



# Coxheath Parish Council

**ALL COUNCILLORS ARE HEREBY SUMMONED** to the Parish Council Meeting due to take place on **Tuesday 30 September 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**

**25 September 2025**

## AGENDA

- 104/25 Administration**  
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 105/25 Apologies for absence, Declarations and Dispensations**  
a) Apologies for absence<sup>1</sup>  
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.
- 106/25 Minutes of the last Meeting**  
To consider the minutes of the last meeting and if in order to authorise the Chair to sign as a true and accurate record<sup>2</sup>
- 107/25 Chairman's Report**
- 108/25 Clerks Report/Past Matters (Information purposes only)**
- 109/25 County Councillor/Ward Member Report**  
To receive any report.
- 110/25 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 agenda<sup>3</sup>  
a) To comment on Agenda items  
b) To raise new issues with the Parish Council
- 111/25 Committees/Working Groups**  
a) **Planning Committee**  
To receive the minutes of the last meeting

1. LGA 1972 s85 (1)

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

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

- b) **Staffing Committee**
  - i. To receive the minutes of the meeting held on the 22 September
  - ii. To approve the following documents:  
Job Description for the Clerk/RFO/Person Specification  
Key Terms/Job Advertisement and Application Form
- c) **Finance Committee**
  - i. Bank Mandates: To receive an update
  - ii. Unity Bank: To ratify a decision between meetings to add the Locum Clerk as an administrator
  - iii. Limited Assurance Review for 31 March 2025 update
  - iv. To note the date of the next meeting
  - v. To receive the bank reconciliation as at the 31 August 2025
  - vi. To receive a payments list for ratification and approval
- d) **Recreation and Open Spaces Working Group.**
  - i. RoSPA Annual Inspection Reports to receive an update
  - ii. Tree Surveys
  - iii. Ground Maintenance Contracts
- e) **Traffic & Community Safety Working Group.**
  - i. Highways Improvement Plan: To discuss
  - ii. Faults
- f) **Events and Communication Committee**
  - i. Christmas Lights: To receive an update
  - ii. Remembrance Survey
  - iii. Social Media and Communication Policy
- g) **Pavilion Working Group.**  
To agree membership.

**112/25 Administration**

- i. Policy Register: to review
- ii. Email accounts and .gov.uk domain

**113/25 Parish Matters**

- i. KALC Community Award Scheme 2026: Proposal to adopt agree a process for making a nomination
- ii. Local Government Reorganisation: To receive an update
- iii. Kent Police: To receive any update
- iv. Litter Picking

**114/25 Representation at Meetings**

- i. Village Hall Committee
- ii. KALC Area Committee
- iii. Coxheath Community Group
- iv. Other events
- v.

**115/25 Correspondence/Consultations**

KALC AGM Call for Motions  
Annual Policing Survey

**116/25 Date of Next Meeting: Full Council: Tuesday 28 October 2025**

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