

# COXHEATH PARISH COUNCIL

## MINUTES

<b>Meeting No:</b>	02/18/19
<b>Date:</b>	Thursday 26 <sup>th</sup> June 2018
<b>Venue:</b>	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
<b>Present:</b>	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; K Woollven ;G Down; Mrs V Page; Mrs J Webb, C Bird; E Small.
<b>In Attendance:</b>	T Ketley (Parish Clerk) and 1 member of the general public.

**Representations were received from one member of the public. The Chairman, therefore, opened the formal Parish Council meeting at 7.35pm.**

### **20. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R Webb and Mrs C Skinner, Cllr Mrs P Stockell (Kent County Council) and Cllr Mrs L Parfitt-Reid (Maidstone Borough Council).

### **21. REQUESTS FOR FILMING AND/OR RECORDING**

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

### **22. CONSIDERATION OF PART 2 ITEMS**

It was agreed that the following item should be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information:-

- Clerk's Review

### **23. DISCLOSURE OF INTERESTS**

There were no declarations of interests recorded.

### **24. 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 one crime recorded since the May Parish Council meeting:-

- Theft from a motor vehicle in Waverley Close

It was also noted that the Police had issued a warning during the month regarding a likely increase in the activities of metal thieves, following a substantial increase in the price of lead in particular.

There were no reports from the Community Warden or the Neighbourhood Watch representative.

**25. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

Cllr K Woollven proposed that the minutes of the meeting held on 31<sup>st</sup> May 2018 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs J Webb and carried unanimously.

**26. MATTERS ARISING**

**8.186.168.149. Banking Mandate**

It was noted the Clerk was awaiting replacement mandate forms from NatWest Bank, which he hoped would be available before the end of the month.

**8.186..168.149. GDPR Update**

It was noted that the Clerk was now working on a draft Impact Assessment Report, based on the KALC/Satswana model.

**8.186.168.151f. Repairs to Notice Boards**

The Clerk had established that 'Noticepoint' notice boards were no longer available through Glasdon UK Ltd and despite searches on the internet no alternative supplier had been identified. He felt that the only realistic option was to start the process of replacing the notice boards and to this end, it was agreed that he would present proposals and likely costs at the July Parish Council meeting.

**9d. Volunteer Litter Clearer**

It was noted that a letter of appreciation had been despatched, as requested, to Mr Massey.

**10a. and 10c. Annual Governance Statement and Accounts**

It was noted that the relevant paperwork had been completed, signed and despatched to the external auditors, PKF Littlejohn. The documentation regarding notification of electors' rights would be published on notice boards, in Coxheath Library and on the website with effect from 29<sup>th</sup> June 2018.

**10e. Annual Insurance Policy Renewal**

It was noted that, following the decision taken at the May Parish Council meeting, the necessary action had been taken to renew the Parish Council's insurance policy with effect from 1<sup>st</sup> June 2018, through Came and Company.

**27. REPORTS**

**a. Village Hall Annual General Meeting**

Cllr C Parker reported that for various reasons the Annual General Meeting of the Residents Village Hall Management Committee had been delayed and would now be held on 18<sup>th</sup> July 2018. The organisation's annual accounts would be available for scrutiny once the meeting had taken place.

**b. KALC Maidstone Area Committee Annual General Meeting**

Cllr K Woollven had attended the Annual General Meeting of the Kent Association of Local Councils Maidstone Area Committee on 11<sup>th</sup> June 2018. He gave a resume of the topics covered at the meeting, which included general concerns over the attitude of Maidstone Borough Council on planning issues, ideas on dealing with antisocial behaviour and the call to support a case for classifying the Greensand Ridge as an Area of Outstanding Natural Beauty. Cllr Woollven also repeated his plea for a second Councillor to assist him in representing Coxheath at KALC meetings.

**c. Defibrillators**

Cllr E Small suggested that consideration should be given to introducing more defibrillators in the village and advertising their whereabouts more clearly for the benefit of residents.

**d. Village Centre Postbox**

Cllr C Parker reminded the Council that Cllr R Webb had undertaken to make representations to Royal Mail over the need to repaint the postbox in the village centre. If necessary, the Parish Council would consider making a financial contribution towards any work that had to be undertaken.

**e. Replacement Locks**

Cllr R Divall advised the Council that he had fitted a more robust lock to the shipping container in which the Christmas lights were stored. Keys were held by himself, Cllr R Webb and the Clerk.

**f. Parking at Coxheath Primary School**

Cllr Mrs V Page raised the question of inconsiderate parking in the vicinity of Coxheath Primary School once again. Although it was noted that the Police Community Support Officer and the Community Warden had recently spent time trying to appeal to parents to be more considerate, it was agreed that a meeting should be organised in the Autumn to discuss the matter with the Executive Head.

**g. Linden Road Recreation Area**

Cllr C Bird requested that action should be taken to cut the long grass on the football pitch side of the car park fence, off Linden Road. The Clerk would approach David Mann to take appropriate action.

**h. Clockhouse Farm Development Open Day**

Cllr C Parker reported that he had attended a recent open day at the Clockhouse Farm development site. He was reliably informed that over 400 people had attended the event.

**i. Floral Displays**

Cllr E Small reported that a resident of Woodlands had asked whether in future the floral displays suspended from lamp posts could be extended to the western end of the village at Woodlands.

**28. FINANCE**

**a. Financial Performance Against Budget**

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

**b. Coxheath Scout Group**

It was noted that the Group Scout Leader had written to the Parish Council explaining that a major refurbishment exercise was underway at the scout hut to improve the appearance of the interior and the paintwork, curtains and carpet in particular. This was considered to be necessary not least because the building was used by a number of village clubs and organisations as well as the Scouts and Guides. A major part of the exercise was to replace the carpet at an estimated cost of £2,695.00 plus VAT. After some discussion, Cllr E Small proposed that a grant of £1,500.00 should be made available to the Scout Group, who would raise the balance through fundraising activities. The cost should be charged to the budget of the Recreation and Youth working group. The proposal was seconded by Cllr Mrs V Page and carried unanimously.

**29. PLANNING**

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

- a. 18/502601/FULL – Land to the rear of 161 Heath Road, Coxheath.  
Erection of ten dwellings comprising two detached and four pairs of semi-detached houses of two-storey design, with associated access, parking and landscaping.

Since there was little change from the earlier applications that had been refused and in view of the fact that the site was outside the settlement boundary and would

cause a loss of amenity to neighbouring properties, particularly in Aspian Drive, the Parish Council had recommended refusal at its Planning Committee meeting held on 21<sup>st</sup> June 2018.

- b. 18/502602/FULL – Land to the rear of 161 Heath Road, Coxheath.  
Erection of ten dwellings comprising two detached and four pairs of semi-detached houses of two-storey design, with associated access, parking and landscaping.

The Parish Council Planning Committee had recommended refusal at its meeting on 21<sup>st</sup> June 2018, for similar reasons to 18/502601/FULL

- c. 18/502606/FULL – 20 Gresham Road, Coxheath.  
Erection of a single-storey side and rear extension.

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 21<sup>st</sup> June 2018.

- d. 18/502704/FULL – 6 Gresham Road, Coxheath.  
Demolition of an existing garage and erection of a single-storey side/part rear extension.

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 21<sup>st</sup> June 2018.

- e. 18/502887/FULL – Corylus Cottage, 165 Heath Road, Coxheath.  
Demolition of the existing single-storey extension and erection of a two-storey rear and single-storey side extension and a wooden structure framework to the front, as a feature.

The Parish Council Planning Committee had reservations about the application because of the possible loss of amenity/light to the neighbouring property and the fact that a party wall would continue to be used for a two-storey extension, without any evidence of a Certificate B. In these circumstances they had recommended refusal at their Planning Committee meeting on 21<sup>st</sup> June 2018.

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

- Maidstone Borough Council had approved the application for the construction of five new Local Needs homes, including access, garages and a new landscape scheme at the Victoria Inn, Heath Road, East Farleigh (Ref: 17/506541/KAAL);
- Maidstone Borough Council had approved the application for the erection of a porch to the front elevation and a part single-storey, part two-storey side and rear extension at 6 Stockett Lane, Coxheath (Ref: 18/501666/FULL);
- Maidstone Borough Council had approved the application for the demolition of an existing shed/outbuilding and the erection of a single-storey side and rear extension at Beulah, 59 Heath Road, Coxheath (Ref: 18/501676/FULL);
- Maidstone Borough Council had approved the application for the erection of a proposed first-floor side extension at 7 Mill Lane, Coxheath (Ref: 18/502211/FULL);
- Maidstone Borough Council had refused the application for the erection of a new detached dwelling on land west of Pleasant Valley Farm, Pleasant Valley Lane, East Farleigh (Ref: 18/501334/FULL).

Finally, it was noted that the next full Parish Council Planning Committee meeting was scheduled to be held on 12<sup>th</sup> July 2018.

### **30. NEIGHBOURHOOD AND STRATEGIC PLANNING**

There was nothing of significance to note.

### **31. TRAFFIC AND COMMUNITY SAFETY**

It was reported that Cllr Mrs V Page and the Clerk would be meeting a Maidstone Borough Council official in the village centre on 29<sup>th</sup> June 2018, to discuss the refurbishment of the village centre notice board and to agree the precise location of additional bollards.

### **32. MAINTENANCE ISSUES**

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

### **33. RECREATION AND YOUTH**

There was nothing of further significance to report.

### **34. DEVELOPMENT OF MULTI-USE GAMES AREA**

It was noted that arrangements had been made to hold a meeting with Chartway Construction on 18<sup>th</sup> July 2018 at 2,30pm in the Parish Office. Cllrs R Divall, K Woollven, Mrs E Potts and C Bird would represent the Parish Council at the meeting accompanied by the Clerk.

### **35. SEASONAL EVENTS**

There was nothing of further significance to report.

### **36. CORRESPONDENCE**

#### **a. Maidstone Borough Council – SIPA Parish Grant Applications**

The Head of Environment and Public Realm at Maidstone Borough Council had circulated details of a SIPA (Strategically Important Play Area) grant scheme available to parish councils. The closing date for funding requests under the scheme was 31<sup>st</sup> August 2018.

#### **b. Publications from Representative Bodies**

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

- NALC Newsletter – June 2018.

#### **c. Maidstone Borough Council – Allocation of Street Names**

It was noted that Maidstone Borough Council had approached the Parish Council to suggest names for the accommodation area above and to the rear of the Londis store and the five streets being constructed on the Linden Meadows development site in Stockett Lane.

After some discussion, it was agreed that the Parish Council suggestion for the Londis flats should be 'Falcon Court'. The developer's suggestion to name the roads at Linden Meadows after types of apple seemed appropriate but some of the ideas were considered inappropriate. Again, it was agreed that the Parish Council's recommendation should be James Greave Mews, Spartan Court, Laxton Drive, Grenadier Drive and Newton Close.

#### **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 regarding the supply of cups and trophies;
- B G Electrical Contractors regarding the installation and maintenance of defibrillators.

**e. Correspondence from Residents**

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

- Gavin and Sally McDermid regarding new planning applications for land to the rear of 161 Heath Road, Coxheath;
- Nigel Jeffrey regarding goods deliveries to the Londis store.

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 May 2018 Parish Council meeting:-

- East Farleigh Parish Council regarding their opposition to the planning application on land next to Primrose Paddock in Stockett Lane;
- Marden Parish Council regarding their Neighbourhood Plan.

**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 April 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – ‘Annual Councillors’ Conference entitled Developing Partnerships’ (10<sup>th</sup> July 2018 at West Faversham Community Centre) and ‘Encryption Training’ (11<sup>th</sup> July 2018 at the Old School in Sandhurst);
- NALC Chief Executive’s Bulletins dated 1<sup>st</sup> June and 15<sup>th</sup> June 2018;
- Details of free training on the management of pollinating insects at Trosley County Park on 25<sup>th</sup> July 2018;
- A timetable of consultation events by Highways England to be held at various locations in Kent regarding how traffic could be managed under Operation Stack;
- Details of the NALC Annual Conference to be held in Milton Keynes on 30<sup>th</sup>/31<sup>st</sup> October 2018;
- Information from ‘Remembered’ on Remembrance Day Silhouette Installation Grants;
- Details of KCC Big Conversation Parish Seminars to be held during July 2018;
- Details of ‘GDPR – Conference for Elected Members’ to be held at County Hall in Maidstone on 28<sup>th</sup> June 2018;
- Legal Topic Notice on Procurement;
- Details of the NALC Star Council Awards, nominations for which have to be submitted by 17<sup>th</sup> August 2018.

**h. 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 ‘South Atlantic Penguins’ on 19<sup>th</sup> July 2018 at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Bluebird Care regarding their dementia support services;
- Kent County Playing Fields Association regarding their Annual General Meeting on 20<sup>th</sup> June 2018;
- The Rotary Club of the Weald of Kent regarding a charity cricket tournament to be held on 7<sup>th</sup> July 2018 in aid of Help the Heroes;
- Hi Kent regarding a programme of forthcoming fundraising events.

**i. Temporary Road Closures**

During the period since the May 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 28<sup>th</sup> May 2018 onwards:-

- Emergency road closure at South Lane, Sutton Valence, on 22<sup>nd</sup> June 2018 for up to 6 days;
- Urgent road closure at George Street, Staplehurst, on 9<sup>th</sup> July 2018 for up to 3 days;
- Temporary road closure at Lughorse Lane, Hunton, on 18<sup>th</sup> June 2018 for up to 17 days;
- Temporary road closure at Hunton Hill, Hunton, on 18<sup>th</sup> June 2017 for up to 77 days;
- Temporary road closure at Lughorse Lane, Hunton, on 23<sup>rd</sup> August 2017 for up to 12 days;
- Temporary road closure at Teston Lane, Teston, on 14<sup>th</sup> July 2018 for up to 2 days;
- Temporary road closure at Forge Lane, East Farleigh, on 23<sup>rd</sup> July 2018 for up to 5 days;
- Temporary road closure at Hampstead Lane, Yalding, on 9<sup>th</sup> July 2018 for up to 5 days;
- Temporary road closure at Gravelly Ways, Yalding, on 9<sup>th</sup> July 2018 for up to 5 days;
- Emergency road closure at Tonbridge Road, Maidstone, on 28<sup>th</sup> May until 8<sup>th</sup> July 2018;
- Temporary road closure at Goudhurst Road, Marden, on 25<sup>th</sup> July 2018 for up to 23 days;
- Temporary road closure at Plain Road, Marden, on 25<sup>th</sup> July 2018 for up to 23 days.

**j. Heath Road – Road Resurfacing**

Kent County Council Highways had had to postpone the micro-surfacing of a section of Heath Road, between Woodlands and Stockett Lane, which had been due to commence on 3<sup>rd</sup> June 2018. A new date will be advised in due course.

**k. Play Area Inspection Report**

The latest Play Area Inspection Report (dated 1<sup>st</sup> May 2018) had been received from the Maidstone Borough Council Safety Inspector. The report indicated the need to repair a gate spring holder and had been copied to Cllr R Divall.

**l. Maidstone Borough Council – Local Plan Formulation Consultation**

Maidstone Borough Council was seeking feedback on the formulation process applied to the Local Plan 2017. It was noted that responses were required to be submitted by 5<sup>th</sup> August 2018 and it was agreed that the subject would be added to the agenda for the Planning Committee meeting to be held on 12<sup>th</sup> July 2018.

**m. Kent Tree and Pond Wardens Events**

Details of forthcoming events organised during June and July 2018 by Kent Tree and Pond Wardens had been circulated by the Warden for Hadlow.

**n. KALC Support for AONB Status for the Greensand Ridge**

The Kent Association of Local Councils Maidstone Area Committee was encouraging parish councils to support a campaign to seek 'Area of Outstanding Natural Beauty' status for the Greensand Ridge, spearheaded by Maidstone Borough Councillor Tony Harwood. It was agreed that the Parish Council should send a letter to Alison Broom supporting this campaign. Cllr C Parker would provide the Clerk with extracts from his previous correspondence on the subject.

### 37. INVOICES/RECEIPTS/BALANCES

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

£ 1,581.82	Came and Company – Annual Insurance Premium (1 <sup>st</sup> June 2018 – 31 <sup>st</sup> May 2019) <b>(Cheque No 002420)</b>
£ 266.56	Terry Ketley – Repayment of Petty Cash Expenses (May 2018) <b>(Cheque No 002421)</b>
£ 147.00	RIP Cleaning Services – Emptying of Dog Waste Bins (May 2018) <b>(Cheque No 002422)</b>

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

£ 1,150.40	Terry Ketley – Clerk's Salary (June 2018) <b>(Cheque No 002423)</b>
£ 599.14	David Mann – Village Green/Car Park Grass Cutting, and Floral Display Maintenance (June 2018) <b>(Cheque No 002424)</b>
£ 306.00	Maidstone Borough Council – Cutting of Football Pitches <b>(Cheque No 002425)</b>

The following information was also noted:-

<b><u>Receipts:</u></b>	Bank Interest	£ 14.32 cr
	Part Parish Services Grant	£ 3,428.88 cr

<b><u>Bank Balances:</u></b> (6 <sup>th</sup> June 2018)	Business Reserve Account (Feeder)	£ 28,738.84 cr
	Business Reserve Account (Main)	£ 306,547.52 cr

**THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 31<sup>ST</sup> JULY 2018 IN THE SMALL HALL, COXHEATH VILLAGE HALL, STOCKETT LANE, COXHEATH.**

There being no further business to discuss in **Part 1**, the meeting was closed at 9.15pm and then moved into **Part 2**.