

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	07/18/19
Date:	Tuesday 27 th November 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; G Down; Mrs V Page; C Bird; R Webb; Mrs C Skinner; K Woollven; Mrs J Webb.
In Attendance:	T Ketley (Parish Clerk) and 1 member of the general public.

There were no representations from members of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.30pm.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr E Small and A McKinley (KCC Community Warden).

111. REQUESTS FOR FILMING AND/OR RECORDING

There were no requests to film or record all or part of the meeting.

112. CONSIDERATION OF PART 2 ITEMS

It was agreed that the following item should be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information:-

- Appointment of the New Clerk

113. DISCLOSURE OF INTERESTS

In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to Section 27 of the Localism Act 2011), it was understood that the members present who were living in the parish would have a pecuniary interest in setting the Precept under item 118. In the circumstances and in the absence of individual dispensation request forms, it was unanimously agreed that in order to cover members who had not filled in dispensation request forms, it was in the interests of persons living in the authority's area, for dispensation to vote on the setting of the Precept to be given to those members present.

114. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

The Clerk reported that according to the new website identified at the September meeting, crime figures remained unacceptably high during September 2018. There were 5 cases classified as anti-social behaviour, 10 cases classified as violence and sexual offences, 4 public order offences, 2 cases of criminal damage, 2 burglaries, 1 vehicle crime and 1 theft. The general feeling continued to be that this trend should be examined and discussed in more detail with Kent Police.

The Community Warden e-mailed his monthly report for November 2018, which highlighted:-

- Progress in dealing with inconsiderate parking in the vicinity of the primary school;
- Further plans for surgeries/coffee mornings;
- Working with the dog warden to discourage cases of dog fouling;
- Speaking with Maidstone Borough Council regarding the more regular emptying of litter bins around the village;
- Helping more vulnerable residents over a range of issues, including re-housing;
- Continued co-operation with the Police Community Support Officer on cases of antisocial behaviour.

Cllr Mrs C Skinner reported that the Neighbourhood Watch meeting scheduled to be held on 31st October 2018, had been cancelled. There were concerns that the Maidstone Neighbourhood Watch organisation was in danger of collapse or being switched to control from Tonbridge.

115. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Divall proposed that the minutes of the meeting held on 30th October 2018 should be signed as a true and correct record. The proposal was seconded by Cllr G Down and carried unanimously.

116. MATTERS ARISING

98.80.62.45d. Village Centre Postbox

It was noted that Royal Mail had been contacted to refurbish the post box in the village centre. A response was awaited.

98.80.62.45f. Cynthia Webb Commemorative Seat

It was noted that a quote was still awaited from S W Yorke and Sons.

99c. Car Transporter

It was noted that the subject of the car transporter unloading vehicles in the vicinity of Wakehurst Drive had been brought to the attention of the Clerk to East Farleigh Parish Council, since it was understood that the ultimate destination of the vehicles was a car sales showroom off Dean Street. It was understood that the subject would be discussed at their next Parish Council meeting in early December 2018.

100d. Repair of Village Hall Play Area Equipment

It was noted that an order had been placed with Maidstone Borough Council to effect the necessary repairs.

108q. Maidstone Borough Council – Allocation of Road Name

It was noted that Maidstone Borough Council had rejected the Parish Council's suggestion for the name of the road leading to the small development to the rear of 161 – 163 Heath Road, Coxheath. It was agreed that the decision should be challenged.

108r. KALC Annual General Meeting

Cllr K Woollven confirmed that he had attended the Annual General Meeting of the Kent Association of Local Councils on 17th November 2018. Guest speakers had included representatives from the Alzheimer's Society and Diabetes UK and all AGM motions had been carried.

108v. Maidstone Borough Council – Litter Pickers Lunch

Cllr G Down confirmed that three members of the Volunteer litter pickers group had attended the lunch organised by Maidstone Borough Council, on 23rd November 2018.

117. REPORTS

a. Village Hall Play Area

Cllr R Divall reported that safety surfaces surrounding some of the play area equipment had shrunk by approximately 50mm. Although the surfaces remained flat and were not a safety hazard at present, the situation would continue to be monitored.

b. Gates accessing Pleasant Valley Lane

Cllr R Webb reported that he had been approached by a resident to see whether the gate between the Beacon Field and Pleasant Valley Lane could be altered to become more easily accessible for mothers pushing children's buggies. It was agreed that the issue would be looked at in more detail after the winter weather had subsided.

c. KALC Maidstone Area Committee

Cllr K Woollven reported that he had been unable to attend the Kent Association of Local Councils Maidstone Area Committee meeting on 26th November 2018, due to a clash of commitments.

118. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget report for November 2018 was tabled and the content was noted and agreed.

b. 2019/20 Budget and Precept

Cllr C Parker tabled the budget report that had been considered by the Finance Committee at their meeting on 8th November 2018. He explained in detail the background to the figures presented in the report, including modest rises against sub-heads for office running costs, the annual village hall grant, Section 137 donations, floral maintenance services, grounds maintenance and minor works. There was the usual uncertainty over the size of the Parish Services Scheme grant. After some discussion, he proposed that the budget for 2019/20 should be set at £93,500.00, resulting in a declared Parish Precept of £81,250.00 (equating to an increase of approximately 2.37% per Band D property per annum), depending on the tax base which was yet to be determined by Maidstone Borough Council. The proposal was seconded by Cllr Mrs V Page and carried unanimously.

c. Floral Displays and Maintenance

It was noted that a detailed quotation had been received from David Mann with regard to the preparation, upkeep and maintenance of the village floral displays, the grass cutting of the village green in Huntington Road and the regular cutting and clearance of the car park off Linden Road. Overall, prices had been increased by 2.4% to cover rises in fuel costs. Cllr C Parker proposed that the quotation, amounting to a total of £4,415.00 should be accepted. The proposal was seconded by Cllr Mrs E Potts and carried unanimously.

d. Contribution to Office Utilities

In accordance with the current budget, Cllr C Parker proposed that an ex-gratia payment of £320.00 should be made to Coxheath Residents Village Hall, as a contribution towards office utility bills, as recommended by the Finance Committee. The proposal was seconded by Cllr R Webb and carried unanimously.

e. Grounds Maintenance

It was noted that belatedly a quotation had been received from Landscape Services for grounds maintenance and hedge cutting for 2019. The total cost amounted to £2217.57 plus VAT, which represented an increase of almost 14% on the 2018 figure. The explanation was that these services had been costed at a loss for several years and now needed to be adjusted. In view of the fact that it was very late to secure alternative quotations, Cllr Mrs E Potts proposed that the quotation should be accepted, only on the condition that a comparative pricing exercise was conducted in

the early summer of 2019. This proposal was seconded by Cllr Mrs J Webb and carried unanimously.

119. PLANNING

It was noted that the following planning applications had been considered since the October 2018 Parish Council meeting:-

- a. 18/504763/FULL – 4 Chaffinch Drive, Coxheath
Erection of a detached wooden summer house (retrospective)

The Parish Council had raised no objection to the application, following the meeting of the Planning Committee meeting on 22nd November 2018.

- b. 18/505768/ADV – Linden Farm, Stockett Lane, Coxheath.
Advertising consent to display 18 non-illuminated signs, including 3 fascia signs, 2 flag poles, 1 standing 'V' board sign and 12 other signs.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 22nd November 2018.

However, the following additional planning matters were to be noted:-

- Maidstone Borough Council had refused the application for the siting of seven mobile homes for families with Gypsy status at Blossom Lodge, Stockett Lane, East Farleigh (Ref: 18/504486/FULL);
- Maidstone Borough Council had refused the application for the erection of a single-storey pitched roof front and rear extension, along with a two-storey pitched roof side extension at 26 Forstal Lane, Coxheath (Ref: 18/504595/FULL);
- The Parish Council Planning Committee was still considering its response to Planning Application 18/505417/REM – Approval of reserved matters for appearance, layout, scale and landscaping being sought for the erection of 210 dwellings pursuant to Application 17/502072/OUT – Site H1(60), Forstal Lane, Coxheath. In particular the Planning Committee wished to see evidence of detailed highways modifications, including the promised Section 278 agreements. A final draft response was due to be considered and approved at the next Parish Council Planning Committee meeting.

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 6th December 2018.

120. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

121. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that all work on the refurbishment of the street furniture in the village centre, including the re-positioning of two bollards, had been completed by Maidstone Borough Council and an invoice for the balance of the work was now awaited. It was also noted that damage to the pedestrian crossing to the west of the village centre crossroads had been repaired.

122. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the October Parish Council meeting. Key priorities remained the siting of a salt/grit bag in preparation for winter weather and the need to resurface the car park in Westerhill Road.

123. RECREATION AND YOUTH

It was noted that Cllrs C Parker, Mrs E Potts, R Divall and Mrs J Webb had met with the Community Warden and three PCSOs on 20th November 2018, to discuss future youth initiatives. The following issues were discussed and agreed:-

- Incidents of anti-social behaviour had increased. The police were dealing with the parents of known participants;
- Consideration would be given to organising activities such as dance and various sports that were known to be popular with young people;
- There could be organised visits outside the village;
- It would be helpful if appropriate village hall users would welcome teenage participation;
- Summer projects could be organised on a cumulative basis, year on year;
- A survey would be helpful to assess young people's preferences.

124. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that there had been no significant developments since the October meeting. A more detailed breakdown of costings was still awaited from Chartway Construction.

125. SEASONAL EVENTS

It was agreed that the event to dedicate the commemorative stone outside Holy Trinity Church had passed off successfully on 11th November 2018, despite a number of last-minute complications. However, it remained to be determined how the financial responsibilities should be divided between the Church authorities and the Parish Council. Cllr R Webb would arrange a meeting with the appropriate personnel including the Clerk. In the meantime, Cllr R Webb proposed that:-

- The cost of the erection and installation of the plinth, amounting to £1,113.65 plus VAT should be paid to Geoff Cooke, in accordance with his invoice;
- The cost of printing the orders of service, amounting to £85.00 should be repaid to Rev. David Jones;
- The Clerk should be repaid the sum of £75.00 incurred in respect of the purchase of four wreaths for various village institutions, including the Parish Council;
- Cllr Webb would continue to press Gordon Newton for the cost of the granite plaque, which was expected to arrive in the country in early December 2018.

The proposal was seconded by Cllr Mrs C Skinner and agreed unanimously.

Cllr R Webb also confirmed that arrangements for the festive lighting 'switch on' event on 2nd December 2018 were complete apart from the Christmas tree, which was being delivered on site on 29th November 2018. He asked that votes relating to the best village centre shop window display should be lodged with him by 31st December 2018.

126. CORRESPONDENCE

a. Linden Gardens Show House

Mark Byatt of Chartway Construction had contacted the Parish Council offering a viewing visit on any day of the week except Thursdays. After some discussion, it was agreed that a Saturday morning visit should be requested, ideally on Saturday 15th December 2018. Cllrs R Webb, Mrs E Potts, R Divall, C Parker, Mrs C Skinner, Mrs V Page and Mrs J Webb would be interested in attending

b. Publications from Representative Bodies

The following publications had been received and were available to Councillors, through the Clerk:-

- 'KALC News' Newsletter - October 2018;
- Kent County Council 'Inside Track' Funding Newsletter – Issue No 255 – 15th November 2018;
- Applause Rural Touring Spring 2019 Season Menu of Events;
- Came and Company 'Council Matters' Newsletter – Autumn 2018;
- Kent Police and Crime Commissioner's Restorative Justice Newsletter – November 2018;
- 'Clerks and Councils Direct' Magazine – November 2018.

c. Kent County Council – Community Transport Grant Scheme

KCC Public Transport Department had clarified that bids for Community Transport Grant funds could be used for the purchase of a vehicle.

d. Marketing and Sales Material

The following marketing and sales material had been received from commercial companies and would be held on file for future reference:-

- Playdale regarding the supply of children's outdoor play area equipment;
- Aford Awards regarding the supply of cups and trophies;
- Furnitubes regarding the supply of street furniture;
- Plantscape regarding the supply of plants and shrubs;
- SSP Specialised Sports Products Ltd regarding the supply of play area equipment and sports surfaces;
- HAGS regarding the supply of children's outdoor play equipment;
- Cube Plumbing and Heating Ltd regarding commercial plumbing and heating services.

e. Correspondence from Residents

The following contact or correspondence had been received from residents since the last Parish Council meeting:-

- Dean Nash regarding a query over reported antisocial behaviour in The Beacons;
- David Parry regarding issues with Forstal Lane development site;
- Maureen Jopson regarding the retaining wall outside Hamilton House;
- Beverley Anne Smith regarding the early Christmas display in the office;
- Sally and Gavin McDermid regarding concerns over the Forstal Lane development site.

Where necessary, appropriate responses had been or would be despatched.

f. Relations with Parish Councils

The following contact or correspondence had been received from other parish Councils since the October 2018 Parish Council meeting:-

- Tovil Parish Council regarding the subject of Councillors' children attending Parish Council meetings.

g. KALC Consultations and Events

The Kent Association of Local Councils had advised details of the following consultations, correspondence and events for the information of, or with a potential input from, Parish Councils, since the October 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – 'Effective Higher Level Planning for Local Councils' (3rd December 2018 at Dover Town Council), 'Advance Planning for Local Councils' (7th December 2018 at Lenham Community Centre) and Chairmanship Conference 2018 (13th December 2018 at Orchards Events Venue, East Malling);

- NALC Chief Executive's Bulletin dated 16th November, 19th November and 23rd November 2018;
- Details of the Kent and Medway Funding Fair to be held at The Discovery Park in Sandwich, on 10th December 2018;
- Links to Kent Police news articles;
- NALC Newsletters dated 7th November and 14th November 2018;
- Kent County Council request for contact details in respect of road works/closure notifications;
- Details of the NALC Spring Conference on youth services, to be held in London on 11th February 2019;
- Details of the launch of the new Kent Association of Local Councils website;
- NALC Legal Briefing on 'Public Sector Bodies Website and Mobile Applications Accessibility Regulations 2018';
- Environment Agency Briefing on the Medway Flood Partnership;
- Information pack for Parish Councils preparing for elections in 2019;
- NALC Survey on 'Small Councils Merging';
- KALC call for evidence into national review of National Parks and Areas of Outstanding Natural Beauty;
- Kent County Council consultation on Libraries, Registration and Archives Strategy. The deadline for responses was 29th January 2019. It was agreed that the Clerk would investigate the background to this consultation and respond or advise accordingly.

h. Relations with Charities and Village Organisations

Correspondence and/or publicity material had been received from the following charities and village organisations:-

- RSPB Maidstone regarding an illustrated talk to be given on 'Northern Finland' on 13th December 2018, at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Dandelion Time regarding their Christmas Challenge 2018;
- Hi Kent regarding venues and dates for hearing aid aftercare clinics;
- Heart of Kent Hospice regarding forthcoming social and fundraising events;
- Citizens Advice Maidstone seeking funding support;
- Coxheath Residents Village Hall thanking the Parish Council for the annual grant of £7,020.00.

i. Temporary Road Closures

During the period since the October 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 26th November 2018 onwards:-

- Temporary road closure at High Street, Yalding, on 1st December 2018 for 1 day;
- Temporary road closure at Vicarage Road, Yalding, on 1st December 2018 for 1 day;
- Temporary road closure at Redwall Lane, Linton, on 10th December 2018 for up to 5 days;
- Temporary road closure at Workhouse Lane, East Farleigh, on 10th December 2018 for up to 3 days;
- Temporary road closure at Stilebridge Lane, Linton, on 11th December 2018 for up to 5 days;
- Temporary road closure at Lower Stone Street and Upper Stone Street, Maidstone, on 18th and/or 19th December 2018, for 1 night;
- Emergency road closure at Five Oak Lane, Staplehurst, on 26th November 2018 for up to 7 days;
- Emergency road closure at Tilden Lane, Marden, on 26th November 2018 for up to 3 days.

- j. **Maidstone Borough Council – Loose Neighbourhood Plan**
Maidstone Borough Council had advised the Parish Council of the Regulation 16 Consultation on the Loose Neighbourhood Plan, which ran from 2nd November until 14th December 2018.
- k. **Play Area Inspection Report**
The latest Play Area Inspection Report (dated 5th November 2018) had been received from the Maidstone Borough Council Safety Inspector. The report still indicated a number of low risk issues which had been discussed with Maidstone Borough Council contractors and subsequently ordered. The report had been copied to Cllr R Divall.
- l. **Maidstone Borough Council – SIPA Parish Grant Scheme**
Maidstone Borough Council had reminded Parish Councils that grant funds were available to improve facilities in SIPAs (Strategically Important Play Areas). The current deadline for applications was 1st March 2019.
- m. **Maidstone Borough Council – Temporary Removal of Litter Bin**
It was noted that Maidstone Borough Council had temporarily removed the litter bin outside the Post Office to allow BT to undertake some maintenance ground works.
- n. **KALC Maidstone Area Committee**
The Secretary of the Kent Association of Local Councils Maidstone Area Committee had circulated the agenda for the meeting held on 26th November 2018. A copy had been forwarded to Cllr K Woolven.
- o. **Kent County Council – Adult Social Care Performance**
Kent County Council Social Care had circulated a report on their attempts to transform their services during the period April 2017 to March 2018. A copy of the report was available to Councillors, through the Clerk.
- p. **Litter Picking Parties**
Cllr G Down had announced that the next litter clearing parties would be held on 13th and 16th December 2018 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.

127. INVOICES/RECEIPTS/BALANCES

It was noted that the following invoices had been approved for payment since the October 2018 meeting:-

£	144.00	RIP Cleaning Services – Emptying of Dog Waste Bins (October 2018) (Cheque No 002458)
£	60.61	Terry Ketley – Repayment of Petty Cash Expenses (October 2018) (Cheque No 002459)
£	102.00	Maidstone Borough Council – Cutting of Football Pitches (Cheque No 002460)
£	153.89	British Telecommunications plc – Quarterly Office Telephone/Internet Charges (Cheque No 002461)

However, it was agreed that the following invoice should be paid:-

£	1,208.00	Terry Ketley – Clerk’s Salary (November 2018) (Cheque No 002462)
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The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£	53.52 cr
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