



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 28th March 2023 at 7.15 pm in the Village Hall

Present: Parish Cllrs : C Parker (Chairman), C Bird (Vice Chairman), E Chandler, G Down, R Mickleburgh, V Page,
E Potts, S Whitehead, R Webb, K Woollven

In Attendance: Irene Bowie (Parish Clerk) There were no members of the public present.

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 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies and the reasons given were accepted from Cllrs, Crickett, Carpenter and Small
- 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 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. There were none.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

2. 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.

3. 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 representations from the public. The meeting was not adjourned.

4. Reports from external parties (if present).

Kent County Councillor: Simon Webb. Cllr S Webb sent his apologies.

Borough Councillors: Richard Webb, Lottie Parfitt-Reid and /or Simon Webb.

MBC Cllr Webb announced that he would not be standing for election. The Chairman and all members of the parish council thanked him for his outstanding commitment and dedication as our MBC Cllr for the last eight years.

Community Warden: Owen Moemken

Community Protection Officer: MBC Community Protection Team Laura Bullen

5. Coxheath Parish Councillor Reports

- 5.1 Chairman of the Parish Council Cllr Parker
Cllr Parker reported that meetings with Seasonal Events, Editor of the Village Newsletter and the Community Group will be covered under other agenda items.
- 5.2 Playground Inspection Report Cllr Mickleburgh
Cllr Mickleburgh reported on the discontinued swivels for the swings. It was RESOLVED to add to the existing playground order £495 for new swivels and installation from HACS. It was RESOLVED to purchase bin bags for the litter bin in the play area.
- 5.3 Councillor's Reports All Cllrs
Cllr Page asked if there had been any progress on her request for a large planter outside the shop where the BT telephone box used to be. The Clerk will follow up with KCC Highways and MBC.
Cllr Webb reported on the Community Groups meeting he had attended. He reported that on the pre-school quiz and that funds would be used to plant bulbs around the fence at the Scout Hut. He reported on : the Mother's Union who had been knitting for the Canterbury Hospital Baby Unit. The Beacons Mens Breakfast Group, Coxheath Connect who will be producing street posters in April. The Church will be holding a family friendly event on the 4th Sunday of each month. Brew and Bite organised by the church Tuesday 10am- 5pm. A warm space/social chat with funding though to August 2023.

Cllr Mickleburgh requested an update on the Stockett Lane Litter Bin. It was reported that MBC had 18 bins on order and that Coxheath were at the top of the list and that the bin was scheduled to be installed very soon.

- 5.4 Litter Pick Cllr Down
Cllr Down reported that the litter pick dates were 12th, 13th and 16th April 2023.
- 5.5 Social Media Cllr Chandler
Cllr Whitehead

Cllrs Chandler and Whitehead reported that the parish council Facebook page had been created and was now live and had 80+ likes in the first few days. The Chairman thanked Cllr Chandler for setting up the parish council Facebook page.

6. Minutes of the Parish Council Meeting

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

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

- 7.1 Defibrillator in the Scout Hut Car Park. The Clerk reported that this had now been installed and that the Parish Council would pay for the monthly maintenance. Additional signs have been placed on the noticeboards. The defibrillator has been registered with Circuit . In the event that the parish council defibrillator is used Hopkins will be notified and will attend reset the defibrillator and replace any pads etc which have been used.
- 7.2 New Noticeboards. Order has been confirmed. Clerk to find a contractor to install them.
- 7.3 Adoption of Play areas and Scout Hut Car Park. MBC Legal had advised the Clerk previously that the adoption of the play areas would be discussed in March. Clerk to follow up.
- 7.4 Email from a resident – Overhanging Trees. It was **RESOLVED** to accept the quotation from Maidstone Tree Surgeons Ltd to carry out the works as specified.

8. Finance:

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
It was **RESOLVED** to approve the payments on the schedule.
- 8.2 Late Payment Request/s to be discussed for approval and payment. There were none.
- 8.3 Banking Arrangements . It was **RESOLVED** to sign the Unity Bank Account Application form.
- 8.4 To note receipts of Income
- 8.5 To receive the Bank Reconciliation
- 8.6 To consider any late financial matters.
It was **RESOLVED** to set a budget of £100 to cover the costs of refreshments for the Annual Parish Meeting on the 23rd May 2023.
- 8.7 To receive an update on request or a review of the MBC Parish Services Scheme. The Clerk reported that a response from MBC was awaited.
- 8.8 To receive and consider grant application/s. It was **RESOLVED** that the Seasonal Events Group would purchase goods and material to the value of up to £250 toward bunting for the Coronation weekend.
- 8.9 SE Water Community Grant Update. It was reported that three local charities/groups Pre School, Scouts and the World Custard Pie Group had been award a Community Grant by SE Water. In clarification it was noted that the parish council acted only as a conduit and passed the grant requests on to SE Water. The parish council had no input into how much each group was awarded. The parish council has not received any funds from SE Water the three groups involved received their funding directly from SE Water.

9. Planning: Planning Committee Agenda 28th March 2023 (Appendix 1)

- 9.1 To table planning applications received since last meeting: Appendix 1. These were noted Cllr Whitehead having declared a non-pecuniary interest in Planning Committee Agenda did not comment on this matter.
- 9.2 To Table Planning Applications dealt with since the last Planning Committee meeting Appendix 1. These were noted
- 9.3 To table decisions by Maidstone Borough Council (MBC) since the last Planning Committee Meeting. Appendix 1. These were noted
- 9.4 To table late planning matters: There were none

- 9.5 Maidstone Local Plan Examination Stage 2 Hearing Sessions. Cllr Webb would represent the parish council as the Hearing Sessions on the 18th May 2023.
- 9.6 Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a - Deadline – 5.00pm, Monday, 17th April. It was AGREED that Cllr Webb would draft the response on behalf of the Planning Committee.
- 9.7 MBC Gypsy, Traveller and Travelling Showpeople Call for Sites Deadline 17th April 2023. Noted
- 10. Working Groups: To receive Updates**
- 10.1 Recreation & Youth Working Group
- 10.1.1 MUGA Maintenance . Cllr Mickleburgh reported that the MUGA was well used. He also reported that an agreement with Chartway had been reached and that the surface in the goal areas will be replaced.
- 10.1.2 Village Hall Field - Outdoor Gym behind the Play Area. It was reported that this was now completed and had been positively received by residents.
- 10.1.3 Football Pitch . It was AGREED that the Clerk would update the existing contract to include the safe removal and storage of the goal posts. It was RESOLVED to ask Landscape Services to cut the Beacons field twice in April.
- 10.1.4 Play Area and MUGA Inspections from April 2023. Cllrs Parker and Mickleburgh having completed the RoSPA Inspection course would conduct the inspections. It was AGREED that the Clerk would source a company for the annual RoSPA Inspection. It was AGREED that the group would review the provision for toddlers in the play area.
- 10.1.5 Sports Wall Surface. Clerk to follow up and obtain advice from Landscape Services.
- 10.1.6 Benches for Playing Fields. It was agreed to purchase 3 benches. Two for the playing field by the trees planted as part of the Queens Green Canopy and one at the play area or outdoor gym. Clerk to source options for agreement at the April meeting.
- 10.1.7 Any other matters
- 10.2 Traffic & Community Safety Working Group
- 10.2.1 KCC Highway Improvement Plan
- 10.2.1.1 To consider request from Linton Parish Council that Coxheath supports and adds to the HIP a request that a safe crossing is installed in line with the planning conditions. It was AGREED that CPC would support the request from Linton Parish Council.
- It was AGREED that the Traffic and Community Safety Group would meet to update the Highways Improvement Plan. Clerk to request the data from KCC Highways speed survey rather than a summary via email.
- 10.2.2 Parish Portal Report. The report was received and noted.
- 10.2.3 Any other matters
- 10.2.3.1 Email from resident re the traffic calming Islands to the East and West of the village and the effect on the safety for school children and other pedestrians. It was AGREED that the Clerk would write to KCC Highways for advice regarding this matter. Concerns had also been received that if the build outs were removed traffic from side roads would be unable to exist onto the Heath Road.
- 10.3 Seasonal Events Working Group
- 10.3.1 To consider events and budget for the Coronation of His Majesty King Charles III
It was RESOLVED to purchase 250 Mugs and 250 Bookmarks for the Coronation. It was also RESOLVED to purchase 1000 packets of red, white and blue wildflowers seeds for the coronation. These items will be distributed at from the Parish Council table at the Coronation Fete on Monday 8th May 2023.
Cllr Webb reported that plans for the event were well established. There would be a fancy dress Kings and Queens parade for children. Cllr Potts agreed to be the judge. It was reported that there would be picnic event on the Sunday at the Church.
- 10.3.2.1 Grant application for King Charles III Coronation via The National Lottery Awards for All . A decision had not yet been received.
- 10.3.2 Future projects. It was suggested that the parish council could investigate paving around the war memorial.
- 10.4 Environmental Initiatives Group

- 10.4.1 Tree Survey – Level 2 The results had been circulated.
- 10.4.2 To receive recommendations from the EIG meeting on the 9th February 2023. These were received. It was AGREED that the EIG would supply the Clerk with a clear Scope Of Works before quotes could be obtained. It was AGREED that the EI Group would specify exactly what was required for the Low Level Planting in terms of plants required, bulbs etc. EI Group to provide the Clerk with A Scope of Works to enable quotations to be obtained.
- 10.4.3 Future Works – Tree planting at the Village Green update
- 10.4.4 The environmental report from Cllr Small was received and noted.
- 10.4.5 Anti-Idling Signs. Ongoing.

11. Village Newsletter.

It was RESOLVED that the Parish Council could not support the current plans for the Newsletter regarding the potential liabilities for the Parish Council. Questions were raised regarding the insurance held by the Editor. The newsletter is to be produced independently from the parish council but the parish council has been asked to underwrite the full cost of publishing without input as to content. Legal advice is that a disclaimer from the parish council regarding this would not necessarily be sufficient if a claim of defamation were brought against the editor. The issue of possible reputational damage to the parish council was also explained. It was also noted that the cost of publishing would exceed the agreed budget.

It was RESOLVED that Cllr Parker would inform the Editor that, at this time the parish council could not underwrite the cost of printing the magazine. It was further AGREED that it would be suggested to the group wishing to produce the newsletter that they set up as a formal group with a bank account. If that were done the Parish Council could consider a grant application in the future.

12. Correspondence:

- 12.1 To table items of late correspondence : There were no late items.
- 12.2 Items circulated for information: For further information contact the Clerk
 - 12.2.1 Notice of Election - Thursday 4 May 2023
 - 12.2.2 KALC Maidstone Committee Meeting Agenda on 27.3.2023
 - 12.2.3 KALC Coronation Information
 - 12.2.4 KCC Highways report for PCs
 All correspondence was noted
- 12.3 Items for discussion/action
 - 12.3.1 Email from a resident re SE Water Grants Noted
 - 12.3.2 'Love Where you Live' - Applications for Funding open Noted

Meeting Dates 2023 : **25th April, 30th May Annual Meeting of the Parish Council, 27th June, 25th July, 29th August, 26th September, 31st October, 28th November. Annual Meeting of the Parish 23rd May 2023**

There being no further business to be conducted the Chairman closed the meeting at 9:30 pm.

Chairman

Date

Signed



Coxheath Parish Council Planning Committee Meeting AGENDA

Members are hereby summoned, and notice is given that the next meeting of the Parish Council Planning Committee will be held on Tuesday 28th March at 6:30 pm in the Parish Council Office in the Village Hall

Irene Bowie

Clerk to Coxheath Parish Council
23 March 2023

All meetings are open to the press and public. The parish council requests that all attendees note the following:

- meeting papers will not be provided;
- Please do not attend if you have any symptoms that may be due to Covid

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the 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, on agenda items, at the discretion of the Chairman. The minute book will be closed.*

AGENDA

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.

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.

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:

4. Minutes of the Planning Committee Meeting on the 24th January 2023

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

5. Clerk and Councillors Reports:

6. Planning Applications:

6.1 To table planning applications for consideration:

23/501030/FULL 16 South Crescent Coxheath Maidstone Kent ME17 4QB

Garage Conversion into a habitable space and erection of a single storey front extension. extension of existing driveway and dropped kerb.

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RQSGR0TYIAQ00>

6.2 To table planning applications dealt with since last meeting:

6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting.

6.3.1 23/500325/FULL 5 Chaffinch Drive Coxheath Maidstone Kent ME17 4FF

Erection of a single storey rear/side wrap-around extension.

Application Permitted

6.3.2 23/500167/FULL 8 Pippin Close Coxheath Maidstone Kent ME17 4DS

Erection of a single storey side extension and creation of additional parking area.

Application Permitted

6.3.3 23/500113/FULL 6 Westerhill Road Coxheath Kent ME17 4DG

Demolition of converted garage and erection of enlarged veterinary surgery with staff accommodation.

Application Refused

6.3.4 22/505836/FULL 23 Linden Road Coxheath Maidstone Kent ME17 4QS

Erection of single storey side and rear extension and front porch extension.

Application Permitted

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

8. MBC Gypsy, Traveller and Travelling Showpeople DPD Regulation 18a Deadline – 5.00pm, Monday, 17th April#

9. MBC Gypsy, Traveller and Travelling Showpeople Call for Sites

10. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 25th April 2023