



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 26th July 2022 at 7.00 pm in the Village Hall

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

In Attendance: Irene Bowie (Parish Clerk)

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 .

Councillors raised concerns regarding the recent water shortage in Coxheath. Members were unhappy that there was no consultation with the parish council regarding the distribution of bottled water. It was AGREED that the Clerk would write to South East Water to express concern regarding the distance residents were asked to travel and the delay in setting up a water station in Coxheath Village Hall. SE Water contacted the Village Hall Management Committee but not the parish council to set up the water station after concerns had been raised. Members were also asked to raise awareness with residents of the need for those considered as “Vulnerable” to register for priority cover so that deliveries can be made should further outages occur.

Concerns were raised reading the number of road closures that happened at the same time causing considerable problems to residents. Members raised concerns regarding the apparent lack of co-ordination regarding these road closures.

To receive reports from (if present): *Kent County Councillor Simon Webb; Maidstone Borough Councillors; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb.* The minute book will be closed.

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 Parker, Potts, Crickett and Carpenter declared non-pecuniary interested in agenda item 7.7.1. Cllr Carpenter declared that he was the Acting Chairman of the Coxheath Residents Village Hall Committee.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

2. CO OPTION of Parish Councillor/s:

- 2.1 To consider candidates for co-option. There were no candidates for co-option

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. There were none

4. Reports

- 4.1 Chairman of the Parish Council Cllr Parker
The Chairman reported that he was now a member of the Coxheath Residents Village Hall Committee. He reminded Cllr’s that it was their responsibility to update their Register of Interests to MBC if there were any changes. Tree works meeting with Bartlett planned for 27th July. The Chairman attended the Church Coffee Morning where a question was raised regarding the use of Stockett Lane Surgery
- 4.2 MBC Playground Inspection Report Clerk
Circulated. Work to be completed by MBC. Clerk to follow up with MBC.
- 4.3 Councillor’s Reports There were one All Cllrs
- 4.4 Litter Pick Cllr Down

Cllr Down reported the team had cleared the Village Centre which took over four hours. The condition of the Bus Shelter adjacent to the Church was raised. Lots of litter in the bus shelter Clerk to contact MBC for a new bin. Clerk to arrange meeting with MBC/John Edwards to agree outstanding works and any new works.

5. Minutes of the Parish Council Meeting

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 28th of June 2022, were to be 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

It was **RESOLVED** that the defibrillator will be sited in the Scout Hut Car Park and that the parish council will maintain it. It was **RESOLVED** to accept the quotation from Hopkins TAS Ltd at £189 + VAT per annum plus the cost of replacements/spares.

6.2 Tree Contract – Level 2 Survey - Saturn Road boundary

Meeting arranged for 27th July. Members of the working group will report back to parish council after the meeting.

6.3 Noticeboards – Fronts & Repair – Westerhill Road & The Beacons, Amsbury Road

6.4 Adoption of Play areas – Ongoing

6.5 Scout Hut Car Park – It was **AGREED** that a meeting with MBC should be arranged to discuss taking this matter forward.

7. Finance:

7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

It was **RESOLVED** to make the payments listed on the schedule.

Payee	Description		£
MBC	Bin Emptying		130.00
Dave Mann	Maintenance		1,237.03
Commercial Services	Grounds Maintenance		546.24
Rob Mickleborough	Leaf Blower for MUGA		287.74
DM Payroll Services	Payroll		60.00
Tate Fencing	Fencing works carried out at 32 Linden Road Coxheath		1,038.00
HMRC	Q1 PAYE £577.69 x 3		1,733.07
Total Accounting	Internal Auditors Fee AGAR 2021-22		480.00
Village Hall	Room Hire / Cleaning		214.00
Irene Bowie	Vodafone July £34.48x2	34.48	
	Ionos July £45.60 x2 (91.20) Ionos July £3	48.60	
	Hp Instant Ink July 22.49	22.49	105.57

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

It was **RESOLVED** to make a payment of £500 to Unity Bank for the opening of a new account.

7.3 Banking Arrangements – Update. The banking mandate for Unity Bank was signed by the

signatories.

7.4 Actual v Budget 2022/23

It was reported that the parish council actual versus budget spend was on target. The Finance Committee would review the position at it's August meeting and feedback to the August meeting of the PC. The Chairman asked the working groups to review their budgets and ensure that projects are identified and completed.

7.5 Bank Reconciliation This would be confirmed at the Finance Committee Meeting in August.

7.6 To consider a Grants Policy:

It was **RESOLVED** to adopt the Grants Policy that had been previously circulated to members.

7.7 Other Financial matters –

7.7.1 Application by Coxheath Village Hall for a Parish Council Grant 2022/23

This matter was deferred as an application had not been received from the Village Hall Committee.

7.7.2 Other financial matters: It was RESOLVED that the Football pitch would be closed for the months of June and July to allow time for it to recover and for any remedial works to be completed. Clerk and Chairman to notify the Football Club.

8. **Planning:**

8.1 To table planning applications dealt with since last meeting:

8.2 To table decisions by Maidstone Borough Council BC since the last meeting

8.2.1 22/502066/FULL Area A Forstal Farm Barn Forstal Lane Coxheath Maidstone Kent ME15 0QE Erection of an agricultural storage building and new mess faculty for workers. Regularisation of existing office and 3 no. agricultural containers with associated parking and mixed meadow. **MBC Application Refused**

8.2.2 22/502068/FULL : Area B Building 8 Forstal Farm Barn Forstal Farm Coxheath Kent ME15 0QE Retrospective application for erection of an extension to building 8, with associated parking. **MBC Application Refused**

8.2.3 22/502069/FULL: Area C Forstal Farm Barn Forstal Farm Coxheath Maidstone Kent ME15 0QE Erection of an office and mess faculties for use with business operations with building 8 and associated parking in area **MBC Application Refused**

8.3 To table late planning matters: There were none

9. **Working Groups: To receive Updates - All working Group to review Terms of Reference and agree a Lead Member at their first meeting of the year**

9.1 Recreation & Youth Working Group

9.1.1 MUGA Maintenance – Proposal for roof netting It was AGREED that this would not be pursued. It was AGREED that the RYWG would consider raising the height of the fencing to prevent footballs going into the road. Cllr Mickleburgh to discuss with Chartway. It was reported that the MUGA surface should be professionally cleaned every two years. Clerk to investigate a maintenance contract for the MUGA.

9.1.2 Village Hall Field – Outdoor Gym behind the Play Area additional quotes. Additional quotes were being pursued.

9.1.3 Football Pitch Mowing – Options / Rest Period Already discussed and RESOLVED under agenda item 7.7.2

9.1.4 Any other matters:

Cllr Mickleburgh reported on a meeting with the school Cllrs Webb, Potts and Mickleburgh attended. It was reported that it was very positive meeting. It was AGREED that the parish council would invite the school to the Jubilee Tree Planting. It was AGREED that the RYWG would have a meeting on the 18th August

9.2 Traffic & Community Safety Working Group

9.2.1 KCC Highway Improvement Plan. Due to the re-organisation at KCC Highways there had been no response to the HiP email. Clerk to follow up.

9.2.2 Highway Reports : Parking in Bramely Gardens, Parkway and other locations were reported as causing problems for residents. A request for yellow lines opposite Tesco's to improve parking problems. Cllr Small to send an email to the Clerk to forward MBC for consideration.

9.2.3 Parish Portal Report- Received

9.2.4 Any other matters: Removal of Salt Bin at Scketts Lane Cllr Mickleburgh to follow up.

9.3 Seasonal Events Working Group

9.3.1 Replacement Christmas Lights. Cllr Webb gave an update on the hire agreement rather than purchasing new lights. Gala Lights will look at the feasibility of putting the lights on the lampposts. The Star and the Church will be refurbished and be retained. Proposed a three year hire with no maintenance for the parish council. This would meet the existing budget. Seasonal Events Group to have a meeting on 18th August to formalise the

- proposal for full council at the end of August meeting.
- 9.3.2 Replacement PA System; Cllr Webb is pursuing this matter and will report further.
- 9.3.3 Future projects: School is interested in the planting of the Jubilee Trees. The school will produce flyers and posters for the event.
- 9.4 Environmental Initiatives Group
 - 9.4.1 Tree Survey – Level 2 Meeting planned for 27th July 2022
 - 9.4.2 Trees for the Queens Jubilee – To be discussed further with Bartletts at the meeting on the 27th July. Maintenance of the Tress would be discussed.
 - 9.4.3 Future Works – Follow on works & Trees for the Village Green To be discussed with Bartletts at the 27th July meeting. It was AGREED that the group would have a discussion with the Village Hall regarding the area where the youth shelter and sports wall are sited.

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 Mayor's Garden Party - 7 September. Noted
 - 10.2.2 Maidstone Local Plan Review Examination
It was AGREED that the parish council would request to speak at the Examination.
 - 10.2.3 Maidstone Borough Residents Survey. Noted
 - 10.2.4 KCC's Budget Consultation. Noted
 - 10.2.5 Vehicles from health centre parking on Bramley Gardens email from PCSO- Noted
- 10.3 Items for discussion/action

Dates of Future Meetings:

30th August, 27th September, 25th October, 29th November

There being no further business to be considered the Chairman closed the meeting at 8:50 pm