



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on the 26th November 2024
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: G Crickett (Chairman), D Carpenter, G Down, N Gardner, K Laponder (left the meeting at 7:45 pm), C Parker, E Potts, S. Thomas.

In Attendance: Irene Bowie, Parish Clerk, MBC Councillor Kehily and members of the public

Prior to the Start of the Meeting:

Natalie Penfold KCC gave a short presentation regarding the possible sponsorship of Rural Youth Worker by Coxheath Parish Council.

AGENDA

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.

RESOLVED: To accept the apology and reason given from Councillor C Bird.

Apologies were also received from KCC Councillor S Webb.

1.2 Declaration of Changes to the Register of Interests. There were no declarations.

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. Councillor Parker declared an interest in agenda item 7.1.4 Grant Request from Coxheath Pre School.

1.4 Requests for Dispensations. There were none

1.5 Declarations of Lobbying. There were none.

2. 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. The Minute Book will be closed.

There were no public comments.

3. To receive written reports from external parties (if present).

Kent County Councillor S Webb – Written report circulated and attached as appendix 1.

4. CO OPTION of Parish Councillor/s: To consider candidates for co-option.

5. To Receive reports on matters not included elsewhere on the agenda.

5.1 Chairman of the Parish Council Cllr Crickett

The Chairman reported that he had attended:

- **Remembrance Sunday**—Many thanks to the Parish Councillors who attended; all went well. The Parish Council arranged for 100 Orders of Service to be printed.
- **Brew and Bite** – extended hours to encourage younger members as a quiet safe place after school
- **Pavilion Feasibility:** The initial meeting with Passmores and has passed findings to Working Group

Christmas Tree – Many thanks to those who braved storm Bert, Sean Thomas, Neil Gardner, Neil Hadley and Richard Webb.

Lighting up this Sunday 1st December from 1630hrs, Mince pies 25% donated from Coxheath Tesco's .

The Chairman thanked Stephan Guisee for donating and delivering the Christmas Tree.

5.2 Playground Inspection Report Cllr Parker

5.2.1 To consider obtaining quotations for Playground Monthly Inspections. Councillor Parker gave his report.

Clerk to follow up as a matter of urgency on the missing end caps on the outdoor gym equipment.

5.2.2 Weekly Visual Playground Inspections. Not discussed

5.3 Councillor Reports

All Cllrs

- It was AGREED that Cllr Parker would obtain costings to paint the King George VI Village Post Box
- The Clerk would order a large salt bag to be sited in the Scout Hut Car Park
- Brick Bus Shelter- Clerk to progress additional quotes for its removal
- Request for all Councillors to check the KCC and PC salt bins and identify those which need to be replenished. Councillors to report via the KCC Portal.
- The Coxheath Christmas Cup is unlikely to be held this year. The Seasonal Events Working Group will organise it for next year.

5.4 Community Litter Pick

Cllr Down

Litter pick dates were confirmed as 19th and 22nd of December

5.5 Clerk's Report. Included in other agenda items

6. Minutes of the Parish Council Meeting:

To resolve that, the minutes of the Parish Council Meeting held on 24 September 2024 and 29 October 2024 should be taken as read, confirmed as a correct record, and signed by the Chairman.

RESOLVED:

- 1. The Minutes of the Parish Council Meeting held on the 24th of September with an amendment were confirmed as a correct record and signed by the Chairman.**
- 2. The Minutes of the Parish Council Meeting held on the 29th October with one amendment were confirmed as a correct record and signed by the Chairman.**

7. Finance:

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

RESOLVED: To authorise the payments on the schedule.

Vodafone	£20.94 November and December 2024 25.88 x2	51.76
Ionos	Ionos £13.80 x 2 November and December 2024 Ionos £48.00 x2 November and December 2024	123.60
HP Instant Ink	HP Instant Ink Nov and December x 2 £25.45	50.90
Adobe	19.97 x 2 Nov and December 2024	39.94
KCC	Christmas Lights Licence	39.00
Gavin Crickett	Printing Order of Service	38.00
		25.99
KALC Training	Planning Training x 2 @£60	120.00
DM Malley	Payroll part 2	60.00
Irene Bowie	Staff Costs	Confidential

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

There were no late payments.

7.3 Banking Arrangements – Update. The Clerk reported that the opening cheque would be sent to Unity Trust Bank as soon as the Paying in Book had been received.

7.4 To consider any grant or donation requests

7.4.1 Grant Request from Coxheath Preschool.

Councillor Parker, having declared an interest, left the room and did not comment or vote. This was a request for a grant of £500.

- £150 for Sport Equipment
- £350 cost for pantomime for the preschool to the Village Hall.

Total £500

RESOLVED: To award a grant of £500 to Coxheath Preschool.

7.4.2 Grant Request from the Coxheath and Farleigh Junior Football Club.

Councillor Parker rejoined the meeting.

This was a request for a grant of £700 towards a spend of £1000

• Sports Equipment	£ 250.00
• Rising Star Shirt with CPC Logo	£ 250.00
• Printing Signs and Banners	£ 350.00
• Coxheath Printed Flags	£ 150.00
Total	£ 1000.00

RESOLVED: To award a grant to the Coxheath and Farleigh Junior Football Club of £1000.

7.5 To receive spend versus budget April to October 2024

The spend vs budget was received and noted.

7.8 To consider any late financial matters. There were no late financial matters

7.9 To receive recommendations from the Finance Committee.

7.9.1 To consider the draft budget for 2025/26.

RESOLVED:

The draft budget, subject to ratification at the January 2025 Parish Council meeting, was set as £118,000

7.9.2 To consider the Precept Demand for 2025/26

RESOLVED: Subject to ratification at the January 2025 Parish Council meeting

1. That the Precept Demand would be set as £104,369

2. The Band D rate would be £52 per annum.

8. Planning: To receive the decisions and recommendations from the Planning Committee. Draft Minutes attached at Appendix 1

(Councillors Gardner (Chairman), Carpenter, Crickett, Laponder and the Parish Clerk)

The Chairman of the Planning Committee gave his report.

9. Working Groups: To receive Updates and Recommendations.

9.1 **Recreation & Youth Working Group.** (Councillors Potts, Bird and Laponder)

9.5.1 To consider the support of a Rural Youth Worker.

It was AGREED that the Parish Council were interested in principle but would require more information before committing to the project.

9.2 **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)

9.2.1 Parish Portal Report. Noted

9.2.2 To receive an update on the draft Highways Improvement Plan.

It was reported that a meeting with KCC Highways would be scheduled to discuss the HIP.

9.3 **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)

9.3.1 To receive an update on Village Christmas Lights and Tree.

The Chairman reported that everything was in place for the 1st of December.

9.3.2 To consider a Land Usage Agreement from Avante (Coxheath) Management Ltd.

Clerk to follow up as no reply had been received from Avante (Coxheath) Management Ltd.

9.4 **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann). No report.

9.5 **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas.

Non-Councillors Mr. D Mann and Mr. N Hadley.

Initial enquiries regarding the cost of a pavilion had been made. It was AGREED that the group would meet in the New Year to discuss further.

9.6 **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.

9.6.1 KALC Community Awards Scheme 2025.

A candidate was nominated. Clerk to progress with KALC.

10. Correspondence:

10.1 To table items of late correspondence:

10.2 Items circulated:

10.2.1 Government Consultation Enabling remote attendance and proxy voting at local authority meetings.

Clerk and Councillors (individually) to complete.

10.2.2 KCC Councillor Simon Webb Member report - November and December 2024

10.2.3 MBC Planning Training 25th November 2024

10.2.4 Maidstone Heritage Strategy - Art Competition

10.2.5 Maidstone Heritage Strategy - Questionnaire

10.2.6 KCC On-street electric vehicle charging - we need your help!

10.2.7 KALC Community Awards Scheme 2025. To be added to the January 2025 meeting.

All Items Noted.

11. Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

11.1 Notification of NALC pay scales for the period 2024/2025

RESOLVED: 1. The Clerks salary would be increased in line with the NALC pay scales for the period 2024/25

2. This would be backdated to the 1st of April 2024

11.2 To receive and consider Legal Advice pertaining to a Coxheath Residents Village Hall Management Committee. No further matters were discussed.

Meeting Dates 2025:

FULL COUNCIL : January 28th, February 25th, March 25th, April 29th, May 27th, June 24th, July 29th, September 30th, October 28th, November 25th.
April 15th Annual Village Meeting.

PLANNING COMMITTEE: 6.45 pm prior to the Full Council Meetings listed above.
Please note Planning Committee meetings may be cancelled if not required.

FINANCE COMMITTEE: To be confirmed

Appendix 1

3. Reports from External Parties.

KCC Councillor S Webb.

November and December report – Simon Webb (Member – Maidstone Rural West)

The last few months have been quite uneventful at Full Council meetings. However, as a member of the Scrutiny Committee, I am undertaking a 'deep-dive' into the Special Educational Needs consultation and its proposals.

This 'deep dive' is the first of its kind for the County Council. The committee is asking all interested parties to join and other interested Members to listen to their points of view over the restructure and its proposed outcomes.

The discussions have been broad, intense, and enlightening, with quite a significant range of views. I, for my part (having been within the education profession and senior adviser for primary education for KCC), have listened and chosen not to comment unnecessarily. It will be for others to hear this afresh that will drive the agenda.

In addition to this, I have been very active in consistently challenging KCC Education Cabinet Member over the full expansion of Coxheath Primary school and the impact that this will have on the smaller primary schools within my division.

I was expecting to attend the CYPE (Children and Young People Education) Cabinet Committee on 21st November to challenge the proposal. However, for the third time, the paper has been pushed back to the following Cabinet Committee. I will now attend in January 2025.

I would like to wish all councillors, residents and colleagues a very warm and enjoyable festive period. Let's bring in a much safer, collegiate New Year too.

Kind regards

Simon

Simon Webb
Member – Maidstone Rural West Division

8. Planning Committee



Coxheath Parish Council Planning Committee Meeting MINUTES

of the meeting held in the Parish Council Office, Coxheath Village Hall
6.00 pm on the 26th November 2024

Present: Councillors N Gardner Chairman, D Carpenter, Gavin Crickett, K Laponder.

Also Present : I Bowie (Clerk). A member of the public.

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the public *will be taken for a period of 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.*

1. Apologies and absences, Declarations and Dispensations.

- 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. 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 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. Councillor Gardner declared that he had commented, as a member of the public, on agenda item 5.1.1.
- 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 reason of its confidential nature.

There were no matters to be considered.

3. Minutes of the Planning Committee Meeting on the 29th of October 2024.

It was RESOLVED that the minutes of the Planning Committee Meeting held on the 29th of October were taken as read, confirmed as a correct record and signed by the Chairman.

4. Clerk and Councillors Reports: There were no reports.

5. Planning Applications:

5.1 To table planning applications for consideration:

5.1.1 **24/504496/FULL Beacon Park, Land To The North Of Heath Road Coxheath Kent ME17 4NU**

Erection of 85 homes comprising new Open-Market houses including 34 new affordable homes according to a mix of 27 x two bed, 32 x three bed, 16 x four bed dwellinghouses (all two storeys in height), with two blocks of flats comprising 10 x one bed units (three storeys in height). The proposal includes the provision of a 1.78Ha Local Nature Reserve, 0.55Ha Public Open Space and associated works to include newly formed vehicular & pedestrian access on Heath Road, new internal roads, a new 'Greenway' allowing for a cycle/pedestrian link connecting to Public Right of Way (PROW) KM67, KM64 & KM65, installation of public realm works (including public art, pedestrian connections & landscaping), a Sustainable Urban Drainage Scheme (comprising ponds), cycle stores, and bin stores (Off-site works to include the upgrading of a pedestrian zebra crossing on Heath Road to a pelican crossing and relocation of west-bound and east-bound bus stops on Heath Road).

RESOLVED: 1. The Parish Council would object to the application

2. The advice of a Planning Consultant would be sought.

- 5.1.2 **24/504788/FULL 22 Pembroke Road Coxheath Kent ME17 4QJ**
Erection of a single storey rear extension.
RESOLVED: No Objection.
- 5.1.3 **24/504716/FULL Plot 6 Forstal Farm Barn Forstal Lane Coxheath Kent**
Change of Use to tyre change and wheel balancing unit.
RESOLVED: Objection.
- 5.1.4 **24/504633/FULL 116 Heath Road Coxheath Kent ME17 4PN**
Application for the change of use from funeral home (Class E) to hot food takeaway (sui generis). Installation of kitchen extractor outlet.
RESOLVED: No Objection.
- 5.1.5 **24/504468/LAWPRO 3 Heathside Avenue Coxheath Kent ME17 4PZ**
Lawful Development Certificate for proposed loft conversion with a hip to gable extension 2no. rooflights to front and rear flat roof dormer. Changes to fenestration.
RESOLVED: No Objection.
- 5.1.6 **24/504474/FULL 2 & 3 Heathside Avenue Coxheath Kent ME17 4PZ**
Erection of single storey front extension to create new porches
RESOLVED: No Objection.
- 5.1.7 **24/504494/FULL 4 Mill Lane Coxheath Kent ME17 4HF**
Part demolition of existing garage and replace existing roof with a pitched roof. Erection of a part one/ part two storey pitched roof front extension and erection of a single pitched roof side and rear extension.
RESOLVED: No Objection.

5.2 To table planning applications dealt with since the last meeting. There were none.

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

- 5.3.1 24/503436/LAWPRO 28 Gresham Road Coxheath Maidstone Kent ME17 4EY
Lawful Development Certificate for loft conversion with a rear dormer and roof lights.
Application Permitted
- 5.3.2 24/503567/FULL 64 Huntington Road Coxheath Kent ME17 4DY
Erection of single-storey rear extension.
Application Permitted

6. To table late planning applications and other planning matters received for consideration: There were no late planning matters

7. To receive correspondence:

- 7.1 Maidstone KALC's draft response to the Gypsy and Travelling Show people Consultation.

There being no further business to be transacted, the Chairman closed the meeting at 6:45 pm.

Signed :

Date:

Chairman : Please Print Name