



# Coxheath Parish Council

Minutes of a Meeting of Coxheath Parish Council held on  
Tuesday 28 October 2025 at 7.15 p.m.

Present: Cllrs: N. Gardner (Chairman), D. Carpenter, I. Laponder, K. Laponder, C. Parker,  
S. Thomas and H. Weaver

In attendance: Ward Member Claire Kehily, Louise Goldsmith (Locum Parish Clerk),  
1 member of the public.

## MINUTES

117/25	<b>Administration</b> Fire Exits, Fire Meeting Point, Mobile Phones. Intention to Record: it was noted that Cllr. Gardner is recording the meeting.
118/25	<b>Apologies for absence, Declarations and Dispensations</b> a) <b>Apology for absence:</b> All present. b) <b>Declarations of Interest:</b> <i>Disclosable Interests:</i> Under the Localism Act 2011. Cllr. Carpenter declared an interest as a Trustee of the Village Hall. Cllr. Parker declared an interest as a Trustee of the Village Hall. Cllr. K. Laponder declared an interest in item 119/25 <i>Other Significant Interests:</i> None received. <i>Other Interests:</i> None received. c) <b>Requests for Dispensations:</b> None received.
119/25	<b>Co-Option</b> <i>Cllr. K. Laponder declared an interest and did not participate in the discussion or vote.</i> In between meetings an application from Mr. Ian Laponder to be co-opted on to the Parish Council had been received. Ian Laponder explained to Members why he would like to be co-opted as a Parish Councillor. The Chairman proposed that Ian Laponder be co-opted to fill a casual vacancy. <b>Resolved: That Ian Laponder be co-opted to fill a casual vacancy.</b> <b>Declaration of Acceptance of Office/Declaration of Interests</b> The Declaration of Acceptance of Office was read out and signed by Cllr. Ian Laponder and signed by the Locum Clerk as Proper Officer of the Council. Cllr. Ian Laponder has been issued with a copy of the Standing Orders, Financial Regulations and Code of Conduct and will complete a Declaration of Interests.
120/25	<b>Minutes of the last meeting</b> <b>Resolved: That the minutes of the Full Council meeting held on the 30 September 2025 be approved and confirmed as a true and accurate record.</b>
121/25	<b>Chairman's Report</b> Cllr. Gardner and Weaver will be representing the Parish Council at the Parish Conference due to be held at Maidstone Town Hall on the 10 November 2025. Cllr.

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	Gardner also advised that he will be attending a Village Hall Committee meeting on the 11 November 2025.
<b>122/25</b>	<b>Clerks Report/Past Matters (Information purposes only)</b> Nothing additional to the agenda.
<b>123/25</b>	<b>County Councillor/Ward Member Report</b> Ward Member Claire Kehily advised Members that MBC had recently held a briefing on the Local Government Reorganisation. It appears that the Borough Council Leaders and KCC have a very different opinion about the number of Unitary Authorities required. It is likely that a number of options will be submitted to the Government by the deadline of the 28 November 2025. MBC is also considering whether to form a Town Council. Ward Member Claire Kehily has received a number of complaints about the chaos caused by the recent roadworks. Ward Member Claire Kehily has written to Simon Jones, Corporate Director Growth, Environment and Transport at KCC and has requested that future roadworks are coordinated better. Ward Member Claire Kehily has also requested that the Joint Transportation Board at MBC address the ongoing problem of roadworks and nonsensical diversion routes. Ward Member Claire Kehily suggested that buildouts were proposed on the planning application for Greensand (planning proposal 23/505091/ Hybrid) and offered to send some information on this to the Locum Clerk. Ward Member Claire Kehily advised that planning permission is generally required for storage containers located on either private or public land.
<b>124/25</b>	<b>Open Session:</b> A member of the public raised concerns about the amount of mud being deposited on Heath Road from the vehicles leaving the construction site and asked if the Parish Council could ensure that a planning obligation for regular wheel washing and street cleaning is adhered to.
<b>125/25</b>	<b>Committees/Working Groups</b> a) <b>Planning Committee</b> i. <b>Minutes of the meeting held on the 30 September 2025</b> The minutes of the meeting held on the 30 September 2025 were noted. ii. <b>To receive a report from the meeting held this evening</b> Cllr. Weaver reported on the Planning Committee Meeting held before the Full Council Meeting. Cllr. Weaver explained that it was resolved to ask Ward Member Claire Kehily to 'call-in' planning application 25/504089/HYBRID if the Planning Officer is minded to approve it as Members object to the proposal to remove the planning requirement of installing zebra crossing and interactive speed signs on Heath Road. Cllr. Weaver advised that concerns were raised by members of the public present at the last meeting about the number of lorry movements on Forstal Lane. The Locum Clerk has been asked to raise these concerns with KCC and MBC and find out the permitted opening times for the site. The Locum Clerk has also been asked to contact the Office of the Traffic Commissioner for a copy of the licence application.

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*Standing Orders were lowered to allow Ward Member Claire Kehily to speak.*  
Ward Member Claire Kehily advised Members that several residents have also contacted her to complain about the number of lorries on Forstal Lane which are often present in the early hours of the morning. Ward Member Claire Kehily has since been advised that residents needs to collect details of the registration and type of lorries for any action to take place.

*The meeting resumed.*

iii. **To agree to meet with representatives from the current developments**

The Locum Clerk was asked to contact Aspire Land Property Planning and suggest that a representative attends a Full Council meeting to discuss the Greensand development.

**b) Staffing Committee**

i. **Minutes of the meeting held on the 14 October 2025**

The minutes of the meeting held on the 14 October 2025 were noted. Cllr. K. Laponder advised Members that amendments to the Model NALC contract for the role of Parish Clerk and Responsible Finance Officer had been discussed and agreed.

ii. **To receive an update on applications for the Clerk/Responsible Finance Officer (RFO)**

The Locum Clerk reported that to date two applications have been received. It was noted that the closing date is Friday 31 October 2025. Cllr. K. Laponder has created and circulated a scoring matrix which will be completed during the interviews for all candidates which will need to be kept on file for a minimum of one year.

iii. **Pension Scheme:**

It was noted that Cllr. K. Laponder has considered the details of two pension schemes. Cllr. K. Laponder recommended that the NEST pension scheme is offered to the new Clerk. Members discussed the pension contribution recommended by the Finance Committee.

**Resolved: To accept a recommendation from the Finance Committee that a pension scheme is offered to the new Clerk/RFO on the basis of the Parish Council contributing 3% of the salary.**

**c) Finance Committee**

i. **To receive the minutes of the meeting held on the 20 October 2025:**

The minutes of the meeting held on the 20 October 2025 were noted.

ii. **To discuss and approve the following recommendations from the Finance Committee on previous unactioned resolutions**

Members discussed each of the recommendations

**Resolved:**

**To purchase an ACER ASPIRE 14 laptop for the Clerk and associated software (£749.00 plus the cost of the software)**

**To purchase an HP OfficeJet Pro printer for the Clerk for £109.99.**

**To purchase a laminator and pouches for the Parish Office (total budget of £150.00).**

**To purchase a two year SIM only contract with EE for the Parish Council Apple iphone, (purchased earlier in the year), at £13.00 per month (excluding VAT)**

**To apply for a Unity Corporate Multipay Card**

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It was suggested and agreed that Cllr. Thomas researches the best tablets with a view to purchasing five for Members to use. It was agreed for Cllr. Weaver to use a laptop purchased by the Parish Council last year in the interim period.

iii. **Nat West Bank Mandates**

The Locum Clerk advised that Cllr. Parker is currently the only signatory on the mandate that remains a Councillor. A number of previous Councillors are still on the mandate. The Locum Clerk has contacted NatWest about how to remove existing signatories and add new signatories given than normally two current signatories are required to make any changes. NatWest have suggested that the Parish Council submit a new mandate request form but in the section on signatories add one of the proposed new signatories and then submit this along with a copy of the minutes containing a formal resolution.

**Resolved: The Locum Clerk to complete a new mandate for all three NatWest accounts to add Cllrs. Gardner, Thomas and Weaver and the Locum Clerk and to remove all the previous Councillors and the previous Clerk. Cllr. Parker and one of the new signatories will be required to authorise the changes. To submit this new mandate with a copy of the minutes of this meeting.**

iv. **Nat West Bank Statements**

It was agreed to discuss this as a confidential item.

v. **Unity Bank Mandate**

It was noted that Cllr. Thomas has now been added as a signatory. Cllrs. Gardner and Parker are also currently signatories on the account and the Locum Clerk has been added as an administrator. The Locum Clerk advised that the Parish Council need to remove all ex-councillors and the previous Clerk from the account and preferably add another signatory.

**Resolved: The Locum Clerk to prepare and submit an application form to remove all previous Councillors and the previous Clerk as signatories and to add Cllr. Weaver.**

vi. **Grounds Maintenance Contract 2026**

The Locum Clerk reminded Members of the Financial Regulations and the need to obtain two fixed price quotes for contracts over £5,000.00. It was noted that the Recreation and Open Spaces Working Group will prepare a specification at the meeting due to be held on Thursday 13 November 2025 for the Locum Clerk to seek quotes.

vii. **Budget 2025/2026**

It was noted that the staff costs and possibly administration costs will go over budget this financial year. However, the expenditure for other cost centres is currently forecasted to be under budget. The Locum Clerk suggested that Members consider and put forward projects to be considered for inclusion in the next budget.

viii. **To approve a recommendation to appoint Mr Lionel Robbins to carry out an audit**

It was agreed to discuss this as a confidential item.

ix. **To receive the accounts**

The Locum Clerk has prepared an excel spreadsheet for the current financial year and has inputted all of the payments and receipts and bank information (where possible). The Locum Clerk has also reviewed all of the invoices and payment lists and noted any discrepancies. Cllr. K. Laponder raised a question about one payment which was answered.

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x. **To receive a bank reconciliation**

Given the situation regarding accessing the NatWest accounts the Locum Clerk is unable to carry out a full bank reconciliation. However, the Locum Clerk advised that based on receipts and payments only and the reported opening balance at the beginning of the financial year that the total balance should be in the region of £396,000.00. It was noted that a bank reconciliation has not been provided to Full Council this financial year which is a requirement of the adopted Financial Regulations.

xi. **To receive a payments list for ratification and approval**

The invoices and the payment schedule appended to the minutes had been circulated prior to the meeting and checked.

**Resolved: Cllrs. Gardner and Parker to authorise the payments online. Cllr. Gardner as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.**

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

i. **To receive and discuss the notes from the meeting held on the 23 October 2025**

Cllr. Weaver advised Members that the working group met informally last week at the village green on Huntington Road. David Mann, the current grounds maintenance contractor, attended as an affiliate member of the working group. The working group is due to meet again at 3.30pm on Thursday 13 November 2025 in the Parish Office. The Locum Clerk in consultation with Cllr. Parker will prepare some terms of reference for the group to continue on a more formal basis.

The following items were discussed and will be followed up on at the next meeting:

*Grounds Maintenance Contract:* To agree a specification and consider adding some path and bush clearance works.

*Tree Survey:* To consider carrying out a tree survey for trees on Parish Council owned land. The Locum Clerk will report back on the recommended guidance on the frequency of tree surveys.

*Huntingdon Village Green:* The option of either installing railings or bollards around the edge of the green was discussed along with bulb planting and installing benches. It was agreed to discuss these in more detail at the next meeting and to then consult residents about their preferences. The Locum Clerk was asked to try and obtain a copy of the original agreement/lease for the land with MBC. It is understood that this document was agreed in 2009.

*Storage containers:* The Locum Clerk has been asked to obtain quotes for different sizes of storage containers to include a quote to remove the existing ones. The position and alternatives to storage containers to be discussed further. It was noted that a pre-planning application should be submitted when the type and location of any storage container is agreed to establish if full planning permission is needed. Cllr. Gardner offered to forward details of a storage container contractor who supplied and installed the current containers.

*Football club use of the open spaces field:* Cllr. Weaver reported back from an informal meeting held with Neil Hadley from the Coxheath Football Club on Monday 27 October 2025. Cllr. Gardner and the Locum Clerk also attended this informal meeting. Cllr. Weaver was pleased to report that the football club is keen to formalise the arrangement for hiring the pitch and develop a relationship with the Parish Council. The Locum Clerk will prepare a draft football field hire

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agreement and conditions of use to be considered at the next working group meeting.

*Honorarium Agreement:* Cllr. Weaver suggested that this is reviewed and discussed at a Staffing Committee meeting.

*Litter Bins:* It was noted that the concrete base for a bin incorrectly installed by MBC in the middle field has been removed and the area made good.

*Hanging Baskets:* It was noted that the grounds maintenance contractor has removed the hanging baskets from the lampposts and has placed these in the storage container. The Locum Clerk will find out from KCC whether a separate licence for hanging the baskets on streetlights is required.

ii. **RoSPA Annual Inspection Reports to receive an update**

Cllr. Weaver advised Members that the inspection of the MUGA took place on the 21 October 2025 and that it had been helpful for the Locum Clerk and herself to attend the inspection. The Locum Clerk will obtain a quote for the outstanding remedial works suggested in all three of the RoSPA reports. It was noted that one of the gates to the playground urgently needs to be attended to.

e) **Traffic and Community Safety Working Group**

i. **Highways Improvement Plan**

Cllrs. Gardner, Weaver and the Locum Clerk attended a virtual meeting with Emily Rodgers, the Community Engagement Officer at KCC, on Wednesday 8 October 2025. Cllr. Gardner advised that a request to add double yellow lines on both sides of Heath Road, (Bramley Gardens westbound to existing pedestrian crossing markings and Clockhouse Rise to existing pedestrian crossing markings), has been approved. KCC Highways has also approved the addition of double yellow lines at the junction of Parkway and Aspian Drive to prevent cars parking and blocking the junction. Cllr. Gardner reported that KCC Highways has advised that any lining work cannot take place until the Spring. The Locum Clerk was asked to find out if a Traffic Regulation Order is required. The Community Engagement Officer has asked the Planning and Advice Team to investigate HGV directional signage for Forstal Lane/Mill Lane to direct HGVs via an appropriate route back onto Heath Road.

It was agreed for the Locum Clerk to put forward a proposal to extend the double yellow lines on Westerhill Road and a possible extension of the pavement on Heath Road between Clockhouse Rise and St Lawrence Crescent. A proposal for double yellow lines on the corner of Stockett Lane and Orchard Close has already been raised.

*Standing Orders were lowered to allow Ward Member Claire Kehily to speak. Ward Member Claire Kehily advised that East Farleigh Parish Council recently held a public meeting for residents to attend and suggest improvements to the highways to be considered as priorities for the Highways Improvement Plan. Ward Member Claire Kehily offered to find out how successful the event had been.*

*The meeting resumed.*

ii. **Faults**

Cllr. Gardner advised Members to forward details of any faults to either himself or the Locum Clerk to report on the portal. It was suggested that the salt bins are checked and if required arranged to be filled. It was noted that there is a salt bag in the car park of the scout hut.

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	<p>f) <b>Events and Communication Committee</b></p> <p>i. <b>To receive the minutes of the meeting held on the 23 October 2025</b></p> <p>The minutes of the meeting held on the 23 October 2025 were noted.</p> <p>ii. <b>Christmas Lights</b></p> <p>The Locum Clerk reported that the previous Clerk had accepted a quote for a five year contract from Gala Lights to supply and install the Christmas lights on the 17 June 2025 but that a contract has never been signed. Members discussed the fact that alternative quotes had been requested earlier in the year. The Locum Clerk advised that Gala Lights are unable to offer a one year contract. The Clerk reported that the BSEN 40 Load Testing Certificate which lasts for three years expires next month. It was noted that the Locum Clerk has submitted the required data and specification sheets and in between meetings that it had been agreed to accept a charge of just over £3,000.00 for the BSEN Load Testing. KCC has since advised that the results of the BSEN Load Testing should be with them next week and then hopefully they can issue the certificate and licence. It was noted that the ‘switch-on’ will take place at on Sunday 7 December 2025. The Locum Clerk will seek permission for the Parish Council to use the land adjacent to the Church and will source drinks and mince pies. Cllr. Gardner has obtained a quote of £208.00 for 250 laminated copies of the carol sheets.</p> <p><b>Resolved:</b>  <b>Cllr. Gardner to sign the 5 year contract with Gala Lights for the Christmas Lights at a cost of £11,600.00 (excluding VAT) per year.</b>  <b>To ratify a decision in between meetings to pay KCC the cost of the BSEN 40 Load Testing at £3,</b>  <b>To agree to a quote of £208.00 for printing 250 laminated copies of the carol sheets.</b></p> <p>iii. <b>Remembrance Service</b></p> <p>The details for the Remembrance Day Service due to take place on Sunday 9 November 2025 10.45am were confirmed. It was noted that Cllr. Carpenter has ordered a wreath at a cost of £19.99 and that Cllr. Gardner will represent the Parish Council.</p> <p>iv. <b>Social Media and Communications Policy</b></p> <p>It was noted that the Locum Clerk has prepared and circulated a draft Social, Media and Communications Policy. Cllr. Gardner reported that he is regularly posting useful updates and information on the Parish Council Facebook page and that this has led to a 500% increase in engagement with followers.</p> <p>g) <b>Pavilion Working Group</b></p> <p><b>Resolved: Cllrs: Thomas, Gardner and Weaver to be appointed Members of the Pavilion Working Group.</b></p>
126/25	<p><b>Administration</b></p> <p>a) <b>Terms of Reference for all Committees and Working Groups:</b></p> <p>It was noted that the Locum Clerk will prepare some draft terms of reference for all Committees and Working Groups to be considered by each Committee and Working Group and then adopted at a future Full Council meeting.</p> <p>b) <b>Email accounts and .gov.uk domain</b></p> <p>Members were in agreement that it would be beneficial for the Parish Council’s website and email accounts to be .gov.uk domain. It was noted that some</p>

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	<p>Members continue to experience issues with the current email provider. It was agreed for the Locum Clerk and Cllr. Thomas to start to investigate the services and cost of different providers for email accounts and domains.</p> <p>c) <b>Documents and Passwords</b></p> <p>It was agreed to discuss this item as confidential item.</p>
127/25	<p><b>Parish Matters</b></p> <p>a) <b>KALC Community Award Scheme 2026</b></p> <p><b>Resolved: The Locum Clerk to post an online survey on social media, the website and Noticeboards asking for members of the public to nominate local residents for the award</b></p> <p>b) <b>Local Government Reorganisation:</b></p> <p>See item 123/25.</p> <p>c) <b>Kent Police</b></p> <p>It was noted that the next Ward Cluster Meeting will take place virtually on the 10 February 2026.</p> <p>d) <b>Litter Picking</b></p> <p>Cllr. Weaver reported that the voluntary litter pickers have pencilled in some dates for November 2025. Cllr. Weaver, on behalf of the litter pickers, thanked the Parish Council again for the litter picking equipment recently provided.</p>
128/25	<p><b>Representation at Meetings</b></p> <p>a) <b>Village Hall Committee</b></p> <p>Cllr. Weaver attended the meeting held on the 14 October 2025. Bin provision and the difficulties of entering the car park were discussed.</p> <p>b) <b>KALC Area Committee</b></p> <p>There has been no meeting.</p> <p>c) <b>Coxheath Community Group:</b></p> <p>There has been no meeting</p> <p>d) <b>Other Meetings</b></p> <p>None attended.</p>
129/25	<p><b>Correspondence/Consultations</b></p> <p>None to note.</p>
130/25	<p><i>Part 2 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.</i></p> <p><i>The meeting closed to the public at 9.36pm</i></p>
125/25	<p><b>Confidential Items</b></p> <p>(c) iv) <b>Nat West Bank Statements</b></p> <p><b>Resolved: Cllr. Parker to attend a NatWest branch and request statements from the 1 April 2024 to date.</b></p> <p><i>9.45pm: In accordance with the Standing Orders a resolution was passed to continue with the meeting.</i></p>

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126/25	<p>viii) <b>To approve a recommendation to appoint Mr Lionel Robbins to carry out an Independent and Extraordinary Internal Audit.</b>  <b>Resolved: To appoint Mr. Lionel Robbins to carry out an Extraordinary Internal Audit. The Clerk to contact the external auditor, Mazars LLP about the audit for 2024/2025.</b></p> <p>iv) <b>Documents and Passwords</b>  The Locum Clerk will create a list of documents and passwords that are required from the previous Clerk. The Locum Clerk and Cllr. Gardner to liaise with the previous Clerk.</p>
131/25	<p><b>Date of Next Meeting:</b>  <b>Full Council: Tuesday 25 November 2025</b></p>

With no further business to transact the meeting closed at 10.06pm

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Date: .....

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## Payments October 2025

Ref:	Payee	Description	Gross	VAT	Net
<b>BACs Payments for ratification on 30 September 2025</b>					
BACS 10-01	SLCC Enterprises	Locum Fees	2,661.36	-	2,661.36
BACS 10-02	D. Carpenter	Reimbursement Wreath	19.99	-	19.99
BACS 10-03	Louise Goldsmith	Reimburseent Ionos £56.40, Adobe: £34.98	91.38	-	91.38
BACS 10-04	Kingswood Christmas Trees	Provision and delivery of parish Christmas Tree	291.99	-	291.99
BACS 10-03	Louise Goldsmith	Reimbursement laptop, printer and microsoft office bundle	963.97	-	963.97
<b>TOTAL</b>			<b>4,028.69</b>	<b>-</b>	<b>4,028.69</b>

Date	Payee	Description	Gross	VAT	Net
<b>Direct Debits and Standing Orders for ratification 28 October 2025</b>					
30/09/2025	Unity Trust	Service Charge	6.45	-	6.45
<b>TOTAL</b>			<b>6.45</b>	<b>-</b>	<b>6.45</b>

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