



# Coxheath Parish Council

## Minutes of the Meeting held on Tuesday 8<sup>th</sup> December 2020 at 7.00 pm

This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

Present: Cllrs: C Parker (Chairman); D. Carpenter (Vice Chairman); C Bird; G Down; C Skinner; E Small; J Wilson  
In Attendance: I Bowie - 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*  
There were no representations from the public. The Chairman opened the meeting at 7:08 pm.

#### **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 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies were received from CPC Councillors Divall; Potts and Webb. It was RESOLVED to accept the reasons given. Apologies were also received from PCSO Vasey (Kent Police unable to join Zoom meetings).
- 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 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. There were none
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

#### **2. 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 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none**

#### **3. Minutes of the Parish Council Meeting:**

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

##### **3.1 Minutes of Parish Council held on the 27<sup>th</sup> October 2020**

It was RESOLVED that the minutes would be amended section 5.8 to remove 'progressed' and replace with 'investigated' The minutes were confirmed as a correct record and signed by the Chairman.

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

- 4.1 Development of Multi-Use Games Area (MUGA) It was reported that the MUGA was nearing completion.
- 4.2 Tree Survey & Landscape Works. It was reported that an arborist had been identified and would be contacted.
- 4.3 Replacement Litter Bins; Parish Noticeboards Cllr Webb and the Clerk to follow up
- 4.4 New Website. It was reported that this was progressing.

#### **5. Reports:**

- |     |  |                                      |
|-----|--|--------------------------------------|
| 5.1 | Police Representative  | PCSO Vasey                           |
| 5.2 | Community Warden   | S Williams                           |
| 5.3 | Kent County Councillor   | Cllr Stockell                        |
| 5.4 | District Councillors   | Cllr's Webb; Fermor and Parfitt-Reid |
|     | Cllr Webb's reported was noted   | Appendix A                           |
| 5.5 | Chairman of the Parish Council   | Cllr Parker                          |
|     | Cllr Parker reported on the Remembrance Service and that both he and Cllr Webb laid wreaths on behalf of the Parish Council. |                                      |
| 5.6 | Playground Inspection  | Cllr Divall                          |
|     | The MBC monthly report was noted.  |                                      |
| 5.7 | Open Spaces Councillor   | Cllr Bird                            |
| 5.8 | Parish Council Environmental Initiatives   | Cllr Small                           |

## 6. Finance:

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)  
It was RESOLVED to pay the payments on the schedule. Appendix B
- 6.2 Late Payment Request/s to be discussed for approval and payment  
It was RESOLVED to pay MBC Play area Bin Emptying £130.00
- 6.3 Banking Arrangements – The Clerk gave an update. It was noted that there were still problems in changing the address on the NatWest Statements to the Clerk.
- 6.4 To receive the Notice of Conclusion of Audit 2019-20  
The Notice of Conclusion of Audit was received. Appendix B
- 6.5 To receive the Bank Reconciliation (to be provided at the meeting)  
The bank reconciliation was received and noted. Appendix B

## 7. To receive recommendations from the Finance Committee

- 7.1 To receive the draft minutes of the Finance Committee Meeting 19<sup>th</sup> November 2020 Appendix B  
The draft minutes were received and noted. It was RESOLVED to accept the following recommendations of the Finance Committee: To renew the maintenance contract with D Mann for 2021; To purchase a one-year subscription to Zoom; To purchase a one-year subscription to Adobe Pro; To pay for the Clerks SLCC membership on a pro rata basis.  
It was AGREED that the Clerk would write to David Mann and express the gratitude of the parish council for his excellent work.
- 7.2 To consider the Budget 2021/22:  
7.2.1 To review 2020/2021 spend forecast  
The spend forecast for 2020/21 was reviewed and AGREED  
7.2.2 To agree budget groups for 2021/2022  
It was RESOLVED to accept the budget groups for 2021/22
- 7.3 To consider the precept and parish service scheme 2021/22  
It was RESOLVED to set the precept for 2021/22 at £90,000

## 8. Planning:

- 8.1 To table planning applications dealt with since last meeting  
8.1.1 20/504928/FULL 1 Culpepper Road Coxheath Maidstone Kent ME17 4EB  
Demolition of existing conservatory and utility, and erection of part single storey, part two storey side and rear extensions and front porch. **Resolved: No Objection**  
8.1.2 20/504995/FULL 21 Heathside Avenue Coxheath Maidstone Kent ME17 4QD  
Demolition of existing porch, shed and greenhouse. Erection of a single storey front and side extension and a new shed. **Resolved: No Objection**
- 8.2 To table decisions by the Planning Authority since the last meeting:  
8.2.1 20/504583/FULL Two Jays 29 Westerhill Road Coxheath Maidstone Kent ME17 4DH  
Erection of a front porch, two storey rear extension and loft conversion (Resubmission of 20/502768/FULL). **MBC Refused**
- 8.3 Local Plan Review Preferred Approaches Consultation Deadline for CPC response 22<sup>nd</sup> December 2020  
It was RESOLVED that the parish council would adopt the KALC Maidstone coordinating Team draft response to Reg 18b consultation, and the additional response from Councillor Parker.

## 9. Working Groups: To receive Updates

- Seasonal Events: Appendix A
- Traffic and Community Safety: It was AGREED that the Highways Improvement plan would be updated.
- Neighbourhood Plan: All matters pending.  
It was AGREED that a report would be request from the KCC and MBC Cllr's monthly to keep the Parish Council apprised of local and county matters. Clerk to progress
- Youth and Recreation: It was reported that the holes from the removal of the goal posts had not yet been filled in on the football pitch. Clerk to progress.

## 10. Correspondence:

### 10.1 To Table items of late correspondence

### 10.2 To Table items circulated

- 10.2.1 KALC AREA Committee meeting Minutes
- 10.2.2 Maidstone Borough Council Local Plan Review: Regulation 18b Preferred Approach Pre-Consultation Meeting
- 10.2.3 KALC updated guidance for the safe use of council buildings & guidance on enabling safe and effective volunteering

10.2.4 KCC Prospective Councillor Event – 9 December 2020

10.2.5 KALC Community Awards Scheme 2021 It was AGREED to nominate Sandra Hobbs for her outstanding working supporting the community during the Covid Pandemic.

10.2.6 Matthew Scott launches his Annual Policing Survey

10.2.7 Free training for district/parish councils on volunteering

All correspondence was noted.

**11. Date of the Next Meeting: To be confirmed**

Signed :

Chairman

Date:

## APPENDIX A

### 5.4 District Councillors Report.

On 1st December, the Local Plan Review Consultation (Regulation 18b) opened for comments from members of the public and can be viewed on the M.B.C. website. Individual comments can be made along with comments from representative bodies, so the more opinion that is gathered the more the comments will be considered.

Coxheath has been allocated 100 new plots spread over 4 new sites, but 3 of these sites are in East Farleigh Parish, along the Heath Road, so the only site within Coxheath parish is for 30 plots at Forstal Lane.

The potential sites to the East of the village, one next to the new estates built there and one between Vanity Lane and Linton Hill were both rejected for this draft. But there are still issues with the proposed sites that will need commenting on.

Also on Forstal Lane, the enforcement notice served on S & B van hire has been appealed against and will be heard by the Written Representation Procedure which will require any representations supporting the Enforcement Notice to be made to the Planning Inspectorate before 7<sup>th</sup> January 2021.

Councillor Webb

### 9 Working Groups Report.

Remembrance Sunday was obviously a small affair. The Church had been advised against holding any formal Remembrance Service, so it was decided to have just the Chairman and myself along with a SECAMB Representative be the only active participants and wreath layers. There were three other members of the public who turned up, but everyone was kept apart. The two minutes silence was observed, and wreaths laid before the brief ceremony finished. The Scouting Groups had already laid crosses and painted stones on the Saturday so had played their part beforehand.

The Christmas Lights: I had sent the application forms for erecting the lights onto the street columns off to Kent Highways by post but was concerned that I had not heard back from them. So, I checked their website and found that due to the pandemic all applications should be by email, therefore I went to download another copy of the forms only to find you had to apply for them to be sent to you. Using the email address provided I asked for a copy to be sent to me and to this day I still have not received a response. I tried emailing the person responsible for the permissions in previous years and again was not getting any replies. I then contacted Gala Lights to see what Mick could suggest but none of the leads came back with anything.

It was suggested that the lights were put up without permission being granted but I felt that the Parish Council could not be put in that position in case anything happened whilst they were up, So the only part of the regular lights that are in place is the Christmas Tree outside the Church, which as normal was obtained from Kingswood Christmas Tree. No formal switch on was going to be held, again because of the pandemic, but members of the church organised a doorstep singing of Silent Night to be held at 5 o'clock on Sunday, which I'm told had several families observing.

Next year we will hopefully be able to return to a normal life and organising things will not be so difficult as they have proved this year.

Councillor Webb

**COXHEATH SCHEDULE OF PAYMENTS.**

**8<sup>th</sup> December 2020**

<b>Cheque Number</b>	<b>Amount £</b>	<b>Payee</b>	<b>Description</b>
	<b>149.97</b>	<b>BT ( Direct Debit)</b>	<b>Parish Office telephone and Broadband</b>
	<b>130.00</b>	<b>MBC</b>	<b>Play area Bin Emptying</b>
	<b>480.00</b>	<b>PKF Littlejohn</b>	<b>Audit Fee 2019/20 AGAR</b>
	<b>168.00</b>	<b>KALC</b>	<b>Training Courses</b>
	<b>178.35</b>	<b>Irene Bowie</b>	<b>Clerks Expenses</b>

**Clerks Expenses**

<b>Vodafone</b>	<b>8 Oct - 7 Nov 2020</b>	<b>£ 38.94</b>
<b>Vodafone</b>	<b>8 Nov-7 Dec 2020</b>	<b>£ 38.94</b>
<b>HP Instant Ink</b>	<b>Nov 2020</b>	<b>£ 17.99</b>
	<b>December 2020 (Price Increase)</b>	<b>£ 22.49</b>
<b>Microsoft 365</b>		<b>£ 59.99</b>
	<b>Total</b>	<b>£ 178.35</b>

## Appendix B

### Bank reconciliation – pro forma

Name of smaller authority:

Financial year ending 31 March 2021

j

Date: 08/12/2020

		£	£
<b>Balance per bank statements as at :</b>	<b>05/11/2020</b>		
Current Account		250.00	
Business Reserve 1		11,911.71	
Business Reserve 2		<u>285,340.62</u>	
			297,502.33
Less: any unpresented cheques as at 05/11/20 (enter these as negative numbers)			
Cheque Number 2526	Kent Air Ambulance	-400.00	
Cheque Number 2673	Commercial Services Ltd	-1,211.10	
Cheque Number 2673	Commercial Services Ltd	-1,189.85	
Cheque Number 2669	HMRC	-1,151.04	
Cheque Number 2674	MBC	-390.00	
			-4,341.99
<b>Net Balances as at 5/11/20</b>			<b>293,160.34</b>
<b>Less Payments 8<sup>th</sup> December</b>			<b>-3,386.72</b>
<b>Net Balances as at 8<sup>th</sup> December 2020</b>			<b>289,773.62</b>

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# COXHEATH PARISH COUNCIL

**CLERK:** Irene Bowie  
**TELEPHONE:** 07788 278972  
**E – MAIL:** clerk@coxheathparishcouncil.org.uk  
**WEBSITE:** www.coxheath.net

## FINANCE COMMITTEE MINUTES

**Date:** 19<sup>th</sup> November 2020

This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

**Present:** Cllrs C Parker (Chairman); C Skinner; C Bird; E Potts; J Wilson  
**In Attendance:** I Bowie – Clerk

**The Chairman opened the meeting at 7:06 pm.**

**1. Apologies for Absence:**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**2. To Receive Declarations of Interest and Dispensations:**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none.

**3. Representations from Members of the Public:** There were none

**4. 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 1960, the public and press be excluded from the meeting by the reason of its confidential nature: There were none

**5. Minutes of the previous meeting – 20<sup>th</sup> February 2020**

It was RESOLVED that the minutes were taken as read, and confirmed as a correct record and signed by the Chairman.

**6. Matters Arising from the minutes:** There were none

**7. Parish Council Administration:**

**7.1 Parish Website**

It was AGREED that the Clerk would obtain IT assistance to keep the existing website active for several months and to create a new domain for the new website.

**7.2 Parish Maintenance Contracts**

It was AGREED to accept the maintenance contract for 2021/22 from Mr Mann

**7.3 Banking Arrangements .** The Clerk gave an update. It was reported that all documents had been sent to Unity Trust Bank.

**7.4 Zoom; Adobe Acrobat Pro DC;**

It was AGREED that the parish council should purchase Zoom, and Adobe Acrobat Pro on a yearly basis and pay via Direct Debit, if possible.

7.5 Clerks SLCC Fees

It was AGREED that the Clerks SLCC Fees would be paid by the parish council on a pro rata basis.

**8. To consider the Budget 2021/22:**

**(i) To review the 2020/21 spend forecast.**

**(ii) To agree budget groups for 2021/22.**

It was AGREED that additional information would be circulated to members to enable a decision to be reached and a recommendation made to the full parish council. This would be either via another meeting or via delegated authority under the HCID Policy.

**9. To consider the precept and parish service scheme 2021/22:**

It was AGREED that additional information would be circulated to members to enable a decision to be reached and a recommendation made to the full parish council. This would be either via another meeting or via delegated authority under the HCID Policy.

**10. To receive the Notice of Conclusion of Audit 2019-20**

The Notice of Conclusion of Audit from the external auditors was noted.

**11. To receive correspondence/report**

There were none.

**12. Agenda items for the next meeting:**

**Date of next meeting : To be confirmed**

**There being no further business to be conducted the Chairman closed the meeting at 7: 48 pm**

**Signed :**

**Date:**