

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	08/17/18
Date:	Tuesday 30 th January 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; Mrs V Page; R Divall; K Woollven; C Bird; G Down; Mrs J Webb; Mrs C Skinner.
In Attendance:	Cllr B Mortimer (Maidstone Borough Council), T Ketley (Parish Clerk) and 3 members of the general public.

Representations were received from three members of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.55pm.

It was noted with great regret that Marilyn Hansford had resigned from the Parish Council for personal reasons. A vote of thanks was recorded and a letter of appreciation would be sent to her.

124. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs E Small and R Webb, Cllr Mrs P Stockell (Kent County Council), Cllr Miss E Fermor (Maidstone Borough Council and A McKinley (KCC Community Warden).

125. REQUESTS FOR FILMING AND/OR RECORDING

There were no requests to film or record all or part of the meeting.

126. CONSIDERATION OF PART 2 ITEMS

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.

127. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

128. DECLARATION OF CASUAL VACANCIES

Following the resignations of Denise Taghdissian in August 2017 and Marilyn Hansford in January 2018, it was agreed that the procedure for declaring two casual vacancies should now be implemented. Notices would be placed on all notice boards and the website and Maidstone Borough Council would be informed accordingly.

129. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

In the absence of a police representative, crime statistics had been downloaded from the E- watch website. There had been thirteen crimes recorded since the November Parish Council meeting:-

- Burglary – a motorcycle stolen from a garage in Pembroke Road;
- Theft of plants from Murdoch Chase;
- Criminal damage to a fire alarm in Stockett Lane;
- Theft of garden pots and topiary balls from Stockett Lane;
- Theft of plants from Chaffinch Drive;
- Theft of nine shrubs from an address in Murdoch Chase;
- Theft of eight shrubs from an address in Aspian Drive;
- Theft of flower pots from Kennard Road;
- Theft of bushes from Chaffinch Drive;
- Burglary involving breaking into a caravan in Stockett Lane;
- Criminal damage to a vehicle in Wilberforce Road;
- Burglary involving a stolen generator from a commercial premises in Heath Road;
- Theft of a motor vehicle from Huntington Road

It was also noted that a new initiative had been mounted by Kent Police to recruit so-called Community Policing Volunteers. The recruitment campaign had finished on 29th January 2018 and more details of the outcomes were now awaited.

The Community Warden presented his report for the period since the November 2017r Parish Council meeting by e-mail. His main issues were:-

- Reports of off-road bikes being used in the vicinity of Well Street and Forstal Lane;
- Continued support for many elderly and vulnerable residents of the village;
- Working with the Maidstone Borough Council dog warden to tackle dog fouling;;
- Joining with the PCSO to give a high visibility presence to discourage inconsiderate parking in the vicinity of Coxheath Primary School;
- Continued progress with the youth club which now boasted 26 registered members and an average of 8 – 12 attendees every Wednesday evening;
- Support for Speedwatch and the litter picking volunteers, headed by Cllr G Down.

Cllr Mrs C Skinner reported that she had attended the AGM of Neighbourhood Watch on 29th November 2017 and the latest meeting of the Police Parishes Forum on 17th January 2018. Among the subjects discussed were the operations of the UK Border Force, the recruitment of a full complement of Police Community Support Officers, the rules governing the deployment and use of CCTVs and the growing incidence of cloned vehicles.

130. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr Mrs E Potts proposed that the minutes of the meeting held on 28th November 2017 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs J Webb and carried unanimously.

131. MATTERS ARISING

112.95.78.61. Parish Website

It was noted that the client testing of the revised website was underway. The next action would be to convene a meeting of the Website Editorial Board to discuss further activities/needs.

112.95.78.61. Play Area Gate Spring

After a number of hiccoughs, it was noted that the new gate spring had been repaired and was working effectively.

112.104n. New Road Name

It was noted that Maidstone Borough Council had confirmed that the new road name on the Clockhouse Farm development would be 'St Lawrence Crescent'.

118. Street Lighting in Stockett Lane

It was noted that Kent County Council Highways had reported that the four streetlights in Stockett Lane between Hanover Road and Heath Road had not been converted to LED lanterns at the same time as the others because contractors had not been able to gain access to the columns due to parked vehicles. There were no specific dates for the work to be completed but KCC Highways to complete the conversion programme on all streetlights by 31st October 2018.

132. REPORTS

a. Notice Boards

Cllr C Parker reported that all noticeboards had been cleaned, and where necessary repaired, over the holiday period.

b. Volunteer Litter Clearance

Cllr G Down reported that he hoped to recruit more volunteers for the litter picking group. He would be placing an article in the next edition of the 'Village News' to this effect.

c. Potholes

Cllr Mrs V Page confirmed that she had reported the increased incidence of potholes in Park Way to Kent County Council Highways.

d. The Late David Honey

Cllr Mrs E Potts reported with sadness that David Honey, who for many years had been the Village Hall Treasurer, had passed away suddenly just before Christmas.

e. Maidstone Borough Council Planning Issues

Cllr B Mortimer reported that he had recently been appointed to the Maidstone Borough Council Planning Committee. He mentioned that the Community Infrastructure Levy (CIL) would probably replace Section 106 funding later in the year. He also confirmed that the Londis pub opening was getting closer as flats were almost completed and ready to be occupied.

133. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget reports for December 2017 and January 2018 were tabled and the content was noted and agreed.

b. Annual Precept

Cllr C Parker reported that the Parish Council had been notified by Maidstone Borough Council that the Parish Services Scheme grant had been increased by £3.00 in 2018/19. In view of the fact that the approved budget had been agreed on the basis that there would a significant reduction to this grant in 2018/19, Cllr C Parker proposed that the Annual Precept should be reduced from £77,500.00 to £74,500.00 (ie: a reduction of £3,000.00). The proposal was seconded by Cllr Mrs C Skinner and approved unanimously.

c. Banking Mandate

It was noted that action was in hand to add Cllr Mrs C Skinner to the list of authorised bank signatories by the end of February 2018.

134. PLANNING

It was noted that the following planning applications had been considered since the November 2017 Parish Council meeting:-

- a. 17/505609/FULL – Orchard View, Well Street, Loose.
Erection of a proposed toilet/shower/reception building and bin/store/recycling area.

Following the receipt of further information from the applicant, it had been agreed to recommend the application for approval.

- b. 17/506018/FULL – 19 Duke of York Way, Coxheath.
Erection of a single-storey rear extension.

In the absence of any controversial elements to the plans, the application had been recommended for approval

- c. 17/508156/FULL – 6 Stockett Lane, Coxheath
Erection of a porch to the front elevation and a part single-storey, part two-storey rear and side extension.

In the absence of any controversial elements to the plans, the application had been recommended for approval.

- d. 17/506541/FULL/KAAL – The Victoria Inn, Heath Road, East Farleigh.
Construction of five new Local Needs Homes, including access, garages and new landscape scheme.

Subject to liaison with East Farleigh Parish Council, Coxheath Parish Council had no objection to the application from a neighbouring parish perspective.

- e. 18/500121/FULL – Blossom Lodge, Stockett Lane, East Farleigh.
Erection of a building to provide a community centre/school with associated ramps, play area and parking facilities for families living on Blossom Lodge Park (part retrospective).

Many of the aspects of this application were considered to be unacceptable and for these reasons, the application would be recommended for refusal, following further consultation with East Farleigh Parish Council

The following additional planning matters were noted:-

- Maidstone Borough Council had approved the application for the demolition of part of the existing dwelling and the erection of a replacement detached dwelling at 22 Forstal Lane, Coxheath (Ref: 17/504611/FULL);
- Maidstone Borough Council had finally approved the outline application for up to fifty five residential dwellings with access on land to the north of Heath Road, Coxheath (known as Older's Field) (Ref: MA/13/1979);
- Maidstone Borough Council had approved the application for the removal of Conditions 8 and 9 of MA/03/0032 – change of use of outbuilding to holiday cottage with alterations – to allow unrestricted residential use of the site, as the holiday let use was no longer viable at Linden Cottage, Linden Farm, Stockett Lane, East Farleigh (Ref: 17/505686/FULL);
- Maidstone Borough Council had approved the application for the conversion of a garage into habitable space with alterations to the roof, including three rooflights, and fenestration at 8 Amsbury Road, Coxheath (Ref: 17/505349/FULL);
- Maidstone Borough Council had refused the outline application (with all matters reserved) for the erection of ten dwellings (fronting Aspian Drive), comprising two detached and four pairs of semi-detached homes of two storey design with associated access, parking and landscaping on land to the rear of 161 Heath Road, Coxheath (Ref: 17/504314/OUT).

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 15th February 2018.

135. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

136. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that initial work on the refurbishment of village centre street Furniture would proceed once the remaining queries with Maidstone Borough Council

had been settled. The bulk of the agreed work would be completed in the current financial year.

137. MAINTENANCE ISSUES

The Maintenance Issues report for January 2018 was tabled and the content was noted and agreed.

It was also agreed that a request for urgent action to make safe the surface of the Scout Hut car park, would be taken up with the owners, Maidstone Borough Council.

138. RECREATION AND YOUTH

There was nothing of further significance to report.

139. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that correspondence had been exchanged with Westerhill Homes (Chartway) regarding the need for a liaison meeting to discuss the Linden Meadows development and issues surrounding the installation of a Multi-Use Games Area (MUGA). It had been hoped that the meeting would take place in January 2018 but at Chartway's request it had been delayed for a few weeks.

140. SEASONAL EVENTS

It was agreed that the Christmas Lights 'Switch-On' event had once again been a success. A vote of thanks was recorded to Cllrs R Webb and Mrs C Skinner and Michael Webb in particular for their hard work.

It was also noted that Gala Lights had suggested one or two minor repairs to the motifs. Although projected costs were not high, it was agreed that the subject should be discussed at the Parish Council Finance Committee meeting on 8th February 2018.

141. CORRESPONDENCE

a. KCC – Renewal of English National Concessionary Travel Scheme Bus Passes

Kent County Council Public Transport Department had circulated a briefing note on ENCTS bulk renewals, when existing passes expired on 31st March 2018. Those passengers who had used their passes in 2017/18 would have them renewed automatically; those who had not used their passes would be contacted individually to determine their plans for future use.

b. Publications from Representative Bodies

The following publications had been received and were available to Councillors, through the Clerk:-

- Clerks and Councils Direct' Magazine – January 2018;
- Applause Rural Touring Newsletter – 28th November 2017;
- KCC 'Inside Track' Funding Newsletter – Issue 250 – 29th November 2017;
- South East Water 'The Source' Newsletter – Winter 2017/18;
- Ordnance Survey PSMA News – December 2017;
- KALC 'Parish News' Magazine – December 2017;
- KCC Public Protection Newsletter – December 2017;
- Golding Homes Newsletter – 20th December 2017;
- Homeless Care Newsletter – January 2018;
- Kent Police and Crime Commissioner Newsletter – January 2018.

c. Kent Police – Online Reporting of Crimes and Non-Injury Collisions

Kent Police had announced changes to their website to facilitate online reporting of crimes and non-injury collisions and to reduce the number of people calling the

101 emergency telephone line to report non-urgent incidents.

d. Marketing and Sales Material

The following marketing and sales material had been received from commercial companies and would be held on file for future reference:-

- Barge Group Ltd regarding the supply of signage and lines for car parking;
- Primary Care Supplies in respect of the supply of community defibrillators;
- Creative Play regarding the supply of children's outdoor playground equipment;
- Sutcliffe Play regarding the supply of outdoor play area equipment;
- Kompan regarding the supply of outdoor play equipment;
- Street Furniture Direct regarding the supply of street furniture;
- KARTS regarding the provision of circus workshops for young people;
- Nemisis Pyrotechnics regarding the provision of professional firework displays;
- Playdale regarding the supply of outdoor playground equipment;
- Glasdon UK regarding the supply of winter safety equipment;
- Noticeboards Online regarding the supply of notice boards.

e. Correspondence from Residents

It was noted that the following correspondence had been received from residents since the last Parish Council meeting:-

- Paul Wicks regarding the scale of housing in Coxheath and confusion over proposed medical centres;
- Dave Mann regarding instances of driving and parking on the village green;
- Isabel Coltham regarding financial support for a visit to Malawi in 2019;
- Leslie Hutchinson regarding a meeting with the Parish Council to discuss a new planning proposal;
- Amie Shepherd regarding damage to her car;
- S Maxted regarding Linden Meadows.

Appropriate responses had been or would be despatched as necessary.

f. Relations with Parish Councils

The following contact or correspondence had been received from other parish Councils since the November 2017 Parish Council meeting:-

- Staplehurst Parish Council seeking advice on consent for the use of metal detectors;
- Staplehurst Parish Council seeking advice on the suppliers of Christmas motifs;
- Yalding Parish Council regarding maintenance contracts for street lighting.

g. KALC Consultations and Events

The Kent Association of Local Councils had advised details of the following consultations, correspondence and events for the information of, or with a potential input from, Parish Councils, since the November 2017 Parish Council meeting:-

- Notifications and reminders of upcoming training events – GDPR Workshop (5th February 2018 at Lenham Community Centre); Governance, Procedures and Transparency (8th February 2018 at Lenham Community Centre); and Annual Planning Conference (16th March 2018 at Lenham Community Centre);

- NALC Chief Executive's Bulletins dated 24th November, 1st December, 8th December, 15th December and 19th December 2017 and 5th January, 12th January and 19th January 2018;
- Reminder to respond to the Kent Police and Crime Commissioner's Annual Policing Survey by the end of December 2017;
- Details of the consultation on the Kent Fire and Rescue Service Safety and Wellbeing Plan;
- Information from the Lord Lieutenant of Kent's office regarding a new military events calendar;
- Draft minutes of the Kent Association of Local Councils AGM held on 18th November 2017 at Ditton Community Centre;
- Details of an interactive webinar run by PKF Littlejohn on 23rd January 2018 relating to various areas of the external audit;
- Legal briefing on the appointment of a Data Protection Officer;
- An update from Kent County Council on Household Waste Recycling Centre Policies;
- Department for Transport public consultation on 'Proposals for the Creation of a Major Road Network' responses to which had to be submitted by 19th March 2018;
- NALC Position Paper on the DCLG consultation on the Review of Park Homes Legislation;
- Information regarding Kent Police's recruitment of new Community Policing volunteers in the West Division, which includes Maidstone;
- Notification by KCC of their need to recruit a new volunteer panel member for school admission appeals;
- KALC reminder to submit Community Award Scheme nominations by 26th January 2018;
- KCC Funding Application Process for community Speedwatch equipment for 2017/18;
- Details of the launch of the Kent Carers Matter campaign;
- Details of the Kent Fire and Rescue Service 'Time for a Cuppa' initiative;
- Guide to the events to be organised for 'Taking Part in Battle's Over – A Nation's Tribute' on 11th November 2018.

h. Lord Lieutenant's Civic Service

A circular invitation had been issued to all Parish Councils to send a representative to the Lord Lieutenant's Civic Service, which would be held in Canterbury Cathedral on 20th March 2018. This year tickets had to be reserved online at <https://lord-lieutenant-civic-service.evenbrite.co.uk>. It was noted that Cllr C Parker would attend the event.

i. KCC Community Transport Grant Scheme

Kent County Council Public Transport had notified Parish Councils that the deadline for applications for the Kent Community Transport Grant Scheme had been extended from 12th January to 30th March 2018.

j. Relations with Charities and Village Organisations

Correspondence and/or publicity material had been received from the following charities and village organisations:-

- RSPB Maidstone regarding an illustrated talk to be given on 'The Biking Birder' on 15th February 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Kent Tree and Pond Partnership requesting funding support for 2018;
- Coxheath Preschool Group regarding financial support for their 50th Anniversary celebrations;
- Coxheath Residents Village Hall acknowledging receipt of the ex-gratia payment towards the cost of utility bills;
- Friends of Five Acre Wood School requesting funding support in 2018;
- Bluebird Care regarding their Community Grant Scheme;
- Involve Kent regarding financial assistance in 2018;

- Heart of Kent Hospice regarding fundraising events to be held in February and March 2018.

k. KCC Minerals and Waste Planning Policy

The Head of Planning Applications at Kent County Council had announced a public consultation on the nine sites identified as a result of the Minerals and Waste Local Plan adopted in July 2016. The consultation period would run until 29th March 2018. It was agreed that the subject would be added to the agenda for the next Parish Council Planning Committee meeting and the Clerk would check to ensure that none of the sites affected Coxheath.

l. Temporary Road Closures

During the period since the November 2017 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 23rd January 2018 onwards:-

- Temporary road closure at Southways, Sutton Valence, from 28th January 2018 for up to 1 day;
- Temporary road closure at Church Road, Tovil, from 10th February 2018 for up to 5 days;
- Temporary 30mph speed limit at Goudhurst Road, Marden, from 10th February 2018 for up to 23 days;
- Temporary 30mph speed limit at Plain Road, Marden, from 10th February 2018 for up to 23 days;
- Temporary road closure at Gravelly Bottom Road, Kingswood, from 6th February 2018 for up to 2 days;
- Temporary road closure at West Street, Hunton, from 12th February 2018 for up to 5 nights;
- Emergency road closure at Vicarage Lane, East Farleigh, from 23rd January 2018, for up to 5 days;
- Temporary road closure at Forsham Lane, Sutton Valence, from 19th February 2018 for up to 5 days;
- Temporary road closure at West Street, Hunton, from 18th February 2018 for up to 1 day;
- Temporary road closure at West Street, Hunton, for one night on 19th February 2018;
- Urgent road closure at Shingle Barn Lane, West Farleigh, from 3rd February for up to 1 day.

m. Trading Standards Alert

The following trading standards alert had been issued since the last Parish Council meeting:-

- Warning regarding the dangers of carrying spare electronic cigarette batteries, which were liable to explode;
- Doorstep criminals targeting residents following Storm Eleanor;
- Warning to remain vigilant over possible signs of avian influenza;
- Details of compensation available to scam victims who used Western Union.

n. Play Area Inspection Report

The latest Play Area Inspection Report (dated 27th November 2017) had been received from the Maidstone Borough Council Safety Inspector. The report had been copied to Cllr R Divall.

o. Maidstone Borough Council – Parish Services Scheme

Maidstone Borough Council had notified the Parish Council that the 2018/19 Parish Services Scheme grant would amount to £5,269.00, a very slight increase from 2017/18.

p. ‘Big Things’ Project

Banijay UK had circulated Parish Councils seeking ideas for a television

programme whereby communities worked with established artists to create large pieces of public art.

142. INVOICES/RECEIPTS/BALANCES

It was noted that the following invoices had been approved for payment since the November 2017 meeting:-

£	173.76	Terry Ketley – Repayment of Petty Cash Expenses (November 2017) (Cheque No 002376)
£	147.00	RIP Cleaning Services – Emptying of Dog Waste Bins (November 2017) (Cheque No 002377)
£	1,363.43	Commercial Services Trading Ltd – Grounds Maintenance (July – December 2017) (Cheque No 002378)
£	564.00	Avongale IT Solutions – Parish Website Upgrade (Cheque No 002379)
£	1,150.40	Terry Ketley – Clerk’s Salary (December 2017) (Cheque No 002380)
£	127.20	RIP Cleaning Services – Emptying of Dog Waste Bins (Cheque No 002381)
£	1,176.60	HM Revenue and Customs – Clerk’s PAYE/NI Contributions (October – December 2017) (Cheque No 002382)
£	210.75	Coxheath Residents Village Hall – Room Hire Fees and Office Cleaning (July – December 2017) (Cheque No 002383)
£	5,191.20	Gala Lights Ltd – Christmas Lights Installation, Maintenance and Removal (Cheque No 002384)
£	203.50	Coxheath Residents Village Hall – Youth Club Room Hire Fees (October – December 2017) (Cheque No 002385)
£	5.99	Terry Ketley – Repayment of Petty Cash Expenses (December 2017) (Cheque No 002386)

However, it was agreed that the following invoice should be paid:-

£	1,150.40	Terry Ketley – Clerk’s Salary (January 2018) (Cheque No 002387)
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The following information was also noted:-

<u>Receipts:</u>	Bank Interest	£	20.76 cr
<u>Bank Balances:</u>			
(5 th January 2018)	Business Reserve Account (Feeder)	£	27,589.52 cr
	Business Reserve Account (Main)	£	250,687.81 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 27th FEBRUARY 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 09.40pm.