

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	08/18/19
Date:	Tuesday 29 th January 2019
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; G Down; Mrs V Page; C Bird; R Webb; Mrs C Skinner; K Woollven; E Small.
In Attendance:	Cllr Mrs L Parfitt-Reid (Maidstone Borough Council); A McKinley (KCC Community Warden); T Ketley (Parish Clerk) and Mrs I Bowie (Parish Clerk designate).

There were no representations from members of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.30pm.

The Chairman opened the meeting by expressing regret that Cllr Mrs J Webb had resigned from the Parish Council, since she was expecting to move away from the village in the near future. The Clerk, therefore, would take appropriate action to declare a casual vacancy.

128. APOLOGIES FOR ABSENCE

Apologies for absence were received from PCSO Martin Chivers and Mr D Casson.

129. INTRODUCTION OF THE NEW PARISH CLERK

The Chairman introduced Mrs Irene Bowie, who would be taking over from Terry Ketley as the Clerk to the Parish Council with effect from 1st April 2019. In the meantime, Mrs Bowie would work alongside Mr Ketley until his retirement at the end of March 2019.

130. REQUESTS FOR FILMING AND/OR RECORDING

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

131. 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.

132. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

133. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

The Clerk reported that according to the national Police website, no crimes had been committed in Coxheath during December 2018. However, the report also indicated that the total number of crimes recorded in the Coxheath and Hunton ward for 2018 was 286. It was clear that a dialogue with Kent Police was necessary.

The Community Warden e-mailed his monthly report for January 2019, which highlighted:-

- High levels of anti-social behaviour;
- Further plans for surgeries/coffee mornings;
- Working with the dog warden to discourage cases of dog fouling;
- Meeting with parents at Coxheath Primary School to discourage inconsiderate parking, to share vehicles and to organise walking buses

Cllr Mrs C Skinner expressed concern that she had not received confirmation of the Neighbourhood Watch meeting scheduled to be held on 30th January 2019. There were also concerns over the future viability of Police/Parishes meetings, which were becoming less frequent.

134. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Webb proposed that the minutes of the meeting held on 27th November 2018 should be signed as a true and correct record, subject to one minor amendment, namely:-

Item 126 should read 'Linden Meadows' and not 'Linden Gardens'.

The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

135. MATTERS ARISING

116.98.80.62. Village Centre Postbox

It was noted that Royal Mail had confirmed that they would inspect the village centre postbox and that, if they deemed it necessary, they would aim to resolve the issue by the end of February 2019. It was agreed that they should also be asked to inspect the post box situated at the junction of Stockett Lane and Heathside Avenue.

116.98.80.62. Cynthia Webb Commemorative Seat

It was noted that a quote was still awaited from S W Yorke and Sons. In the absence of a reply, the Clerk would visit the contractor to seek a response.

116.99c. Car Transporter

It was noted that East Farleigh Parish Council had taken the matter up with the Williams Group, who had denied responsibility and had suggested that it might be the fault of another company, Oaklands. East Farleigh Parish Council had now written to Oaklands.

116.100d. Repair of Village Hall Play Area Equipment and Notice Boards

It was noted that the Clerk had chased Maidstone Borough Council to confirm when the agreed work would be completed.

116.108q. Maidstone Borough Council – Allocation of Road Name

It was noted that the situation remained confused and following the Planning Committee meeting held on 24th January 2019, the developers had been advised to agree a name directly with Maidstone Borough Council with a default position of allocating 161a, 161b, 163a and 163b Heath Road.

136. REPORTS

a. Redundant Play Areas

Cllr C Parker reminded the Council that it was necessary to continue the process of arranging the takeover of the children's play areas in Whitebeam Drive and Fairhurst Drive as soon as possible.

b. Orchard Dental Practice

Cllr Mrs E Potts expressed disappointment that, with the impending closure of the Orchard Medical Centre, the Orchard Dental Practice was leaving the village on 4th February 2019 and relocating to an address in Mangravet Avenue, Maidstone.

c. Village Hall Access to the Parish Website

Cllr C Bird reported that he had been approached by the Chairman of the Village Hall Management Committee to have direct access to, and control of a hall booking system, on the Parish website. He had advised that this was not possible.

d. Defibrillator in the Village Centre

Cllr E Small repeated his concern that the village was inadequately served with defibrillators and felt that there should at least be one located in the village centre. It was agreed that this subject would be added to the agenda of the Finance Committee meeting on 7th February 2019 with a view to further consideration at the February Parish Council meeting.

e. Litter Bins

Cllr G Down reported that six bags of litter had been collected in the last campaign from the northern end of Stockett Lane. He would still welcome further volunteers to join his litter picking team. He also felt that a bin should be located in the vicinity of the Londis store, perhaps funded by the owner.

f. Dog Fouling

Cllr Mrs C Skinner again expressed concern over the level of dog fouling on pavements leading to the Primary School in Stockett Lane. The matter would be raised once more with the Community Warden.

g. List of Committees and Working Groups

At the request of Cllr C Parker, an updated list of Committee and Working Group members, together with individual Councillor responsibilities, would be distributed to all members.

137. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget reports for December 2018 and January 2019 were tabled and the content was noted and agreed.

b. 2019/20 Budget and Precept Adjustment

Cllr C Parker explained that as Maidstone Borough Council had now published the Council Tax base since the November Parish Council meeting, it was appropriate to reduce the Annual Precept calculation for 2019/20. He proposed, therefore, that the Annual Precept request should be reduced from £81,250.00 to £80,000.00. The proposal was seconded by Cllr Mrs E Potts and carried unanimously

c. Expenditure relating to the Appointment of the New Clerk

The Clerk designate reported that she had investigated the purchase of a suitably encrypted laptop computer with all necessary software and a large screen, which could be used to display internet images at meetings. She was sure that she could purchase the equipment within a delegated budget of £1,000.00. She had also identified an offer for a Vodafone mobile, which could be used exclusively for Parish Council business, at a cost of £37.00 per month. In addition, she was in discussion with a company to introduce a computerised accounting package with effect from the beginning of the 2019/20 financial year at a cost of £60.00 per annum and with 1 & 1 IONOS to introduce new GDPR compliant e-mail addresses at £12.00 per year per e-mail address. It was agreed that she should proceed with these initiatives and report back in more detail at the Finance Committee meeting to be held on 7th February 2019

138. PLANNING

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

- a. 18/505767/FULL – Linden Farm, Stockett Lane, East Farleigh
Variation of Condition 12 of 13/2008 to amend the wording from ‘prior to the occupation of the development’ to ‘prior to the completion of the final dwelling’.

The Parish Council had raised no objection to the application, following the meeting of the Planning Committee meeting on 6th December 2018.

- b. 18/506028/SUB – Land South of Forstal Lane, Coxheath
Submission of details to discharge Condition 3 (Construction Method Statement), Condition 9 (Maintenance and Management of the Sustainable Drainage Scheme), Condition 16 (Contamination) and Condition 23 (Drainage Strategy – Means of Disposal), pursuant to Application 17/502072/OUT.

The Parish Council had raised no objection to the submission of details, following the meeting of the Planning Committee on 6th December 2018.

- c. 18/505417/REM – Site H1(60), Forstal Lane, Coxheath
Approval of reserved matters for appearance, layout, scale and landscaping being sought for the erection of 210 dwellings together with access off Forstal Lane, 1.85 hectares of open space and associated infrastructure, pursuant to Application 17/502072/OUT.

Following the Planning Committee meeting held on 6th December 2018, the Parish Council had expressed concern over certain aspects – namely density, positioning of affordable housing, landscaping adjacent to the settled community, parking, waste water disposal, water pressure and overnight parking of commercial vehicles. The Council also required clarification of the progress of S278 agreement with KCC Highways.

- d. 18/506425/REM – Land North of Heath Road, Coxheath (known as Older’s Field)
Approval of Reserved Matters (Access, Appearance, Landscaping, Layout and Scale being sought), pursuant to outline application 13/1979 for the erection of 55 residential dwellings.

The Parish Council had raised no objection to the submission of reserved matters, following the meeting of the Planning Committee on 24th January 2019.

- e. 18/505847/FULL – 12 Stockett Lane, Coxheath
Demolition of the existing conservatory and erection of a two-storey rear extension and a single-storey side extension, forming a porch.

In the absence of any controversial elements to the plans, the application was recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.

- f. 18/506357/FULL – 42 Huntington Road, Coxheath
Erection of a first-floor side extension and single-storey rear extension with patio area.

In the absence of any controversial elements to the plans, the application was recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.

- g. 18/506584/FULL – 26 Forstal Lane, Coxheath
Erection of a single-storey pitched roof front and rear extension, along with a two-storey pitched roof side extension (revision to 18/504595/FULL).

The application was recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.

- h. 18/506676/FULL – 42 Wilberforce Road, Coxheath
Demolition of an existing garage and conservatory and the erection of a single-

storey rear/side extension. Demolition of an existing porch and erection of a new front porch.

In the absence of any controversial elements to the plans, the application was recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.

However, the following additional planning matters were to be noted:-

- Maidstone Borough Council had approved the erection of a new porch to the front of the property at 1 South Crescent, Coxheath (Ref: 18/505336/FULL);
- Maidstone Borough Council had approved the retrospective application for the erection of a detached summer house at 4 Chaffinch Drive, Coxheath (Ref: 18/504763/FULL);
- Maidstone Borough Council had approved the application for advertising consent to display 18 non-illuminated signs, including 3 fascia signs, 2 flag poles, 1 standing 'V' board sign and 12 other signs at Linden Farm, Stockett Lane, Coxheath (Ref: 18/505768/ADV).

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 14th January 2019.

139. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

140. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that since the village centre refurbishment project had been completed, the Traffic and Community Safety working group would now be turning their attention to the improvement of lighting at the pedestrian crossing to the west of the village centre crossroads, the completion of repairs to Parish Council notice boards and the refurbishment of the bench at The Beacons.

141. MAINTENANCE ISSUES

The following issues were noted in particular:-

- The Clerk had tried once again to organise a meeting with the KCC Highway Steward, incorporating the need to introduce the Clerk designate, but if this initiative failed, the matter would be taken up with the Highways Area Manager;
- KCC Highways had been reminded to ensure that all salt/grit bins had been filled and/or deployed;
- Concerns were raised once again about the state of the build-outs at either end of the village and the fact that some road signs had been hit by large vehicles;
- The area of vegetation at the junction of Amsbury Road and Hunton Hill had grown back quite substantially;
- An updated Maintenance Issues report would be produced for the February 2019 meeting, including reference to the possible introduction of a new defibrillator in the village centre.

142. RECREATION AND YOUTH

There was nothing of significance to report.

143. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that there had been no significant developments since the November meeting. A more detailed breakdown of costings was still awaited from Chartway Construction.

144. SEASONAL EVENTS

The following points were noted in particular:-

- Cllr R Webb expected to learn in the near future when the final version of the plaque would be available for final installation. He understood that Gordon Newton proposed to donate the plaque free-of-charge and no further costs to the Parish Council were anticipated;
- It was important that when the plaque was installed any publicity would include an acknowledgement, as agreed, to Gallagher Aggregates for donating the ragstone plinth;
- It was agreed that representatives of the Parish Council should meet to agree any future actions and details of ownership and ongoing maintenance;
- Cllr R Webb would provide the Clerk with the invoice for the Christmas tree so that due recompense could be made;
- Gala Lights had returned all motifs to the container in full working order;
- It was agreed that rather than refurbish the old trophy for the Christmas shop window competition, a sum of £40.00 should be set aside for a new trophy;
- The Annual Parish Meeting would be held on 21st or 22nd May 2019, depending on the availability of the Small Hall. Heart of Kent Hospice would be approached to provide a guest speaker on the evening.

145. CORRESPONDENCE

a. Kent County Council Highways – Updated Parish Portal and Fault Reporting

Kent County Council Highways had updated its Parish Portal following the parish seminars held in November 2018. The new system incorporated an improved fault reporting tool.

b. Publications from Representative Bodies

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

- ‘Clerks and Councils Direct’ Magazine – January 2019;
- Public Sector Mapping Agreement News – November 2018;
- Kent Police ‘Rural Matters’ Newsletter – Winter 2018;
- KCC ‘Inside Track’ Funding Newsletter – Issue No 256 – 6th December 2018;
- ‘KALC News’ Newsletter – December 2018 (copied to Cllr K Woollven);
- Kent Police and Crime Commissioner’s Newsletter – December 2018;
- Homeless Care Newsletter – December 2018;
- KCC Public Protection Newsletter – Winter 2018/19;
- ACRK ‘Oast to Coast’ Magazine – Winter 2018/19.

c. KALC Annual General Meeting – Draft Minutes

The draft minutes of the Kent Association of Local Councils Annual General Meeting, held at the Ditton Community Centre, on 17th November 2018, had been circulated. A copy had been forwarded to Cllr K Woollven.

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:-

- Schoolscapes Ltd regarding the supply of outdoor play equipment;
- Came and Company regarding the imminent change of ownership;
- Furnitubes regarding the supply of street furniture;
- Playdale regarding the supply of children’s outdoor play equipment;
- Sovereign Play regarding the supply and inspection of children’s outdoor play equipment;
- Sutcliffe Play regarding the supply of children’s outdoor play area equipment.

e. Correspondence from Residents

The following contact or correspondence had been received from residents since the last Parish Council meeting:-

- James Farish regarding the filling of the salt bin in Aspian Drive;
- Beverley Smith regarding the result of the Coxheath Christmas window display competition.

Where necessary, appropriate responses had been or would be despatched.

f. Relations with Parish Councils

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

- East Farleigh Parish Council regarding the next informal meeting of local Parish Council clerks.

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 November 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘Trust and Charity Law Workshop’ (23rd January 2019 at Lenham Community Centre), ‘The Dynamic Councillor’ (26th January 2019 at the Herne Centre, Herne Bay), ‘Safeguarding Best Practice for Local Councils’ (29th January 2019 at Lenham Community Centre), ‘Introduction to Planning for Local Councils’ (7th February 2019 at Speldhurst Parish Council), ‘Introduction to Chairmanship’ (21st February 2019 at New Romney Town Council) and ‘Annual Planning Conference’ (15th March 2019 at Lenham Community Centre) ;
- NALC Chief Executive’s Bulletin dated 30th November, 3rd December, 12th December, 17th December and 20th December 2018 and 4th January, 18th January and 25th January 2019;
- Notification that KALC was keen to collect good examples of Principal and Local Councils working in partnership;
- Details of a short survey and consultation on next year’s Council Tax implications for the Kent Fire and Rescue Service Safety and Wellbeing Plan update;
- Kent Resilience Forum Partner Pack on ‘How to Plan for a ‘Day 1 No Deal’ Brexit Scenario’;
- The latest Kent Police Rural Liaison Team Report;
- Kent County Council Public Health media release on ‘Renewed Flu Jab Calls for High Risk Groups’;
- Reminder regarding nominations for the KALC Community Awards Scheme 2019, which had to be submitted by 31st January 2019;
- Notification of CILCA Events during 2019 (copied to Irene Bowie);
- Details of standing for election as Governor of the South East Coast Ambulance NHS Foundation Trust;
- Details of a new KALC publication ‘Points of Light 2019’. In which the theme-based good work of member councils was highlighted for the possible benefit of fellow local councils;
- Counter Terrorism Policing’s National Bulletin on the launch of the ‘Communities Defeat Terrorism’ cinema campaign;
- NALC Newsletter circulated on 23rd January 2019.

h. Relations with Charities and Village Organisations

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

- RSPB Maidstone regarding an illustrated talk to be given on 'Local Government Nature Conservation' on 21st February 2019, at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Heart of Kent Hospice regarding dates for the diary during 2019;
- Bluebird Care regarding their 2019 Community Grant scheme;
- Coxheath Residents Village Hall thanking the Parish Council for their contribution of £320.00 towards the cost of office utility bills.

i. Temporary Road Closures

During the period since the November 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 20th January 2019 onwards:-

- Temporary road closure at Forge Lane, East Farleigh, on 28th January 2019 for up to 5 days;
- Temporary road closure at Yalding Hill, Yalding, on 3rd February 2019 for 1 day;
- Temporary road closure at Lower Road, East Farleigh, on 6th February 2019 for 1 day;
- Temporary road closure at Marden Road, Staplehurst, on 4th February 2019 for up to 3 weeks;
- Temporary road closure at Bow Hill, Wateringbury, on 4th February 2019 for up to 3 days;
- Temporary road closure at Kenward Road, Yalding, on 4th February 2019 for up to 3 days;
- Emergency road closure at Church Hill Boughton Monchelsea, on 20th January 2019 for up to 9 days.

j. Kent Minerals and Waste Local Plan – Early Partial Review

Kent County Council Environment, Planning and Enforcement was now seeking views on the soundness and legal compliance of the Draft Mineral Sites Plan and the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30. Both reviews would be conducted under Regulation 19 procedures and comments were required to be submitted by 8th March 2019.

k. Play Area Inspection Report

The latest Play Area Inspection Report (dated 2nd December 2018) had been received from the Maidstone Borough Council Safety Inspector. The report still indicated a number of low risk issues which had been discussed with

had been copied to Cllr R Divall.

l. KCC Public Protection Alerts

The following Kent County Council Protection alerts had been issued since the last Parish Council meeting:-

- Further developments regarding a large increase in scam telephone calls from people claiming to be HM Revenue and Customs;
- Warning to residents following the theft of a consignment of unsafe toys;
- Reports of a male doorstep criminal impersonating a police officer in the Herne Bay area;
- Warning to residents about doorstep criminals cold calling and claiming to be an official provider of Energy Company obligation grants;
- Warning of fake TV Licensing E-Mails;
- Warning of doorstep criminals claiming to have carried out repairs to property and demanding payment.

m. Lord Lieutenant's Civic Service

Invitations had been circulated for the Annual Lord Lieutenant's Civic Service, which would be held in All Saints Church in Maidstone on 12th March 2019. Cllr C Parker proposed to attend to represent Coxheath Parish Council.

- n. KALC Maidstone Area Committee**
The draft minutes of the KALC Quarterly Parish Liaison meeting held on 15th October 2018 and the KALC Maidstone Area Committee meeting held on 28th November 2018 had been issued. Copies had been passed to Cllr K Woollven. The next meeting of the Maidstone Area Committee was scheduled to be held on 11th February 2019.
- o. Maidstone Borough Council – Proposed Parish Services Scheme Grant**
Maidstone Borough Council had introduced a new system for calculating the Parish Services Scheme Grant for the 2019/20 financial year. Subject to confirmation, it seemed that the grant for Coxheath had increased from £5,269.00 to £6,858.00.
- p. Litter Picking Parties**
Cllr G Down had announced that the next litter clearing parties would be held on 10th and 12th February 2019 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.
- q. Maidstone Borough Council – CIL Workshop**
Maidstone Borough Council was conducting a short workshop on how the change from Section 106 payments to CIL payments would impact upon Parish Councils. Councils had been invited to send one representative to the workshop, which would be held in the Council Chamber at the Town Hall on 20th February 2019, commencing at 6.00pm. Notifications of attendance had to be submitted by 31st January 2019. It was agreed that the new Clerk and, if possible, Cllr R Divall would be nominated to attend.

146. INVOICES/RECEIPTS/BALANCES

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

£ 3,798.00	Maidstone Borough Council – Balance of Village Centre Refurbishment (Cheque No 002463)
£ 211.60	Terry Ketley – Repayment of Petty Cash Expenses (November 2018) (Cheque No 002464)
£ 168.00	RIP Cleaning Services – Emptying of Dog Waste Bins (November 2018) (Cheque No 002465)
£ 88.15	Michael Webb – Christmas Lights Event Refreshments (Cheque No 002466)
£ 320.00	Coxheath Residents Village Hall – Contribution towards Utility Bills 2018/19 (Cheque No 002467)
£ 377.16	Viking Payments – Purchase of Stationery and Computer Printer Cartridges (Cheque No 002468)
£ 1,336.38	BCH Builders – Erection of Memorial Stone (Cheque No 002469)
£ 85.00	David Jones – Printing of Order of Service for Memorial Stone Dedication (Cheque No 002470)
£ 1,208.00	Terry Ketley – Clerk’s Salary (December 2018) (Cheque No 002471)
£ 400.00	David Buckett – Internal Audit Fee 2018 (Cheque No 002472)
£ 1,240.50	HM Revenue and Customs – Clerk’s Salary/NI Contributions (December 2018) (Cheque No 002473)
£ 1,165.75	Commercial Services Trading Ltd – Grounds Maintenance (July – December 2018) (Cheque No 002474)
£ 138.75	Coxheath Residents Village Hall – Room Hire (July – December 2018) (Cheque No 002475)
£ 26.39	Terry Ketley – Repayment of Petty Cash Expenses (December 2018) (Cheque No 002476)
£ 144.00	RIP Cleaning Services – Emptying of Dog Waste Bins (December 2018) (Cheque No 002477)

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

£ 1,208.00 Terry Ketley – Clerk’s Salary (January 2019) **(Cheque No 002478)**

The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£	103.18 cr
	Delayed Parish News Advertising	£	240.00 cr
	Football Pitch Hire Fees 2017/18	£	475.00 cr

<u>Bank Balances:</u>			
(4 th January 2019)	Business Reserve Account (Feeder)	£	28,527.27 cr
	Business Reserve Account (Main)	£	279,298.00 cr

**THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY
26th FEBRUARY 2019 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT
LANE, COXHEATH.**

There being no further business to discuss, the meeting was closed at 9.50pm