



# Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 30<sup>th</sup> April 2024 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

**Present:** Parish Cllrs: C Parker (Chairman), C Bird, D Carpenter, G Down, N Gardner, E Potts, S. Thomas  
R Webb, K Woollven

**In Attendance:** Irene Bowie, Parish Clerk and a member of the public

## 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. There were no apologies.
- 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. 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. The Minute Book will be closed.**

Mr D Mann reported that the Parish Council Village planters would be in place from the 17<sup>th</sup> of May.

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

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer. No reports.

## 4. Coxheath Parish Councillor Reports

- 4.1 Chairman of the Parish Council Cllr Parker  
Councillor Parker reported that he had attended the Church Coffee Morning, The Community Group Meeting. He reminded all present that Community Groups can apply to the Parish Council for Grants.

Councillor Parker declared that he would not be seeking re-election as Chairman of the Parish Council and thanked everyone for their support during his twenty years as a Councilor and fifteen years as Chairman.

Councillor Carpenter thanked Councillor Parker for his hard work and dedication. This was supported unanimously by all present.

- 4.2 Playground Inspection Report Cllr Parker  
Councillor Parker had sent the report to the Clerk.
- 4.3 Councillor's Reports All Cllrs  
Councillor Bird reported that he had tidied up the area around the King Charles III Commemorative Bench.
- 4.4 Community Litter Pick Cllr Down  
Councillor Down confirmed the dates as 19<sup>th</sup> and 22<sup>nd</sup> May 2024.
- 4.5 Social Media. Items added as necessary Clerk

5. **Minutes of the Parish Council Meeting:**

**RESOLVED:** The minutes of the Parish Council Meeting held on 26<sup>th</sup> March 2024 with one amendment were taken as read, confirmed as a correct record and signed by the Chairman.

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

7. **Finance:**

7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

April 2024 Salary Underpayment	Irene Bowie	Confidential
Ionos	1 1 Ionos Ltd	60.60
Vodafone Office Mobile	Vodafone	20.84
Adobe Software	Adobe	19.97
HP Instant Ink Subscription	HP Instant Ink Monthly Fee	25.49
April Parish Maintenance	David Mann	955.64
Easy Pc Fee 2024/25	MiJan Ltd	120.00
Repairs Parish Council Fence	Maidstone Fencing Ltd	180.00
KALC Membership Fee	KALC	1861.20
MUGA Honorarium	Mrs C Mickleburgh	520.00
Clarks Salary by DD	Irene Bowie	Confidential
Room Hire, Utilities and Cleaning of the Parish Office	Coxheath Village Hall	223.50

Councillor Carpenter proposed that the Honorarium for the MUGA should be paid twice yearly and not annually this was seconded by Councillor Bird. Councillor Webb asked for a named vote. For the Motion: Councillors Carpenter, Bird, Potts, Down, Woollven, Thomas and Gardner. Against the motion: Councillors Parker and Webb. The motion was carried 7:2

**RESOLVED:**

The MUGA Honorarium would be paid bi-annually.

7.2 Late Payment Request/s to be discussed for approval and payment.

7.3 Banking Arrangements – Clerk to arrange for Councillor to sign the mandates for Unity Bank and CCLA.

7.4 To consider any grant or donation requests. There were none to consider

**RESOLVED:**

**To make a donation of £600 to the Kent Surrey and Sussex Air Ambulance Charity**

7.5 To consider any late financial matters. There were no late financial matters.

7.6 To receive recommendations from the Finance Committee Meeting 25<sup>th</sup> April 2024  
Councillor Parker reported that the Draft Figures for the AGAR had been reviewed. Councillor Parker also confirmed the Draft Figures.

7.7 To receive the DRAFT Annual Governance and Accountability Return (AGAR) 2023/24

The Clerk is to post the Draft AGAR on the member's area as soon as possible.

Clerk to confirm if the audited accounts would be ready for a short meeting on the 28<sup>th</sup> May 2024.

8. **Planning:**

8.1 To receive the decisions and recommendations from the Planning Committee

**24/501418/FULL 8 Orchard Place Coxheath Kent ME17 4PF**

Erection of a 3 bedroom attached dwelling with associated parking and access.

**PC Objection. Request to go to MBC Planning Committee if the Officer is minded to approve.**

**24/501469/PNEXT 53 Amsbury Road Coxheath Maidstone Kent ME17 4DR**

Prior notification for a proposed single storey rear extension which: A) Extends by 4.75 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.44 metres from the natural ground level. C) Has a height of 2.37 metres at the eaves from the natural ground level.

## **CPC No objection.**

Councillor Webb commented on the MBC Local Plan Examiners Final Report page 285. That only 85 houses at Beacons Park rather than 250 would be built.

### **9. Working Groups: To receive Updates**

#### **9.1 Recreation & Youth Working Group**

9.1.1 To receive recommendations from the Working Group.

#### **9.2 Traffic & Community Safety Working Group**

9.2.1 KCC Highway Improvement Plan

9.2.2 Parish Portal Report

9.2.3 To receive recommendations from the Working Group.

#### **9.3 Seasonal Events Working Group**

9.3.1 To receive an update on planned and future events  
Arrangements for the D-Day 80th Anniversary and the 60<sup>th</sup> Anniversary of Coxheath Parish Council event scheduled for June 8th were progressing. Councillor Webb reported that he was looking for photographs of Coxheath from 1964.

9.3.2 To receive recommendations from the Working Group.

#### **9.4 Environmental Initiatives Group**

9.4.1 To receive recommendations from the EIG group  
It was RESOLVED that the Coxheath Football club would be asked not to use the middle field for training until September to allow the surface to recover.

It was AGREED that the Clerk would contact DB Works with a view to making improvements to Huntington Village Green

**10. MBC Elections 2<sup>nd</sup> May 2024.** It was noted that these were uncontested for Coxheath Parish Council and that there were five vacancies.

### **11. Correspondence:**

11.1 To table items of late correspondence :

11.2 Items circulated :

11.2.1 MBC TPO 5003/2024/TPO- Trees located at Cock House Lughorse Lane Hunton ME18 6ED - Confirmed TPO

11.2.2 Notice of Poll - Thursday 2 May 2024 - Coxheath & Farleigh Ward

11.2.3 Maidstone BC CIL remittance

11.3.4 Latest alerts from Kent Trading Standards

11.3.5 Maidstone Borough Local Plan Review 2021-2038 Adoption

### **12. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

#### **12.1 Staffing Matters**

**RESOLVED:** That the Clerk's salary would be increased in line with the NALC Pay scales.

#### **12.2 Landscape Services Ltd Contract.**

Councillor Parker and Councillor Carpenter did not accept the Proper Officers' advice that they should leave the meeting due to a conflict of interest, as the Landscape Services Contract pertained to land owned by the Village Hall.

Councillor Carpenter is the Chairman, and Councillor Parker is a member of the Village Hall Management Committee (VHMC). It had recently been ascertained that the Parish Council had for many years been contracting and paying for grass cutting and maintenance on fields and hedges belonging to the Village Hall.

Councillor Parker requested a vote from the Councillors. The vote was unanimous:

**RESOLVED:** That both Councillors should leave the room while this matter was discussed.

Councillor Carpenter and Councilor Parker left the room at 9:02 pm.

Councillor Bird took the Chair in the absence of the Chairman and Vice Chairman.

**RESOLVED. Unanimously that:**

1. The Parish Council would honour the contract with Landscape Services for 2024/25 to avoid imposing an unbudgeted expense on the VHMC.
2. The Parish Council would not renew the contract with Landscape Services for 2025/26
3. The Clerk would contact Landscape Services and request that the quotation for 2025/26 be sent directly to the VHMC.
4. The Parish Council would invite the VHMC to apply for a grant for 2025/26
5. The Clerk is to write to the VHMC and explain the Parish Council's decision.

Councillor Parker did not return to the meeting.

Councillor Carpenter returned to the meeting, took the Chair in the absence of the Chairman of the Parish Council, and closed the meeting at 9.16 pm.

**Meeting Dates 2024:**

**FULL COUNCIL :** 30<sup>th</sup> April,  
14<sup>th</sup> May Annual Meeting of the Parish Council, 25<sup>th</sup> June , 30<sup>th</sup> July, 27<sup>th</sup> August,  
24<sup>th</sup> September, 29<sup>th</sup> October, 26<sup>TH</sup> November.

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

**FINANCE COMMITTEE:** 25<sup>th</sup> April

**Annual Meeting of the Parish and 60<sup>th</sup> Year of Coxheath PC to be held on the 28<sup>th</sup> May 2024**

These minutes are not a verbatim record of the meeting but a record of decisions made.

There being no further business to be transacted, the Chairman closed the meeting at 21:16 pm.

Signed on behalf of the Parish Council

Chairman Signature:

Date:

Name: