



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 25th October 2022 at 7.15 pm in the Village Hall

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

In Attendance: Irene Bowie (Parish Clerk) 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 .

Residents spoke on the following matters:

- Enforcement Issues
- Sewage Leaks in Workhouse Lane and Stockett Lane.

To receive reports from (if present): *Kent County Councillor* Simon Webb; *Maidstone Borough Councillors*; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb.

MBC Cllr Richard Webb reported that he had raised enforcement matters with MBC Planning and that he would continue to do so.

KCC Cllr Simon Webb gave his report and updated the Parish Council on the cuts to the bus services.

The Chairman welcomed Revd. Lorna Faulkner as our new United Benefice Rector.

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 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. Cllrs Carpenter and Parker declared a non-pecuniary interest in agenda item 7.5 as they are Trustees of the Village Hall Management Committee as members of the public. Cllr Potts is the nominated Parish Council Representative to the Village Hall Committee and declared a non-pecuniary interest in agenda item 7.5 . Cllr Crickett declared a non-pecuniary interest in agenda item 7.5. as his wife is a Trustee of the Village Hall Management Committee.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. None

2. CO OPTION of Parish Councillor/s:

- 2.1 To consider candidates for co-option. It was RESOLVED to defer until the November meeting.

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. Reports

- 4.1 Chairman of the Parish Council Cllr Parker
The Chairman reported that he attended the Church Coffee Morning where residents raised concerns regarding Smart Meters. He also reported that he had attended a meeting of the Beacons Men's group. He also attended meetings re the Outdoor Gym and Sports Wall.
- 4.2 Playground Inspection Report Cllr Small
Cllr Small gave his report. He concurred with the MBC report. It was AGREED that the Toddler Swings and roundabout would be replaced. It was AGREED that the Clerk would contact the original suppliers for quotations.
- 4.3 Councillor's Reports All Cllrs
Cllr Page requested that the PC look to put a planter in the location where the BT Telephone Box used to be. It was AGREED that the Clerk would consult with KCC Highways .
Cllr Mickleburgh reported on anti-social behaviour on the 2nd field near the parish council container. He reported that residents were requesting additional bins. Lampposts within the community are

untidy and need repaired. Agreed that this would be reported via the KCC Highways Portal. Request from residents for a 5G Sports area in the 2nd Field.

4.4 Litter Pick

Cllr Down

5. **Minutes of the Parish Council Meeting**

To resolve that the minutes of the Parish Council Meeting held on 27th September 2022 to be taken as read and confirmed as a correct record and signed by the Chairman.

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

6.1 Defibrillator in the Village Centre. It was reported that the parish council were awaiting information from the Scouts Group re locating the defibrillator in the car park of the Scout Hut.

6.2 New Noticeboards. It was RESOLVED that 5 new noticeboards would be ordered from Greenbarnes.

6.3 Adoption of Play areas and Scout Hut Car Park. The Clerk reported that she had contacted MBC and that the matter was being progressed.

7. **Finance:**

7.1 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

2771	MBC	Bin Emptying		130.00
2780	Dave Mann	Maintenance Replacement CQH for 2772		1,237.03
2773	Administration Costs	Vodafone Mobile, Ionos Email, Printer Ink		162.05
2774	HMRC Q2	PAYE and NI		1,733.07
2775	Tate	Fencing Football Field	798	
		Gates Village Hall	2820	
				3,618.00
2776	Village Hall	Hire and Cleaning		162.00
2777	PKF Littlejohn	External Audit		480.00
2278	Gordon Down	Litter Picking Supplies		9.60
2779	Richard Webb	Replacement Chq for Xmas Tree (2021/22accounts) £250 - Wreath 2022 £40.00		290.00

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

7.3 Banking Arrangements – Update.

7.4 Bank Reconciliation . The bank reconciliation was noted.

7.5 To receive and conder a Grant Application request from the Village Hall Committee. Having declared a nonpecuniary interest Cllrs Carpenter, Parker and Crickett left the meeting whilst this item was discussed. Cllr Potts also left the room, but this was not necessary as she is the Parish Councils Representative on the VHMC.

Cllr Bird took the Chair.

It was AGREED that the parish council could not progress the grant application from the VHMC at this time. It was AGREED that the Clerk would contact the VHMC and ask for clarification and further evidence of expenditure.

All Cllrs returned to the meeting. The Clerk apologised to Cllr Potts.

7.6 Cllr Parker took the Chair. To consider any late financial matters. The Chairman asked for Cllrs to send though any ideas they had re expenditure items to the Clerk before the 14th of November to enable the Finance Committee to consider them at their next meeting on 24 November.

8. **Planning:**

8.1 To table planning applications dealt with since last meeting:

8.1.1 *22/504409/FULL 1 Orchard Close Coxheath Kent ME17 4HE*

Demolition of existing garage and erection of a single storey rear extension and conservatory. Creation of a new vehicle access, driveway and erection of a brick boundary wall. **CPC No Objection**

22/504549/FULL 12 Stockett Lane Coxheath Kent ME17 4PS

Erection of single storey rear extension and alterations to fenestration on the front elevation. **CPC No Objection**

22/504320/FULL 64 Pembroke Road Coxheath Maidstone Kent ME17 4QL

Demolition of existing shed and replace with the erection of a wooden shed (Retrospective). **CPC No Objection**

- 8.2 To table decisions by Maidstone Borough Council since the last meeting.
- 8.2.1 *22/503710/FULL 2 Gresham Road Coxheath Maidstone Kent ME17 4EY*
 Proposal Detached garage conversion into annexe accommodation with the erection of a conservatory ancillary to the main dwelling.
Application Permitted
- 8.3 To table late planning matters: There were none
- 9. Working Groups: To receive Updates**
- 9.1 Recreation & Youth Working Group
- 9.1.1 MUGA Maintenance . Cllr Mickleburgh gave his report, it was AGREED that the power washing by Concept Cleaning would be held over to the Spring.
- 9.1.2 Village Hall Field - Outdoor Gym behind the Play Area
 It was RESOLVED that the Parish Council would purchase 8 items for the Outdoor Gym. The total cost would be £13,824 including VAT. It was RESOLVED that the Clerk would notify MBC and that this expenditure would be made from the Section 106 Funds currently held by MBC.
 It was also AGREED that an additional 3 benches would be considered. Clerk to circulate details of benches for consideration at the November meeting.
- 9.1.3 Football Pitch . The Clerk gave an update. The contract for the football club and that the invoice had been sent.
- 9.1.4 Play Area and MUGA Inspections from April 2023. It was AGREED that the Clerk would obtain quotations from at least three companies to undertake the inspections from April 2023.
- 9.1.4 Any other matters
- 9.2 Traffic & Community Safety Working Group
- 9.2.1 KCC Highway Improvement Plan. KCC Highways have reviewed the HIP and have asked for clarification on certain matters. KCC will complete a speed survey if possible before Xmas but if not, it will be in the New Year. Clerk to circulate the report from KCC Highways.
 The Clerk confirmed that a request for Horse warning signs had been submitted and the locations would be investigated but that the PC would have to fund them.
 School signage is MBC and not KCC. Clerk confirmed that MBC had been contacted.
 A discussion regarding the planting of trees on the Village Green. It was AGREED that KCC Highways would be contacted to conduct utilities search to assist re the planting of trees.
- 9.2.2 Parish Portal Report. To be circulated after the meeting.
- 9.2.3 Any other matters
- 9.3 Seasonal Events Working Group
- 9.3.1 Replacement Christmas Lights. Cllr Webb reported that the Christmas Lights would be switched on on the 4th of December . The licence had been applied for from KCC Highways.
- 9.3.2 Future projects:
 Cllr Webb reported on the Remembrance Day plans. It was reported that this would be held on Sunday 13th November. The Commemorative Wreath for the Parish Council had been ordered.
- 9.4 Environmental Initiatives Group
- 9.4.1 Tree Survey – Level 2 Clerk to follow up with Bartletts
- 9.4.2 Trees for the Queens Jubilee. The 5 Hornbeam Trees would be planted on Wednesday 2nd November in conjunction with the School Eco Council.
- 9.4.3 Future Works – Tree planting at the Village Green update
- 10. Correspondence:**
- 10.1 To table items of late correspondence :
- 10.2 Items circulated for information: For further information contact the Clerk
- 10.2.1 KALC ANNUAL GENERAL MEETING - SATURDAY 19TH NOVEMBER 2022
- 10.2.2 Police & Crime Commissioner's Annual Policing Survey 2022
- 10.2.3 Draft Minutes of Maidstone KALC Meeting on 26.9.2022
- 10.2.4 Rural England Prosperity Fund
- 10.2.5 KCC ENVIRONMENT BRIEFING
- 10.2.6 TREE MAINTENANCE AND RISK MANAGEMENT GUIDANCE
- 10.3 Items for discussion/action
 All items were noted and or discussed.
- 11. To Agree meeting dates for 2023:**
Full Council: 24th January , 28th February, 28th March, 25th April, 30th May, 27th June, 25th July, 29th August, 26th September, 31st October, 28th November.
Finance Committee: 16-Feb, 18-May, 17-Aug, 16-Nov
Planning Committee Dates to be confirmed.
- Date of Next Meeting:** 29th November

There being no further business to be transacted the Chairman closed the meeting at 9:15 pm.

Signed

Chairman

Date