



# Coxheath Parish Council

**ALL COUNCILLORS ARE HEREBY SUMMONED** to the Parish Council Meeting due to take place on **Tuesday 20 January 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**

**15 January 2026**

## AGENDA

- 148/25 Administration**  
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 149/25 Apologies for absence, Declarations and Dispensations**  
a) Apologies for absence<sup>1</sup>  
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.
- 150/25 Minutes of the last Meeting**  
To consider the minutes of the meeting held on the 25 November 2025 and if in order to authorise the Chair to sign as a true and accurate record<sup>2</sup>
- 151/25 Chairman's Report**  
To receive any report.
- 152/25 Clerks Report/Past Matters (Information purposes only)**
- 153/25 County Councillor/Ward Member Report**  
To receive any report.
- 154/25 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 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)

155/25

## Committees/Working Groups

- a) **Membership**
  - To review membership of all committees and working groups
  
- b) **Planning Committee**
  - i. To receive the minutes of the last meeting
  - ii. To receive a report from the meeting held this evening
  
- c) **Staffing Committee**
  - i. To receive any update.
  
- d) **Finance Committee**
  - i. Nat West Bank Mandate: To receive an update
  - ii. Proposal to reinvest funds in reserves.
  - iii. To approve the Budget for 2026-2027
  - iv. To approve the Precept for 2026-2027
  - v. To receive the accounts as at the 31 December 2025
  - vi. To receive a bank reconciliation as at the 31 December 2025
  - vii. To receive a payments list for ratification and approval
  
- e) **Recreation and Open Spaces Working Group.**
  - i. To receive the minutes from the meeting held on the 15 January
  - ii. To approve the following recommendations:
    - Appointment of ground maintenance contractor for one year.
    - To carry out a consultation exercise on the village green.
  - iii. To receive an update on the football club agreement.
  
- f) **Traffic & Community Safety Working Group.**
  - i. Highways Improvement Plan:
    - To review the priorities.
  - ii. Highway Faults
  
- g) **Events and Communication Committee**
  - i. To receive feedback from the Christmas Lights Switch On
  
- h) **S106 Working Group.**
  - a) To agree the terms of reference
  - b) To set the date of a meeting.

156/25

## Parish Matters

- i. KALC Community Award Scheme 2026: To agree a nomination.
- ii. Proposal to mark the passing of former Cllr. Elizabeth Potts
- iii. MBC Assets in Coxheath: To note and discuss
- iv. Local Government Reorganisation: To receive an update
- v. Community Resilience Planning:
  - To discuss in relation to the recent water supply issues
- vi. Kent Police: To receive any update
- vii. Litter Picking: To receive any update

1. LGA 1972 s85 (1)

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

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

- 157/25 Administration**
- i. Email accounts and .gov.uk domain  
Proposal to appoint a new outside provider for email accounts.
  - ii. Policies: To consider and approve:  
Health and Safety Policy  
Publication Scheme  
Disciplinary, Grievance and Capability Policy  
Information and Data Protection Policy
  - iii. To receive feedback from the appointed solicitor
- 158/25 Representation at Meetings**
- i. Village Hall Committee
  - ii. KALC Area Committee
  - iii. Coxheath Community Group
  - iv. Other Meetings
- 159/25 Correspondence/Consultations**
- 160/25 Confidential Items**
- 161/25 Date of Next Meeting: Full Council: Tuesday 24 February 2026**

1. LGA 1972 s85 (1)

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

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