



# Coxheath Parish Council

## Minutes of the Meeting of Coxheath Parish Council

held on the 25<sup>th</sup> February 2025 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

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

**In Attendance:** Irene Bowie, Parish Clerk, Members of the Public

### 12/25 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 absence and reasons given by Councillors Down and Parker.**  
Apologies were also received from KCC Councillor S Webb.
- 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. Councillor Carpenter declared an interest in agenda item 23/25/a. Councillors were informed that a grant application had been received from the Coxheath Residents Village Hall Management Committee (VHMC) at 3pm. Councillor Carpenter as the Chairman of the VHMC declared Pecuniary Interest in agenda item 18/25/d. There were no other declarations.
- d. Requests for Dispensations. There were none.
- e. Declarations of Lobbying. All Councillors were lobbied on the planning applications and issues at Forstal Farm Barn, Stockett Lane.

### 13/25 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.**

A resident raised concerns regarding the planning applications and other matters at Forstal Farm Barn.

### 14/25 To receive reports from external parties (if present). There were none.

### 15/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

**RESOLVED: that Mr. L Walker was co-opted as a Parish Councillor. The Clerk to organize the signing of the Declaration of Acceptance.**

### 16/25 To Receive reports on matters not included elsewhere on the agenda.

- a. Chairman of the Parish Council Cllr Crickett  
The Chairman reported that he had attended the MBC Planning Committee Meeting on the 13<sup>th</sup> of February. He was also involved on the delivery of the Community Afternoon Tea Boxes. He had been contacted by the Kent Messenger for a comment on KCC Devolution. He responded No Comment. He met with a contractor to obtain quotes for works agreed by the parish council.
- b. Playground Inspection Reports Cllr Parker  
Not received.
- c. Councillors Reports All Cllrs  
Councillor Carpenter spoke as the Chairman of the Coxheath Residents Village Hall Committee (VHMC) regarding a memorial bench. He stated that the VHMC had selected a bench and had a quote for installation.  
It was **AGREED** that the invoices and quotation would be sent to the Clerk, by the Village Hall Management Committee, for distribution to the Members of the Parish Council, who do not have a conflict of interest, for consideration at the next Parish Council Meeting.
- d. Community Litter Pick Cllr Down  
Dates will be circulated when they are received.
- e. Clerk's Report Clerk  
The Clerk reported that Gala Lights had been contacted and a date to meet was being organised. Quotes for new signage on the Parish Councils fields were awaited. The Football Club had been advised regarding the usage of the middle field. The Local MP had been emailed regarding attending

- f. a Parish Surgery. The Precept Demand for 2025/26 had been emailed and received by MBC.  
Disclosable Pecuniary Interests Clerk  
It was **AGREED** to defer until the March meeting when all Councillors might be present.

**17/25 Minutes of the Parish Council Meeting:**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 28<sup>th</sup> of January 2025 to be taken as read, confirmed as a correct record and signed by the Chairman.

**18/25 Finance.** Draft Minutes at Appendix 1

- 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. There were no late payments for approval.
- c. Banking Arrangements – Update.  
The Unity Bank Account had been set up and was working well.
- d. To consider any grant requests  
Councillor Carpenter having declared an interest did not vote. It was **RESOLVED unanimously to discuss this item before 23/25.**
- e. To receive Quarter 3 budget Report. The reports had been circulated
- g. To receive and consider nominations of Charities for a Parish Council Donation  
It was **RESOLVED** that:
  - i. A donation of £900 would be made to the Worley Day Trust
  - ii. A donation of £900 would be made to Hungry Hearst for the Homeless.
- h. To consider any late financial matters. There were no late matters

**19/25 Finance Committee: To receive and consider recommendations. (Appendix 1)  
Councillors Parker (Chairman), Bird, Crickett and Thomas.**

The Draft minutes from the Finance Committee Meeting on the 20<sup>th</sup> of February had been circulated prior to the meeting.

It was **RESOLVED**:

- a. To accept all of the recommendations from the Finance Committee.
- b. The Signatories for the CCLA Account would be Councillors Bird, Crickett, Gardner, Laponder, Parker, Thomas.
- c. The Parish Clerk would be the administrator of the CCLA Account.
- d. The additional signatories to the NatWest Accounts would be Councillors Bird, Crickett, Gardner, Laponder and Thomas.
- e. Purchase a Microsoft 365 License to cover the Parish Clerk and those Councillors who elected to have a Parish Council device.
- f. Parish Council Tablets would be reviewed and recommendations to purchase would be agreed at the next meeting.
- g. The Parish Council would subscribe to the Scribe Accounts Package from 1<sup>st</sup> April and would no longer use EasyPC.

Councillor Gardner having declared a Pecuniary Interest left the room and did not vote nor discuss the next item.

- h. Purchase from Councillor Gardner an Asus Laptop for £600.

Councillor Gardner returned to the room

**20/25 Planning: To receive the decisions and recommendations from the Planning Committee. (Appendix 2)  
Councillors Gardner (Chairman), Carpenter, Crickett, Laponder**

Councillor Gardner gave an update on the decisions of the Planning Committee.

**21/25 Working Groups: To receive Updates and Recommendations.**

- a. **Recreation & Youth Working Group.** (Councillors Bird and Laponder)  
No Report.
- 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

The Highways Improvement plan was discussed, and it was **AGREED** that this would be reviewed by all Councillors and comments would be emailed to the Clerk no later than Wednesday 5<sup>th</sup> March. If no comments were received the Draft HIP would be submitted without change on Thursday 6<sup>th</sup> March by the Clerk.

- c. **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)  
It was **AGREED** that the group would consider the involvement of the Parish Council in the VE Day 80<sup>th</sup> Anniversary 8<sup>th</sup> of May. Councillor Laponder would lead.  
It was **AGREED** that:
  - i. A £2000 budget would be set
  - ii. The Clerk would obtain costings for a Woman in War Silhouette, bunting and other VE Day Materials.
- d. **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann)  
Councillor Bird reported that the planned coppicing had been completed.  
Councillor Crickett reported on the planned Village Improvement works which included, the installation of two parish council benches, the parish council bus stop, works at Huntington Green.
- e. **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas. Non-Councillors Mr. D Mann and Mr. N Hadley.  
No report.
- f. **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.  
No report.

#### **22/25 Correspondence:**

- a. To table items of late correspondence: There were none.
- b. Items circulated:  
Devolution. Correspondence MBC Councillor English  
Forestry Commission - Invasive Spruce Bark Beetle Awareness  
All correspondence was noted.

#### **18/25c To consider any grant requests**

Councillor Carpenter having declared an interest left the meeting, didn't not discuss nor vote.

It was **RESOLVED** that :

1. **The Parish Council would agreed to the grant request from the Coxheath Residents Village Hall Management Committee (VHMC) for £ 3546 for thirteen cuts per year to the field owned by the Village Hall and 2 cuts per year for the hedges owned by the Village Hall.**
2. **The grant would not be made until the 1<sup>st</sup> of April 2025 as the Parish Council had already paid for the cutting and maintenance of the field and hedges owned by the VHMC for 2024/25**
3. **Moving forward any grant application under £10k would require a minimum of two quotations to be sent to the Parish Council. Any request over £10,000 would require 3 quotations to be sent to the Parish Council**

#### **23/25 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 and consider Legal Advice pertaining to the Coxheath Residents Village Hall Management Committee. The Clerk gave an update.

**Meeting Dates 2025**

**FULL COUNCIL :** March 25th, April 29th, May 27th, June 24th, July 29th, September 30th, October 28th, November 25th.  
April 15<sup>th</sup> Annual Village Meeting.

**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:**

**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 9:20 pm.**

**Signed :**

**Date:**

**Chairman : Please Print Name**

## APPENDIX 1



# Coxheath Parish Council Finance Committee Meeting

**Minutes from the meeting held on the 20<sup>th</sup> February 2025 at 7:30 pm in the Parish Office**

**Coxheath Village Hall .**

Present: Cllrs: C Parker (Chairman), C Bird, G Crickett, S Thomas

In attendance: I Bowie (Clerk)

### **PRIOR TO THE START OF THE MAIN MEETING**

*Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed. There were no public representations.*

#### **1/25 Apologies for Absence:**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were no apologies for absence.

#### **2/25 To Receive Declarations of Interest and Dispensations:**

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. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none.

#### **3/25 Consideration of items to be taken in private (Exclusion of Public and Press):**

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature: There were none.

#### **4/25 Minutes of the previous meeting.**

**RESOLVED:** That the minutes of the Finance Committee meeting held on the 14<sup>th</sup> of November 2024 were taken as read, confirmed as a correct record.

#### **5/25 Matters Arising from the Minutes:**

a. Banking Update. The Unity trust accounts were both open and active.

It was **AGREED** to recommend to the full council that:

- (i) Councillor Thomas be added as a signatory to the Unity Bank Accounts.
- (ii) The Clerk would apply for a Unity Corporate MultiPay Card.
- (iii) The NatWest mandate would be updated to include Councillors Bird, Crickett, Gardener, Parker and Thomas as signatories.
- (iv) NatWest existing Standing Orders and Direct debits would be cancelled.

b. CCLA Account

It was **AGREED** to recommend to the full council:

- (i) To open an account. The signatories would be Councillors Bird, Crickett, Gardener, Parker and Thomas
- (ii) The Clerk would be the Administrator of the Account.
- (iii) The initial deposit would be £85,000

c. New Laptop and printer for the Clerk.

It was **AGREED** to recommend to the full council:

- (i) The purchase of a new printer for the Clerk
- (ii) The purchase of Laptop subject to verification of the specifications. Clerk and Councillor Thomas to follow up.

- d. Laptop/Tablets from Councillors.  
It was **AGREED** to recommend to the full council that:
- (i) Councillors are given the choice of having a parish council device
  - (ii) A Microsoft 365 License would be purchased for the Clerk and Councillors who were to have a parish council device.
- e.. Equipment for the Parish Council Office.  
It was **AGREED** to recommend the purchase of an A3 Laminator and Pouches for the parish council office for the use of Councillors and the Clerk.

**6/25 To Agree the Finance Committee Terms of Reference.**

It was **AGREED**:

- a. The Councillors would email any proposed changes to the Clerk no later than Tuesday 25<sup>th</sup> February 2025.
- b. The TOR would be reviewed at the next Finance Committee Meeting.

**7/25 Finance:**

- a. Receipts of Income year to date were noted as £116,916
- b. Bank Reconciliation was received and noted as £ 335,720.43
- c. Spend vs Budget . It was noted that the current spend year to date was £ 77,961.80 against a budget of £128,000
- d. To consider the virement of budget allocations. There were no virements.
- e. Reallocation of the 2025/26 Budget. It was **AGREED** to recommend to the full council that the shortfall in the agreed precept demand for 2025/26 would be met from general reserves.

**8/25 To consider the following policies:**

- a. Statement of Internal Control. Councillors to send amendments if any to the Clerk by Tuesday 25<sup>th</sup> February 2025.
- b. Procedures & Policy for Authorisation of Payments. Councillors to send amendments if any to the Clerk by Tuesday 25<sup>th</sup> February 2025.
- c. Statement of Approved Direct Debits and Standing Orders.  
It was **AGREED** to recommend to the full council that the Statement was accepted.

**9/25 To consider any late finance matters.**

It was **AGREED** to recommend to the full council that the parish council switches to Scribe Account Software from 1<sup>st</sup> April 2025.

**10/25 To receive correspondence/reports:** There were none.

**11/25 Agenda items for the next meeting:**

**12/25 2025 Meeting Dates.**  
**24<sup>th</sup> April, 4<sup>th</sup> September, 13<sup>th</sup> November.**