



# Coxheath Parish Council

## Minutes of the Meeting held on Tuesday 28<sup>th</sup> September 2021 at 7.00 pm in the Village Hall

Present: Parish Cllrs: C Parker (Chairman); C Bird; D Carpenter; G Crickett; G Down; R Divall; V Page; E Potts; E Small; R Webb; K Woollven

In Attendance: Clerk- Irene Bowie 4 Members of the Public

### **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*

Representations were made regarding:

- Outstanding work to be completed at Linden Meadows
- The youths who damaged the MUGA have been identified by the police
- Litter problems in the MUGA
- Noise from late events at the Village Hall
- Community Warden details needed by residents

The Chairman opened the meeting at 7:10

### **1. Apologies, Declarations of Interest and Dispensations:**

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting 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
- 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 2010 in respect of members and in accordance with the provisions of the Local Government Act 1862 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:**

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

### **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 1850, the public and press be excluded from the meeting by the reason of its confidential nature.** There were none

### **4. Minutes of the Parish Council Meeting:**

To consider the minutes and if in order sign as a true record

- 4.1 It was RESOLVED that the minutes of the meeting on the 31<sup>st</sup> August 2021 were confirmed as a correct record and signed by the Chairman.

### **5. Matters arising from the minutes (not included in other agenda items):**

- 5.1 Multi Use Games Area. It was reported that quotes would be obtained for new signage.
- 5.2 Replacement Litter Bins; Parish Noticeboards. Clerk to progress with MBC. It was AGREED that Cllrs would check the condition of the parish council salt bins and advise the Clerk if they need replaced, repaired and/or refilled.
- 5.3 Defibrillator. It was AGREED to find a local electrician to complete the installation.
- 5.4 MBC Anti-idling signs. Clerk and Cllr Webb to progress via MBC

### **6. Finance:**

- 6.1 It was RESOLVED to authorise the payments on the schedule ( Appendix 1)
- 6.2 Late Payment Request/s to be discussed for approval and payment. It was RESOLVED to make a donation of £250 to Coxheath Primary School for the Christmas Fair

- 6.3 Banking Arrangements. It was RESOLVED to set up two new accounts with Unity Bank.
- 6.4 To receive the Bank Reconciliation (to be provided at the meeting). This was not available. Bank Statements not received from NatWest. The Clerk has escalated the complaint to NatWest Head office.
- 6.5 It was RESOLVED to accept the Notice of Conclusion of Audit 2020-21.

**7. Reports:**

- 7.1 Police Representative PCSO McCloud
- 7.2 Community Warden J Watson
- 7.3 Kent County Councillor Cllr S. Webb
- 7.4 District Councillors Cllr's R. Webb; S. Webb and Parfitt-Reid  
 Cllr Webb reported on the Local Plan Review which was scheduled for 4<sup>th</sup> October. Cllr Webb reported that Coxheath may become a Rural Service Centre. Cllrs were concerned that housing numbers and locations did not match those in Regulation 18. The Coxheath MBC Cllrs will challenge the recommendations if passed by the Strategic Planning Committee they will be included in the Regulation 19 Consultation which will be available at the end of October.
- 7.5 Chairman of the Parish Council Cllr Parker  
 Cllr Parker reported he had made a presentation to 4 members of the VHMC for their excellent work during the pandemic. He reported on the Opening Event for Dandelion Time and update members that volunteers, to work with Children distressed through bereavement were being sought by the Charity. Litter picking flyers had been posted.
- 7.6 Playground Inspection Cllr Divall  
 The playground inspection by MBC had been circulated. It was reported that MBC had been asked to make good Any repairs.
- 7.7 Open Spaces Councillor Cllr Bird  
 Cllr Bird reported that the gate was now installed and that a good job had been done by the contractors. It was AGREED that the Finance Committee would review an additional 3 gates at the play area. It was AGREED that once the Tree Survey had been received and agreed with the VHMC local tress surgeons would be approached to carry out the work.
- 7.8 Parish Council Environmental Initiatives Cllr Small  
 Cllr Small requested that the contact details for the members of the group and an example Terms of Reference were sent to him for a meeting to be organised.

**8. Planning:**

- 8.1 To receive the draft minutes of the planning committee meeting 16<sup>th</sup> September 2021. The draft minutes were received.
- 8.2 To table planning applications dealt with since last meeting: Noted

21/504351/FULL	41 Stockett Lane Coxheath Maidstone Kent ME17 4PT	Change of use from a residential property to a Class C2 residential care home.	CPC No Objection. Concerns re access to top floor
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- 8.3 To table decisions by the Planning Authority since the last meeting: Notes

21/503746/FULL	Whispers 38 Linden Road Coxheath Maidstone Kent ME17 4QS	Erection of a single storey wrap around extension together with partial conversion of the garage.	Application Permitted
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- 8.4 To table late planning matters. There were none

**9. Working Groups: To receive Updates**

- 9.1 Recreation & Youth Working Group.  
 It was reported that some of the goal posts are falling down. Cllr Parker to discuss with the Chairman of the Football Club. It was reported that the PC would invoice the Football Club £600 per year plus the cost of any additional cuts of the football pitch.

- 9.2 Traffic & Community Safety Working Group. The HiP would be updated. A request for Average Speed Cameras would be included. Kent Vision Zero to establish if Coxheath could be part of this. It was reported that the PCSO will assist in Hanover Road re signs on the lampposts to prevent parking there when dropping and collecting children from school. Parking on the pavements outside the school was reported as a problem It was AGREED to restart the meetings with the school in January 2022
- 9.3 Seasonal Events Working Group. It was reported that the wreaths had been ordered. Cllr Webb was completing the forms for the Christmas Lights Licence. It was AGREED that the cost of two Tommy Silhouettes would be researched with a total budget of £800.
- 9.4 Website Group . It was reported that the new website was live but was difficult to find on a search because the old website was still active. It was RESOLVED to shut down the old website as soon as possible.
- 9.5 Environmental Initiatives Group.  
Cllr Small to arrange the inaugural meeting.

**10. Correspondence:**

- 10.1 To Table items of late correspondence.
- 10.2 To Table items circulated:
  - 10.2.1 Volunteer Flood Warden Training - 06 October & 09 November 2021
  - 10.2.2 Mayor of Maidstone's Civic Service - 5 November
  - 10.2.3 KALC Training update
  - 10.2.4 Special edition of the Kent PCC's Newsletter - Violence against women and girls
  - 10.2.5 KALC Learning and Development Survey 2021
  - 10.2.6 Preparation for Remembrance 2021
  - 10.2.7 KALC Project Management Event Flyer - Saturday 9th October
  - 10.2.8 KALC Flyer Introduction to Planning 7 October 2021
  - 10.2.9 Gatwick Airport launches Northern Runway public consultation
  - 10.2.10 Bulbs for the village - Residents Letter . It was AGREED to contact the resident and accept the offer.

All correspondence was noted.

**11. Parish Councillor Email Addresses:**

- 11.1 To adopt the Parish Council Email Policy. It was RESOLVED to accept the Email Policy
- 11.2 New Parish Council Email Addresses. It was RESOLVED that all Councillors would use the PC email address once they had been allocated to them.

**12. Date of the Next Meeting: 26<sup>th</sup> October 2021**

**There being no further business to be transacted the Chairman closed the meeting at 8:55pm.**

Signed: *Clive Parker*

Date: 26<sup>th</sup> October 2021

COXHEATH PAYMENT SCHEDULE 28th September 2021				
Payment	Payee	Description		£
	Dave Mann September	Grass cutting - Huntington Village Green £228.57 Grass Cutting – Football pitches & Parking area £500.00 Lamp post & ornamental planter maintenance £396.00	£1,124.57	
<b>2721</b>	<b>DAVE MANN</b>	<b>Total Dave Mann September</b>		<b>1,124.57</b>
<b>2727</b>	<b>MBC</b>	<b>Bin Emptying PlayArea September 2021 (invoice 2689486)</b>		<b>130.00</b>
	<i>Irene Bowie</i>	Vodafone	34.48	
	<i>Irene Bowie</i>	Postage	30.60	
	<i>Irene Bowie</i>	Hp Instant Ink	22.49	
<b>2728</b>	<b>Irene Bowie</b>	<b>Total Expenses</b>		<b>87.57</b>
<b>2731</b>	<b>Tate and Tonbridge Fencing</b>	<b>Fencing works carried out at Kissing Gate, Pleasant Valley Lane</b>		<b>478.00</b>
<b>DD</b>	<b>IONOS</b>	<b>Sep-21</b>		<b>20.44</b>