



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday 25th July 2023 at 7.15 p.m. in 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) and 1 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.

RESOLVED: To accept the apologies received from Councillor Carpenter.

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. **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.**

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.

It was reported that the Football pitches do not require cutting at the moment and that they require time to 'green up'.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Maidstone Borough Council Community Protection Officer. **There were no reports.**

5. Coxheath Parish Councillor Reports

- 5.1 Chairman of the Parish Council Cllr Parker
The Chairman confirmed he had attended the last public consultation session on 30 June for the Linton Crossroads Improvement proposals and passed on comments. A meeting along with Simon Webb, the School Head and Council together with representatives for KCC HTW had also been held on 21 July. KCC HTW would suggest what improvements could be made in the absence of a School Crossing Patrol person. These improvements would then be considered by the Parish for inclusion in the next CPC HIP. The Chairman had also taken part in the Ward Cluster 3 meeting on Teams with the MBC Community Protection Team and Kent Police held on 18 July. Kent Police are looking to introduce a single Beat Officer for the Cluster covering the four Wards of Coxheath & Hunton, Loose, Boughton Monchelsea & Chart Sutton together with Sutton Valence and Langley – a total of 10 Parishes. It was also noted that KCC are consulting on reducing the number of Community Wardens from 11 to 3 in the Maidstone Borough area.
- 5.2 Playground Inspection Report Cllr Parker
Councillor Parker gave his report. Clerk to follow up on missing swing seat. Clerk to identify training courses for additional Councillors to be trained to inspect the Play area(s) in following years.
- 5.3 Councillor's Reports All Cllrs
Finger Post Sign in Village Centre inaccurate. Clerk to report to MBC.
- 5.4 Community Litter Pick Cllr Down
Councillor Down confirmed the dates as the 8th, 10th and 13th August.

- 5.5 Social Media Clerk
The Clerk reported that the Facebook Page continued to be updated with key events and information.
- 5.6 Kent Association of Local Councils (KALC) Cllr Small
Councillor Small reminded all present re the KCC Community Warden Consultation which closes on the 3rd August 2023.

6. Minutes of the Parish Council Meeting:

To resolve that the minutes of the Parish Council Meeting held on 27th June 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

RESOLVED:

1. That minutes of the Parish Council Meeting held on 27th June 2023 were taken as read ,confirmed as a correct record and signed by the Chairman.

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

- 7.1 New Noticeboard.

RESOLVED:

1. The order would be amended to facilitate a 'Header Plate'.

2. To accept the Additional cost.

- 7.2 Adoption of Play areas and Scout Hut Car Park. Clerk to follow up with MBC.

- 7.3 To receive an update on request or a review of the MBC Parish Services Scheme. Clerk to apply for additional funding for Play Area Inspections, Noticeboards and the War Memorial. It was noted that MBC will not adjust the funding for 2023/24 despite being notified by many Parishes that they had used old 2011 Census Data.

- 7.4 Annual Play Area and MUGA Inspection. It was reported that this would take place in July or August. Clerk to ensure the Outdoor Gym and MUGA are included.

- 7.5 Benches for Playing Fields. On order

- 7.6 Play Area Surface. The work had been completed.

8. Finance:

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

RESOLVED:

- To approve the schedule of payments.

Payee	Description	£
HMRC		2,284.99
Dave Mann	Grass cutting - Huntington Village Green, Grass Cutting – Jubilee Strip, parking area and football pitches. Planting Maintenance (Lamp post and ground planters).	1,389.30
Vodafone	July 2023	16.00
Ionos	Emails and Web Hosting July 2023	60.60
HP	HP Instant Ink	22.49
Adobe	Adobe Systems Software Monthly Payment June 19.97 July 19.97	39.94
M and M Developers	New surface play area	4,620.00
Bartlett Tree Expert Co	Drench new hornbeams 28/06/2023	£300.00
DM Payroll Services Ltd	Payroll April-Sept 2023	£60.00

BT	Office Telephone Broadband May 2023	£202.72
Salaries	Confidential	

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

RESOLVED:

1. **The request for a grant of £25 from a resident for wool for Remembrance Day Poppies was unsuccessful.**
2. **The Parish Council Grants Policy would be updated to include a minimum grant application of £ 250.**
3. **Cllr Webb to contact the resident and advise that Councillor Parker could supply some wool at no cost.**

8.3 Banking Arrangements – Clerk to confirm if the Parish Council can Switch or will have to open a new account.

8.4 To note receipts of Income- The receipts of income were noted as : £34,906.55

8.5 To consider any late financial matters.

RESOLVED:

1. **To obtain additional quotes for tree works at No 4 Linden Road**
2. **Under Section 101 Scheme of delegation the Clerk can authorise expenditure for these works not exceeding £1,200.**

9. To receive and consider the Civility and Respect Project and Pledge.

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales (OVW), the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

RESOLVED:

Coxheath Parish Council has taken the Civility and Respect Pledge:

By signing the Pledge, Coxheath Parish Council has agreed that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- **Will put in place a training programme for councillors and staff**
- **Has signed up to the Code of Conduct for councillors**
- **Has good governance arrangements in place including staff contracts and a dignity at work policy**
- **Will seek professional help at the early stages should civility and respect issues arise**
- **Will commit to calling out bullying and harassment if and when it happens**
- **Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme**
- **Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate**
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10. Planning:

10.1 To receive the Minutes of the Planning Committee meeting held on the 27th June 2023

RESOLVED:

That minutes of the Planning Committee Meeting held on 27th June 2023 received and accepted.

10.2 To receive the decisions and recommendations from the Planning Committee Meeting 25th July 2023.

RESOLVED:

The decisions and recommendations of the Planning Committee from the meeting on the 25th July were accepted.

- 1. Community Governance Consultation. CPC no objection to the proposed changes.**
- 2. That CPC Planning Committee would not attend a Pre-Application Meeting with DHA Planning Ltd re Land Adjoining the New Medical Centre. Heath Road.**
- 3. That CPC would comment on Land Adjoining the New Medical Centre. Heath Road when a formal application had been made by DHA Planning Ltd to MBC .**

11. Working Groups: To receive Updates

11.1 Recreation & Youth Working Group

11.1.1 MUGA Maintenance . It was AGREED to remove this item from the agenda.

11.1.2 Football Pitch .

RESOLVED:

- 1. Councillors to consider both proposals**
- 2. Relevant Working Groups to email to the Clerk any questions for clarification on each proposal.**
- 3. Discussion of each proposal will take place at the August Parish Council Meeting.**

11.1.3 Sports Wall Surface. Clerk to follow up to ensure works can start in the autumn.

11.1.4 To receive recommendations from the Recreation and Youth Group.

Clerk to follow up on the missing swing seat.

RESOLVED:

That Councillor Carpenter was elected to the working group.

11.2 Traffic & Community Safety Working Group

11.2.1 KCC Highway Improvement Plan

AGREED:

- 1. The group would meet on the 10th of August at 6:30 pm**
- 2. A new HIP would be prepared for consideration and approval by the Full Council .**
- 3. Clerk to update the HIP and circulate.**

11.2.2 Parish Portal Report. Clerk to email to all Councillors.

11.3 Seasonal Events Working Group

11.3.1 To receive and update on planned and future events.

- A meeting to be arranged re York Stone Slabs at the War Memorial.
- Discussions with Gala Lights to take place for the Christmas Lights before the August Parish Council Meeting.

RESOLVED:

- 1. The Group would meet on the 3rd of August 2023.**
- 2. Recommendations would be emailed to the Clerk before the next Parish Council Meeting.**

11.3.2 Any other matters.

11.4 Environmental Initiatives Group

11.4.1 To receive recommendations from the EIG group

Councillor Small reported that the group had not met as it had lost three members. following the resignations of Councillors Chandler, Mickleburgh and Whitehead.

Councillor Small to arrange a meeting of the group in August.

11.5 Football Pitches Working Group

11.5.1 To appoint new members.

RESOLVED:

To disband the group.

12. Correspondence:

12.1 To table items of late correspondence :

12.2 Items circulated : For further information contact the Clerk

12.2.1 Resident request for two female Soldier silhouettes to be added to the two Tommy Silhouettes.

AGREED:

To refer to the Seasonal Events Working Group.

12.2.2 Grass Pitch Funding - Town & Parish Councils Webinar

12.2.3 FREE Health and Wellbeing Conference - Monday 17 July, 9:30am - 2:30pm - online

12.2.4 MBC DOG CONTROL PSPO CONSULTATION 2023. The Chairman completed the Consultation on behalf of the Parish Council.

12.2.5 KALC Maidstone Committee Minutes from 26 June 2023

12.2.6 Invitation KCPFA AGM

Meeting Dates 2023 :

FULL COUNCIL : 29th August, 26th September, 31st October, 28th November.

PLANNING COMMITTEE: 18.45 pm prior to the Full Council Meetings listed above.

Please note that Planning Committee meetings may be cancelled if not required.

FINANCE COMMITTEE: 7 pm 10th August, 16th November

There being no further business to be transacted the Chairman closed the meeting at 9:07pm

Signed :

Chairman

Date:



Coxheath Parish Council Planning Committee Meeting

MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Council Office Coxheath Village Hall 6.45 pm 27th June 2023

Present: R Webb, Darren Carpenter, K Woollven.

Also Present : I Bowie (Clerk) .

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the public *will be taken for a period of up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes, on agenda items, at the discretion of the Chairman. The minute book will be closed.* There were no members of the public present.

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 30th May 2023

RESOLVED: That the minutes of the Planning Committee meeting on the 30th May 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

5. Clerk and Councillors Reports:

6. Planning Applications:

6.1 To table planning applications for consideration:

6.1.1 23/502538/LAWPRO 4 Adam Close Coxheath Kent ME17 4QU

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

CPC No Objection but a request that the planning officer considers the implications of the loss of a garage and parking place.

6.1.2 23/502481/FULL Broken Tree Forstal Lane Coxheath Kent ME17 4QF

Section 73 - Application for variation of condition 3 (to allow stationing of an additional

static caravan/mobile home at the site) pursuant to 19/500583/FULL for - Part retrospective and part proposed application for the material change of use of land to allow the stationing of two residential caravans and the storage of one touring caravan for use by a traveller family unit together with associated access, parking facilities, hardstandings, cesspit and landscaping (retrospective elements being the use of land for siting two residential caravans, the installation of an access and cesspit with proposed elements being revised siting of mobile homes and provision of new associated hard-standings and reduced access and parking areas).

CPC Objection.

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 23/501427/FULL 6 Westerhill Road Coxheath Kent ME17 4DG

Demolition of cold store/laundry and mortuary building and erection of a single storey rear extension to veterinary surgery with staff accommodation (resubmission of 23/500113/FULL).

Application Permitted

6.3.2 23/501739/SUB Chapel Nursery Pleasant Valley Lane East Farleigh Kent ME15 0BB

Submission of details to discharge condition 3 (external materials) of planning application 22/505340/FULL.

Application Permitted

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

AGREED: To request that the full council delegates the response to the Community Governance Review (Parishes) - Stage 2 Consultation to the Planning Committee.

8. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 25th July 2023

Signed :

Chairman

Date: