



# Coxheath Parish Council

## SUMMONS

**To all Members of the Parish Council** In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Meeting of Coxheath Parish Council on Tuesday 29<sup>th</sup> August 2023 at 7.15 p.m.**

The meeting will be held in the Committee Room Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.

Irene Bowie

**Clerk to the Council**

[clerk@coxheathparishcouncil.org.uk](mailto:clerk@coxheathparishcouncil.org.uk)

21<sup>st</sup> August 2023

## NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

## AGENDA

### 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.
- 1.2 Declaration of Changes to the Register of Interests.
- 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.
- 1.4 Requests for Dispensations.
- 1.5 Declarations of Lobbying.

### 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.

### 3. CO OPTION of Parish Councillor/s: To consider candidates for co-option.

### 4. 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.**

### 5. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Maidstone Borough Council Community Protection Officer.

### 6. Coxheath Parish Councillor Reports

- |     |   |             |
|-----|---|-------------|
| 5.1 | Chairman of the Parish Council            | Cllr Parker |
| 5.2 | Playground Inspection Report              | Cllr Parker |
| 5.3 | Councillor's Reports                      | All Cllrs   |
| 5.4 | Community Litter Pick                     | Cllr Down   |
| 5.5 | Social Media                              | Clerk       |
| 5.6 | Kent Association of Local Councils (KALC) | Cllr Small  |

### 7. Minutes of the Parish Council Meeting:

To resolve that the minutes of the Parish Council Meeting held on 25<sup>th</sup> July 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

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

- 8.1 New Noticeboard.
- 8.2 Adoption of Play areas and Scout Hut Car Park
- 8.3 To receive an update on request or a review of the MBC Parish Services Scheme.

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- 8.4 Correspondence from Residents.
  - 8.4.1 ACT Traffic Analysis Report
  - 8.4.2 Request for Tree Works Saturn Road
- 8.5 Benches for Playing Fields
- 9. Finance:**
  - 9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
  - 9.2 Late Payment Request/s to be discussed for approval and payment.
  - 9.3 Banking Arrangements – Update.
  - 9.4 To note receipts of Income
  - 9.5 To receive the Minutes of the Finance Committee meeting held on the 10<sup>th</sup> August 2023
  - 9.6 To receive the recommendations of the Finance Committee
  - 9.7 To consider any late financial matters.
- 10. Planning:**
  - 10.1 To receive the Minutes of the Planning Committee meeting held on the 25<sup>th</sup> July 2023. Appendix "
  - 10.2 To receive the decisions and recommendations from the Planning Committee Meeting 29<sup>th</sup> August 2023
- 11. Working Groups: To receive Updates**
  - 11.1 Recreation & Youth Working Group**
    - 11.1.1 Annual Play Area and MUGA Inspection Report
    - 11.1.4 To receive recommendations from the Working Group.
  - 11.2 Traffic & Community Safety Working Group**
    - 11.2.1 KCC Highway Improvement Plan
    - 11.2.2 Parish Portal Report
    - 11.2.3 To receive recommendations from the Working Group.
  - 11.3 Seasonal Events Working Group**
    - 11.3.1 To receive and update on planned and future events
    - 11.3.2 To receive recommendations from the Working Group.
  - 11.4 Environmental Initiatives Group**
    - 11.4.1 To receive recommendations from the EIG group
- 12. To consider proposals for the improvement of the Parish Council Football Pitches.**
- 13. Correspondence:**
  - 13.1 To table items of late correspondence :
  - 13.2 Items circulated : For further information contact the Clerk
    - 13.2.1 KCC Family Hub Services - Public Consultation Closes 13<sup>th</sup> September 2023
    - 13.2.2 Kent Community Warden Service Review Public Consultation Closes 3<sup>rd</sup> October 2023
    - 13.2.3 Annual Survey on the performance of Kent Police Closes
    - 13.2.4 KCC Budget Consultation. Closes 6<sup>th</sup> September 2023
    - 13.2.5 NEW: Highway Information Pack 2023/24

**Meeting Dates 2023 :**

**FULL COUNCIL :** 26<sup>th</sup> September, 31<sup>st</sup> October, 28<sup>th</sup> November.

**PLANNING COMMITTEE:** 6.45 pm prior to the Full Council Meetings listed above. *Please note that Planning Committee meetings may be cancelled if not required.*

**FINANCE COMMITTEE :** 7.00 pm 16<sup>th</sup> November

## Appendix 1



# Coxheath Parish Council Finance Committee Meeting

## Minutes from the meeting held on the 10<sup>th</sup> August 2023 at 7:30 pm in the Parish Office Coxheath Village Hall

Present: Cllrs: C Parker (Chairman), C Bird, E Potts, E Small, K Woollven.  
Also present: I Bowie (Clerk)

### 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.*  
There were no members of the public present.

#### 1. Apologies for Absence:

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. There were none.

#### 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. There were none.

#### 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: There were none.

#### 4. Minutes of the previous meeting – 25<sup>th</sup> May 2023

##### RESOLVED:

That minutes of the Parish Council Meeting held on 25<sup>th</sup> May were taken as read, confirmed as a correct record and signed by the Chairman.

#### 5. Matters Arising from the Minutes:

- 5.1 Unity Bank Update. The Clerk reported that new paperwork would be available for signature at the August 29<sup>th</sup> Parish Council meeting.
- 5.2 VAT Claim. The Clerk reported that the previous claim of £30,464.29 had been received. A new claim of £9957.15 for 2022-23 had been submitted.
- 5.3 New Laptop. To be purchased when the Unity Bank Account is available.

#### 6. Finance:

- 6.1 Bank Reconciliation. The bank reconciliation as at 5<sup>th</sup> July 2023 was received, noted and agreed as £ 373,612.63
- 6.2 Actual Vs Budget 2023/24. The report was received and noted. Receipts of Income were noted as £140,084.11
- 6.4 To consider virement of budget allocations 2023/24

##### RESOLVED:

1. To recommend to the full council that a training budget of £300 should be allocated from reserves.
  2. To recommend to the full council that a budget of £ 200 for Bank Charges should be allocated from reserves.
  3. The Clerk would update the budget allocations for 2023/24
- 6.5 To review section 106 expenditure 2023-24  
It was reported that all the section 106 funds re planning application 14/0043 (£19,488.33) been spent on improvements to the play area at Stockett's Lane. It was noted that these funds could  
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only be spent by the parish council on improvements to the Open Space at Stockett Lane.  
It was AGREED that the Clerk would enquire if some of the Section 1-6 funds from planning application 14/0836 could be used to make improvements to the Football Pitches owned by the Parish Council.

**7. Working Groups. To review spend and forecast:**

The underspends by the working groups were discussed and it was AGREED that the groups would be encouraged to review their expenditure for 2023/24.

**RESOLVED to recommend that:**

- 1. Planning and Neighbourhood Plan working Group be disbanded, and the allocated budget kept as an Earmarked Reserve.**
- 2. That £15,000 of the VAT return would be allocated to the Traffic & Community Safety Working Group.**
- 3. That £15,000 of the VAT return would be allocated to the Youth and Recreation Working Group.**
- 4. The Clerk would update the budget allocations for 2023/24**

**8. S137 2023/24.** The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023-24 is £9.93 per Elector.

**RESOLVED to Recommend to the Full Council:**

**Donations of £600 would be made to**

- (a) The Heart Of Kent Hospice**
- (b) SAAFA (Soldiers', Sailors' & Airmen's Families Association).**

**9. To receive correspondence/reports:**

**RESOLVED to Recommend to the Full Council:**

**Clerk to contact Bartletts to assess the request from a resident re overhanging trees in their arden.**

**10. Agenda items for the next meeting:**

**Date of the Next meeting: 7 pm on the 17<sup>th</sup> November 2023**

There being no further business to be conducted the Chairman closed the meeting at 8:10 pm.

Signed :

Chairman

Date:



Coxheath Parish Council  
Planning Committee Meeting

**MINUTES of the PLANNING COMMITTEE MEETING**  
**held in the Parish Council Office Coxheath Village Hall**  
**6.45 pm 25<sup>th</sup> July 2023**

**Present:** R Webb, G Crickett, K Woollven.

**Also Present :** I Bowie (Clerk) .

**PRIOR TO THE START OF THE MAIN MEETING:**

Representations from the public will be taken for a period of 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. There were no members of the public present.

**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. Apologies were received from Councillor Carpenter.

**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.* There were none

**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.** There were none.

**4. Minutes of the Planning Committee Meeting on the 27<sup>th</sup> June 2023**

**RESOLVED:** That the minutes of the Planning Committee meeting on the 27<sup>th</sup> June 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

**5. Clerk and Councillors Reports:** There were no reports.

**6. Planning Applications:**

**6.1 To table planning applications for consideration:**

**6.1.1 23/503116/FULL 9 Whitebeam Drive Coxheath Maidstone Kent ME17 4QY**

Erection of a two storey rear extension.

***CPC No Objection***

**6.1.2 23/502370/FULL Woodlands Amsbury Road Hunton Maidstone Kent ME15 0QH**

Erection of a front porch and single storey rear extension, including external alterations.

Conversion and erection of rear extension to ground floor, to provide 1no. holiday let, including insertion of a light lantern.

***CPC No Objection***

**6.2 To table planning applications dealt with since last meeting.** There were none.

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

**6.3.1 23/502199/FULL 24 Cricketers Way Coxheath Kent ME17 4FG**

Erection of a single storey side extension with pitched roof to match existing.

**Application Permitted**

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

8. **To respond to : The Community Governance Review (Parishes) - Stage 2 Consultation.**

RESOLVED: To recommend to the full council to accept the review.

9. **To receive correspondence:**

9.1.1 **Email from DHA Planning Ltd re. a Pre-Planning Application meeting Land Adjoining the New Medical Centre. Heath Road.**

**RESOLVED:**

1. To recommend to the full council that the CPC Planning Committee should not attend a Pre-Application Meeting with DHA Planning Ltd re Land Adjoining the New Medical Centre. Heath Road.

2. That CPC should comment on Land Adjoining the New Medical Centre. Heath Road when a formal application had been made by DHA Planning Ltd to MBC.

9.1.2 **Email from MBC Planning re planning application 23/502473/Full Forstal Farm.**

**RESOLVED: Land Adjoining the New Medical Centre. Heath Road.**

To recommend to full council that having taken note of the comments from the planning officer CPC no longer wishes the application to be referred to the Planning Committee.

10. **Agenda items for the next meeting:**

**Date of Next Meeting (Please note meetings may be cancelled if not required) 29<sup>th</sup> August 2023**

There being no further business to be transacted the Chairman closed the meeting at 7:08 pm.

Signed:

Chairman

Date.