



Coxheath Parish Council

ALL COUNCILLORS ARE HEREBY SUMMONED to the Parish Council Meeting due to take place on **Tuesday 24 February 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

19 February 2026

AGENDA

- 162/25 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 163/25 Apologies for absence, Declarations and Dispensations**
a) Apologies for absence¹
b) To receive Declarations of Interest in respect of matters contained in 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 only for transparency reasons.
c) Requests for Dispensations.
- 164/25 Minutes of the last Meeting**
To consider the minutes of the meeting held on the 20 January 2026 and if in order to authorise the Chair to sign as a true and accurate record²
- 165/25 Chairman's Report**
To receive any report.
- 166/25 Clerks Report/Past Matters (Information purposes only)**
- 167/25 County Councillor/Ward Member Report**
To receive any report.
- 168/25 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 agenda³
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 last meeting
 - ii. To receive a report from the meeting held this evening

- b) **Staffing Committee**
 - i. To receive the minutes of the meeting held on the 16 February 2026
 - ii. To approve a legal letter (to be taken as a confidential item)

- c) **Finance Committee**
 - i. To receive the minutes of the meeting held on the 12 February
 - ii. To approve the following recommendations
 - Proposal to accept a quote for the purchase of 10 tablets
 - Proposal to accept a quote for a new website
 - Proposal to reinvest funds in reserves
 - Asset Register: To adopt
 - iii. Parish Services Scheme
 - iv. To receive the accounts as at the 31 January 2026
 - v. To receive a bank reconciliation as at the 31 January 2026
 - vi. To receive a payments list for ratification and approval

- d) **Recreation and Open Spaces Working Group.**
 - i. To receive feedback from a consultation exercise on the village green
 - ii. To receive an update on the football club annual fee
 - iii. 25/505226/PAPL: To receive the feedback and agree to submit a full planning application to replace the containers on the recreation ground.
 - iv. To receive an update on the hanging basket application
 - v. Inscription for Memorial Bench for Elizabeth Potts

- e) **Traffic & Community Safety Working Group.**
 - i. Deposit Document for Amendment 28a Waiting Restrictions on various roads in Coxheath
 - ii. Highways Improvement Plan:
 - To receive feedback from a meeting with the Community Engagement Officer held on the 9 February 2026
 - iii. Highway Faults

- f) **Events and Communication Committee**
 - i. To receive the minutes of the meeting held on the 11 February
 - ii. Proposal to hold a family event on the 5 September 2026

- g) **S106 Working Group.**
 - To receive any update

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

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

- 170/25 Parish Matters**
- a) Local Government Reorganisation: To receive any update
 - b) MP Katie Lam: To receive feedback from a meeting held on the 30 January
 - c) Annual Parish Meeting
 - d) Kent Police
 - i. To receive feedback from the Kent Police Forum - 10 February
 - ii. To receive feedback from a meeting with the Beat Officers held on the 19 February
 - e) Litter Picking: To receive any update
- 171/25 Administration**
- a) Parish Office telephone and internet: To receive an update
 - b) Assertion 10 SAPPP 2025
 - c) Policies: To consider and approve:
Financial Regulations
Social Media and Communications Policy
Lone Working Policy
IT Policy
- 172/25 Representation at Meetings**
- a) Village Hall Committee
 - b) KALC Area Committee: To receive the draft minutes of the meeting held on the 26 January 2026
 - c) Coxheath Community Group
 - d) Other Meetings
- 173/25 Correspondence/Consultations**
- MP Katie Lam Water Survey
- 174/25 Confidential Items**
- 175/25 Date of Next Meeting: Full Council: Tuesday 31 March 2026**

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