

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	11/17/18
Date:	Tuesday 24 th April 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven ;G Down; Mrs C Skinner; E Small; Mrs V Page; Mrs J Webb.
In Attendance:	T Ketley (Parish Clerk)

There were no representations from members of the public. The meeting was opened, therefore, at 7.30pm.

180. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C Bird and R Webb, Cllrs Miss E Fermor and B Mortimer (Maidstone Borough Council) and Mr D Casson.

181. REQUESTS FOR FILMING AND/OR RECORDING

There were no requests to film or record all or part of the meeting.

182. CONSIDERATION OF PART 2 ITEMS

It was noted that there were no items to be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information.

183. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

184. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

In the absence of a police representative, crime statistics had been downloaded from the E- watch website. There had been only one crime recorded since the March Parish Council meeting:-

- A case of criminal damage to a car in Park Way;

It was noted that Cllr Mrs C Skinner had attended the meeting of the Parishes Police Forum/Neighbourhood Watch Association held on 18th April 2018. She reported that the following items had been discussed amongst other things:-

- A review of intelligence on rural crimes;
- The relative success of 'stop and search';
- Eight new PCSOs and five volunteer PCSOs were now in training;
- Of the 200 new police officers to be recruited by Kent Police, 10 would be deployed in Maidstone;
- Concerns that the number of burglaries had increased and tended to be perpetrated in clusters.

It was also noted that the Community Warden had submitted a brief monthly report by e-mail, the main issues being:-

- A high incidence of antisocial behaviour;
- The need to report occasions when off-road bikes were being driven around the village by telephoning 101;
- The continued success of the youth club, despite a few cancellations due to staffing problems;
- Continued support for vulnerable members of the community.

185. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Divall proposed that the minutes of the meeting held on 27th March 2018 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

186. MATTERS ARISING

168.149.128. Casual Vacancies

It was noted that Cllr Mrs J Webb had changed her mind and would not be resigning from the Parish Council, as reported at the March meeting.

168.149.131.112. Parish Website

It was agreed that Cllr C Bird should be added to the Website Editorial Board and that a meeting of the Board should be convened during June 2018.

168.149.133c. Banking Mandate

It was noted that a banking mandate form had been obtained from NatWest Bank but an error in completion would necessitate obtaining a further copy.

168.149.141g. KALC Workshop on GDPR (General Data Protection Regulations)

It was agreed that the next step in the process towards compliance with the new GDPR regulations would be the production of an impact assessment statement by an outside body yet to be appointed.

168.151f. Repairs to Notice Boards

It was noted that the Clerk was investigating alternative sources of supply since it seemed that Glasdon UK Ltd might have discontinued its supply of notice boards. He would report back to the Parish Council at the May meeting.

169b. Hamilton House Car Park

It was noted that the Clerk had written to the owner of Hamilton House regarding the need to repair the large pothole at the entrance to the car park.

187. REPORTS

a. Christmas Lights Container

Cllr R Divall reported that the Christmas Lights container had been broken into over the Easter weekend but damage had been minimal. A replacement padlock had been fitted. The Clerk had submitted an online report to Kent Police.

b. Potholes

Cllr Mrs V Page reported that a number of potholes in Park Way and Westway had now been repaired.

c. Westerhill Road Car Park

Cllr Mrs J Webb again expressed concern about the surface of the Scout Hut car park and the amount of litter that had collected therein. The Clerk would take up the matter of resurfacing with Maidstone Borough Council and Cllr G Down would include the car park in his next litter picking campaign.

d. Bulb Planting

Cllr E Small suggested that consideration should be given to the introduction of bulb planting in certain areas of the village to promote a more rural appearance.

e. Highways Issues

Cllr E Small requested that the question of boundary fencing at Olders Field should be raised once again with Kent Highway Services. Cllr C Parker also raised the issue of approaching the relevant authority to repair and/or replace part of the hedge adjacent to the School playing field and the bus stop.

f. Environmental Issue

The Clerk reported that Richard Burns, the Manager of the Southern Water treatment works in Stockett Lane had complained to Maidstone Borough Council (Environmental Health) about acrid smoke emanating from one of the sites on Forstal Farm.

g. Village News

The Clerk was still awaiting a response from Denise Taghdissian over the resumption of the production of the 'Village News'.

188. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget report for April 2018 was tabled and the content was noted and agreed.

b. Renewal of Membership of KALC

It was noted that the renewal notice had been received from the Kent Association of Local Councils in respect of membership for the 2018/19 financial year. The membership fee had increased by 3% to a total of £1,046.00 plus VAT. In the circumstances, Cllr Mrs C Skinner proposed that membership should be renewed at the price quoted. The proposal was seconded by Cllr Mrs E Potts and agreed unanimously.

c. Village Centre Refurbishment

It was noted that following the purchase of equipment and materials for the refurbishment of the village centre street furniture, the remaining costs for installation amounted to £3,165.00 plus VAT. Cllr Mrs V Page proposed that a second order should now be placed with Maidstone Borough Council for £3,165.00 plus VAT to ensure that all equipment was installed as soon as possible. The proposal was seconded by Cllr Mrs J Webb and agreed unanimously.

189. PLANNING

It was noted that the following planning application had been considered since the March 2018 Parish Council meeting:-

- a. 18/501268/HYBRID – Land south of Heath Road, Coxheath
Variation of Conditions 10 (Materials) and 20 (to allow retention of the existing hedge pursuant to Application 16/506648/HYBRID).

It was noted that comments had been despatched to Maidstone Borough Council confirming no objection to the variation of Condition 10 but suggesting that in retaining the hedgerow against Condition 20, there was now little point in constructing an (albeit narrow) footway and crossing point to the east of the site entrance.

- b. 18/501276/FULL – 8 Bramley Gardens, Coxheath
Erection of a part two-storey, part first-floor rear extension and a single-storey porch to the front.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 29th March 2018.

However, the following additional planning matters were noted:-

- Maidstone Borough Council had approved the application for the erection of a proposed toilet/shower/reception building and a bin/store/recycling area at Orchard View, Well Street, Loose (Ref: 17/505609/FULL);
- Maidstone Borough Council had approved the application for the erection of a single-storey rear extension at 19 Duke of York Way, Coxheath (Ref: 17/506018/FULL);
- Maidstone Borough Council had refused the application for the erection of a porch to the front elevation and a part single-storey, part two-storey rear and side extension at 6 Stockett Lane, Coxheath (Ref: 17/506156/FULL);
- The Parish Council Planning Committee meeting scheduled to be held on 19th April 2018 had been cancelled in the absence of any further new planning applications.

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 10th May 2018.

190. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

191. TRAFFIC AND COMMUNITY SAFETY

There was nothing of further significance to note.

192. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the March Parish Council meeting. The Clerk had sought an urgent site meeting with the KCC Highway Steward to discuss all outstanding issues.

193. RECREATION AND YOUTH

There was nothing of further significance to report.

194. DEVELOPMENT OF MULTI-USE GAMES AREA

There had been no significant developments since the last Parish Council meeting. The Parish Council was expecting to meet with Chartway in June 2018, to discuss and agree the next steps to ensure this facility could be completed before the monies 'ring fenced' for the project had to be returned in 2019.

195. SEASONAL EVENTS

It was noted that invitations were in the process of despatch for the Annual Parish Meeting to be held in the Small Hall at Coxheath Village Hall at 7.30pm on Tuesday 15th May 2018. Formal notices would be displayed on Parish Council notice boards and in Coxheath Library in due course.

The Chairman expressed some concern over the progress of the commemorative plaque to be installed outside Holy Trinity Church. He would discuss the matter with Cllr R Webb in due course.

196. CORRESPONDENCE

a. Community Infrastructure Levy

Maidstone Borough Council would be hosting a Community Infrastructure Levy workshop at Maidstone Town Hall on 20th June 2018. Parish Councils had been invited to send one delegate each. It was agreed, therefore, that the subject

would be discussed at the next Parish Council Planning Committee meeting on 10th May 2018.

b. Publications from Representative Bodies

The following publications had been received and were available to Councillors, through the Clerk:-

- Came and Company 'Council Matters' Newsletter – 29th March 2018;
- Kent County Council Public Protection Newsletter – March 2018;
- Fields in Trust Newsletter – 3rd April 2018;
- Maidstone Museum Newsletter – April 2018;
- Kent Police and Crime Commissioner's Newsletter – March/April 2018.

c. Maidstone Borough Council – Notification of Precept Payment

Maidstone Borough Council had advised that the Annual Precept payment for 2018/19 (amounting to £74,500) had been transferred into the Parish Council's bank account on 6th April 2018.

d. Marketing and Sales Material

The following marketing and sales material had been received from commercial companies and would be held on file for future reference:-

- Wicksteed regarding the supply and installation of children's outdoor play area equipment;
- Barge Group Ltd regarding support services for the filling of potholes;
- Playdale Playgrounds Ltd regarding the supply of children's play area equipment;
- AMV Playground Solutions regarding the provision of outdoor space projects/improvements;
- Online Playgrounds regarding the supply of children's play area equipment;
- Sutcliffe Play regarding the supply of children's play area equipment;
- Whitehill Direct regarding the supply of maintenance free outdoor seating;
- Furnitubes regarding the supply of notice boards and street furniture.

e. Correspondence from Residents

It was noted that the following correspondence or calls had been received from residents since the last Parish Council meeting:-

- Christine Woodhams regarding a damaged manhole cover at the junction of Forstal Lane and Stockett Lane;
- Mrs Williamson regarding the overflowing clothing bins in the village hall car park;
- Linda O'Boyle regarding possible development in Pleasant Valley Lane;
- Maureen Jopson regarding potholes in the vicinity of Elmfield Court and other highways maintenance issues;
- David Mann regarding contact details for the PCSO;
- John Clark regarding the poor state of street lighting in Pembroke Road.

Appropriate responses had been or would be despatched as necessary.

f. Relations with Parish Councils

The following contact or correspondence had been received from other parish Councils since the March 2018 Parish Council meeting:-

- East Farleigh Parish Council regarding National Trust volunteers;
- Headcorn Parish Council regarding details of their Gypsy and Traveller Sites.

g. KALC Consultations and Events

The Kent Association of Local Councils had advised details of the following consultations, correspondence and events for the information of, or with a

potential input from, Parish Councils, since the March 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘KALC Audit Workshop’ (10th April 2018 at West Faversham Community Centre), ‘Encryption Training’ (18th April 2018 at Ditton Community Centre), ‘Flood Warning Training’ (28th April 2018 at Aylesford Village Community Centre and ‘An Introduction to Planning for Local Councils’ (13th June 2018 at Bearsted and Thurnham Women’s Institute Hall);
- NALC Chief Executive’s Bulletins dated 23rd March, 29th March, 6th April and 13th April 2018;
- Notification of the arrangements for the external audit through PKF Littlejohn LLP;
- NALC Legal Topic Notice on Section 137 Spending Limits for 2017/18;
- NALC ‘Model Standing Orders 2018’;
- NALC Legal Topic Updates on ‘Elections’, ‘Parish and Community Council Meetings’, ‘The Chairman of Local Councils’ and ‘Councils’ Powers to Discharge Their Functions’;
- Details of Impact Assessment Completion Workshops being organised by Satswana at Dover Town Council and Tenterden Town Council on 28th April and 1st May 2018 respectively;
- Details of the Kent Police ‘Don’t Ignore It, Share It’ campaign;
- Information regarding the Kent Fire and Rescue Community Volunteers.

h. Relations with Charities and Village Organisations

Correspondence and/or publicity material had been received from the following charities and village organisations:-

- Heart of Kent Hospice regarding forthcoming fundraising events;
- Involve Kent thanking the Parish Council for its donation of £300.00;
- Bluebird Care regarding applications for their community grants.

i. Temporary Road Closures

During the period since the March 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 24th April 2018 onwards:-

- Temporary road closure at Maidstone Road, Marden, from 24th April 2018 for up to 3 days;
- Temporary road closure at Brishing Road, Chart Sutton, from 10th May 2018 for up to 1 day;
- Temporary road closure at Marden Road, Staplehurst, from 7th May 2018 for up to 6 weeks;
- Temporary road closure at Back Lane, Boughton Monchelsea, from 30th May 2018 for up to 1 day;
- Temporary road closure at High Street, Yalding, from 19th May 2018 for up to 1 day;
- Temporary road closure at Cornwallis Avenue, Linton, from 22nd May 2018 for up to 1 day;
- Temporary road closure at Hunton Hill, Hunton, from 3rd September 2018 for up to 3 days;
- Temporary road closure at Upper Hunton Hill, Coxheath, from 3rd September 2018 for up to 3 days;
- Temporary road closure at Stockett Lane (between Cave Hill and New Cut) from 14th May 2018 for up to 2 days.

197. INVOICES/RECEIPTS/BALANCES

It was noted that the following invoices had been approved for payment since the March 2018 meeting:-

£ 127.20 RIP Cleaning Services – Emptying of Dog Waste Bins (February

		2018) (Cheque No 002397)
£	170.23	Terry Ketley – Repayment of Petty Cash Expenses (February 2018) (Cheque No 002398)
£	600.00	Conservation Landscape Services Ltd – Clearance of Brambles and Undergrowth (Cheque No 002399)
£	5,266.80	Maidstone Borough Council – Materials and Parts for Village Centre Refurbishment (Cheque No 002400)
£	420.00	Conservation Landscape Services Ltd – Coppicing of Overhanging Branches and Damaged Trees (Cheque No 002401)
£	119.25	Coxheath Residents Village Hall – Room Hire Charges (January –
£	750.00	Conservation Landscape Services Ltd – Supply and Installation of New Wooden Gate (Cheque No 002403)
£	222.00	Coxheath Residents Village Hall – Youth Club Room Hire Charges (January – March 2018) (Cheque No 002404)
£	1,176.60	HM Revenue and Customs – Clerk’s PAYE/NI Contributions (January – March 2018) (Cheque No 002405)
£	147.00	RIP Cleaning Services – Emptying of Dog Waste Bins (March 2018) (Cheque No 002406)
£	32.50	Terry Ketley – Repayment of Petty Cash Expenses (March 2018) (Cheque No 002407)

However, it was agreed that the following invoices should be paid:-

£	1,150.40	Terry Ketley – Clerk’s Salary (April 2018) (Cheque No 002408)
£	251.14	David Mann – Village Green and Car Park Grass Cutting (April 2018) (Cheque No 002409)
£	50.00	Action with Communities in Rural Kent – Annual Membership 2018/19 (Cheque No 002410)
£	471.34	Viking Payments – Supply of Paper and Computer Printer Cartridges (Cheque No 002411)
£	430.40	Coxheath Preschool Group – 50 th Anniversary Celebrations (Cheque No 002412)
£	1,255.20	Kent Association of Local Councils – Annual Membership 2018/19 (Cheque No 002413)

The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£	10.76 cr
	VAT Refund (April 2016 – March 2017)	£	4,318.93 cr

<u>Bank Balances:</u>			
(6 th April 2018)	Business Reserve Account (Feeder)	£	11,456.67 cr
	Business Reserve Account (Main)	£	258,592.12 cr

THE NEXT PARISH COUNCIL MEETING (BEING THE ANNUAL GENERAL MEETING) WOULD BE HELD AT 7.30 PM ON TUESDAY 29th MAY 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 09.00pm.