



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 **Meeting of Coxheath Parish Council** on **Tuesday, 28th November 2023, 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

10th November 2023

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

1. Apologies and absences:

- 1.1 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.
- 1.2 Declaration of Changes to the Register of Interests.
- 1.3 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.
- 1.4 Requests for Dispensations.
- 1.5 Declarations of Lobbying.

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

3. 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.

4. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer.

5. Coxheath Parish Councillor Reports

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| 5.1 | Chairman of the Parish Council | Cllr Parker |
| 5.2 | Playground Inspection Report | Cllr Parker |
| 5.3 | Councillor's Reports | All Cllrs |
| 5.4 | Community Litter Pick | Cllr Down |
| 5.5 | Social Media | Clerk |

6. Minutes of the Parish Council Meeting:

To resolve that, the minutes of the Parish Council Meeting held on 31st October 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

7. Clerk's Report: (not included in other agenda items)

- 7.1 Noticeboards and Benches
- 7.2 Adoption of Play areas and Scout Hut Car Park

8. Finance:

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 8.2 Late Payment Request/s to be discussed for approval and payment.
- 8.3 Banking Arrangements – Update.
- 8.4 To consider any late financial matters.

- 8.5 To receive recommendation from the Finance Committee
 - 8.5.1 To receive the draft minutes of the Finance Committee Meeting 27th November 2023
 - 8.5.2 To review the 2023/24 spend vs budget forecast
 - 8.5.3 To agree the budget for 2024/25
 - 8.5.4 To consider the precept and parish services scheme for 2024/25

9. Planning:

- 9.1 To receive the decisions and recommendations from the Planning Committee Meeting 28th November 2023
- 9.2 Hill Farm Linton ("Greensand Place") Member Meeting 16th October - Update

10. Working Groups: To receive Updates

- 10.1 **Recreation & Youth Working Group - To receive recommendations from the Working Group.**
- 10.2 **Traffic & Community Safety Working Group**
 - 10.2.1 KCC Highway Improvement Plan
 - 10.2.2 Parish Portal Report
 - 10.2.3 To receive recommendations from the Working Group.
- 10.3 **Seasonal Events Working Group**
 - 10.3.1 To receive an update on planned and future events
 - 10.3.2 To receive recommendations from the Working Group.
- 10.4 **Environmental Initiatives Group**
 - 10.4.1 To receive recommendations from the EIG group

11. Correspondence:

- 11.1 To table items of late correspondence :
- 11.2 Items circulated : To be provided at the meeting.

12. 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 by reason 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.

12.1 To receive and consider Quotation and Contracts.

12.1.1 Installation of the Benches.

12.1.2 Update and Work Specification from DB Works.

Meeting Dates 2024:

FULL COUNCIL : 30th January , 27th February, 26th March, 30th April, 14th May Annual Meeting of the Parish Council, 25th June , 30th July, 27th August, 24th September, 29th October, 26th November.

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

FINANCE COMMITTEE: 15th February , 25th April

Annual Meeting of the Parish and 60th Year of Coxheath PC to be held on the 28th May 2024