



# 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 **Statutory Annual Meeting of Coxheath Parish Council** on **Tuesday 14<sup>th</sup> May 2024 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**

9<sup>th</sup> May 2024 [clerk@coxheathparishcouncil.org.uk](mailto:clerk@coxheathparishcouncil.org.uk)

## 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

- 1. Election of a Chairman:**
  - 1.1 To elect a Chairman
  - 1.2 To receive the Chairman's Declaration of Acceptance of Office
- 2. Election of a Vice Chairman:**
  - 2.1 To elect a Vice Chairman.
  - 2.2 To receive the Vice Chairman's Declaration of Acceptance of Office
- 3. Apologies and absences:**
  - 3.1 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.
  - 3.2 Declaration of Changes to the Register of Interests.
  - 3.3 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.
  - 3.4 Requests for Dispensations.
  - 3.5 Declarations of Lobbying.
- 4. CO OPTION of Parish Councillor/s: To consider candidates for co-option.**
- 5. 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.
- 6. Reports from external parties (if present).**

Kent County Councillor, Maidstone Borough Councillor/s, Community Warden, Maidstone Borough Council.
- 7. Coxheath Parish Councillor and Clerk Reports**

7.1 Chairman of the Parish Council	Cllr Parker
7.2 Playground Inspection Report	Cllr Mickleburgh
7.3 Councillor's Reports	All Cllrs
7.4 Community Litter Pick	Cllr Down
7.5 Clerks Report	Irene Bowie

**8. Minutes of the Parish Council Meeting:**

To resolve that, the minutes of the Parish Council Meeting held on 30<sup>th</sup> April 2024 to be taken as read, confirmed as a correct record and signed by the Chairman.

**9. To consider a request for a meeting with the Parish Council from the Village Hall Management Committee Chairman.**

**10. Allocation of Responsibilities.**

- 10.1 Finance Committee
- 10.2 Planning Committee
- 10.3 Recreation and Youth Working Group
- 10.4 Environmental Initiatives Working Group
- 10.5 Seasonal Events Working Group
- 10.6 Traffic and Community Safety Working Group
- 10.7 Communications and Social Media Working Group
- 10.7 Speed Watch Liaison
- 10.8 Web Master
- 10.9 Play Area Safety Inspections
- 10.10 Village Centre & Street Lighting
- 10.11 Footpaths / PROW / Church
- 10.12 Police Liaison
- 10.13 Parish Council Representative to the Village Hall
- 10.14 Developer Liaison
- 10.15 Kent Association of Local Councils Representative
- 10.16 Coxheath School
- 10.17 Coxheath School – Eco Council
- 10.18 Community Litter Pick
- 10.19 Football Club
- 10.20 Coxheath Community Group

**11. Finance:**

- 11.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 11.2 Late Payment Request/s to be discussed for approval and payment.
- 11.3 Banking Arrangements – Update.
- 11.4 To note receipts of Income
- 11.5 To consider any grant or donation requests
- 11.6 To consider any late financial matters.
- 11.7 To note the Section 137 expenditure limit for 2024/25 as £10.81 per elector.
- 11.8 To receive the DRAFT Annual Governance and Accountability Return (AGAR) 2023/24

**12. To consider the Annual Parish Meeting 28<sup>th</sup> May 2024.**

**13. Working Groups: To receive Updates**

**13.1 Recreation & Youth Working Group**

- 13.1.1 To consider a request from Coxheath Football Club regarding the re-sitting of the container.
- 13.1.2 To receive recommendations from the Working Group.

**13.2 Traffic & Community Safety Working Group**

- 13.2.1 To receive recommendations from the Working Group.

**13.3 Seasonal Events Working Group**

- 13.3.1 To receive an update on planned and future events
- 13.3.2 To consider a request from a resident for two Unknown Women in War Statues.

**13.4 Environmental Initiatives Group**

- 13.4.1 To receive recommendations from the Working Group.

**14. To note that the Bi-Annual Policy Review is not scheduled until May 2025.**

**15. Correspondence:**

- 15.1 To table items of late correspondence :
- 15.2 Items circulated: For further information, contact the Clerk.

- 15.2.1 KALC Weekly Bulletin 8 May 2024
- 15.2.2 Helen Grant MP - Newsletter
- 15.2.3 NALC NEWSLETTER
- 15.2.4 Hello from Transport for the South East and our Your Voices survey now live!

**16. 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 by reason 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 2024**

**FULL COUNCIL :** 25th June , 30th July, 27th August, 24th September, 29th October, 26<sup>th</sup> November.

**PLANNING COMMITTEE:** 6.45 pm prior to the Full Council Meetings listed above.  
Planning Committee meetings may be cancelled if not required.

**FINANCE COMMITTEE:** To be confirmed

**Annual Meeting of the Parish of Coxheath to be held on the 28th May 2024**