



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 28th November 2023
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: C Parker (Chairman), C Bird, D Carpenter, G Down, E Potts, R Webb, K Woollven.

In Attendance: Irene Bowie (Parish Clerk) and one member of the public

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

There were no candidates for co-option at this meeting.

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. The Minute Book will be closed.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer. There were no reports.

5. Coxheath Parish Councillor Reports

- 5.1 Chairman of the Parish Council Cllr Parker
The Chairman reported that he had attended :
 - Remembrance Sunday to represent and lay the Parish Council Wreath
 - A meeting with a contractor to discuss the landscape works required by the Parish Council
 - Beacons Men's Group talk by Guy Bartlett on the History of the Red Arrows
- 5.2 Playground Inspection Report Cllr Parker
The inspection report was noted. Clerk to follow up the missing swing seat and end caps for the Outdoor Gym.
- 5.3 Councillor's Reports All Cllrs
Councillor Webb reported on:
 - Coxheath Pre School Christmas Fair
 - Events organised by the Community Groups which included, A Christmas Tree Festival, Brew and Bite in the Church, A notice/leaflet to be circulated by the group advising of events.

Councillor Down reported that during a recent litter pick numerous empty alcohol bottles were picked up on the approach from Huntington Green.

Councillor Woollven reported that the Post Office van was parking outside the Post Office, rather than using the car park, and that this was making it difficult for pedestrians to see around it to cross the road. It was AGREED that that Royal Mail would be contacted and drivers would be reminded to park their vans in the car park.

- 5.4 Community Litter Pick Cllr Down
Councillor Down reported that there were no litter picks planned for December.
- 5.5 Social Media Clerk
The Clerk reported that the Facebook Page was updated as necessary.

6. Minutes of the Parish Council Meeting:

RESOLVED:

The minutes of the Parish Council Meeting held on 31st October 2023 were taken as read, confirmed

as a correct record and signed by the Chairman.

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

- 7.1 Noticeboards and Benches. It was reported that the new Noticeboards would be installed before Christmas, weather permitting. The installation of the new benches was discussed under agenda item 12.1.1
- 7.2 Adoption of Play areas and Scout Hut Car Park. The Clerk reported that MBC Councillor. Parfitt-Reid was trying to move this forward.

8. Finance:

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 8.2 Late Payment Request/s to be discussed for approval and payment.

RESOLVED:

The Payments on the schedule were approved for payment.

Payee	Description	£
Greenbarns Ltd	Noticeboards x2 @ £ 840.06	1,680.12
Vodafone	Vodafone £16 x 2 (November and December)	32.00
Ionos	November and December 2023	117.60
HP Instant Ink	HP Instant Ink £22.49 x2 (November and December)	44.98
Adobe	Adobe 19.92 x 2 (November and December)	39.84
Clive Parker	Xmas Lights Refreshments	93.54
Dave Mann	Underpayment May 2023	558.50
Richard Webb	Parish Council Christmas Tree	199.99
Parish Clerk	Salary	Confidential

8.3 Banking Arrangements. The Clerk gave an update as to the progress of the Unity Bank Application.

8.4 To consider any late financial matters. To consider the defibrillator maintenance contract from Hopkins+. **REOSLVED:** to discuss this under agenda item 12.

8.5 To receive recommendation from the Finance Committee

8.5.1 To receive the draft minutes of the Finance Committee Meeting on 27th November 2023. These were not available.

The recommendations from the Finance Committee were discussed.

AGREED:

1. The Clerk would investigate the need, cost and scope for a Parish Council 'Handy Man'
2. The Clerk would email Village Organisations to remind them of the availability of grants from the Parish Council for their organisation projects.
3. The Clerk would write to the CEO of Maidstone Borough Council and request assistance for Parish Council to adopt the play areas and the Scout Hut car park.
4. The Clerk would identify high interest accounts for the Parish Council reserves.

8.5.2 To review the 2023/24 spend vs budget forecast.

It was reported that the 2023/24 spend vs budget was on track as to the end of October.

It was reported that any underspend at the yearend would be due to lack of progress with MBC and KCC Highways projects.

8.5.3 To agree the budget for 2024/25

RESOLVED:

The budget for 2024/25 was set as £128,000

8.5.4 To consider the precept and parish services scheme for 2024/25

RESOLVED

1. The precept would be set at £105,750
2. The Band D rate would remain unchanged at £52.00 per annum.
3. The above were resolved pending confirmation of the new Tax Base by MBC due late December 2023.
4. That the Precept Application would be confirmed and finalised at the 30th January 2024 meeting.

9. Planning:

9.1 To receive the decisions and recommendations from the Planning Committee Meeting 28th November 2023.

AGREED:

To object to Planning Application 23/505091/HYBRID Greensand Place Heath Road Linton Kent ME17 4NU

9.2 Hill Farm Linton ("Greensand Place") Member Meeting 16th October. An update was not available.

10. Working Groups: To receive Updates

10.1 **Recreation & Youth Working Group - To receive recommendations from the Working Group.**

It was AGREED that discussion regarding the benches and sports wall would be heard under agenda item 12.

10.2 **Traffic & Community Safety Working Group**

10.2.1 KCC Highway Improvement Plan (HIP). It was noted that the Parish Council does not have the resources to undertake consultations for any TRO which may arise from the HIP. It was noted that the Speedwatch equipment held by the Parish Council would need to be re-calibrated. It was also noted that Speedwatch is not operated by the Parish Council but by Kent Police.

The impact of the proposed expansion of Coxheath School was discussed. It was AGREED that members would respond as individuals. The Parish Council was disappointed to have not been notified sooner regarding the consultation.

10.2.2 Parish Portal Report. Noted

10.2.3 To receive recommendations from the Working Group. There were no recommendations.

10.3 **Seasonal Events Working Group**

10.3.1 To receive an update on planned and future events

Christmas Lights Switch On. The date and time were confirmed as the 4:30 pm on the 3rd December 2023. The Parish Council Christmas Tree had been collected and installed.

10.3.2 To receive recommendations from the Working Group.

10.4 **Environmental Initiatives Group**

10.4.1 To receive recommendations from the EIG group. Recommendations to be discussed under agenda item 12.

11. Correspondence:

11.1 To table items of late correspondence: There were no items of late correspondence.

11.2 Items circulated: To be provided at the meeting. Noted

12. 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 by reason 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, and 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.

12.1 To receive and consider Quotation and Contracts.

12.1.1 Installation of the Benches.

RESOLVED.

To accept the Quotation from DB Works for the installation of three benches.

12.1.2 Update and Work Specification from DB Works.

RESOLVED:

1. To accept the quotations form DB Works
2. To agree a schedule of works
3. To request that BD Works purchases the bulbs needed.

12.1.3 Maintenance contract for the Defibrillator.

RESOLVED:

The maintenance contract from Hopkins would be accepted for 2024.

12.1.4 Staffing Matters.

RESOLVED:

The Clerks salary would be increased in line with the newly adjusted National Association of Local Councils National Salary Pay Scales.

Meeting Dates 2024:

FULL COUNCIL :

30th January , 27th February, 26th March, 30th April,
14th May Annual Meeting of the Parish Council, 25th June , 30th July, 27th August,
24th September, 29th October, 26TH November.

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

FINANCE COMMITTEE: 15th February , 25th April

Annual Meeting of the Parish and 60th Year of Coxheath PC to be held on the 28th May 2024

There being no further business to be transacted the Chairman closed the meeting at 8:35 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: