



Coxheath Parish Council Minutes

Date: Tuesday 25th February 2020

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; V Page; E Potts; C Skinner; E Small; R Webb; K Woollven

In Attendance: I Bowie - Clerk
S Williams Community Warden
2 Members of the Public

Prior to the start of the meeting:

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself. The minute book was closed.

The Community Warden Sally Williams reported that the Community Protection Meetings were held on alternate Mondays 10:30 am in Coxheath Library.

The Chairman opened the Parish Council meeting at 7:36 pm.

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 were received from PCSO Morris

2. Consideration of items to be taken in private because of the disclosure of exempt information: It was RESOLVED that the Clerks annual appraisal would be taken as a confidential item.

3. To Receive Declarations of Interest and Dispensations:

3.1 Declaration of Changes to the Register of Interests.

3.2 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

- 3.3 Requests for Dispensations. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none
- 3.4 Declarations of Lobbying. There were none
- 3.5 Recording of the Meeting
Legislation allows for meetings to be recorded by anyone attending. Persons who have concerns about being recorded should please speak to the Clerk.

4. To receive reports from:

- 4.1 Police Representative Community PCSO Morris
Warden S Williams
- 4.2 Kent County Councillor Cllr Stockell
- 4.3 District Councillors Cllr's Webb; Fermor and Parfitt-Reid
Cllr Webb gave his report.
- 4.4 Chairman of the Parish Council Cllr Parker
Cllr Parker gave his report.
- It was AGREED that the Clerk would investigate if the Spice Lounge would qualify as a listed building.
 - Resurfacing of the Scout Hut Car Park. Cllr Parker had requested an estimate for the cost of resurfacing from MBC.
 - Community Protection Meeting Coxheath Library on 9th March 2020
Cllr Parker normally attends and requested a rota for Cllrs to ensure PC presence at these meeting. Cllr Webb agreed to assist.
- 4.5 Open Spaces Councillor Cllr Bird
Cllr Bird gave his report.
It was AGREED that the Clerk would contact EDF to request a survey of a sinking cable in the football pitch field.
He also reported that the area between the football pitch and the car park was very muddy due to the bad weather.
- 4.6 Parish Council Environmental Councillor Cllr Small
No updates at this time.
- 4.7 Clerk's Report
The Clerk's report was noted
- 4.8 Playground Inspection Cllr Divall
Cllr Divall reported that having completed his inspection there were no matters to report.

5. Minutes of the Parish Council Meeting :

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

- 5.1 Minutes of Parish Council Meeting 28th January 2019
It was RESOLVED that the minutes were taken as read and confirmed as a correct record and signed by the Chairman. Proposed by Cllr Divall , seconded by Cllr Page and agreed by all.

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

- 6.1 Defibrillator in the Village Centre
It was AGREED that an electrician would be identified to install the defibrillator.
- 6.2 Air Pollution & Anti-idling campaign
The Clerk reported that the signs had been requested.
- 6.3 Tree Survey
The Clerk reported that this would be conducted in the Spring.
It was RESOLVED that an immediate survey of any trees damaged in the recent storms would be conducted. Clerk to arrange.
- 6.4 Replacement Litter Bins/ Location of Salt Bins
Cllr Webb had received an email from MBC regarding installation.
- 6.5 Parish Noticeboards
Clerk and Cllr Webb to contact MBC to progress.
- 6.6 Replacement Bollards
Cllr Webb to follow up with MBC

7. Councillors' Individual Reports: (not included in other agenda items)

Memorial Bench:

Cllr Carpenter reported that the family of Brian Mortimer has requested that the memorial bench might be placed in the play area. It was noted that currently there was not a disabled access. It was AGREED that this would be reviewed further.

MBC 35% ahead of Housing Targets:

Cllr Small raised the issue that MBC had requested additional sites via the Call for Sites but it was currently 35% ahead of target.

Village Hall:

Cllr Potts reported that there would be an Open Day Event in August to celebrate the 50th Anniversary of the opening of the Village Hall. It was AGREED, in principle, that the parish council would consider a grant application towards this event.

Litter Pick:

Cllr Down reported that the litter pick dates were scheduled as the 11th and 15th March, meeting at 9am at the Village Hall.

8. Finance:

- 8.1 To Agree Financial Performance Against Budget January 2020
The Clerk apologised that this report was not available for the meeting.
- 8.2 Parish Council Banking Arrangements:
The Clerk reported that arrangements had been made to open an online current account with HSBC for the parish precept for 2020/21.
It was AGREED that the Clerk would check to ensure the investments of United Trust-Bank were compatible with the ethical considerations of the parish council.
- 8.3 Update of account for 2019/20 including payments received: These were received and noted.
Appendix A
- 8.4 To receive and authorise Payments listed on the schedule: Appendix A
It was RESOLVED to authorise the payments on the schedule.
It was RESOLVED to set a budget of £870 for the removal and work on unsafe trees backing on to Linden Road.
- 8.5 To receive the minutes and recommendations of the Finance Committee meeting 20/02/20:
The draft minutes had not yet been circulated. Cllr Parker gave a summary of the meeting. It was AGREED to review the following policies at the next PC meeting for adoption for the 2020/21 financial year:-
- Reserves
 - Investments
 - Grants

9. Planning:

- 9.1 To table planning applications dealt with since last meeting
- 9.2 To table decisions by the Planning Authority since the last meeting
- 9.2.1 19/506087/FULL Land Adj Amsbury Cottage Amsbury Road
Coxheath Kent ME15 0QH Application Permitted
- 9.2.2 19/505232/OUT Land at Linden Farm Barn Stockett Lane Coxheath
Maidstone Kent ME17 4PS Application Permitted
- 9.2.3 19/505849/PNQCLA Workshop at Forstal Farm Forstal Lane
Coxheath Kent ME15 0QE Prior Approval Refused
- 9.3 Appeal Notification - 19/500583/FULL - Broken Tree, Forstal Lane, Coxheath
11 March 2020 10:00am at Town Hall, High Street, Maidstone, Kent,
ME14 1JF The Chairman asked for a parish councillor to attend.

No Cllrs were available to attend.

10 Neighbourhood Plan and Strategic Planning:

10.1 MBC Call for Sites

Cllr Webb gave his report. It was AGREED that members of the planning committee who had attended the meeting would complete the "grid" as supplied by the clerk to enable the parish council to respond to MBC. Cllr Webb reported that the public consultation may not be until October 2020.

10.2 NHP Update :

Cllr Wilson reported that there were no updates

11 Traffic and Community Safety:

Review Progress

11.1 HGV Pilot Scheme Initiative

Cllr Wilson reported that there were no updates

11.2 20 mph Initiative Outside the School

Cllr Parker reported on the recent meeting with the school. He reported that an entrance from Heath Road would be discussed with KCC Highways. Car parking in the school was discussed. The rear entrance will not be reopened. The school reported that they had tried to set up a walking bus route but that this has failed due to a lack of volunteers.

11.3 Highways Improvement Plan (HIP):

The Clerk reported that an update from KCC Highways was expected.

11.4 Parking Notices: It was AGREED to discuss additional signage in the village centre with KCC Highways. Clerk to progress.

It was AGREED that Cllr Page would organise a meeting of the Traffic and Safety Community Group and report back at the March PC Meeting.

12 Youth and Recreation:

Review Progress

13 Development of Multi-Use Games Area (MUGA):

Update

The deposit for the works had been authorised under 8.4

14 Seasonal Events:

15 Correspondence:

15.1 To table items of late correspondence :

15.2 Items circulated for information: For further information contact the Clerk

15.2.1 Planning Training - NPPG. Member's Briefing

15.2.2 NALC CEO Bulletin/s

15.2.3 MAIDSTONE KALC MEETING 17.2.2020 - POSTPONED

15.2.4 Community grant Cllr Parfitt-Reid

It was AGREED that an application for £500 would be submitted.

15.2.5 KALC Planning Events March 2020

All items were noted

15.3 Items acted on:

15.3.1 KALC Survey 2020 It was AGREED that the Chairman and the Clerk would complete the survey

15.4 Items for discussion/action

15.4.1 Town and Parish Council Survey for Maidstone Borough Council
Gypsy and Traveller Accommodation Assessment
It was agreed that Cllr's would complete the survey.

16 To receive an update on the Website Progress:

The Clerk gave her update. It was RESOLVED to progress with the HUGO Fox website.

17 Annual Parish Meeting – 14th April

It was AGREED that the Clerk to produce the invites for the meeting.

18 Dates of Future Meetings: 2020 7.30 pm in the Small Hall, Coxheath Village Hall

31st March; 28th April; 19th May Annual Meeting of the Parish Council; 30th June; 28th July; 25th August; 29th September; 27th October; 24th November .

14th April Annual Parish Meeting

DRAFT

Appendix A

8 Finance

Summary of Payments Received:

Coxheath PC					
30/04/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	3.98
31/05/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	3.30
28/06/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.41
31/07/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.45
30/08/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	1.61
30/09/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	0.86
31/10/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	0.62
29/11/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	3.34
31/12/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.93
31/01/2020	Receipt	NatWest	Bank interest	Coxheath Business Reserve 1	2.63
					24.13
05/04/2019	Receipt	MBC	Precept	Coxheath Business Reserve 2	80,000.00
Parish Services					
31/05/2019	Receipt	MBC	Scheme	Coxheath Business Reserve 2	3,139.00
30/04/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	56.45
31/05/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	57.67
31/07/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	61.97
30/08/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	56.35
30/09/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	58.24
28/06/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	52.58
31/10/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	57.98
Parish Services					
31/10/2019	Receipt	NatWest	Scheme	Coxheath Business Reserve 2	3,139.00
30/11/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	50.23
31/12/2019	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	55.44
31/01/2020	Receipt	NatWest	Bank interest	Coxheath Business Reserve 2	53.71
					6838.62
Total Receipts					86,862.75



