



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 24th June 2025 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

clerk@coxheathparishcouncil.org.uk

17th June 2025

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

63/25 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.
- b. Declaration of Changes to the Register of Interests.
Councillors are responsible for ensuring that their Register of Interests is up to date (within 28 days of any changes).
- 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.
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
- d. Requests for Dispensations.
- e. Declarations of Lobbying.

64/25 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.

65/25 To receive a presentation from Sue King MBC Enforcement Team Leader

66/25 To receive reports from external parties (if present).

67/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

68/25 To receive reports on matters not included elsewhere on the agenda.

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| a. | Chairman of the Parish Council | Cllr Crickett |
| b. | Playground Inspection Reports | Cllr Parker |
| c. | Councillors Reports | All Cllrs |
| d. | Community Litter Pick | Clerk |
| e. | Clerk's Report | Clerk |

69/25 Minutes of the Parish Council Meeting.

To resolve that, the minutes of the Parish Council Meeting held on 27th of May 2025 to be taken as read, confirmed as a correct record and signed by the Chairman.

70/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting)
- b. Late Payment Request/s to be discussed for approval and payment.
- c. To consider any late financial matters.
- d. To receive the bank reconciliation
- e. To receive the receipts of Income
- f. To receive the Q1 2025/26 Budget Report

71/25 Finance Committee: To receive the decisions and recommendations.

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

- a. To receive the draft minutes of the meeting held on Thursday 12th of June 2025
- b. To receive and consider recommendations

72/25 To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2025

- a. Accounts for Approval
 - i. To receive the 2024/25 Accounts
 - ii. To review the 2024/25, spend vs budget
 - iii. To receive the Asset register 2024/25
 - iv. To review the Reserves
- b. To receive and note the Annual Internal Audit Report
- c. To receive and approve the Annual Governance Statement (Section 1)
- d. To receive and approve the AGAR Accounting Statements (Section 2)
- e. To receive and approve the AGAR for 2023/24
- f. To note the Date of Public Inspection

73/25 Planning Committee. Councillors Gardner, Thomas and Weaver. Councillor Cricket Substitute Member.

- a. To receive the decisions and recommendations from the 24th of June Meeting.

74/25 Working Groups. To receive reports and recommendations.

- a. **Recreation and Open Spaces Working Group.**
(Councillors Bird, Crickett and Parker. Affiliate Member Mr. D Mann)
- b. **Traffic & Community Safety Working Group.**
(Councillors Bird, Gardner, Thomas)
 - i. Parish Portal Report
 - ii. To receive an update on the draft Highways Improvement Plan
- c. **Communications and Events Working Group.**
(Councillors Gardner, Parker and Thomas)
- d. **Pavilion Working Group.**
(Councillors Crickett, Gardner, Thomas. Affiliate members Mr. D Mann and Mr. N Hadley)

75/25 Allocation of Responsibilities:

- a. Parish Council Representative to the Coxheath Residents Village Hall Management Committee.

76/25 Annual Policy Review.

- a. **To receive and consider**
 - i. Standing Orders (NALC Updates March 2025)
 - ii. Financial Regulations (NALC Updates 2025)
 - iii. Statement of Internal Control
 - iv. Procedures & Policy for Authorisation of Payments
 - v. Grant Policy and Grant Monitoring Form
- b. **To readopt the following policies:**
 - i.. Finance Committee Terms of Reference

- ii. Model Publication Scheme
- iii. GDPR Document Retention Policy
- iv. Freedom of Information Policy
- v. Code of Conduct
- vi. Risk Assessment Policy and Register
- vii. Privacy Policy
- viii. Email Policy
- viii. Civility and Respect Pledge.

77/25 Correspondence:

- a. To table items of late correspondence.
- b. Items circulated.
 - i. LOCAL GOVERNMENT REORGANISATION SURVEY
 - iii. Additional Tickets Now Available – KALC Extraordinary General Meeting (EGM) Chair and Vice Chair
 - iiii. KALC Update Bulletin - Week ending 20th June 2025

78/25 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.

- a. To receive an update on legal matters from the Clerk.

Meeting Dates 2025

FULL COUNCIL : 24th, July 29th, September 30th, October 28th, November 25th.

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

Notes on declarations of interest.

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary Legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.