



# Coxheath Parish Council

**ALL COUNCILLORS ARE HEREBY SUMMONED** to the Annual Parish Council Meeting due to take place on **Tuesday 26 May 2026 at 7.15pm in the Small Hall, Coxheath Village Hall** where it is proposed to transact the business shown in the agenda below. The Meeting will be open to the press and public - Public Bodies (Admission to Meetings) Act 1960)

*Louise Goldsmith*

Louise Goldsmith, Clerk to Coxheath Parish Council

20 May 2026

## AGENDA

- 17/26 ELECTION OF CHAIRMAN**  
a) To receive nominations and vote on appointment.  
b) To receive the Declaration of Acceptance of Office for the Chair of the Council.
- 18/26 ELECTION OF VICE CHAIRMAN**  
a) To receive nominations and vote on appointment.  
b) To receive the Declaration of Acceptance of Office for the Vice Chair
- 19/26 ADMINISTRATION**  
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 20/26 APOLOGIES FOR ADSENCE, DECLARATIONS AND DISPENSATIONS**  
a) Apologies for absence<sup>1</sup>  
b) To receive Declarations of Interest in respect of matters on this agenda.  
*Disclosable Interests:* Under the Localism Act 2011.  
*Other Significant Interests:* Under the Code of Conduct adopted by the Parish Council.  
*Other Interests:* not required to be disclosed under (a) and (b) but voluntary announcements made for transparency reasons  
c) Requests for Dispensations.
- 21/26 CO-OPTION:** To co-opt any new Members on to the Parish Council.
- 22/26 APPOINTMENTS**  
a) **To consider and approve any changes to the Committee/Working Group structure.**  
b) **To review and approve all Committee/Working Groups Terms of Reference**  
c) **To agree appointments of Members to Committees/Working Groups**  
d) **To agree the Chair of all Committees/Working Groups**

Planning Committee  
Finance and Resources Committee  
Staffing Committee  
Events and Communications Committee

Recreation and Opens Spaces Working Group  
Traffic and Community Safety Working Group  
S106 Working Group

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

- 23/26 APPOINTMENT OF AN INTERNAL AUDITOR**  
To agree the appointment of an internal auditor for 2026-2027.
- 24/26 SELECTION OF REPRESENTATIVES TO OTHER BODIES/ALLOCATION OF RESPONSIBILITIES**
- a) *Community Liaison Rep. Kent Association of Local Councils*
  - b) *Football Club Liaison*
  - c) *Community Litter Picking*
  - d) *Police Liaison Group*
  - e) *Developer Liaison*
- 25/26 POLICIES:**  
To review and approve the following core policies
- *Code of Conduct*
  - *Grants Policy and Application Form*
  - *Health & Safety Policy*
  - *Equality & Diversity Policy*
  - *Complaints Policy*
  - *Scheme of Delegation*
  - *Data Protection and Document Retention Policy*
  - *Publication Scheme*
- 26/26 STANDING ORDERS:** To review and adopt.
- 27/26 FINANCIAL REGULATIONS:** To review and adopt.
- 28/26 BANK SIGNATORIES:**  
To review the current authorisation signatories for the Parish Council Accounts.
- 29/26 ANNUAL PARISH MEETING:**  
To review the meeting held on the 14 April 2026 and receive feedback on any actions.
- 30/26 MINUTES OF THE LAST MEETING**  
To consider the minutes of the meeting held on the 28 April 2026 and if in order to authorise the Chair to sign as a true and accurate record<sup>2</sup>
- 31/26 CHAIRMAN'S REPORT:** To receive any report.
- 32/26 CLERK'S REPORT/PAST MATTERS (Information purposes only)**
- 33/26 COUNTY COUNCILLOR/WARD MEMBER REPORT:** To receive any report.
- 34/26 OPEN SESSION:** No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.  
Councils cannot lawfully decide any business not specified on the agenda<sup>3</sup>
- a) To comment on Agenda items
  - b) To raise new issues with the Parish Council

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

35/26

**Committees/Working Groups**

- a) **Planning Committee**
  - i. To receive the minutes of the meeting held on the 28 April 2026
  - ii. To receive a report from the meeting held this evening
  
- b) **Staffing Committee**
  - i. To receive any update.
  
- c) **Finance Committee**
  - i. To receive an update on the new bank accounts and credit card facility
  - ii. To approve the appointment of Whitehead Monckton
  - iii. Annual Insurance
  - iv. VAT Claim
  - v. To receive the accounts as at the 30 April 2026
  - vi. To receive a bank reconciliation as at the 30 April 2026
  - vii. To receive a payments list for approval
  
- d) **Recreation and Open Spaces Working Group.**
  - i. To receive the minutes of the meeting held on the 7 May 2026
  - ii. **Recommendation to Full Council:** To approve a quote to remove the three existing gates plus a section of fencing to facilitate the new gates and to supply and install three Mobility Woodstock Kissing Gates.
  - iii. **Recommendation to Full Council:** To accept a quote to update the CCTV on the MUGA
  - iv. Tree Works: To receive an update.
  - v. To receive an update on a proposal to adopt or extend the lease for Huntingdon Village Green
  
- e) **Traffic & Community Safety Working Group.**
  - i. Highways Improvement Plan: To receive an update on the priorities
  - ii. Highway Faults
  
- f) **Events and Communication Committee**
  - i. To receive an update on the event due to be held on the 5 September
  - ii. To receive an update on the new website
  
- g) **S106 Working Group.**
  - i. To receive an update on a proposal to adopt Whitebeam and Fairhurst Play Areas.

36/26

**Parish Matters**

- a) Local Government Reorganisation: To receive any update
- b) Kent Police: To receive any update.
- c) Litter Picking: To receive any update

37/26

**Administration**

- a) Appointment of a DPO

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

**38/26**

**Representation at Meetings**

- a) Village Hall Committee
- b) KALC Area Committee
- c) Coxheath Community Group
- d) Other Meetings

**39/26**

**Correspondence/Consultations**

**40/26**

**Confidential Items**

To receive an update from the solicitor

**41/26**

**Date of Next Meeting:**

**Parish Council Meeting: Tuesday 30 June 2026**

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)