



Coxheath Parish Council

Minutes of the Statutory Annual Meeting of Coxheath Parish Council held 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.

Present: Parish Cllrs: **G Crickett (Chairman), C Bird, D Carpenter, N Gardner, K Laponder, C Parker, S Thomas, H Weaver**

In attendance: Parish Clerk, KCC Councillor Ford and members of the public.

48/25 Election of a Chair:

- a. To elect a Chair.
RESOLVED: Councillor Crickett was elected as the Chair of the Parish Council. (unanimous)
- b. To receive the Chair's Declaration of Acceptance of Office.
Councillor Crickett signed the Chair's Declaration of Acceptance of Office.

49/25 Election of a Vice Chairman

- a. To elect a Vice Chair.
RESOLVED: Councillor Gardner was elected as Vice Chair (by majority)
- b. To receive the Vice Chair's Declaration of Acceptance of Office.
Councillor Gardner signed the 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.
RESOLVED: The apology and reason given by Councillor Lewis was accepted.
- b. Declaration of Changes to the Register of Interests.
Councillor Parker declared that he made a change 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.
Councillor Parker declared an interest in agenda item 62/25a.
Councillor Carpenter declared an interest in agenda item 62/25a
- d. Requests for Dispensations. There were none.
- e. Declarations of Lobbying. There were none.

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).

The Chair welcomed KCC Councillor Ford. Councillor Ford introduced himself and thanked the parish council for welcoming him.

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

RESOLVED:

That Heather Weaver would be co-opted as a Parish Councillor.

Councillor Weaver signed the Declaration of Acceptance of Office and joined the meeting.

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

- a. Chair of the Parish Council
The Chair reported that

- The VE Day Event was very successful, with an excellent turnout.
- The Beacon had been fitted with lights which could be used for numerous events.

Cllr Crickett

- b. Playground Inspection Reports Cllr Parker
Councillor Parker spoke to his report.
AGREED:
That the Honorarium for the MUGA would be reviewed by the Finance Committee.
- c. Councillors Reports All Cllrs
Councillor Bird reported that the coppiced trees were showing signs of regrowth.
Councillor Parker raised the replacement of the brick bus shelter. It was AGREED that the parish council would clean and tidy the black bus shelter.
Councillor Gardner reported that he had a meeting with the practice manager of the Greensands Medical Centre. He reported that the practice would like to develop a positive relationship with the parish council.
- d. Community Litter Pick Clerk
The dates were noted as the 1st and 5th of June 2025
- e. Clerk's Report Clerk
The clerk reported that:
The end caps for the multigym had been received
Two additional companies had been identified to quote for the parish council works

55/25 Minutes of the Parish Council Meeting.

RESOLVED that the minutes of the Parish Council Meeting held on 28th of April 2025 were taken as read, confirmed as a correct record and signed by the Chairman. (Councillors Parker and Weaver abstained).

56/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting).

RESOLVED:

That the payments on the schedule were authorised.

Payee	Description	£
Vodafone	Vodafone Parish Mobile	27.45
Ionos Emails	Emails	70.20
Party Packs	PC VE Stand	111.32
Amazon	Parish Council VE Day Stand	88.80
Adobe	Software	19.97
Dave Man n	Grass Cutting	2,200.00
EsquirePrint	Printing for VE Day Event	217.00
Karen Lponder	Parish Council Costs for VE Day Various Receipts	110.89
Commercial Services Ltd	Unpresented Invoice from February 2025	710.59
Crystal Mickleburgh	MUGA Honorarium	520.00
Irene Bowie	Staff Costs	Confidential
HMRC	PAYE May 2025	Confidential
West Farleigh Church	Hire of Stage for VE Day	200.00

- b. Late Payment Request/s to be discussed for approval and payment.
There were no late payments.
- c. Banking Arrangements – Defer to the Finance Committee meeting 12th of June 2025
- d. To consider any late financial matters. There were no late matters.
- e. To appoint the Internal Auditor for 2025/26
RESOLVED:

- That Mrs. A Spickett would be appointed as the internal auditor for 2025/26
- f. To receive and consider the Insurance renewal quotation for 2025/26
It was AGREED that the Clerk would forward the three year fixed deal when it was ~~receipt~~ received

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

- a. To elect members.
RESOLVED:
1. That Councillors Gardner, Thomas and Weaver were elected.
2. That Councillor Crickett would be the substitute member.
- b. To receive the minutes of the 29th of April Meeting. Noted
- c. To receive an update from the 27th of May meeting. Councillor Gardner reported that there were no planning applications to be considered.

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.**

RESOLVED: That the groups would be merged to create and Recreation and Open Spaces Working Groups.

- i. To elect members.
RESOLVED:
That Councillors Bird, Crickett, Parker and Mr. D Mann as an affiliate manager.
- b. **Traffic & Community Safety Working Group.**
- i. To elect members.
RESOLVED:
That the members would be Councillors Bird, Gardner and Thomas.
- ii. Parish Portal Report. Noted.
- iii. To receive an update on the draft Highways Improvement Plan.
It was noted that the Clerk would follow up with KCC Highways.
- c. **Seasonal Events Working Group. Councillors.**
- i. To consider renaming the group to Events Working Group.
RESOLVED:
That the working group would be merged with the Media and Communications Working Group to form a Communications and Events working Group.
- ii. To elect members.
RESOLVED:
That the members would be Councillors Gardener, Parker and Thomas
- iii. **To receive the report from the VE Day Picnic in the Park**
Councillor Laponder spoke to her report. (Below)

The event was an outstanding success and supported very well by the residents of Coxheath, who by all accounts, seemed to have enjoyed the whole experience. Feedback both on Social Media and by word of mouth is very positive and there is great excitement for the next event the Coxheath Parish Council lay on.

The planning and delivery of the event in such a short space of time was quite a feat and could not have been achieved without the additional support of some of the local residents, especially the help from 2 of the ladies from the Coxheath Village Hall committee, Caroline Mitchell and Sheila Scott, who rallied an army of people from their community groups to deliver over 2400 leaflets to the Coxheath residents advertising the event. Also, the support from Claire Crickett who helped with contacts, lists of roads and chasing up stall holders, plus the setting up of the event was really appreciated. Heather Weaver gave her support by doing a litter pick on the field the morning of the event and also, the following day to ensure the field was clean and tidy. We must thank these ladies for all their hard work and support to make the day a success. Our very own Cllr. Neil Gardner took charge of ensuring we had live music and secured Kai's Swing & Jazz band. As the event was outdoor we needed a stage and Neil was able to work with East Farleigh church to hire theirs for the day.

Thanks, must also go to the Coxheath Village Hall, who kindly gave us the hall free of charge and ran the café throughout the day which was very popular as there were lots of home made cakes supplied by the ladies from the Craft Group and CALARA, which went down a treat. We also cannot

thank the Coxheath Craft group (Diane Lavery), enough for supplying and erecting the bunting that made the village and the village hall look amazing.

Thanks also to Cllr. Darren Carpenter, whose family business, Birds Family Funeral Directors, for donating the prizes for our art competition, which had some fabulous entries from both the preschool and the primary school. The winners were absolutely delighted with their prizes. Also, We asked Neil Hadleigh to judge the competition as he is independent from the Parish Council and he kindly donated a cash prize which we decided to add an extra award for which was for the best effort in the competition. Tesco donated as well to the event and supplied the tea, coffee, sugar and squash for the children, which was much appreciated.

- iv. To consider the allocation of funds raised from the VE Day Picnic in the Park
Following legal advice from the Kent Association of Local Council it was
RESOLVED:
That the ~~attending organisations~~ organising group would be responsible for the allocation of the monies donated.

The Chair thanked Councillor Laponder on behalf of the parish council for her outstanding leadership and organisation of the event which led to the success on the day.

- d. **Pavilion Working Group.**
 - i. To elect members.
RESOLVED:
That the members would be Councillors Crickett, Gardner and Thomes. The affiliate members were Mr. N Hadley and Mr. D Mann.
- e. **Media and Communications.**
Merged with Seasonal Events
- f. **Recreation and Youth Working Group.**
Merged with Environmental Initiatives.
- g. **Environmental Initiatives Working Group**
Merged with Recreation and Youth
- f. **Finance Committee:**
 - i. To elect members.
RESOLVED:
That the members would be Councillors Bird, Crickett, Parker and Thomas and the Parish Clerk.

59/25 Allocation of Responsibilities:

- a. Play Area, MUGA, Outdoor Gym, Sports Wall Safety Inspections
Councillor Parker and Thomas
- b. Village Centre & Street Lighting. Councillor Crickett
- c. Footpaths / PROW / Church . Councillor Bird
- d. Police Liaison and Ward Cluster Meetings . Councillor Crickett
- e. Developer Liaison. Councillor Gardner
- f. Kent Association of Local Councils Representative . Not allocated
- g. Coxheath School . Councillor Weaver
- h. Community Litter Pick. Councillor Weaver
- i. Football Club. Councillor Crickett and the Parish Clerk
- j. Coxheath Community Group. Councillors Crickett and Parker.

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

Noted.

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.

RESOLVED:

That the Parish Clerk would proceed under delegated authority.

Meeting Dates 2025

FULL COUNCIL : June 24th, July 29th, September 30th, October 28th, November 25th.

PLANNING COMMITTEE: 6.45 pm prior to the Full Council Meetings listed above.
Please note Planning Committee meetings may be cancelled if not required.

FINANCE COMMITTEE: 12th June.

These minutes are not a verbatim record of the meeting, but a record of resolutions made.

There being no further business to be transacted, the Chairman closed the meeting at 8:35 pm.

Signed on behalf of the Parish Council

Signature:

Date:

Chair: Please Print.