



## Coxheath Parish Council Minutes

<b>Date:</b>	<b>Tuesday 30<sup>th</sup> July 2019</b>
<b>Venue:</b>	<b>Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath</b>
<b>Present:</b>	<b>CLLrs: C Parker (Chairman); J Wilson (Vice Chairman); C Bird; D Carpenter; G Down; R Divall; V Page; E Potts; C Skinner; E Small; R Webb; K Woollven</b>
<b>In Attendance:</b>	<b>I Bowie Clerk 13 Members of the Public</b>

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

Representations were made by several members of the public regarding:

- Driver behaviour, traffic speed and parking outside and in the vicinity of the Primary School, with particular concern for the safety of the school children.
- Requests for a 20-mph School Zone outside the school.
- Lack of school places for the local children
- Concerns were raised re the number of houses being built in Coxheath.

**The Chairman, opened the Parish Council meeting at 8.13 pm.**

### **Main Meeting:**

**1. 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:

A. McKinley (KCC Community Warden); PCSO M Chivers

**2. Consideration of any request to film or record all or part of the meeting:**

*Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.*  
There were no requests.

**3. Consideration of items to be taken in private because of the disclosure of exempt information:**

It was noted that there were no items to be taken in Part 2 of the meeting due to the possible disclosure of exempt information.

- 4. 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
- 5. To receive reports from:**
- 5.1 Police Representative and Community Warden No report
  - 5.2 Kent County Councillor No report
  - 5.3 District Councillor  
 Cllr Webb reported on issues relating to parking behind the shops in the Village Centre. He reported that some cars are parked all weekend.
- 6. Minutes of the Parish Council Meeting :**  
 To consider the minutes and if in order sign as a true record
- 6.1 Minutes of Parish Council Meeting 25<sup>th</sup> June 2019  
 The minutes of the meeting were circulated to all councillors prior to the meeting for them to be reviewed. Cllr Carpenter proposed that the minutes be accepted with 2 amendments as a true account of the meeting and this was seconded by Cllr Woollven.  
**Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Parker.**
- 7. Matters arising from the minutes** (not included in other agenda items)
- 7.1 Medical Centre  
 Cllr Wilson gave his report having spent time at both practices. Concerns were raised by Cllr's and it was agreed to receive ongoing reports from Cllr Wilson.
  - 7.2 Defibrillator in the Village Centre  
 Cllr Page proposed that the PC purchased a defibrillator to be placed outside Londis whilst the grant application to the BHF was progressed. This was seconded by Cllr Carpenter. **Resolved: Clerk to research the cost of a defibrillator and case, including installation to be agreed at the next meeting.**
  - 7.3 Bi Monthly Meetings with Chartway  
 Cllr's Wilson and Webb to progress.
  - 7.4 Village Hall Acoustics  
 Cllr Potts reported that at a recent VHMC meeting it was agreed that advice would be sought regarding a suitable way forward. Cllr Potts to report back.
  - 7.5 Actions from Previous Meeting;  
 The Clerk reported that the outstanding action was the bi-weekly grass cutting in the summer months Beacons Field. **Clerk to progress**
- 8. Councillors' Reports Members Individual Reports:**  
 Village Hall:  
 Cllr Parker reported that the VHMC had completed significant works to the new toilets. Also, that a talent competition would be organised and held by the VHMC for adults and children.
- Tree Survey:  
 Cllr Parker confirmed that a tree survey would be completed on Beacon Field and Middle Field, along with the Village Hall Land with costs shared.

Sharps Found in a carrier bag near the shops.  
Cllr Woollven was concerned that despite it being reported to MBC Environmental Health the sharps were not removed immediately.

#### Traffic Enforcement

Cllr's Webb and Page to meet with Geoff Kitson to discuss lack of parking enforcement in Coxheath.

#### Parking Issues

Cllr Page reported that the missing bollards in the Village centre had not been replaced. Matter reported to MBC

#### Litter Picking

Cllr Down reported that the 18th and 21<sup>st</sup> August had been set as litter picking days.

#### Beggars in the Village

Cllr Down reported that beggars were seen on two occasions. Cllr Down to report this to Adam McKinley and PCSO Chivers

#### Playground

Rivets need replacing. Clerk to report to MBC

## 9 Finance:

- 9.1 To Agree Financial Performance Against Budget July 2019 :  
The Clerk reported that Bank Statements were not being received despite letters to Nat West.
- 9.2 Online Banking: Ongoing
- 9.3 Update of account for 2019/20 including payments received:
- 9.4 Accounts paid since the last meeting to be ratified:
- |       |   |                 |
|-------|---|-----------------|
| 9.4.1 | Clerks Salary June 2019                       | £ 1072.28       |
| 9.4.2 | BT Bill Parish Office Paid online by Clerk    | £ 149.97        |
|       | <b>Total Payment to Clerk (9.4.1 + 9.4.2)</b> | <b>£1222.25</b> |
| 9.4.3 | HMRC April, May June 2019                     | £ 1435.79       |
- 9.5 Accounts for payment:
- |       |   |          |
|-------|---|----------|
| 9.5.1 | David Mann Grass Cutting and Planting       | £ 615.47 |
| 9.5.2 | Vodafone Parish Mobile 8 July-7 August 2019 | £ 38.00  |
| 9.5.3 | Internal Auditor Fee                        | £ 450.00 |
- 9.6 Payment requests to be discussed for approval and payment
- |       |   |           |
|-------|---|-----------|
| 9.6.1 | Clerks Salary July 2019                           | £ 1072.28 |
| 9.6.2 | Clerks Expenses To be claimed at the next meeting |           |
- All payments proposed by Cllr Parker , seconded by Cllr Down and agreed by all.
- 9.7 Late Payment Request/s to be discussed for approval and payment  
Room hire for 1st April to 30th June 2019 VHMC £ 147.00  
Proposed by Cllr Carpenter, seconded by Cllr Small and agreed by all.
- 9.8 Village Hall Management Accounts  
Cllr Parker gave his report on the VHMC accounts 2018/19. He proposed that the Parish Council made a grant to the VHMC of £7250. This was seconded by Cllr Potts. The vote to accept the proposal was 11 for and 1 abstention ( Cllr Wilson).  
**Resolved: The Parish Council agreed, by majority, to fund a grant of £7250 for 2019/20 to the VHMC.**
- 9.9 Use of Payroll Company for Clerks Salary  
The Clerk explained the benefits of using an external Payroll Company for her salary. The yearly cost would be £72.

This was proposed by Cllr Page, seconded by Cllr Parker and agreed by all. Cllr Parker thanked Cllr Woollven for the provision of these services on behalf of the Parish Council.

**Resolved: To use Total Accounting as the Payroll Company for the Clerks Salary at a cost of £72 per annum**

**10 Planning:**

- 10.1 To receive minutes of Planning Committee Meeting 25<sup>th</sup> June 2019
- 10.2 To receive draft minutes of Planning Committee Meeting 18<sup>th</sup> July 2019
- 10.3 Matters arising from the minutes (not included in other agenda items)

**The draft minutes from the Planning Committee Meetings were received.**

**11 Neighbourhood Plan and Strategic Planning:**

Update

Cllr Wilson and Webb to meet with MBC to discuss the Coxheath NHP and report back to the PC.

Cllr Wilson and Webb agreed to review the MBC local plan and to report any observations at the August PC meeting.

**12 Traffic and Community Safety:**

Review Progress

12.1 HGV Pilot Scheme Initiative No Report

12.2 20 mph Initiative Outside the School

Following discussion with residents it was agreed that the Parish Council would include within the "Highways Improvement Plan", requests from residents for a 20-mph speed limit at the school.

Additionally, Cllr's Webb and Page are to meet with the Parking Services Manager from MBC regarding parking outside the school and other locations within the Village.

Cllr Webb to request the details of the Boughton Monchelsea Parish Council 20mph Initiative.

12.3 Highways Improvement Plan (HIP)

The HIP had been circulated to Cllr's prior to the meeting. It was agreed to add that resident's requests for a 20 mph Initiative Outside the School. This would be discussed with KCC Highways . Clerk to arrange a meeting with KCC Highways

**13 Maintenance Issues:**

Review Progress

13.1 Replacement Litter Bins/ Location of Salt Bins

Location of three bins supplied to MBC. Three additional locations to be agreed.

13.2 Parish Noticeboards

Cllr Parker proposed acceptance of the MBC quote for repair of the noticeboards this was seconded by Cllr Skinner and agreed by all.

**Resolved: To accept the updated quote from MBC with a maximum limit of £1500 for noticeboard repairs.**

13.3 Playground Maintenance

Cllr Parker proposed the purchase of a new mixed litter bin. This was seconded by Cllr Skinner and agreed by all.

**Resolved: Clerk to progress the purchase and installation of a new mixed litter bin for the playground. Cllr Webb to contact Geoff Cook to obtain a quote for installation of the bin.**

**14 Youth and Recreation:**

Review Progress

No report.

**15 Development of Multi-Use Games Area (MUGA):**

15.1 Update

Meeting to be arranged with Chartway. Cllr Parker, Page, Potts and Wilson to attend.

**Clerk to progress**

**16 Seasonal Events:**

No report.

**17 Correspondence:**

- 17.1 To table items of late correspondence :
  - 17.2 Items circulated for information: For further information contact the Clerk
    - 17.2.1 Fake TV Licensing Emails - Updated scam warning!!
    - 17.2.3 Community Protection In Maidstone
  - 17.3 Items acted on:
    - 17.3.1 School Litter Pick email from D Flisher
    - 17.3.2 Coxheath Village Hall play park- report from member of the public
  - 17.4 Items for discussion/action
    - 17.4.1 Street Naming and Numbering Request- Land South of Forstal Lane, Coxheath Appendix B page 10
    - 17.4.2 NALC Policy E-Briefing PC8-19 – Consultation - Draft Data Sharing Code of Practice - deadline 16 August
    - 17.4.3 Community Infrastructure Levy (CIL) Regulation 123 List Review - Public Consultation
    - 17.4.4 Planning Training - MBC
    - 17.4.5 MAIDSTONE BOROUGH LOCAL PLAN REVIEW REGULATION 18 CONSULTATION
    - 17.4.6 Annual Policing Survey
    - 17.4.7 Charity Scope, helping to find new locations for textile recycling banks
- All Items Noted

**18 Terms of Reference (TOR) for Committees and Working Groups:**

Clerk to provide TOR's to the lead of each committee and working group.

**19 Website Improvements:**

Cllr Bird and the Clerk to progress and obtain quotes.

**20 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall  
27<sup>th</sup> August; 24<sup>th</sup> September; 29<sup>th</sup> October; 26<sup>th</sup> November**

There being no further business to conduct the meeting closed at 10.01pm

Signed: Clive Parker

Date: 27<sup>th</sup> August 2019