



## Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday 31<sup>st</sup> October 2023  
at 7.15 p.m. in the Committee Room of Coxheath Village Hall.

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

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

**The Chairman thanked Councillor Crickett, who had resigned, for his support and dedication to the Parish Council.**

### 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.

**RESOLVED: To accept the apology for absence and the reason given by Councillor Woollven.**

1.2 Declaration of Changes to the Register of Interests. There 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. There were none

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

There were no candidates for co-option.

### 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. The Minute Book will be closed.**

**Matters raised:**

- Village lamp post and ground planters have been taken down.
- Difficulty in cutting the Parish Council Fields due to inclement weather.

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

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

Apologies were received from KCC Cllr S Webb.

### 5. Coxheath Parish Councillor Reports

5.1 Chairman of the Parish Council Cllr Parker

Cllr Parker reported that he had attended the Community Coffee Morning, where Village fundraising activities were discussed. He also reported on a discussion with the Coxheath Football Club Manager.

Councillor Parker and Councillor Bird attended the opening of a new business in Coxheath.

5.2 Playground Inspection Report Cllr Parker

Councillor Parker's inspection report was noted. It was AGREED that the Clerk would order additional 'end caps' for the Outdoor Gym. Clerk to follow up re missing swing seat.

5.3 Councillor's Reports All Cllrs

Councillor Potts raised concerns regarding Site Safety for pedestrians at 3 Stockett Lane. Clerk to contact MBC

Planning and request a site visit.

5.4 Community Litter Pick Cllr Down

Litter Pick dates were confirmed as the 19<sup>th</sup>, 21<sup>st</sup> and 23<sup>rd</sup> of November.

5.5 Social Media Clerk

No matters to report.

6. **Minutes of the Parish Council Meeting:**

**RESOLVED:**

The minutes of the Parish Council Meeting held on 26<sup>th</sup> September 2023 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 Noticeboards and Benches. Quotations for the Noticeboard Installations had been received.
- 7.2 Adoption of Play areas and Scout Hut Car Park. Ongoing with MBC.

8. **Finance:**

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

Payee	Description	£
Dave Mann	Grass cutting - Huntington Village Green Grass Cutting – Jubilee Strip, parking area and football pitches. Planting Maintenance (Lamp post and ground planters).	1,389.30
Vodafone October 2023	Parish Council Mobile	16.00
Ionos	Emails and Domain Hosting	48.60
Hewlett Packard	HP Instant Ink	22.49
KCC	Xmas Lights Licence	37.00
Amazon	Daffodil Bulbs	51.99
Amazon	Stationery	122.85
Adobe Systems	Software Monthly Payment September	19.97
Bartlett	41107317 Maintenance Hornbeams	216.00
Chrstal Mickleburgh	MUGA Honorarium	500.00
Coxheath Village Hall	Room Hire, Cleaning, Utilities	205.38
Hoods Tree Services Ltd	Crown raise 2 Sweet Chestnut to 6m in 2 parking areas and fell and poison saplings under larger tree	960.00
Mazaars	External Auditors Fee AGAR 2023/24	504.00
Commercial Services (Landscape Services)	Quarterly grounds maintenance (July, Aug, Sept 2023)	1,179.89
Irene Bowie	Clerks Salary October 2023 Confidential	

8.2 Late Payment Request/s to be discussed for approval and payment. There were none.

8.3 Banking Arrangements – No update available.

8.4 To note receipts of Income. To be discussed at the Finance Committee Meeting

8.5 To consider any late financial matters.

**RESOLVED:**

**That the Finance Committee Meeting of the 16<sup>th</sup> November be moved to the 27<sup>th</sup> of November.**

9. **Planning:**

9.1 To receive the decisions and recommendations from the Planning Committee Meeting 31<sup>st</sup> October 2023. There were no planning applications.

9.2 Hill Farm Linton ("Greensand Place") Member Meeting 16<sup>th</sup> October Councillor Woollven was not present to provide an update.

## **10. Working Groups: To receive Updates**

### **10.1 To receive and consider a Working Group Protocol.**

**RESOLVED: That the Protocol was adopted.**

### **10.2 Recreation & Youth Working Group - To receive recommendations from the Working Group.**

It was AGREED that the third Parish Council bench would be sited at the North End of the Middle field facing the Hornbeam Trees.

### **10.3 Traffic & Community Safety Working Group**

10.3.1 KCC Highway Improvement Plan. The New HIP Documents from KCC Highways were noted.

It was noted that KCC Highways had agreed to install the bollards on the corner of Hanover Road, following representations from the Primary School Council.

10.3.2 Parish Portal Report. Received and noted.

10.3.3 To receive recommendations from the Working Group.

### **10.4 Seasonal Events Working Group**

10.4.1 To receive an update on planned and future events

The details for the Remembrance Day Service were confirmed. Councillors Parker and Webb would represent the Parish Council.

The Christmas Lights Licence had been applied for and the Licence Fee had been paid.

10.4.2 To receive recommendations from the Working Group.

It was AGREED to ask Councillor Woollven to become a member of the group. Clerk to follow up.

### **10.5 Environmental Initiatives Group**

10.5.1 To receive recommendations from the EIG group

It was AGREED to continue with two Councillors as members. It was further agreed that Mr D Mann and Mr E Small would be affiliates of the group.

It was AGREED that the Clerk would contact Hopkins to enquire if EPI Pens and Bleed Kits should be placed in the cabinet with the Parish Council defibrillator in the Scout Hut Car Park.

## **11. Correspondence:**

11.1 To table items of late correspondence :

11.2 Items circulated: For further information, contact the Clerk

11.2.1 Highway Information Pack 2023/24

11.2.2 Dream Doors Maidstone & Rochester Official Opening (Coxheath)

11.2.3 KALC Annual General Meeting Notice 2023 18<sup>th</sup> November 2023

11.2.4 Local Plan Review Main Modifications Consultation

11.2.5 KALC NEWS OCTOBER 2023

All Communication was noted.

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

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

### **12.1 To receive and consider quotations for:**

#### **12.1.1 Installation of Noticeboards and Benches.**

**RESOLVED:**

**1. To accept the quotation for the installation of two noticeboards from DB Works Ltd.**

**2. Councillors Parker and Bird to meet with the contractor to discuss details and agree a schedule of works**

**12.1.2 Improvements to the surface of the sports wall.**

**RESOLVED:**

- 1. To accept the quotation from DB Works.**
- 2. Councillors Parker and Bird to meet with the contractor to discuss details and agree a schedule of works**

**12.1.3 Beacons Field Land Clearance**

**RESOLVED:**

- 1. To accept the quotation from DB Works.**
- 2. Councillors Parker and Bird to meet with the contractor to discuss details and agree a schedule of works**

**12.1.4 Paving around the War Memorial**

**RESOLVED:**

**To accept the quotation from BCH Builders.**

**12.1.5 Village Floral Baskets, Displays and Ground Maintenance 2024**

**To accept the quotation from Mr D Mann.**

**Meeting Dates 2023 :**

**FULL COUNCIL :** 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 27<sup>th</sup> November

There being no further business to be transacted the Chairman closed the meeting at 8:45 pm

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman:**