

Coxheath Parish Council

Extended Agenda

Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on Tuesday 26th February 2019 in Coxheath Village Hall commencing at 7.30 pm

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public will be taken for a period up to thirty minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman.

Main Meeting:

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.

2. Casual Vacancy: To consider the application by John Wilson

3. Consideration of any request to film or record all or part of the meeting

4. Consideration of items to be taken in private because of the disclosure of exempt information

5. 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.

6. Reports from Police Representative and Community Warden

7. Minutes of the Parish Council Meeting

To consider the minutes and if in order sign as a true record

7.1 Minutes of Parish Council Meeting 29th January 2019

8. Matters arising from the minutes (not included in other agenda items)

8.1. 116.98.80.62. Village Centre Postbox

It was noted that Royal Mail had confirmed that they would inspect the village centre postbox and that, if they deemed it necessary, they would aim to resolve the issue by the end of February 2019. It was agreed that they should also be asked to inspect the post box situated at the junction

of Stockett Lane and Heathside Avenue.

116.98.80.62. Cynthia Webb Commemorative Seat

It was noted that a quote was still awaited from S W Yorke and Sons. In the absence of a reply, the Clerk would visit the contractor to seek a response.

116.99c. Car Transporter

It was noted that East Farleigh Parish Council had taken the matter up with the Williams Group, who had denied responsibility and had suggested that it might be the fault of another company, Oaklands. East Farleigh Parish Council had now written to Oaklands.

116.100d. Repair of Village Hall Play Area Equipment and Notice Boards

It was noted that the Clerk had chased Maidstone Borough Council to confirm when the agreed work would be completed.

116.108q. Maidstone Borough Council – Allocation of Road Name

It was noted that the developer had agreed with Maidstone Borough Councillor that the street name to be allocated would be Wicherley Court.

9. Councillors' Reports

Members Individual reports

10 Finance (Appendix A)

10.1 To receive draft minutes of Finance Committee Meeting 07/02/19 and recommendations arising from the meeting

10.2 To Agree Financial Performance Against Budget February 2019

11 Planning (Appendix B)

11.1 To receive draft minutes of Planning Committee Meeting 14/02/19 and recommendations arising from the meeting

11.1.1 Correspondence / Spice Lounge

11.1.2 Thin Planning Applications

It was agreed that CPC would NOT volunteer to take part in the trial scheme

11.1.3 All Planning documents from MBC will be sent directly to the Chairman of the planning Committee

11.2 To table planning applications dealt with since last meeting

11.2.1 19/500431/FULL – 2 Gresham Road, Coxheath

Demolition of an existing side lean-to garage and erection of a two-storey side extension. Demolition of the existing porch and erection of a new front porch. **Recommended for approval**

11.3 To table decisions by the Planning Authority since the last meeting

11.3.1 18/505767/FULL – Linden Farm, Stockett Lane, East Farleigh

Approved

11.3.2 18/506357/FULL – 42 Huntington Road, Coxheath

Approved

11.3.3 18/505847/FULL – 12 Stockett Lane, Coxheath

Approved

11.3.4 18/505417/REM - Land South Off Forstal Lane Coxheath Kent

Approved

12 Neighbourhood Plan and Strategic Planning

Update

13 Traffic and Community Safety

Review Progress

13.1 Resident email re Pedestrian Crossings

14 Maintenance Issues

Review Progress

14.1 Repair of Play Area Equipment Village Hall. Darren Rouse MBC confirmed work due to start 06/02/19

- 15 Youth and Recreation** Review Progress
- 16 Development of Multi-Use Games Area (MUGA)**
 16.1 Mark Byatt Update Cost Breakdown for Linden Farm. This has been chased again and is still awaited.
- 17 Seasonal Events**
 17.1 **Annual Meeting of the Parish Wednesday 22nd May 2019**
- 18 Correspondence**
 18.1 To table items of late correspondence
 18.2 Items circulated for information: For further information contact the Clerk
 18.2.1 NALC Ethical Standards in Local Government
 18.2.2 NALC CEO Bulletins 01/02/19, 08/02/19
 18.2.3 KALC Area Committee Agenda 11 February
 18.2.4 Involve Kent Older People Forum
 18.2.5 Dandelion Time Spring Newsletter
 18.2.6 KCC Village and Community Hall Grant Scheme
 18.2.7 MBC DPI Information
 18.3 Items acted on:
 18.3.1 Resident letter re: refuse bin outside the school
 18.4 Items for discussion/action
 18.4.1 KALC Annual Planning Conference 15th March 2019 Lenham
 18.4.2 MBC Monthly Play Area Inspection
 18.4.3 Kent Bus Feedback Portal
 18.4.4 Request from www.thefarleighs.co.uk to put a link on CPC website
 18.4.5 South and South East in Bloom
 18.4.6 MBC Meeting to discuss Local Plan review – Invitation
 18.4.6 Brexit Public Meeting 1st March Linton
 18.4.6 CiLCA Preparation Course/s 8th + 22nd March, 5th April
- 19 Invoices for Payment, receipts and balances:**
 19.1 Update of account for 2018/19 including payments received
 19.2 Invoices paid since the last meeting to be ratified
 13.2.1 Clerks Salary Irene Bowie (January 2019) £ 568.80
 13.2.2 Gala Lights- Installation and removal of Christmas Lights £ 5382.00
 13.2.3 Terry Ketley Petty Cash Expenses (January 2019) £ 17.10
 13.2.4 RIP Cleaning Services- Emptying Dog Waste Bins January 2019 £ 168.00
 13.2.5 BT Quarterly telephone/Internet Charges £ 149.97
 19.3 Invoices for payment:
 19.3.1 Clerk Salary Terry Ketley (February 2019) £ 1208.00
 19.3.2 Clerks Salary Irene Bowie (February 2019) £ 568.80
 19.3.3 Coxheath Scout Group Contribution to Scout Hut Refurbishment £ 1500.00
 19.3.4 Irene Bowie - Laptop + Printer +Screen + Software £ 857.96
 19.3.5 Irene Bowie - Coxheath Email Accounts 1 & 1 IONOS £ 14.10
- 20 Date of Next Meeting: 7.30 pm Tuesday 26th March**

Irene Bowie
 Clerk (Designate) to the Parish Council
 Email: clerk@Coxheathparishcouncil.org.uk

23rd February 2019

Appendix A

10.1

MINUTES of the FINANCE COMMITTEE MEETING
held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath at
7.30 pm on Thursday 7th February 2019

Present: Cllrs C Parker (Chairman); Mrs E Potts; K Woollven; C Bird; Mrs C Skinner.

Apologies: None

Members of the Public: None

In Attendance: T Ketley (Parish Clerk); Mrs I Bowie (Parish Clerk designate).

1. REPRESENTATIONS FROM THE GENERAL PUBLIC

There were no representations from the general public.

2. ITEMS TO BE TAKEN UNDER PART 2 PROCEDURE

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.

3. DISCLOSURE OF INTERESTS

There were no items requiring a disclosure of interests.

4. MINUTES OF PREVIOUS MEETING – 8th NOVEMBER 2018

The minutes of the last meeting held on 8th November 2019 were confirmed and signed as a true and correct record of the meeting.

5. MATTERS ARISING FROM THE MINUTES:

The key matters arising from the minutes of the last meeting were as follows:-

- The Clerk expressed concern at the lack of progress in completing the project to install a new wooden gate between the car park and the middle field off Linden Road. He would make one last attempt to establish a timeframe from Conservation Landscape Services for the completion of the work and a likely start date for the agreed upgrading/repair of certain footpaths;
- Due to the indisposition of Mark Byatt, a reply was still awaited from Chartway on the detailed breakdown of costs for the Multi Use Games Area;
- The village centre street furniture refurbishment project had been completed satisfactorily, although it was noted that one of the new bollards was now leaning at an angle;
- Action was in hand to repair the frontages of five notice boards;
- It was noted that the next step in the potential handover of redundant play areas was to approach the Property Services Department of Maidstone Borough Council to agree the process for a handover;
- It was noted that the decision had been taken at the January Parish Council meeting to request an Annual Precept of £80,000.00 for 2019/20, following the publication of the Council Tax base. The necessary paperwork had been lodged with Maidstone Borough Council.

6. PARISH SERVICES SCHEME AND PRECEPT:

The following points were noted and agreed in particular:-

- It was noted that all invoices relating to the Christmas Lights event had been paid. However, Cllr R Webb still had to be repaid for the purchase of the Christmas tree. No invoice had yet been received from EDF Energy for the unmetered electricity supply;
- The memorial plaque still had to be fixed to the ragstone plinth, although it was understood that the owner of the Stone Shop would be donating the plaque in recognition of Brian Mortimer's service to his community;
- It was understood that Maidstone Borough Council had now carried out the necessary repairs to equipment in the Coxheath Village Hall children's play area;
- It was agreed that a recommendation should be made to the February Parish Council meeting to make a donation of £300.00 to the Heart of Kent Hospice from Section 137 funds;
- It was also agreed that a quotation for a new defibrillator should be obtained for consideration at the February Parish Council meeting, with a view to locating it in the village centre, perhaps in the redundant telephone box.

7. PARISH OFFICE:

The following points were noted in particular:-

- The Clerk designate was now working on the purchase of a new laptop computer and screen, a mobile phone and an automated accounting package, in accordance with the decisions taken at the January Parish Council meeting;
- One large batch of old papers had been destroyed by Simply Shredding in December 2018. More batches would follow in February and March 2019.

8. PARISH COUNCIL ADMINISTRATION:

The following points were noted in particular:-

- The Clerk designate tabled copies of the most up-to date templates of NALC Standing Orders and Financial Regulations with a view to Committee members agreeing any necessary additions/amendments to the Coxheath documents at their May meeting;
- There had been no change in the status of the editorial position of the Village News; the Clerk would speak again to Denise Taghdissian;
- The Clerk would hold a meeting with Adam Palmer of Avongale to introduce the Clerk designate and to arrange a link with the requested East Farleigh website;
- The Clerk would be obtaining the necessary documentation from NatWest Bank to change authorised signatures and to access online banking;
- The Clerk designate was already working on procedures to ensure that the Parish Council was GDPR compliant;
- It was agreed that David Buckett should be approached to conduct the 2019 internal audit;
- Following the resignation of Cllr Mrs J Webb, there were now three potential casual vacancies, although only two could be filled in the short term, prior to the statutory process being completed following Mrs Webb's resignation. It was also noted that John Wilson had expressed an interest in joining the Council;
- It was agreed that the asset register should be adjusted to reflect the cost of the memorial plaque and the Clerk designate's new equipment, in time to be adopted at the March Parish Council meeting;
- The Clerk would prepare a village plan showing the location of all litter, dog waste and salt bins;
- The Clerk would also investigate the current status of the CCTV coverage and maintenance with Kent Police.

9. CORRESPONDENCE AND REPORTS:

It was noted that Cllr R Divall and Mrs I Bowie would be attending the Maidstone Borough Council workshop on the Community Infrastructure Levy (CIL) at Maidstone Town Hall on 20th February 2019.

10. DATE OF NEXT MEETING: **7.30pm on Thursday 23rd May 2019.**

There being no further business to discuss, the meeting was closed at 09.05pm

10.2

PERFORMANCE AGAINST BUDGET – FEBRUARY 2019
EXPENDITURE AGAINST PRECEPT
(OCTOBER 2018 – MARCH 2019)

Ref.	Sub Heading	Budget 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
P1	Clerk's Salary and PAYE	14,700	2,114	1,208	1,208	2,114				8,416
P2	Clerk's National Ins	1,470	334	0	0	335				1,004
P3	Office Expenses	1,900	112	207	457	18				1,370
P4	Village News & Printing	1,800	0	0	0	0				120
P5	Website & Stationery	1,000	8	8	314	8			215	1,155
P6	Chairman's Expenses	0	0	0	0	0				0
P7	Members Expenses	200	0	0	0	0				0
P8	Subscriptions	1,500	20	0	0	0			209	1,116
P9	Village Hall Grant	7,020	7,020	0	0	0				7,020
P10	Room Hire	600	0	0	0	139				208
P11	Insurance	1,800	0	0	0	0				1,582
P12	Audit Fees	850	0	0	0	400			60	700
P13	Donations and Grants	2,400	0	0	0	0				1,530
Total: Precept		35,240	9,608	1,423	1,979	3,014			484	24,221

**PERFORMANCE AGAINST BUDGET – FEBRUARY 2019
EXPENDITURE AGAINST PARISH SERVICES SCHEME
(OCTOBER 2018 – MARCH 2019)**

Ref.	Sub Heading	Budget 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
S1	Administration Costs	7,388	0	0	0	0				7,388
S2	Village Green	1,600	251	0	0	0				1,757
S3	Floral Displays	2,750	348	0	0	0				2,553
S4	Tree Surgery	3,500	0	0	0	0				0
S5	Litter & Dog Bins - Emptying	1,600	112	120	140	120			214	1,073
S6	Notice Boards	150	0	0	0	0				0
S7	Grass / Hedges	2,500	0	0	0	971			389	1,942
S8	Football Pitch	1,500	0	85	0	0			102	510
S9	Play Area	600	0	0	0	0				0
S10	Minor Works	4,172	0	0	0	0				0
Total: PSS		25,760	711	205	140	1,091			705	15,223

**EXPENDITURE AGAINST WORKING GROUPS & RESERVES
(OCTOBER 2018 – MARCH 2019)**

Ref.	Sub Heading	Set Aside 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
A0	Parish Reserves Unallocated	74,500	0	0	0	0				0
A0.1	Traffic Calming – KCC spend	0	0	0	0	0				0
A0.2	Amenity and Recreation (Avante) Expiry: 05/19	65,000	0	0	0	0				0
A0.3	S106 – Linton Expiry:	10,160	0	0	0	0				0
A1	Seasonal Events	12,694	0	0	1,362	0			223	1,468
A2	Recreation and Youth	69,020	0	0	0	0				241
B0	Planning & Strategic	10,440	0	0	0	0				0
B1	Traffic & Safety	40,798	0	0	3,165	0			633	3,165

Appendix B

11.0

MINUTES of the PLANNING COMMITTEE MEETING
held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath at 7.30pm on Thursday 14th
February 2019

Present: Cllrs R Divall (Chairman); K Woollven; R Webb, C Parker, Mrs V Page.

In Attendance: T Ketley (Parish Clerk).

Apologies: Mrs I Bowie (Clerk designate)

Members of the public: None.

1. PART 2 ITEMS – TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION:

It was noted that there were no items to be taken in Part 2 of the meeting due to the possible disclosure of exempt information.

2. REPRESENTATIONS FROM THE GENERAL PUBLIC:

There were no representations from members of the public.

3. MINUTES OF THE PREVIOUS MEETING – 24th JANUARY 2019:

These were confirmed as a true record.

4. MATTERS ARISING OUT OF PREVIOUS MINUTES:

- a. 18/500618/FULL – Land South of Heath Road, Linton
Erection of a new medical centre with associated parking, landscaping and the creation of a new vehicular access into Heath Road.
Although there had been no apparent developments since the last Parish Council Planning Committee meeting, Cllr R Webb had heard rumours that the new medical Centre might not be completed for a further two years.
- b. 18/501268/HYBRID – Land South of Heath Road, Coxheath
Variation of Conditions 10 (Materials) and 20 (to allow the retention of the existing hedge) pursuant to Application 16/506648/HYBRID.
Maidstone Borough Council had finally approved the application, subject to twenty-three conditions and one informative, on 7th February 2019.
- c. 18/505417/REM – Site H1(60), Forstal Lane, Coxheath
Approval of reserved matters for appearance, layout, scale and landscaping being sought for the erection of 210 dwellings together with access off Forstal Lane, 1.85 hectares of open space and associated infrastructure, pursuant to Application 17/502072/OUT.
Cllr R Webb reported that the application had been discussed at the Maidstone Borough Council Planning Committee meeting on 31st January 2019. Although the reserved matters were generally approved, further clarification of the revised landscape plans had been sought. All other matters covered by conditions on the original outline application would have to be submitted to and specifically approved by the Committee. There had been no further comment regarding the Section 278 agreement and it was agreed that, if necessary, the Clerk should raise the matter directly with Chartway.

- d. 18/505847/FULL – 12 Stockett Lane, Coxheath
Demolition of the existing conservatory and erection of a two-storey rear extension and a single-storey side extension, forming a porch.
Maidstone Borough Council had approved the application, subject to three conditions, on 18th January 2019.
- e. 18/506357/FULL – 42 Huntington Road, Coxheath
Erection of a first-floor side extension and single-storey rear extension with a patio area.
Maidstone Borough Council had approved the application, subject to four conditions, on 24th January 2019.
- f. 18/506425/REM – Land North of Heath Road, Coxheath (known as Older’s Field)
Approval of Reserved Matters (Access, Appearance, Layout, Scale being sought), pursuant to Outline Application 13/1979 for the erection of 55 residential dwellings. The Parish Council had no major problems with the detailed plans, when discussed at the Parish Council Planning Committee meeting on 24th January 2019, and, therefore, had raised no objections to the proposals. Since that time, Kent County Council Highways had raised no objections, subject to the imposition of a number of conditions.
- g. 18/506584/FULL – 26 Forstal Lane, Coxheath
Erection of a single-storey pitched roof front and rear extension, along with a two-storey pitched roof side extension (revision to 18/504595/FULL).
The application had been recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.
- h. 18/506676/FULL – 42 Wilberforce Road, Coxheath
Demolition of an existing garage and conservatory and the erection of single-storey rear/side extension. Demolition of the existing porch and erection of a new front porch.
The application had been recommended for approval at the Coxheath Parish Council Planning Committee meeting held on 24th January 2019.

5. NEW PLANNING APPLICATIONS FOR DISCUSSION

- a. 19/500431/FULL – 2 Gresham Road, Coxheath
Demolition of an existing side lean-to garage and erection of a two-storey side extension. Demolition of the existing porch and erection of a new front porch.
In the absence of any controversial elements to the plans, it was agreed that the application should be recommended for approval.

6. CORRESPONDENCE/REPORTS:

Linden Farm MUGA

It was noted that the Clerk had spoken to Mark Byatt at Chartway earlier in the day. He was still awaiting a detailed breakdown of costs from his Commercial Division but hoped to be in a position to respond very soon.

Street Name – Land to the rear of 161 – 163 Heath Road

It was noted that after much ‘toing and froing’, the developer had agreed with Maidstone Borough Council that the new road would be named Wycherley Court.

Linden Meadows – Visit to Show House

It was noted that Chartway suggested a visit by Parish Councillors at 12.00pm on Saturday 16th March 2019. Cllrs R Divall, Mrs E Potts, C Parker and Mrs V Page expressed an interest in attending. The Clerk would approach other Councillors to determine whether anyone else wished to join the visiting party.

Planning Enforcement Appeal – Land Opposite 36 Forstal Lane (known as Broken Tree)

It was noted that the appeal had been upheld, largely because there were inaccuracies in

the refusal decision taken by Maidstone Borough Council.

Revised Proposals for Spice Lounge Redevelopment

In the absence of the applicant, it was agreed that consideration of the case would be held over until the revised application was received.

CIL Workshop – 20th February 2019

It was noted that both Cllr R Divall and Mrs I Bowie would be attending the workshop on the Community Infrastructure Levy to be run by Maidstone Borough Council on the evening of 20th February 2019.

Thin Planning Applications

It was agreed that Coxheath Parish Council would not volunteer to take part in the experiment of ‘thin’ planning applications but would comment at the appropriate time. It was also agreed that in future all planning documents should be addressed to the Chairman of the Planning Committee rather than the Clerk, in order to avoid logistical problems.

7. DATE OF NEXT MEETING: 7.30pm on Thursday 7th March 2019

There being no further business to discuss, the meeting closed at 08.35pm.