



Coxheath Parish Council

ALL COUNCILLORS ARE HEREBY SUMMONED to the Parish Council Meeting due to take place on **Tuesday 28 October 2025 at 7.15 pm in the Small Hall, Coxheath Village Hall** where it is proposed to transact the business shown in the agenda below.

The Meeting will be open to the press and public - Public Bodies (Admission to Meetings) Act 1960)

Louise Goldsmith

Louise Goldsmith, Locum Clerk to Coxheath Parish Council

23 October 2025

AGENDA

- 117/25 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 118/25 Apologies for absence, Declarations and Dispensations**
a) Apologies for absence¹
b) To receive Declarations of Interest in respect of matters contained in this agenda.
Disclosable Interests: Under the Localism Act 2011.
Other Significant Interests: Under the Code of Conduct adopted by the Parish Council.
Other Interests: not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.
c) Requests for Dispensations.
- 119/25 Co-Option:**
To co-opt any new Councillors.
- 120/25 Minutes of the last Meeting**
To consider the minutes of the meeting held on the 30 September 2025 and if in order to authorise the Chair to sign as a true and accurate record²
- 121/25 Chairman's Report**
To receive any report.
- 122/25 Clerks Report/Past Matters (Information purposes only)**
- 123/25 County Councillor/Ward Member Report**
To receive any report.

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

- 124/25** **Open Session:** No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.
Councils cannot lawfully decide any business not specified on the agenda³
- a) To comment on Agenda items
 - b) To raise new issues with the Parish Council

125/25 **Committees/Working Groups**

a) **Planning Committee**

- i. To receive the minutes of the last meeting
- ii. To receive a report from the meeting held this evening
- iii. To agree to meet with representatives from the current developments

b) **Staffing Committee**

- i. To receive the minutes of the meeting held on 14 October 2025
- ii. To receive an update on applications for the Clerk/RFO position
- iii. Pension Scheme: To receive a recommendation from the Finance Committee.

c) **Finance Committee**

- i. To receive the minutes of the meeting held on the 20 October 2025
- ii. To discuss and approve the following recommendations:
Purchase of an ACER ASPIRE 14 laptop for the Clerk circa: £749.00
Purchase of an HP OfficeJet Pro printer for the Clerk circa: £109.00
Purchase of a laminator and pouches for the Parish Office budget £150.00
Purchase of five Parish Council Tablets Microsoft Office 365 license and to agree a budget
Purchase of a two year SIM only contract with EE for the Parish Council mobile phone at £13.00 per month
To apply for a Unity Corporate Multipay Card and agree limits
- iii. Nat West Bank Mandates
To approve a recommendation to add the Locum Clerk as an administrator and Cllrs. Gardner, Thomas and Weaver as signatories and to remove all ex-councillors and the previous Clerk.
- iv. Nat West Bank Statements: To discuss
- v. Unity Bank Mandate
To approve a recommendation to add Cllr. Weaver as a signatory
- vi. Grounds Maintenance Contract:
To agree a recommendation from the Finance Committee to seek quotes for the contract for 2026.
- vii. Budget 2025/2026
- viii. To approve a recommendation to appoint Mr. Lionel Robbins to carry out an independent audit.
- ix. To receive the accounts
- x. To receive a bank reconciliation
- xi. To receive a payments list for ratification and approval

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

- d) **Recreation and Open Spaces Working Group.**
 - i. To receive the notes from the meeting held on the 23 October
 - ii. RoSPA Annual Inspection Reports to receive an update
- e) **Traffic & Community Safety Working Group.**
 - i. Highways Improvement Plan
To receive feedback from a virtual meeting held on the 8 October
To agree any additional priorities
 - ii. Highway Faults
- f) **Events and Communication Committee**
 - i. To receive the minutes of the meeting held on the 23 October 2025
 - ii. Christmas Lights: To receive an update
 - iii. Remembrance Survey
 - iv. To adopt a Social Media and Communication Policy
- g) **Pavilion Working Group.**
To agree membership.

- 126/25 Administration**
- i. Terms of Reference for all Committees and Working Groups
 - ii. Email accounts and .gov.uk domain
 - iii. Passwords and Documents
 - iv. Documents and passwords

- 127/25 Parish Matters**
- i. KALC Community Award Scheme 2026:
 - ii. Local Government Reorganisation: To receive an update
 - iii. Kent Police: To receive any update
 - iv. Litter Picking

- 128/25 Representation at Meetings**
- i. Village Hall Committee
 - ii. KALC Area Committee
 - iii. Coxheath Community Group
 - iv. Other Meetings

- 129/25 Correspondence/Consultations**

- 130/25 Confidential Items**

- 131/25 Date of Next Meeting: Full Council: Tuesday 25 November 2025**

1. LGA 1972 s85 (1)
 2. LGA 1972 sch.12, para. 41 (1)
 3. LGA 1972, sch. 12 para. 10 (2) (b)