



Coxheath Parish Council

SUMMONS

To all Members of the Parish Council In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Statutory Annual Meeting of Coxheath Parish Council** on **Tuesday 27th May 2024 at 7.15 p.m.** The meeting will be held in the **Small Hall, Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.**

Irene Bowie

Clerk to the Council

clerk@coxheathparishcouncil.org.uk

21st May 2025

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

AGENDA

48/25 Election of a Chair:

- a. To elect a Chair.
- b. To receive the Chair's Declaration of Acceptance of Office.

49/25 Election of a Vice Chairman

- a. To elect a Vice Chair.
- b. To receive the Vice Chair's Declaration of Acceptance of Office.

50/25 Apologies and absences:

- a. 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.
- b. Declaration of Changes to the Register of Interests.
- c. 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.
- d. Requests for Dispensations.
- e. Declarations of Lobbying.

51/25 Public comments and observations. (Maximum 15 minutes).

The meeting will be 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 will be closed.

52/25 To receive reports from external parties (if present).

53/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

54/25 To Receive reports on matters not included elsewhere on the agenda.

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| a. | Chairman of the Parish Council | Cllr Crickett |
| b. | Playground Inspection Reports | Cllr Parker |
| c. | Councillors Reports | All Cllrs |
| d. | Community Litter Pick | Clerk |
| e. | Clerk's Report | Clerk |

55/25 Minutes of the Parish Council Meeting.

To resolve that, the minutes of the Parish Council Meeting held on 2025 to be taken as read, confirmed as a correct record and signed by the Chairman.

56/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting)
- b. Late Payment Request/s to be discussed for approval and payment.
- c. Banking Arrangements – Update.
- d. To consider any late financial matters.
- e. To appoint the Internal Auditor for 2025/26
- f. To receive and consider the Insurance renewal quotation for 2025/26

57/25 Planning Committee: To receive the decisions and recommendations

- a. To elect members.
- b. To receive the minutes of the 29th of April Meeting
- c. To receive an update from the 27th of May meeting.

58/25 Working Groups and Committees.

To elect members and receive updates.

- a. **To consider the merger of the Recreation and Youth Working Group with the Environmental Initiatives Working Group to create a Recreation and Open Spaces Working Group.**
 - i. To elect members.
- b. **Traffic & Community Safety Working Group.**
 - i. To elect members.
 - i. Parish Portal Report
 - ii. To receive an update on the draft Highways Improvement Plan
- c. **Seasonal Events Working Group. Councillors.**
 - i. To consider renaming the group to Events Working Group.
 - ii. To elect members
 - iii. To receive the report from the VE Day Picnic in the Park
 - iv. To consider the allocation of funds raised from the VE Day Picnic in the Park
- d. **Pavilion Working Group.**
 - i. To elect members.
- e. **Media and Communications.**
 - i. To elect members
- f. **Recreation and Youth Working Group.**
 - i. To elect members (if not merged with Environmental Initiatives)
- g. **Environmental Initiatives Working Group**
 - i. To elect members (if not merged with Recreation and Youth)
- f. **Finance Committee:**
 - i. To elect members.

59/25 Allocation of Responsibilities:

- a. Play Area, MUGA, Outdoor Gym, Sports Wall Safety Inspections
- b. Village Centre & Street Lighting
- c. Footpaths / PROW / Church
- d. Police Liaison and Ward Cluster Meetings Usually, the Chairman
- e. Developer Liaison
- f. Kent Association of Local Councils Representative
- g. Coxheath School
- h. Community Litter Pick
- i. Football Club
- j. Coxheath Community Group

60/25 Annual Policy Review.

To refer to the finance committee meeting on the 12th of June 2025 and for subsequent review at the 26th of June 2025 Full Council Meeting.

61/25 Correspondence:

- a. To table items of late correspondence.
- b. Items circulated.
 - i. KALC Executive Minutes from January 2025
 - iii. Request from East Farleigh Parish Council

62/25 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.

- a. To receive an update on legal matters pertaining to the Village Hall..

Meeting Dates 2025

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| FULL COUNCIL : | 27th, June 24th, July 29th, September 30th, October 28th, November 25th. |
| PLANNING COMMITTEE: | 6.45 pm prior to the Full Council Meetings listed above. <i>Please note Planning Committee meetings may be cancelled if not required.</i> |
| FINANCE COMMITTEE: | 12 th June. |

Notes on declarations of interest.

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.