



# Coxheath Parish Council

To All Members of the Council, Press and Public

**Members are hereby summoned, and notice is given that the Statutory Annual Meeting of the Parish Council will be held on **Tuesday 24th May 2022** Village Hall commencing at 7.00 pm**

*All meetings are open to the press and public. The parish council requests that all attendees note the following:*

- meeting papers, other than agendas for the public, will not be provided;
- please do not attend if you have any symptoms that may be Covid related

## **PRIOR TO THE START OF THE MAIN MEETING:**

*Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed*

To receive reports from (if present): *Kent County Councillor Simon Webb; Maidstone Borough Councillors; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb.* The minute book will be closed.

## **AGENDA**

- 1. Election of a Chairman:**
  - 1.1 To Elect a Chairman:**
  - 1.2 To receive the Chairman's Declaration of Acceptance of Office:**
- 2. Election of a Vice-Chairman:**
- 3. Apologies and absences:**
  - 3.1 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 1862, the members present must decide whether the reason(s) for a member's absence shall be accepted.
  - 3.2 Declaration of Changes to the Register of Interests.
  - 3.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2010 in respect of members and in accordance with the provisions of the Local Government Act 1862 in respect of officers.
  - 3.4 Requests for Dispensations. 3.5 Declarations of Lobbying.
  - 3.5 Declarations of Lobbying
- 4. CO OPTION of Parish Councillor/s:**
  - 4.1 To consider candidates for co-option.
- 5. Consideration of items to be taken in private (Exclusion of Public and Press): In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1850, the public and press be excluded from the meeting by the reason of its confidential nature.**
- 6. Reports**

6.1	Chairman of the Parish Council	Cllr Parker
6.2	MBC Playground Inspection Report	Clerk
6.3	Councillor's Reports	All Cllrs
6.4	Litter Pick	Cllr Down
- 7. Allocation of Responsibilities: Committees and Working Groups : Appendix 1**
- 8. Minutes of the Parish Council Meeting**

To resolve that the minutes of the Parish Council Meeting held on 26<sup>th</sup> April 2022 to be taken as read and confirmed as a correct record and signed by the Chairman.
- 9. Matters arising from the minutes: (not included in other agenda items)**
  - 9.1 Defibrillator in the Village Centre
  - 9.2 Tree Contract – Ground Clearance Linden Road / Level 2 Survey - Saturn Road boundary
  - 9.3 Noticeboards – Fronts & Repair – Westherhill Road & The Beacons, Amsbury Road
  - 9.4 Adoption of Play areas
  - 9.5 Scout Hut Car park
- 10. Finance:**
  - 10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

- 10.2 Late Payment Request/s to be discussed for approval and payment.
- 10.3 Banking Arrangements – Update.
- 10.4 Actual vs Budget 2021/22
- 10.5 Other Financial matters
- 10.6 To receive draft minutes of Finance Committee Meeting 5<sup>th</sup> May 2022 (Appendix 2)
  - 10.6.1 To receive the recommendations of the finance committee
- 11. To receive the AGAR for the financial year ended 31st March 2022**
  - 11.1 To receive the Internal audit report:
  - 11.2 Accounts to be approved and signed:
  - 11.3 The parish council considered and approved the Annual Governance Statement for the year ending 31<sup>st</sup> March 2022.
  - 11.4 Acceptance of Annual Governance and Accountability Return (AGAR)
- 12 Planning:**
  - 12.1 To receive draft minutes of Planning Committee Meeting 19<sup>th</sup> May 2022
  - 12.2 To table late planning matters
- 13 Working Groups: To receive Updates**
  - 13.1 Recreation & Youth Working Group
    - 13.1.1 MUGA Maintenance
    - 13.1.2 Village Hall Field
    - 13.1.3 Additional Mowing of the Football pitch by the football club
    - 13.1.4 Any other matters
  - 13.2 Traffic & Community Safety Working Group
    - 13.2.1 KCC Highway Improvement Plan
    - 13.2.2 Highway Reports
    - 13.2.3 Parish Portal Report (Appendix 3)
    - 13.2.4 Any other matters
  - 13.3 Seasonal Events Working Group
    - 13.3.1 Replacement Christmas Lights
    - 13.3.2 Jubilee Celebrations
    - 13.3.3 Future projects
  - 13.4 Environmental Initiatives Group
    - 13.4.1 Tree Survey – Level 2
    - 13.4.2 Chain Link Fence
    - 13.4.3 Trees for the Queens Jubilee
    - 13.4.4 Climate Initiatives/Discussions
    - 13.4.5 Future Works
- 14 Policy Review:**
  - 14.1 Standing Orders, Financial Regulations, Work Groups Terms of Reference, Committee Terms of Reference, Section 101 Scheme of delegation, Risk Assessment , Code of Conduct, GDPR Policy FOI Publication Scheme, Parish Council Emails Policy
  - 14.2 Parish Council Computer and IT Security Policy
- 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 NALC CHIEF EXECUTIVE'S BULLETIN
    - 15.2.2 Kent's Plan Bee "No Mow May" campaign
    - 15.2.3 KALC NEWS APRIL 2022
  - 15.3 Items for discussion/action

**Dates of Future Meetings:**

28th June, 26th July, 30th August, 27th September, 25th October, 29th November

*Irene Bowie*

Clerk to the Parish Council

Email: [clerk@Coxheathparishcouncil.org.uk](mailto:clerk@Coxheathparishcouncil.org.uk)

16<sup>th</sup> May 2022

**Finance Committee x Cllrs**

Cllr **Chair**  
Cllr Bird  
Cllr Potts  
Cllr Woollven  
Cllr Small

**Planning Committee**

Cllr Page **Chair**  
Cllr Carpenter  
Cllr Webb  
Cllr Woollven  
Cllr Crickett  
*Cllr Parker substitute member*

**Recreation and Youth Group**

Cllr Potts **Lead**  
Cllr Carpenter  
Cllr Mickleburgh  
Cllr Parker  
Cllr Bird

**Seasonal Events Group**

Cllr Webb **Lead**  
Cllr Carpenter  
Cllr Parker  
Cllr Woollven

*Affiliates: Community Warden / MUGA*

**Traffic and Community Safety**

Cllr Page **Lead**  
Cllr Bird  
Cllr Mickleburgh  
Cllr Parker  
Cllr Woollven

**Environmental Initiatives Group**

Cllr Small **Lead**  
Cllr Parker  
Cllr Bird  
Cllr Crickett  
*Affiliates: David Mann*

*Affiliates: Speed Watch / Litter Pick Team*

**Areas of Interest / Coordination:**

Speed Watch Liaison / Web Site  
Play Area Safety Inspections  
Village Centre & Street Lighting  
Footpaths / PROW / Church  
Police Liaison  
Village Hall Representative  
Open Spaces / Environment  
Developer Liaison  
Kent Association of Local Councils Rep.  
NHS / Surgery Liaison  
Village News Editor  
Coxheath School

Cllr Bird  
Vacant  
Cllr Page  
Cllr Parker  
Cllr Parker  
Cllr Potts  
Cllr Small  
Cllr Webb  
Vacant  
Clerk – Irene Bowie  
Vacant  
Cllr Mickleburgh

March 2022



## Coxheath Parish Council Finance Committee Meeting Minutes from the meeting held on the 5<sup>th</sup> May at 7:30 pm in the Village Hall

Present: Cllrs: C Parker (Chairman) , C Bird, E Potts, E Small, K Woollven.  
Also present: I Bowie ( Clerk).

### PRIOR TO THE START OF THE MAIN MEETING:

*Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed. There were no members of the public present.*

#### 1. Apologies for Absence:

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. There were none

#### 2. 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.

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

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none

#### 4. Minutes of the previous meeting – 10<sup>th</sup> February 2022. It was RESOLVED that the minutes were confirmed as a correct record and signed by the Chairman.

#### 5. Matters Arising from the Minutes:

- 5.1 Update on Disabled access gates at the play area. It was AGREED to obtain a new quote from Tate for 3 gates
- 5.2 Cost of iPads for Councillors to reduce the amount of printing and to improve access to documents and information. It was AGREED that the finance committee would recommend to the full council the purchase of 6 Microsoft Surface Go 310.5 inch Pentium 4GB 84GB 2-in1 laptop and tablet. The cost per tablet was noted as £468.89 but attempts would be made to achieve a lower price. It was AGREED to recommend six Cllrs trial the laptops/tablets .
- 5.3 Cost of 2 Soldier Silhouettes for the next Finance Committee Meeting.  
It was AGREED to recommend to the full council the purchase a pair Tommy Statues from the Royal British Legion. The Coxheath crest would be placed on the base and the word to be chosen by the full Council. Total cost £350
- 5.4 Clerk to follow up the tree contractor re the planned Level 2 works it was AGREED to accept the Recommendation of the contractor to plant Hornbeam Trees for the Queens Jubilee due to the acidity of the soil. The trees would be planted in October.

#### 6. Finance:

- 6.1 Bank Reconciliation  
The combined bank reconciliation as at 31<sup>st</sup> March 2021 was confirmed as £244,642.92
- 6.2 Accounts 2021-22 (Unaudited) The accounts were circulated to members.
- 6.3 AGAR 2021-22 ( Draft). It was reported that the AGAR had not yet been signed by the Internal Auditor.
- 6.4 Banking Arrangements. To confirm that Cllr Woollven would be added to the Unity Bank Mandate.

#### 7. To review Parish Policies: There were no changes to any policies. It was AGREED to recommend to the full council that all existing policies were re adopted.

It was AGREED that the Clerk would produce a Parish Council Computer and IT Security Policy for the 24<sup>th</sup> May meeting of the parish council

**8. To receive correspondence/reports:**  
**There were none**

**9. Agenda items for the next meeting:** To be sent to the Clerk

Signed :

Chairman

Date:

# Parish Fault Report : Coxheath, Maidstone

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**Enquiry Number :** 633544

**Outstanding :** Y **Enquiry Status :** Works being programmed  
**Customer Type :** Member of Public  
**Subject :** Blocked Drain/Gully  
**Site :** HEATH ROAD  
**Location :** Outside the driveway of no 107 Heath rd ( immediately next to the speed table) are two drain gulley covers that have previously caused our house/garden to flood during rainfall. We noticed this morning that one is again completely blocked. One of ou  
**Service :** Drainage and Flooding  
**Recorded Date :** 26-Apr-2022 **Last Logged Date :** 28-Apr-2022  
**Response Date :** 26-Jul-2022 **Completion Target :** 26-May-2022

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**Enquiry Number :** 634061

**Outstanding :** Y **Enquiry Status :** Works being programmed  
**Customer Type :** Member of Public  
**Subject :** Blocked Drain/Gully  
**Site :** SPRINGETT WAY  
**Location :** 31, Springett Way, Coxheath, Maidstone, ME17 4HQ  
**Service :** Drainage and Flooding  
**Recorded Date :** 29-Apr-2022 **Last Logged Date :** 29-Apr-2022  
**Response Date :** 29-Jul-2022 **Completion Target :** 16-Jun-2022

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**Enquiry Number :** 635420

**Outstanding :** Y **Enquiry Status :** Works being programmed  
**Customer Type :** Member of Public  
**Subject :** Blocked Drain/Gully  
**Site :** SPRINGETT WAY  
**Location :** 52 and 33 Springett Way. Open grated drains in the road has vegetation growing out of it. Concern heavy rain may lead to flooding.  
**Service :** Drainage and Flooding  
**Recorded Date :** 09-May-2022 **Last Logged Date :** 09-May-2022  
**Response Date :** 08-Sep-2022 **Completion Target :** 16-Jun-2022

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# Parish Fault Report : Coxheath, Maidstone

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**Enquiry Number :** 634278

**Outstanding :** N **Enquiry Status :** Inspected but no fault found  
**Customer Type :** Member of Public  
**Subject :** Obstruction to cway/ fway  
**Site :** ORCHARD PLACE  
**Location :** A large Acer tree is overhanging the path and people have to step into the road if using a pushchair or buggy. It makes it ver difficult to pull out of the junction of Orchard place onto Heath road as you have to pull your vehicle out onto to oncomin  
**Service :** Hedge  
**Recorded Date :** 30-Apr-2022 **Last Logged Date :** 05-May-2022  
**Response Date :** **Completion Target :**

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**Enquiry Number :** 634660

**Outstanding :** N **Enquiry Status :** Enquiry resolved  
**Customer Type :** Member of Public  
**Subject :** Pothole On The Road  
**Site :** WOODLANDS  
**Location :** adjacent to 6 Woodlands left hand lane only  
**Service :** Potholes  
**Recorded Date :** 03-May-2022 **Last Logged Date :** 05-May-2022  
**Response Date :** **Completion Target :**

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**Enquiry Number :** 51985337

**Outstanding :** N **Enquiry Status :** Not highways - passed to others  
**Customer Type :** Member of Public  
**Subject :** Brown Tourist Req For New  
**Site :** AMSBURY ROAD  
**Location :** See Ref - 631086  
**Service :** Signs & Name Plates  
**Recorded Date :** 03-May-2022 **Last Logged Date :** 03-May-2022  
**Response Date :** **Completion Target :**

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