



Coxheath Parish Council

Minutes of the Statutory Annual Meeting of the Parish Council held on 24th May 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, E Small, R Webb, K.Woollven
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

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.

MBC Cllr R Webb provided an update. Derek Mortimer had been elected as Mayor of Maidstone. Cllr Webb gave an explanation regarding the 8% pay rise that MBC Cllrs had received.

1. Election of a Chairman:

1.1 To Elect a Chairman: It was **RESOLVED** to duly elect Councillor Parker as Chairman.

1.2 To receive the Chairman's Declaration of Acceptance of Office: Cllr Parker signed the Declaration of Acceptance of Office.

2. Election of a Vice-Chairman: It was **RESOLVED** to elect Cllr Bird as Vice Chairman

3. Apologies and absences:

3.1 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

3.2 Declaration of Changes to the Register of Interests. There were none

3.3 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. There were none

3.4 Requests for Dispensations. There were none

3.5 Declarations of Lobbying. There were none

4. CO OPTION of Parish Councillor/s:

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

5. 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

6. Reports

6.1 Chairman of the Parish Council Cllr Parker

The Chairman reported his concern over a lack of police presence at parish council meetings. He reported that we have not been allocated a dedicated PCSO. He reported that the Community Warden had also left. It was reported that the Annual Meeting of the Parish Meeting had been successful with a good turnout. Twining Association had now been dissolved. Cllr Parker to establish who the contact is in the French Village should they wish to contact the Parish. Jubilee Celebrations were in hand and progressing well. On the 22nd May Rosemary Jenner was presented with the KALC Community Award. The parish council had nominated her. Cllr's Parker and Webb presented the Certificate.

6.2 MBC Playground Inspection Report Clerk

It was **AGREED** that Cllr Small would conduct a weekly visual inspection of the play area.

6.3 Councillor's Reports All Cllrs

Cllr Potts reported that the VHMC would erect a plaque in recognition of the support they have received from the Parish Council. The Christmas festival had been arranged for the 1st December

2022. It was **RESOLVED** that the parish council would support the hire of the Village Hall with a grant of £160.

Cllr Mickleburgh reported that he had made contact with the school and that a meeting had been arranged to include himself, Cllr Small and KCC Cllr S Webb. KCC S Webb had subsequently cancelled the meeting as he advised to meet with the school without the parish councillors.

Cllr Mickleburgh reported on ideas to reduce the speed of traffic on Forstal Lane. It was **AGREED** that he would send a list to the Clerk of locations of Horse Signs for lampposts that would be sent to KCC Highways for consideration.

- 6.4 Litter Pick Cllr Down advised of the dates for the next litter pick as 7th and 9th of June

7. Allocation of Responsibilities: Committees and Working Groups : Appendix 1

The allocation of responsibilities and working groups was **AGREED**

8. Minutes of the Parish Council Meeting.

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 26th April 2022, with one amendment, were to be taken as read and confirmed as a correct record and signed by the Chairman.

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

- 9.1 Defibrillator in the Village Centre

Cllr Webb had contacted other business in the High Street to see if they would be amenable to having the defibrillator located on their building. Cllr Carpenter will also ask other business.

- 9.2 Tree Contract – Ground Clearance Linden Road / Level 2 Survey - Saturn Road boundary. Linden Road boundary is complete. Level 2 Survey along the Saturn Road Boundary Clerk to follow up with Bartletts.

- 9.3 Noticeboards – Fronts & Repair – Westerhill Road & The Beacons, Amsbury Road Due to be completed within eight weeks.

- 9.4 Adoption of Play areas. Formal letter sent to MBC Legal Department to request that the PC can adopt them.

- 9.5 Scout Hut Car Park. Cllr Parker to follow with MBC. It was reported that the fencing needs improvement. Cllr Parker suggest to the Scouts that they contact the parish council when they have decided what improvement they wish to make.

10 Finance:

- 10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
It was **RESOLVED** to accept the payments on the schedule

MBC	Bin Emptying	130.00
Dave Mann	Village Maintenance	1,787.03
KALC	Subscription	1,583.59
BHIB	Insurance (automatic renewal year 2 of 3 year deal)	1,196.66
Vodafone	Vodafone April May £34.48x2	68.96
Ionos	Website and Emails April, May £45.60 x2 (91.20) Ionos April, May £3 x 2 = £6	97.20
HP Instant Ink	April May 22.49 x 2	44.98
Carol Parker	Refreshments Annual Parish Meeting	86.59
Honorarium	MUGA Maintenance Honorarium	520.00

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

- 10.3 Banking Arrangements – Last Signature obtained forms to be sent to Unity Bank

- 10.4 Actual vs Budget 2021/22 Defer to next meeting

- 10.5 Other Financial matters. It was **AGREED** that Cllr Small would join Cllr Parker and meet with the Village Hall Committee to consider any grant applications they may wish to make this year. It was also **AGREED** to defer section 137 donations at the next meeting.
- 10.6 To receive draft minutes of Finance Committee Meeting 5th May 2022 (Appendix 2)
The Draft minutes were received.
- 10.6.1 To receive the recommendations of the finance committee
The recommendations of the Finance Committee were received and accepted.

It was **RESOLVED** to accept the following quotes:

- To remove existing gates and transport them to our workshop, to be modified to accept a self closing hinge mechanism re-spray gates in yellow. Return to play area and re-fit. For the sum of £2,350.00 + VAT (3no gates)
- **Fencing works at Football Field**
To attend site and remove damaged section of fencing and dispose of. To supply and install new 3m section of 6' high galvanised chain-link with new sections of bearing wires. Plus, new sections of barbed wire.
For the sum of £665.00 + VAT

It was **AGREED** that Cllrs Small and Mickleburgh would review the need for extending the path to give disabled users better access to the field. Cllr Carpenter to discuss this with the Village Hall Committee.

It was **RESOLVED** to purchase 4 Microsoft Surface Go 310.5 inch Pentium 4GB 84GB 2-in1 laptop and tablet. The cost per tablet was noted as £468.89 but attempts would be made to achieve a lower price. It was **AGREED** that 4 Cllrs would be the first to assess the Laptops. Cllrs' Small, Webb, Bird and Mickleburgh.

It was **RESOLVED** to purchase a pair Tommy Statues from the Royal British Legion. The Coxheath crest would be placed on the base and the word to be used are 'Lest We Forget' . Total cost £350

11. To receive the AGAR for the financial year ended 31st March 2022

This item was deferred to the next meeting.

- 11.1 To receive the Internal audit report:
- 11.2 Accounts to be approved and signed:
- 11.3 The parish council considered and approved the Annual Governance Statement for the year ending 31st March 2022.
- 11.4 Acceptance of Annual Governance and Accountability Return (AGAR)

12 Planning:

- 12.1 To receive draft minutes of Planning Committee Meeting 19th May 2022
The minutes were received and noted.
- 12.2 To table late planning matters: There were no additional matters raised.

13 Working Groups: To receive Updates

- 13.1 Recreation & Youth Working Group
- 13.1.1 MUGA Maintenance
Cllr Mickleburgh gave a report. There had been a significant drop in ASB recently. 4-5 bags pf litter were being removed per week.
- 13.1.2 Village Hall Field
- 13.1.3 Additional Mowing of the Football pitch by the football club
It was **AGREED** that permission would not be given for the Football Club to mow the pitch. It was **AGREED** that the pitch may need re-seeding or re turfed. It was **AGREED** that the PC would look into this matter.
- 13.1.4 Any other matters
A request for adult fitness equipment . Cllr Carpenter to discuss this with the Village Hall Committee. The Recreation and Youth group would consider the request and report back at the next meeting.
- 13.2 Traffic & Community Safety Working Group
- 13.2.1 KCC Highway Improvement Plan
The HIP had been sent to KCC Highways. Additional information for placement of VAS (Speed Signs) to be provided to KCC Highways.

- 13.2.2 Highway Reports It was reported that the speed sign on Hunton end of the Village does not seem to be working.
- 13.2.3 Parish Portal Report (Appendix 3)
Received and noted.
- 13.2.4 Any other matters . It was reported MOP are not using the Zebra Crossing. A request for railings to be installed on the corners to encourage people to use the zebra crossing was discussed.
- 13.3 Seasonal Events Working Group
 - 13.3.1 Replacement Christmas Lights
Cllr Webb reported that he has a meeting planned with Gala Lights on the 6th June to review all options for the Christmas Lights and he will update members at the next meeting.
 - 13.3.2 Jubilee Celebrations
Preparations well established. Cllr Webb will obtain propane gas for the Beacon. Details of the timetable for the events was on the PC Website and also on notice boards and on social media.
 - 13.3.3 Future projects
- 13.4 Environmental Initiatives Group
 - 13.4.1 Tree Survey – Level 2
 - 13.4.2 Chain Link Fence- The quote was accepted
 - 13.4.3 Trees for the Queens Jubilee It was **RESOLVED** to proceed with Hornbeam Trees as they would have the best chance of success in the soil type.
 - 13.4.4 Climate Initiatives/Discussions Re wilding. It was **AGREED** that the EI group would have a meeting to discuss this further and report back any recommendations to the full council. Bulb Planting was discussed, and it was **AGREED** that this would be considered at a later meeting.
 - 13.4.5 Future Works

14 Policy Review:

- 14.1 Standing Orders, Financial Regulations, Work Groups Terms of Reference, Committee Terms of Reference, Section 101 Scheme of delegation, Risk Assessment , Code of Conduct, GDPR Policy FOI Publication Scheme, Parish Council Emails Policy
It was **RESOLVED** to re-adopt all policies.
- 14.2 Parish Council Computer and IT Security Policy: It was **AGREED** to defer this item to another meeting. a later

15. Correspondence:

- 15.1 To table items of late correspondence :
- 15.2 Items circulated for information: For further information contact the Clerk
 - 15.2.1 NALC CHIEF EXECUTIVE'S BULLETIN
 - 15.2.2 Kent's Plan Bee "No Mow May" campaign
 - 15.2.3 KALC NEWS APRIL 2022
 All Correspondence was noted.
- 15.3 Items for discussion/action

Dates of Future Meetings:

26th July, 30th August, 27th September, 25th October, 29th November

Signed:

Chairman

Date:

Appendix 1 Current Roles and Responsibilities .

Finance Committee x Cllrs

Cllr Parker **Chair**
Cllr Bird
Cllr Potts
Cllr Woollven
Cllr Small

Planning Committee

Cllr Page **Chair**
Cllr Carpenter
Cllr Webb
Cllr Woollven
Cllr Crickett
Cllr Parker substitute member

Recreation and Youth Group

Cllr Potts **Lead**
Cllr Carpenter
Cllr Mickleburgh
Cllr Parker
Cllr Bird

Seasonal Events Group

Cllr Webb **Lead**
Cllr Carpenter
Cllr Parker
Cllr Woollven
Cllr Crickett

Affiliates: Community Warden / MUGA

Traffic and Community Safety

Cllr Page **Lead**
Cllr Bird
Cllr Mickleburgh
Cllr Parker
Cllr Woollven

Environmental Initiatives Group

Cllr Small **Lead**
Cllr Parker
Cllr Bird
Cllr Crickett
Affiliates: David Mann

Affiliates: Speed Watch / Litter Pick Team

Areas of Interest / Coordination:

Speed Watch Liaison
Web Site
Play Area Safety Inspections
Village Centre & Street Lighting
Footpaths / PROW / Church
Police Liaison
Village Hall Representative
Open Spaces / Environment
Developer Liaison
Kent Association of Local Councils Rep.
NHS / Surgery Liaison
Village News Editor
Coxheath School

Cllr Webb
Cllr Bird
Cllr Small
Cllr Page
Cllr Parker
Cllr Parker
Cllr Potts
Cllr Small (Trial basis)
Cllr Webb
Cllr Small
Clerk – Irene Bowie
Vacant
Cllr Mickleburgh

May 2022



Coxheath Parish Council Finance Committee Meeting Minutes from the meeting held on the 5th May at 7:30 pm in the Village Hall

Present: Cllrs: C Parker (Chairman) , C Bird, E Potts, E Small, K Woollven.
Also present: I Bowie (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. There were no members of the public present.

1. Apologies for Absence:

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. There were none

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 previous meeting – 10th February 2022. It was RESOLVED that the minutes were confirmed as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes:

- 5.1 Update on Disabled access gates at the play area. It was AGREED to obtain a new quote from Tate for 3 gates
- 5.2 Cost of iPads for Councillors to reduce the amount of printing and to improve access to documents and information. It was AGREED that the finance committee would recommend to the full council the purchase of 6 Microsoft Surface Go 310.5 inch Pentium 4GB 84GB 2-in1 laptop and tablet. The cost per tablet was noted as £468.89 but attempts would be made to achieve a lower price. It was AGREED to recommend six Cllrs trial the laptops/tablets .
- 5.3 Cost of 2 Soldier Silhouettes for the next Finance Committee Meeting.
It was AGREED to recommend to the full council the purchase a pair Tommy Statues from the Royal British Legion. The Coxheath crest would be placed on the base and the word to be chosen by the full Council. Total cost £350
- 5.4 Clerk to follow up the tree contractor re the planned Level 2 works it was AGREED to accept the Recommendation of the contractor to plant Hornbeam Trees for the Queens Jubilee due to the acidity of the soil. The trees would be planted in October.

6. Finance:

- 6.1 Bank Reconciliation
The combined bank reconciliation as at 31st March 2021 was confirmed as £244,642.92
- 6.2 Accounts 2021-22 (Unaudited) The accounts were circulated to members.
- 6.3 AGAR 2021-22 (Draft). It was reported that the AGAR had not yet been signed by the Internal Auditor.
- 6.4 Banking Arrangements. To confirm that Cllr Woollven would be added to the Unity Bank Mandate.

7. To review Parish Policies: There were no changes to any policies. It was AGREED to recommend to the full council that all existing policies were re adopted.

It was AGREED that the Clerk would produce a Parish Council Computer and IT Security Policy for the 24th May meeting of the parish council

8. To receive correspondence/reports:
There were none

9. Agenda items for the next meeting: To be sent to the Clerk

Signed :

Chairman

Date: