

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	01/18/19 (Annual General Meeting)
Date:	Thursday 31 st May 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; Mrs V Page; Mrs J Webb, R Webb.
In Attendance:	Cllr Mrs L Parfitt-Reid (Maidstone Borough Council); T Ketley (Parish Clerk) and 1 member of the general public.

Representations were received from one member of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.35pm.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C Bird and E Small and A McKinley (KCC Community Warden).

2. REQUESTS FOR FILMING AND/OR RECORDING

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

3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE 2018/19 YEAR AND APPOINTMENT OF COMMITTEES AND WORKING GROUPS

Cllr R Webb proposed that Cllr C Parker should be elected to the post of Chairman of the Parish Council for the forthcoming year. The proposal was seconded by Cllr Mrs J Webb and carried unanimously.

Cllr C Parker proposed that Cllr R Divall should be elected to the post of Vice-Chairman of the Parish Council for the forthcoming year. The proposal was seconded by Cllr Mrs V Page and carried unanimously.

Following the co-option of new Councillors during the 2017/18 year and the personal preferences of individuals, the following memberships of committees and working groups, plus individual responsibilities were noted and agreed:-

- Cllr C Bird had replaced Denise Taghdissian on the Finance Committee;
- Cllr R Divall would assume the full time role of Chairman of the Planning Committee;
- A further vacancy existed on the Planning Committee, following the departure of Marilyn Hansford;
- Denise Taghdissian would not be replaced on the Recreation and Youth working group;
- Cllr C Bird would replace Denise Taghdissian on the Website Editorial Board;
- It would be sensible to form working groups to act as a liaison for new developments, including Orchard Grove and the potential new medical centre;
- Cllr Mrs E Potts had assumed responsibility for Parish Council liaison with the Village Hall Management Committee.

Otherwise the composition of committees and working groups remained unaltered from last year. Copies of the Committees, Working Groups and Co-ordinators would be circulated to all members of the Parish Council in due course.

4. 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.

5. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

6. 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 three crimes recorded since the April Parish Council meeting:-

- Theft from a motor vehicle in Heath Road;
- Theft from a motor vehicle in Duke of York Way;
- A burglary in John Day Close.

It was noted that Cllr Mrs C Skinner had been unable to attend the meeting of the Parishes Police Forum/Neighbourhood Watch Association held on 30th May 2018.

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

- A planned visit to Margate in August 2018 with the youth club;
- The suggestion that members of the youth club could repaint the youth shelter in the village hall plating field;
- Further problems being tackled in co-operation with Kent Police regarding off-road bikes;
- Upcoming initiatives to patrol areas around Coxheath Primary School to discourage inconsiderate parking;
- Continued support for vulnerable members of the community.

7. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Divall proposed that the minutes of the meeting held on 24th April 2018 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

8. MATTERS ARISING

186.168.149.128. Casual Vacancies

It was noted that there had been no interest to date in filling the two casual vacancies. Parish Councillors were asked to consider potential candidates to be approached.

186.168.149.133c. Banking Mandate

It was noted action to obtain replacement banking mandate forms from NatWest Bank Was still outstanding.

186..168.149.141g. KALC Workshop on GDPR (General Data Protection Regulations)

It was noted that KALC had advised that Parish Councils were not obliged to appoint a Data Protection Officer although they were expected to other aspects of GDPR as best practice. The next step remained the preparation of an Impact Assessment Report

186.168.151f. Repairs to Notice Boards

It was agreed that if Glasdon UK no longer supplied spare parts for the Parish Council's existing notice boards, then it would be worthwhile to approach Apollo Windows to determine whether they could supply and fit replacement perspex frontages.

186.169b. Hamilton House Car Park

It was noted that the pothole at the entrance to the Hamilton House car park had now been patched.

9. REPORTS

a. Fly Tipping

Cllr Mrs E Potts reported a recent case of fly tipping in the vicinity of Coxheath Primary School. She had alerted Maidstone Borough Council Environmental Services who cleared the rubbish from the scene on the following day.

b. Weeds and Grass Spraying

Cllrs Mrs V Page and G Down expressed concern at the state of the highway gutters and the general area of Hamilton House car park that were choked with grass and weeds. It was agreed that the matter would be brought to the attention of Kent County Council Highways..

c. Road Cleaning

Cllr Mrs V Page drew the Council's attention to residents' complaints concerning the failure to remove dirt from Heath Road and horse manure from Park Way.

d. Volunteer Litter Clearer

Cllr G Down reported that Mr Derek Massey, who had devoted many hours to clearing litter from grass verges in the village, would shortly be moving from the village. He suggested a letter of appreciation should be sent to Mr Massey.

e. Highways Issues

Cllr Mrs J Webb expressed renewed concern over the general state of white lining throughout the village and the apparent failure to repair potholes in Elmfield Court at the southern extreme of Westerhill Road.

f. Speedwatch

Cllr R Webb reported that Speedwatch wished to mount a campaign to recruit more volunteers by posting flyers through the letterboxes of every household. It was agreed that it would also be useful to incorporate a plea for further volunteers for the 'litter picking squad'. Cllr G Down would design a message to be incorporated in the Speedwatch flyer. Cllr Mrs V Page proposed that Cllr R Webb should be given a delegated budget of up to £300.00 to cover the cost of printing. The proposal was seconded by Cllr G Down and carried unanimously.

g. Use of the Village Green

Cllr R Webb had been approached by a resident to locate a bouncy castle on the village green in Huntington Road for a child's birthday party. The Clerk was aware of the request and would check the terms of the lease of the village green to determine whether the request could be agreed.

h. John and Moira Williams

Since it was understood that John and Moira Williams were also leaving the village in the near future, it was agreed that a letter of appreciation should be sent to them for their assistance to the Parish Council, particularly in the context of the Neighbourhood Plan.

i. Cllr Mrs Lottie Parfitt-Reid

Cllr Mrs L Parfitt-Reid introduced herself to the Council and explained her particular areas of interest including the need for sustainable planning and transport policies and negotiations over the possible introduction of a new medical centre.

10. FINANCE

a. Annual Governance Statement

Once again, the Chairman explained the background to the Annual Governance Statement, which formed part of the Annual Return to be sent to the external auditors. He advised the Council that the Finance Committee had examined the eight statements that were relevant to Coxheath Parish Council and drew attention to actions that had been taken. The Committee had recommended that all statements should be classified as 'yes'. Cllr K Woollven proposed, therefore, that the Governance Statement should be approved and signed by the Clerk and the Chairman. The proposal was seconded by Cllr Mrs J Webb and carried unanimously.

b. Financial Performance Against Budget

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

c. Annual Accounts 2017/18

Copies of the draft annual accounts, as scrutinised by the Finance Committee at their meeting on 24th May 2018, were tabled. These accounts had been checked and approved by the internal auditor on 21st May 2018. Cllr R Webb proposed that the accounts, as tabled, should be approved and Section 2 of the Annual Return signed off as necessary, on behalf of the Parish Council. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

d. Asset Register

It was noted that the updated asset register, as at 31st March 2018, had been approved by the internal auditor on 21st May 2018 and the Finance Committee at their meeting on 24th May 2018. Cllr Mrs C Skinner proposed that the asset register should be adjusted to £147,572 to reflect minor capital expenditure during the 2017/18 financial year. The proposal was seconded by Cllr Mrs V Page and carried unanimously.

e. Annual Insurance Policy Renewal

It was noted that recommendations had been received from Came and Company, following an annual market review. Cllr Mrs V Page proposed that the Came and Company recommendation to renew the policy with Inspire by AXA but for a three year term at a 5% discount should be accepted. The total cost of the first year's premium, including Insurance Premium Tax, would be £1,581.82. The proposal was seconded by Cllr R Divall and carried unanimously.

f. Section 137 Donations

Cllr Parker reported that the Finance Committee had discussed annual Section 137 donations at their meeting on 24th May 2018. He confirmed the recommendation that initial donations of £300.00 each should be made to Kent Surrey and Sussex Air Ambulance and Dandelion Time. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

g. Clerk's Review

It was noted that Cllr C Parker and Cllr Mrs E Potts would be conducting the Clerk's Annual Review in the first half of June 2018, with a view to making recommendations at the June Parish Council meeting.

11. PLANNING

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

- a. 18/501666/FULL – 6 Stockett Lane, Coxheath.
Erection of a porch to the front elevation and a part single-storey, part two-storey rear and side extension.

In view of the changes made to a previously refused application, it was noted that this application had been recommended for approval at the Parish Council Planning

Committee meeting held on 10th May 2018..

- b. 18/501676/FULL – Beulah, 59 Heath Road, Maidstone.
Demolition of an existing shed/outbuilding and erection of a single-storey side and rear extension.

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 10th May 2018.

- c. 18/502063/FULL – 10 Amsbury Road, Coxheath.
Garage conversion, addition of a front porch and construction of a cart lodge with log store and canopy roof.

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 10th May 2018.

- d. 18/502211/FULL – 7 Mill Lane, Coxheath.
Erection of a proposed first-floor side extension.

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 10th May 2018.

However, the following additional planning matter was noted:-

- Maidstone Borough Council had approved the application for the erection of a part two-storey, part first floor rear extension and a single-storey porch at 8 Bramley Gardens, Coxheath (Ref: 18/501276/FULL);
- In response to an approach from DHA Planning, it was agreed that a meeting should be held regarding the proposed new medical centre at Hill Farm, Linton, at a suitable date in June 2018. Cllrs C Parker, R Webb, R Divall, K Woollven and Mrs V Page expressed an interest in attending.

Finally, it was noted that the next full Parish Council Planning Committee meeting was scheduled to be held on 21st June 2018.

12. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

13. TRAFFIC AND COMMUNITY SAFETY

It was noted that work had now started on the refurbishment of village centre street furniture and that a second order would now be placed with Maidstone Borough Council for the balance of the agreed project.

14. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the April Parish Council meeting. It was agreed that the Clerk would pursue Maidstone Borough Council regarding the resurfacing of the Westerhill Road car park, following the intervention by Brian Mortimer prior to his failed attempt to be re-elected as a ward Borough Councillor.

15. RECREATION AND YOUTH

There was nothing of further significance to report.

16. DEVELOPMENT OF MULTI-USE GAMES AREA

There had been no significant developments since the last Parish Council meeting. It was agreed that the Parish Council should press for a meeting on either 11th or 18th June 2018, if possible.

17. SEASONAL EVENTS

It was noted that the Annual Parish Meeting had passed off successfully on 15th May 2018, with approximately forty residents in attendance. A vote of thanks was recorded to Dandelion Time for their presentation at the beginning of the meeting and to Carol Parker for providing light refreshments once proceedings had been completed.

It was also noted that Cllr R Divall had fitted a temporary replacement padlock on the Christmas Lights storage container. He would now purchase a more robust replacement and have spare keys cut to ensure that relevant officials each held a key.

18. CORRESPONDENCE

a. KCC – Local Account for Adult Social Care

Kent County Council had circulated a report highlighting the achievements, improvements and challenges of KCC Adult Social Care during the period April 2016 to March 2017 and its vision for the future. A copy was available to Councillors, through the Clerk.

b. Publications from Representative Bodies

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

- ‘Clerks and Councils Direct’ Magazine – May 2018;
- Kent Police and Crime Commissioner’s Newsletter – May 2018;
- Applause Rural Touring Autumn 2018 Season Menu;
- KALC ‘Parish News’ Newsletter – May 2018.

c. Kent County Council Ward Member – Annual Report

Somewhat belatedly, Cllr Mrs P Stockell had circulated her annual report for 2017/18. Copies were made available to those Parish Councillors who expressed an interest.

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:-

- HAGS regarding the supply and installation of children’s outdoor play area equipment;
- Street Furniture Direct regarding the supply of street furniture;
- Fresh Air Fitness regarding the supply of outdoor gym equipment;
- Sovereign Play regarding the supply of children’s play area equipment;
- Sutcliffe Play regarding the supply of children’s play area equipment.

e. Correspondence from Residents

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

- Edna Dennison regarding concerns over inconsiderate parking in the vicinity of Coxheath Primary School.

An appropriate response had been despatched as necessary.

f. Relations with Parish Councils

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

- Brenchley Parish Council regarding their experience in developing a bespoke community website;
- Staplehurst Parish Council regarding a collaborative approach to Councillor Training. It now seemed likely that arrangements would be made to start this initiative in September 2018;
- Staplehurst Parish Council regarding a meeting with Maidstone Borough Council to discuss Gypsy and Traveller Site Issues. It was hoped that Cllrs R Webb and G Down would attend the meeting on 4th June 2018 at Maidstone House, to represent Coxheath Parish Council's interests.

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 April 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘Introduction to Planning for Local Councils’ (2nd July 2018 at Tenterden Town Council), ‘Annual Councillors’ Conference entitled Developing Partnerships’ (10th July 2018 at West Faversham Community Centre), and ‘Employment Law Workshop’ (6th June 2018 at Ditton Community Centre), ;
- NALC Chief Executive’s Bulletins dated 20th April, 27th April, 4th May, 11th May and 25th May 2018;
- Details of the NALC National Salary Awards 2018/19 (copied to Cllr C Parker);
- Notification of procedure for advertising events to be undertaken on Armed Forces Day;
- Update on GDPR and Data Protection Bill (copied to Cllr C Parker);
- Draft template for a Development/Training Policy and Plan and a Training Budget;
- Details of KALC collaboration with the Alzheimer’s Society and Kent Fire and Rescue to help combat dementia;
- Kent Police Guidance on the Handling of Suspect Packages;
- Kent Countryside Access Forum Initiative ‘Enjoy the Countryside Responsibly with your Dog’ campaign;
- Details of the University of Reading Hive Event on Neighbourhood Planning to be held on 6th June 2018;
- LGA/NALC Guide on Principal and Local Councils working in Partnership.

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 ‘Eastern Australia’ on 21st June 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- British Heart Foundation regarding the possibility of incorporating a fundraising notice in the village magazine/newsletter;
- Kenward Trust regarding their 50th Anniversary year;
- Heart of Kent Hospice regarding forthcoming fundraising initiatives;
- Dandelion Time regarding forthcoming fundraising initiatives;
- Coxheath Primary School PTFA thanking the Parish Council for their financial support;
- Weald of Kent Rotary Club regarding their CRUK sponsored North Downs Walk on 10th June 2018.

i. Temporary Road Closures

During the period since the April 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 29th May 2018 onwards:-

- Emergency road closure at High Street, Sutton Valence, on 29th May 2018 for up to 4 days;
- Urgent road closure at Spenny Lane, Marden, on 13th June 2018 for up to 3 days;
- Temporary road closure at Marden Road, Staplehurst, on 26th June 2018 for up to 5 days;
- Temporary road closure at Farleigh Lane, Maidstone, on 18th June 2018 for up to 5 days;
- Temporary road closure at Lughorse Lane, Hunton, on 18th June 2018 for up to 17 days;
- Temporary road closure at Hunton Hill, Hunton on 18th June 2018 for up to 77 days;
- Temporary road closure at Lughorse Lane, Hunton, on 23rd August 2018 for up to 12 days;
- Urgent road closure at Couchman Green, Staplehurst, on 9th July 2018 for up to 2 day.

j. Heath Road – Road Resurfacing

Kent County Council Highways would be micro-surfacing a section of Heath Road, between Woodlands and Stockett Lane, commencing on 3rd June 2018 and taking two days to complete. Copies of the advice notices had been displayed on the village centre notice board and in Coxheath Library.

k. Play Area Inspection Report

The latest Play Area Inspection Report (dated 3rd April 2018) had been received from the Maidstone Borough Council Safety Inspector. The report indicated the need to repair a gate spring holder and had been copied to Cllr R Divall.

l. KCC Rural Bus Shelter Grant Application Form

Kent County Council Public Transport had circulated details of the procedure for applying for match-funding of projects to repair or install rural bus shelters. The deadline for applications was 19th July 2018.

m. Public Protection Alerts

The following public protection alert had been issued since the last Parish Council meeting:-

- Compensation for scam victims who used Western Union between 1st January 2004 and 19th January 2017;

n. Maidstone Borough Council – Older People’s Champion

Maidstone Borough Council Housing and Communities Support was seeking views from Parish Councils as to whether they were willing and/or able to have an individual Councillor with responsibility for older people. The general view was that Parish Councils had enough to deal with but Cllr Mrs J Webb would discuss the subject with Rev Callway to explore the possibilities for a church involvement.

o. South East Water Vulnerability Strategy

South East Water would be holding a stakeholder meeting on their vulnerability strategy at the Hilton Maidstone on 14th June 2018.

19. INVOICES/RECEIPTS/BALANCES

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

£	127.20	RIP Cleaning Services – Emptying of Dog Waste Bins (April 2018) (Cheque No 002414)
£	34.86	Terry Ketley – Repayment of Petty Cash Expenses (April 2018) (Cheque No 002415)
£	500.00	Coxheath Primary School PTFA – Grant towards Summer Fete

(Cheque No 002416)

£ 142.79 British Telecommunications – Quarterly Office Telephone/Internet Charges **(Cheque No 002417)**

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

£ 1,150.40 Terry Ketley – Clerk’s Salary (May 2018) **(Cheque No 002418)**
£ 1,064.14 David Mann – Village Green/Car Park Grass Cutting, Replanting of Planters and Hanging Baskets plus Floral Display Maintenance (May 2018) **(Cheque No 002419)**

The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£ 14.25 cr
	Annual Precept	£ 74,500.00 cr

<u>Bank Balances:</u>		
(4 th May 2018)	Business Reserve Account (Feeder)	£ 37,162.35 cr
	Business Reserve Account (Main)	£ 303,105.74 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 26th JUNE 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the full Parish Council meeting was closed at 09.10pm. Members of the Planning Committee then convened an interim meeting of the Planning Committee.

Following the Annual General Meeting of the Parish Council, an interim meeting of the Planning Committee was convened under the chairmanship of Cllr R Divall. The following planning applications were discussed and decisions taken, subject to formal ratification at the next Planning Committee meeting on 21st June 2018.

- a. 18/501214/FULL – Land next to Primrose Paddock, Stockett Lane, East Farleigh.
Part retrospective and part change of use from disused agricultural land to storage/parking and valeting of vehicles with associated portable building for office/store.

On full inspection of the plans, it was felt that this application was wholly inappropriate for the area and represented unacceptable development of the countryside in contravention of various policies of the Maidstone Local Plan. There were additional concerns over traffic generation and environmental pollution, as a consequence of which it was agreed that the Parish Council should recommend refusal.

- b. 18/502243/FULL – 56 Stockett Lane, Coxheath.
Proposed single-storey side and rear extension.

In the absence of any controversial elements to the plans, it was agreed that the application should be recommended for approval.

- c. 18/502445/FULL – 46 Chestnut Drive, Coxheath.
Erection of a two-storey side extension and a single-storey rear extension to a semi-detached house.

Although it was noted that the existing garage would be sacrificed, there were no controversial elements to the plans. It was agreed, therefore, that the application should be recommended for approval.