



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on the 30th July 2024
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: G Crickett (Chairman), C Bird (Vice Chairman), G Down, N Gardner, C Parker, E Potts, S. Thomas

In Attendance: Irene Bowie, Parish Clerk, MBC Councillor Kehily and Members of the public

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.

The apology given by Councilor Carpenter was noted.

Resolved to accept the apology and reason given by Councillor Laponder.

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.

This is in accordance with the provisions of the Localism Act 2011 with respect to members and with the provisions of the Local Government Act 1972 with respect to officers.

Councillor Parker, as a member of the Village Hall Management Committee declared an interest in agenda item 12.1

1.4 Requests for Dispensations. There were none.

1.5 Declarations of Lobbying. There were none.

2. Public comments and observations. (Maximum 15 minutes)

The meeting was 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 was closed.

3. Reports from external parties (if present).

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

MBC Councillor Kehily raised the following matters:

- Buildouts on Heath Road
- The condition of Double Yellow Lines on Westway and throughout the Village.
- Access for pushchairs and buggies onto the Parish Council Fields.

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

There were no candidates to be considered.

5. To Receive reports on matters not included elsewhere on the agenda.

5.1 Chairman of the Parish Council

Cllr Crickett

The Chairman reported that he had attended:

- The Village Fete and had manned the Parish Council Stall
- A meeting with MBC regarding a possible planning breach
- A KALC Planning Training Course
- The Community Coffee Morning

5.2 Playground Inspection Report

Cllr Parker

Councillor Parker's report had been circulated before the meeting. Clerk to follow up on the missing end caps for the Outdoor Gym equipment.

Olders Field.

It was **AGREED** that the path would be raked to try and remove the larger stones. If this was unsuccessful, then further options would be considered. It was **AGREED** to ask the contractor to return and reassess the path. It was pointed out that the objective of the initial works was

5.3 primarily to improve the drainage.
Councillor's Reports

All Cllrs

Councillor Down reported on:

1. The condition of the PC Bus Shelter, which had been vandalised and was no longer used as a bus shelter. **RESOLVED: The shelter would be removed. (By Majority 6 For: 1 Against)**
2. The fly-tipping in the alleyway between Stockett Lane and Park Way, Clerk to report to the Community Warden.
3. Local Businesses use the litter bins, which quickly overflow. The clerk would contact MBC enquire if larger bins can be provided.
4. Pedestrian Gateway to Forstal Mead. Councillor Kehily explained that she was dealing with this matter.

Councillor Bird. Reported that the new company managing the Avanti Estate intend to charge up to £500 for any community events held on the green at the Church. The Clerk requested further information and would contact the company to ask for clarification on the Parish Council events.

Councillor Parker: Raised concerns regarding the potential charges from the new management company, as above, and asked for clarification regarding the status of the War Memorial. Also, the new paving around the Memorial, which Crest Nicholson agreed to on the 24th of October, 2023.

5.4 Community Litter Pick

Cllr Down

Councillor Down reported that the MBC Litter pick dates were 25th and 27th August 2024.

5.5 Social Media

Clerk

It was **AGREED** that the Clerk would meet with Councillors Gardner and Thomas before the next meeting.

5.6 Clerk's Report. The Clerk reported that two new benches had been ordered.

6. Minutes of the Parish Council Meeting:

RESOLVED: The minutes of the Parish Council Meeting held on 24th June 2024 with three corrections were taken as read, confirmed as a correct record and signed by the Chairman.

7. Finance:

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

Payee	Description	£
Vodafone	Vodafone £20.84 July 2024	20.84
Ionos	Ionos £12.60 July 2024 Ionos £48.00 July 2024	60.60
HP Instant Ink	HP Instant Ink £22.49 July 2024	22.49
Adobe	Adobe 19.97 July 2024	19.97
Vinyl Banners Printing	Banner for Village Fete	46.43
Amazon	Supplies for the Village Fete	30.54
Dave Mann	Planting Maintenance (Lamp post and ground planters). Grass cutting - Huntington Village Green .Grass Cutting – Jubilee Strip, parking area and football pitches.	1,458.97
Coxheath Residents Village Hall	Room hire for April, May and June 2024 Small Hall .Cleaning and Utilities	265.50
D M Payroll Services	Payroll April - September 2024	60.00
Commercial Services	Mowing Village Hall Fields	233.26
Play Safety	RoSPA Inspections	280.80
KALC	Introduction to Planning Training	60.00

Staff Costs	July Salaries	Confidential
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7.2 Late Payment Request/s to be discussed for approval and payment. There were no late payments to be considered.

7.3 Banking Arrangements—Update. Councillors Crickett, Bird, Parker, and Gardner signed the Unity Trust Bank Application.

The Clerk explained that:

- To obtain a new NatWest Cheque Book, an online stationery request had to be completed and 'e-signed' by existing signatories.
- Councillors Bird, Crickett, Gardner, Laponder and the Clerk would be added as signatories/key personnel on the existing NatWest Account. This would be achieved via an online mandate that NatWest would circulate for 'e-signature'.

7.4 To consider any grant or donation requests. There were none.

7.5 To consider any late financial matters. There were none.

7.6 To confirm members of the Finance Committee.

RESOLVED:

1. Councillor Crickett would join the Finance Committee.

2. The next meeting of the Finance Committee would be held on the 26th of September 2024.

8. Planning: To receive the decisions and recommendations from the Planning Committee.

24/501418/FULL Erection of a 3-bedroom attached dwelling with associated parking and access. 8 Orchard Place Coxheath Maidstone Kent ME17 4PF. Amendment. CPC Objection Maintained.

9. Working Groups: To receive Updates and Recommendations.

9.1 **Recreation & Youth Working Group**

9.2 **Traffic & Community Safety Working Group**

9.2.1 KCC Highway Improvement Plan. It was AGREED that the group would meet before the September meeting.

9.2.2 Parish Portal Report. Noted.

9.3 **Seasonal Events Working Group.** No report

9.4 **Environmental Initiatives Group.**

It was **AGREED** that Councillor Parker would repair the vandalised noticeboard at the MUGA.

RESOLVED: Councillor Bird would contact a local supplier for quotes for the tree coppicing.

10. To Consider a Freedom of the Parish Award:

RESOLVED: To adopt the Freedom of the Freedom of the Parish Award Scheme.

By Majority 5 For: 1 Abstention: 1 Against.

11. Correspondence:

11.1 To table items of late correspondence: There was none

11.2 Items circulated :

11.2.1 Residents Complaints Regarding Noise and Late Evening Use of the MUGA

11.2.2 COMMUNITY RESILIENCE SURVEY/KENT FIRE AND RESCUE WATER SURVEY

11.2.3 National Highways and Transport Survey for 2024-25

11.2.4 KALC NEWS JULY 2024

11.2.5 KALC ANNOUNCING THE LAUNCH OF OUR NEW WEBSITE!

11.2.6 Latest alerts from Kent Trading Standards

Correspondence 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 because 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.

Councillor Parker, having declared an interest, left the meeting.

12.1 To receive and consider Legal Advice pertaining to a request from the President of Coxheath Residents Village Hall Management Committee.

RESOLVED:

To proceed with and accept the hourly rate from Surrey Hills Solicitors.

13. To Agree Meeting Dates for 2025.

RESOLVED:

- 1. For a trial period to cancel meetings in August.**
- 2. The Parish Council will hold 10 meetings a year.**

Meeting Dates 2024:

FULL COUNCIL: 24th September, 29th October, 26th November.

PLANNING COMMITTEE: 6.45 pm prior to the Full Council Meetings listed above.

Please note that Planning Committee meetings may be cancelled if they are not required.

FINANCE COMMITTEE: 26th September.

These minutes are not a verbatim record of the meeting but a record of resolutions made.

There being no further business to be transacted, the Chairman closed the meeting at 8:50 pm.

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Gavin Crickett