



# 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, 29<sup>th</sup> October 2024, at 7.15 p.m.** **The meeting will be held in the Small Hall, Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.**

Irene Bowie

**Clerk to the Council**

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

23<sup>rd</sup> October 2024

## 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. 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.**

### 3. To receive written reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police.

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

### 5. To Receive reports on matters not included elsewhere on the agenda.

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

### 6. Minutes of the Parish Council Meeting:

To resolve that, the minutes of the Parish Council Meeting held on 24<sup>th</sup> September 2024 to be taken as read, confirmed as a correct record and signed by the Chairman.

### 7. Finance:

- 7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 7.2 Late Payment Request/s to be discussed for approval and payment.
- 7.3 Banking Arrangements – Update.
- 7.4 To consider any grant or donation requests
- 7.5 To receive spend versus budget April – September 2024
- 7.6 Budget requirements for 2025/26
- 7.7 To receive and consider a Grant Monitoring Form
- 7.8 To consider any late financial matters.

### 8. Planning: To receive the decisions and recommendations from the Planning Committee. (Councillors Gardner (Chairman) , Carpenter, Crickett, Laponder and the Parish Clerk)

**9. Working Groups: To receive Updates and Recommendations.**

- 9.1 **Recreation & Youth Working Group.** (Councillors Potts, Bird and Laponder)
  - 9.5.1 **To receive recommendations.**
- 9.2 **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)
  - 9.2.1 Parish Portal Report
  - 9.2.2 Resident email re accident on Heath Road
- 9.3 **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)
  - 9.3.1 To consider and agree the arrangements for the Village Christmas Lights and Tree
  - 9.3.2 To consider a Land Usage Agreement from Avante (Coxheath) Management Ltd
  - 9.3.4 To consider and agree on the arrangements for Remembrance Sunday, 10<sup>th</sup> November 2024
- 9.4 **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann)
- 9.5 **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas. Non-Councillors Mr. D Mann and Mr. N Hadley.)
  - 9.5.1 To receive recommendations.
- 9.6 **Social Media.** Councillors Gardner, Thomas and Parish Clerk.
  - 9.6.1 To Consider the formation of a Media and Communications Working Group

**10. Correspondence:**

- 10.1 To table items of late correspondence:
- 10.2 Items circulated:
  - 10.2.1 COMMUNITY WARDENS
  - 10.2.2 VILLAGE HALL FILES - ACTION REQUIRED! From Action with Communities in Rural Kent (ACRK), - Forwarded to VHMC
  - 10.2.3 Community Centre Grant - Southern Water – Forwarded to VHMC and Scouts
  - 10.2.4 PCC LAUNCHES CONSULTATION ON THE NEW POLICE AND CRIME PLAN FOR KENT.
  - 10.2.5 SOUTH EAST WATER WANTS YOUR VIEWS! REQUEST TO PARTICIPATE IN A STAKEHOLDER SURVEY
  - 10.2.6 Weekly Bulletin for Week Ended 25 October 2024
  - 10.2.7 Kent County Council - 'Carers' Voice' Involvement Workshops - they want your views
  - 10.2.8 You're invited to the KALC Climate Change Conference on 5 November 2024

**11. 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.

- 11.1 To receive and consider Legal Advice pertaining to a Coxheath Residents Village Hall Management Committee.

**Meeting Dates 2024:**

- FULL COUNCIL :** 26<sup>TH</sup> November.
- 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:** 14<sup>th</sup> November