



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 30th January 2024 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: C Parker (Chairman), C Bird, D Carpenter, G Down, N Gardner, E Potts, R Webb.
In Attendance: One member of the public
Councillor Parker took the minutes.

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 apology and reason given by Councillor Woolven

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. CO OPTION of Parish Councillor/s: To consider candidates for co-option.

RESOLVED:

That Mr Neil Gardner was co-opted as a Parish Councillor.

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. The Minute Book will be closed.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer. No reports were received.

5. Coxheath Parish Councillor Reports

5.1 Chairman of the Parish Council Cllr Parker

Chairman reported that he had attended 12 meetings/events since Nov 2023:

- Christmas Lights with school choir & trees exhibition well attended
- VHM looking at acoustics Small Hall with proposal to install curtains
- Meeting with DB works to agree Landscape scope and plant bulbs
- Meeting with new Community Warden – Diane Wakeling
- Community Groups meeting to review items for 2024, including options for Coxheath 60 & D-Day 80 –

5.2 Playground Inspection Report Cllr Parker

Completed 5th January 2024 no new issues, report to follow.

5.3 Councillor's Reports All Cllrs

Alcohol bottles, Huntington Road. Community Warden to be advised

5.4 Community Litter Pick Cllr Down

Litter Pick dates were confirmed as for Feb 11th & 14th Village Hall.

5.5 Social Media No Report Clerk

6. Minutes of the Parish Council Meeting:

RESOLVED that,

The minutes of the Parish Council Meeting held on 28 November 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) Provided before the meeting.**
 DB Works – Benches / Notice Boards / Landscape now all deferred to Spring 24, programme awaited;
 DB Work bulb planting completed in December 2023;
 Missing swing HAGS contacted will supply, local Contractor to install asap;
 Outdoor Gym – end caps ordered.
 War Memorial Paving. Contractor to progress. Ragstone paving may be substituted for York Stone, if available.
- 8. Finance:**
- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
RESOLVED:
1. The Payments on the schedule were approved for payment (Appendix 1)
2. Clerk and Chairman Finance to confirm staff costs.
- 8.2 Late Payment Request/s to be discussed for approval and payment. There were none
- 8.3 Banking Arrangements – Ongoing
- 8.4 To consider any late financial matters.
- 8.5 To agree on the budget and precept for 2024/25
- 8.5.1 To confirm the budget for 2024/25
RESOLVED:
The budget for 2024/25 would be set as £128,000
- 8.5.2 To consider the precept for 2024/25
RESOLVED:
The precept for 2024/25 would be set as £104,369. Representing a Band D of £52 per annum.
- 8.5.3 To receive the Parish Services Scheme 2024/25
 The Parish Services Scheme was noted as at £8,852 for 2024/25. Clerk to contact MBC to request consideration of noticeboards, War Memorial and Play Area inspections.
- 9. Planning:**
- 9.1 To receive the decisions and recommendations from the Planning Committee
- 9.1.1 Maidstone Local Plan Examination - Technical Documents Consultation
 AGREED the Parish Council had no further comments to make.
- 10. Working Groups: To receive Updates**
- 10.1 **Recreation & Youth Working Group**
- 10.1.1 To receive recommendations from the Working Group
 It was noted that the Benches were to be installed in Spring 2024.
- 10.2 **Traffic & Community Safety Working Group**
- 10.2.1 KCC Highway Improvement Plan
 AGREED. The Clerk would follow up with KCC on the missing Vehicle Activated Signs.
- 10.2.2 Parish Portal Report. Noted
- 10.2.3 To receive recommendations from the Working Group.
- 10.3 **Seasonal Events Working Group**
- 10.3.1 To receive an update on planned and future events
 Meeting to be held on the 6th February in the Parish Office at 19:00hrs to discuss future events particularly CH60 & DD80.
RESOLVED:
Councillor Gardener would be a member of the group.
- 10.3.2 To receive recommendations from the Working Group.
 That a request from the Church for a contribution from the Parish Council to reimburse the electricity costs of the Christmas lights was considered, it was AGREED that the Clerk would investigate further and a decision would be made at the next meeting.
- 10.4 **Environmental Initiatives Group**
- 10.4.1 To receive recommendations from the EIG group
 The work schedule from the contractor had not yet been received.
- 11. Proposed telecommunications upgrade- Coxheath Water Tower, Dane Court, Coxheath, Maidstone, Kent, ME17 4HJ (NGR: 574310, 150831)(MG/CTIL_106901 31)**
AGREED that the Parish Council would respond:

Coxheath Parish is not in a position to comment other than in respect of visual aspects, in particular an increase in height of only 200mm and otherwise similar in layout and appearance. Subject to agreement from local residents the Parish Council has no other specific objections.

12. Correspondence:

12.1 To table items of late correspondence :

12.2 Items circulated :

12.2.1 Public consultation on Pre-Submission Draft of the Kent Minerals and Waste Local Plan

12.2.2 Latest alerts from Kent Trading Standards

12.2.3 KENT POLICE RURAL MATTERS

12.3.4 KCC Kent Parish Council Winter Support Scheme

RESOLVED: The Parish Council would make an application.

12.3.5 TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

12.3.6 KALC Community Awards Scheme 2024

Councillors to contact the Clerk if they wish to nominate.

13. Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

13.1 To consider the Grounds Maintenance Agreement 2024/2025

RESOLVED: To accept the quotation from Landscape Services Ltd for 2024/25

13.2 To consider quotations for fencing repairs at the Linden Road field entrance.

RESOLVED: To accept the quotation from Maidstone Fencing Ltd

Meeting Dates 2024:

FULL COUNCIL :

27th February, 26th March, 30th April,

14th May Annual Meeting of the Parish Council, 25th June , 30th July, 27th August,

24th September, 29th October, 26th November.

PLANNING COMMITTEE:

6.45 pm prior to the Full Council Meetings listed above. *Please note that Planning Committee meetings may be cancelled if not required.*

FINANCE COMMITTEE:

15th February , 25th April

Annual Meeting of the Parish and 60th Year of Coxheath PC to be held on the 28th May 2024

There being no further business to be transacted, the Chairman closed the meeting at 20:45 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman:

Appendix 1

Payment Schedule

Payee	Description	£
Vodafone	£16 January 2024	16.00
Ionos	Emails	59.40
HP Instant Ink	HP Instant Ink £22.49 January 2024	22.49
Adobe	Adobe 19.97 January 2024	19.97
Royal Mail PO BOX	Royal Mail PO Box	118.80
Staff Costs	Confidential	
Staff Costs	Confidential	
DB Works Invoice 2123	Creation of area for bulbs and planting of bulbs	3,320.40
DB Works Invoice 2124	Supply of Bulbs	344.64
DM Payroll	2nd Instalment	60.00
Gala Lights	Christmas Lights Hire	13,406.00
HMRC	Staff Costs Confidential	
VHMC	Committee Room Hire 3.25 Hours @£ 7.50 = £24.38 . Small Hall Hir 3.25 Hours @ 10.00 = £32.50. Cleaning = £36.00 Utilitie Oct-Dec = £90.00	182.88
Bartletts	New Hornbeams- Treatment	216.00
Staff Cost	Confidential	