



# Coxheath Parish Council

## Minutes of the Meeting held on 30<sup>th</sup> November 2021 at 7.00 pm in the Village Hall

Present: Parish Cllrs: C Parker (Chairman); C Bird; G Crickett; G Down; R Mickleburgh; V Page; E Small; R Webb; MBC Cllr R Webb.

In Attendance: 1 Member of the Public Cllr Parker took the minutes.

### 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*

Representations were made regarding worsening parking provision in the Village and damaged bollards outside Londis

### 1. Apologies, Declarations of Interest and Dispensations:

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1862, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies were received from Cllr R Divall; E Potts and K Woollven the reasons given were accepted by members.
- 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 2010 in respect of members and in accordance with the provisions of the Local Government Act 1862 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:

- 2.1 To consider candidates for co-option. There were no candidates.

### 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 1850, the public and press be excluded from the meeting by the reason of its confidential nature. There were none.

### 4. Reports:

- 4.1 Police Representative PCSO McCloud
- 4.2 Community Warden J Watson
- 4.3 Kent County Councillor Cllr S. Webb
- 4.4 District Councillors Cllr's R. Webb; S. Webb and Parfitt-Reid  
Cllr R Webb had been contacted by residents re parking in the Village. It was Agreed that the parish council would contact local shopkeepers to ask them to encourage customers not to park on the pavements.
- 4.5 Chairman of the Parish Council Cllr Parker  
Cllr Parker reported that Cllr Woollven had attended the Mayors Civic Service.  
It was also reported that Cllr Parker, MBC Cllr R Webb and KCC Cllr S Webb attended a community meeting. A Village Newsletter was discussed. Cllr Parker to progress possible editors.  
Church Coffee morning was also attended. Issues raised re the condition of the Scout Hut car parl. It was AGREED that Cllr Parker would progress this matter, on behalf of the PC, via MBC Cllrs.  
Fairhurst Drive Play Area PCSO to review reports of anti-social behaviour.  
Loose Parish Council meeting 19<sup>th</sup> November re the MBC Local Plan Regulation 19 consultation.  
Cllrs Parker, Webb and Woollven attended the Remembrance Service.
- 4.6 Playground Inspection Cllr Divall  
A copy of the latest MBC Playground Inspection had been circulated. It AGREED that the identified works would be completed by MBC
- 4.7 Open Spaces Councillor Cllr Bird  
Cllr Bird reported that the goal posts were in danger of collapsing. It was agreed that Cllrs Bird and Parker would attend the site and make repairs or remove the goal posts.  
It was AGREED that this item would be discussed under agenda item 9.5
- 4.8 Parish Council Environmental Initiatives Cllr Small  
It was AGREED that this item would be discussed under agenda item 9.5

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

To consider the minutes and if in order sign as a true record

- 5.1 Minutes of Parish Council held on the 26th October 2021. It was RESOLVED that the minutes were amended to show that Cllr Carpenter, Down and Page were not present. It was then RESOLVED that the minutes were confirmed as a correct record and signed by the Chairman

**6. Matters arising from the minutes (not included in other agenda items):**

- 6.1 Multi Use Games Area.  
6.2 Replacement Litter Bins; Parish Noticeboards. Clerk to follow up with MBC.  
6.3 Defibrillator (Installation and Maintenance Contract). Clerk to continue to look for an electrician to install. It was AGREED that Cllr Small would inform the Clerk of the best location for siting of the defibrillator. It was AGREED that the Clerk would obtain quotes for a maintenance contract for the defibrillator.  
6.4 MUGA CCTV It was reported that this had been installed.

**7. Finance:**

- 7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting). The payments on the schedule was AGREED.  
7.2 Late Payment Request/s to be discussed for approval and payment. KPFA Football Club payment for £20.  
7.3 Banking Arrangements. It was RESOLVED to open two accounts with Unity Bank. It was RESOLVED to add two cheques of £500 to open two accounts with Unity Bank.  
7.4 To receive the Bank Reconciliation  
7.5 To receive recommendations from the Finance Committee:  
7.5.1 To receive the draft minutes of the Finance Committee Meeting 11<sup>th</sup> November 2021. The draft minutes were received.  
7.5.2 To review the 2021/22 spend vs budget forecast. This was received and accepted.  
7.5.3 To agree budget groups for 2022/23 It was AGREED that the budget for 2022/23 would be set at £ 111,228  
7.5.4 To consider the precept and parish services scheme for 2022/23 . It was AGREED that the precept would be set at £96,200 subject to the Band D rate which would be received in December 2021. It was AGREED that the precept would be confirmed at the January 2022 meeting.

**8. Planning:**

- 8.1 To receive the draft minutes of the planning committee meeting 11<sup>th</sup> November 2021. The draft minutes were received and noted.  
8.2 To table late planning matters. There were none.  
8.3 MBC Local Plan Review Regulation 19 Consultation. It was AGREED that Coxheath and Loose Parish Councils would make a joint representation objecting to the Regulation 19 consultation. Cllr Webb to circulate a draft response to be considered by the planning committee on the 9<sup>th</sup> December. Clerk to circulate this to all Coxheath Cllrs and to the Clerk of Loose Parish council for comments prior to submission.

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

- 9.1 Recreation & Youth Working Group.  
It was RESOLVED to add Cllr R Mickleburgh to the working group.  
9.2 Traffic & Community Safety Working Group.  
It was RESOLVED to add Cllr R Mickleburgh to the working group. It was AGREED that the HIP would be sent to Jennie Watson for comment. It was AGREED that the Clerk would contact KCC Highways to establish if CPC could become part of the Average Speed Pilot Scheme.  
9.3 Seasonal Events Working Group.  
Cllr Webb reported that the Christmas Lights would be installed before the 'switching on' deadline. It was also reported that the Christmas tree had been ordered and delivered.  
It was reported that the Christmas Lights may need to be replaced. It was AGREED that GALA Lights would be invited to present to the PC in Feb/March re new Christmas Lights.  
It was RESOLVED to set a budget of £100 for the refreshments for the switching on of the Xmas lights.  
9.4 Website Group. It was reported that the old website had now been de-commissioned.  
9.5 Environmental Initiatives Group.  
Cllr Small gave his report which had been previously circulated. It was AGREED IN PRINCIPLE that 3-4 Oak Trees would be purchased for the Queens Platinum Jubilee. Cllr Small to obtain quotes.  
It was AGREED that the PC would liaise with the Woodland Trust. It was RESOLVED that a donation of £500 would be made to the Woodland Trust.  
It was RESOLVED to accept the recommendation of the Tree Survey Report. It was AGREED that a copy of the report would be sent to the VHMC. It was AGREED that the PC would, if the VHMC agreed, fund the works.  
It was AGREED that the Clerk would obtain quotes from Bartlett.

It was also RESOLVED that at each meeting one point from the KALC Environmental Bulletin would be discussed. Cllrs Small and Parker to progress. It was RESOLVED that Cllr R Mickleburgh would be the School Liaison Councillor for the parish council.

Cllr Webb reported on the need to investigate new gates for the play area. Cllr Bird to follow up and report back.

**10. Correspondence:**

- 10.1 To Table items of late correspondence.
  - 10.1 Maidstone KALC Regulation 19
  - 10.2 Email from residents re Traffic Calming.
- 10.2 To Table items circulated:
  - 10.2.1 Civility and Respect Working Group
  - 10.2.2 Heath Road Coxheath (Cllr Simon Webb)
  - 10.2.3 KALC Maidstone Meeting Agenda for Monday, 29 November 2021
  - 10.2.4 Help us to shape Kent library services for the future! Consultation
  - 10.2.5 KALC virtual Climate Change Conference - 15 December 2021
  - 10.2.6 General Events Flyer - KALC Winter Events
  - 10.2.7 MBC and Member Newsletter
  - 10.2.8 Filming permissions email from a resident
  - 10.2.9 KALC Community Awards Scheme 2022

**11. Tree Survey Report: Covered under item 9.5**

**12. To consider the following Policies:**

**12.1 Section 101 Scheme of Delegation (to replace the HCID Policy)**

It was RESOLVED to adopt the policy.

**12.2 Covid Contingency Plan**

It was RESOLVED to adopt the policy.

**13. Date of the Next Meeting: 25<sup>th</sup> January 2022**

There being no further business to be transacted the Chairman closed the meeting at 20:50 pm

Signed: Clive Parker

Chairman:

Date: 25th January 2022