



# Coxheath Parish Council Agenda

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the **Statutory Annual Meeting of the Parish Council** will be held on **Tuesday 28th May 2019** in Coxheath Village Hall commencing at 7.30 pm

---

## **PRIOR TO THE START OF THE MAIN MEETING:**

*Representations from the general public will be taken for a period up to thirty minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman.*

---

## **Main Meeting:**

- 1. Election of a Chairman:**
  - 1.1 To Elect a Chairman:**
  - 1.2 To receive the Chairman's Declaration of Acceptance of Office:**
- 2. Election of a Vice-Chairman:**
- 3. Apologies and absences:**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
- 4. Consideration of any request to film or record all or part of the meeting:**

*Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.*
- 5. Consideration of items to be taken in private because of the disclosure of exempt information:**
- 6. To Receive Declarations of Interest and Dispensations:**

*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. To consider any Dispensation requests received by the Parish Clerk and not previously considered.*
- 7. Allocation of Responsibilities: Committees and Working Groups**

- 8. Reports from Police Representative and Community Warden:**
- 9. Minutes of the Parish Council Meeting :**  
To consider the minutes and if in order sign as a true record  
9.1 Minutes of Parish Council Meeting 30<sup>th</sup> April 2019
- 10. Matters arising from the minutes:** (not included in other agenda items)  
10.1 Defibrillator in the Village Centre  
10.2 Medical Centre
- 11. Councillors' Reports Members Individual Reports:**
- 12 Finance:**  
12.1 To Agree Financial Performance Against Budget April 2019:  
12.2 Online Banking:  
12.3 Update of account for 2018/19:  
12.3.1 Unaudited Accounts 2018-19:  
12.3.2 Internal and External Audit:  
12.4 To receive draft minutes Finance committee meeting 23<sup>rd</sup> May 2019:  
12.5 Accounts paid since the last meeting to be ratified:  
12.6 Accounts for payment:  
12.6.1 Clerk Salary April 2019 £ 1136.60  
12.6.2 Clerk salary May 2019 £ 1137.60  
12.6.3 Clerks Expenses £ 61.99  
12.6.4 Vodafone Parish Mobile 8 March -7 April 2019 £ 38.00  
12.6.5 Vodafone Parish Mobile 8 April -7 May 2019 £ 38.00  
12.6.6 Vodafone Parish Mobile 8 May -7 June 2019 £ 38.00  
12.6.7 David Mann Grass Cutting and Planting £ 1080.47  
12.7 Payment requests to be discussed for approval and payment  
12.8 Late Payment Request/s to be discussed for approval and payment  
12.8 Catering Costs AMP 22<sup>nd</sup> May 2019
- 13 Planning:**  
13.1 To receive draft minutes of Planning Committee Meeting 9<sup>th</sup> May 2019
- 14 Neighbourhood Plan and Strategic Planning:** Update
- 15 Traffic and Community Safety:** Review Progress  
15.1 HGV Pilot Scheme Update  
15.2 Highways Improvement Plan (HIP)
- 16 Maintenance Issues:** Review Progress  
16.1 Replacement Mixed Litter Bins
- 17 Youth and Recreation:** Review Progress
- 18 Development of Multi-Use Games Area (MUGA):**  
18.1 Mark Byatt Update Cost Breakdown for Linden Farm
- 19 Seasonal Events:**  
19.1 **Annual Meeting of the Parish Wednesday 22<sup>nd</sup> May 2019**
- 20 Correspondence:**  
20.1 To table items of late correspondence :  
20.2 Items circulated for information: For further information contact the Clerk  
20.2.1 NALC Chief executive's bulletin - 20 May 2019  
20.2.2 Kent Digital Accessibility Conference' 6th June 2019

- 20.2.3 Kent Police Rural Liaison Team report
- 20.2.4 NALC Annual Conference 28 October 2019
- 20.2.5 KALC Communication and Social Media Event - 22nd June 2019
- 20.2.6 Notice of Meetings - Two Weeks Commencing 13 May
- 20.3 Items acted on:
- 20.4 Items for discussion/action
  - 20.4.1 ALERT - Doorstep Cold Callers Alert!
  - 20.4.2 CALARA New web site
  - 20.4.3 Environmental Services Review - Clean Streets Survey

**21 Policy Review:**

- 21.1 Standing Orders
- 21.2 Financial Regulations
- 21.3 Risk Assessment
- 21.4 Code of Conduct
- 21.4 GDPR Policy
- 21.5 FOI Publication Scheme

**22 Date of Next Meeting: 7.30 pm 25<sup>th</sup> Tuesday; 30<sup>th</sup> July; 27<sup>th</sup> August; 24<sup>th</sup> September; 29<sup>th</sup> October; 26<sup>th</sup> November**

Irene Bowie Clerk to Coxheath Parish Council  
Pollyfield Cottage, Scragged Oak Road,  
Detling, Kent ME14 3HD

21/05/19

Telephone: 07788 278972

Email : [clerk@coxheathparishcouncil.org.uk](mailto:clerk@coxheathparishcouncil.org.uk)

Website : [www.coxheath.net](http://www.coxheath.net)

