



# Coxheath Parish Council

**ALL COUNCILLORS ARE HEREBY SUMMONED** to the Parish Council Meeting due to take place on **Tuesday 31 March 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**

**26 March 2026**

## **AGENDA**

- 176/25 Administration**  
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 177/25 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.
- 178/25 Co-Option**  
Proposal to co-opt two new Members on to the Parish Council.
- 179/25 Minutes of the last Meeting**  
To consider the minutes of the meeting held on the 24 February 2026 and if in order to authorise the Chair to sign as a true and accurate record<sup>2</sup>
- 180/25 Chairman's Report:** To receive any report.
- 181/25 Clerks Report/Past Matters (Information purposes only)**
- 182/25 County Councillor/Ward Member Report:** To receive any report.
- 183/25 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)

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

- i. To receive the minutes of the meeting held on the 24 February
- 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 17 March
- ii. To approve the ending of the probation period for the Clerk as of the 10 March 2026.
- iii. To approve the draft service level agreement for the MUGA Steward
- iv. To agree a proposal to increase the annual payment for the MUGA Steward to £1,200.00
- v. Policies: To approve the recommendation to adopt the IT Policy, Annual Risk Assessment/Internal Control and Complaints Policy.

**c) Finance Committee**

- i. VAT Claim
- ii. Update on opening of new bank accounts
- iii. To approve the purchase of a replacement silhouette soldier
- iv. To ratify a decision between meetings to purchase PA equipment
- v. Kent ACRE: To consider a request for a pledge for crowd funding
- vi. To receive the accounts as at the 28 February 2026
- vii. To receive a bank reconciliation as at the 28 February 2026
- viii. To receive a payments list for ratification and approval

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

- i. To receive the minutes of the meeting held on the 26 March 2026
- ii. Proposal to replace the playground equipment on the recreation ground
- iii. Proposal to adopt Whitebeam and Fairhurst Play Areas
- iv. Proposal to increase the CCTV cover on the MUGA

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

- i. Deposit Document for Amendment 28a Waiting Restrictions on various roads in Coxheath: To receive an update
- ii. Deposit Document for Amendment 31 Waiting Restrictions Stockett Lane: To receive an update
- iii. Forstal Lane signage and survey
- iv. Road Safety & Active Travel Group (RSATG) Seminars
- v. Highway Faults  
950045 (Westerhill Road streetlight)  
945799 (Stockett Lane barrier)

**f) Events and Communication Committee**

- i. To receive an update on the family event 5 September 2026
- ii. To receive an update on the new website

1. LGA 1972 s85 (1)

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

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

**g) S106 Working Group.**

- i. To receive the minutes of the meeting held on the 3 March 2026
- ii. To discuss the next steps
- iii. To receive a document summarising the land registry numbers and ownership of various community assets

**185/25**

**Parish Matters**

- a) Local Government Reorganisation: To receive any update
- b) Annual Parish Meeting 14 April 2026: To receive an update
- c) Kent Police: To receive any update. Police Surgery Saturday 11 April 12pm
- d) Litter Picking: To receive any update

**186/25**

**Administration**

- a) Parish Office telephone and internet: To receive an update
- b) Internal Audit Arrangements
- c) Tablets/Email Accounts update

**187/25**

**Representation at Meetings**

- a) Village Hall Committee
- b) KALC Area Committee 30 March 2026
- c) Coxheath Community Group
- d) PCC Meeting 23 March 2026
- e) Other Meetings

**188/25**

**Correspondence/Consultations**

Short Focused Inquiry – water supply failures

**189/25**

**Confidential Items**

**190/25**

**Date of Next Meeting: Full Council: Tuesday 28 April 2026**

1. LGA 1972 s85 (1)

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

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