



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 February 2025, 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 February 2025

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

12/25 Apologies and absences:

- a. 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.
- b. Declaration of Changes to the Register of Interests.
- c. 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.
- d. Requests for Dispensations.
- e. Declarations of Lobbying.

13/25 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.

14/25 To receive reports from external parties (if present)

15/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

16/25 To Receive reports on matters not included elsewhere on the agenda.

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| a. | Chairman of the Parish Council | Cllr Crickett |
| b. | Playground Inspection Reports | Cllr Parker |
| c. | Councillors Reports | All Cllrs |
| d. | Community Litter Pick | Cllr Down |
| e. | Clerk's Report | Clerk |
| f. | Disclosable Pecuniary Interests | Clerk |

17/25 Minutes of the Parish Council Meeting:

To resolve that, the minutes of the Parish Council Meeting held on 28th of January 2025 to be taken as read, confirmed as a correct record and signed by the Chairman.

18/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting)
- b. Late Payment Request/s to be discussed for approval and payment.
- c. Banking Arrangements – Update.

- d. To consider any grant requests
- e. To receive Quarter 3 budget Report
- g. To receive and consider nominations of Charities for a Parish Council Donation
- h. To consider any late financial matters.

19/25 Finance Committee: To receive and consider recommendations.
Councillors Parker (Chairman), Bird, Crickett and Thomas.

20/25 Planning: To receive the decisions and recommendations from the Planning Committee.
Councillors Gardner (Chairman), Carpenter, Crickett, Laponder

21/25 Working Groups: To receive Updates and Recommendations.

- a. **Recreation & Youth Working Group.** (Councillors Bird and Laponder)
- b. **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)
 - i. Parish Portal Report
 - ii. To receive an update on the draft Highways Improvement Plan
- c. **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)
- d. **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann)
- e. **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas.
 Non-Councillors Mr. D Mann and Mr. N Hadley.
- f. **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.

22/25 Correspondence:

- a. To table items of late correspondence:
- b. Items circulated:
 - Devolution. Correspondence MBC Councillor English
 - Forestry Commission - Invasive Spruce Bark Beetle Awareness

23/25 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.

- a. To receive and consider Legal Advice pertaining to the 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.

PLANNING COMMITTEE: April 15th Annual Village Meeting.
 6.45 pm prior to the Full Council Meetings listed above.
Please note Planning Committee meetings may be cancelled if not required.

FINANCE COMMITTEE: 20th February 2025

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