



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday 26th September 2023
at 7.15 p.m. in the Committee Room of Coxheath Village Hall.

Present: Parish Cllrs : C Parker (Chairman), C Bird, G Down, G Crickett, E Potts, E. Small, R Webb, K Woollven.
In Attendance: Irene Bowie (Parish Clerk). KCC Councillor S Webb

The Chairman thanked Councillor Ernie Small for his hard work and dedication to the Parish Council and the Community. In particular his sterling work with regards to the Environmental Initiatives Group, the formation of which he was responsible for. All present wishes Councillor Small a happy and restful retirement.

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.

Apologies were received from Councillor Carpenter.

RESOLVED: To accept the apology and the reason given for Councillor Carpenters absence.

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. **CO OPTION of Parish Councillor/s: To consider candidates for co-option.** There were no candidates to be considered.

3. 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.

There were no members of the public present.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Maidstone Borough Council Community Protection Officer.

KCC Cllr Webb reported on the budget deficit at KCC and the efforts to reduce it. He reported that KCC may have to make cuts to non-strategic items.

5. Coxheath Parish Councillor Reports

5.1 Chairman of the Parish Council Cllr Parker

Councillor Parker reported that he had attended the Community Group Meeting.

5.2 Playground Inspection Report Cllr Parker

Clerk to follow up on the missing swing seat.

5.3 Councillor's Reports All Cllrs

- Councillor Down raised concerns regarding the number of Nitrous Oxide canisters discarded around the Village.

- Councillor Small requested that the Parish Council consider the provision of 'Bleed Kits' to be sited with the defibrillator for community use. Clerk to research costings for the next meeting.

5.4 Community Litter Pick Cllr Down

Dates for October reported as 19th and 22nd.

5.5 Social Media Clerk

It was reported that both the website and the Parish Council Facebook page were updated regularly.

5.6 Kent Association of Local Councils (KALC)
No recent meeting.

Cllr Small

6. Minutes of the Parish Council Meeting:

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

- 6.1 New Noticeboard. It was reported that the noticeboards were due for delivery.
- 6.2 Adoption of Play areas and Scout Hut Car Park. It was reported that MBC Cllr Parfitt Reid was pursuing these matters on behalf of the Parish Council.
- 6.3 To receive an update on request or a review of the MBC Parish Services Scheme. No report.
- 6.4 Benches for Playing Fields. It was reported that the benches had been delivered. Quotes for installation were being sought.

AGREED:

**Two of the new benches would be sited between the newly planted Hornbeam Trees.
The location of the third bench would be agreed at a later date.**

8. Finance:

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

RESOLVED:

That the payments on the schedule were approved for payment:

Payee	Description	£
Dave Mann	Grass Cutting, Village Maintenance and maintenance of planters.	1,389.30
Vodafone	Vodafone September 2023	16.00
Ionos	Emails	45.60
HP	HP Instant Ink	22.49
Adobe	Adobe Systems Software	19.97
	Clerk Salary	Confidential
HMRC Q2	Q2 PAYE	Confidential

- 8.2 Late Payment Request/s to be discussed for approval and payment. There were none.

- 8.3 Banking Arrangements – Update. All information had been sent to Unity Bank.

- 8.4 To note receipts of Income. Receipts of income were noted as £12,110.86.

VAT : £ 9,957.15

Bank Interest : £ 453.10

Section 106 : £ 1,700.31

- 8.5 To consider any late financial matters.

RESOLVED:

That the Parish Council would not charge the Coxheath Football Club for junior training sessions.

9. Planning:

- 9.1 To receive the Minutes of the Planning Committee meeting held on the 29th August 2023.

RESOLVED:

The minutes were received and agreed.

- 9.2 To receive the decisions and recommendations from the Planning Committee Meeting 26th September 2023. It was noted that the Planning Committee Meeting of the 26th September was cancelled as there was only one planning application, which had been dealt with since the last meeting.

RESOLVED:

To agree the recommendations of the Planning Committee.

- 1. 23/503972/FULL 4 Heathside Avenue Coxheath Maidstone Kent ME17 4PZ

No Objection

- 2. **Councillor Woollven would attend the Hill Farm Linton ("Greensand Place") Member Meeting on the 16th October 2023.**

10. Working Groups: To receive Updates.

- 10.1 To receive and consider a Working Group Protocol. Deferred to the next meeting.

10.2 To review the membership of each working group.

RESOLVED:

1. Each working group shall have no more than three members.
2. Each working group will have a substitute member.
3. If the number of Parish Councillors increases , following co-option, the number of Councillors in each working group shall be reviewed.

Working Group	Members	Substitute member
Recreation and Youth	Clr Potts Lead	Clr Carpenter
	Clr Bird	
	Clr Parker	
Seasonal Events	Clr Webb Lead	Clr Woollven
	Clr Carpenter	
	Clr Crickett	
	Affiliates:	
Traffic and Community Safety	Clr Woollven Lead	Councillor Webb
	Clr Crickett	
	Clr Bird	
Environmental Initiatives	Clr Bird Lead	
	Clr Crickett	
	Clr Parker	
Planning Committee	Clr Webb Chairman	Clr Crickett
	Clr Carpenter	
	Clr Woollven	
Finance Committee	Clr Parker Chairman	Clr Woollven
	Clr Bird	
	Clr Potts	

10.3 **Recreation & Youth Working Group**

10.3.1 Play Area, Outdoor Gym and MUGA Inspection Report
No report.

10.3.4 To receive recommendations from the Working Group.
No meeting held. No report

10.4 **Traffic & Community Safety Working Group**

10.4.1 KCC Highway Improvement Plan
Clerk to contact KCC Officer re Vehicle Activated Speed Signs.

RESOLVED:

The Parish Council will not fund or consult on the Double Yellow Lines at the School.

10.4.2 Parish Portal Report. Received and noted.

10.4.3 To receive recommendations from the Working Group.

1. Clerk to order from KCC a one tonne bag of salt for the Scout Hut Carpark
2. Clrs to check their nearest salt bins and report to KCC if they require filling up.
3. Clerk to follow up re Vehicle Activated Signs

RESOLVED: To accept the recommendations of the working group.

10.5 **Seasonal Events Working Group**

10.5.1 To receive an update on planned and future events
Clr Webb reported that:

1. The Remembrance Day 12th November planning was progressing well.
2. Date for the switching on of the Christmas Lights was confirmed as the 3rd December 2023
3. A new online application for the KCC Licence for the Christmas Lights had been introduced.

10.5.2 To receive recommendations from the Working Group.

1. The Parish Council would order two Remembrance Wreaths from the Royal British Legion
2. The Clerk and Cllr Webb would progress the KCC Licence for the Christmas Lights.

RESOLVED: To accept the recommendations of the working group.

10.6 Environmental Initiatives Group

10.6.1 To receive recommendations from the EIG group

It was noted that quotes were being actively sought for the specified works.

11. Correspondence:

11.1 To table items of late correspondence:

11.2 Items circulated: For further information contact the Clerk

11.2.1 Connect your community to the Slow Ways national walking network

11.2.2 230914 AED Defibrillator Aftercare Report - Coxheath Scout Hut

11.2.3 Maidstone KALC Committee Meeting - Monday, 25 September 2023

11.2.4 GUIDE TO TAKING PART IN D-DAY 80 - 6TH JUNE 2024

Councillor Webb to liaise with Village Organisations.

11.2.5 Spreading the word about free training! – East Malling Short Courses

All correspondence was noted.

12. To agree the meeting dates for 2024.

RESOLVED:

1. Last Tuesday of each month except December when no meetings are held.

2. Annual Meeting of the Parish Council will be held on the 14th May 2024

3. Annual Meeting of the Parish and 60th Year of Coxheath PC to be held on the 28th May 2024

4. Finance Committee Meeting 25th April 2024

13. 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.

13.1 To receive and consider quotations for:

13.1.1 Installation of Noticeboards and Benches.

13.1.2 Improvements to the surface of the sports wall

13.1.3 Beacons Field Land Clearance

Deferred to the next meeting.

Meeting Dates 2023 :

FULL COUNCIL : 31st October, 28th November

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

FINANCE COMMITTEE : 7.00 pm 16th November

There being no further business to be conducted the Chairman closed the meeting at 8:45 pm.

Chairman (Please Print):

Signed:

Date:



Coxheath Parish Council

MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Council Office Coxheath Village Hall 6.45 pm 29th August 2023

Present: R Webb (Chairman), D Carpenter, G Crickett, K Woollven
Also present: I Bowie (Clerk) .

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. There were none.

2. To Receive Declarations of Interest and Dispensations:

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

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 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none.

4. Minutes of the Planning Committee Meeting on the 25th July 2023

RESOLVED: That the minutes of the Planning Committee meeting on the 25th July 2023 were taken as read and confirmed as a correct record and signed by the Chairman

5. Clerk and Councillors Reports:

Cllr Webb reported that the Planning Inspectorate had commented that 85 homes on Beacon Park will be in the Local Plan. Reference LPRSA312.

6. Planning Applications:

6.1 To table planning applications for consideration:

6.1.1 23/503783/FULL Land Rear Of Blossom Lodge Stockett Lane East Farleigh Kent ME15 0QG

Change of use of existing caravan site to land for the siting of 14no. static caravan pitches for Gypsy and Traveller use and erection of a single storey facility block.

CPC: No comment, defer to MBC Planning) Request that the planning officer consider a condition that no further pitches can be added to the site in the future.

6.2 To table planning applications dealt with since last meeting. There were none.

6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting.

6.3.1 23/502283/FULL 9 Gresham Road Coxheath Maidstone Kent ME17 4EY

Erection of a single storey rear extension and changes to fenestration.

Application Permitted

6.3.2 23/502538/LAWPRO 4 Adam Close Coxheath Kent ME17 4QU

Lawful Development Certificate for proposed single-storey rear extension and garage conversion.

Application Refused

6.3.3 23/502335/SUB 146 Heath Road Coxheath Kent ME17 4PL
Submission of details to discharge condition 7 (Parts 1, 2 and 3) - Contamination, Subject to 20/502698/FULL
Decision Split - Part Allowed/Part Refused

7. To table late planning applications and other planning matters received for consideration:

7.1.1 23/503710/FULL 10 Murdoch Chase Coxheath Maidstone Kent ME17 4AA
Erection of single storey side extension.
CPC No Objection

8. To receive correspondence:

It was AGREED to add the Material Planning Considerations check list to the website.
The Clerk reported on a complaint from a resident regarding planning application 23/502199 24 Cricketers Close. It was AGREED that the Parish Council is a consultee and only comments on material planning matters. Maidstone Borough Council is the Planning Authority and decides if an application is approved or refused.

9. Agenda items for the next meeting:

Date of Next Meeting 26th September 2023. Please note meetings may be cancelled if not required.

Signed :

Chairman

Date: