



# Coxheath Parish Council Minutes

<b>Date:</b>	Tuesday 30 <sup>th</sup> April 2019
<b>Venue:</b>	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
<b>Present:</b>	Cllrs: C Parker (Chairman); R Divall (Vice Chairman); C Bird; G Down; E Potts; C Skinner; E Small; J Wilson; K Woollven Cllr L Parfitt-Reid (Maidstone Borough Council)
<b>In Attendance:</b>	I Bowie Clerk One member of the public Mr J Edwards MBC

Representations were received from one member of the public regarding the delay in having prescriptions filled at the local pharmacy.

The Chairman, opened the formal Parish Council meeting at 7.38 pm.

## **PRIOR TO THE START OF THE MAIN MEETING:**

### **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.

Apologies received: Cllr V Page; Cllr R Webb; Cllr Carpenter; A McKinley (KCC Community Warden)

#### **2. 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 requests.

#### **3. 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.

#### **4. 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.*

Cllr Skinner declared an interest in agenda item 9.5.3 and did not participate in the discussion and did not vote on this item.

**5. Reports from Police Representative and Community Warden: Appendix A**

Adam McKinley provided a report which was read out by the Chairman.

**6. Minutes of the Parish Council Meeting :**

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

**6.1 Minutes of Parish Council Meeting 26<sup>th</sup> March 2019**

The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Woollven proposed that the minutes be accepted as a true account of the meeting and this was seconded by Cllr Potts.

**Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker.**

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

116.98.80.62. Cynthia Webb Commemorative Seat

This matter was closed and removed as an agenda item.

156.3 Defibrillator in the Village Centre

The Clerk reported that permission had been obtained from Londis for the defibrillator to be placed on an outside wall. **Resolved: The Clerk to complete the British Heart Foundation Grant Application**

155.f Medical Centre

Following discussion regarding the delay in construction of the new practice (2021), Cllrs expressed their concern as to the safety and wellbeing of residents requiring access to a general practitioner it was agreed that the Parish Council would establish what the current and future position was regarding the lease and provisions for patients.

**Resolved: Clerk to contact the practice manager Greensands HC to ascertain: The current position regarding the expiring lease and what provisions have been made regarding patients from Orchard MC when it closed.**

**Resolved :Clerk to action**

**1. Clerk to invite representatives of both practices to meet with representatives of the Parish Council**

**2. Clerk to contact Lloyds pharmacy re the reported extensive delays for patient prescriptions.**

**8. Councillors' Reports Members Individual Reports:**

a. Noticeboard Front Replacements

Clerk to establish when MBC will replace these.

b. HGV's on Heath Road

Cllr Small raised concerns about the volume and speed of HGV's through the Village. Cllr Wilson reminded Cllrs that he is currently involved in setting up a pilot programme that will look at this matter.

c. Lynden Meadows Show House Visit

Cllr parker reported on the visit by 3 Cllrs. Hoped that the PC can work with Chartway and that a bi-monthly meeting could be arrange. **Clerk to contact Chartway.**

d. Parking

Cllr Parker raised concerns regarding parking within the Village

e. Jean Stead Retirement.

Cllrs Potts and Parker attended on behalf of the Parish Council and to thank her for many years of service to the community.

f. Village Litter Pick

Cllr Down reported that the dates for the next litter picks would be 19<sup>th</sup> and 21<sup>st</sup> May  
g. VHMC  
The VHMC requested that all users of the Hall make sure that main door is locked at all times.

h. Play Area

Cllr Small requested clarification as to which Play Areas MBC are responsible for maintaining. Also, which Play Areas could the PC lease from MBC.

j. KALC Meeting 15<sup>th</sup> March

Cllr Woollven reported that a Parish Police Liaison meeting had been arranged . Parish Councils were advised to have a dedicated email address for the Clerk and Chairman. He also reported that KALC requested that internet outages are logged by residents.

k. Website

Cllr Bird and the Clerk confirmed that there are several problems with updating the website.

**9 Finance:**

9.1 To Agree Financial Performance Against Budget March 2019:

It was agreed to defer this item to the next meeting.

9.2 Online Banking:

**Resolved: Councillors to sign the paperwork at the next Parish Council Meeting.**

9.3 Update of account for 2018/19 including payments received:

9.4 Accounts paid since the last meeting to be ratified:

9.4.1 HMRC PAYE £ 1674.06

9.4.2 T Ketley Expenses £ 94.63

9.5 Accounts for payment:

9.5.1 Parish Council Presentation (26.03.19) £ 30.00

9.5.2 Avongale IT Solutions £ 156.00

9.5.3 Coxheath Village Hall £ 119.25

9.5.4 David Mann Grass Cutting and Planting £ 257.14

9.5.5 Presentation Parish Council Meeting (26.3.19) £ 85.00

9.5.6 Came and Company PC Insurance 2019-20 £ 1627.77

9.5.7 RIP Waste Collection (March + April 2019) £ 168.00

9.6 Payment requests to be discussed for approval and payment

9.6.1 Kent County Playing Fields Association £ 20.00

All Payments approved. Proposed by Cllr Small Seconded by Cllr Parker agreed by all.

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

There were no late payments for approval.

**10 Planning:**

10.1 To receive draft minutes of Planning Committee Meeting 18<sup>th</sup> April 2019

The draft minutes were received.

10.2 To table planning applications dealt with since last meeting

10.2.1 19/501687/NMAMD Non Material Amendment to vary condition 21 (S 278 agreement)

**CPC Objection. Request called to Planning Committee**

10.2.2 19/501226/FULL 15 Westway Coxheath

**CPC No objection**

10.2.3 19/501548/SUB Land North of Heath Road Coxheath

**CPC Objection to Discharge Condition 6 Request called to Committee . CPC no objection to Discharge of Condition 8.**

10.2.4 19/501823/FULL 56 Stockett Lane

Proposed single storey front, side and rear extensions.

Revision to 18/502243/FULL (Part retrospective).

**CPC It was agreed to approve the application.**

- 10.3 To table decisions by the Planning Authority since the last meeting
- 10.3.1 19/500583/FULL Broken Tree. Forstal Lane **MBC Refused**
- 10.3.2 19/500526/SUB The Beacons Coxheath Kent **MBC Approved**
- 11 Neighbourhood Plan and Strategic Planning:** Update  
Cllr Wilson spoke regarding an opportunity for the Coxheath Neighbourhood Plan to be reviewed and discussed with MBC.  
**Resolved. Cllr Webb to make contact with MBC and progress this matter**  
**It was further resolved that a Neighbourhood Plan Group would be established , comprising of Cllr's Wilson; Small and Woollven**
- 12 Traffic and Community Safety:** Review Progress
- 12.1 Traffic Issues in Coxheath (including traffic calming on Heath Road)  
The Chairman referred to a resident's letter, to which he had replied. It was agreed that the issue of traffic calming within the Village will need to be revisited, possibly if the NHP is reviewed. It was also agreed that the use of speed cameras would be further investigated.
- 12.2 Highways Improvement Plan (HIP)  
It was agreed that the PC would complete the HIP by identifying key priorities within the Parish. **Cllr Parker to progress.**
- 13 Maintenance Issues:** Review Progress
- 13.1 Emptying of Dog Waste Bins to discuss future options  
Mr John Edwards gave his report and explained why MBC no longer empties dog waste bins. He stated that MBC already had an order in place and could allocate mixed litter bins to CPC. Coxheath Parish Council would purchase the bins (£300 per bin including installation). MBC would then 'adopt' the bins and would take responsibility for the maintenance and upkeep of the bins. He confirmed that all the red dog bins had been or were about to be removed and all waste collected. Mr Edwards left the meeting.  
Following a discussion, it was agreed the PC would order 6 mixed litter bins from MBC. Proposed by Cllr Skinner, seconded by Cllr Small and agreed by all present.  
**Resolved: Clerk to confirm with John Edwards the purchase of 6 mixed litter bins**
- 14 Youth and Recreation:** Review Progress  
Cllr Potts stated that a meeting would be held in the next few months.
- 15 Development of Multi-Use Games Area (MUGA):**
- 15.1 Mark Byatt Update Cost Breakdown for Linden Farm  
Clerk to follow up
- 16 Seasonal Events:**
- 16.1 **Annual Meeting of the Parish Wednesday 22<sup>nd</sup> May 2019**  
The Clerk confirmed that an ambassador for Heart of Kent Hospice would be the guest speaker.
- 17 Correspondence:**
- 17.1 To table items of late correspondence :
- 17.2 Items circulated for information: For further information contact the Clerk
- 17.2.1 NALC Chief executive's bulletin - 12 April 2019
- 17.2.2 Draft Minutes of Maidstone KALC Meeting 15.4.2019
- 17.2.3 Kent Tree and Pond Warden activities
- 17.2.4 Governance and Accountability Practitioners Guide 2019
- 17.2.5 Parish Councillor Allowances Survey
- 17.2.6 NALC Annual Conference & Exhibition 2019
- 17.3 Items acted on:

- 17.3.1 Q2 2019 Community Grant Scheme Applications Open
- 17.4 Items for discussion/action
  - 17.4.1 Parish/Police Liaison Meetings
  - 17.4.2 KALC Social Media and Communication Networking Event 22 June
  - 17.4.3 Gates in the Playground near the Village Hall
  - 17.4.4 CALARA New web site
- All items noted

**18 Policy Review:**

- 18.1 Standing Orders
- 18.2 Financial Regulations
- 18.3 Risk Assessment
- 18.4 Code of Conduct

It was agreed to defer these items to the next meeting

**19 Date of Next Meeting: 7.30 pm Tuesday 28<sup>th</sup> May Statutory Annual Meeting of the Parish Council**

The meeting closed at 9:55pm

**Irene Bowie**

**Clerk to the Parish Council**

**Email: [clerk@Coxheathparishcouncil.org.uk](mailto:clerk@Coxheathparishcouncil.org.uk)**

## **Appendix A**

### **5.0**

Apologies due to being team leader this week I have meeting in the morning every day but hope to be at AGM meeting

Helping residents with issues such as neighbourhood issues, hording, mental health and health generally and help with benefits

Quad bike been seen in village met with PCSO and they are fully aware who this is and dealing with this

Dog Bins I am meeting with MBC today (day of meeting) and will sent a email to Clive any advice given or any news that can help us with our litter/dog bins.

Any information shared with regards to anti – social goes to Kent Police and residents need to phone 101 if they have been a victim of crime.

We have a few cars left for a period of time on Huntington road and we will refer one of those vehicles onto MBC

Naked man in woods, I have and the police have been doing visible presence when we can in the wooded areas. Ask resident to report anything they see to Kent Police and don't approach the male.

As I always I am busy but I am approachable and my email and phone number are below

Adam McKinley -Kent Community Warden Service Mid Kent |Maidstone and Tonbridge and Malling Team, Coxheath, Hunton, Linton, East Farleigh, West Farleigh | Public Protection Service Growth ,Environment and Transport 07811271021