



Coxheath Parish Council

Minutes of the Meeting of the Parish Council held on 28th June 2022 at 7.00 pm in the Village Hall

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

In Attendance: Irene Bowie (Parish 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

To receive reports from (if present): *Kent County Councillor Simon Webb; Maidstone Borough Councillors; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb.* The minute book will be closed.

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 1862, the members present must decide whether the reason(s) for a member's absence shall be accepted.
Apologies were received and the reason given accepted by members from Cllr V Page and Cllr E Small
- 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.
Cllr Carpenter declared a non - pecuniary interest in matters pertaining to the Village Hall as the acting Chairman of the VHMC.
- 1.4 Requests for Dispensations. None
- 1.5 Declarations of Lobbying. 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.

One item for consideration.

4. Reports

- 4.1 Chairman of the Parish Council Cllr Parker
The Chairman reported on the success of the Coxheath Jubilee Celebrations, both at the Village Hall and the Church on 2nd and 5th June 2022, including the lighting of a Beacon to recognise the 70-year reign of HM Queen Elizabeth the Second. He had also attended the 7th of June Village Hall meeting to offer his support following the resignation of their chairman and several other committee members. On the 10th of June he had joined the local walking group to examine the footpaths to the NW and SW area which were found to be in good condition. The Coxheath World Custard Pie championships were held on 18th June and were well attended. This event is now led by the Geoff Cooke – GSL for Coxheath Scouts. Other items included seeking agreement for the defibrillator to be installed at the Scout Hut; walking the Beacon Field to agree future landscape works with the EI Working Group and finding a possible Village News Editor through the Coxheath Community Group.
- 4.2 MBC Playground Inspection Report Clerk
It was reported that MBC would be making any necessary repairs.
- 4.3 Councillor's Reports All Cllrs
Cllr Mickleburgh reported on his actions re white lines having been refreshed outside the school and the issues of parking outside the sub station . It was AGREED that the latter would be referred to KCC Highways. He also reported that a meeting with school was planned for the 1st July. Cllr

Small would be invited to meet with the Environmental Lead of the School to discuss the needs of the children re environmental matters. He also reported on Linden Meadows and that the open space had been seeded and planted within the next 6 weeks and would look lovely.
Cllr Mickleburgh also reported that some Coxheath Children were being left in Maidstone because the single decker bus from Arriva was full. It was AGREED that Clerk would contact KCC Cllr S Webb re this matter.

4.4 Litter Pick Cllr Down

Cllr Down reported that the next litter pick would be held on 10th and 12th July 2022

5. **Allocation of Responsibilities: Committees and Working Groups : Appendix 1**

It was resolved that Cllr Mickleburgh would join the Environmental Initiatives Group

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

It was **RESOLVED** that the minutes of the Statutory Annual Parish Council Meeting held on 24th May 2022 , subject to one amendment, were to be taken as read and confirmed as a correct record and signed by the Chairman.

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

7.1 Defibrillator in the Village Centre. It was AGREED that Cllrs Parker and Carpenter would approach the Scouts to ascertain if the parish council defibrillator could be donated and placed at the Scout Hut.

7.2 Tree Contract – Level 2 Survey - Saturn Road boundary delayed.

7.3 Noticeboards – Fronts & Repair – Westerhill Road & The Beacons, Amsbury Road. MBC notified and repairs are expected mid-July.

7.4 Adoption of Play areas . CPC application is with MBC Legal.

7.5 Scout Hut Car Park . It was AGREED that MBC Cllr R Webb would pursue the matter with MBC. It was AGREED that the Clerk would apply for the Scout Hut to be considered by MBC as an asset of community value. Clerk to liaise with Cllr R Webb.

8. **Finance:**

8.1 To was RESOLVED to approve the following payments.

2623	MBC	Bin Emptying	130.00
2624	Dave Mann	Village Maintenance	1,237.03
2625	Bartlett	Linden Road Tree Works	4,752.00
2626	Commercial Services	Maintenance Open Spaces	199.96
2627	Irene Bowie	Vodafone June £34.48	34.48
		Ionos June	48.60
		Hp Instant Ink June	22.49
2628	Kent Air Ambulance	Donation	600.00
2629	Heart of Kent Hospice	Donation	600.00
2630	SSAFA	Donation	600.00
2631	Slide Away	Donation	600.00

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

It was AGREED that members of the finance committee would meet with members of the Village Hall Management Committee to discuss future grant applications.

8.3 Banking Arrangements – Update.

8.4 Actual vs Budget 2021/22 The Actual vs Budget figures were received and approved.

8.5 Other Financial matters:

It was RESOLVED to make Section 137 donations of £600 to each of the following charities: Heart of Kent Hospice, Kent Air Ambulance, SSAFA and Slide AWAY.

9. To receive the AGAR for the financial year ended 31st March 2022

9.1 To receive the Internal audit report:

The Annual Internal Audit Report 2021/22, signed by the internal auditor on the 27th June 2022, was received and accepted.

9.2 Accounts to be approved and signed:

The Clerk/RFO presented the statement of audited accounts which were accepted. It was RESOLVED that the statement of audited accounts was signed by Chairman .

9.3 Annual Governance Statement :

The parish council considered and approved the Annual Governance Statement for the year ending 31st March 2022. It was RESOLVED that the Chairman and the Clerk signed the Annual Governance Statement.

9.4 Acceptance of Annual Governance and Accountability Return (AGAR)

The parish council considered and approved: the bank reconciliation; explanation of variances, explanation of reserves and asset register. The parish council RESOLVED to accept the Annual Governance and Accountability Return (AGAR) for the year ending March 2022.

10. Planning:

10.1 To table planning applications dealt with since last meeting:

10.1.1 **22/502571/FULL 39 Stockett Lane Coxheath Kent ME17 4PT**

Demolition of existing conservatory and erection of a single storey rear extension.
CPC No Objection

10.1.2 **22/501786/FULL 3 Stockett Lane Coxheath Kent ME17 4PS**

Creation of a two bedroom flat within loft space.
CPC No Objection

10.2 To table decisions by the Planning Authority since the last meeting

10.2.1 **22/501497/FULL Yew House Mill Lane Coxheath Kent ME17 4HF**

Erection of single storey side extension including new pitched roof over the existing garage. **Application Permitted**

10.3 To table late planning matters

Cllr R Webb reported that the Local Plan Review will come forward for public Enquiry at the end of the autumn.

11. Working Groups: To receive Updates - all working Group to review Terms of Reference and agree a Lead Member at their first meeting of the year

11.1 Recreation & Youth Working Group

11.1.1 MUGA Maintenance – proposed arrangements accepted and in place

It was reported that residents had suggested roof netting on the MUGA to improve safety. Cllr Mickleburgh to contact Chartway re options and cost.

It was RESOLVED that Cllr Mickleburgh would purchase a leaf blower to keep the MUGA debris free and that he would be re-imbursed.

11.1.2 Village Hall Field – acceptance of Outdoor Gym behind the Play Area

It was AGREED that the recreation and youth group would obtain additional quotes and ideas.

11.1.3 Additional Mowing of the Football pitch by the football club – April / May not req'd

It was suggested that the football pitch should be 'rested' between May and June to allow the grass to recover. It was AGREED that the Clerk would establish what other Parish Councils do. It was AGREED to ask the football club if they would be happy with the concept.

11.1.4 Any other matters - None

11.2 Traffic & Community Safety Working Group

11.2.1 KCC Highway Improvement Plan - The HIP sits with KCC Highways. It was reported that KCC Highways were undergoing a restructure.

11.2.2 Highway Reports- It was AGREED that requests for Horse Signs would be sent to KCC Highways for consideration. It was noted that the salt bin on Stockett Lane

near the Village Hall was badly damaged. Cllr Mickleburgh to ask Chartway if the would be willing to remove it on behalf of the PC.

- 11.2.3 Parish Portal Report- Received and Noted
- 11.2.4 Any other matters - None
- 11.3 Seasonal Events Working Group
 - 11.3.1 Replacement Christmas Lights
Cllr Webb reported that he had been unable to meet with Gala Lights. It was AGREED that the Seasonal Events group would consider meeting on the 14th of July. Members to confirm with the Clerk.
 - 11.3.2 Jubilee Celebrations – 02 & 05 June . Cllr Webb gave his report. The events were well received and the community feedback had been excellent. It was AGREED that the parish council would look at the costs involved of purchasing a new PA system as the existing one is no longer fit for purpose. Cllr R Webb to obtain quotes.
 - 13.3.3 Future project Remembrance Sunday, Xmas Lights Licence. The Clerk confirmed that two Tommy Silhouettes had been ordered from the Royal British Legion.
- 11.4 Environmental Initiatives Group
 - 11.4.1 Tree Survey – Level 2 Clerk to follow up and arrange an on site meeting to confirm requirements.
 - 11.4.2 Chain Link Fence - Quotation accepted
 - 11.4.3 Trees for the Queens Jubilee- It was confirmed that these had been ordered. It was AGREED that the Clerk would seek advice re commemorative a plaque for the trees.
 - 11.4.4 Climate Initiatives/Discussions – Reuse & Recycle
A discussion took place regarding ways in which the parish council and Cllrs could implement this initiative.
 - 11.4.5 Future Works: Trees for the Village Green.

12. Correspondence:

- 12.1 To table items of late correspondence :
- 12.2 Items circulated for information: For further information contact the Clerk
 - 12.2.1 NALC CHIEF EXECUTIVE'S BULLETIN 22nd June
 - 12.2.2 New AR Experience in MAIDSTONE
 - 12.2.3 May 2023 elections training
 - 12.2.4 Heart of Kent Hospice Volunteering
 - 12.2.5 Fire Stoppers Campaign Toolkit - PP
 - 12.2.6 KALC COUNCILLORS CONFERENCE - 30TH JUNE 2022All items were noted.
- 12.3 Items for discussion/action

Dates of Future Meetings:

26th July, 30th August, 27th September, 25th October, 29th November

There being no further business to be conducted the Chairman closed the meeting at 9:00 pm

Signed : *Clive Parker*

Chairman

Date: 26th July 2022

Appendix 1.
Current Roles and Responsibilities .

Finance Committee **x Cllrs**

Cllr Parker **Chair**
Cllr Bird
Cllr Potts
Cllr Woollven
Cllr Small

Planning Committee

Cllr Page **Chair**
Cllr Carpenter
Cllr Webb
Cllr Woollven
Cllr Crickett
Cllr Parker substitute member

Recreation and Youth Group

Cllr Potts **Lead**
Cllr Carpenter
Cllr Mickleburgh
Cllr Parker
Cllr Bird

Seasonal Events Group

Cllr Webb **Lead**
Cllr Carpenter
Cllr Parker
Cllr Woollven
Cllr Crickett

Affiliates: Community Warden / MUGA

Traffic and Community Safety

Cllr Page **Lead**
Cllr Bird
Cllr Mickleburgh
Cllr Parker
Cllr Woollven

Environmental Initiatives Group

Cllr Small **Lead**
Cllr Parker
Cllr Bird
Cllr Crickett
Cllr Mickleburgh

Affiliates: Speed Watch / Litter Pick Team

Affiliates: David Mann

Areas of Interest / Coordination:

Speed Watch Liaison
Web Site
Play Area Safety Inspections
Village Centre & Street Lighting
Footpaths / PROW / Church
Police Liaison
Village Hall Representative
Open Spaces / Environment
Developer Liaison
Kent Association of Local Councils Rep.
NHS / Surgery Liaison
Village News Editor
Coxheath School
Litter Pickers Team Lead

Cllr Webb
Cllr Bird
Cllr Small
Cllr Page
Cllr Parker
Cllr Parker
Cllr Potts
Cllr Small (Trial basis)
Cllr Webb
Cllr Small
Clerk – Irene Bowie
Vacant
Cllr Mickleburgh
Cllr Down

May 2022