



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 25th June 2024
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: G Crickett (Chairman), C Bird (Vice Chairman), G Down, N Gardner, K Laponder, E Potts, S. Thomas

In Attendance: Irene Bowie, Parish Clerk and members of the public

1. Apologies and absences:

1.1 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.

RESOLVED: To accept the apologies and reasons given by Councillor Parker and Councillor Carpenter.

1.2 Declaration of Changes to the Register of Interests. There were none

1.3 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.
There were none.

1.4 Requests for Dispensations. There were none.

1.5 Declarations of Lobbying. All Councillors had been lobbied via email regarding agenda item 12.2.1

2. 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.

Matters Raised:

- Mr. D Mann explained that he was unable to cut the fields and Huntington Heath at the moment and cutting would resume as soon as repairs had been made to the mower
- Concerns were raised regarding the lack of representation from the Parish Council regarding the proposed development at Green Sands Medical Centre.

3. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer.

Apologies had been received from KCC Councillor Webb.

MBC Councillor Kehily reported that she would be happy to answer questions on her role and assist the Parish Council in navigating to the right departments in MBC. She also agreed to attend a Parish Council Drop-in Surgery for residents.

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

There were no candidates for co-option

5. To Receive reports on matters not included elsewhere on the agenda.

5.1 Chairman of the Parish Council

Cllr Crickett

Councillor Crickett reported on:

- The Annual Village Meeting. This was well attended, with over 30 people turning up. Local community groups gave reports. It was agreed that the format of the meeting will be changed for next year to encourage greater attendance from the Village.
- Brew and a Bite had lost sponsorship. The Clerk to establish if the Parish Council can assist with a grant/donation.
- A handover with the former Chairman Councillor Parker had taken place
- The World Custard Pie Championship on the 8th of June, 2024, had been a successful day.

- Coxheath and Farleigh Football Club Awards Ceremony. Councillor Crickett attended on behalf of the Parish Council and presented some of the awards.
- His Attendance at the Flag Raising Ceremony flag raising for Armed Forces Day on the 24th of June.

5.2 Playground Inspection Report Cllr Parker
Councillor Parker's report was noted.

5.3 Councillor's Reports All Cllrs
It was **AGREED:**

1. That an 'onboarding package' would be created for new Councillors.
2. A training register would produced to record training attended by Councillors and the Clerk.

Councillor Potts announced that she wished to step down as the Parish Council Representative to the Village Hall Management Committee (VHMC). The Clerk to inform the Chairman and Secretary of the VHMC. Councillor Crickett thanked Councillor Potts for her dedication and hard work representing the views and interests of the Parish Council.

No Councillors expressed an interest in replacing Councillor Potts as the Parish Council Representative on the VHMC.

5.4 Community Litter Pick Cllr Down
Councillor Down reported that new dates had not yet been agreed for the litter pick.

5.5 Social Media Clerk
AGREED: The Clerk, Councillor Gardner and Thomas to arrange a meeting to improve the Parish Council Website and Social Media presence.

5.6 Clerk's Report
The Clerk expressed disappointment that comments had been made to members of the public blaming her for the lack of cutting of the Village Hall Field for the 8th of June World Custard Pie Event. She explained that she had worked tirelessly and in her own time to ensure the field was cut. Members present thanked the Clerk.

6. Minutes of the Parish Council Meeting:

RESOLVED: The minutes of the Parish Council Meeting held on 14th May 2024 taken as read, confirmed as a correct record and signed by the Chairman.

7. Finance:

7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

RESOLVED: The payments on the schedule were authorised.

Vodafone	Vodafone £20.84 June 2024	20.84
Ionos	Ionos £12.60 June 2024 Ionos £48.00 June 2024	60.60
HP Instant Ink	HP Instant Ink £22.49 June 2024	22.49
Adobe	Adobe 19.97 June 2024	19.97
SLCC	SLCC Membership Fees	159.00
SLCC	SLCC Training Course	144.00
Londis	Wine for AMPC	62.68
Canva	Canva Subscription	99.00
Irene Bowie	Salary	Confidential
HMRC	PAYE Q1	Confidential
Hopkins	Defibrillator Maintenance	249.48
Paul Waring	Village Hall Field Grass Cutting for	192.00

	Custard Pie Championship	
Dave Mann	Village Mowing	503.33
Commercial Services	Cutting of PC Football Fields and Huntingdon Green	236.26
Gavin Crickett	Home Brew Food for AMPC	120.00
Clear Insurance Management Ltd	Parish Council Insurance	1514.61
Total Accounting Ltd	Internal Audit 2023/24	720.00

7.2 Late Payment Request/s to be discussed for approval and payment. There were none.

7.3 Banking Arrangements – Update.

RESOLVED:

1. Councillor Carpenter had contacted the Clerk as he no longer wished to be a signatory. Councillor Carpenter was removed from the applications to Unity Trust Bank and CCLA Account.
2. Councillor Gardner would be a signatory on the Unity Trust Account and the CCLA Account
3. The Clerk would start a new application for both the Unity Trust Account and the CCLA Account.

7.4 To consider any grant or donation requests

7.4.1 Grant request from Coxheath Scouts for the Exterior Decoration and Repairs to the Scout Hut

RESOLVED:

A Grant of £6000 would be made to the Coxheath Scouts for the Exterior Decoration and Repairs to the Scout Hut.

7.4.2 Request for Sponsorship Coxheath Primary School Football Kit

RESOLVED:

A grant of £500 would be made to Coxheath Primary School for sponsorship of the School Football Kit.

RESOLVED:

1. The Clerk would produce a grant monitoring form to send to all Parish Council grant recipients on an Annual Basis unless they have already indicated that the funds have been spent.
2. Additional grants or donations cannot be sought by any organisation if previous grants have not been spent.
3. All grant/donation recipients would be requested to advertise the Parish Council contribution.

7.5 To consider any late financial matters.

RESOLVED:

1. The Parish Council would have a new logo designed. A budget of £500 was agreed.
2. Names badges would be ordered for all Councillors and the Clerk. Clerk to progress

7.6 To consider a Statement of Internal Control. Deferred to the Finance Committee.

7.7 To consider a Policy and Procedure for the Authorisation of Payments.

Deferred to the July Meeting

7.8 To consider a Statement of Approved Direct Debits and Standing Orders 2024/25. Deferred to the July Meeting.

7.9 To receive and consider the updated Financial Regulations 2024. Deferred to the Finance Committee.

8. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024

8.1 Accounts for Approval

8.1.1 To receive the 2023/24 Accounts.

RESOLVED: The accounts were received and approved.

8.1.2 To review the 2023/24 spend vs budget

- 8.1.3 **RESOLVED:** The 2023/24 spend vs budget was received and approved.
To receive the Financial Report for 2023/24
- 8.1.4 **RESOLVED:** The Financial Report for 2023/24 was received and approved.
To Receive the Asset Register 2023/24
- RESOLVED:** The Asset Register was received and approved.
It was agreed that the Parish Council ownership of a second container on the asset register would be verified for 2024/25.
- 8.2 To receive and note the Annual Internal Audit Report.
RESOLVED: The Annual Internal Audit Report was received and accepted.
- 8.3 To receive and approve the Annual Governance Statement (Section 1)
RESOLVED: The Chairman and the Clerk signed the Annual Governance Statement
- 8.4 To receive and approve the AGAR Accounting Statements (Section 2)
RESOLVED: The Chairman and the Clerk signed the Accounting Statement.
- 8.5 To receive and approve the AGAR for 2023/24
RESOLVED:
 1. The AGAR for the year ending 31st March 2024 was accepted and approved.
 2. The Period for the Exercise of Public Rights was set as Monday 1st July 2024 until Friday 9th August 2024.

9. **Planning: To receive the decisions and recommendations from the Planning Committee**
Councillor Cricket reported on the decisions of the Planning Committee Meeting held on the 25th June 2024.

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

- 10.1 **Recreation & Youth Working Group**
 - 10.1.1 To receive recommendations from the Working Group.
- 10.2 **Traffic & Community Safety Working Group**
 - 10.2.1 KCC Highway Improvement Plan (HIP). It was agreed that the group would meet and produce a new HIP for the September meeting.
 - 10.2.2 Parish Portal Report. Noted
 - 10.2.3 To receive recommendations from the Working Group.
 - 10.2.4 To consider a request from East Farleigh Parish Council for the funding of a KCC speed reduction on Heath Road.
RESOLVED: Coxheath Parish Council would contribute £1000 towards the total cost of £17,000 to East Farleigh Parish Council.
- 10.3 **Seasonal Events Working Group**
 - 10.3.1 To receive an update on planned and future events
RESOLVED: The Parish Council would book a table for the Village Fete on the 6th of July.
 - 10.3.2 To receive recommendations from the Working Group.
- 10.4 **Environmental Initiatives Group**
 - 10.4.1 To receive recommendations from the EIG group
RESOLVED:
 1. The Clerk would contact the contractor and ask for a quotation for a binding coat for the new pathway.
 2. The Clerk would contact the contractor and ask for a quotation to identify the location of utilities on Huntington Green.
 3. To purchase two additional benches. Clerk to order via Glasdons.

11. **To Consider a Freedom of the Parish Award:** Deferred to the July Meeting.

12. **Correspondence:**

- 12.1 To table items of late correspondence:
- 12.2 Items circulated:
 - 12.2.1 Open email from Mr Fitzgerald, President of Coxheath Residents Village Hall Committee (VHMC), requesting 'Annual Payments' are to be made from the Parish Council to the VHMC via a long-term agreement.
RESOLVED:
 1. The Parish Council will seek Legal Advice

2. The Clerk was authorised to instruct Surrey Hills Solicitors to represent the Parish Council

3. The Clerk will be the point of contact.

12.2.2 KALC Training Bulletin (3 June 2024)

12.2.3 The Good Councillors Guide 2024

12.3.4 Maidstone's Armed Forces Day Flag Raising Ceremony - 24 June

12.3.5 Grants of up to £75,000 return for village halls – ACRE- Forward to the VHMC

12.3.6 Village and Community Hall Grant Scheme - Kent County Council - Forwarded to the VHMC

12.3.7 KCC's Budget Consultation 2025-26

All correspondence was noted.

13. 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.

There were none.

Meeting Dates 2024:

FULL COUNCIL: 30th July, 27th August, 24th September, 29th October, 26th November.

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 at the meeting.

There being no further business to be transacted, the Chairman closed the meeting at 9.30 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Gavin Crickett