

COXHEATH PARISH COUNCIL

MINUTES

Meeting No:	06/18/19
Date:	Tuesday 30 th October 2018
Venue:	Small Hall, Coxheath Village Hall, Stockett Lane, Coxheath
Present:	Cllrs C Parker (Chairman); Mrs E Potts; R Divall; G Down; Mrs V Page; C Bird; R Webb; Mrs C Skinner; E Small.
In Attendance:	A McKinley (KCC Community Warden); 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 7.40pm.

92. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs K Woolven and Mrs J Webb and Cllr Mrs P Stockell (Kent County Council).

93. REQUESTS FOR FILMING AND/OR RECORDING

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

94. 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:-

- Section 106 Agreement - Londis

95. DISCLOSURE OF INTERESTS

There were no declarations of interests recorded.

96. REPORTS FROM THE POLICE AND COMMUNITY WARDEN

The Clerk reported that according to the new website identified at the last meeting, crime figures had increased dramatically during August 2018. There were 10 cases classified as anti-social behaviour, 20 cases classified as violence and sexual offences, 2 public order offences, 2 cases of shoplifting, 1 case of criminal damage, 1 vehicle crime, 1 theft and 1 'other' crime. The general feeling was that this trend should be examined and discussed in more detail with Kent Police.

The Community Warden presented his monthly report for October 2018, which highlighted:-

- Reports of eggs being thrown at houses in the village;
- Progress in dealing with inconsiderate parking in the vicinity of the primary school;
- Further plans for surgeries/coffee mornings;

- Monitoring increased cases of dog fouling and littering in the village;
- Continued co-operation with the Police Community Support Officer on cases of antisocial behaviour.

It was agreed that the Community Warden would meet with Cllrs C Parker and Mrs E Potts on 20th November 2018, to discuss ideas for future youth activities.

Cllr Mrs C Skinner reported that the Neighbourhood Watch meeting scheduled to be held on 31st October 2018, had been cancelled.

97. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllr R Divall proposed that the minutes of the meeting held on 25th September 2018 should be signed as a true and correct record. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

98. MATTERS ARISING

80.62.44.26. Banking Mandate

It was noted that all formalities had now been completed and that Cllr Mrs C Skinner had replaced former Cllr Mrs D Taghdissian on the list of authorised signatories.

80.62.44.26. GDPR Update

The Clerk reported that he had discussed the Parish Council's GDPR position with Clive Powell at the Kent Association of Local Councils, who had agreed that any outstanding actions would best be dealt with in the context of the appointment of the new Clerk.

80.62.45d. Village Centre Postbox

In the absence of further progress, it was agreed that the Clerk would seek to establish contact with an appropriate contact through www.royalmail.com (contact or complaints).

80.62.45f. Cynthia Webb Commemorative Seat

It was noted that the Clerk had e-mailed S W Yorke and Sons regarding the re-oiling of the Cynthia Webb commemorative seat. A reply was still awaited.

80.64b. Recruitment of a New Clerk

The Chairman reported that five applications had been received by the deadline date of 12th October 2018. A shortlist of three candidates had been identified and arrangements were in hand for all three to be interviewed on 6th November 2018. The outcome of the interviews would be considered at the Finance Committee meeting to be held on 8th November 2018, with a view to the Committee recommendation to be ratified at the November Parish Council meeting.

99. REPORTS

a. Resident's Concerns over Planning Issues

Cllr C Parker reported that a resident had spoken to members of the Planning Committee before their meeting on 25th October 2018 to express concerns over certain aspects of recent planning applications and had confirmed his comments by e-mail. The Chairman would be responding to him and perhaps suggesting that he would like to take up one of the current Parish Councillor vacancies.

b. Emptying of Waste Bins

Cllr G Down expressed concern that some rubbish bins in the village were often full to overflowing. He wondered whether it might be worthwhile to request Maidstone Borough Council Environmental Services to empty the bins more regularly.

c. Car Transporter

Cllr E Small drew the Council's attention to the fact that a car transporter was unloading vehicles on a regular basis in the vicinity of Wakehurst Drive, causing considerable disruption to local traffic. It was understood that the vehicles in question

were destined for the car sales business off Dean Street in East Farleigh. It was agreed that the Clerk would liaise with his counterpart at East Farleigh Parish Council to determine what action could be taken.

100. FINANCE

a. Financial Performance Against Budget

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

b. Refurbishment of Seat at The Beacons

It was noted that a quotation had been received from Maidstone Borough Council for the refurbishment (repainting) of the seat situated at The Beacons in Amsbury Road, Coxheath, amounting to £100.00 plus VAT. Cllr C Parker proposed that the quotation should be accepted. The proposal was seconded by Cllr R Webb and carried unanimously.

c. Refurbishment of Additional Street Furniture

It was noted that a quotation had been received from Maidstone Borough Council for the supply and fitting of five perspex panels to existing Noticepoint notice boards at a total cost of £950.00 plus VAT and the supply, installation and painting of two additional bollards in the village centre at a total cost of £198.00 plus VAT. Cllr Mrs V Page proposed that the total quotation of £1,148.00 plus VAT should be accepted. The proposal was seconded by Cllr Mrs C Skinner and carried unanimously.

d. Repair of Village Hall Play Area Equipment

It was noted that a quotation had been received from Maidstone Borough Council for the supply and fitting of two sets of swing hangers for the junior swings, a new gate spring and rivets on the roundabout at a total cost of £732.50 plus VAT. Cllr R Divall proposed that the quotation should be accepted. The proposal was seconded by Cllr E Small and carried unanimously.

101. PLANNING

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

- a. 18/501268/HYBRID – Land South of Heath Road, Coxheath.
Variation of Condition 10 (Materials) and Condition 20 (to allow retention of the existing hedge) pursuant to Application 16/506648/HYBRID.

Although there were no major objections to the latest proposals, there were concerns over the extent of the reduced height of the hedgerows. This would be clarified in due course.

- b. 18/505336/FULL – 1 South Crescent, Coxheath.
Erection of a new porch to the front of the property.

In the absence of any controversial elements to the plans, the application had been ratified for approval at the Parish Council Planning Committee meeting held on 25th October 2018.

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

- Maidstone Borough Council had approved the application for the erection of ten dwellings comprising two detached and four pairs of semi-detached houses of two-storey design with associated access, parking and landscaping on land behind 161 Heath Road, Coxheath (Ref: 18/502601/FULL);
- Maidstone Borough Council had refused the application for the demolition of the existing single-storey extension and the erection of a two-storey rear and single-storey side extension and a wooden structure framework to the front of the building as a feature at Corylus Cottage, 165 Heath Road, Coxheath (Ref: 18/502887/FULL);

- Maidstone Borough Council had refused the application for the demolition of an existing restaurant and the erection of fourteen two-bed retirement apartments, providing assisted living for over 55 year old persons, with associated parking, turning and amenity space at 118 Heath Road, Coxheath (Ref: 18/503194/FULL);
- Maidstone Borough Council had approved the application for the demolition of an existing outbuilding and the erection of a single-storey side extension (resubmission of Application 18/501676/FULL) at Beulah, 59 Heath Road, Coxheath (Ref: 18/504326/FULL).

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

102. NEIGHBOURHOOD AND STRATEGIC PLANNING

There was nothing of significance to note.

103. TRAFFIC AND COMMUNITY SAFETY

Cllr Mrs V Page reported that the outstanding issues reported at the September Parish Council meeting had been confirmed in writing to Darren Rouse at Maidstone Borough Council during October 2018. Confirmation was now awaited that all tasks had been completed.

104. MAINTENANCE ISSUES

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

The Clerk had sought a meeting with the KCC Highway Steward to discuss a number of specified issues.

105. RECREATION AND YOUTH

It was noted that the junior football club had raised concerns over the quality of the recent mowing of the football pitches. The concerns would be investigated further.

106. DEVELOPMENT OF MULTI-USE GAMES AREA

It was noted that there had been no significant developments since the September meeting.

107. SEASONAL EVENTS

Cllr R Webb reported that the following actions had been, or were being, taken in respect of the event to dedicate the memorial stone on Armistice Day outside Holy Trinity Church:-

- Rev David Jones had arranged the printing of the order of service at a cost of £85.00;
- Gallaghers had kindly donated the ragstone to be used in the construction of the plinth;
- Geoff Cooke had been approached to build the plinth;
- The engraved tablet was somewhere between China and UK, following the action taken by Gordon Newton;
- If the tablet did not arrive in time for the day, a union flag would be draped over the plinth;
- It now seemed likely that a number of wreaths would be laid, including the four purchased for the Parish Council, Coxheath Primary School, Coxheath Twinning Association and Brian Mortimer.

As far as the Christmas Lights 'Switching On' ceremony was concerned, the following additional points were noted:-

- The Clerk would advise Cllr R Webb of the size of Christmas tree purchased in previous years from Kingswood Christmas Trees;
- Cllr R Webb proposed to invite Rebecca Green to perform the 'switching on' ceremony.

108. CORRESPONDENCE

a. Maidstone Borough Council – Public Consultation on Strategic Plan and Budget Priorities

Maidstone Borough Council had invited the public to respond to a survey on approaches for managing the Council's Strategic Plan and Budget/Spending for 2019 onwards. The survey ran until 4th November 2018. Parish Councillors were also invited to two consultation meetings held on 23rd October 2018 at Yalding Village Hall and 25th October 2018 at Lenham Community Centre.

b. Publications from Representative Bodies

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

- Homeless Care Newsletter – September 2018;
- KCC Public Protection News – Autumn 2018;
- KCC 'Inside Track' Funding Newsletter – Issue No 254 – 5th October 2018;
- KCC Ward Member's Newsletter – August/September 2018;
- Kent Police and Crime Commissioner's Newsletter – September/October 2018.

c. ACRK – Community Led Housing

Action with Communities in Rural Kent (ACRK) had invited Parishes to attend a presentation by Wickham CLT on successful Community Land Trusts as a means of completing community-led housing schemes. The event was at Kings Hill Community Centre on 22nd 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:-

- Playdale regarding the supply of children's outdoor play area equipment;
- Sovereign Play regarding the design of play areas and play area maintenance and inspection services;
- Furnitubes regarding the supply of street furniture;
- Sutcliffe Play regarding the supply of children's outdoor play equipment;
- Plantscape regarding the provision of floral displays.

e. Correspondence from Residents

The following contact or correspondence had been received from residents since the last Parish Council meeting:-

- Sally McDermid regarding Countryside's apparent failure to tend the open space at Willow Grange and clear weeds from the border between Willow Grange and Aspian Drive;
- Sally and Gavin McDermid regarding the passing of Planning Application 18/502601/FULL by delegated authority;
- Lesley Martin regarding the unnecessary traffic calming measures in Heath Road.

f. Relations with Parish Councils

The following contact or correspondence had been received from other parish Councils since the September 2018 Parish Council meeting:-

- Linton Parish Council regarding reactions to the First Review of the Local Plan and Housing Numbers;
- East Farleigh Parish Council supporting Coxheath Parish Council's response on the recent Blossom Lodge planning application;
- Hunton Parish Council regarding a complaint regarding overhanging trees in Amsbury Road;
- Lenham Parish Council (via a consultant) concerning parking issues in Coxheath as a larger village;
- Marden Parish Council regarding the credentials of ELAS, a company assisting with employment law and health and safety issues.

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 September 2018 Parish Council meeting:-

- Notifications and reminders of upcoming training events – 'Effective Higher Level Planning for Local Councils' (3rd December 2018 at Dover Town Council) and Chairmanship Conference 2018 (13th December 2018 at Orchards Events Venue, East Malling);
- NALC Chief Executive's Bulletin dated 24th September 2018;
- Announcement of the launch of the KALC Community Awards Scheme for 2019. Nominations had to be submitted by 31st January 2019;
- Kent Police Rural Liaison Report for September 2018;
- Confirmation of the forthcoming clerk vacancy notice being posted on the KALC website;
- Kent County Council press release on Stoptober campaign to discourage smoking;
- Details of 'Safeguarding Adults Awareness Week' (8th – 12th October 2018);
- Kent County Council press release about not putting off the 'flu vaccination';
- The inaugural Regional South East Cross – Sector Safety and Security Communications newsletter;
- Copy of the Home Office document 'Criminal Exploitation of Children and Vulnerable Adults – County Lines';
- Notes on GDPR Data Protection with particular reference to E-Mail Encryption;
- Details of the Highways England public consultation on the Lower Thames Crossing, the deadline for responses to which was 20th December 2018. Public information events were being held at various locations in North Kent between 21st October and 5th December 2018;
- Information from Kent Police regarding ACT (Action Counters Terrorism) awareness e-learning training schemes;
- Message from the National Cross-Sector Safety and Security Communications about the publication of the National Cyber Security Centre Annual Review for 2018;
- Details of the Kent County Council Budget Consultation for 2019/20 running until 21st November 2018;
- Details of the Kent Nature Partnership Autumn Newsletter 2018;
- Farmers Weekly Article regarding 'Making Trespass a Criminal Offence to Stop Traveller Camps';
- Reminder that KCC Household Waste Recycling Consultation was due to close for comments on 1st November 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 'A Whale of a Time' on 15th November 2018, at Grove Green Community Hall, Maidstone. Posters had been displayed on selected noticeboards;
- Hi Kent regarding forthcoming fundraising events in October and November 2018;
- Kent County Playing Fields Association regarding the Funding 4 Sport weekly digest;
- Coxheath Primary School regarding their intention to attend the Remembrance Event on 11th November 2018 and lay a wreath;
- Coxheath Twinning Association regarding their intention to attend the Remembrance Event on 11th November 2018 and lay a wreath.

i. Temporary Road Closures

During the period since the September 2018 Parish Council meeting, the following temporary road or footpath closures had been announced by Kent County Council Highways, to take effect from 26th October 2018 onwards:-

- Urgent road closure at West Street, Hunton, on 23rd October 2018 for up to 2 days;
- Temporary road closure at Brishing Road, Chart Sutton, on 26th October 2018 for 1 day;
- Temporary road closure at Tattlebury Lane, Headcorn, on 29th October 2018 for up to 5 days;
- Temporary road closure at Kenward Road, Yalding, on 5th November 2018 for up to 5 days;
- Temporary road closure at Gravelly Bottom Road, Kingswood, on 5th November 2018 for 1 day;
- Temporary road closure at Straw Mill Hill, Tovil, on 5th November 2018 for up to 2 days;
- Temporary road closure at Vicarage Road, Yalding, on 17th November 2018 for up to 2 days;
- Temporary road closure at Goudhurst Road, Marden, on 18th November, 2nd, 9th and 16th December 2018 for up to 1 day in each instance;
- Temporary road closure at Pagehurst Road, Staplehurst, on 13th November 2018 for up to 3 days;
- Temporary road closure at Bell Lane, Staplehurst, on 12th November 2018 for up to 5 days;
- Urgent road closure at George Street, Staplehurst, on 5th November 2018 for 1 day;
- Temporary road closure at Atkins Hill, Boughton Monchelsea, on 19th November 2018 for up to 5 days;
- Temporary road closure at Back Street, Leeds, from 19th November 2018 to 11th March 2019;
- Temporary road closure at Sheephurst Lane, Marden, on 24th November 2018, for up to 5 days;
- Temporary road closure at Moat Road, Headcorn, from 27th November 2018 until 15th February 2019.

j. NHS – Improved Access to Local GP Services

The NHS had asked Parish Councils to support an initiative to provide improved access to local GP services, by displaying posters during October 2018. In view of the current status of medical facilities in the village, it had been decided not to display the posters.

k. Play Area Inspection Report

The latest Play Area Inspection Report (dated 1st October 2018) had been received from the Maidstone Borough Council Safety Inspector. The report indicated a number of low risk issues which the Clerk had discussed with both Cllr R Divall and representatives of Maidstone Borough Council.

- i. KCC Highways Parish Seminar**
Kent County Council Highways would be holding their Parish Seminar at Oakwood House on Friday 2nd November 2018. Items to be discussed included Winter 2017/18, Pothole Blitz, Co-ordination of Road Works (Utilities) and Third Party Schemes (a Parish perspective).
- m. Maidstone Sports Facilities Strategy**
The Parish Council had been asked to give its views on the Maidstone Sports Facilities and Maidstone Playing Pitch strategies, a draft of which had been prepared by Ploszajski Lynch Consulting Ltd. The Clerk would endeavour to respond by 9th November 2018, but it was noted that the strategy documents amounted to 250 pages of content.
- n. KALC Maidstone Area Committee**
The Secretary of the Kent Association of Local Councils Maidstone Area Committee had circulated the draft minutes of the meeting held on 24th September 2018. A copy had been forwarded to Cllr K Woollven.
- o. Public Protection Alerts**
The following public protection alerts had been issued since the last Parish Council meeting:-
- Warning of doorstep criminals targeting vulnerable residents particularly in the Tunbridge Wells area;
 - Warning of criminals targeting homeowners with bogus drainage faults;
 - Warning of criminals tricking victims into buying iTunes gift cards.
- p. Litter Picking Parties**
Cllr G Down had announced that the next litter clearing parties would be held on 18th and 20th November 2018 respectively. Volunteers were asked to assemble in the village hall car park at 9.00am on those dates.
- q. Maidstone Borough Council – Allocation of Road Name**
Maidstone Borough Council had approached the Parish Council to nominate a name for the road leading to the small development to the rear of 161 – 163 Heath Road, Coxheath. After consultation with Brian Mortimer, the Parish Council decided to nominate 'Bowie Walk'. The Clerk would advise Maidstone Borough Council accordingly.
- r. KALC Annual General Meeting**
The Kent Association of Local Councils Annual General Meeting would be held on 17th November 2018 at Ditton Community Centre. Copies of the relevant paperwork had been forwarded to Cllr K Woollven.
- s. ACRK Annual General Meeting**
Action with Communities in Rural Kent would be holding their Annual Meeting on 13th November 2018 at Teynham Village Hall. Nominations for election to the trustee board had to be submitted no later than 6th November 2018.
- t. Maidstone Borough Council – Parish Services Scheme**
Maidstone Borough Council had advised that the balance of the Parish Services Scheme grant payment (amounting to £1840.12) would be made to Coxheath Parish Council on 26th October 2018.
- u. Kent County Council – Community Transport Grant Scheme**
Kent County Council had announced the launch of a second tranche of funding for Community Transport Schemes. Applications to access these funds had to be made by 14th December 2018.
- v. Maidstone Borough Council – Litter Pickers Lunch**
Maidstone Borough Council would be hosting their usual Volunteer Litter Pickers lunch at Maidstone Town Hall on 23rd November 2018. A copy of the relevant communication has been forwarded to Cllr G Down, who was in touch with all

Coxheath volunteers.

w. Heath Road, Coxheath – Temporary Road Closure

Kent County Council Highways had announced that the B2163 Heath Road would be closed between Woodlands and Stockett Lane on 26th November 2018 for up to three days to enable post resurfacing treatment works to be carried out. The temporary closure would be in effect between 09.30 and 15.30 on the days in question

109. INVOICES/RECEIPTS/BALANCES

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

£ 6,700.00	Coxheath Residents Village Hall – Part Annual Grant 2018/19 (Cheque No 002449)
£ 20.00	Kent County Playing Fields Association – Annual Membership 2018/19 (Cheque No 002450)
£ 1,240.50	HM Revenue and Customs – Clerk’s PAYE/NI Contributions (July – September 2018) (Cheque No 002451)
£ 134.40	RIP Cleaning Services – Emptying of Dog Waste Bins (September 2018) (Cheque No 002452)
£ 120.36	Terry Ketley – Repayment of Petty Cash Expenses (September 2018) (Cheque No 002453)
£ 320.00	Coxheath Residents Village Hall – Balance Annual Grant 2018/19 (Cheque No 002454)

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

£ 1,208.00	Terry Ketley – Clerk’s Salary (October 2018) (Cheque No 002455)
£ 599.14	David Mann – Village Green/Car Park Grass Cutting, and Floral Display Maintenance (October 2018) (Cheque No 002456)

The following information was also noted:-

Receipts: Bank Interest £ 12.34 cr

Bank Balances:
(5th October 2018) Business Reserve Account (Feeder) £ 11,955.32 cr
Business Reserve Account (Main) £ 306,597.92 cr

THE NEXT PARISH COUNCIL MEETING WOULD BE HELD AT 7.30 PM ON TUESDAY 27th NOVEMBER 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 9.20pm and then moved into **PART 2**.