



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday 27th June 2023 at 7.15 p.m. in Coxheath Village Hall.

Present: Parish Cllrs : C Parker (Chairman), D Carpenter (Vice Chairman), C Bird, E Chandler, G Down, G Crickett, R Mickleburgh, E Potts, E. Small, R Webb, S Whitehead, K Woollven.

In Attendance: Irene Bowie (Parish Clerk) . KCC Cllr S Webb. There were 6 members of the public present.

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. There were none.
- 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.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none.

2. 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.

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.

There were objections from some Councillors that the Kent Football Academy had attended the meeting . The Clerk and the Chairman remind those present that the press and public have a right to attend Parish Meetings. The Chairman invited the representative of the Kent Football Academy to speak. They declined to comment, stating that they attended only to introduce themselves to the Parish Council. Councillor Carpenter resigned from the Recreation and Youth Working Group. The Clerk reminded Councillors of their obligations towards her as an employee and of the Civility and Respect Project.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillor/s, Community Warden, Maidstone Borough Council Community Protection Officer.

KCC Cllr S Webb gave his report. He mentioned a request from a resident regarding the hedge on Heath Road which required cutting. He also reported that the School Crossing Patrol Officer was unwell. He reported on an email from a representative of the school regarding Highway Improvements, and stated that he would meet with them to discuss the contents and invited the Parish Council to attend. He reported that some of the items requested were unlikely to be completed by KCC.

5. Coxheath Parish Councillor Reports

- 5.1 Chairman of the Parish Council Cllr Parker

The Chairman reported that he had attended several events and meetings around the Village including the World Custard pie Championships on 10 June. Cllr Webb would report on the feedback obtained here regarding views of residents. A survey for the Enviro Group had been completed along with clearing the Linden Road Gate area. He reported that he will attend the Linton Crossroads Improvement Consultation on the 26th and 30th June 2023
- 5.2 Playground Inspection Report Cllr Mickleburgh

Cllr Mickleburgh's inspection report was received and agreed.

RESOLVED: 1. To replace the swing at a cost of £195.80.

2. Councillor Mickleburgh would order and fit the replacement swing.

- 5.3 Councillor's Reports All Cllrs
- Reports of flooding of the Fairhurst Drive play area. Clerk to report to MBC
 - Councillor R Webb reported that a recommendation would be made to the MBC Cabinet Meeting that £1.2 million of available Community Infrastructure Payments would be made available for the Linton Crossroads Scheme.
 - Cllr Small reported that there were to be 300 new police officers in Kent and that these would be 'Warranted Beat Officers'.
- 5.4 Community Litter Pick Cllr Down
Cllr Down reported that the next dates for the litter pick were 2nd and 4th July 2023. It was reported that none of the Parish Councillors were available to assist with the School Litter pick on the Parish Council fields.
- 5.5 Social Media . It was reported that the Facebook page continued to obtain views and followers. Cllr Whitehead
Cllr Chandler/ Clerk
6. **Minutes of the Parish Council Meeting.**
RESOLVED: That that the minutes of the Parish Council Meeting held on 30th May 2023 , with one amendment, were taken as read, confirmed as a correct record and signed by the Chairman.
7. **Clerk's Report: (not included in other agenda items)**
- 7.1 New Noticeboards. On order.
- 7.2 Adoption of Play areas and Scout Hut Car Park. No response from MBC.
- 7.3 To receive an update on request or a review of the MBC Parish Services Scheme. No response from MBC
- 7.4 Annual Play Area and MUGA Inspection.
RESOLVED:
1. To contact with RoSPA Play Safety for the annual RoSPA inspection of the Parish Council Play Area.
 2. To be added to the automatic annual schedule for RoSPA Play Area Inspections
 3. To purchase, as a one-off, the weekly play area inspection sheet.
- 7.5 Benches for Playing Fields. On order.
- 7.6 Play Area Surface. The Clerk reported that works had been agreed .
RESOLVED: To authorise the expenditure of £3850 + VAT for the repairs to the surface of the play area.
8. **Finance:**
- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting) .
RESOLVED The payments on the schedule were approved.
- 8.2 Late Payment Request/s to be discussed for approval and payment.
RESOLVED : By majority 6 For: 3 Against that a late invoice request for the PC to pay for the Coronation Leaflets ordered by the Village Hall Management Committee would be paid. Councillors Parker, Carpenter and Crickett, having declared an interest, did not vote.
- 8.3 Banking Arrangements – The Clerk reported that the NatWest mandate may need to be updated to enable the switch of accounts.
- 8.4 To note receipts of Income. The receipts of income were noted as £34,598.
- 8.5 To consider any late financial matters. There were none.
9. **To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2023.**
- 9.1 Accounts for Approval.
RESOLVED: . To accept and approve the 2022/23 accounts.
- 9.2 To receive the Internal audit report: **RESOLVED: To note and receive the internal auditors report.**
- 9.3 Section1 - Annual Governance Statement: The parish council considered and approved the Annual Governance Statement for the year ending 31st March 2023.
RESOLVED: That the Chairman and the Clerk signed the Annual Governance Statement.
- 9.4 Section 2 – Accounting Statements: The parish council considered and approved the Accounting Statement for the year ending 31st March 2023.
RESOLVED that the Chairman and the Clerk signed the Accounting Statement.
- 9.5 Acceptance of Annual Governance and Accountability Return (AGAR).
RESOLVED:
1. To accept the Annual Governance and Accountability Return for 2022/23.

2. To set the dates for the Exercise of Public Rights as 29th June to 9th August 2023.

10. Planning:

10.1 To receive the Minutes of the Planning Committee meeting held on the 30th May 2023.

RESOLVED: To accept the Minutes of the Planning Committee Meeting 30th May 2023.

10.2 To receive the decisions and recommendations from the Planning Committee Meeting 27th June 2023

RESOLVED:

1. To accept the recommendations from the 27th June Planning Committee Meeting.

2. To delegate, to the Planning Committee, the Parish Council response to the Community Governance Review (Parishes) - Stage 2 Consultation to the Planning Committee.

11. Working Groups: To receive Updates

11.1 Recreation & Youth Working Group

11.1.1 MUGA Maintenance. Councillor Mickleburgh gave an update.

11.1.2 Football Pitch . The Clerk reported that she would be invoicing the Football Club.

11.1.3 Sports Wall Surface. It was reported that this would be looked at by the contractor for work to start, if possible, in September.

11.1.4 To receive recommendations from the Recreation and Youth Group the meeting held on 20 June 2023.

RESOLVED:

1. Councillor Carpenter would email to the Clerk a list of questions to be raised regarding a proposal for the football pitches.

2. By majority that a separate Football Pitch Working Group would be formed to make recommendations to the full council. Voting 7 For: 6 Against (The Chairman used his casting vote to vote for the proposal)

3. Members of the working group would be:

Councillor Bird

Councillor Chandler

Councillor Mickleburgh

Councillor Small

Councillor Whitehead.

4. The working group would agree the terms of reference at the first meeting.

11.2 Traffic & Community Safety Working Group

Councillor Mickleburgh resigned from the working group.

11.2.1 KCC Highway Improvement Plan. It was AGREED that the group would meet to produce the 2023/24 HIP.

11.2.2 Parish Portal Report. Noted.

11.2.3 To receive a progress update from KCC Highways regarding a safety review by the KCC Highway Planners of the build outs on Heath Road.

KCC Highways responded that in the opinion of the KCC Highways Planners :

"It is probably best if we leave the build outs as they are.

The guidance we have to follow states that we shouldn't be installing traffic calming on A or B roads, which means our only option would be to remove them. This is very likely to increase the speeds along Heath Road and could lead to unforeseen circumstances.

If for example we were to remove them, our options are limited to virtual calming and lining, which has a lot less of an effect on speeds. There also doesn't seem to be a pattern of accidents at the build outs, which is the main factor we look at when assessing whether locations are dangerous"

RESOLVED: To accept the recommendations of the KCC Highways Planners that the build outs would remain .

11.3 Seasonal Events Working Group

11.3.1 To receive and update on planned and future events.

Councillor Webb gave an update on the possible paving at the War Memorial.

11.3.2 Any other matters. Councillor Webb gave an update on volunteers wishing to improve the Border at the Church between the two Tommies. It was noted that the Parish Council does not own this land.

Councillor Webb suggested that the Parish Council should contact the Kent Resilience Forum with a view that the Parish Council might consider an Emergency Plan . Clerk to follow up.

11.4 Environmental Initiatives Group

11.4.1 To receive recommendations from the EIG group meeting held on 24 June 2023.

RESOLVED:

1. To Accept the recommendations of the Environmental Initiatives Group

2. For the Clerk to obtain quotes for the specified works.

Mr D Mann resigned as an affiliate member of the-Environmental Initiatives Group.

12. Annual Policy Review.

RESOLVED:

1. All policies were re-adopted as there had been no amendments issued.

2. To amend Standing Orders that policies , unless there were changes, would be reviewed bi-annually.

13. Correspondence:

13.1 To table items of late correspondence : Community Governance Review (Parishes) - Stage 2 Consultation to the Planning Committee. It was noted that the proposal for the status of Fairhurst Drive had been included. However, there was no indication that the proposed minor alteration, submitted by Coxheath parish Council, to the southern boundary to follow the Greensand Way had been considered.

13.2 Items circulated : For further information contact the Clerk

13.2.1 Update on rural policing in Kent OPCC/MS/OG/006/23

13.2.2 Parish Bin on the corner of Pembroke Road and Heath Road.

RESOLVED: This bin would be replaced via MBC.

13.2.3 New Neighbourhood Policing Beat Sergeant Introduction

13.2.4 Funding News for Parish Councils and Community Groups

13.2.5 Email for resident re Additional Seating in Parish Council Fields. Referred to the Environmental Working Group.

13.2.6 D-Day 80 celebrations 6th June 2024. Referred to the Seasonal Events working group.

Meeting Dates 2023: 25th July, 29th August, 26th September, 31st October, 28th November.

Finance Committee – 10th August & 16th November

Planning Committee – 18:45 hrs prior to the Full Council Meetings listed above. Please note Planning Committee meetings may be cancelled if not required.

There being no further business to be transacted the Chairman closed the meeting at 9:10 pm.

Signed:

Chairman

Date:



Coxheath Parish Council

MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Council Office Coxheath Village Hall 6.45 pm 30th May 2023

Present: R Webb, Darren Carpenter, K Woollven, Gavin Crickett.
Also Present : I Bowie (Clerk) .

PRIOR TO THE START OF THE MAIN MEETING:

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

1. **To elect a Chairman.** It was **RESOLVED** that Councillor Webb was elected as Chairman.

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. 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 Planning Committee Meeting on the 25th April 2023.** It was **RESOLVED** that the minutes of the Parish Council Meeting held on 25th April 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

5. **Clerk and Councillors Reports:** Councillor Webb gave an update on his presentation at the Hearing Sessions of the Maidstone Local Plan. He reported that he had raised objections to Coxheath becoming a rural service centre.

6. **Planning Applications:**

6.1 To table planning applications for consideration:

6.1.1 23/502283/FULL 9 Gresham Road Coxheath Maidstone Kent ME17 4EY
Erection of a single storey rear extension and changes to fenestration.
CPC No Objection

6.1.2 23/502199/FULL 24 Cricketers Way Coxheath Kent ME17 4FG
Erection of a single storey side extension with pitched roof to match existing.
CPC No Objection

- 6.2 **To table planning applications dealt with since last meeting.** There were none

6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting.

6.3.1 21/502852/FULL Forstal Farm Stockett Lane Coxheath Kent ME15 6HA

Change of use of 3no. static caravans from seasonal use by agricultural workers to holiday lets, to be used in connection with the existing holiday let business approved under MA/13/1607.

Application Refused

6.3.2 23/501030/FULL 16 South Crescent Coxheath Maidstone Kent ME17 4QB

Garage Conversion into a habitable space and erection of a single storey front extension. extension of existing driveway and dropped kerb.

Application Permitted

6.3.3 23/500628/FULL Amsbury House Amsbury Road Hunton Maidstone Kent ME15 0QH

Erection of a new timber garage.

Application Permitted

7. To table late planning applications and other planning matters received for consideration:

7.1.1 23/501304/FULL Coxheath County Primary School Stockett Lane Coxheath Maidstone Kent ME17 4PS

Install an all-weather pitch / play surface (MUGA) on part of the existing field to provide an outdoor area that can be used for both playtimes and PE. Siting of a decommissioned double-decker bus to be used as learning room classroom (Retrospective).

CPC No Objection

8. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 27th June 2023

Signed :

Chairman:

Date: