



## Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday 29<sup>th</sup> August 2023  
at 7.15 p.m. in the Committee Room of Coxheath Village Hall.

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

**In Attendance:** Irene Bowie ( Parish Clerk) and 1 member of the public.

### 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. There were none.
- 1.4 Requests for Dispensations. There were none.
- 1.5 Declarations of Lobbying. All Councillors with the exception of Councillor Potts declared that they had been lobbied via a residents email regarding agenda item 11.3.2 the provision of Female Tommy Silhouettes.

### 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. CO OPTION of Parish Councillor/s: To consider candidates for co-option.

There were no candidates.

### 4. 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.**

- Difficulties cutting the grass near the transformer on the main Village Green due to parked cars, stones and litter.

### 5. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Maidstone Borough Council Community Protection Officer.

No Reports. It was noted that the Community Warden has resigned.

### 6. Coxheath Parish Councillor Reports

- 6.1 Chairman of the Parish Council Cllr Parker  
The Chairman reminded everyone of the Coffee and Cakes on the Green event on the 9<sup>th</sup> of September.  
Beacons Men's group. He reported on the Village Hall CCTV and that there were many signs around the Village Hall to comply with requirements.
- 6.2 Playground Inspection Report Cllr Parker  
The annual RoSPA safety report was noted. Cllr Parker reported on the monthly inspections and that there were no identified problems. The Clerk to follow up re. the missing swing seat.
- 6.3 Councillor's Reports All Cllrs  
Cllr Webb gave a report from the recent Community Group meeting which he attended.
  - The new floor in the Church should be finished in September
  - The Beacons Men's Group 17<sup>th</sup> November have arrange a talk by the Red Arrows.
  - The Library will start weekly social/chat chats on a Monday from 10:30 – 11:30 am. Refreshments will be served.
  - Coxheath Coffee and Craft Meeting on the 28<sup>th</sup> October

- Christmas- Instead of a Christmas Trail of window display the group will ask for donations from business to enable children to have the trail in the central part of the village.
- 3rd December Carols around the Christmas Tree
- 8 and 9th December the Church have organised a Christmas Tree display for the children inside the Church
- Scarecrow displays around the Village. Knitted Toppers for the Post Boxes for the Harvest period.

6.4 Community Litter Pick Cllr Down

Cllr Down confirmed the dates as 13<sup>th</sup> and 17<sup>th</sup> September 2023

6.5 Social Media Clerk

The Clerk reported that the Facebook page was regularly updated.

6.6 Kent Association of Local Councils (KALC) Cllr Small

Cllr Small reminded everyone of the current consultations as advised by KALC.

## 7. Minutes of the Parish Council Meeting:

### RESOLVED:

**That minutes of the Parish Council Meeting held on 25<sup>th</sup> July 2023 were taken as read ,confirmed as a correct record, and signed by the Chairman.**

## 8. Clerk's Report: (not included in other agenda items)

8.1 New Noticeboard. The Clerk confirmed the expected delivery date.

8.2 Adoption of Play areas and Scout Hut Car Park. Clerk to follow up with Cllr Parfitt-Reid who had offered to assist.

8.3 To receive an update on request or a review of the MBC Parish Services Scheme. Clerk to apply for funding towards the noticeboards.

8.4 Correspondence from Residents.

8.4.1 ACT Traffic Analysis Report. The Clerk reported that the resident had been advised to contact KCC and that the information could not be shared by the Parish Council.

8.4.2 Request for Tree Works Saturn Road.

Discussed under agenda item 11.4

8.5 Benches for Playing Fields. The benches had been delivered.

## 9. Finance:

9.1 To receive and authorise payments listed on the schedule (to be provided at the meeting) .

		£
<b>Dave Mann</b>	Grass Cutting and maintenance	<b>1,389.30</b>
<b>Vodafone August 2023</b>	Parish Council Mobile	<b>16.00</b>
<b>Ionos</b>	Parish Council Emails August 2023	<b>47.60</b>
<b>HP</b>	HP Instant Ink	<b>22.49</b>
<b>Adobe</b>	Adobe Systems Software Monthly Payment August	<b>19.97</b>
<b>Bartlett Tree Expert Co</b>	Drench new hornbeams 03/08/23	<b>240.00</b>
<b>Playsafety limited</b>	RoSPA Inspection	<b>378.00</b>
<b>MBC</b>	Emptying Litter Bin Play ARea	<b>389.99</b>

<b>Commercial Services Trading Ltd</b>	Quarterly Grounds Maintenance	<b>1,179.89</b>
<b>Glasdon</b>	3 x benches	<b>2,805.48</b>
<b>Amazon</b>	Toner for Laser Printer	<b>444.96</b>

9.2 Late Payment Request/s to be discussed for approval and payment.

**RESOLVED:**

**That the following payments were approved for payment:**

		£
<b>Screwfix</b>	Garden Trolley	<b>179.99</b>
<b>Wickes Ltd</b>	Repairs Playarea	<b>10.80</b>
<b>KSS air Ambulance</b>	Donation	<b>600.00</b>
<b>Royal British Legion</b>	Donation	<b>600.00</b>
<b>Heart of Kent Hospice</b>	Donation	<b>600.00</b>
<b>SAAFA</b>	Donation	<b>600.00</b>
<b>Coxheath Village Hall</b>	Room hire for April, May and June 2023	
	Small Hall Hire 12.75 hrs @£10	127.50
	Cleaning for this period	36.00
	Utilities	90.00
	<b>Total</b>	<b>258.50</b>

9.3 Banking Arrangements – Update. Additional information required by Unity.

9.4 To note receipts of Income.

Receipts of Income were noted as £140,084.11

9.5 To receive the Minutes of the Finance Committee meeting held on the 10<sup>th</sup> August 2023.

**RESOLVED:**

**That minutes of the Finance Committee Meeting held on 10<sup>th</sup> August 2023 were taken as read and confirmed as a correct record.**

9.6 To receive the recommendations of the Finance Committee.

**RESOLVED:**

**To accept the recommendations of the finance committee**

**1. A training budget of £300 should be allocated from reserves.**

**2. A budget of £ 200 for Bank Charges should be allocated from reserves**

**3. The Clerk would update the budget allocations for 2023/24**

**4. Planning and Neighbourhood Plan working Group be disbanded, and the allocated budget kept as an Earmarked Reserve.**

**5. That £15,000 of the VAT return would be allocated to the Traffic & Community Safety Working**

**Group.**

**6. That £15,000 of the VAT return would be allocated to the Youth and Recreation Working Group**

**7. Donations of £600 would be made to**

**(a) The Heart Of Kent Hospice**

**(b) SAAFA (Soldiers', Sailors' & Airmen's Families Association)**

9.7 To consider any late financial matters. There were none.

**10. Planning:**

10.1 To receive the Minutes of the Planning Committee meeting held on the 25<sup>th</sup> July 2023. Appendix 2.

**RESOLVED:**

**That minutes of the Planning Committee Meeting held on 25<sup>th</sup> July 2023 were taken as read and confirmed as a correct record.**

10.2 To receive the decisions and recommendations from the Planning Committee Meeting 29<sup>th</sup> August 2023.

**RESOLVED:**

**To accept the decisions and recommendations of the Planning Committee.**

**11. Working Groups: To receive Updates**

**11.1 Recreation & Youth Working Group**

11.1.1 Annual Play Area and MUGA Inspection Report

The annual RoSPA Inspection had been received and circulated. The PC will review any recommendations contained in the report. Cllr Parker will produce a response for the Parish Council.

11.1.4 To receive recommendations from the Working Group.

Recommendations regarding the proposals regarding the Football Pitches was covered under agenda item 12.

**11.2 Traffic & Community Safety Working Group**

**RESOLVED:**

**1. Councillor Parker would step down from the working group to reduce the number of Councillors.**

**2. Councillor Woollven was elected as the Lead for the group**

11.2.1 KCC Highway Improvement Plan

(i) Clerk to respond to KCC Highways that we would like the Vehicle Activated Speed Signs are replaced despite their refusal to do so. The parish Council has repeatedly indicated that it would pay for the signs.

(ii) Clerk to reply to KCC Highways refusal for a zebra crossing at the new surgery. KCC have indicate that this was because of the *'40 mph section of the Heath Road and that average speeds need to be below 35mph for them to be safe. We are installing a set of elderly people crossing signs however, as this was the best we could do at this location'*.

The Parish Council **AGREED** to request that the 30-mph zone is increased to encompass the location of the proposed zebra crossing.

(iii) Request replacement of the Speed Reducer sign damaged near the build outs on the Heath Road.

(iv) The Parish Council will not support nor pay for the double yellow lines near the school as proposed by KCC Highways unless enforcement can be guaranteed.

11.2.2 Parish Portal Report. Received and noted.

11.2.3 To receive recommendations from the Working Group.

**11.3 Seasonal Events Working Group**

**RESOLVED:**

**Councillor Parker would step down from the working group to reduce the number of Councillors.**

11.3.1 To receive and update on planned and future events

Cllr Webb reported that plans for Remembrance and Christmas were progressing

11.3.2 To receive recommendations from the Working Group.

1. Paving around the War Memorial. Clerk to follow up to request permission in writing permission to pave around the War memorial.

2. Request from a resident for the Parish Council to purchase two female Tommy Silhouettes.  
The recommendation from the group was that this would not be supported.

**RESOLVED:**

**By majority that the PC would not support further silhouettes at this time.**

**11.4 Environmental Initiatives Group**

11.4.1 To receive recommendations from the EIG group

The report and recommendations from the group were accepted.

**RESOLVED:**

**A budget of no more than £500 was allocated for the purchase of bulbs to be planted around the perimeter of the Village Green.**

**AGREED:**

**Clerk to communicate with residents regarding overhanging tress branches from Parish Council Owned land.**

**12. To consider proposals for the improvement of the Parish Council Football Pitches.**

**RESOLVED:**

- 1. The Parish Council would use Section 106 funds to improve the fields for all residents, this would include the football pitches.**
- 2. The Parish Council would not progress with the proposals from outside parties.**
- 3. The Clerk will :**
  - (i) Search for available grants in addition to the S106 Funds.**
  - (ii) Liaise with the relevant working groups to move the project forward.**

**13. Correspondence:**

13.1 To table items of late correspondence :

13.2 Items circulated : For further information contact the Clerk

13.2.1 KCC Family Hub Services - Public Consultation Closes 13<sup>th</sup> September 2023

13.2.2 Kent Community Warden Service Review Public Consultation Closes 3<sup>rd</sup> October 2023

13.2.3 Annual Survey on the performance of Kent Police Closes

13.2.4 KCC Budget Consultation. Closes 6<sup>th</sup> September 2023

13.2.5 NEW: Highway Information Pack 2023/24

All correspondence was noted.

**Meeting Dates 2023 :**

**FULL COUNCIL :** 26<sup>th</sup> September, 31<sup>st</sup> October, 28<sup>th</sup> November.

**PLANNING COMMITTEE:** 6.45 pm prior to the Full Council Meetings listed above. *Please note that Planning Committee meetings may be cancelled if not required.*

**FINANCE COMMITTEE :** 7.00 pm 16<sup>th</sup> November

**There being no further business to be transacted the Chairman closed the meeting at 9:28 pm**

**Signed :**

**Chairman**

**Date:**

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## Appendix 1



# Coxheath Parish Council Finance Committee Meeting

## Minutes from the meeting held on the 10<sup>th</sup> August 2023 at 7:30 pm in the Parish Office Coxheath 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 – 25<sup>th</sup> May 2023

##### RESOLVED:

That minutes of the Parish Council Meeting held on 25<sup>th</sup> May were taken as read, confirmed as a correct record and signed by the Chairman.

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

- 5.1 Unity Bank Update. The Clerk reported that new paperwork would be available for signature at the August 29<sup>th</sup> Parish Council meeting.
- 5.2 VAT Claim. The Clerk reported that the previous claim of £30,464.29 had been received. A new claim of £9957.15 for 2022-23 had been submitted.
- 5.3 New Laptop. To be purchased when the Unity Bank Account is available.

#### 6. Finance:

- 6.1 Bank Reconciliation. The bank reconciliation as at 5<sup>th</sup> July 2023 was received, noted and agreed as £ 373,612.63
- 6.2 Actual Vs Budget 2023/24. The report was received and noted. Receipts of Income were noted as £140,084.11
- 6.4 To consider virement of budget allocations 2023/24

##### RESOLVED:

1. To recommend to the full council that a training budget of £300 should be allocated from reserves.
2. To recommend to the full council that a budget of £ 200 for Bank Charges should be allocated from reserves.
3. The Clerk would update the budget allocations for 2023/24

6.5 To review section 106 expenditure 2023-24

It was reported that all the section 106 funds re planning application 14/0043 (£19,488.33) been spent on improvements to the play area at Stockett's Lane. It was noted that these funds could only be spent by the parish council on improvements to the Open Space at Stockett Lane.

It was AGREED that the Clerk would enquire if some of the Section 1-6 funds from planning application 14/0836 could be used to make improvements to the Football Pitches owned by the Parish Council.

**7. Working Groups. To review spend and forecast:**

The underspends by the working groups were discussed and it was AGREED that the groups would be encouraged to review their expenditure for 2023/24.

**RESOLVED to recommend that:**

1. **Planning and Neighbourhood Plan working Group be disbanded, and the allocated budget kept as an Earmarked Reserve.**
2. **That £15,000 of the VAT return would be allocated to the Traffic & Community Safety Working Group.**
3. **That £15,000 of the VAT return would be allocated to the Youth and Recreation Working Group.**
4. **The Clerk would update the budget allocations for 2023/24**

**8. S137 2023/24.** The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023-24 is £9.93 per Elector.

**RESOLVED to Recommend to the Full Council:**

**Donations of £600 would be made to**

- (a) **The Heart Of Kent Hospice**
- (b) **SAAFA (Soldiers', Sailors' & Airmen's Families Association).**

**9. To receive correspondence/reports:**

**RESOLVED to Recommend to the Full Council:**

**Clerk to contact Bartletts to assess the request from a resident re overhanging trees in their garden.**

**10. Agenda items for the next meeting:**

**Date of the Next meeting: 7 pm on the 17<sup>th</sup> November 2023**

There being no further business to be conducted the Chairman closed the meeting at 8:10 pm.

Signed :

Chairman

Date:





Coxheath Parish Council  
Planning Committee Meeting

**MINUTES of the PLANNING COMMITTEE MEETING**  
**held in the Parish Council Office Coxheath Village Hall**  
**6.45 pm 25<sup>th</sup> July 2023**

**Present: R Webb, G Crickett, K Woollven.**  
**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. 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 were received from Councillor Carpenter.

**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 27<sup>th</sup> June 2023**

**RESOLVED:** That the minutes of the Planning Committee meeting on the 27<sup>th</sup> June 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

**5. Clerk and Councillors Reports:** There were no reports.

**6. Planning Applications:**

**6.1 To table planning applications for consideration:**

**6.1.1 23/503116/FULL 9 Whitebeam Drive Coxheath Maidstone Kent ME17 4QY**  
Erection of a two storey rear extension.

***CPC No Objection***

**6.1.2 23/502370/FULL Woodlands Amsbury Road Hunton Maidstone Kent ME15 0QH**

Erection of a front porch and single storey rear extension, including external alterations.  
Conversion and erection of rear extension to ground floor, to provide 1no. holiday let, including insertion of a light lantern.

***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 23/502199/FULL 24 Cricketers Way Coxheath Kent ME17 4FG**  
**Erection of a single storey side extension with pitched roof to match existing.**  
**Application Permitted**

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

**8. To respond to : The Community Governance Review (Parishes) - Stage 2 Consultation.**

RESOLVED: To recommend to the full council to accept the review.

**9. To receive correspondence:**

**9.1.1 Email from DHA Planning Ltd re. a Pre-Planning Application meeting Land Adjoining the New Medical Centre. Heath Road.**

**RESOLVED:**

1. To recommend to the full council that the CPC Planning Committee should not attend a Pre-Application Meeting with DHA Planning Ltd re Land Adjoining the New Medical Centre. Heath Road.

2. That CPC should comment on Land Adjoining the New Medical Centre. Heath Road when a formal application had been made by DHA Planning Ltd to MBC.

**9.1.2 Email from MBC Planning re planning application 23/502473/Full Forstal Farm.**

**RESOLVED: Land Adjoining the New Medical Centre. Heath Road.**

To recommend to full council that having taken note of the comments from the planning officer CPC no longer wishes the application to be referred to the Planning Committee.

**10. Agenda items for the next meeting:**

**Date of Next Meeting (Please note meetings may be cancelled if not required) 29<sup>th</sup> August 2023**

There being no further business to be transacted the Chairman closed the meeting at 7:08 pm.

Signed:

Chairman

Date.