



Coxheath Parish Council

Minutes of the Statutory Annual Meeting of Coxheath Parish Council held on Tuesday 30th May 2023 at 7.15 p.m. in Coxheath Village Hall.

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

In Attendance: Irene Bowie (Parish Clerk) There were two members of the public present.

1. Election of a Chairman:

- 1.1 To elect a Chairman. RESOLVED: That Councillor Parker was elected as Chairman.
- 1.2 To receive the Chairman's Declaration of Acceptance of Office. The Chairman signed his Declaration of Office.

2. Election of a Vice Chairman:

- 2.1 To elect a Vice Chairman. RESOLVED: That Councillor Carpenter was elected as Vice Chairman by majority.

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 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
Apologies and the reason given accepted from Councillor Whitehead. Apologies were also received from L Bullen MBC Community Protection Officer.
- 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 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
There were none.
- 3.4 Requests for Dispensations. There were none.
- 3.5 Declarations of Lobbying. There were none.

4. 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 no matters to be taken in private.

5. 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. There were no comments from members of the public.

6. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillor/s, Community Warden, Maidstone Borough Council Community Protection Officer.

MBC Councillor Parfitt-Reid reported that:

- MBC had delivered a balanced budget and that MBC staff had been awarded a 7% pay increase.
- A new contract for waste collection/management had been agreed in partnership with Swale and Ashford Borough Councils for just under £6 million which is a £2m increase on the previous year.
- Future plans include a Rural Prosperity Fund which Parish Councils can apply for.
- Providing a 1000 affordable homes have proved to be challenging.
- MBC are trying to increase their housing stock.
- Cost of Living Road Shows had been hugely popular and helpful.
- CCTV at Londis . Parking tickets had been refunded.
- Parking restrictions at Clock House Rise.

7. Coxheath Parish Councillor Reports

- 7.1 Chairman of the Parish Council Cllr Parker
 - 05 May attended a very good CALARA organised talk by Guy Bartlett on the history of the Red Arrows.

- 02-08 May involved with the KCIII Coronation weekend; responses at the Fete indicated the free gifts provided by the PC were well received by residents.
 - 13 May - attended Church Coffee morning where concerns were raised over driver behaviour in Stockett Lane, particularly at school times.
 - 16 May – attended a joint parishes consultation by KCC on the latest plans for the Linton Crossroads improvements, pleased to note that two lanes were now included on the Boughton Monchelsea departure side although we were advised that it will take time to negotiate the necessary land take from Cornwallis Academy. A full KCC public consultation in Coxheath is planned for late June.
 - 23 May – Annual Parish Meeting with a disappointing turnout of only 24 people .
- 7.2 Playground Inspection Report Cllr Mickleburgh
It was reported that the new toddler swings and roundabout had been installed .
RESOLVED: To accept the proposal from Councillor Mickleburgh that the surface of the Play Area would be repaired. It was RESOLVED to delegate this to the Clerk under Section 101 Scheme of delegation.
- 7.3 Councillor’s Reports All Cllrs
Councillor Mickleburgh reported that the Linden Road resident was pleased with the tree works that had been undertaken.
RESOLVED: That the MUGA would be locked from 8pm or dusk (which ever is earliest) until 8:30 am . Complaints re the new bin on Stockett Lane not being emptied by MBC. Clerk to follow up.
Councillor Small reported that Coxheath School Eco Council would like to undertake a litter pick on the parish council fields. It was noted that the school would provide the risk assessment, insurance and equipment. It was AGREED that this would proceed. Councillor Small to liaise with the school. Councillor Down invited to attend and give a talk to the Eco Council on Litter Picking.
- 7.4 Community Litter Pick Cllr Down
Councillor Down reported that the next litter picks will be on the 2 and 4th July 2023.
- 7.5 Social Media Cllr Whitehead
Cllr Chandler
It was reported that the Facebook page was well received.

8. Minutes of the Parish Council Meeting:

It was RESOLVED that the minutes of the Parish Council Meeting held on 25th April 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

9. Allocation of Responsibilities. (Appendix 1)

- 9.1 Finance Committee. No change .
- 9.2 Planning Committee . Councillor Webb was elected by the committee as Chairman. An additional member of the committee was needed. To be discussed at the next Parish Council Meeting.
- 9.3 Recreation and Youth Working Group. No Change
- 9.4 Environmental Initiatives Working Group. No Change.
- 9.5 Seasonal Events Working Group. RESOLVED: That two affiliate members were elected. D Lavery and J Swaffer. The Group will produce and update Terms of Reference at their next meeting.
- 9.6 Traffic and Community Safety Working Group. RESOLVED: Councillors Crickett and Webb would join the group.
- 9.7 Communications and Social Media Working Group. Councillors Chandler, Whitehead, Mickleburgh. Clerk (Irene Bowie)
- 9.8 Speed Watch Liaison . Councillor Webb
- 9.9 Web Master. Clerk (Irene Bowie)
- 9.10 Play Area Safety Inspections. Councillor Mickleburgh . Councillor Parker substitute.
- 9.11 Village Centre & Street Lighting. Councillor Crickett
- 9.12 Footpaths / PROW / Church. Councillor Parker
- 9.13 Police Liaison. Councillor Parker
- 9.14 Parish Council Representative to the Village Hall. Councillor Potts
- 9.15 Developer Liaison. Councillor Webb
- 9.16 Kent Association of Local Councils Representative. Councillor Small
- 9.17 Village News. AGREED to remove this allocation.
- 9.18 Coxheath School. Councillor Mickleburgh

- 9.19 Coxheath School – Eco Council. Councillor Small
- 9.20 Community Litter Pick. Councillor Down
- 9.20 Football Club. Councillor Mickleburgh
- 9.21 Coxheath Community Meetings. Councillors Parker and Webb.

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

- 10.1 New Noticeboards . On order.
- 10.2 Adoption of Play areas and Scout Hut Car Park. The Clerk reported that despite several emails there had been no response from MBC.
- 10.3 To receive an update on request or a review of the MBC Parish Services Scheme. Clerk to follow up.

11. Finance:

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

Payment	Payee	Description	£
2838	D. Mann	April and May Invoice	1465.94
2839	Vodafone May 2023		16.00
	Ionos May 2023		60.60
	Hp Instant Ink April 2023		22.49
	Adobe Systems Software		19.97
2841	BHIB Ltd	Insurance	1,284.43
2842	Bartlett	Carry out work from Level 2 Survey	3,360.00
2843	C Mickleburgh	Muga Honorarium	520.00
2845	C Parker	Annual Parish Meeting Refreshment Costs	89.45

- 11.2 Late Payment Request/s to be discussed for approval and payment. There were none
- 11.3 Banking Arrangements – Ongoing . Clerk to follow up.
- 11.4 To note receipts of Income. The receipts of income were noted as £105,117.56
- 11.5 To receive the Bank Reconciliation. AGREED that the bank reconciliation would be provided quarterly.
- 11.6 To consider any late financial matters. There were none.
- 11.7 To receive recommendations from the Finance Committee Meeting 25th May 2023
It was reported that the 2022/23 accounts and draft AGAR were verified. It was recommended that £2,400 Section 137 Monies would be made available this year.
It was RESOLVED that Kent Air Ambulance and the Royal British Legion would be given £600 each from the section 137 allocation. It was AGREED that Councillors would consider which other charities would be considered.
It was AGREED that the general reserve for 2023/24 would be £104,000. It was AGREED that the VAT return funds would be allocated to the Recreation and Youth Working Group budget.

11.8 To receive the DRAFT Annual Governance and Accountability Return (AGAR) 2022/23. The Draft AGAR was circulated to all Councillors and agreed.

12. Planning:

12.1 To receive the Minutes of the Planning Committee meeting held on the 25th April 2023. The approved minutes were received.

12.2 To receive the decisions and recommendations from the Planning Committee Meeting 30th May 2023. Councillor Webb gave an update on the Local Plan Hearing Sessions held on the 18th May which he attended to represent the views of the parish council.

12.2.1 23/502283/FULL 9 Gresham Road Coxheath Maidstone Kent ME17 4EY

Erection of a single storey rear extension and changes to fenestration. CPC No Objection

12.2.2 23/502199/FULL 24 Cricketers Way Coxheath Kent ME17 4FG

Erection of a single storey side extension with pitched roof to match existing. CPC No Objection

13. Working Groups: To receive Updates

13.1 Recreation & Youth Working Group

13.1.1 MUGA Maintenance . Reports of graffiti.

13.1.2 Football Pitch. The Clerk reported on a successful meeting, organised by Councillor Mickleburgh with the Football Club.

13.1.3 Play Area and MUGA Inspections from April 2023.

13.1.4 Sports Wall Surface. Clerk to follow up the contractor for advice

13.1.5 Benches for Playing Fields. Ordered.

13.1.6 Any other matters

13.2 Traffic & Community Safety Working Group

13.2.1 KCC Highway Improvement Plan. It was AGREED that the group would meet and elect a lead councillor and discuss a new HIP.

13.2.2 Parish Portal Report. Received and Noted.

13.2.3 To consider the email comments made by KCC Cllr S Webb and MBC Cllr Parfitt-Reid regarding the build outs on Heath Road to a resident. This was discussed and it was AGREED that a meeting would be organised with KCC Cllr Webb.

13.2.4 To receive a progress update from KCC Highways regarding a safety review by the KCC Highway Planners of the build outs on Heath Road. It was reported that this would be sent to the parish council within 28 days. It was AGREED that the parish council would defer to the expertise of KCC Highways.

13.3 Seasonal Events Working Group

13.3.1 To receive and update on planned and future events

13.3.2 Any other matters.

13.4 Environmental Initiatives Group

13.4.1 Tree Survey – Level 2. The report had been circulated and the agreed works actioned.

13.4.2 To receive recommendations from the EIG group (Appendix 3). It was AGREED to accept the recommendations of the EI Group.

13. Annual Policy Review. It was AGREED to defer to the June 2023 Meeting.

14. Correspondence:

14.1 To table items of late correspondence :

14.2 Items circulated : For further information contact the Clerk

14.2.1 Parish Council Community Cost of Living Support Grant - Apply today!

14.2.2 Maidstone's Armed Forces Day Flag Raising Ceremony - 19 June

14.2.3 Kent Police - Latest rural update

14.2.4 Bench in Westerhill Road. It was reported that this was not a parish council matter and that work was underway.

14.2.5 KALC Summer Events 2023

14.2.6 FREE community resilience training - Thursday 1st June

All correspondence was noted.

Meeting Dates 2023 : 27th June, 25th July, 29th August, 26th September, 31st October, 28th November.

There being no further business to transact the Chairman closed the meeting at 9:15pm

Signed :

Date:

Appendix 1 Allocation of Roles and Responsibilities .

Finance Committee	CLRs	Planning Committee	
Cllr Parker	Chair	Cllr Webb	Chair
Cllr Bird		Cllr Carpenter	
Cllr Potts		Cllr Crickett	
Cllr Woollven		Cllr Woollven	
Cllr Small		VACANCY	
Cllr Chandler		<i>Cllr Parker substitute member</i>	
Recreation and Youth Group		Seasonal Events Group	
Cllr Potts	Lead	Cllr Webb	Lead
Cllr Carpenter		Cllr Carpenter	
Cllr Mickleburgh		Cllr Parker	
Cllr Parker		Cllr Woollven	
Cllr Bird		Cllr Crickett	
Cllr Whitehead		<i>Affiliates: D Lavery, J Swaffer</i>	
Traffic and Community Safety		Environmental Initiatives Group	
Vacancy	Lead	Cllr Small	Lead
Cllr Bird		Cllr Parker	
Cllr Crickett		Cllr Bird	
Cllr Parker		Cllr Crickett	
Cllr Mickleburgh		Cllr Mickleburgh	
Cllr Webb		Cllr Whitehead	
Cllr Woollven		<i>Affiliates: D Mann</i>	
Communications and Social Media Group			
Cllr Chandler			
Cllr Mickleburgh			
Cllr Whitehead			
Clerk – I Bowie			
Areas of Interest / Coordination:			
Speed Watch Liaison		Cllr Webb	
Web Site		Clerk- I Bowie	
Play Area Safety Inspections		Cllr Mickleburgh (Cllr Parker Substitute)	
Village Centre & Street Lighting		Cllr Crickett	
Footpaths / PROW / Church		Cllr Parker	
Police Liaison		Cllr Parker	
Village Hall Representative		Cllr Potts	
Developer Liaison		Cllr Webb	
Kent Association of Local Councils		Cllr Small	
NHS / Surgery Liaison		Clerk – Irene Bowie	
Coxheath School		Cllr Mickleburgh	
Coxheath School Eco Council		Cllr Small	
Community Litter Pick		Cllr Down	
Football Club		Cllr Mickleburgh	
Coxheath Community Meetings		Cllr Parker, Cllr Webb	

May 2023



Coxheath Parish Council Planning Committee Meeting

MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Council Office Coxheath Village Hall 6.45 pm 25th April 2023

Present: R Webb, K Woollven, Gavin Crickett.

Also Present : I Bowie (Clerk) .

Due to the death of the Chairman of the planning Committee , Councillor Val Page, it was RESOLVED unanimously that Councillor Richard Webb would Chair the meeting.

1. Apologies and absences:

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. Apologies were received from Cllr Carpenter

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 Planning Committee Meeting on the 28th March 2023.

It was RESOLVED that the minutes of the Parish Council Meeting held on 28th March 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

5. Clerk and Councillors Reports: Cllr Webb confirmed that he would be attending the MBC Local Plan Hearing Session on the 18th May 2023.

6 Planning Applications:

6.1 To table planning applications for consideration:

6.1.1 23/501427/FULL 6 Westerhill Road Coxheath Kent ME17 4DG

Demolition of cold store/laundry and mortuary building and erection of a single storey rear extension to veterinary surgery with staff accommodation (resubmission of 23/500113/FULL).

CPC No Objection

6.1.2 23/501304/FULL Coxheath County Primary School Stockett Lane Coxheath Maidstone Kent ME17 4PS

Install an all-weather pitch / play surface (MUGA) on part of the existing field to provide an outdoor area that can be used for both playtimes and PE. Siting of a decommissioned double-decker bus to be used as learning room classroom (Retrospective).

CPC No Objection

6.2 To table planning applications dealt with since last meeting: There were none.

6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting. There were none

7. To table late planning applications and other planning matters received for consideration:

7.1 23/501534/FULL 1 & 2 Forstal Park Well Street Loose Kent ME15 0QE

Part retrospective application for the erection of a day room, and amendment to site layout of permitted gypsy and traveller site approved under 22/504364/FULL to show relocated mobile homes and position of access track.

It was AGREED that CPC Planning Committee would support the decision made by Loose PC.

8. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 30th May 2023

Appendix 3.

Environmental report to the May Parish Council Meeting

Notes of the EIG meeting held 7th April 2023

Apologies there were 2 apologies Sara and Gavin they were duly accepted

The planed works for 2023, the group discussed the Bartletts quotes in detail and it was concluded there was one tree that was identified as dead, so this needs to be taken into account when future planting takes place, it appeared from the recommendations, that it was dead wood removal, that formed the bulk of the work needed within the WER, it was agreed to recommend to the full council the quote be accepted. The survey regarding the boundary fencing was discussed it was agreed, if possible, the group would clear anything leaning on the fence lines.

Low level planting, it was discussed and agreed that more detail need to be put in place regarding species and sundries required to establish a shopping list, the group being mindful of the fact the time table had now elapsed, it was therefore agreed to inform the council, the group would be seeking to defer this part of the plan to the autumn.

Copse, after discussions with the clerk through email, it was agreed the group could undertake a survey suitable to receive a quote with reference to land clearance in the west field, and trench drawing for the bulb planting element in the east field, with regards to the village green, it was suggested and agreed that the bulbs be planted in groups, to allow access onto the green and to prevent trampling by green users, it was thought maybe 3000 bulbs would be needed in the east field with additional bulbs for the village green

Ecology issues, there was a concern that land clearance might raise ecology issues, it was hoped there maybe a small window of opportunity that might allow the work to be done, and the planting to be undertaken as the original plan, it was agreed that other than the necessary contractors input it would remain a community project. To further matters it was agreed a site meeting be arranged to take into account all the matters raised above, and report back.

Rubbish and litter anti-social behaviour and tree vandalism in the WER, reports were given of youths climbing on the changing rooms and swinging from ropes tied to trees, anti-climb paint was mentioned to prevent this dangerous activity, it was agreed when the site walk was undertaken this was another matter which could be looked at.

Coronation Table, Sara Gavin and Clive had indicated they would be able to represent the group.**KCC Tree planting**, it was agreed to recommend that the council register an interest in this scheme**KALC topics**, a recap of the points discussed with further discussion on the practicalities and the cost of heat pumps, boilers, and larger radiators, the group talked about EV's and the lack of infrastructure to charge them, green hydrogen was seen by the group as maybe a positive move in the way of Diesel hydrogen hybrids, and petrol hydrogen hybrids, and pure green hydrogen fuel cell technology, using hydrogen to provide an electric power train. It was noted some countries were spending more on these technologies than the UK. Home energy consumption was a matter recapped on one member of the group having solar panels, he reported that it made a minimal saving to his household energy bills, ULEZ was touched on and how many cars were non-compliant, to the emission requirements, for sure it's possible to purchase a compliant car if you have the financial resource to do that

Matters arising none notified

Subsequent matters arising from these notes, there were two matters arising, concerning the site meeting to ascertain requirements going forward, for land clearance, low level planting and village green plans, at this time I have to report due to logistical problems I have been unable to set a date, it seems work obligations make difficulties for some of the members who work, it also seems that evening site meetings are not that welcome by some group members

Planting an Acorn was a suggestion by Chris for the school ECO council to consider, they think it's a great idea and are going to do it.

Coxheath School green accreditation, as councillors will be aware the school is trying to achieve a green status as an education centre and if you recall we supported them in this effort, they have asked if they can do a litter pick in the WER as part of the process, I have been informed a full risk assessment will be taken before the pick, training will be given, with all the appropriate PPE available and used, the requirement of teacher to children ratio will be strictly observed they have asked to do this on a Friday afternoon in June and would love someone from the working group to attend, I would be recommending we support them in their efforts in this admirable community project

WER inspection for the May meeting Inspection date 17th May 2023 time 2.00pm

Eastern boundary (Saturn Road) no evidence of Ash Die Back trees in healthy condition fencing intact

Northern boundary fencing intact some leaning posts, gate operational, no further tree vandalism other than already reported, no further fly tipping Saturn Road end.

Western boundary, fencing secure, south west corner additional fly tipping (metal framing)

Southern Boundary Linden Road, West Field, lots of garden rubbish an old car wheel lots of plastic there is evidence of illegal garden encroachment into Parish land by two residents who have added woodland to their gardens, there is a disused Chicken or rabbit hutch disposed of over the fence, lots of timbers, plastic pots cans, in the north west corner lots of cans and rubbish too, continuing along Linden Road boundary large hole in wire netting fence, changing hut, roofing material being torn of, and laying around, less fly tipping in east field some litter behind changing hut, it should be noted by Councillors that this report is in addition to matters previously reported.

Trees, it has been noted more work has been done removing dead wood, on the inspection I never found any matters that could concern us regarding health and safety, the Hornbeams look in a good state, and the stakes look fine.

Flora it appears the gorse is now flowering and the small group of white bells look splendid, the brambles and fire weed are also growing, this will all provide a habitat and a food source an aim of the WER.

E Small May 2023