press be excluded from the meeting by the reason of its confidential nature:
- 4. Minutes of the Planning Committee Meeting on the 28th March 2023**
To consider the minutes and if in order sign as a true record.
- 5. Clerk and Councillors Reports:**
- 6. Planning Applications:**
 - 6.1 To table planning applications for consideration:**
 - 6.1.1 23/501427/FULL 6 Westerhill Road Coxheath Kent ME17 4DG**
Demolition of cold store/laundry and mortuary building and erection of a single storey rear extension to veterinary surgery with staff accommodation (resubmission of 23/500113/FULL).
<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RRT6ZKTYLV900>
 - 6.1.2 23/501304/FULL Coxheath County Primary School Stockett Lane Coxheath Maidstone Kent ME17 4PS**
Install an all-weather pitch / play surface (MUGA) on part of the existing field to provide an outdoor area

that can be used for both playtimes and PE. Siting of a decommissioned double-decker bus to be used as learning room classroom (Retrospective).

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RRI2WNTYKP200>

6.2 To table planning applications dealt with since last meeting:

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

7. To table late planning applications and other planning matters received for consideration:

8. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 30th May 2023