



# Coxheath Parish Council

**Minutes of the Meeting of Coxheath Parish Council held on Tuesday, 14<sup>th</sup> May 2024 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.**

**Present: Parish Cllrs: G Crickett (Chairman), C Bird (Vice Chairman), D Carpenter, G Down, N Gardner, K Laponder, C Parker and E Potts.**

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

## MINUTES

### 1. Election of a Chairman:

#### 1.1 To elect a Chairman:

As the retiring Chairman, Councillor Parker opened the meeting and confirmed the names of those wishing to stand. There were two proposed and seconded candidates, Councillor Carpenter and Councillor Crickett. The Clerk circulated the ballot papers and collected them after the vote.

Councillor Carpenter 2 Votes

Councillor Crickett 4 Votes

1 abstention

**RESOLVED: Councillor Crickett was elected as the Chairman of the Parish Council.**

#### 1.2 To receive the Chairman's Declaration of Acceptance of Office

Councillor Crickett signed the Chairman's Declaration of Acceptance of Office.

### 2. Election of a Vice Chairman:

#### 2.1 **RESOLVED: Councillor C Bird was elected as the Vice Chair for 2024/25**

#### 2.2 To receive the Vice Chairman's Declaration of Acceptance of Office.

Councillor Bird signed 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.

**RESOLVED: To accept the apologies and reason given (illness) from Councillor Thomas.**

#### 3.2 Declaration of Changes to the Register of Interests. There were none.

#### 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.

**Councillor Carpenter is the Chairman of the Coxheath Residents Village Hall Management Committee**

**Councillor Parker is a member of the Coxheath Residents Village Hall Management Committee**

#### 3.4 Requests for Dispensations. None were requested.

#### 3.5 Declarations of Lobbying. None were declared.

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

**RESOLVED: Karen Laponder would be co-opted as a Parish Councillor.**

**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. The minute book was closed.

- Surface of the new footpath. **AGREED: The Clerk would contact the contractor and ask if a 'binding coat' could be added to the path and for a quote for these additional works.**
- Mr D Mann advised that the Village planting would take place at the weekend.

**6. Reports from external parties (if present).**

Kent County Councillor, Maidstone Borough Councillor/s, Community Warden, Maidstone Borough Council. MBC Councillor Kelley introduced herself and agreed to attend a Parish Council Community Surgery when dates had been agreed.

**7. Coxheath Parish Councillor and Clerk Reports**

7.1 Chairman of the Parish Council

Cllr Crickett

As the new Chairman, Councillor Crickett thanked the retiring Chairman, Councillor Parker, for his dedication and leadership.

7.2 Playground Inspection Report

Councillor Parker spoke to his report, which had been circulated to all Councillors by the Clerk. It was noted that another Councillor needed to be trained to share this function with Councillor Parker. Councillor Bird reported that a contractor had been out to look at the gate.

7.3 Councillor's Reports

All Cllrs

7.4 Community Litter Pick

Cllr Down

Litter Pick dates were noted as the 19<sup>th</sup> and 22<sup>nd</sup> May 2024.

7.5 Clerks Report No Report all matters covered elsewhere on the agenda. 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.

**RESOLVED: By majority, (For 4 : Abstentions 3 : Against 1), that the minutes of the Parish Council Meeting held on 30<sup>th</sup> April 2024 were taken as read, confirmed as a correct record and signed by the Chairman.**

**AGREED:**

- 1. That the Clerk would contact the Chairman if urgent matters arose regarding the Football Club's usage of the fields owned by the Parish council**
- 2. The Clerk would set up a What's App group for Parish Councillors to discuss and vote on matters outside of Parish Council Meetings.**

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

Councillors Carpenter and Parker left the room voluntarily.

**AGREED: A meeting with the VHMC would be organised to discuss the transfer of the Landscape Services contract for 2025/26 for the maintenance of the field and hedges owned by the VHMC from the Parish Council to the VHMC.**

Councillors Carpenter and Parker rejoined the meeting.

**10. Allocation of Responsibilities. See Appendix 1**

- 10.1 **Finance Committee**  
**Councillors Bird, Parker and Potts. Substitute member Councillor Crickett.**
- 10.2 Planning Committee  
**Councillors Carpenter, Gardner and Laponder. Substitute member Councillor Crickett**
- 10.3 Recreation and Youth Working Group  
**Councillors Bird, Laponder and Potts**
- 10.4 Environmental Initiatives Working Group  
**Councillors Bird, Crickett and Parker. Affiliates Dave Mann**
- 10.5 Seasonal Events Working Group  
**Councillors Carpenter, Gardner, Laponder. Affiliates D Lavery, J Swaffer**
- 10.6 Traffic and Community Safety Working Group  
Councillors Bird, Gardner and Down. Parish Clerk to assist as required.
- 10.7 Communications and Social Media Working Group  
**Councillors Gardener and Thomas and the Parish Clerk.**
- 10.8 Web Master **Parish Clerk**
- 10.9 Play Area Safety Inspections **Councillor Parker. One additional Councillor is required.**
- 10.10 Village Centre & Street Lighting. **Councillor Crickett**
- 10.11 Footpaths / PROW / Church **Councillor Bird**
- 10.12 Police Liaison and Ward Cluster Meetings **Councillor Crickett**
- 10.13 Parish Council Representative to the Village Hall **Councillor Potts**
- 10.14 Kent Association of Local Councils Representative. To revisit in six months
- 10.15 Coxheath School **Councillor Laponder**
- 10.16 Coxheath School – Eco Council **Councillor Laponder**
- 10.17 Community Litter Pick **Councillor Down**
- 10.18 Football Club **Clerk and Councillor Crickett**
- 10.19 Coxheath Community Group **Councillors Crickett and Parker**

**11. Finance:**

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

<b>Payee</b>	<b>Description</b>	<b>£</b>
<b>Vodafone</b>	Parish Council Mobile May 2024	<b>20.84</b>
<b>Ionos</b>	Parish Council Emails and Domin Hosting	<b>60.60</b>
<b>HP</b>	HP Instant Ink May 2024	<b>22.49</b>
<b>Adobe</b>	Adobe Software May 2024	<b>19.97</b>
<b>Staff Costs</b>	May 2024	<b>Confidential</b>

11.2 Late Payment Request/s to be discussed for approval and payment.

**RESOLVED to authorise two late payments:**

Payee	Description	£
D Mann	Village Planting and Grass Maintenance	2093.97
Coxheath Parochial Church Council	Reimbursement cost of electricity for Parish Council Christmas Lights	150.00

11.3 Banking Arrangements – Update.

**RESOLVED:**

**1. Signatories for Unity Bank: Councillors Bird, Carpenter, Crickett and Parker**

**2. Signatories for CCLA: Councillors Bird, Carpenter, Crickett and Parker**

11.4 To note receipts of Income.

No receipts of income.

11.5 To consider any grant or donation requests. None received.

11.6 To consider any late financial matters. There were no late matters to be considered.

11.7 To note the Section 137 expenditure limit for 2024/25 as £10.81 per elector.

Noted.

11.8 To receive the DRAFT Annual Governance and Accountability Return (AGAR) 2023/24  
Not available for this meeting.

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

**RESOLVED:**

**1. A budget of £125 was set**

**2. It would be renamed as the Annual Village Meeting**

**2. The format would be reviewed for 2025/26 to encourage more residents to attend.**

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

13.1 **Recreation & Youth Working Group**

13.1.2 To receive recommendations from the Working Group. There were no new recommendations.

13.2 **Traffic & Community Safety Working Group**

13.2.1 To receive recommendations from the Working Group.

The new Group will meet to produce a new Highway Improvement Plan. The Clerk to follow up with KCC the replacement of the Speed Indicator Devices.

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.

**AGREED:**

**1. The Clerk would contact the resident and ask if they might identify an alternative location other than alongside the current Tommy Statues.**

**2. If the existing Tommy Statues need to be replaced in the future, the PC would consider an Unknown Woman in War Statue.**

13.4 **Environmental Initiatives Group**

13.4.1 To receive recommendations from the Working Group.

**AGREED:**

**The EI Group would meet with the Coxheath and Farleigh Football Club to discuss the request to re-site their container alongside the Parish Council Container in the car park at Beacons Fields.**

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

Noted.

**15. Correspondence:**

- 15.1 To table items of late correspondence :  
Martyn Jeynes Welcome to Ward Cluster Meetings. Two meetings per cluster per year. MBC Cllrs, Police, Parish Councillors and community protection officers will attend.
- 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.

**There were no confidential matters to be considered.**

**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**

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

There being no further business to be transacted, the Chairman closed the meeting at 21:15 pm.

Signed on behalf of the Parish Council

Chairman: Name

Signature:

Date

## Coxheath Parish Council Roles and Responsibilities 14<sup>th</sup> May 2024

Finance Committee	Councillors	Planning Committee	Councillors
Cllr Parker		Cllr Carpenter	
Cllr Bird		Cllr Laponder	
Cllr Potts		Cllr Gardner	
Vacancy		Vacancy	
Reserve: Cllr Crickett		Reserve: Cllr Crickett	

Recreation and Youth Group	Councillors	Seasonal Events Group	Councillors
Cllr Potts		Cllr Carpenter	
Cllr Laponder		Cllr Gardner	
Cllr Bird		Cllr Laponder	
		<i>Affiliates: D Lavery, J Swaffer</i>	

Traffic and Community Safety	Councillors	Environmental Initiatives Group	x 3 Councillors
Cllr Bird		Cllr Parker	
Cllr Gardner		Cllr Bird	
Cllr Down		Cllr Crickett	
Clerk to assist.		<i>Affiliates: D Mann</i>	

Communications and Social Media Working Group
Clerk- Irene Bowie
Cllr Gardner
Cllr Thomas

Areas of Interest / Coordination:	
Speed Watch Liaison	Vacant
Web Master	Clerk - I Bowie
Play Area Safety Inspections	Cllr Parker + vacancy
Village Centre & Street Lighting	Cllr Crickett
Footpaths / PROW / Church	Cllr Bird
Police Liaison + Cluster Meetings	Cllr Crickett
Village Hall Representative	Cllr Potts
Kent Association of Local Councils	Review in 6 months.
Coxheath School	Cllr Laponder
Coxheath School Eco Council	Cllr Laponder
Community Litter Pick	Cllr Down
Football Club	Cllr Crickett and the Clerk
Coxheath Community Meetings	Cllr Crickett, Cllr Parker