



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 an **Extraordinary Meeting of Coxheath Parish Council** on **Friday 5th of September 2025 at 7.15 p.m.**

The meeting will be held in the Committee Room, Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.

Irene Bowie

Clerk to the Council

clerk@coxheathparishcouncil.org.uk

1st of September 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

94/25 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.
Councillors are responsible for ensuring that their Register of Interests is up to date (within 28 days of any changes).
- 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.
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
- d. Requests for Dispensations.
- e. Declarations of Lobbying.

95/25 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.

96/25 To note the resignations of:

- a. The Chair, Councillor Crickett
- b. Councillor Bird
- c. The Parish Clerk/RFO

97/25 To elect a Chair

98/25 To elect a Vice Chair

99/25 To appoint members to Committees and Working Groups

100/25 To appoint new signatories to the Unity Bank and Nat West Accounts

101/25 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.

102/25 Parish Clerk Vacancy - To consider and agree:

- a. Appointment of a locum Clerk via the Society of Local Council Clerks (SLCC).
- b. Recruitment process for a permanent Parish Clerk.
- c. Establishment of a Staffing Committee.
- d. Appointment of members to the Staffing Committee.
- e. Approval of the Staffing Committee Terms of Reference.
- f. Approval of the Parish Clerk/RFO Job Description.

103/25 To discuss and agree next steps for the Parish Council following the resignation of the Chairman, Councillor Bird and the Parish Clerk.

Meeting Dates 2025

FULL COUNCIL : 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: To be confirmed

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.