



## Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on the 26<sup>th</sup> October 2024  
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

**Present:** Parish Cllrs: G Crickett (Chairman), C Bird (Vice Chairman), D Carpenter, N Gardner, K Laponder, C Parker, E Potts, S. Thomas

**In Attendance:** Irene Bowie, Parish Clerk, MBC Councillor Kehily and members of the public

### 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.

It was RESOLVED to accept the apology and reason given from Councillor Down.

1.2 Declaration of Changes to the Register of Interests. There were no declarations of changes to the Register of Interests.

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.

Councillor Parker declared an interest in agenda item 11.1

Councillor carpenter declared an interest in agenda item 11.1

1.4 Requests for Dispensations. There were no requests for dispensations.

1.5 Declarations of Lobbying. There were no declarations of lobbying

### 2. 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.**

Matters Raised:

Traffic on Forstal Lane

Mill Lane – Large Lorries causing disruption

Forstal Park Farm Increased Traffic Flow

Planning Breaches

Lack of Enforcement from MBC

### 3. To receive written reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police. MBC Councillor Kehily reported that she had received numerous complaints re Forstal Lane and Forstal Farm.

The Chairman thanked Councilor Kehily for arranging the donation of a Christmas Tree for Coxheath.

### 4. CO OPTION of Parish Councillor/s: To consider candidates for co-option. There were no candidates for co-option.

### 5. To Receive reports on matters not included elsewhere on the agenda.

5.1 Chairman of the Parish Council

Cllr Crickett

The Chairman reported that he had had a meeting with the Vicar regarding Remembrance Sunday and the Parish Councils involvement. H also reported that Brew and Bite had extended hours on a Thursday.

5.2 Playground Inspection Report

Cllr Parker

Clerk to follow up re the missing end caps for the outdoor gym.

5.3 Councillors Reports

All Cllrs

Councillor Bird raised the issue of tree coppicing and said that a quote had been submitted. It was AGREED to refer the quotation and the works to be undertaken to the Environmental Initiatives Working Group.

Reporting as the Chairman of the Village Hall Management Committee (VHMC) Councillor Carpenter advised that the Village Hall Management Committee had met with representatives of the Mortimer family regarding the purchase and siting of a memorial bench dedicated to Brian

Mortimer. The bench would be purchased and sited on land owned by the VHMC.

It was AGREED that the Parish Council would consider a donation towards the bench once costs had been received from the VHMC.

5.4 Community Litter Pick Cllr Down

5.5 Clerk's Report. Included in other agenda items.

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

To resolve that, the minutes of the Parish Council Meeting held on 24<sup>th</sup> September 2024 to be taken as read, confirmed as a correct record and signed by the Chairman.

It was AGREED to defer the approval of the Minutes to the November meeting.

**7. Finance:**

7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

It was RESOLVED to authorise the payments on the schedule.

<b>Vodafone</b>	Vodafone £20.94 October2024	25.88
<b>Ionos</b>	Ionos £13.80 October2024 Ionos £48.00 October2024	61.80
<b>HP Instant Ink</b>	HP Instant Ink £25.49 October2024	25.49
<b>Adobe</b>	Adobe 19.97 October2024	19.97
<b>RBL</b>	Memorial Wreath and £10 donation	34.49
<b>Dave Mann</b>	October Planting Maintenance/ Grass cutting	1,458.97
<b>KALC Training</b>	Planning Training	60.00
<b>Glasdons</b>	x2 New Benches	1,870.32
<b>East Farleigh PC</b>	Contribution to Heath Road Highways Project.	1,000.00
<b>Mrs C Mickleburgh</b>	Honorarium MUGA Stockett Lane second Instalment	520.00
<b>Kent County Playing Fields Association</b>	Subscription 2023 and 2024	40.00
<b>Staff Costs</b>	Confidential	

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

RESOLVED: To cancel the cheque to Unity trust Bank for £80,000 and replace it with a cheque for £75,000.

7.3 Banking Arrangements – Update.

7.4 To consider any grant or donation requests. There were none

7.5 To receive spend versus budget April – September 2024. The budget vs Spend was circulated and noted

7.6 Budget requirements for 2025/26 The Cler/RFO requested any expenditure requests for 2025/26 were set to her before the Finance Committee meeting.

7.7 To receive and consider a Grant Monitoring Form.

RESOLVED: To adopt the Grant Monitoring Form

7.8 To consider any late financial matters. There were no late matters.

**8. Planning: To receive the decisions and recommendations from the Planning Committee.**

(Councillors Gardner (Chairman) , Carpenter, Crickett, Laponder and the Parish Clerk)

The Chairman of the Planning Committee gave his report.

**9. Working Groups: To receive Updates and Recommendations.**

9.1 **Recreation & Youth Working Group.** (Councillors Potts, Bird and Laponder)

**9.5.1 To receive recommendations.** There were no recommendations from the group

9.2 **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)

9.2.1 Parish Portal Report. Received and noted

9.2.2 Resident email re accident on Heath Road. The email had been circulated . It was AGREED

that the Working Group would review all communication prior to producing the draft Highways Improvement Plan (HIP).

It was AGREED that the Working Group would meet ( via TEAMS) with KCC to discuss the Process for compiling the HIP.

9.3 **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)

It was AGREED that the Parish Council would pay for the printing the Order of service for Remembrance Day

The arrangements for the Christmas Tree and the switching on of the lights was AGREED. Switch on will be at 5 pm on the 1<sup>st</sup> December. Councillor Crickett will organize refreshments. The Clerk confirmed that she had arranged the KCC License for the position of the lights on lampposts. Clerk to follow up with Avanti.

9.3.1 To consider and agree the arrangements for the Village Christmas Lights and Tree

9.3.2 To consider a Land Usage Agreement from Avante (Coxheath) Management Ltd

9.3.4 To consider and agree on the arrangements for Remembrance Sunday, 10<sup>th</sup> November 2024

9.4 **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann)

9.5 **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas.

Non-Councillors Mr. D Mann and Mr. N Hadley.

9.5.1 To receive recommendations.

It was AGREED to move forward and investigate fully the installation of a Pavilion which would be used for the benefit of the community. Clerk to contact Passmores in the first instance for an initial quotation and advice.

It was AGREED that the project would be funded from Section 106 Monies if it were to go ahead.

9.6 **Social Media.** Councillors Gardner, Thomas and Parish Clerk.

9.6.1 To Consider the formation of a Media and Communications Working Group

Councillor Gardner reported that the Group had met and discussed :

1. Rename and create a working group. Media and Communications
2. Update and reorganise the website – modernise and improve
3. Review and update Facebook page – newsfeed, pics, etc...
4. Improve engagement with Website/Facebook ...possibly create an Instagram picture flow
5. New Logo – modernise the village logo to be more in line with other parish logos
6. Forge links with key organisations within the community – outreach to the surgery, walk-in centre, other organisations
7. Councillors Gardner and Thomas to have access to PC Facebook and Website
8. Create informative videos with people of note e.g. Clare, MP, PC, headteacher, etc...
9. Consider creating an annual Village award – encourage village pride

It was AGREED that the Group would be renamed Media and Communications Working Group.

It was AGREED that Councillor Gardner and Thomas would have access to the Pc Facebook Page and also to the Parish Council website. Access would not be given to the Parish Council section of the Website.

**10. Correspondence:**

10.1 To table items of late correspondence:

10.2 Items circulated:

10.2.1 COMMUNITY WARDENS

10.2.2 VILLAGE HALL FILES - ACTION REQUIRED! From Action with Communities in Rural Kent (ACRK), - Forwarded to VHMC

10.2.3 Community Centre Grant - Southern Water – Forwarded to VHMC and Scouts

10.2.4 PCC LAUNCHES CONSULTATION ON THE NEW POLICE AND CRIME PLAN FOR KENT.

10.2.5 SOUTH EAST WATER WANTS YOUR VIEWS! REQUEST TO PARTICIPATE IN A STAKEHOLDER SURVEY

10.2.6 Weekly Bulletin for Week Ended 25 October 2024

10.2.7 Kent County Council - 'Carers' Voice' Involvement Workshops - they want your views

10.2.8 You're invited to the KALC Climate Change Conference on 5 November 2024

All correspondence was noted.

**11. 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 because 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.

11.1 RESOLVED to accept the quotation from Mr D Mann for 2025/26 for Village Grass Cutting and Floral Displays

Councillors Carpenter and Parker having declared an interest left the room.

11.2 To receive and consider Legal Advice pertaining to a Coxheath Residents Village Hall Management Committee.

Legal Advice was circulated and noted.

**Meeting Dates 2024:**

**FULL COUNCIL :** 26<sup>TH</sup> November.

**PLANNING COMMITTEE:** 6.45 pm prior to the Full Council Meetings listed above.

*Please note Planning Committee meetings may be cancelled if not required.*

**FINANCE COMMITTEE:** 14<sup>th</sup> November

***These minutes are not a verbatim record of the meeting but a record of resolutions made.***

There being no further business to be transacted the Chairman closed the meeting at 9:28 pm

Signed :

Date:

Chairman ( Please Print Name):