



Coxheath Parish Council

MINUTES

Date: 27th October 2020

Venue: This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

Present: Cllrs: C Parker (Chairman); C Bird; G Down; R Divall; E Potts; C Skinner; E Small; R Webb; J Wilson
In Attendance: I Bowie - Clerk

PRIOR TO THE START OF THE MAIN MEETING:

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

There were no representations from the public. The Chairman opened the meeting at 7:06 pm.

1. Apologies, Declarations of Interest and Dispensations:

- 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 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 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. Minutes of the Parish Council Meeting:

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

- 3.1 Minutes of Parish Council held on the 3rd September 2020
It was RESOLVED that the minutes would be amended 5.5 Russell Jordan (incorrect spelling) and 9.4 to read 'and Dave Mann had replanted them'. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 4.1 Development of Multi-Use Games Area (MUGA). Clerk to follow up
- 4.3 Tree Survey & Landscape Works: The Clerk reported that she had contacted the Arboricultural Society and had received the details of two Consultants. Clerk to progress.
- 4.4 Replacement Litter Bins; Parish Noticeboards: Clerk to Progress
- 4.6 New Website. It was RESOLVED that the Clerk would obtain IT support for the transfer of the domain.
- 4.7 PCSO use of Parish office. It was reported that a draft Risk Assessment had been sent to the PCSO for comment.

5. Reports:

- 5.1 Police Representative PCSO Vasey
The Clerk read out PCSO Vasey's report.
- 5.2 Community Warden S Williams
- 5.3 Kent County Councillor Cllr Stockell
- 5.4 District Councillors Cllr's Webb; Fermor and Parfitt-Reid
Cllr Webb reported that the building works should start on the new surgery in November. He also reminded Cllrs that MBC would review the Local Plan on the 9th and 18th of November.
- 5.5 Chairman of the Parish Council Cllr Parker
The Chairman reported that the dates for PC Meetings for 2021 had been provisionally agreed with the VHMC. It was reported that Cllr Carpenter had agreed to join the planning committee. Cllr Carpenter to attend the next meeting of the planning committee and be elected by members. The Chairman gave an update on the Remembrance Service.
- 5.6 Playground Inspection Cllr Divall
- 5.7 Open Spaces Councillor Cllr Bird
Cllr Bird reported that his concerns re the disposal of the concrete from the goal posts on the football field. He also reported concerns re the tubes installed by the football club to support the post. Clerk to contact the football club.
- 5.8 Parish Council Environmental Initiatives Cllr Small
Cllr Small spoke regarding an initiative to plant bulbs and trees and also wilding to create a meadow. It was AGREED that a programme of Bulb and Tree Planting and Wilding would be progressed. Investigated. (Corrected CPC meeting 8th December 2020)

6. Finance:

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
It was RESOLVED to pay the payments on the schedule.
- 6.2 Late Payment Request/s to be discussed for approval and payment
It was RESOLVED to raise a cheque for £500 to Unity Trust Bank to open the online accounts.
- 6.3 Banking Arrangements. The Clerk reported that the final paperwork would be circulated to Cllrs who were signatories.
- 6.4 To consider the payment of the Clerks salary by standing order (UPC Financial Regulations 6.8)
It was RESOLVED to pay the Clerks salary by standing order. Clerk to progress.
- 6.5 Items for consideration at the next meeting of the Finance Committee, 19th November 2020
The Chairman reminded Cllrs to submit ideas to the Clerk. Cllr Down had proposed the purchase of equipment for the Parish Council Litter Pickers. It was RESOLVED that a budget of £500 would be allocated for this.

7. Planning:

- 7.1 To receive the draft minutes of the Planning Committee Meeting 22nd October 2020
The draft minutes were received.
- 7.2 To table the recommendations of the Planning Committee
It was RESOLVED that the statement prepared by the Chairman would be added to the KALC letter and sent in response to the White Paper Consultation.

8. Working Groups:

- 8.1 Transport and Community Safety. Highways Improvement Plan Update:
The Chairman reported on the recent update from Kent Highways re the Highways Improvement Plan. These included replacement of the beacons at the Zebra Crossing (Heath Road). It was reported that the VAS sign would not be replaced. However, this will be monitored and may change in the future. All white lining had been carried out on the 26th of October.
Cllr Small proposed that the provision of Village Gates was investigated. This was AGREED.
- 8.2 Update from other Working Groups:
Seasonal Events: Cllr Webb gave an update on the Christmas Lights and Tree. He reminded Cllr's that events may change due to the Covid situation. He gave an update on the precautions in place for the Remembrance Service.

9. Correspondence:

- 9.1 MBC Parish Newsletter
- 9.2 KALC AGM 28th November 2020
- 9.3 COVID-19 Community Champion for Kent and Medway
- 9.4 KALC/KCC Net Zero Environment Event 3rd November 2020

All correspondence was noted.

Date of Next Parish Council Meeting: To be confirmed

Date of Next Finance Committee Meeting: 19th November 2020

There being no further business to transact the Chairman closed the meeting at 8:12 pm.

Chairman: *Clive Parker*

Date: 8th December 2020