



Coxheath Parish Council Minutes

Date: Tuesday 28th January 2020

Venue: Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath

Present: Cllrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; R Divall; E Potts; C Skinner; E Small; R Webb; K Woollven.
Cllr Wilson gave his apologies and left the meeting at 8:45 pm

In Attendance: I Bowie - Clerk
Community Warden
1 Member of the Public

Prior to the start of the meeting:

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself. The minute book was closed.

The Community Warden Sally Williams reported that the Community Protection Meetings were held on alternate Mondays 10am in Coxheath Library.

The Chairman opened the Parish Council meeting at 7:36 pm.

Main Meeting:

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 and accepted from: Cllr Carpenter; Cllr Down; Cllr Page; PCSO Morris

2. Consideration of items to be taken in private:

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. To Receive Declarations of Interest and Dispensations:

3.1 Declaration of Changes to the Register of Interests.

3.2 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.

3.3 Requests for Dispensations. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none.

3.4 Declarations of Lobbying. There were none

- 3.5 Recording of the Meeting
Legislation allows for meetings to be recorded by anyone attending. Persons who have concerns about being recorded should please speak to the Clerk.
There were none.

4. To receive reports from:

- 4.1 Police Representative and Community Warden PCSO Morris
PCSO Morris sent her report. It was noted that the drop in surgery/
community engagement events would be held on:
15th February 3-4 pm
21st March 3-4 pm
18th April 3-4 pm All to be held in the Village Hall Car Park
- 4.2 Kent County Councillor No report
4.3 District Councillor Cllr Webb
4.4 Chairman of the Parish Council Cllr Parker
4.5 Open Spaces Councillor Cllr Bird
4.6 Parish Council Environmental Councillor Cllr Small

5. Minutes of the Parish Council Meeting :

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

- 5.1 Minutes of Parish Council Meeting 26th November 2019
It was **RESOLVED** that the minutes were taken as read and confirmed as a correct record and signed by the Chairman. Proposed by Cllr Potts , seconded by Cllr Skinner and agreed by all.

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

- 6.1 Medical Centre
It was **AGREED** that the Clerk would be the main point of contact with the medical centre.
- 6.2 Defibrillator in the Village Centre
The Clerk confirmed the order had been placed.
- 6.3 Air Pollution & Anti-idling campaign
The Clerk confirmed that anti idling sign had been requested in two locations (outside the school and outside the Scout Hut)
- 6.4 Tree Survey
It was **AGREED** to obtain quotes from at least 2 arboriculturists.
- 6.5 Replacement Litter Bins/ Location of Salt Bins – Ongoing
- 6.6 Parish Noticeboards- Ongoing
- 6.7 Replacement Bollards- The Clerk confirmed that the bollards were on order. The Clerk also confirmed that an insurance claim was in progress.

7. Councillors' Individual Reports: (not included in other agenda items)

Older's Field - Cllr Webb reported that he had emailed the new site manager to arrange a meeting.

Maidstone KALC AGM - Cllr Wilson reported on KALC's concerns re the housing numbers accepted by MBC

Dog Fouling – Cllr Skinner reported that this was a problem on the school route. It was **AGREED** that the Clerk would report this to the Community Warden.

No Parking Signs- It was **AGREED** that the Traffic Group should review this issue .

Litter Pick - Cllr Down reported that the 9th and 11th February had been set as litter picking days.

8. Finance:

- 8.1 To Agree Financial Performance Against Budget December 2019 :
The Clerk reported that due to the late receipt of the Bank Statements an Irene Bowie Clerk to Coxheath Parish Council
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD

update would be given at the next meeting.

- 8.2 Parish Council Banking Arrangements: Matter progressing
- 8.3 Update of account for 2019/20 including payments received:
The Clerk reported that due to the late receipt of the Bank Statements an update would be given at the next meeting.
- 8.4 Accounts paid since the last meeting to be ratified:
- | | | |
|-------|---|-----------|
| 8.4.1 | Clerk Salary December | £ 1072.28 |
| 8.4.2 | Cox heath Twinning Association | £ 100.00 |
| 8.4.3 | RBLI Centenary Village Campaign | £ 500.00 |
| 8.4.4 | Cllr Webb Re Aford Awards Cup (Christmas Window) | £ 66.49 |
- 8.5 Accounts for payment:
- | | | |
|-------|--|-----------|
| 8.5.1 | Stationery | £ 43.62 |
| 8.5.2 | Vodafone Parish Mobile 8 December – 7 th Jan 2020 | £ 38.00 |
| 8.5.3 | Vodafone Parish Mobile 8 January – 7 th Feb 2020 | £ 38.00 |
| 8.5.4 | HP Instant Ink 20 November– 19 December | £ 27.99 |
| 8.5.5 | HP Instant Ink 20 December– 19 January | £ 17.99 |
| 8.5.6 | Clerks Salary January 2020 | £ 1072.28 |
| 8.5.7 | 1+1 Ionos Email Provision December 2019 | £ 14.99 |
| 8.5.8 | 1+1 Ionos Email Provision January 2020 | £ 14.99 |
| 8.5.9 | Hire Village Hall and Parish Office Cleaning Oct-Dec 2019 | £ 91.50 |
- 8.6 Payment requests to be discussed for approval and payment
- | | | |
|-------|--|----------|
| 8.6.1 | The Stone Shop Maidstone Memorial Plaque | £ 420.00 |
|-------|--|----------|
- It was **RESOLVED** to add the Memorial Plaque to asset register with a value of £4500.
- 8.7 Late Payment Request/s to be discussed for approval and payment
- | | | |
|-------|-----------------|---------|
| 8.7.1 | Amazon A4 Paper | £ 21.25 |
| 8.7.2 | Postage/Stamps | £ 42.00 |

All Payments approved. Proposed by Cllr Small, seconded by Cllr Skinner and agreed by all.

9. 2020/21 Precept Request and Parish Services Scheme Grant 2020/21

- 9.1 To receive the 2020/21 Tax Base
The tax base was received. The tax base for 2020/21 was set by MBC as 1,752.1
- 9.2 To agree the 2020/21 Precept
It was **RESOLVED** that the precept for 2020/21 would be set at £87,000. The 2020/21 precept per Band D £49.65 for the year, or £4.14 per month. This represents a yearly increase of £1.09 per Band D property. Proposed by Cllr Parker, seconded by Cllr Potts and agreed by all.

10 Planning:

The draft minutes from the 16th January Planning Committee meeting were received.

- 10.1 To table planning applications dealt with since last meeting
 - 10.1.1 19/505232/OUT Land At Linden Farm Barn Stockett Lane
Outline Application for a residential development with all matters reserved (Resubmission of 19/503865/OUT).
CPC Objection
 - 10.1.2 19/506087/FULL Land Adj Amsbury Cottage Amsbury Road
Erection of a detached two storey dwelling with associated driveway and parking, including stationing of a mobile home/static caravan during construction and widening of existing access. **CPC No Objection**
 - 10.1.3 19/505849/PNQCLA Workshop At Forstal Farm Forstal Lane
Prior Notification for a proposed change of use of agricultural building to 1 no. dwelling house (Class C3), and for associated operational development. For it's prior approval to: - Transport and Highways impacts of the development – Contamination risks on the site - Flooding risks on the site - Noise impacts of the development - whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change as proposed – Design and external appearance impacts on the building. **CPC Defer to MBC Planning**
- 10.2 To table decisions by the Planning Authority since the last meeting
 - 10.2.1 19/504258/FULL Emmaus 75 Heath Road Coxheath
Application permitted
 - 10.2.2 19/504253/LAWPRO 5 South Crescent Coxheath
Application permitted
 - 10.2.3 19/504196/FULL 75 Park Way Coxheath *Application permitted*
 - 10.2.4 19/504283/PNQCLA Workshop At Forstal Farm Forstal Lane
Application Refused
 - 10.2.5 19/501775/FULL Stocketts (also Known As The Spice Lounge) 118 Heath Road. *Application Refused*

11 Neighbourhood Plan and Strategic Planning:

- 11.1 MBC Call for Sites
It was **AGREED** that the Clerk would rearrange the meeting with the Principal Planning Officer MBC.
- 11.2 NHP Update Ongoing

12 Traffic and Community Safety:

- 12.1 HGV Pilot Scheme Initiative Review Progress
- 12.2 20 mph Initiative Outside the School Ongoing
It was reported that a follow up meeting with the school was scheduled for the 4th February.
- 1323 Highways Improvement Plan (HIP)
It was **AGREED** that the Clerk would contact KCC Highways for an update.
- 12.4 Parking Notices
Item discussed under Cllrs Reports.

13 Youth and Recreation: Review Progress

Cllr Potts reported that the Village Hall Drama Group was well subscribed and that there would be a Show in July.

It was **AGREED** that the youth shelter would be removed and renovated.

It was **AGREED** that the Clerk would contact the VHMC to regarding the possible relocation of the refurbished Youth Shelter.

14 Development of Multi-Use Games Area (MUGA): Update

The Clerk reported that following discussions with Mark Byatt (Chartway) the draft contract for the supply and installation of the MUGA would be produced shortly.

15 Seasonal Events: Update

Cllr Webb reported that the Christmas lights had been stored.

Cllr Webb reported that The Heart of Kent Hospice won the Christmas shop window Competition.

It was **AGREED** that the parish council would provide tea, coffee and biscuits for the litter pickers. Cllr Webb to liaise with Cllr Down.

16 Correspondence:

17.1 To table items of late correspondence :

17.2 Items circulated for information: For further information contact the Clerk

17.2.1 New PCSO Nicola Morris

17.2.2 Mayor of Maidstone Charity Quiz Night

17.2.3 Kent Police – How to Get In Touch

17.2.4 Litter Pickers Lunch Date Change to 6th February

17.2.5 Parish Seminar PowerPoint Slides

17.2.6 Section 137 Expenditure Limits 2020/21

17.3 Items acted on:

17.3.1 Developers signs on Lamp posts – Residents letter

17.3.1 Coxheath Primary School Oversubscription Policy Consultation

17.4 Items for discussion/action

17.4.1 Kent Downs AONB Tree Packs

17.4.2 MBC Play areas -final opportunity for funding

It was **AGREED** to review the Village Hall Play area to ascertain if the funding was applicable.

All items of correspondence were noted.

17 To receive an update on the progress of the new Website:

The Clerk reported that she would check if the Hugo Fox website was compliant with the Accessibility Requirements before proceeding further.

It was **AGREED** that all Cllrs (who use email) would be allocated a dedicated parish council email address.

18 Dates of Future Meetings: 2020 7.30 pm in the Small Hall, Coxheath Village Hall ; 25th February; 31st March; 28th April; 19th May Annual Meeting of the Parish Council; 30th June; 28th July; 25th August; 29th September; 27th October; 24th November .

14th April Annual Parish Meeting

It was **AGREED** that the Clerk would contact Kent Air Ambulance and the Royal British Legion to enquire if either organisation would consider speaking at the Annual Parish Meeting.

There being no further business to conduct the meeting closed a 9:40 pm

Signed : *Clive Parker* 25.02.2020
Chairman

Irene Bowie Clerk to Coxheath Parish Council
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD