



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, 25th June 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

19th June 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. Reports from external parties (if present).

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

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.

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| 5.1 | Chairman of the Parish Council | Cllr Crickett |
| 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 |
| 5.6 | Clerk's Report | |

6. Minutes of the Parish Council Meeting:

To resolve that, the minutes of the Parish Council Meeting held on 14th May 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
 - 7.4.1 Grant request from Coxheath Scouts for the Exterior Decoration and Repairs to the Scout Hut
 - 7.4.2 Request for Sponsorship Coxheath Primary School Football Kit
- 7.5 To consider any late financial matters.
- 7.6 To consider a Statement of Internal Control

- 7.7 To consider a Policy and Procedure for the Authorisation of Payments
- 7.8 To consider a Statement of Approved Direct Debits and Standing Orders 2024/25
- 7.9 To receive and consider the updated Financial Regulations 2024
- 8. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024**
 - 8.1 Accounts for Approval
 - 8.1.1 To receive the 2023/24 Accounts
 - 8.1.2 To review the 2023/24 spend vs budget
 - 8.1.3 To receive the Financial Report for 2023/24
 - 8.1.4 To Receive the Asset register 2023/24
 - 8.2 To receive and note the Annual Internal Audit Report
 - 8.3 To receive and approve the Annual Governance Statement (Section 1)
 - 8.4 To receive and approve the AGAR Accounting Statements (Section 2)
 - 8.5 To receive and approve the AGAR for 2023/24
- 9. Planning: To receive the decisions and recommendations from the Planning Committee**
- 10. Working Groups: To receive Updates**
 - 10.1 **Recreation & Youth Working Group**
 - 10.1.1 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.
 - 10.2.4 To consider a request from East Farleigh Parish Council for the funding of a KCC speed reduction on Heath Road.
 - 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. To Consider a Freedom of the Parish Award:**
- 12. Correspondence:**
 - 12.1 To table items of late correspondence :
 - 12.2 Items circulated :
 - 12.2.1 Open email from Mr Fitzgerald, President of Coxheath Residents Village Hall Committee (VHMC), requesting 'Annual Payments' are to be made from the Parish Council to the VHMC via a long-term agreement.
 - 12.2.2 KALC Training Bulletin (3 June 2024)
 - 12.2.3 The Good Councillors Guide 2024
 - 12.3.4 Maidstone's Armed Forces Day Flag Raising Ceremony - 24 June
 - 12.3.5 Grants of up to £75,000 return for village halls – ACRE **Sent to the VHMC**
 - 12.3.6 Village and Community Hall Grant Scheme - Kent County Council **Sent to the VHMC**
 - 12.3.7 KCC's Budget Consultation 2025-26
- 13. 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.

Meeting Dates 2024:

FULL COUNCIL :

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 Planning Committee meetings may be cancelled if not required.

FINANCE COMMITTEE: