



Coxheath Parish Council

ALL COUNCILLORS ARE HEREBY SUMMONED to the Parish Council Meeting due to take place on **Tuesday 25 November 2025 at 7.15pm 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

20 November 2025

AGENDA

- 132/25 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 133/25 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.
- 134/25 Co-Option:** To consider any applications.
- 135/25 Minutes of the last Meeting**
To consider the minutes of the meeting held on the 28 October 2025 and if in order to authorise the Chair to sign as a true and accurate record²
- 136/25 Chairman's Report**
To receive any report.
- 137/25 Clerks Report/Past Matters (Information purposes only)**
- 138/25 County Councillor/Ward Member Report**
To receive any report.
- 139/25 Aspire Estates/Greensand Place**
To receive an update from Ryan Nicholls, Planning Director

1. LGA 1972 s85 (1)

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

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

- 140/25** **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

141/25 **Committees/Working Groups**

- a) **Terms of Reference**
To adopt the terms of reference for all committees and working groups.
To confirm membership of all committees and working groups
- b) **Planning Committee**
 - i. To receive the minutes of the last meeting
 - ii. To receive a report from the meeting held this evening
- c) **Staffing Committee**
 - i. To receive the minutes of the meeting held on the 4 November
 - ii. To receive feedback from the interviews
 - iii. To agree the appointment and terms for a new Clerk and Responsible Finance Officer
 - iv. To discuss the next steps
- d) **Finance Committee**
 - i. To receive the minutes of the meeting held on the 13 November
 - ii. To discuss and approve the following recommendations:
Adoption of an Investment Strategy
Adoption of a Reserves Policy
To approve a football pitch hire fee of the £100.00 for the 2025/2026 season.
 - iii. Nat West Bank Mandate: To receive an update
 - iv. Budget 2026/2027
 - v. To receive the reports from the Internal Auditor and External Auditor
 - vi. To receive the accounts as at the 30 October 2025
 - vii. To receive a bank reconciliation as at the 30 October 2025
 - viii. To receive a payments list for ratification and approval
- e) **Recreation and Open Spaces Working Group.**
 - i. To receive the notes from the meeting held on the 13 November
 - ii. To approve the following recommendations
To approve the cost of applying for a load test and certification from KCC for the hanging baskets.
To approve the terms and conditions of hire for the football club
To approve the specification for the grounds maintenance contract.
To approve the Locum Clerk submitting a pre-planning application for a 40 foot container on the recreation ground to replace the existing two containers.

1. LGA 1972 s85 (1)

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

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

To approve a quote from Capel Groundcare of £7,793.70 (excluding VAT) for all the remedial works identified in the RoSPA reports to include replacing all three gates on the playground

To approve a quote from Capel Groundcare of £840.00 per annum (excluding VAT) to carry out monthly Operational Playground Inspections covering the Play Park, Gym Equipment, Kick Wall and MUGA and submitting a full written report.

f) Traffic & Community Safety Working Group.

- i. Highways Improvement Plan
- ii. Highway Faults

g) Events and Communication Committee

- i. To receive the minutes of the meeting held on the 23 October 2025
- ii. Christmas Lights Switch On 7 December 2025:
To receive an update.
- iii. To approve the risk assessment for the Christmas Lights Switch On

h) Pavilion Working Group.

To agree membership.

142/25

Administration

- i. Email accounts and .gov.uk domain
- ii. Passwords and Documents
- iii. Appointment of a solicitor for legal advice
- iv. Dates of Meetings 2026

143/25

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: To agree to purchase some equipment

144/25

Representation at Meetings

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

145/25

Correspondence/Consultations

To receive feedback from the Parish Forum.

146/25

Confidential Items

147/25

Date of Next Meeting: Full Council: Tuesday 27 January 2026 (TBC)

1. LGA 1972 s85 (1)

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

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