



Coxheath Parish Council

Minutes of a Meeting of Coxheath Parish Council held on Tuesday 24th June 2025 at 7.15 p.m. The meeting will be held in the Small Hall, Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.

Present: Parish Cllrs: G Crickett (Chairman), C Bird, N Gardner, K Laponder, C Parker, S Thomas, H Weaver

In attendance: Parish Clerk, Sue King MBC Enforcement Team Leader and members of the public.

Before the commencement of the meeting, the Council observed a one-minute silence in memory of Councillor Gordon Down, who recently passed away. Councillor Down served the Parish Council with dedication for many years, and his contribution to the community was deeply valued. He will be greatly missed.

63/25 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.
RESOLVED: To accept the absence and reasons given by Councillor Carpenter.
- b. Declaration of Changes to the Register of Interests.
Councillors are responsible for ensuring that their Register of Interests is up to date (within 28 days of any changes). There were none.
- 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.
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
- d. Requests for Dispensations. There were none.
- e. Declarations of Lobbying. There were none.

64/25 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.

65/25 To receive a presentation from Sue King MBC Enforcement Team Leader

Sue King gave her presentation. It was AGREED that the slides would be made available on the parish council website.

Key Points :

- When reporting a possible planning enforcement matter use the What Three Words app to give an exact location for the Enforcement Officer.
- A breach of planning laws may be unlawful and or a criminal offence
- Enforcement action is discretionary
- A new Local Enforcement Plan (LEP) would be available soon.

66/25 To receive reports from external parties (if present).

There were no reports.

67/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option. There were no candidates for co-option

68/25 To receive reports on matters not included elsewhere on the agenda.

- a. Chairman of the Parish Council

Cllr Crickett

- The Chairman reported that the Annual World Custard Pie Championship had been postponed.
- b. Playground Inspection Reports Cllr Parker
Councillor Parker gave his report. It was AGREED that the latch on the gate would be replaced or repaired.
- c. Councillors Reports All Cllrs
- Councillor Weaver raised concerns that the litter bins in the MUGA were not being emptied frequently and that a black rubbish sack had been left on the ground near the bins for several days. Councillor Weaver requested sight of the Caretaking agreement for the MUGA.
 - Councillor Weaver reported that the Village Hall Management Committee were planning a Craft Fair on the 18th of October. It was AGREED that the Parish Council would assist.
 - Councillor Weaver reported that the Village Hall AGM would be held on the 8th of July and was open to the public.
 - Councillor Bird reported that a new directional sign to the Village Hall had been installed at the crossroads.
- d. Community Litter Pick Cllr Weaver
Dates for the next litter pick were to be confirmed.
- e. Clerk's Report Clerk
RESOLVED that the Parish Council would accept the offer of eight new bins in the Village. Five would replace existing bins in the Village Centre.
It was AGREED that the remaining three bins would be requested at The Village Hall, Outside the Scout Hut Car Park and at the Village Bus Stop.

69/25 Minutes of the Parish Council Meeting.

RESOLVED that with one amendment the minutes of the Parish Council Meeting held on 27th of May 2025 were taken as read, confirmed as a correct record and signed by the Chairman.

70/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting)
RESOLVED: To authorise the payments on the schedule.

Description and Payee	£
Vodafone June 2025	27.45
Ionos £13.80 June 2025 Ionos £56.40 June 2025	70.20
Adobe June 2025	19.97
Dave Mann Grass Cutting	1,533.00
The East Malling Trust Basic Tree Inspection Course Cllr. Bird	215.00
Hopikns. Defibrillator Scout Hut AED Aftercare and ongoing Governance	249.48
Staff Costs	Confidential

- b. Late Payment Request/s to be discussed for approval and payment. There were no late payments.
- c. To consider any late financial matters. There were no late matters
- d. To receive the bank reconciliation . Not available
- e. To receive the receipts of Income. Not available
- f. To receive the Q1 2025/26 Budget Report. Not available.
The Clerk reported that due to switching from EasyPC to Scribe the accounts were still being prepared.

71/25 Finance Committee: To receive the decisions and recommendations.

Councillors Thomas (Chairman), Bird, Crickett and Parker.

- a. To receive the draft minutes of the meeting held on Thursday 12th of June 2025
The draft minutes were circulated at the meeting.
- b. To receive and consider recommendations
Councillor Sean Thomas had been elected as Chairman taking over from Councillor Clive Parker

Recommendations:

- That additional bank accounts are opened including some short term interest ones. This will spread the reserves and ensure no single bank has in excess of £85k
- A new printer would be purchased for the Clerk. Suggested budget £400 max
- Laptops or Tablets for Councillors. As recommended by **NALC** (National Association of Local Councils) **ICO** (information commissioners office) **SLCC** Society of Local Clerks to support GDPR Compliance that Councillors have their own dedicated device for Parish Council business.

The Finance Committee are recommending those who wish to have a dedicated device do so. Once numbers of Councillors wanting the devices is established suggestions will be made at the July PC meeting.

- 2024/25 AGAR and Accounts

The committee has reviewed the documents which have been signed by the Internal Auditor and recommends that the full council votes to accept the AGAR.

The accounts and budget will be prepared on an OpEx and CapEX basis from 1st April 2025.

Reserves for 2025/26 after general reserves of £99K and £85 K invested in a CCLA 5 year account were noted as circ £320k

This was distributed between the working groups. When Scribe lisonline , Clerk finishing her training, each working group will have its own cost centre and expenditure against budget can be monitored. Rach working group will be sent a copy of their budget.

- MUGA Honorarium. To recommend that this is increased form £520 per six months to £620 per six months. It was AGREED to review this item further.
- Emails: The Clerk and Cllr Thomas to review the current provision with a view to moving to a .gov.uk email Also review Microsoft 365 for Councillors. Clerk trialing Otter AI for minute taking It was AGREED to progress this recommendation.
- Policies: Recommend adopting the updated Polices on the agenda. Grant Application Monitoring form to be reviewed at a later meeting.
- Recommended re-adopting all unchanged policies. This was not AGREED by full council.
- Recommend the BT Line and Wi-Fi in the office is cancelled due to lack of use. AGrred by Full Council.

RESOLVED:

1. 85K would be invested in a CCLA Account. The signatories would remain unchanged formt eh February 2025 minutes.
2. Costing would be obtained for five parish council tablets for review at the next Parish Council Meeting. Clerk to action
3. BT Line and Wi-Fi in the office would be cancelled.
4. Accounts and budget would be prepared ona OpEX and CapEX basis form 1st April 2025. Clerk to action
5. A new printer would be purchased for the Clerk with a budget of £450

72/25 To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2025

- a. Accounts for Approval
 - i. To receive the 2024/25 Accounts

- RESOLVED: The accounts were received and approved.
 - ii. To review the 2024/25, spend vs budget
RESOLVED: The 2024/25 spend vs budget was received and approved.
 - iii. To receive the Asset register 2024/25
RESOLVED: The 2024/25 Asset Register was received and approved.
 - iv. To review the Reserves
RESOLVED: The 2024/25 Reserves were received and approved.
- b. To receive and note the Annual Internal Audit Report
RESOLVED: The Annual Internal Audit Report was received and accepted.
- c. To receive and approve the Annual Governance Statement (Section 1)
RESOLVED: The Chairman and the Clerk signed the Annual Governance Statement
- d. To receive and approve the AGAR Accounting Statements (Section 2)
RESOLVED: The Chairman and the Clerk signed the Accounting Statement.
- e. To receive and approve the AGAR for 2023/24
RESOLVED: The AGAR for the year ending 31st March 2024 was accepted and approved.
- f. To note the Date of Public Inspection
The Period for the Exercise of Public Rights was set as the 26th of June until the 6th of August 2024.

73/25 Planning Committee. Councillors Gardner, Thomas and Weaver. Councillor Cricket Substitute Member.

- a. To receive the decisions and recommendations from the 24th of June Meeting.
Councillor Gardner gave an update.

74/25 Working Groups. To receive reports and recommendations.

- a. **Recreation and Open Spaces Working Group.**
(Councillors Bird, Crickett and Parker. Affiliate Member Mr. D Mann)
It was noted that Councillor Bird would be attending a Basic Tree Inspection Course.
- b. **Traffic & Community Safety Working Group.**
(Councillors Bird, Gardner, Thomas)
 - i. Parish Portal Report. Received and noted.
 - ii. To receive an update on the draft Highways Improvement Plan. Clerk to follow up with KCC Highways.
- c. **Communications and Events Working Group.**
(Councillors Gardner, Parker and Thomas)
RESOLVED: Councillors Gardner and Thomas would have access to the Parish Council Facebook Page and Website.
- d. **Pavilion Working Group.**
(Councillors Crickett, Gardner, Thomas. Affiliate members Mr. D Mann and Mr. N Hadley)
There were no updates.

75/25 Allocation of Responsibilities:

- a. Parish Council Representative to the Coxheath Residents Village Hall Management Committee.
RESOLVED: That Councillor Weaver would be the Parish Council Representative to the Village Hall Management Committee. It was noted that Councillor Weaver would not be a Member of the Village Hall Management Committee nor a Trustee.

76/25 Annual Policy Review.

- a. **To receive and consider**
 - i. Standing Orders (NALC Updates March 2025)
 - ii. Financial Regulations (NALC Updates 2025)
 - iii. Statement of Internal Control
 - iv. Procedures & Policy for Authorisation of Payments
 - v. Grant Policy and Grant Monitoring Form
 RESOLVED to adopt the policies
- b. **To readopt the following policies:**
 - i.. Finance Committee Terms of Reference
 - ii. Model Publication Scheme
 - iii. GDPR Document Retention Policy
 - iv. Freedom of Information Policy

- v. Code of Conduct
- vi. Risk Assessment Policy and Register
- vii. Privacy Policy
- viii. Email Policy
- viii. Civility and Respect Pledge.

AGREED to review these policies at the July or September meeting.

77/25 Correspondence:

- a. To table items of late correspondence.
 - b. Items circulated.
 - i. LOCAL GOVERNMENT REORGANISATION SURVEY
 - ii. Additional Tickets Now Available – KALC Extraordinary General Meeting (EGM) Chair and Vice Chair
 - iii. KALC Update Bulletin - Week ending 20th June 2025
- All correspondence was noted.

78/25 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 an update on legal matters from the Clerk.

Meeting Dates 2025

FULL COUNCIL : 24th, July 29th, September 30th, October 28th, November 25th.

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

These minutes are not a verbatim record of the meeting, but a record of resolutions made.

There being no further business to be transacted, the Chairman closed the meeting at 9:20 pm.

Signed :

Date:

Chairman : Please Print Name