

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	09/17/18
Date:	Tuesday 27 th February 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.
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 7.45pm.

143. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs J Webb and Mrs V Page, Cllr Mrs P Stockell (Kent County Council) and Cllr Miss E Fermor (Maidstone Borough Council).

144. REQUESTS FOR FILMING AND/OR RECORDING

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

145. 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.

146. DISCLOSURE OF INTERESTS

Cllr C Parker declared an interest on the subject to be discussed at Minute 151d. It was agreed that he would not take part in any discussion or decision on this item.

147. 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 sixteen crimes recorded since the January Parish Council meeting:-

- Criminal damage where a wooden plant trough had been smashed in Pembroke Road;;
- Twelve cases of criminal damage, including where car tyres were slashed, in Crispin Court;
- Criminal damage to a car window in Huntington Road;
- Criminal damage to a car windscreen in Huntington Road ;
- Burglary involving damage to a back door and doorframe in Burston Road.

It was agreed that concerns over the level of crime, particularly cases of criminal damage to cars, should be raised with the Police Community Support Officer.

It was also noted that draft minutes and notes of the Maidstone Parishes Police Forum and Neighbourhood Watch meetings held in November 2017 and January 2018 had been circulated and duly copied to Cllrs C Parker and Mrs C Skinner.

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

Cllr Mrs C Skinner reported that the Neighbourhood Watch meeting scheduled to be held on 28th February 2018 had been cancelled due to the extreme weather conditions.

148. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr Mrs C Skinner proposed that the minutes of the meeting held on 30th January 2018 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

149. MATTERS ARISING

128. Casual Vacancies

Notices declaring two casual vacancies had been displayed on all Parish Council notice boards and at Coxheath Library. Maidstone Borough Council had also been advised of the position in accordance with normal procedure.

131.112.95.78. Parish Website

It was noted that a further meeting had been held with Avongale IT Solutions on 22nd February 2018. After joint testing, one or two further issues had been identified, which Adam Palmer expected to resolve in a matter of days. The website would then be upgraded to the 1 & 1 platform 7.1/

133c. Banking Mandate

It was noted that the relevant banking mandate forms had been collected from NatWest Bank and would be completed by Cllr Mrs C Skinner as soon as possible.

141g. KALC Workshop on GDPR (General Data Protection Regulations)

It was reported that the Chairman and the Clerk had attended a workshop on GDPR, organised by Kent Association of Local Councils on 5th February 2018 at Lenham Community Centre. They would produce a brief report and action schedule for consideration by the Parish Council at its meeting on 27th March 2018.

150. REPORTS

a. Dog Fouling

Cllr Mrs C Skinner raised the perennial problem of dog fouling in certain parts of the village, most notably in Westerhill Road, Stockett Lane and various locations on the Avante estate. The Clerk would bring the matter to the attention of the Community Warden once again, perhaps with a view to providing 'dog fouling bags' at certain strategic locations.

b. Notice Board on Willow Grange

Cllr Mrs E Potts had investigated possible locations for a notice board on the Willow Grange estate. She drew the meeting's attention to two suitable sites in Murdoch Chase.

c. Pathway to the south of the Village Hall Play Area

Cllr R Divall reported that the pathway to the south of the Village Hall Play Area was coated in mud following the recent spell of wet weather. When the weather improved, it might be necessary to consider 'jet washing' the path.

d. Linton Hill

Cllr B Mortimer reported that there had been a meeting with various agencies to look at possible ways of improving driver safety on Linton Hill, following a number of fatalities in accidents in the vicinity.

151. FINANCE

a. Financial Performance Against Budget

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

b. Christmas Lights Repairs

Following discussions and a recommendation from the Finance Committee, Cllr Mrs C Skinner proposed that identified repairs to the Christmas light motifs should be undertaken by Gala Lights at a total cost of £190.00 plus VAT. The proposal was seconded by Cllr C Parker and agreed unanimously.

c. Grants to Charities

At the Finance Committee meeting held on 8th February 2018, the subject of further grants to charities had been discussed and the recommendation was that three donations should be made from Section 137 funds and the 'Other Grants' budget sub-head. Cllr C Parker proposed, therefore, that three grants of £300.00 each should be made to Dandelion Time, Involve Kent and Five Acre Wood School. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

Cllr C Parker declared an interest in the following item and took no part in the discussion or the decision.

d. Coxheath Preschool

The Chair and Secretary of Coxheath Preschool Group had written to the Parish Council asking for financial help towards their 50th anniversary celebrations in mid-June 2018. In particular, they were looking for funding for an entertainer, food and consumables and gifts for the children. After some discussion, Cllr R Webb proposed that a grant of £470.00 should be made to Coxheath Preschool payable in the 2018/19 financial year. The proposal was seconded by Cllr G Down and carried with one abstention.

e. Action with Communities in Rural Kent

It was noted that paperwork had been received from Action with Communities in Rural Kent (ACRK) in relation to the annual renewal of membership of the organisation for 2018/19. Cllr C Bird proposed that the annual membership, amounting to £50.00, should be renewed as soon as possible after 1st April 2018. The proposal was seconded by Cllr E Small and carried unanimously.

f. Repairs to Notice Boards

It was noted that several notice boards were in a poor state of repair despite the recent cleaning exercise. It was agreed, therefore, that the Clerk should approach Glasdon UK Ltd to quote for three replacement perspex frontages.

152. PROPOSAL FOR NEW MEDICAL CENTRE

It was noted that it had come to light that a Planning Application (Ref: 18/500618/FULL) for a new medical centre to be erected on land to the south of Heath Road, Linton had been referred to Linton Parish Council for consideration but not to Coxheath Parish Council. When challenged Maidstone Borough Council accepted that since the proposed building was only 100 metres from the parish boundary, the paperwork should also have been referred to Coxheath, not least because Coxheath residents would be most affected by any decision.

Background papers had been downloaded from the Maidstone Borough Council planning website and were tabled at the meeting. Although there was general consensus that the village needed new medical facilities due to the current limitations at Greensand Surgery and the Orchard Medical Centre, it was felt that the more desirable

solution would be to build a medical centre on land at Clockhouse Farm, where outline planning permission had already been given.

After some discussion, therefore, it was agreed that Coxheath Parish Council's response should stress this preference but in the event that Maidstone Borough Council was minded to approve the application, it would be necessary to address the particular issues of:-

- Ensuring that land at Clockhouse Farm, originally earmarked for a medical centre, remained as open space and was not allowed to be used for housing or any other development;
- There should be protection against further development on land adjacent to the proposed site in Linton;, particularly in view of the 'Land of Local Landscape Value' classification of areas to the south of the proposed development;
- A condition of approval would need to be the introduction of transport to enable elderly and vulnerable patients from Coxheath, without access to cars, to reach their appointments;
- The whole question of parking should be re-addressed since the 52 car parking spaces allocated in the present plans would be inadequate if a staff compliment of 30 was attained;
- Major improvements to footways and pedestrian crossing points in the vicinity.

It was agreed that the Clerk would draft a response to Maidstone Borough Council and refer it to members of the Parish Council Planning Committee for clearance.

153. PLANNING

It was noted that no new planning applications had been considered since the January 2018 Parish Council meeting:-

However, the following additional planning matters were noted:-

- Maidstone Borough Council had approved the application for the erection of a single-storey rear extension at 19 Duke of York Way, Coxheath (Ref: 17/506018/FULL);
- The applicant had appealed to the Planning Inspectorate to overturn Maidstone Borough Council's decision to refuse Application 17/502297/FULL relating to The Barn, Linden Farm, Coxheath. Coxheath Parish Council had recommended approval and saw no point in adding to their original comments, which would have been copied automatically to the Planning Inspectorate as part of the appeal process;
- Cllrs R Webb and G Down would represent Coxheath Parish Council at a meeting called by Staplehurst Parish Council on 15th March 2018, to discuss Gypsy and Traveller Sites/Policy.

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 8th March 2018.

154. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

155. TRAFFIC AND COMMUNITY SAFETY

The Clerk reported that, having received further clarification of the component costs of the street furniture refurbishment project, he had met with Cllr V Page and agreed the priorities for completion in the current financial year. Maidstone Borough Council had been instructed accordingly.

Cllr R Webb also reported that Speedwatch campaigns in January and February 2018 had recorded 21 speed violations from one deployment in January and 46 speed violations from three deployments in February.

156. MAINTENANCE ISSUES

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

It was also noted that the salt grit bag had not been delivered to the Scout Hut car park and that the salt bin located outside the Post Office was empty.

157. RECREATION AND YOUTH

There was nothing of further significance to report.

158. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that Westerhill Homes (Chartway Group) had asked what type of playing surface was required for the proposed Multi-Use Games Area (MUGA) and what sporting activities were likely to be played. After some discussion, it was agreed that the surface should be polymeric (rubber) and that markings for the sports of tennis, basketball and 5-a-side football should be incorporated. The Clerk would advise Mark Byatt accordingly.

159. SEASONAL EVENTS

It was noted that the Annual Parish Meeting was scheduled to be held on Tuesday 15th May 2018. The Clerk would be approaching Dandelion Time to provide a guest speaker. It was agreed that Adam McKinley should also be approached to determine whether members/organisers of the Youth Club would like to participate.

It was also noted that Cllr R Webb would seek to establish progress and costings for the proposed memorial stone to be erected outside Holy Trinity Church.

160. CORRESPONDENCE

a. Great British Spring Clean

The Keep Britain Tidy Campaign had e-mailed the Parish Council with an invitation to join in the Great British Spring Clean initiative. A copy had been forwarded to Cllr G Down for consideration in the context of the volunteer litter picking group.

b. Publications from Representative Bodies

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

- KCC 'Inside Track' Funding Newsletter – Issue No 251 – 2nd February 2018;
- Fields in Trust Newsletter – February 2018;
- Kent Police and Crime Commissioner Newsletter – February 2018;
- Maidstone Museum Newsletter – February 2018;
- KALC 'Parish News' Newsletter – February 2018.

c. Maidstone Borough Council – Off Street Parking Places

Maidstone Borough Council was seeking public views on proposed changes to car park charges. Written comments had to be lodged by 12th March 2018 at the latest.

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:-

- Online Playgrounds regarding the supply and installation of children's play area equipment;
- Primary Care Supplies regarding the supply of community defibrillators;

- Woodman Bros Ltd regarding cleaning and property maintenance services;
- Queensbury Shelters regarding the supply of bus shelters;
- Sutcliffe Play regarding the supply of children's play equipment;
- Kompan regarding the supply of children's play area equipment;
- HAGS regarding the supply of children's play area equipment;
- Glasdon UK Ltd regarding the supply of street furniture.

e. Correspondence from Residents

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

- Janet Sands regarding the updating of the Parish website;
- Vanda and Peter MacDonald regarding the proposed new medical centre at Hill Farm, Linton;
- Tom Ervine regarding the need for a dog waste facility on the Willow Grange estate.

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 January 2018 Parish Council meeting:-

- Loose Parish Council seeking advice on fencing contractors and plumbers;
- Staplehurst Parish Council regarding a proposed meeting to discuss gypsy and traveller site issues.

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 January 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training event – An Introduction to Planning for Parish Councils (10th March 2018 at Chilham Village Hall);
- NALC Chief Executive's Bulletins dated 26th January, 9th February and 16th February 2018;
- Notification of flood warning training to be held on 12th March 2018 at Addington Village Hall;
- Details of a public consultation on a review of ethical standards to be undertaken by the Committee on Standards in Public Life. The deadline for responses was 18th May 2018;
- Details of the 2018 KALC Membership Survey, which was required to be completed by 29th March 2018;
- Details of the South and South East Parishes in Bloom competition;
- KALC Information Note and contents section of the NALC General Data Protection Toolkit;
- Government's Guidance on Local Government Investments becoming effective from 1st April 2018.

h. Kent Police and Crime Commissioner – Safer Communities Grant

Maidstone Borough Council had circulated details of the Police and Crime Commissioner's Safer Communities Grant 2018/19, the closing date for bids had been 23rd February 2018.

i. Heart of Kent Hospice – Half Marathon

The Heart of Kent Half Marathon would be held on 18th March 2018. A large number of roads in Boughton Monchelsea and Chart Sutton would be closed for most of that day.

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 'Owls – A Cultural History' on 15th March 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Hearing Dogs for Deaf People regarding a fundraising event to be held at Ightham Mote on 21st April 2018;
- Macmillan Crossroads regarding the placing of an advertisement in the parish magazine;
- Kent Surrey Sussex Air Ambulance thanking the Parish Council for their donation of £300.00;
- Heart of Kent Hospice regarding forthcoming events to raise funds for the charity;
- Dandelion Time regarding forthcoming fundraising events.

k. Temporary Road Closures

During the period since the January 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 6th March 2018 onwards:-

- Urgent road closure at Brishing Road, Chart Sutton, from 10th May 2018 for up to 1 day;
- Temporary road closure at Charlton Lane, West Farleigh, from 6th March 2018, for up to 2 days;
- Temporary road closure at Benover Road, Yalding, from 19th March 2018 for up to 4 days;
- Temporary road closure at Yalding Hill, Yalding, from 26th March 2018 for 2 days;
- Temporary road closure at Boyton Court Road, Sutton Valence, from 12th March 2018 for up to 4 weeks;
- Temporary road closure at Heath Road/Ewell Hill, West Farleigh, from 21st March 2018 for 1 day;
- Temporary 30mph speed limit in Redwall Lane, Linton, from 12th March 2018 for up to 5 days;
- Temporary road closure at Farleigh Lane, Maidstone, from 19th March 2018 for up to 3 nights.

l. Public Protection Alerts

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

- Warning regarding criminals telephoning members of the public claiming to be police officers and seeking personal details;
- Warning regarding intimidating doorstep salesman operating particularly in the Tunbridge Wells area;
- Warning regarding doorstep criminals operating in the Sevenoaks area claiming residents' roof tiles were loose.

m. Play Area Inspection Report

The latest Play Area Inspection Report (dated 9th January 2018) had been received from the Maidstone Borough Council Safety Inspector. The report had been copied to Cllr R Divall.

161. INVOICES/RECEIPTS/BALANCES

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

£ **72.00** Kent Association of Local Councils – GDPR Workshop Fees for

		Chairman and Clerk (Cheque No 002388)
£	117.60	RIP Cleaning Services – Emptying of Dog Waste Bins (January 2018) (Cheque No 002389)
£	144.21	British Telecommunications plc – Quarterly Office Telephone/Internet Charges (Cheque No 002390)
£	35.50	Terry Ketley – Repayment of Petty Cash Expenses (January 2018) (Cheque No 002391)

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

£ **1,150.40** Terry Ketley – Clerk’s Salary (February 2018) (**Cheque No 002392**)

The following information was also noted:-

Receipts: Bank Interest £ 12.52 cr

Bank Balances:
 (5th February 2018) Business Reserve Account (Feeder) £ 15,663.36 cr
 Business Reserve Account (Main) £ 250,699.14 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 27th MARCH 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 09.40pm.