



Coxheath Parish Council

Minutes of Meeting on 28th May 2019

Tributes were paid to the former Mayor Brian Mortimer who sadly passed away. The Parish Council observed a minute of silence in respect, prior to the start of the meeting.

Date: Tuesday 28th May 2019

Venue: Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath

Present: Cllrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; D Carpenter; G Down; R Divall; E Potts; K Woollven

In Attendance: I Bowie Clerk
One member of the public

Representations were received from one member of the public regarding reported fly tipping of a sofa and also numerous bags of rubbish near Hamilton House.

The Chairman, opened the formal Parish Council meeting at 7.36 pm.

Main Meeting:

1. Election of a Chairman:

1.1 To Elect a Chairman:

It was proposed by Cllr Webb to elect Cllr Parker as Chairman. This was seconded by Cllr Carpenter and agreed by all present. Cllr Parker accepted this role and took the Chair.

1.2 To receive the Chairman's Declaration of Acceptance of Office:

Cllr Parker signed his Declaration of Acceptance of Office.

2. Election of a Vice-Chairman:

It was proposed by Cllr Webb to elect Cllr Wilson as Vice Chairman, this was seconded by Cllr Bird and agreed by all present.

Cllr Divall had decided not to stand. The Chairman thanked him for his support as Vice-Chairman over the last 10 years.

3. 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.

Apologies were received from Cllr's Skinner ; Cllr Small; Cllr Page; Cllr L Parfitt-Reid (Maidstone Borough Council); A McKinley (KCC Community Warden); PCSO Chivers

- 4. Consideration of any request to film or record all or part of the meeting:**
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.
There were no Interests declared.
- 5. Consideration of items to be taken in private because of the 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.
- 6. 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.
- No interests were declared.
- 7. Allocation of Responsibilities: Committees and Working Groups**
 The allocation of responsibilities was agreed. **Please see Appendix B**
- 8. Reports from Police Representative and Community Warden:**
 Reports were provided at the Annual Meeting of the Parish
- 9. Minutes of the Parish Council Meeting :**
 To consider the minutes and if in order sign as a true record
- 9.1 Minutes of Parish Council Meeting 30th April 2019
 It was proposed by Cllr Potts and seconded by Cllr Down to amend agenda item 14.0 Cllr Potts stated that a meeting would be held in the next few months to read Cllr Potts stated that a meeting would be held in the next few weeks. The Chairman altered the minutes.
Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker.
- 10. Matters arising from the minutes:** (not included in other agenda items)
- 10.1 Defibrillator in the Village Centre
 The Clerk reported that the grant application had been submitted
- 10.2 Medical Centre
 The Clerk had contacted the Practice Manager of Greensands Medical Centre and she confirmed that the lease for Orchard Medical Centre had been extended and that both practices would remain open until the new practice had been built. **Resolved: Cllr Wilson would liaise with the Practice Manager regarding future developments and or concerns.**
- 11. Councillors' Reports Members Individual Reports:**
- a) Maintenance of Playground Equipment;
 Cllr Divall asked for clarification on the yearly RoSPA inspection by MBC. He also raised concerns regarding repairs to the roundabout.
Clerk to contact MBC and progress both matters.
- b) Location of Salt Bins and MBC Emptying of Litter Bins
 Cllr Parker requested that the Clerk establishes where the Salt Bins for Coxheath are located. He also requested an update on the emptying schedule of existing bins. **Clerk to Action**

c) Dust from the building site in Forstal Road
Cllr Potts stated that several residents had complained about excessive dust from the site.

d) Litter Pick dates
Cllr Down reported that these dates were 20th and 23rd June

e) Forstal Lane Footpath
Cllr Bird reported that the footpath had been cleared and was now usable.

12

Finance:

- 12.1 To Agree Financial Performance Against Budget April 2019:
- 12.2 Online Banking: The Chairman had signed an authorisation letter to Nat west enabling the Clerk to receive bank statements and also to progress business online banking.
- 12.3 Update of account for 2018/19:
- 12.3.1 Unaudited Accounts 2018-19:
- 12.3.2 Internal and External Audit:
Deferred to the 25th June Meeting
- 12.4 To receive draft minutes Finance committee meeting 23rd May 2019:
Deferred to the 25th June Meeting
- 12.5 Accounts paid since the last meeting to be ratified:
- 12.6 Accounts for payment:
- | | | |
|--------|--|-----------|
| 12.6.1 | Clerk Salary April 2019 | £ 1053.24 |
| 12.6.2 | Clerk salary May 2019 | £ 1091.32 |
| 12.6.3 | Clerks Expenses | £ 66.58 |
| 12.6.4 | Vodafone Parish Mobile 8 March -7 April 2019 | £ 38.00 |
| 12.6.5 | Vodafone Parish Mobile 8 April -7 May 2019 | £ 38.00 |
| 12.6.6 | Vodafone Parish Mobile 8 May -7 June 2019 | £ 38.00 |
| 12.6.7 | David Mann Grass Cutting and Planting | £ 1080.47 |
- 12.7 Payment requests to be discussed for approval and payment
- 12.8 Late Payment Request/s to be discussed for approval and payment
- | | | |
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| 12.8 | Catering Costs Annual Parish Meeting 22 nd May 2019 | £ 93.46 |
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13

Planning:

- 13.1 To receive draft minutes of Planning Committee Meeting 9th May 2019
The draft minutes were received (Appendix A)

14

Neighbourhood Plan and Strategic Planning:

Update

This continues to be progressed

15

Traffic and Community Safety:

Review Progress

- 15.1 HGV Pilot Scheme Update
Cllr Wilson reported that a meeting was scheduled within the week. Update to be provided at the next meeting.
- 15.2 Highways Improvement Plan (HIP)
The Clerk will provide a HIP to Cllrs for completion. This can then be discussed at a meeting with Jennie Watson KCC Highways. Clerk to organise a meeting date.
- 15.3 Request for 20mph speed limit at primary School
Resolved: The Parish Council to set up a group to review traffic problems near the school. Cllrs Carpenter; Potts and Parker to arrange a meeting with representatives of the key stakeholders to discuss the matter further and report back to the PC with possible solutions.

- 16 Maintenance Issues:** Review Progress
- 16.1 Replacement Mixed Litter Bins
No further updates available
- 17 Youth and Recreation:** Review Progress
- Cllr Potts advised that a meeting of the committee had been arranged for the 13th June in the Parish Office . Commencing at 7.30pm
- 18 Development of Multi-Use Games Area (MUGA):**
- 18.1 Mark Byatt Update Cost Breakdown for Linden Farm
The Clerk to contact Chartway and establish the schedule of payments for the MUGA.
Resolution: The Parish Council agreed to proceed with the installation of the MUGA with Chartway.
- 19 Seasonal Events:**
- 19.1 **Annual Meeting of the Parish Wednesday 22nd May 2019**
The Chairman reported on the Annual Meeting of the Parish. He suggested that to improve attendance the meeting could be held in April rather than May. This was approved by all.
Cllr Webb to liaise with the Church wardens and feedback regarding any events.
- 20 Correspondence:**
- 20.1 To table items of late correspondence :
- 20.1.1 Email from parent council representative to the primary school. This was discussed under traffic and Community safety. Agenda item 15.3
- 20.1.2 Email from resident regarding build outs in Heath Road
Cllr Parker to respond to the resident.
- 20.2 Items circulated for information: For further information contact the Clerk
- 20.2.1 NALC Chief executive's bulletin - 20 May 2019
- 20.2.2 Kent Digital Accessibility Conference' 6th June 2019
- 20.2.3 Kent Police Rural Liaison Team report
- 20.2.4 NALC Annual Conference 28 October 2019
- 20.2.5 KALC Communication and Social Media Event - 22nd June 2019
- 20.2.6 Notice of Meetings - Two Weeks Commencing 13 May
- 20.3 Items acted on:
- 20.4 Items for discussion/action
- 20.4.1 ALERT - Doorstep Cold Callers Alert!
- 20.4.2 CALARA New web site
- 20.4.3 Environmental Services Review - Clean Streets Survey
- All Items Noted**
- 21 Policy Review:**
- 21.1 Standing Orders
- 21.2 Financial Regulations
- 21.3 Risk Assessment
- Cllr Parker reported that all policies had been reviewed by the Finance Committee at their meeting on the 23rd May 2019 and that they were recommended for approval. Following discussion agenda items 21.1-21.3 were proposed for acceptance by Cllr Potts, seconded by Cllr Wilson and agreed by all.
- 21.4 Code of Conduct
- 21.5 GDPR Policy
- 21.6 FOI Publication Scheme
- Agenda items 21.4-21.6 Proposed by Cllr Wilson seconded by Cllr Webb and agreed by all.

22 Date of Next Meeting: 7.30 pm 25th Tuesday; 30th July; 27th August; 24th September; 29th October; 26th November

There being no further business to transact the meeting closed at 9:50 pm

Signed : Cllr Parker (Chairman)

Date: 25th June 2019

Appendix A

13.1 Planning

DRAFT MINUTES of the PLANNING COMMITTEE MEETING

**held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath
at 7.30pm on Thursday 9th May 2019**

Present: Cllrs R Divall (Chairman); V Page; K Woollven; J Wilson.
I Bowie (Clerk)

1. Apologies and absences:

Apologies received from Cllr C Parker

2. Part 2 Items – To consider whether any items should be taken in private because of 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.

3. Representations from the members of the public:

There were no members of the public in attendance

4. Minutes of the previous meeting – 18th April 2019

These were accepted as a true record. Proposed by Cllr Wilson, seconded by Cllr Page and agreed by all.

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

a) **18/505417/REM – Site H1(60), Forstal Lane, Coxheath**

Cllr Wilson spoke regarding an email from MBC Planning (appendix A), which explained the case would not be called into committee. The reason for this was that that condition 21 has been mis-interpreted by those who objected.

Cllrs agreed, having discussed the email, that this was acceptable.

b) **Linden Farm MUGA**

Update if available re detailed breakdown of costs from the Commercial Division of Chartway
Clerk to follow up.

6. New Planning applications for discussion:

a) 19/501775/FULL Stocketts (also known as the Spice Lounge) 118 Heath Road

Demolition of existing restaurant and erection of 14 no. retirement apartments for over 55 year old persons with associated parking turning and amenity space. (Resubmission of 18/503194/FULL)

It was agreed to object to the application as Cllr's did not feel that there were significant changes from application 18/503194/FULL

CPC Objection

b) 19/501763/SUB Land South of Forstal Lane
Submission of details pursuant to condition 2 (materials), condition 4 (ragstone), condition 5 (play area), condition 6 (external lighting) and condition 8 (planting details) for planning permission 18/505417/REM.

CPC No objection

c) 19/501947/FULL 23 Westway
Erection of a single-story side extension.

CPC No objection

7. Late planning applications received for discussion:

There were no late planning applications

8. Decisions by the Planning Authority since the last meeting:

- a) 38 Chestnut Drive Coxheath Maidstone Kent ME17 4QX MBC Approved
Erection of a single storey front, side and rear extension
- b) 4 Vanity Lane Linton
Erection of front porch and cladding to front, side and rear elevations at first floor level. MBC Approved
- c) 18/505417/REM – Site H1(60), Forstal Lane, Coxheath
Non-Material Amendment to vary condition 21 (s.278 agreement) - to amend the trigger and timeframe for sign off for works relating to road widening, junction improvements and footpath from dpc to pre-occupation of planning permission 17/502072/OUT MBC Approved

9. Correspondence/Reports:

- a) Cllr Wilson raised concerns regarding the expiry lease of the Medical Centre and the future care of patients when it closed, without the provision of a new practice.
- b) Cllr Page raise concerns regarding the BT telephone box in the Village Centre. She reported that it was damaged and derelict. **Resolved: Clerk to contact BT and request removal.**

10. Agenda Items for Next meeting:

Linton Crossroads – Condition of the Crossing

11. Date of the next meeting:

7.30pm on Thursday 30th May 2019

The meeting closed at 8:15pm

Appendix B

7.0 Allocation of Responsibilities: Committees and Working Groups

Finance Committee

Cllr Parker **Chair**
Cllr Woollven
Cllr Potts
Cllr Skinner
Cllr Bird
Cllr Carpenter

Planning Committee

Cllr Divall **Chair**
Cllr Parker
Cllr Woollven
Cllr Page
Cllr Webb
Cllr Wilson

Recreation and Youth Group

Cllr Potts **Lead**
Cllr Divall
Cllr Carpenter
Cllr Wilson
Cllr Parker

Seasonal Events Group

Cllr Webb **Lead**
Cllr Divall
Cllr Woollven
Cllr Skinner

Affiliates: Community Warden

Traffic and Community Safety

Cllr Page **Lead**
Cllr Woollven
Cllr Divall
Cllr Bird
Cllr Down

Website Editorial Board

Cllr Parker
Cllr Skinner
Cllr Woollven
Cllr Bird
Clerk

Co-ordinators:

Play Area Inspections/ Safety
Business Liaison
Village News Editor
KALC/ACRK
Village Hall Representative
Footpaths/PROW
Village Centre & Street Lighting
NHS/Surgery Liaison
Speedwatch Liaison
Village Environment
Kent Highways
Church Liaison
Police and NHW Liaison
Developer Liaison

Cllr Divall
Cllr Woollven
Vacant
Cllr Woollven + Cllr Wilson
Cllr Potts
Cllr Parker
Cllr Page
Cllr Wilson
Cllr Bird
Cllr Down
Cllr Wilson + Cllr Small
Cllr Parker
Cllr Skinner + Cllr Parker
Cllr Webb

Neighbourhood Plan Group

Cllr Wilson
Cllr Webb
Cllr Small
Cllr Woollven