

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	10/17/18
Date:	Tuesday 27 th March 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven; C Bird; G Down; Mrs C Skinner; R Webb; E Small; Mrs V Page.
In Attendance:	Cllr B Mortimer (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.

162. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs J Webb, Cllr Mrs P Stockell (Kent County Council), Cllr Miss E Fermor (Maidstone Borough Council) and A McKinley (KCC Community Warden).

163. REQUESTS FOR FILMING AND/OR RECORDING

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

164. 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.

165. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

166. 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 four crimes recorded since the February Parish Council meeting:-

- A case of vehicle interference in Whitebeam Drive;;
- Theft of a generator from a building site in Heath Road;
- Theft of two further generators from a building site in Heath Road;
- Burglary involving the stealing of a motorcycle from a locked garage in Pembroke Road.

It was noted that the next meeting of the Parishes Police Forum/Neighbourhood Watch Association would be held on 18th April 2018. Copies of the draft January meeting minutes and details of revised parking arrangements had been copied to Cllrs Mrs C Skinner and C Parker.

In the absence of the Community Warden, there had been no monthly report presented.

167. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr Mrs C Skinner proposed that the minutes of the meeting held on 27th February 2018 should be signed as a true and correct record. The proposal was seconded by Cllr K Woollven and carried unanimously.

168. MATTERS ARISING

149.128. Casual Vacancies

It was noted that Maidstone Borough Council had confirmed that the Parish Council was now free to fill the two casual vacancies by co-option. However, Cllr Mrs J Webb had telephoned the Clerk to say that she had decided to resign from her position as a Parish Councillor. Formal notification was now awaited.

149.131.112.95. Parish Website

It was noted that the website code had been upgraded with 1 & 1 and the PHP version set to 7.1 on 13th March 2018. The way was now clear to start updating pages such as those relating to 'Latest News'. Action would also be taken during April 2018 to assess and upgrade the computer in the Parish office.

149.133c. Banking Mandate

Action was still outstanding on adding Cllr Mrs C Skinner to the list of authorised bank account signatories.

149.141g. KALC Workshop on GDPR (General Data Protection Regulations)

The Clerk would be producing a list of action points to be considered in respect of the General Data Protection Regulation changes that were due to come into force from late May 2018. It was agreed that, if necessary, guidance would be sought from Angela Woodhouse and Anna Collier, who were the officers responsible for ensuring Maidstone Borough Council was compliant.

151c. Grants to Charities

It was noted that annual grants of £300.00 each had been paid to Dandelion Time, Involve Kent and Friends of Five Acre Wood School.

151f. Repairs to Notice Boards

It was noted that a quotation was still awaited from Glasdon UK Ltd for replacement perspex sheets for the damaged notice boards.

169. REPORTS

a. Village Centre Post Box

Cllr C Parker suggested that if Royal Mail were unwilling to smarten up the post box outside the Post Office, then consideration should be given to offering to pay for a refurbishment, particularly in the context of other improvements to village centre street furniture improvements. Cllr R Webb would speak again to Royal Mail.

b. Potholes

Cllr Mrs V Page expressed concern at the re-emergence of potholes in Park Way. It was agreed that the overall situation should be brought to the attention of Kent County Council Highways. The Clerk would also write to the owner of Hamilton House regarding a particularly dangerous pothole at the entrance to the Hamilton House car park.

c. Litter Issues

Cllr G Down reported that fly tipping notices had been installed at the western end of Amsbury Road. He would also welcome further volunteers to be recruited for the litter picking group.

d. Hunton Hill

Cllr R Webb reported that Hunton Hill was likely to be closed for eleven weeks from 18th June 2018 because of the installation of a new water main. It was felt that this would create chaos on other minor roads around the village as motorists found alternative routes.

e. Highways Issues

Cllr E Small requested that further attempts should be made to draw attention to various highways safety issues including the cleaning of the build-out at the western approach to the village, damage to the raised pedestrian crossings in the village centre, poor lighting at the pedestrian crossings and faded white lining in various locations.

f. Coxheath Primary School PTFA

Following the short presentation made during the public session before the February Parish Council meeting, the Clerk reported that various costings had been communicated to the Parish Council in respect of anticipated expenditure to support the school fete in July 2018. After some discussion, Cllr Mrs V Page proposed that a sum of £500.00 should be made available to the Parent Teacher Association representing £330.00 to cover the cost of hiring The Kent Owl Academy and a balance of £170.00 towards other quoted expenses. The proposal was seconded by Cllr E Small and agreed unanimously.

g. Possible Assumption of Highways Powers

Cllr B Mortimer reported that the Borough Council would be discussing a possible challenge on highways powers using Section 42 of the Highway Act 1980. The hope was that issues such as highways maintenance could be delegated to a more local level.

170. FINANCE

a. Financial Performance Against Budget

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

b. Recreation Area Maintenance and Woodland Management

It was noted that the Clerk had held a site meeting with Rob Graham of Conservation Landscape Services on 26th March 2018 to discuss urgent work to be undertaken on the recreation area and a plan for further actions to be taken over the next two to three years. The following urgent tasks had been identified:-

- Flail and collect brambles and undergrowth in the nature area, the area in the middle field to the south of the football pitch and the area at the western end of the Beacon Field (at a total cost of £500.00 plus VAT);
- Coppice overhanging chestnut boughs and any leaning trees at the western end of the Beacon Field (at a total cost of £350.00 plus VAT);
- Replace the pair of wooden gates and posts between the car park and the first football pitch at a total cost of £625.00 plus VAT.

Subject to suitable weather conditions, it was hoped that most of the work would be completed over the Easter weekend. Cllr C Parker proposed, therefore, that this work should be undertaken urgently at a total cost of £1,475.00 plus VAT. The proposal was seconded by Cllr R Divall and agreed unanimously.

171. PLANNING

It was noted that the following planning application had been considered at the February 2018 Parish Council meeting:-

- a. 18/500618/FULL – Land south of Heath Road, Linton
Erection of a new medical centre.

It was noted that comments had been despatched to Maidstone Borough Council

expressing a preference for the new medical centre to be sited closer to the village centre of Coxheath, where outline planning permission had already been granted.

However, the following additional planning matters were noted:-

- Cllrs R Webb and G Down attended a meeting on Gypsy and Traveller Sites/Policy hosted by Staplehurst Parish Council on 15th March 2018. Copies of the draft minutes of the meeting had been forwarded to both parties;
- The Parish Council Planning Committee meeting scheduled to be held on 8th March 2018 had been cancelled in the absence of any further new planning applications.

Finally, it was noted that the next Parish Council Planning Committee meetings were scheduled to be held on 29th March and 19th April 2018 respectively.

172. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

173. TRAFFIC AND COMMUNITY SAFETY

The Clerk confirmed that an order had been placed within the delegated budget for the first part of the village centre refurbishment project. The work concerned amounted to a total cost of £4,389.00 plus VAT and covered Maidstone Borough's purchase of new rubbish bins and bollards, the refurbishment of the three seats and some preparatory work prior to installation

174. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the February Parish Council meeting.

175. RECREATION AND YOUTH

There was nothing of further significance to report.

176. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that following the discussion at the February 2018 Parish Council meeting, the Clerk had advised the Chartway Group of the Council's preferences. Mark Byatt was now working on costings and would advise possible dates for a liaison meeting in due course.

177. SEASONAL EVENTS

It was noted that a representative of Dandelion Time would make a short presentation on the work of the charity at the Annual Parish Meeting. Invitation letters would be despatched to village organisations in mid to late April 2018 and Carol Parker had also agreed to provide the refreshments for the evening.

It was also noted that Cllr R Webb would advise Gala Lights to proceed with the minor repairs to the Christmas motifs, as agreed at the February Parish Council meeting.

178. CORRESPONDENCE

a. LEADER Funding for Rural Business

Maidstone Borough Council had circulated parish councils to remind them that the current Kent Downs and Marshes LEADER funding scheme, available to rural businesses and funded through the EU, would only be available for applications for financial support until 29th March 2019.

b. Publications from Representative Bodies

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

- Maidstone Museum Newsletter – 28th February 2018;
- UK Power Networks 'Powered Up' Newsletter – Spring 2018;
- Ordnance Survey 'PSMA News' Newsletter – March 2018;
- Involve Kent Newsletter – 23rd March 2018.

c. Maidstone Borough Council – Consultation on Taxis and Hackney Carriages

Maidstone Borough Council were conducting a consultation on the service provided by taxis and hackney carriages in the Maidstone area. The consultation period would run until 27th May 2018 and would be accessible through consultations@maidstone.gov.uk.

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:-

- Broxap Ltd regarding the supply of litter, dog waste and recycling bins;
- Creative Play regarding the supply of children's outdoor play area equipment;
- Came and Company regarding the procedure for making severe weather insurance claims;
- Sutcliffe Play regarding the supply of Children's play area equipment;
- About Trees regarding tree management services;
- Glendale Horticulture regarding the supply of plants and shrubs;
- Swift Surfacing Ltd regarding the provision of road surface repairs;
- Elan City regarding the supply of radar speed signs;
- The Shed Man regarding the supply of village rural bus shelters;
- Online Playgrounds regarding the supply of children's outdoor play area equipment;
- Furnitubes International Ltd regarding the supply of street furniture and seating.

e. Correspondence from Residents

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

- Chris Baker regarding improvements to the CALARA section of the Parish website;
- Alyson Reid regarding concerns over the introduction of a MUGA'.

Appropriate responses had been or would be despatched as necessary.

f. Relations with Parish Councils

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

- Broomfield and Kingswood Parish Council seeking advice on contractors for the repair and/or replacement of village signs.

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 February 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – 'Best Practice in IT and Encryption in Preparing for the GDPR' (28th March 2018 at Lenham Community Centre and 18th April 2018 at Ditton Community Centre);

- NALC Chief Executive's Bulletins dated 2nd March, 9th March and 16th March 2018;
- The availability of the NALC GDPR toolkit;
- Reminder to complete the 2018 KALC Membership Survey by the deadline date of 29th March 2018;
- Details of a survey being undertaken by KALC to explore the use of social media by local councils. The survey remained open for responses until 13th April 2018;
- Details of contact points for reporting problems caused by severe winter weather;
- Notification of the Kent Resource Partnership's consultation on the Joint Municipal Waste Management Strategy, responses on which were required to be submitted by 27th April 2018;
- NALC Briefing Note on Review of Local Government Ethical Standards;
- Kent Police Rural Liaison Team Report dated 14th March 2018.

h. KCC – Damage to Highway Network

The Kent County Council Cabinet Member for Planning, Highways, Transport and Waste had sent a circular letter to Parish Councils advising the extent of the damage caused to highways by the recent snow emergency and the action in hand to effect repairs, including attention to potholes.

i. Maidstone Borough Council – Community Protection Team

The recently formed Community Protection Team had taken over a number of duties including the production of an Environmental Enforcement Team Newsletter to be circulated each quarter. The Community Protection Officer welcomed feedback on topics to be included in the report, initially by 30th March 2018.

j. 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 'The Gambia' on 19th April 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Hi Kent regarding hearing tests, support groups and the need for more volunteers;
- Friends of Five Acre Wood School thanking the Parish Council for their annual donation of £300;
- Hi Kent regarding fundraising events to be held during 2018;
- Dandelion Time thanking the Parish Council for their annual donation of £300.

k. Temporary Road Closures

During the period since the February 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 28th March 2018 onwards:-

- Temporary road closure at Headcorn Road, Staplehurst, from 3rd April 2018 for up to 2 weeks;
- Temporary road closure at Sheephurst Lane, Marden, from 8th April 2018 for up to 1 day;
- Temporary road closure at Goudhurst Road, Staplehurst, from 9th April 2018 for up to 5 days;
- Temporary road closure at Hampstead Lane, Yalding, from 15th April 2018 for up to 1 day;
- Temporary road closure at Gravelly Way, Yalding, from 15th April 2018 for up to 1 day;
- Urgent road closure at Boarden Lane, Staplehurst, from 29th March 2018 for up to 1 day;
- Temporary road closure at Five Oak Lane, Staplehurst, from 16th May

- 2018 for up to 3 days;
- Urgent road closure at Vanity Lane, Linton, from 28th March 2018 for up to 1 day;
- Emergency road closure at Sheephurst Lane, Marden, from 28th March 2018 for up to 1 day;
- Temporary road closure at Maidstone Road, Marden, from 24th April 2018 for up to 3 days;
- Emergency 30mph speed limit at Green Lane, Yalding, from 3rd April 2018 for up to 2 days.

I. Public Protection Alerts

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

- Warning regarding increased incidents of criminals posing as police or trading standards officers seeking to obtain money for non-existent prosecutions of poor workmanship;
- Warning of doorstep criminals seeking to take advantage of alleged damage caused by the recent bad weather;
- Warning of doorstep criminals claiming residents need building works carried out on their homes, particularly chimney repairs;
- Reports of scam phone calls from criminals claiming to work for HM Revenue and Customs.

m. Play Area Inspection Report

The latest Play Area Inspection Reports (dated 5th February and 5th March 2018) had been received from the Maidstone Borough Council Safety Inspector. The reports had been copied to Cllr R Divall.

179. INVOICES/RECEIPTS/BALANCES

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

£	300.00	Dandelion Time – Annual Donation (Cheque No 002393)
£	300.00	Involve Kent – Annual Donation (Cheque No 002394)
£	300.00	Friends of Five Acre Wood School – Annual Donation (Cheque No 002395)

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

£	1,150.40	Terry Ketley – Clerk’s Salary (March 2018) (Cheque No 002396)
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The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£	10.22 cr
	Pitch Hire Charges 2016/17	£	400.00 cr
	VAT Refund (Oct 2015 – March 2016)	£	3,154.22 cr

<u>Bank Balances:</u>			
(5 th March 2018)	Business Reserve Account (Feeder)	£	14,599.15 cr
	Business Reserve Account (Main)	£	254,262.98 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 24th APRIL 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 09.30pm.