

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	04/18/19
Date:	Tuesday 28 th August 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven ;G Down; Mrs V Page; C Bird; E Small; R Webb.
In Attendance:	Cllr Mrs L Parfitt-Reid (Maidstone Borough Council); Messrs n Hadley and M Collwell (Coxheath and Farleigh JFC); T Ketley (Parish Clerk) and 1 member of the general public.

Representations were received from two members of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.50pm.

56. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs J Webb and Mrs C Skinner, Cllr Mrs P Stockell (Kent County Council), PCSO Jasmine Pay (Kent Police) and Adam McKinley (KCC Community Warden).

57. REQUESTS FOR FILMING AND/OR RECORDING

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

58. 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.

59. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

60. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

In the absence of a police representative, crime statistics had been sought from the E-watch website. Somewhat surprisingly, no crimes had been recorded since the July Parish Council meeting. Following on from the feelings expressed at the July Parish Council meeting, the Clerk had examined a different website the results from which appeared to confirm the Council's concerns . Although the website had not been updated since June 2018, it appeared to show that a total of 37 crimes had been committed within a one mile radius of the village hall – a much worse figure than that available through E-watch. In the circumstances, it was agreed that further advice should be sought from Kent Police

The Community Warden had submitted a very brief monthly report, the main issue of which was the need to find storage space for youth club equipment and to discuss future funding arrangements. It was noted, however, that with effect from September 2018, the Community Warden would be available to attend Parish Council meetings.

There was nothing to report in relation to Neighbourhood Watch.

61. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr Mrs E Potts proposed that the minutes of the meeting held on 31st July 2018 should be signed as a true and correct record. The proposal was seconded by Cllr K Woollven and carried unanimously.

62. MATTERS ARISING

44.26.8.186. Banking Mandate

It was noted the Clerk and Cllr Mrs C Skinner expected to present the signed bank mandate forms to NatWest Bank by 30th September 2018.

44.26.8.186. GDPR Update

It was noted that the Clerk was continuing to seek advice from Satswana UK over the formulation of an Impact Assessment Statement.

44.26.8.186.. Repairs to Notice Boards

It was noted that the subject would be discussed when Cllr Mrs V Page and the Clerk met with Maidstone Borough Council officials during the second half of September 2018.

44.36c. Maidstone Borough Council – Allocation of Street Names

The Clerk reported that after further exchanges of correspondence with the responsible officer at Maidstone Borough Council, it had been agreed that the street names to be allocated to the new development at Linden Meadows would be Braeburn Way, Gala Close, Meridian Close, Rubens Court, Saturn Road and James Grieve Mews.

45d. Village Centre Postbox

It was noted that there had been no further developments since the July Parish Council meeting.

45f. Cynthia Webb Commemorative Seat

It was noted that the Clerk was in contact with S W Yorke and Sons regarding the re-oiling of the Cynthia Webb commemorative seat.

54q. Consultation Meeting with Chartway regarding Forstal Lane Development

It was noted that various Parish Councillors had met with representatives of Chartway Construction on 14th August 2018. It was recognised that the Parish Council, whilst not supporting the development, had to deal with the reality of the outline permission having been given, and to this end, the meeting served a useful purpose. The key issues would be how the road widening exercise would be handled and how access to the site was managed both during and after construction.

63. REPORTS

a. Salt Bag and Bins

Cllr C Parker reminded the Clerk that it would be necessary to organise the provision of a salt/grit back in advance of the onset of winter weather. It was also necessary to produce a site map of all litter and dog waste bins in the village.

b. Overflowing Rubbish Bins

Cllr G Down expressed concern that a number of bins in the vicinity of the village hall had recently been full to overflowing. The situation had been reported to Maidstone Borough Council Environmental Services and would be monitored.

c. Chevron Parking Outside The Gardens

Cllr Mrs V Page repeated her concerns about the chevron parking in the lay-by close to the school in Stockett Lane. She had witnessed a number of 'near misses' and suggested that the issue should be referred to the Community Warden and Police Community Support Officer.

d. Concrete Blocks on Footpath KM57

Cllr R Webb had discovered that a number of concrete blocks had been placed on Footpath KM57 running to the east of the proposed development site on Forstal Lane. He proposed to investigate the matter further with Chartway Construction.

e. CCTV

Cllr K Woollven asked whether recent events involving damage inflicted on village centre bollards had been identified on CCTV. The matter would be checked with the relevant authorities but in any event he would suggest some designs for notices warning motorists of the risk of prosecution.

f. Defibrillators

Cllr E Small reminded the Council of previous discussions regarding defibrillators. Not only did he feel that the village should be served by more than one such piece of lifesaving equipment but there should be notices displayed in prominent locations advising residents of their location.

g. Meeting with Primary School over Inconsiderate Parking

Cllr C Parker reminded the Council of the need to arrange a meeting with the Coxheath Primary School authorities to discuss the continued incidents of inconsiderate and dangerous parking.

h. Damaged Streetlight Covers

Cllr G Down reported that a number of streetlight covers had been exposed or damaged. He would report locations and references to the Clerk.

i. Website Editorial Board

Cllr K Woollven suggested that there should be a meeting of the Website Editorial Board to discuss future plans and training needs. It was agreed that a working group meeting would be convened on 27th September 2018.

64. FINANCE

a. Financial Performance Against Budget

The Financial Performance against Budget report for August 2018 was tabled and the content was noted and agreed.

b. Recruitment of a New Clerk

It was noted that an advertisement to be placed in the Kent Messenger and with the Kent Association of Local Councils had been discussed at the Finance Committee meeting held on 16th August 2018. The draft advertisement was tabled and it was agreed that action should be taken immediately in order to ensure that the proposed timetable for receiving applications and making an appointment was met. Applications could be made up to and including 12th October 2018.

65. PLANNING

It was noted that the following planning applications had been considered since the July 2018 Parish Council meeting:-

- a. 18/503539/FULL – Linden Farm, Stockett Lane, East Farleigh.
Temporary change of use and conversion of Plot 74 to a sales and marketing suite, with associated car parking, lighting and signage.

This application was considered at the Parish Council Planning Committee meeting held on 23rd August 2018. Providing the proposed lighting did not intrude upon local residents, the Parish Council had no objection to the application since it was a temporary change of use and would be returned to its original specification in due course.

- b. 18/504077/FULL – 19 Stockett Lane, Coxheath.
Erection of a rear conservatory.

In the absence of any controversial elements to the plans, the application had been recommended for approval at the Parish Council Planning Committee meeting held on 23rd August 2018.

However, the following additional planning matters were to be noted:-

- Maidstone Borough Council had approved the application for the erection of a single-storey side and rear extension at 56 Stockett Lane, Coxheath (Ref: 18/502243/FULL);
- Maidstone Borough Council had approved the application for the erection of a single-storey side and rear extension at 20 Gresham Road, Coxheath (Ref: 18/502606/FULL);
- Maidstone Borough Council had approved the application for the demolition of an existing garage and the erection of a single-storey side/part rear extension at 6 Gresham Road, Coxheath (Ref: 18/502704/FULL);
- Maidstone Borough Council had approved the application for the erection of a single-storey side extension at 44 Forstal Lane, Coxheath (Ref: 18/503018/FULL);
- Maidstone Borough Council had approved the application for the demolition of an existing garage and the erection of a two-storey side extension at 16 Pembroke Road, Coxheath (Ref: 18/503103/FULL);
- Maidstone Borough Council had refused the application for the construction of a loft conversion with a front roof light and rear dormer to create an additional bedroom and WC at 3 North Crescent, Coxheath (Ref: 18/503148/FULL).

Finally, it was noted that the next Parish Council Planning Committee meeting was scheduled to be held on 20th September 2018.

66. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

67. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that she and the Clerk would be meeting Maidstone Borough Council during the latter part of September 2018, to conclude the project for the refurbishing of village centre street furniture. She expected to be in a position to report in more detail at the September Parish Council meeting.

68. MAINTENANCE ISSUES

It was noted that the monthly Maintenance Issues Report had not been updated since there had been no significant developments since the July Parish Council meeting.

69. RECREATION AND YOUTH

Following the submission from representatives of Coxheath and Farleigh JFC during the public session before the start of the formal Parish Council meeting, the long term aspirations of the club to develop a 4G pitch, with possible financial input from MacDonalds, had been noted together with the intention to rest from playing on the middle pitch to allow time for the ground to be repaired. The Junior Football Club was prepared to offer volunteers to remove stones from the pitch area and up to £1,000 towards the cost of ground repairs. It was agreed that the Parish Council would discuss options with its contractor with a view to arranging works over the autumn/winter period in the hope that the pitch would be available for use in the 2019/20 season. In the meantime, it was hoped that more use could be made of the Beacon Field pitch, subject to its drainage limitations. The Junior Football Club and the Parish Council would continue to liaise on the subject over the coming months.

70. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that a record of the meeting with Chartway in July had been circulated and

a breakdown of costs relating to the Multi Use Games Area (amounting to £110,000) had been received from Chartway on 6th August 2018. However, following the Parish Council Planning Committee meeting held on 23rd August 2018, it had been agreed that further detail of the costs should be requested and a visit organised to view a similar facility in Leybourne.

71. SEASONAL EVENTS

Cllr R Webb confirmed that the Christmas lights would be installed for the switch-on event on 2nd December 2018. He would be starting the process of co-ordinating the paperwork/arrangements in the near future.

Cllr Mrs V Page drew the Council's attention to the availability of grants to support World War 1 commemoration events.

72. CORRESPONDENCE

a. Maidstone Borough Council – Survey of Coxheath Facilities and Services

The Clerk would be responding to the annual update of evidence that supports the settlement hierarchy within the borough, whereby it had been confirmed that Coxheath was classified as a larger village.

b. Publications from Representative Bodies

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

- Homeless Care E-Newsletter – July 2018;
- Kent Police Community Safety Newsletter – July 2018.

c. Maidstone Borough Council – Draft Statement of Principles under the Gambling Act 2005

The Senior Licensing Officer at Maidstone Borough Council was seeking views on its draft Statement of Licensing Policy, in accordance with Section 349 of the Gambling Act 2005. Comments were required to be submitted by 28th October 2018.

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:-

- Aford Awards in respect of the supply of trophies and awards;
- Playdale regarding the supply of children's outdoor play equipment;
- Blachere Illuminations regarding the supply of festive lighting displays;
- Furnitubes regarding the supply of selected street furniture.

e. Correspondence from Residents

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

- Phil Head regarding excessive vehicle speeds on Heath Road;
- Michael Britain regarding housing development in the vicinity of Heath Road;
- Sarah Worsfold regarding advertising in the Parish News;
- Sally and Gavin McDermid asking when the detailed application for the Forstal Lane development is likely to go before the Maidstone Borough Council Planning Committee.

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 July 2018 Parish Council meeting:-

- Staplehurst Parish Council regarding advice on investing funds over and above the FSCS protection sum of £85,000;
- East Farleigh Parish Council seeking advice on the appointment of a maintenance contractor;
- Hunton Parish Council regarding their opposition to the planning application for the change of use of the Spice Lounge Restaurant into assisted living accommodation;
- Staplehurst Parish Council regarding a follow-up meeting on Gypsy and Traveller Sites;
- Loose Parish Council regarding the widening of Forstal Lane.

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 July 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘Community Resilience Workshop’ (6th October 2018 at the Angel Centre in Tonbridge), Annual Finance Conference (18th October 2018 at Ditton Community Centre) and Chairmanship Conference 2018 (13th December 2018 at Orchards Events Venue, West Malling);
- NALC Chief Executive’s Bulletins dated 27th July, 6th August, 10th August and 20th August 2018;
- Details of the NALC Call for Evidence from the House of Lords Select Committee on the Rural Economy. The deadline for responses to NALC was 27th August 2018;
- Confirmation of the Ministry of Housing, Communities and Local Government’s publication of their revised NPPF, following the consultation earlier in the year;
- A request for contributions to the Local Government Association’s green paper on Adult Social Care and Wellbeing. Responses were required to be submitted by 12th September 2018;
- A list of current advertisements for Clerks’ vacancies on the KALC website;
- Notification of action to be taken when alerting the Environment Agency to dangerous effects of the recent hot weather on rivers, lakes and ponds;
- Details of two Government consultations on ‘Shale Gas Exploration’ and ‘Shale Gas Production Planning’ the closing dates for which were 25th October 2018;
- Reminder of the public consultation on the draft Rights of Way Improvement Plan, which closes on 12th September 2018;
- AGM Motion on the Introduction of Parking Charges by South Eastern at Martin Mill Station;
- Details of the Call for Evidence by the House of Lords Select Committee on Regenerating Seaside Towns and Communities;
- Details of the Model Standing Orders 2018 and recent amendments (copied to Cllr C Parker).

h. Relations with Charities and Village Organisations

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

- Heart of Kent Hospice regarding forthcoming fundraising events;
- RSPB Maidstone regarding an illustrated talk to be given on ‘Raptors’ on 20th September 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Involve Kent regarding their Annual General Meeting to be held at the Kenward Trust Conference Centre on 14th September 2018.

i. Temporary Road Closures

During the period since the July 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 6th August 2018 onwards:-

- Temporary road closure at Hayle Mill Road, Tovil,, on 6th August 2018, for up to 6 weeks;
- Temporary road closure at Gravelly Bottom Road, Kingswood, on 28th August 2018, for up to 5 days;
- Temporary road closure at Farleigh Lane Level Crossing, on 1st September 2018, for 1 night;
- Temporary road closure at Sheephurst Lane, Marden, on 9th September 2018, for 1 day;
- Temporary road closure at Howland Road, Marden, on 4th September 2018, for up to 3 days;
- Urgent road closure at Smiths Hill, West Farleigh, in 16th September for 1 day.

j. Maidstone Borough Council – Public Consultation on Statement of Community Involvement 2018

Maidstone Borough Council had announced a public consultation on their draft Statement of Community Involvement. The consultation period would run from 3rd August to 17th September 2018.

k. Play Area Inspection Report

The latest Play Area Inspection Report (dated 30th July 2018) had been received from the Maidstone Borough Council Safety Inspector. The report indicated a number of low risk issues which the Clerk would discuss with Cllr R Divall, when he returned from annual leave.

l. Maidstone Borough Council – Consultation on Taxi Emission Policy

Maidstone Borough Council had announced a proposed licensing policy to reduce the level of emissions generated from taxis and private hire vehicles. Comments were invited to be submitted by 7th October 2018.

m. Maidstone Borough Council – Public Space Protection Orders for Dogs

Maidstone Borough Council was proposing to introduce three new PSPOs in October 2018 as part of an initiative to deter dog fouling by the animals belonging to irresponsible dog owners. There would be particular emphasis on banning dogs from children's play areas. The Clerk would check as to whether appropriate signage would be made available by Maidstone Borough Council

n. Road Surface Improvement Works – Hunton Hill and Heath Road, Coxheath

Kent County Council Highways had advised that road surface improvement works had been programmed for Hunton Hill between the junctions with Heath Road and Lughorse Lane on 5th September 2018 for approximately three days. The road would be closed completely and diversions would be in operation. Similar works had been re-programmed for Heath Road, Coxheath, between Woodlands and Stockett Lane, on 11th September 2018 for approximately two days. In this case, traffic would be controlled by the use of stop/go boards.

o. Public Protection Alert

The following public protection alert had been issued since the last Parish Council meeting:-

- Warning of fake websites promising cash for your phone.

p. Litter Picking Parties

Cllr G Down had announced that the next litter clearing parties would be held on 9th, 11th and 13th September 2018 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.

q. Chartway Construction – Complaints over Overnight Parking

Two complaints had been made to Chartway Construction regarding recent cases of large vehicles parking overnight in Stockett Lane. Assurances had been received that the practice had been stopped.

r. Redundant Play Area - Coxheath

After approximately seven years of seeking the opportunity to safeguard redundant play areas in Coxheath, the Head of Environment and Public Realm at Maidstone Borough Council had 'opened the door' to a possible handover of ownership based on a recent project in Boxley. It was noted that as a first step the Clerk had arranged a meeting with his counterpart in East Farleigh on 18th September 2018, to discuss the Fairhurst Drive play area.

73. INVOICES/RECEIPTS/BALANCES

It was noted that the following invoices had been approved for payment since the July 2018 meeting:-

£	117.60	RIP Cleaning Services – Emptying of Dog Waste Bins (July 2018) (Cheque No 002437)
£	16.84	Terry Ketley – Repayment of Petty Cash Expenses (July 2018) (Cheque No 002438)
£	1,165.75	Commercial Services Trading Ltd – Grounds Maintenance (January - June 2018) (Cheque No 002439)
£	142.47	British Telecommunications plc – Quarterly Office Telephone/Internet Charges (Cheque No 002440)
£	436.44	Viking Payments – Supply of Stationery and Computer Printer Cartridges (Cheque No 002441)

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

£	1,208.00	Terry Ketley – Clerk's Salary (August 2018) (Cheque No 002442)
£	599.14	David Mann – Village Green/Car Park Grass Cutting, and Floral Display Maintenance (August 2018) (Cheque No 002443)

The following information was also noted:-

Receipts: Bank Interest £ 14.44 cr

Bank Balances:
(3rd August 2018) Business Reserve Account (Feeder) £ 19,697.89 cr
Business Reserve Account (Main) £ 306,573.14 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 25th SEPTEMBER 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.

There being no further business to discuss, the meeting was closed at 9.35pm.