



# Coxheath Parish Council

**Minutes of a Meeting of Coxheath Parish Council held on  
Tuesday 24 February 2026 at 7.15pm in the Small Hall, Coxheath Village Hall**

**Present: Cllr. N. Gardner (Chairman), I. Laponder. K. Laponder, H. Weaver, C. Parker**

**In attendance: Louise Goldsmith (Parish Clerk), 3 members of the public**

## MINUTES

### 162/25 ADMINISTRATION

Fire Exits, Fire Meeting Point, Mobile Phones. It was noted that Cllr. Gardner is recording the meeting to assist with the minute taking.

### 163/25 APOLOGIES FOR ABSENCE, DECLARATIONS AND DISPENSATIONS

- a) Apologies for absence:  
**An apology for absence was received from Ward Member Claire Kehily and Independent County Councillor Robert Ford and Cllrs. Carpenter and Thomas and the reasons for absence were granted.**
- b) To receive Declarations of Interest in respect of matters contained in the agenda.  
*Disclosable Interests:* Under the Localism Act 2011: **None received.**  
*Other Significant Interests:* **None received.**  
*Other Interests:* **None received.**
- c) Requests for Dispensations: **None received.**
- d) Declarations of Lobbying: **None received.**

### 164/25 MINUTES OF THE LAST MEETING

**Resolved: That the minutes of the meeting held on the 20 January 2026 be approved and confirmed as a true and accurate record.**

### 165/25 CHAIRMAN'S REPORT

Cllr. Gardner welcomed Cllr. Parker and Cllr. I. Laponder to the meeting and congratulated them both on recovering so well from their recent health issues. Cllr. Gardner reported back on a number of meetings he had attended to include the KALC Area Committee held on the 26 January, The Community Forum meeting held on the 27 January, a meeting with MP Katie Lam held on the 30 January, a meeting with the Community Engagement Officer held on the 9 February, a Kent Police Ward Cluster meeting held on the 10 February, a meeting held with the Beat Officers on the 19 February and a Neighbourhood Planning Meeting held on the 23 February. Feedback from these meetings is contained within these minutes. It was noted that Cllr. Gardner will be attending a meeting with representatives from the Church this week to discuss both the Remembrance Service and Christmas Carol Service/Lights switch-on and will also attend a NALC training course on 'finding new talent' on the 25 February.

Cllr. Gardner was delighted to report that two residents have come forward to be co-opted on to the Parish Council at the next meeting.

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## **166/25 CLERKS REPORT/PAST MATTERS**

Reminder of MP Katie Lam Weald of Kent water survey.

## **167/25 COUNTY COUNCILLOR/WARD MEMBER REPORT**

It was noted that Independent Councillor Robert Ford and Ward Member Claire Kehily have given their apologies. Cllr. Robert Ford has informed Cllr. Gardner that he is regularly reporting potholes in the parish and is pushing generally for better co-ordination of local roadworks.

## **168/25 OPEN SESSION**

It was noted that the Pre-School has a full intake.

## **169/25 COMMITTEES/WORKING GROUPS**

### **a) Planning Committee**

#### **i. Minutes of the meeting held on the 20 January 2026**

The minutes of the meeting held on the 20 January 2026 were noted.

#### **ii. To receive a report from the meeting held this evening**

Cllr. Weaver reported on the Planning Committee Meeting held before the Full Council Meeting. It was noted that the Clerk is going to contact the Traffic Commissioners Office and report the concerns received from residents regarding the number of lorries travelling at speed and often at unsociable hours along Forstal Lane.

### **b) Staffing Committee**

#### **i. To receive the minutes of the meeting held on the 16 February 2026**

The draft minutes of the meeting held on the 16 February 2026 were received. Cllr. K. Laponder reported that the Clerk is now investigating using People's Pension rather than NEST as a pension provider. The Clerk already has a pension with People's Pension and NEST has recently had some bad press. Cllr. K. Laponder proposed that a backdated pension award is agreed for the Clerk at the next meeting. Cllr. K. Laponder advised Members that the probation period for the Clerk finishes on the 10 March 2026 and that a meeting will be arranged with the Clerk. It was noted that Cllr. K. Laponder and the Clerk will be meeting with the MUGA Steward to discuss the role and to look to replace the Honorarium Agreement with a Service Level Agreement.

#### **ii. To approve a legal letter**

**Resolved: To discuss this as a confidential item.**

### **c) Finance Committee**

#### **i. To receive the minutes of the meeting held on the 12 February 2026**

The draft minutes of the meeting held on the 12 February 2026 were received

#### **ii. To approve the following recommendations**

##### Proposal to accept a quote for the purchase of 10 tablets

Members discussed quotes for the purchase of 10 tablets. The Clerk reminded Members that the purchase of 6 tablets at a higher cost per tablet was agreed by Full Council over a year ago but that the proposal has been brought back to Full Council to purchase more tablets and ongoing support.

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**Resolved: To accept the quote from Heliocentrix for ten Apple ipads, ten Apple pencils and ten key board cases along with the management and set up costs totalling £4,554.60 (excluding VAT). To accept a quote of a monthly management fee of for all ten tablets of £74.40 per month (excluding VAT).**

Proposal to accept a quote for a new website

Members considered the proposal and a quote of £2,460.00, (excluding VAT), from Heliocentrix for a new website for the Parish Council and compared this to the offering of the current provider. Members were in agreement that the platform for the proposed new website would better meet the needs of the Parish Council and that it makes sense for the email accounts, tablets and website to be managed by the same provider.

**Resolved: To accept a quote of £2,460.00, (excluding VAT), from Heliocentrix for a new website for the Parish Council**

Proposal to reinvest funds in reserves

Members discussed a report prepared by the Clerk for the Finance Committee on the current banking arrangements. It was noted that the Clerk has proposed that some of the reserves need to be reinvested to ensure that that the funds held in the Unity Accounts and NatWest accounts, (which are not currently fully protected by the Financial Services Compensation Act), are protected as well as those to be invested apart from funds to be invested with the CCLA which is an AAA rated fund. The Clerk also advised that most of the reserves are banked with NatWest and currently only attract an interest rate of 0.95%. Cllr. I. Laponder asked Members to begin to consider and put forward any projects to be included in the next budget.

**Resolved to approve the following recommendation:**

- **To invest £80,000.00 into the CCLA Public Sector Deposit Fund noting that this fund is not protected by the FSCS but it is an AAA rated market fund. The latest yield (net of fees) is 3.68%.**
- **To invest £100,000.00 with Hampshire Trust into a 95 day notice account, current interest rate of 3.95%.**
- **To open a third Unity Trust 30 day notice account with a current interest rate of 3.95% as a savings account to be used to hold some of the remaining reserves. The current account and existing instant access account will operate together so that the Parish Council can easily track expenditure relating to the precept.**
- **To retain £100,000 as reserves in the NatWest Savings Account.**
- **Cllrs. I. Laponder to be added to all bank accounts.**
- **The new accounts to be opened with all Members of the Finance Committee and the Chair as signatories namely Cllrs. Gardner, I. Laponder, Parker and Weaver.**

Asset Register: To adopt the asset register

**Resolved: To adopt the asset register.**

iii. **Parish Services Scheme:**

The Clerk reported that the Parish Council will receive from the Parish Services Scheme £9,389.00 towards grounds maintenance costs for the next financial year. MBC have suggested that this grant will probably not be awarded in 2027/2028.

iv. **To receive the accounts as at the 31 January 2026**

The accounts as at the 31 January 2026 were received.

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- v. **To receive a bank reconciliation as at the 31 January 2026**  
A bank reconciliation as the 31 January 2026 was received and checked and signed by Cllr. Gardner in line with the adopted Financial Regulations.
- vi. **To receive a payments list for ratification and approval**  
The payment schedule appended to the minutes had been circulated prior to the meeting. Cllr. I. Laponder checked the invoices on the payment schedule.  
**Resolved: Cllrs. Gardner and Parker to authorise the payments online. Cllr. Gardner, as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.**

**d) Recreation and Open Spaces Working Group**

- i. **To receive feedback from a consultation exercise for the Huntingdon green**  
Cllr. Weaver reminded Members that the working group carried out a consultation exercise to find out what, if any, improvements, parishioners would like to Huntingdon green. The Clerk had circulated an interim report on the feedback received. The results will be considered in full at the next working group meeting. In summary parishioners would like some planting to be done and some benches installed. The Clerk has contacted Golding Homes and is waiting for a response on whether they would be interested in extending the lease or selling this land to the Parish Council.
- ii. **To receive an update on the football club agreement**  
Cllr. Weaver was pleased to report that the football club has now paid the annual fee of £100.00 to use the football pitches for the season 2025-2026.
- iii. **25/505226/PAPL: To receive the feedback and agree to submit a full planning application to replace the containers on the recreation ground.**  
The Clerk had circulated a copy of the decision from MBC for an application for pre-planning advice regarding a proposal to replace the two 20ft storage containers on the recreation ground with a single 40ft storage container. MBC have advised that the proposed container does not comply with Permitted Development Rights and that full planning permission is needed. However, MBC has suggested that as the replacement container would be for the storage of equipment in relation to the local football team and the Parish Council, which is ancillary to existing community facilities, it is likely that the proposed storage container would be approved planning permission.  
**Resolved for the Clerk to submit a full planning application to replace the two 20ft containers on the recreation ground with a single 40ft container.**
- iv. **To receive an update on the hanging basket application**  
It was noted that the Clerk has submitted the application to KCC and has agreed to the load testing required. The grounds maintenance contractor is in the process of obtaining the required licence to work at the roadside to both install and water the hanging baskets.
- v. **Inscription for Memorial Bench for Elizabeth Potts**  
At the last meeting it was agreed to install a new plaque on one of the benches in the recreation ground in memory of Elizabeth Potts. It was agreed to keep the wording simple with 'In memory of Elizabeth Potts' and dates. Cllr. Parker offered to find out the required dates and advise the Clerk.

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**e) Traffic & Community Safety Working Group**

**i. Deposit Document for Amendment 28a Waiting Restrictions on various roads in Coxheath**

It was noted that the consultation for a Traffic Regulation Order for the following roads in Coxheath commenced on the 30 January 2026 and ended on the 23 February 2026. The Order is to place double yellow lines on the following length of roads:

ASPIAN ROAD – On both sides from its junction with Park Way for a distance of 10.5 metres in an easterly direction. CLOCK HOUSE RISE – On both sides from its junction with Heath Road for a distance of 10 metres. HEATH ROAD – (1) On the south-west side from its junction with Clock House Rise for a distance of 47 metres in a north-westerly direction to join up with the existing double yellow lines. (2) On the south-west side from its junction with Clock House Rise for a distance of 15 metres in a south-easterly direction. (3) On the north-east side from a point 15 metres east of its junction with Clock House Rise for a distance of 49 metres in a north-westerly direction PARK WAY –

(1) On its east side from its junction with Aspian Road for a distance of 19.5 metres in a southerly direction. (2) On its east side from its junction with Aspian Road for a distance of 10 metres in a northerly direction.

Cllr. Gardner advised that due to legislation yellow lines unfortunately cannot be installed opposite the junction at Parkway and Westway.

**ii. Highways Improvement Plan (HIP)**

Cllr. Gardner, Weaver and the Clerk attended a meeting with the Community Engagement Officer on the 9 February 2026 to receive an update on the historic priorities and to discuss the new priorities. The Clerk has since circulated the plans for the proposed wig-wags and parking restrictions outside the school. It was noted that KCC has now agreed to pay for the TRO consultation and that the Parish Council will just need to fund the cost of installing the wig-wags, estimated to be £10,500.00. The TRO consultation for the double yellow lines required for Stockett Lane and the proposed wig-wag scheme outside the school is due to start this week. KCC has agreed to place pneumatic counters on Forstal Lane for a period of one week to gather data on the type, speed and time of day vehicles are travelling along this stretch of road.

**iii. Faults**

Cllr. Gardner has requested that the lines for the bus stop on Heath Road and for the buildout near Murdoch Close are refreshed. The breaking up of the road surface on Mill Lane and the condition of the footpath from Clock House Rise to St Lawrence Crescent have also been reported. Cllr. Gardner suggested that a noticeboard is needed for Murdoch Chase. The Clerk will discuss this suggestion with the Highways Steward at KCC. The Clerk has requested a replacement barrier to be installed in Stockett Lane at the end of the footpath to the recreation ground/playground that mysteriously disappeared in 2023.

**f) Events and Communication Committee**

**i. To receive the minutes of the meeting held on the 11 February 2026**

The minutes of the meeting held on the 11 February 2026 were noted.

**ii. Proposal to hold a family event on the 5 September 2026**

Members considered a proposal to hold an end of summer picnic on the recreation ground on Saturday 5 September 2026 from 2pm-6pm, possibly in conjunction with the Village Hall Committee. Cllr. Gardner advised that the Committee will be looking to purchase a PA system and some gazebos and that the Clerk will obtain some

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quotes. A quote will also be obtained for the hire of a band and the Clerk will check the insurance arrangements. It was noted that the Cllr. Weaver has provisionally booked the village hall and will discuss the proposal at the next Village Hall Committee meeting.

**Resolved: To agree a proposal to hold an end of summer picnic on the recreation ground on Saturday 5 September 2026.**

g) **S106 Working Group**

It was noted that the working group is due to meet for the first time on Tuesday 3 March 2026 at 7pm.

## **170/25 PARISH MATTERS**

a) **Local Government Reorganisation:**

The Clerk advised that the Government announced their consultation on the five options for Local Government Reorganisation for Kent and Medway earlier this month. The consultation will run until the 28 March 2026. MBC's favoured option is 3A believing the three unitary option would be more cost effective than a four unitary option as well as aligning more closely with police and NHS boundaries. The KCC proposal for one authority is not seen as providing effective local government and would be well wide of the government's target population size of 500,000 per authority.

b) **MP Katie Lam**

Cllr. Gardner and the Clerk met with MP Katie Lam on Friday 30 January 2026. The recent problems with the water supply and the lack of a bottle station for Coxheath was discussed along with the perceived lack of co-ordination of roadworks. It was noted that MP Katie Lam is happy to support a proposal for a bottle station for Coxheath. It was also noted that MP Katie Lam cannot make the Annual Parish Meeting due to be held on the 14 April 2026 but that her assistant, Claire Ayres, will attend on her behalf and will read out a report.

c) **Annual Parish Meeting**

It was agreed to hold the Annual Parish Meeting at 7pm on Tuesday 14 April 2026 in the small hall. The Clerk will invite all the local organisations to attend and give a report. Cllr. Gardner and the Clerk will prepare a two sided report to include the Chairman's report, a summary of the accounts and details and photos of the Councillors. The report will be handed out at the meeting and placed on the website and social media. The Clerk will source some nibbles, wine, and will approach local suppliers to see if they are able to help

d) **Kent Police:**

i. **To receive feedback from the Kent Police Forum held on the 10 February 2026**

It was noted that Cllr. Gardner and the Clerk attended the Parish Forum with Kent Police on the 10 February 2026. Most parishes continue to experience issues with catapulting and Kent Police have had some success in issuing Community Protection Warnings for this activity. Kent Police remain keen for parishioners to sign up to 'My Community Voice' which is a messaging service which enables residents to keep in touch with their local policing teams. Details about how to sign up for 'My Community Voice' have been placed on the website and social media. Cllr. Gardner reported that the MBC Street Scene Officer attended the meeting and advised that parishes can apply for the long term loan of a litter picking trolley. It was noted that Cllr. Weaver has now successfully applied for a litter picking trolley.

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**ii. Meeting with the Beat Officers held on the 19 February 2026**

Cllr. Gardner and the Clerk met with Beat Officers Lee Tallon and Harry Greenfield and PCSO Kirsty Greaves on Thursday 19 February 2026. The Beat Officers explained that it is often not practical for them to attend a Parish Council meeting but that they are happy to provide a report and that they will try and attend the Annual Parish Meeting. Speedwatch was discussed and it was agreed that there are not really any suitable locations on Heath Road. The Beat Officers will be holding a surgery in the village hall car park on Saturday 11 April 2026 from 12pm to 1pm. Cllr. Gardner suggested and it was agreed that the Clerk and as many Councillors as possible should attend and be on hand to meet and chat with parishioners.

**e) Litter Picking:**

Cllr. Weaver reported that the voluntary litter pickers have pencilled in some dates for March 2026. Cllr. Weaver explained that the new litter picking trolley from MBC will be very useful. Cllr. Weaver has emailed the school to see if the school eco-council would be interested in doing a joint litter pick on the school side of Heath Road. Cllr. Weaver advised that the litter picking team is keen to mark the National Litter Pick Day which can take place any day between the 13 and 29 March 2026 and advised that the team will be carrying out a general tidy up around the shops.

**171/25 ADMINISTRATION**

**a) Parish Office telephone and internet**

It was noted that the Clerk has been in touch with BT and has managed to upgrade the broadband contract. A new hub has been delivered and an engineer is due to attend the Parish Office on the 4 March 2026 to complete the required cabling works. This contract will replace a very old contract which has not been updated for many years. It was noted that the new contract will cost less,

**b) Assertion 10 SAPPP 2025**

Members noted a guidance note circulated by the Clerk on the requirements of Assertion 10 SAPPP 2025. It was noted that the Clerk must operate from a generic (not person-specific) Council-owned domain-based official email address and that the website must continue to meet accessibility regulations and that the Parish Council must have an IT policy. Members agreed that the Parish Council meets all of the requirements apart from having an IT Policy. It was noted that the Clerk has prepared and circulated a draft IT Policy.

**c) Policies to consider and approve**

Financial Regulations: Members considered the Model Financial Regulations circulated by the Clerk. Cllr. I. Laponder suggesting deleting clause 5.6 and that the Parish Council takes out a credit card for use by the Clerk only.

**Resolved: To adopt the Financial Regulation having deleted clause 5.6. The Clerk to look into the options for a credit card and report back.**

Social Media and Communications Policy

**Resolved: To adopt the Social Media and Communications Policy**

Lone Working Policy

**Resolved to adopt the Lone Working Policy.**

IT Policy

It was agreed to give Members more time to review the policy and defer adoption to the next meeting.

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**172/25 REPRESENTATION AT MEETINGS**

- i. Village Hall Committee: Cllr. Weaver reported that the next meeting will take place on the 10 March 2026 which she is unable to make but that Cllr. Carpenter has offered to report back.
- ii. KALC Area Committee: The draft minutes of the meeting held on Monday 26 January 2026 have been circulated.
- iii. Coxheath Community Group: The draft minutes of the meeting held on Tuesday 27 January 2026 have been circulated.
- iv. Other Meetings:  
Cllr. Weaver has requested to attend a pre-school meeting.  
Cllr. Gardner and the Clerk have requested to attend a PCC meeting.  
Neighbourhood Area Committees Workshop: it was noted that the Clerk attended the KALC workshop held on the 3 February 2026 and has circulated a copy of the presentation.

**173/25 CORRESPONDENCE/CONSULTATIONS**

MP Katie Lam Weald of Kent Water Survey: Noted.

**174/25 CONFIDENTIAL ITEMS**

*Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.*

***The meeting closed to the public at 8.35pm***

**168/25 (b) (ii): To approve a legal letter**

**Resolved: The Clerk to make the required changes and to instruct the solicitor to send the letter.**

The Clerk shared some recent communication regarding a refund of expenses received by the previous Clerk.

**175/25 DATE OF THE NEXT MEETING: Full Council Meeting Tuesday 31 March 2026**

***With no further business to transact the meeting closed at 8.58pm***

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Date: .....

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## Payments February 2026

Ref:	Payee	Description	Gross	VAT	Net
<b>BACs Payments for payment on 24 February 2026</b>					
BACS 02-01	SLCC Enterprises	Locum Fees Part December	1,647.12	274.52	1,372.60
BACS 02-02	Louise Goldsmith	Clerks Expenses	83.45	-	83.45
BACS 02-03	Louise Goldsmith	Reimbursement Ionos £68.40, Projector £399.99, Electric Tea Urn £99.99, Projector case/cable £30.48 Hanging Basket Licence Fee £139.00	737.86	99.82	638.04
BACS 02-04	Capel Groundcare	Remedial works to gates and kick wall on recreation ground	1,665.00	277.50	1,387.50
BACS 02-05	Tree Surgeons of Kent	Payment of VAT due on invoice COXH-001	1,640.00	1,640.00	-
BACS 02-06	Hopkins	Replacement defib infant pads	80.70	13.45	67.25
BACS 02-07	NALC	Future Leaders Training Event	42.00	7.00	35.00
BACS 02-08	Louise Goldsmith	Clerks Salary February	1,911.84	-	1,911.84
BACS 02-09	HMRC	Clerks Tax & NI	945.36	-	945.36
BACS 02-10	Capel Groundcare	Playground Inspection February	84.00	14.00	70.00
<b>TOTAL</b>			<b>8,837.33</b>	<b>2,326.29</b>	<b>6,511.04</b>

Date	Payee	Description	Gross	VAT	Net
<b>Direct Debits</b>					
28/02/2026	Unity Trust	Service Charge	6.90	-	6.90
10/02/2036	EE	Mobile Phone	15.60	-	15.60
11/02/2026	BT Group	Broadband/Phone Parish Office	215.88	-	215.88
<b>TOTAL</b>			<b>238.38</b>	<b>-</b>	<b>238.38</b>

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