



## Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 27<sup>th</sup> September 2022  
at 7.00 pm in the Village Hall

Present: Parish Cllrs : C Parker (Chairman), C Bird, G Crickett, R Mickleburgh, V Page, E Potts, K Woollven  
E Small, R Webb

In Attendance: Irene Bowie ( Parish Clerk)

**The Parish Council observed a minute's silence to mourn the death of  
Her Majesty Queen Elizabeth II and reflect on her life and legacy.**

### **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 .

- A member of the public asked for clarification on the scheduled tree works as they pertained to his property.

To receive reports from (if present): *Kent County Councillor* Simon Webb; *Maidstone Borough Councillors*; MBC Cllr Richard Webb (present). Cllr Webb gave his report  
MBC Cllr Lottie Parfitt-Reid (not present- no apology )  
KCC and MBC Cllr Simon Webb (not present- apology received)

#### **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 1862, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies were received from Cllr Carpenter and Cllr Down. Members RESOLVED to accept the reason given.
- 1.2 Declaration of Changes to the Register of Interests. Cllrs Crickett and Parker declared a non-pecuniary interest as they are Trustees of the Village Hall Management Committee as members of the public. Cllr Potts is the nominated Parish Council Representative to the Village Hall Committee and also declared a non-pecuniary interest.
- 1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2010 in respect of members and in accordance with the provisions of the Local Government Act 1862 in respect of officers. There were none
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

#### **2. CO OPTION of Parish Councillor/s:**

- 2.1 To consider candidates for co-option. There were no candidates.

#### **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 1850, the public and press be excluded from the meeting by the reason of its confidential nature. There were none.**

#### **4. Reports**

- 4.1 Chairman of the Parish Council Cllr Parker  
The Chairman reported that he had attended the Community Speedwatch meeting on the 23rd September and that there were only 3 members remaining in the group. All salt bins had been checked. The date for the Xmas Lights was confirmed at the 4<sup>th</sup> December 2022.  
Concerns were raised that MBC were no longer able to make repairs to play areas not owned by the Parish Council. It was AGREED that the Clerk would seek quotes from alternative contractors. It was AGREED that the Clerk would contact MBC regarding funding available for the inspection, maintenance, and repairs of Play Areas from the Parish Services Scheme from 2023.  
It was RESOLVED that the Chairman would purchase a solar light for the bus shelter.

- 4.2 **MBC Playground Inspection Report** Cllr Small  
 Cllr Small reported that he concurred with the finds and risk assessment of the MBC monthly report. Cllr Small also conducts a visual inspection of the play area monthly. It was reported that as of April 2023 MBC will no longer conduct play area inspections for Parish Council Play Areas. It was AGREED that the Clerk would seek quotes for play area and MUGA inspections for next year. This to include an annual RoSPA Inspection.
- 4.3 **Councillor's Reports** All Cllrs  
**Cllr Mickleburgh:**
  - The 'School Signs' in Stockett Lane do not specify that it is school. He asked if this could be followed up with KCC or MBC
  - Playground signs on Stockett Lane need repaired.
  - Reports of more graffiti around the Village
  - KCC Horse Signs – Clerk to follow up.
  - Complaint re rubbish left outside after an event at the Village Hall
  - The Open Space at Linden Meadows should be finished by the end of 2022. It would then be handed over to a private contractor to maintain.**Cllr Small:**
  - Reported that the defibrillator sign in the Village Centre Noticeboard was too small. It was AGREED that larger signs indicating the location of both defibrillators would be purchased.
  - A request for benches to be introduced in the Parish Council Open Spaces.**Cllr Page:**
  - Reported on difficulties crossing the layby island in the centre of the Village due to parked cars blocking the dropped crossing points.
  - It was AGREED that the Clerk would email KCC Cllr S Webb and ask for assistance re lack of a Community Warden for Coxheath. Clerk to email the Community Warden team leader to ask for assistance re illegally/badly parked vehicles.**Cllr Parker:**  
 The Chairman expressed his concern that the parish did not have a PCSO nor a Community Warden. It was unanimously AGREED that it was unacceptable for a community as large as Coxheath not to have representation from either of these important functions. It was AGREED that a meeting would be arranged with parish councillors , MBC Cllrs and KCC to address this and other matters.
- 4.4 **Litter Pick** Cllr Down  
 The dates of the litter pick for September were confirmed as Sunday 25 September and Tuesday 27 September.
5. **Minutes of the Parish Council Meeting**  
 It was RESOLVED that the minutes of the Parish Council Meeting held on 30<sup>th</sup> August 2022 were taken as read and confirmed as a correct record and signed by the Chairman.
6. **Matters arising from the minutes:** (not included in other agenda items)
- 6.1 **Defibrillator at the Scout Hut:** The Chairman reported that the matter was progressing. Clerk to produce a letter for the Scouts to confirm the loan of the parish council defibrillator. Scheduled maintenance will take place when the defibrillator has been sited in the Scout Hut Car Park.
- 6.2 **Noticeboards – Fronts & Repair – Westerhill Road & The Beacons, Amsbury Road.** It was reported that MBC are no longer repairing parish council owned notice boards. It was AGREED that the parish council will purchase 5 new noticeboards. Clerk to circulate options to Cllrs for a decision to be made at the next meeting. Further funding to be sought for these replacements under the Parish Services Scheme from 2023.
- 6.3 **Adoption of Play areas.** The Clerk reported that contact had been made with MBC and that the option of a long term lease of both play areas from MBC with the Parish Council was being progressed.
- 6.4 **Scout Hut Car Park.** No update.
- 6.5 **Removal of Damaged Salt Bin .** Cllr Parker reported that the bin had been removed.
7. **Finance:**
- 7.1 **To receive and authorise payments listed on the schedule (to be provided at the meeting)**  
 It was RESOLVED to make the payments on the schedule.
- 7.2 **Late Payment Request/s to be discussed for approval and payment.** There were none
- 7.3 **Banking Arrangements –** It was reported that this matter was progressing.
- 7.4 **Bank Reconciliation**

- 7.5 Finance Committee Update: It was reported that the August meeting of the Finance Committee had been cancelled, although the matters arising had / were being actioned. Furthermore, it was recommended that £10,000 be transferred from unallocated funds to the Seasonal Events WAG. The next meeting will be on the 24<sup>th</sup> November 2022
- 7.6 To consider any late financial matters. There were none
- 8. Planning:**
- 8.1 To table planning applications dealt with since last meeting:
- 8.1.1 22/503896/FULL 18 North Crescent Coxheath Maidstone Kent ME17 4QA Erection of a single storey rear extension. CPC No Objection
- 8.2 To table decisions by Maidstone Borough Council since the last meeting.
- 8.2.1 22/503305/FULL 84 Linden Road Coxheath Kent ME17 4RA Demolition of existing conservatory and carport, and erection of a two story side extension and a single story rear extension.  
Application Permitted
- 8.2.2 22/503306/FULL 14 Wilberforce Road Coxheath Kent ME17 4HB Erection of a front porch and single storey side extension.  
Application Permitted
- 8.3 To table late planning matters:
- 9. Working Groups: To receive Updates**
- 9.1 Recreation & Youth Working Group
- 9.1.1 MUGA Maintenance Cllr Mickleburgh reported that a quote had been sought for the repair and cleaning of the MUGA. The professional cleaning would take place every two to three years. The Clerk reported that MBC would conduct an inspection of the MUGA at no cost to the Parish Council until April of next year.
- 9.1.2 Village Hall Field - Outdoor Gym behind the Play Area  
It was RESOLVED that the recommendations of the working group would be accepted. It was RESOLVED that equipment from Fresh Air Fitness to the value of £11,000 would be ordered. This to included supply and fitting. It was AGREED that an on-site meeting would be arranged to confirm location and final details, for review by the Village Hall Committee, before the Clerk progressed the order.
- 9.1.3 Football Pitch . Clerk to follow up with the Chairman of the Football Club re pitch fees and a new contract.
- 9.1.4 Any other matters  
There were reports regarding the condition of the surface at the Sports Wall. It was AGREED that this would be discussed with the VHMC and options reported back at the October PC meeting.
- 9.2 Traffic & Community Safety Working Group
- 9.2.1 KCC Highway Improvement Plan  
It was reported that due to KCC Highways reorganisation the West Kent Team would contact the Clerk at the end of October.
- 9.2.2 Parish Portal Report- Would be circulated
- 9.2.3 Any other matters. There were none
- 9.3 Seasonal Events Working Group
- 9.3.1 Replacement Christmas Lights. Cllr Webb to follow up re a contract and invoice from Gala Lights. These to be forwarded to the Clerk. Cllr Webb to forward to the Clerk the locations and specifications of the new lights to enable the Clerk to progress the Licence application with KCC.
- 9.3.2 Replacement PA System- Deferred
- 9.3.3 Future projects
- 9.4 Environmental Initiatives Group
- 9.4.1 Tree Works - It was noted that agreed Tree works were scheduled for the 17<sup>th</sup> October 2022 and that the Clerk would establish a date for the Level 2 Tree Survey as agreed on Site.
- 9.4.2 Trees for the Queens Jubilee. The trees would be delivered and planted on the 2<sup>nd</sup> November 2022. It was AGREED that Cllr Mickleburgh would liaise with the Eco Council of the School re the planting. Clerk to circulate options for a commemorative plaque for the trees. *Following the death of Her Majesty The Queen, and the wishes of His Majesty The King, The Queen's Green Canopy (QGC) initiative will be extended to the end of March 2023 to give people the opportunity to plant trees in memoriam to honour Her Majesty.*

*As a nationwide initiative created to mark the Platinum Jubilee, The Queen's Green Canopy was due to conclude in December - the end of the Jubilee year. However, as the official tree planting season in the United Kingdom is from October to March, the initiative will now be extended to include this full tree planting season, beginning in October 2022 and concluding in March 2023.*

It was RESOLVED that the new trees would participate in the QGC Initiative, and the location of the trees would be added to the interactive maps once the trees had been planted.

9.4.3 Future Works – Tree planting at the Village Green update

It was AGREED that contractors would be identified to assist in additional works required by the parish council.

**10. Correspondence:**

10.1 To table items of late correspondence :

10.1.1 Housing Officer from Clarion Housing Group. Re the installation of a footpath access from Cricketers Way to Aspian Drive. It was AGREED that the Clerk would liaise with Cllr Webb to reply to Clarion Housing that a footpath was part of the approved planning application

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

10.2.1 Maidstone Borough Local Plan Review Submissions

10.2.2 KALC AGM - MOTIONS

10.2.3 NEWSLETTER FROM CT BORDER ENGAGEMENT TEAM

10.2.4 Planning Induction Training

10.2.5 Planning Induction Training – Enforcement 26<sup>th</sup> September 2022

All correspondence was noted.

10.3 Items for discussion/action

**Dates of Future Meetings:**

25th October, 29th November

There being no further business to be transacted the Chairman closed the meeting at 8:55 pm

Signed :

Chairman

Date: