



# Coxheath Parish Council

**ALL COUNCILLORS ARE HEREBY SUMMONED** to the Parish Council Meeting due to take place on **Tuesday 28 April 2026 at 7.15pm in the Small Hall, Coxheath Village Hall** where it is proposed to transact the business shown in the agenda below.

The Meeting will be open to the press and public - Public Bodies (Admission to Meetings) Act 1960)

*Louise Goldsmith*

Louise Goldsmith, Clerk to Coxheath Parish Council

22 April 2026

## AGENDA

- 01/26 Administration**  
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 02/26 Apologies for absence, Declarations and Dispensations**  
a) Apologies for absence<sup>1</sup>  
b) To receive Declarations of Interest in respect of matters on this agenda.  
*Disclosable Interests:* Under the Localism Act 2011.  
*Other Significant Interests:* Under the Code of Conduct adopted by the Parish Council.  
*Other Interests:* not required to be disclosed under (a) and (b) but voluntary announcements made for transparency reasons  
c) Requests for Dispensations.
- 03/26 Co-Option**  
To co-opt any new Members on to the Parish Council.
- 04/26 Minutes of the last Meeting**  
To consider the minutes of the meeting held on the 31 March 2026 and if in order to authorise the Chair to sign as a true and accurate record<sup>2</sup>
- 05/26 Chairman's Report:** To receive any report.
- 06/26 Clerks Report/Past Matters (Information purposes only)**
- 07/26 County Councillor/Ward Member Report:** To receive any report.
- 08/26 Community Warden Service:**  
Adam McKinley will attend the meeting to discuss funding a Community Warden.
- 09/26 Open Session:** No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.  
Councils cannot lawfully decide any business not specified on the agenda<sup>3</sup>  
a) To comment on Agenda items  
b) To raise new issues with the Parish Council

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

**Committees/Working Groups****a) Planning Committee**

- i. To receive the minutes of the meeting held on the 31 March 2026
- ii. To receive a report from the meeting held this evening

**b) Staffing Committee**

- i. To receive an update on the service level agreement for the MUGA Steward

**c) Finance Committee**

- i. To receive the minutes of the meeting held on the 9 April 2026
- ii. To receive an update on the opening of new bank accounts and a credit card facility
- iii. To approve a recommendation to award a grant of £10,000.00 to the Village Hall Committee
- iv. To approve a recommendation to award a grant of £1,000.00 to the Coxheath Community Coffee Group
- v. Kent ACRE: To consider a request for a pledge for crowd funding
- vi. Heart of Kent Hospice: To consider a request for grant funding
- vii. To receive the accounts as at the 31 March 2026
- viii. To receive a bank reconciliation as at the 31 March 2026
- ix. To receive and note the Internal Auditor Report for 2025-2026
- x. To receive the Annual Governance Statements for 2025-2026 for approval and signature
- xi. To receive the Accounting Statements for 2025-2026 for approval and signature
- xii. To note the arrangements for the Exercise of Public Rights
- xiii. To receive a payments list for approval

**d) Recreation and Open Spaces Working Group.**

- i. To receive and approve a quote for tree works
- ii. To receive and approve a quote for a woodland management plan
- iii. To agree to submit an application to Golding Homes to purchase Huntingdon Village Green
- iv. To note the authorisation of the Hanging Basket Licence
- v. To approve a quote for remedial works to the swings
- vi. To receive an update on the planning proposal for a container

**e) Traffic & Community Safety Working Group.**

- i. Deposit Document for Amendment 31 Waiting Restrictions Stockett Lane: To receive an update
- ii. Road Safety & Active Travel Group (RSATG) Seminar
- iii. To approve a proposal by MBC to replace the 4-bay black bus shelter opposite Tesco Express at no cost to the Parish Council
- iv. Highway Faults

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

**f) Events and Communication Committee**

- i. To receive the minutes of the meeting held on the 22 April 2026
- ii. To receive an update on the event due to be held on the 5 September
- iii. To receive an update on the new website

**g) S106 Working Group.**

- i. To receive an update on a proposal to adopt Whitebeam and Fairhurst Play Areas following a meeting with Corporate Property at MBC

**11/26**

**Parish Matters**

- a) Local Government Reorganisation: To receive any update
- b) Kent Police: To receive any update. Next Surgery 12pm – Thursday 11 June
- c) Litter Picking: To receive any update

**12/26**

**Administration**

- a) Tablets/Shared Drive update
- b) Appointment of a DPO

**13/26**

**Representation at Meetings**

- a) Village Hall Committee
- b) KALC Area Committee
- c) Coxheath Community Group
- d) Other Meetings

**14/26**

**Correspondence/Consultations**

**15/26**

**Confidential Items**

To receive an update from the solicitor

**16/26**

**Date of Next Meeting:**

**Annual Parish Council Meeting: Tuesday 25 May 2026**

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)