



COXHEATH PARISH COUNCIL

CLERK: Mr T M Ketley

60 Stockett Lane
Coxheath, Maidstone,
Kent ME17 4PY

TELEPHONE (01622) 745332

E – MAIL: terryketley@btinternet.com

WEBSITE: www.coxheath.net

MINUTES of the FINANCE COMMITTEE MEETING
held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath at
7.30 pm on Thursday 7th February 2019

Present: Cllrs C Parker (Chairman); Mrs E Potts; K Woollven; C Bird; Mrs C Skinner.

Apologies: None

Members of the Public: None

In Attendance: T Ketley (Parish Clerk); Mrs I Bowie (Parish Clerk designate).

1. REPRESENTATIONS FROM THE GENERAL PUBLIC

There were no representations from the general public.

2. ITEMS TO BE TAKEN UNDER PART 2 PROCEDURE

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

3. DISCLOSURE OF INTERESTS

There were no items requiring a disclosure of interests.

4. MINUTES OF PREVIOUS MEETING – 8th NOVEMBER 2018

The minutes of the last meeting held on 8th November 2019 were confirmed and signed as a true and correct record of the meeting.

5. MATTERS ARISING FROM THE MINUTES:

The key matters arising from the minutes of the last meeting were as follows:-

- The Clerk expressed concern at the lack of progress in completing the project to install a new wooden gate between the car park and the middle field off Linden Road. He would make one last attempt to establish a timeframe from Conservation Landscape Services for the completion of the work and a likely start date for the agreed upgrading/repair of certain footpaths;
- Due to the indisposition of Mark Byatt, a reply was still awaited from Chartway on the detailed breakdown of costs for the Multi Use Games Area;
- The village centre street furniture refurbishment project had been completed satisfactorily, although it was noted that one of the new bollards was now leaning at an angle;
- Action was in hand to repair the frontages of five notice boards;
- It was noted that the next step in the potential handover of redundant play areas was to approach the Property Services Department of Maidstone Borough Council to agree the process for a handover;
- It was noted that the decision had been taken at the January Parish Council meeting to request an Annual Precept of £80,000.00 for 2019/20, following the publication of the Council Tax base. The necessary paperwork had been lodged with Maidstone Borough Council.

6. PARISH SERVICES SCHEME AND PRECEPT:

The following points were noted and agreed in particular:-

- It was noted that all invoices relating to the Christmas Lights event had been paid. However, Cllr R Webb still had to be repaid for the purchase of the Christmas tree. No invoice had yet been received from EDF Energy for the unmetered electricity supply;
- The memorial plaque still had to be fixed to the ragstone plinth, although it was understood that the owner of the Stone Shop would be donating the plaque in recognition of Brian Mortimer's service to his community;
- It was understood that Maidstone Borough Council had now carried out the necessary repairs to equipment in the Coxheath Village Hall children's play area;
- It was agreed that a recommendation should be made to the February Parish Council meeting to make a donation of £300.00 to the Heart of Kent Hospice from Section 137 funds;
- It was also agreed that a quotation for a new defibrillator should be obtained for consideration at the February Parish Council meeting, with a view to locating it in the village centre, perhaps in the redundant telephone box.

7. PARISH OFFICE:

The following points were noted in particular:-

- The Clerk designate was now working on the purchase of a new laptop computer and screen, a mobile phone and an automated accounting package, in accordance with the decisions taken at the January Parish Council meeting;
- One large batch of old papers had been destroyed by Simply Shredding in December 2018. More batches would follow in February and March 2019.

8. PARISH COUNCIL ADMINISTRATION:

The following points were noted in particular:-

- The Clerk designate tabled copies of the most up-to date templates of NALC Standing Orders and Financial Regulations with a view to Committee members agreeing any necessary additions/amendments to the Coxheath documents at their May meeting;
- There had been no change in the status of the editorial position of the Village News; the Clerk would speak again to Denise Taghdissian;
- The Clerk would hold a meeting with Adam Palmer of Avongale to introduce the Clerk designate and to arrange a link with the requested East Farleigh website;
- The Clerk would be obtaining the necessary documentation from NatWest Bank to change authorised signatures and to access online banking;
- The Clerk designate was already working on procedures to ensure that the Parish Council was GDPR compliant;
- It was agreed that David Buckett should be approached to conduct the 2019 internal audit;
- Following the resignation of Cllr Mrs J Webb, there were now three potential casual vacancies, although only two could be filled in the short term, prior to the statutory process being completed following Mrs Webb's resignation. It was also noted that John Wilson had expressed an interest in joining the Council;
- It was agreed that the asset register should be adjusted to reflect the cost of the memorial plaque and the Clerk designate's new equipment, in time to be adopted at the March Parish Council meeting;
- The Clerk would prepare a village plan showing the location of all litter, dog waste and salt bins;
- The Clerk would also investigate the current status of the CCTV coverage and maintenance with Kent Police.

9. CORRESPONDENCE AND REPORTS:

It was noted that Cllr R Divall and Mrs I Bowie would be attending the Maidstone Borough Council workshop on the Community Infrastructure Levy (CIL) at Maidstone Town Hall on 20th February 2019.

10. DATE OF NEXT MEETING:

7.30pm on Thursday 23rd May 2019.

There being no further business to discuss, the meeting was closed at 09.05pm