



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on the 29th April 2025 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

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

In Attendance: A member of the Public

36/25 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 apology and reason given by Councillor Carpenter.

Apologies were received from MBC Councillor Kehily.

- b. Declaration of Changes to the Register of Interests. 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. There were none.
- d. Requests for Dispensations. There were none.
- e. Declarations of Lobbying. There were none.

37/25 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.

- Request for the parish council to supply litter picking equipment to the community litter pick group.

38/25 To receive reports from external parties (if present).

There were no reports.

39/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

There were no candidates for co-option.

40/25 To Receive reports on matters not included elsewhere on the agenda.

- a. Chairman of the Parish Council Cllr Crickett
It was reported that the Annual Village Meeting was well attended and considered a success. Much work had been done to prepare for the VE Day 80th Anniversary event.
- b. Playground Inspection Reports Cllr Parker
Noted
- c. Councillors Reports All Cllrs
Councillor Bird reported that the coppiced trees were now starting to regrow.
Councillor Laponder queried the missing VE Day Bunting from RBLI.
- d. Community Litter Pick Clerk
A littler pick to be conducted after the VE Day Picnic in the Park.
- e. Clerk's Report Clerk
No Report
- f. Disclosable Pecuniary Interests Clerk
No matters raised

41/25 Minutes of the Parish Council Meeting.

It was RESOLVED that the minutes of the Parish Council Meeting held on 25th of March 2025, were taken as read, confirmed as a correct record and signed by the Chairman.

42/25 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.

Payee	Description	£
Vodafone	Parish Council Mobile April 2025	20.94
Ionos	Emails	61.80
HP Instant Ink	HP Instant Ink £25.49 Final 2025	25.49
Amazon	Flags for Ve Day	30.99
Adobe	Adobe Software	19.97
Irene Bowie Total		
Audio Crew Ltd	PA System for VE Day Deposit	238.80
Dave Mann	Village Maintenance	1003.00
KALC	Annual Membership Fee	1997.77
HMRC	PAYE/NI April 2025	Confidential
Hugo Fox	Annual Fee Website	287.86
Coxheath Village Hall	Small Hall £102.38 PC Office Cleaning £39.00 Utilities £90 (Jan-March 2025)	231.38
Kai Hoffman	Musicians for 3rd May	800.00
Scribe	New Accounts Package Subscription	1080.00
Irene Bowie	Salary April SO	Confidential

- b. Late Payment Request/s to be discussed for approval and payment.
There were none.
- c. Banking Arrangements – Update. There were no updates.
- d. To consider any late financial matters. There were none.

43/25 Finance Committee: To receive and consider recommendations.

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

- a) To receive and consider recommendations. The committee meeting had been postponed.
- b) To receive and consider the draft (Unaudited) Annual Governance and Accountability Return (AGAR) 2024/25. Noted.

44/25 Planning: To receive the decisions and recommendations from the Planning Committee.

Councillors Gardner (Chairman), Carpenter, Crickett, Laponder

Councillor Gardener gave an update.

45/25 Working Groups: To receive Updates and Recommendations.

- a. **Recreation & Youth Working Group.** (Councillors Bird and Laponder).
The group had not met.
- b. **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)
- i. Parish Portal Report. Noted

- ii. To receive an update on the draft Highways Improvement Plan
Councillor Gardner gave an update.
- c. **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)
 - i. VE Day 80th Anniversary.
Councillor Laponder gave an update. It was noted that:
 - 2500 leaflets had been delivered to Coxheath Households.
 - The lights for the Beacon would be installed soon.

It was **AGREED** that the Clerk would obtain additional quotations for the supply and installation of the Village Christmas Lights.

- d. **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann)
There had not been a meeting.
- e. **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas.
Non-Councillors Mr. D Mann and Mr. N Hadley.
The group had not met.
- f. **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.
The Clerk to implement access to the PC Facebook Page.

46/25 Correspondence.

- a. To table items of late correspondence.
 - b. Items circulated.
 - i. Latest alerts from Kent Trading Standards
 - iii. Maidstone's Big Day Out in 8 Weeks!
- All correspondence was noted.

47/25 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.

Meeting Dates 2025

FULL COUNCIL :	29th, May 27th, June 24th, July 29th, September 30th, October 28th, November 25th.
PLANNING COMMITTEE:	6.45 pm prior to the Full Council Meetings listed above. <i>Please note Planning Committee meetings may be cancelled if not required.</i>
FINANCE COMMITTEE:	12th June 2025

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 9:10 pm.

Signed :

Date:

Chairman : Please Print Name