



Coxheath Parish Council Minutes

Date:	Tuesday 26th November 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; V Page; E Potts; C Skinner; E Small; R Webb; K Woollven
In Attendance:	I Bowie - Clerk 3 Members of the Public

PRIOR TO THE START OF THE MAIN MEETING:

Representations were received from one member of the public regarding the extent of litter around the Village.

Community Warden Sally Williams gave an update on the next Community Protection Meeting which was scheduled for 10.30am on Monday 2nd December in Coxheath Library. She also explained that she was covering Coxheath & Hunton Ward temporarily until a permanent warden was appointed.

The Chairman, opened the Parish Council meeting at 7.42 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 MBC Cllr L Parfitt-Reid

2. Request to film or record all or part 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.

There were none.

3. Consideration of items to be taken in private because of the disclosure of exempt information: There were none

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.

There were none.

5. To receive reports from:

- 5.1 Police Representative and Community Warden
PCSO report was not available.
- 5.2 Kent County Councillor No report received
- 5.3 District Councillor
Cllr Webb gave his report. He reported on enforcement action at Forstal Farm. He reported that he had contacted Chartway Developers re a buildout opposite the development that had no warning signs for residents.
- 5.4 Chairman of the Parish Council Cllr Parker
Cllr Parker reported that an additional item relating to Forstall Lane, as reported by Cllr Richard Webb, would be added to the HIP and discussed at the meeting with KCC Highways on the 3rd December.
- 5.5 Open Spaces Councillor Cllr Bird
Cllr Bird reported that he was waiting to be contacted re the replacement gate and the tree survey. **Clerk to follow up**
- 5.6 Green Planet Action Group Cllr Small
Cllr Small gave his report. *Appendix A*
It was **AGREED** that the PC would endeavour to keep as many trees as possible and would avoid unnecessary cutting of hedgerows within the parish. It was **AGREED** that the parish council would agree an environmental policy and that this would be added to the website.
Cllr Small and Clerk to progress

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 29th October 2019
The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Divall proposed that the minutes be accepted with 1 amendment as a true account of the meeting and this was seconded by Cllr Bird.
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)

- 7.1 Medical Centre
It was **RESOLVED** that the Clerk would write to the medical centre to request that a Councillor should be the representative of the parish council to the practise.
- 7.2 Defibrillator in the Village Centre
The Clerk reported that the Defibrillator had been ordered and that the total cost was £ 1555.00
It was **AGREED** contact would be made with a local electrician to arrange Installation when the defibrillator had been received.
- 7.3 Bi Monthly Meetings with Chartway
Cllr Webb reported gave his report. It was noted that a member of the community was included in the meeting with Chartway.
- 7.4 Tree Survey Clerk to progress
- 7.5 Replacement Litter Bins / Location of Salt Bins Ongoing matter
- 7.6 Parish Noticeboards Ongoing Matter
- 7.7 Replacement Bollards
Th Clerk reported that the replacement bollards had been ordered and the locations agreed. It was also reported that details had been passed to the Clerk by KCC Highways to enable the Clerk to pursue that matter with the insurers of the vehicles involved. It was **AGREED** that the Clerk would progress this matter with the parish council insurers.

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

Memorial Bench for Brian Mortimer. It was **AGREED** that Cllrs Carpenter and Webb would progress this matter and report back at the February 2020 parish council meeting.

Section 106 Funding – Londis Supermarket

It was **AGREED** that the Clerk would contact MBC and request an update on this matter.

Damaged Kerbing:

It was reported that kerbing outside Londis was damaged. The Clerk would report this to Kent Highways.

Litter Pick

CLlr Down reported that the 1st and 4th December had been set as litter picking days.

Fly Tipping.

It was reported that fly tipping had occurred in the car park.

9 Finance:

- 9.1 To Agree Financial Performance Against Budget October 2019:
The Financial Performance against Budget report for November 2019 was tabled and the content was noted and agreed.
- 9.2 Parish Council Banking Arrangements:
It was **RESOLVED** to transfer £80,000 from the Nat West Business Account into the First Unit Trust. Clerk to progress the transfer.
- 9.3 Update of account for 2019/20 including payments received:
Bank statements were not received by the Clerk. Deferred to the next meeting.
- 9.4 Accounts paid since the last meeting to be ratified:
- 9.4.1 Festive Licence Fee (Christmas Lights) £ 28.00
- 9.5 Accounts for payment:
- 9.5.1 Stationery and postage Parish Clerk Defer to January
- 9.5.2 Vodafone Parish Mobile 8 November – 7th December £ 38.00
- 9.5.3 HP Instant Ink 20 October – 19 November £ 17.99
- 9.5.4 EasyPC 1/4/19-31/3/20 £ 60.00
- 9.5.5 Clerks Salary £ 1072.28
- 9.5.6 1+1 Ionos Email Provision October 2019 £ 14.99
- 9.5.7 1+1 Ionos Email Provision November 2019 £ 14.99
- 9.5.8 BT Line and Broadband Parish Office Direct Debit £ 175.47
- 9.5.9 Christmas Lights Refreshment Costs £ 77.10
- 9.6 Payment requests to be discussed for approval and payment
- 9.6.1 Parish Christmas Tree £ 219.99
- 9.6.2 Parish council memorial Wreath £ 20.00
- 9.6.3 Coxheath Playgroup (Re-issue of lost cheque) {£995} £ 995.00
- 9.7 Late Payment Request/s to be discussed for approval and payment
- 9.7.1 It was **RESOLVED** to make a £500 donation to the Royal British Legion Centenary Village Campaign Proposed by CLlr Parker seconded by CLlr Page and agreed by all.

All Payments approved. Proposed by CLlr Carpenter, seconded by CLlr Skinner and agreed by all.

10. To receive recommendations from the Finance Committee

- 10.1 To receive the draft minutes of the Finance Committee Meeting 19th November 2019
The draft minutes were received and noted.
- 10.2 To consider the Budget 2020/21:
- 10.2.1 To review 2019/2020 spend forecast
The 2019/20 spend forecast was circulated to all councillors prior to the meeting for it to be reviewed. This was noted and **AGREED**
- 10.2.2 To agree budget groups for 2020/2021
The CLlr C Parker tabled the budget report that had been considered by the Finance Committee at their meeting on 19th November 2019. This was noted and **AGREED.**
- 10.3 To consider the precept and parish service scheme 2020/21

Cllr C Parker tabled the budget report that had been considered by the Finance Committee at their meeting on 19th November 2019. He explained in detail the background to the figures presented in the report.

It was **RESOLVED** that the precept for 2020/21 should be set at £87,000, (equating to an increase of £1.09 per Band D property per annum), on a tax base of 1752.1 which was yet to be confirmed by Maidstone Borough Council. Proposed by Cllr Carpenter and seconded by Cllr Skinner and agreed by all.

10.4 Coxheath Twinning Association – Request for raffle prize donation

It was **RESOLVED** to make a donation of £100. Proposed by Cllr Potts and seconded by Cllr Skinner and agreed by all.

10.5 Policy Adoption:

10.5.1 Finance Committee Terms of Reference

10.5.2 NALC Model Financial Orders

The Clerk had circulated the NALC model financial regulations prior to the meeting. Cllr Parker proposed that these policies were accepted, seconded by Cllr Potts and agreed by all. It was **RESOLVED** to adopt the NALC model financial regulations.

10.6 It was **RESOLVED** to accept the quotation from Mr D Mann for the maintenance for 2020/21. Proposed by Cllr Parker seconded by Cllr Divall and agreed by all. The Chairman, on behalf of the parish council, thanked Mr Mann for his excellent work.

11 Planning:

11.1 To table planning applications dealt with since last meeting

11.1.1 *19/505232/OUT Land at Linden Farm Barn Stockett Lane Coxheath*
Outline Application for a residential development with all matters reserved. (Resubmission of 19/503865/OUT). CPC OBJECTION

11.2 To table decisions by the Planning Authority since the last meeting

11.2.1 *19/504283/PNQCLA Workshop at Forstal Farm Forstal Lane*
Coxheath Kent ME15 0QE Prior Approval Refused

11.2.2 *19/501775/FULL Stocketts (also known as The Spice Lounge) 118*
Heath Road Coxheath
Referred to Planning Committee 28th November

12 Neighbourhood Plan and Strategic Planning:

12.1 MBC Call for Sites It was **AGREED** to arrange a meeting with Mr G Ball Principal Planning Officer MBC, to discuss the sites.

12.2 NHP Update Ongoing

13 Traffic and Community Safety:

13.1 HGV Pilot Scheme Initiative Ongoing

13.2 20 mph Initiative Outside the School *Appendix A*

It was **AGREED** to discuss the merits of a public meeting at the January 2020 meeting.

13.3 Highways Improvement Plan (HIP)

Cllr Parker reported that representatives of the parish council were meeting with KCC Highways on the 3rd December.

13.4 Parking Notices

Cllr Woollven reported on the need for additional signage in the centre of the Village to deter inconsiderate parking. It was **AGREED** that this would be discussed with KCC Highways.

14 Youth and Recreation:

Review Progress

It was **AGREED**, following a request from Chartway to relocate the youth shelter that the Clerk would contact Chartway and ask if they may have a proposal for an alternative location of the Youth Shelter. The parish council and the VHMC were unable to suggest an alternative to the current location.

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

Ongoing

16 Seasonal Events:

Cllr Webb gave his report. It was **RESOLVED** that the Christmas lights would be PAT tested again before they were stored. Proposed by Cllr Potts seconded by Cllr Carpenter and agreed by all. Cllr Webb to action.

It was **RESOLVED** that a new trophy would be purchased for the best Christmas Window Display. Proposed by Cllr Potts seconded by Cllr Wilson and agreed by all.

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 Statement Persons Nominated/Notice of Poll and Situation of polling stations - Maidstone and the Weald Constituency

17.2.2 KALC CEO Bulletin - Issue 2 - November 2019

17.3 Items acted on: There were none

17.4 Items for discussion/action

17.4.1 Volunteer Lunch 7/2/2020 MBC Environmental Services Team

17.4.2 Air Pollution & Anti-idling campaign

It was **AGREED** that anti idling signs would be requested :

i) Outside the Scout Hut

ii) Outside the school

17.4.3 Police and Crime Commissioner Part Time Vacancies

17.4.4 Letter from resident re parking on Westerhill Road

It was **AGREED** that the Clerk would email the resident.

17.4.5 Maidstone KALC Committee Meeting - Monday 11 November 2019

All items of correspondence were noted.

18 Website Improvements: Update

The Clerk gave her report. It was **AGREED** that the website would be for the Parish Council and would contain links to other organisations.

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

28th January; 25th February; 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

Appendix A

5.6

Report to the Coxheath Parish Council

Maidstone Climate Emergency Network

Following a meeting with Maggie Lack held Thursday November the 7th I can inform the council that the meeting was very productive, and the aims of the network were clearly explained as were the interactions between local councils and parishes outlined, the key word coming over was network, and those involved were listed as

- MBC Environmental working Group (Details to be forwarded)
- The Woodland Trust
- Go Green World
- Local Parish councils
- Friends of the Earth
- Individual MBC Councillors
- Schools

It was a view that Parish councils should form networks to discuss matters that had an environmental impact, on Parishes and constituents alike, and that an Environmental policy, be introduced in all Parishes taking into account the new science available regarding global warming.

It is clear this is quite a complex undertaking, but bearing in mind the MBC have adopted the basic aims, I feel as a Parish council we should too, because this clearly is in the remit of what we do, we are in doing this, looking after future generations of people that will reside in Coxheath.

Maggie produced a list of aims, details of resource gathering, websites to assist, Contacts, and said she would be sending details of The MBC working group, which I requested, clearly if we are to do this we will need to be in contact with these councillors, as they are one of the main parties to the network structure, working with the MBC knowing their green policies will help so much in my view, in planning, and in the reintroduction and protection of Bus services in the rural communities.

It was pointed out during the meeting that as individuals, we all have big responsibilities, like walking using public transport, restricting the number of flights we make, insulating our houses, looking towards electric cars, listing as home improvements wall insulation, solar panels, and heat pumps.

Recommendation to the Parish Council

That the Parish Council set up a working group, with a view to liaise with others, to seek knowledge through resources, with the aim of establishing a modern fit for purpose Environmental Policy, a policy which working groups on the parish council would need to address before making any recommendations or decisions regarding planning, and maintenance issues.

Maggie indeed is right when she says we own this to those following us.

Ernest Small
Councillor

13.2

Meeting between Coxheath PC and Coxheath Primary School
5 November 2019

Those present:

Mr Mazza (Headmaster)

C Parker

J Wilson

E Potts

D Carpenter

The meeting was opened by the PC Chairman who introduced it by stating that the purpose of the meeting was to establish lines of communication between the PC and the School, and to establish the PC as the link with KCC about the traffic problems outside the school at opening and closing.

The Head pointed out that the school was now an Academy. He declared his aims were to influence driver behaviour, introduce engineering means of alleviating the problems and enforcement of local legislation relating to traffic control

The PC Chairman outlined potential solutions:

- Re-opening the school rear entrance
- Opening a further rear entrance
- Tarmacking the copse at the rear of the school to provide a pick-up/drop zone
- Obtaining funding from developers
- Introducing a 20mph limit

The Headmaster proposed:

- Stickers to be put on cars by the children
- PCSO to be stationed at the front of the School
- Introducing a walking bus
- School to approach KCC Education and Highways for advice

It was also suggested that coaches should park behind the school either in the Library or Heathside

Actions:

- Headmaster to investigate tarmacking of copse area
- Headmaster to look at opening 2 rear entrances
- PC to discuss whether there should be a Public meeting
- Formal meetings should continue the next being Tuesday 4 February 2020

John Wilson

Vice-Chairman

Coxheath Parish Council