



# 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, 26<sup>th</sup> November 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)

19<sup>th</sup> November 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.

### Prior to the Start of the Meeting:

**To receive a presentation by Natalie Penfold KCC regarding sponsorship of Rural Youth Worker.**

## 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
  - 5.2.1 To consider obtaining quotations for Playground Monthly Inspections
  - 5.2.2 Weekly Visual Playground Inspections.
- 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 and 29<sup>th</sup> October 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 to October 2024
- 7.8 To consider any late financial matters.
- 7.9 To receive recommendations from the Finance Committee.
  - 7.9.1 To consider the draft budget for 2025/26
  - 7.9.2 To consider the Precept Demand for 2025/26
- 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 consider the support of a Rural Youth Worker.
  - 9.2 **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)
    - 9.2.1 Parish Portal Report
    - 9.2.2 To receive an update on the draft Highways Improvement Plan
  - 9.3 **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)
    - 9.3.1 To receive an update on Village Christmas Lights and Tree
    - 9.3.2 To consider a Land Usage Agreement from Avante (Coxheath) Management Ltd
  - 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.
  - 9.6 **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.
    - 9.6.1 KALC Community Awards Scheme 2025
- 10. Correspondence:**
  - 10.1 To table items of late correspondence:
  - 10.2 Items circulated:
    - 10.2.1 Government Consultation on 'Enabling remote attendance and proxy voting at local authority meetings'.  
<https://www.gov.uk/government/consultations/enabling-remoteattendance-and-proxy-voting-at-local-authority-meetings/enabling-remoteattendance-and-proxy-voting-at-local-authority-meetings>.
    - 10.2.2 KCC Councillor Simon Webb Member report - November and December 2024
    - 10.2.3 MBC Planning Training 25<sup>th</sup> November 2024
    - 10.2.4 Maidstone Heritage Strategy - Art Competition
    - 10.2.5 Maidstone Heritage Strategy - Questionnaire
    - 10.2.6 KCC On-street electric vehicle charging - we need your help!
    - 10.2.7 KALC Community Awards Scheme 2025
- 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 Notification of NALC pay scales for the period 2024/2025
  - 11.2 To receive and consider Legal Advice pertaining to a Coxheath Residents Village Hall Management Committee.

**Meeting Dates 2025:**

**FULL COUNCIL :** January 28th, February 25th, March 25th, April 29th, May 27th, June 24th, July 29th, September 30th, October 28th, November 25th.  
April 15<sup>th</sup> Annual Village Meeting.

**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:** To be confirmed

**Notes on declarations of interest.**

**Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.**

**National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**