



Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council

held on the 25th March 2025 at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

Present: Parish Cllrs: G Crickett (Chairman), C Bird, D Carpenter, N Gardner, K Laponder, S Thomas

In Attendance: Irene Bowie Parish Clerk, Members of the Public

24/25 Apologies and absences:

- a. Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

It was **RESOLVED** to accept the apologies and the reason given from Councillor Lewis.

The Chairman announced the resignation of Councillor Down and asked Members to join him in thanking Councillor Down for his long-standing service and commitment to the parish council and the residents of Coxheath.

- b. Declaration of Changes to the Register of Interests. None declared.
- c. To receive Declarations of Interest in respect of matters contained in this agenda.
In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
Councillors Carpenter and Parker declared an interest in agenda item 35/25.
- d. Requests for Dispensations. None requested
- e. Declarations of Lobbying. None declared.

25/25 Public comments and observations. (Maximum 15 minutes)

The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman. The Minute Book will be closed.

26/25 To receive reports from external parties (if present)

There were no external parties present.

27/25 CO OPTION of Parish Councillor/s: To consider candidates for co-option.

There were no candidates for co-option.

28/25 To Receive reports on matters not included elsewhere on the agenda.

- a. Chairman of the Parish Council Cllr Crickett
The Chairman reported that he has met with Galal Lights regarding the Christmas Lights Lease and also a light display for the Village Beacon. Attended the Coxheath Football Club, Met with the VE 80th Anniversary Group regarding the 3rd of May Picnic in the Park.
- b. Playground Inspection Reports Cllr Parker
The inspection reports were received and noted.
It was **AGREED** that the Clerk would obtain quotes from playground inspection companies.
- c. Councillors Reports All Cllrs
- d. Community Litter Pick
- e. Clerk's Report Clerk
The Clerk reported that the end caps for the outdoor gym were due to be delivered within 4- 6 weeks.
Resident email regarding lack of access to the VH Field and The Parish Council Fields. It was reported that the gate at the Village Hall had just been repaired. It was **AGREED** that the Clerk would advise the resident to contact the Village Hall regarding access to the field. The Clerk to write to the resident and advice the gates for the Parish Council fields were designed to prevent motor vehicle access.
- f. Disclosable Pecuniary Interests Clerk
The Clerk gave the Councillors a generic document to assist Councillors in deciding if they had a disclosable interest. The Clerk reminded all Councillors that it was their personal responsibility to

update their Register of Interests.

29/25 Minutes of the Parish Council Meeting:

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 25th of February 2025, with an amendment, to be taken as read, confirmed as a correct record and signed by the Chairman.

30/25 Finance.

- a. To receive and authorise payments listed on the schedule (to be provided at the meeting)

RESOLVED: To authorise the payments on the schedule.

Vodafone	Vodafone £20.94 March 2025	20.94
Ionos	Parish Council Emails March 2025	61.80
HP	HP Instant Ink March 2025	25.49
Adobe	Adobe Software March 2025	19.97
Audio Crew Ltd	PA System for VE Day Deposit	60.00
RBL	Unknown Woman s in War Silhouette, VE Day Bunting and Lamppost Banners	409.50
KALC	Training December 2024	60.00
HMRC	PAYE/NI March 2025	Confidential
Tree Surgeons of Kent	Tree Works Coppicing	820.00
Clerk	Staff Costs	Confidential

- b. Late Payment Request/s to be discussed for approval and payment.
It was **RESOLVED** to make a contribution of £150 to the Coxheath Parochial Church Council for the use of electricity for the Village Christmas Lights 2024.
- c. Banking Arrangements. No update.
- d. To consider any late financial matters. There were no late financial matters.

31/25 Finance Committee: To receive and consider recommendations.

Councillors Parker (Chairman), Bird, Crickett and Thomas.

No recommendations. Next meeting noted as the 24th of April at 7:30 pm

32/25 Planning: To receive the decisions and recommendations from the Planning Committee.

Councillors Gardner (Chairman), Carpenter, Crickett, Laponder

Councillor Gardener gave an update on the decisions of the Planning Committee meeting held on the 25th of March 2025

33/25 Working Groups: To receive Updates and Recommendations.

- a. **Recreation & Youth Working Group.** (Councillors Bird and Laponder).
The group had not met.
- b. **Traffic & Community Safety Working Group.** (Councillors Bird, Down, Gardner and the Parish Clerk)
- i. Parish Portal Report. Noted.
- ii. To receive an update on the draft Highways Improvement Plan.
It was **AGREED** to proceed with the Highways Pla and arrange a meeting with KCC Highways.
- c. **Seasonal Events Working Group. Councillors.** (Councillors Carpenter, Gardner and Laponder)
- i. VE Day 80th Anniversary Picnic in the Park 3rd of May 2025
It was **RESOLVED** to increase the budget to £4000.
Councillor Laponder gave an update.

It was **RESOLVED** to accept the quote for £750 from Gala Lights to put siwtcable but permanent lights in the Village Beacon.
Members thanked Councillor Laponder for her excellent work,

- d. **Environmental Initiatives Group.** (Councillors Bird, Crickett and Parker affiliate Mr. D Mann).
The group had not met. Councillor Bird AGREED to visit the site of the recent coppicing and, if possible, spread the chippings.
It was **AGREED** that a leaflet would be sent to the residents of Huntingdon Green for comments on a works before they took place.
- e. **Pavilion Feasibility Working Group.** (Councillors Crickett, Gardner, Laponder and Thomas. Non-Councillors Mr. D Mann and Mr. N Hadley).
The group had not met but work was progressing identifying a possible architect. An approved planning application from 1999 for a Pavilion on the site had been found.
- f. **Media and Communications.** Councillors Gardner, Thomas and Parish Clerk.
It was **AGREED** that the proposed new Parish Council logo was reviewed and considered at a later meeting.

34/25 Correspondence:

- a. To table items of late correspondence: There were none.
- b. Items circulated:
 - i. Kent CCTV Register
 - ii. Section 137 expenditure
 All correspondence was noted.

35/25 Consideration of items to be taken in private (Exclusion of Public and Press):

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

Councillor Carpenter and Councillor Parker having declared an interest, left the meeting at 8:32

The Clerk gave an update on a legal matter.

Meeting Dates 2025

FULL COUNCIL :	April 29th, May 27th, June 24th, July 29th, September 30th, October 28th November 25th. April 15 th Annual Village Meeting.
PLANNING COMMITTEE:	6.45 pm prior to the Full Council Meetings listed above. <i>Please note Planning Committee meetings may be cancelled if not required.</i>
FINANCE COMMITTEE:	20 th February 2025

These minutes are not a verbatim record of the meeting but a record of resolutions made.

There being no further business to be transacted, the Chairman closed the meeting at 8:40 pm.

Signed :

Date:

Chairman : Please Print Name