

Coxheath Parish Council

Minutes of Meeting on 26th March 2019

Meeting No:	10/18/19
Date:	Tuesday 26 th March 2019
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs: R Divall (Chairman); C Bird; D Carpenter; G Down; V Page; E Potts; C Skinner; E Small. R Webb; J Wilson; K Woollven;
In Attendance:	T Ketley (Parish Clerk) I Bowie (Parish Clerk designate). One member of the public

PRIOR TO THE START OF THE MAIN MEETING:

Councillor Potts paid tribute to Terry Ketley, who is to retire on the 31st of March. Terry provided over twelve years of outstanding service as Clerk and Responsible Financial Officer to the Parish Council. Cllr Potts presented Terry with a retirement gift from Councillors, each of whom expressed their thanks and best wishes. A presentation was also made to Jan Ketley for the support she has also given to the Parish Council.

Terry Ketley thanked the Council for their support.

Representations were received from one member of the public regarding the damaged bollards at the pedestrian crossing following an accident.

The Chairman, opened the formal Parish Council meeting at 7.38 pm.

Main Meeting:

167 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 received: Cllr C Parker; Cllr L Parfitt-Reid (Maidstone Borough Council); Cllr P Stockell Kent County Council; Cllr A McKinley (KCC Community Warden)

168 Casual Vacancy

The Chairman informed the meeting that there were currently vacancies for two Councillors on the Parish Council, of which one was currently authorised for co-option. The Clerk confirmed that notices had been displayed in line with the regulations. MBC confirmed that as there was no request for an election the Parish Council could Co-opt new members.

The Clerk reported that an application had been received from Mr Darren Carpenter.

The Chairman invited Mr Carpenter to address the Parish Council. Mr Carpenter spoke regarding his interest in the Parish and reasons for wanting to join the Parish Council. Members discussed the application and it was proposed by Cllr Divall to co-opt Mr Carpenter to the Parish Council, this was seconded by Cllr Woollven and agreed by all present. Mr Darren Carpenter was therefore Co-opted onto the Parish Council as a Parish Councillor.

169 Consideration of any request to film or record all or part of the meeting

There were no requests to record the meeting. Cllr Webb took photographs of the retirement presentation to the Clerk, Mr Terry Ketley.

170 Consideration of items to be taken in private because of the disclosure of exempt information

In view of the confidential nature of an item of business to be transacted at Agenda Item 186.4 the press and public were to be excluded from that part of the meeting.

171 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.

Cllr Webb declared an interest in agenda item 174, Cynthia Webb Commemorative Seat

172 Reports from Police Representative and Community Warden Appendix A

Adam McKinley provided a report which was read out by the Chairman.

173 Minutes of the Parish Council Meeting

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

173.1 Minutes of Parish Council Meeting 26th February 2019

The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Skinner proposed that the minutes be accepted as a true account of the meeting and this was seconded by Cllr Potts.

Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Divall.

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

154.1 It was noted that Royal Mail had confirmed that they would inspect the village centre postbox and that, if they deemed it necessary, they would aim to resolve the issue by the end of February 2019. It was agreed that they should also be asked to inspect the post box situated at the junction of Stockett Lane and Heathside Avenue. **T Ketley informed members that the work had been completed.**

116.98.80.62. Cynthia Webb Commemorative Seat

The quote for renovation from S W Yorke and Sons of £295.00 + VAT was circulated. Cllr Skinner proposed that this was accepted, seconded by Cllr Potts and agreed by all.

Resolved: To accept the quotation from S W York to renovate the Cynthia Webb Commemorative Bench.

156.3 Defibrillator in the Village Centre

The Clerk (designate) reported that she had initiated the grant application with the British Heart Foundation but this could not be progressed further, until permission had been obtained from Londis for the defibrillator to be

placed on an outside wall. The Clerk (designate) had written to Londis for permission. **Clerk to follow up**

155.b Addition of memorial Stone to Asset Register and Insurance Schedule.
The Clerk had notified the PC Insurers.

155.f Medical Centre

Cllr Webb raised concerns that there may be a two-year delay in building the new medical practice. It was agreed that the Parish Council will write to the medical centre requesting an update and what action will be taken to minimise the potential impacts of a delay on patients. It was further agreed that the Parish Council would also write to Helen Grant regarding this matter. Cllr Small reminded Cllr's that if the lease at the Persimmon site at Clock House Farm and the adjacent Orchard Medical Centre has expired the land will be transferred to MBC as Open Space. Cllr Webb suggested that the PC writes to MBC Property services and requests that the land is leased to CPC along with the 2 redundant play areas currently under discussion.

The Clerk (designate) had written to all parties. **Clerk to follow up**

175 Councillors' Reports

Members Individual reports

a. Coxheath Neighbourhood Website.

Cllr Woollven reported that crimes are being reported on the website and concerns raised regarding the lack of police presence in the Community . It was agreed that the Clerk would obtain the contact details for the PCSO

b. Chemical Waste near the Substation

Cllr Small reported that he had seen 6 large containers of chemical waste which had been left at the substation. Another Cllr reported that they had subsequently been removed.

c. HGV on Heath Road

Cllr Small raised concerns regarding the volume and speed of HGV's on Heath Road. He suggested that the PC should consider a Traffic Survey. Cllr Wilson notified Cllr's that he was part of an HGV Working Party and that Coxheath is included in the pilot area. One of the aims of the group is to ask KCC for an enforcement team to deal with HGV's. Cllr Wilson stated that it was hoped that the plan would be in place by the end of the year.

d. Village Litter Pick

Cllr Down reported that the dates for the next litter picks would be circulated to Cllrs and made available to the KM.

e. Crime and Disorder Committee

Cllr Webb provide members with an update from the meeting. He reported that new Police Officers , when fully trained, would prioritise urban areas allowing PCSO's time to focus on rural communities. Cllr Webb also reported that he had raised the issue of parking on the kerbs within Coxheath. He agreed to circulate a list which contains information regarding parking enforcement responsibilities of the Police or Maidstone Parking Services. **Clerk to circulate the list when received from Cllr Webb.**

f. Speedwatch

Recent speedwatch on Sunday monitored 220 Vehicles in 2 hours. Of these 18% (40) were speeding. The highest speed was 50 mph.

g. Lack of White Lines (road markings) within the Village

Cllr's raised concerns that many of the white lines on the road were not clearly visible. The Clerk reminded Cllr's that these should be reported via the Parish Portal

and/or included on the Highways Improvement Plan HIP. **Clerk to register with Highways Parish Portal**

h. Police Meetings

Cllr Skinner asked if these liaison meetings with Kent Police had been restarted and if so how would this be actioned. **Clerk to enquire and advise Cllrs.**

i. VHMC Vacancy for a Handyman

Cllr Potts reminded members that the VHMC were advertising for a handyman.

176 Finance (Appendix A)

176.1 To Agree Financial Performance Against Budget February 2019

The Financial Performance against Budget reports for February 2019 was tabled and the content was noted and agreed.

176.2 Online Banking

The Clerk (designate) outlined the advantages and safe guards for Parish Council online banking. It was proposed by Cllr Bird and seconded by Cllr Webb that the Clerk would proceed to set up online banking with NatWest. This was agreed by all.

Resolved; The Clerk will obtain the necessary documents for the setting up of online banking for the Parish Council

178 Planning

178.1 To receive draft minutes of Planning Committee Meeting 7th March 2019

The draft minutes were received.

178.2 To table planning applications dealt with since last meeting

178.2.1 **19/500583/FULL Broken Tree. Forstal Lane**

Part retrospective and part proposed application for the material change of use of land to allow the stationing of two residential caravans and the storage of one touring caravan for use by a traveller family unit together with associated access, parking facilities, hardstandings, cesspit and landscaping (retrospective elements being the use of land for siting two residential caravans, the installation of an access and cesspit with proposed elements being revised siting of mobile homes and provision of new associated hard-standings and reduced access and parking areas). **CPC Approval with caveats**

178.2.2 **19/500456/FULL Corylus Cottage 165 Heath Road**
Demolition of existing single storey extension and erection of a part two storey and part single storey rear extension, single storey side extension and wooden structure framework to the front as a feature. (Resubmission to 18/502887/FULL) **CPC Objection**

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

178.3.1 **17/502072/OUT Land South of Forstal Lane**

Submission of Details to Discharge Condition 15 Air Quality assessment and mitigation measures subject to 17/502072/OUT. **MBC Approved**

178.3.2 **18/506028/SUB Land South of Forstal Lane**

Submission of Details to Discharge Condition 3 (Construction Method Statement) Condition 16 (Contamination) and condition 23 (Foul Water and Surface Water Drainage Strategy) Subject to 17/502072/OUT **MBC Approved**

179 Neighbourhood Plan and Strategic Planning

Update

There were no updates. It was agreed that in the absence of any progress or updates this item would be removed from the agenda.

- 180 Traffic and Community Safety** Review Progress
- 180.1 Update meeting with KCC Highways 21st March 2019
The Clerk (I Bowie) reported that the Parish Council should report all highways matters via the Parish Portal. This will ensure that the work is actioned and can be followed up. The Clerk (I Bowie) reported that she would obtain a copy of the HIP (Highways Improvement Plan) for Councillors to complete with prioritised actions around the Village.
Clerk to circulate HIP.
Clerk to register PC on Highways Parish Portal.
- 181 Maintenance Issues** Review Progress
- 181.1 Repair of Play Area Equipment Village Hall. The Clerk (T Ketley) confirmed this had now been completed.
- 182 Youth and Recreation** Review Progress
- No Report
- 183 Development of Multi-Use Games Area (MUGA)**
- 183.1 Mark Byatt Update Cost Breakdown for Linden Farm
It was agreed to defer this item to the next meeting due to the late receipt of the costings.
- 184 Seasonal Events**
- 184.1 **Annual Meeting of the Parish Wednesday 22nd May 2019**
The Clerk confirmed that a Heart Of Kent Ambassador agreed to be the guest speaker.
- 185 Correspondence**
- 185.1 To table items of late correspondence
- 185.1.1 Parish Services Scheme Grant Formal Funding Agreement
Noted and accepted by all. Clerk to confirm acceptance.
- 185.2 Items circulated for information: For further information contact the Clerk
- 185.2.1 NALC CEO Bulletins 01/02/19, 08/02/19
- 185.2.2 KALC Operation Brock
- 185.2.3 PKF Littlejohn – Webinar/End of Year Processes
- 185.2.4 Coxheath Residents Village Hall Minutes
- 185.2.5 Litter Picking Dates - April 2019
- 185.2.6 Cancer Research UK Walk North Downs 9th June
- 185.3 Items acted on:
- 185.3.1 District PCSOs - Understanding the relationship with Parish Councils
- 185.4 Items for discussion/action
- 185.4.1 Countryside Proposed extension of current 30mph speed limit to Heath Road Cllr Parker has responded
- 185.4.2 Heath Road Linton- surgery working party.
All items noted
- 186 Invoices for Payment, receipts and balances:**
- 186.1 Update of account for 2018/19 including payments received
- 186.2 Accounts paid since the last meeting to be ratified
- 186.2.1 Heart of Kent Hospice (Donation) £ 300.00
- 186.2.2 CPC Christmas Tree (Cllr Webb) £ 219.99
- 186.3 Accounts for payment:
- 186.3.1 Clerk Salary Terry Ketley (March 2019) £ 1208.00
- 186.3.2 Clerks Salary Irene Bowie (March 2019) £ 568.80
- 186.3.3 Viking Payments - Office Stationery £ 61.64
- 186.3.4 Maidstone Borough Council - Repairs to Village Hall Play Area Equipment £ 879.00

186.3.5	Coxheath Email Accounts 1 + 1 IONOS	£	14.10
186.4	Payment requests to be discussed for approval and payment		
186.4.1	KALC Subscription 2019-20	£	1255.20

All Payments approved. Proposed by Cllr Webb Seconded by Cllr Potts agreed by all.

187 Date of Next Meeting: 7.30 pm Tuesday 30th April

The meeting closed at 9pm

Irene Bowie
Clerk to the Parish Council
Email: clerk@Coxheathparishcouncil.org.uk

Appendix A

172 Community Warden Report

Less reports of anti social behaviour this month through me. Lots of welfare visits, quality of life visits.

Lots of residents concerned about parking since the new car park charges, people parking in Crispin Court etc

Number plate was found by resident and handed to me if anyone is missing this from their vehicle

This week and last I have been covering for another warden, so I have been doing visits from here to Tonbridge so apologise if you haven't seen me we are quite stretched in the team. I have also taken on the role deputy leader that means when the supervisor is off I take on her responsibilities, which also means going to meetings and standing in for both boroughs.

Any concerns contact me.

Adam McKinley -Kent Community Warden Service Mid Kent |Maidstone and Tonbridge and Malling Team, Coxheath, Hunton, Linton, East Farleigh, West Farleigh | Public Protection Service Growth ,Environment and Transport 07811271021

176 Finance

**PERFORMANCE AGAINST BUDGET – MARCH 2019
EXPENDITURE AGAINST PRECEPT
(OCTOBER 2018 – MARCH 2019)**

Ref.	Sub Heading	Budget 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
P1	Clerk's Salary and PAYE	14,700	2,114	1,208	1,208	2,114	2,346			10,762
P2	Clerk's National Ins	1,470	334	0	0	335	0			1,004
P3	Office Expenses	1,900	112	207	457	18	886		<i>145</i>	2,256
P4	Village News & Printing	1,800	0	0	0	0	0			120
P5	Website & Stationery	1,000	8	8	314	8	8		<i>215</i>	1,163
P6	Chairman's Expenses	0	0	0	0	0	0			0
P7	Members Expenses	200	0	0	0	0	0			0
P8	Subscriptions	1,500	20	0	0	0	0		<i>209</i>	1,116
P9	Village Hall Grant	7,020	7,020	0	0	0	0			7,020
P10	Room Hire	600	0	0	0	139	0			208
P11	Insurance	1,800	0	0	0	0	0			1,582
P12	Audit Fees	850	0	0	0	400	0		<i>60</i>	700
P13	Donations and Grants	2,400	0	0	0	0	1,500			3,030
Total: Precept		35,240	9,608	1,423	1,979	3,014	4,740		<i>629</i>	24,221

PERFORMANCE AGAINST BUDGET – MARCH 2019
EXPENDITURE AGAINST PARISH SERVICES SCHEME
(OCTOBER 2018 – MARCH 2019)

Ref.	Sub Heading	Budget 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
S1	Administration Costs	7,388	0	0	0	0	0			7,388
S2	Village Green	1,600	251	0	0	0	0			1,757
S3	Floral Displays	2,750	348	0	0	0	0			2,553
S4	Tree Surgery	3,500	0	0	0	0	0			0
S5	Litter & Dog Bins - Emptying	1,600	112	120	140	120	140		242	1,213
S6	Notice Boards	150	0	0	0	0	0			0
S7	Grass / Hedges	2,500	0	0	0	971	0		389	1,942
S8	Football Pitch	1,500	0	85	0	0	0		102	510
S9	Play Area	600	0	0	0	0	0			0
S10	Minor Works	4,172	0	0	0	0	0			0
Total: PSS		25,760	711	205	140	1,091	140		733	15,363

EXPENDITURE AGAINST WORKING GROUPS & RESERVES
(OCTOBER 2018 – MARCH 2019)

Ref.	Sub Heading	Set Aside 2018/19	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	VAT	Total YTD
A0	Parish Reserves Unallocated	74,500	0	0	0	0	0			0
A0.1	Traffic Calming – KCC spend	0	0	0	0	0	0			0
A0.2	Amenity and Recreation (Avante) Expiry: 05/19	65,000	0	0	0	0	0			0
A0.3	S106 – Linton Expiry:	10,160	0	0	0	0	0			0
A1	Seasonal Events	12,694	0	0	1,362	0	4,485		1,120	5,953
A2	Recreation and Youth	69,020	0	0	0	0	0			241
B0	Planning & Strategic	10,440	0	0	0	0	0			0
B1	Traffic & Safety	40,798	0	0	3,165	0	0		633	3,165

Coxheath Parish Council

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Confidential item

186.4.2 Clerk (T Ketley) Gratuity **See appendix B**

The Clerk had circulated prior to the meeting the financial details of the gratuity that was due to be paid to the outgoing Clerk Mr terry Ketley.

It was proposed by Cllr Divall and seconded by Cllr Webb that a gratuity, as per the terms specified in the Clerks Contract of Employment, that a tax-free gratuity would be paid to Mr Terry Ketley of £2,262.00

Since the gratuity can only be paid after employment has ended the cheque will be raise in the 2019-20 financial year.

Appendix B

Parish Clerk - Gratuity Calculations					25/04/2019
19	Pensions and Gratuities	- Extract from the Clerk's Contract of Employment at 23 October 2010			
19.1	Gratuity	From 01 October 2006	to	2016	at age 70
<p><i>"The council may make appropriate provision for the payment of a lump sum gratuity in accordance with the Regulations in force at the relevant time. Details are set out in the NALC Legal Topic Note LTN 34 dated November 2007. It is understood that at March 2006 such sum may be paid tax free if it is cash limited and follows the limitations set out in LTN 34. In this instance the annual rate of remuneration does not exceed the Upper Earnings Limit but is in excess of the Lower Earnings Limit. It is therefore envisaged that a retirement gratuity in accordance with the LTN 34 Appendix Example 3 would be relevant and such gratuity would be based upon the formula: 3.75% x No. of Years Service with this Council x Lower Earning Limit for the relevant tax year upon retirement. (Currently set at £97 per week - source HM Revenue & Customs Website.)"</i></p>					
<p><i>"As an example at 01 October 2010 this would provide a tax free gratuity of $3.75\% \times 4 \times 97 \times 52 = £756.60$ if approved by the HMRC Audit & Pensions Schemes Service, Nottingham."</i></p>					
	LTN 34 Percentage	3.75%	Gratuity	£	2,262.00
	LEL for 2018-19:	116	at 31-Mar-19	tax free	
	weeks to years x 52	52			
	Service to Age 70:	10 * see note 3			
<p>Notes: 1.) A KALC Review is / may required since LTN 34 was superseded in May 2012, but the Gratuity can still be paid since it is an extant Contractual Payment.</p>					
<p>2.) Advice to be sought from HMRC regarding payment Tax Free.</p>					
<p>3.) LTN 34 payment details only consider up to the age of 70, see Section 5.</p>					
<p>4.) Gratuity can only be payable after employment ceases, see Section 5, therefore can be April 2019.</p>					
<p>5.) HMRC extract 10 March 2019:</p>					
	You can only make National Insurance deductions on earnings above the Lower Earnings Limit (LEL).	Class 1 National Insurance thresholds	2018 to 2019	LEL	£116 per week
					£503 per month
					£6,032 per year