



Coxheath Parish Council

**Minutes of the Annual Parish Council Meeting of Coxheath Parish Council held on
Tuesday 26 May 2026 at 7.15pm in the Small Hall, Coxheath Village Hall**

Present: Cllr. N. Gardner (Chairman), Cllrs: G. Batty, D. Carpenter, I. Laponder. K. Laponder,
C. Parker, J. Sheppard, H. Weaver and R. Webb.

In attendance: Louise Goldsmith (Parish Clerk)

MINUTES

17/26 ELECTION OF CHAIRMAN

a) To receive nominations and vote on appointment

Councillor Gardner was proposed by Councillor Carpenter and seconded by Councillor Parker. Cllr Gardner accepted the nomination and there were no other nominations. Cllr. Gardner was elected as Chairman following a unanimous vote by a show of hands.

b) Declaration of Acceptance of Office for the Chair

A Declaration of Acceptance of Office was read out and signed by Cllr. Gardner and received and signed by the Proper Officer in accordance with the LGA 1972 Section 83 (4).

Members thanked Cllr. Gardner for all his hard work as Chairman since September 2025.

18/26 ELECTION OF VICE CHAIRMAN

a) To receive nominations and vote on appointment

Councillor Carpenter was proposed by Councillor I. Laponder and seconded by Councillor K. Laponder. Cllr Carpenter accepted the nomination and there were no other nominations. Cllr. Carpenter was elected as Vice Chairman following a unanimous vote by a show of hands.

b) Declaration of Acceptance of Office for the Vice Chair

A Declaration of Acceptance of Office was read out and signed by Cllr. Carpenter and received and signed by the Proper Officer in accordance with the LGA 1972 Section 83 (4).

Councillor Gardner thanked Councillor Carpenter for his ongoing hard work as Vice Chairman.

19/25 ADMINISTRATION

Fire Exits, Fire Meeting Point, Mobile Phones. It was noted that Cllr. Gardner is recording the meeting.

20/26 APOLOGIES FOR ABSENCE, DECLARATIONS AND DISPENSATIONS

a) Apologies for absence: **All present.**

b) To receive Declarations of Interest in respect of matters contained in the agenda.

Disclosable Interests: Under the Localism Act 2011:

Cllr. Parker and Cllr. Carpenter declared a disclosable interest in agenda item 35/26 c (vii).

Other Significant Interests: **None received.**

c) Requests for Dispensations: **None received.**

d) Declarations of Lobbying: **None received.**

Signed:

21/26 CO-OPTION

It was noted that in between meetings Cllr. Gardner and the Clerk met virtually with local resident Graham Batty who had applied to be co-opted on to the Parish Council. Graham Batty introduced himself to Members and explained why he would like to be co-opted.

The Chairman proposed that Graham Batty co-opted to fill a casual vacancy.

Resolved: That Graham Batty be co-opted to fill a casual vacancy.

Declaration of Acceptance of Office/Declaration of Interests

The Declaration of Acceptance of Office was read out and signed by Cllr. Graham Batty and signed by the Clerk as Proper Officer of the Council. Cllr. Graham Batty was issued with a copy of the Standing Orders, Financial Regulations and Code of Conduct and will complete a Declaration of Interests.

22/26 APPOINTMENTS

- a) To consider and approve any changes to the Committee/Working Group structure.
Cllr. Weaver advised that the Parish Council has been asked by Rebecca Parnham to take over the running of the current Coxheath Community Group. Cllr. Weaver suggested forming a Community and Resilience Working Group which could report to the Events and Communications Committee. It was proposed to initially run this working group for one year. The Clerk will prepare draft terms of reference for adoption at the next meeting. Cllr. I. Laponder suggested that the work of the S106 working group could be covered by both the Finance Committee and the Recreation and Open Spaces Working Group.
Resolved: To form a Community and Resilience Working Group, to be reviewed at the next APCM, and for the S106 Working Group to cease.
- b) To review and approve all Committee/Working Groups Terms of Reference
Resolved: To adopt the Committees and Working Group Terms of Reference.
- c) To agree appointments of Members to Committees/Working Groups
Resolved: As detailed below.
- d) To agree the Chair of all Committees/Working Groups
Resolved: As detailed below

Planning Committee

Cllr Webb (Chair); Cllrs: Batty, Carpenter, Gardner and Weaver.

Finance and Resources Committee

Cllr I. Laponder (Chair); Cllrs: Parker and Weaver.

Staffing Committee

Cllr K. Laponder (Chair); Cllrs: Gardner, Sheppard and Weaver.

Events and Communication Committee

Cllr Gardner (Chair); Cllrs: Batty, Carpenter, K. Laponder, Sheppard, Weaver and Webb.

Community and Resilience Working Group

Cllr Weaver (Chair); Cllrs: Gardner, K. Laponder Sheppard and Weaver.

Recreation and Open Spaces Working Group

Cllr Weaver (Chair); Cllrs: Carpenter, I. Laponder, Parker and Sheppard.

Traffic and Community Safety Working Group

Cllr Gardner (Chair); Cllrs: Batty and Weaver.

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23/26 APPOINTMENT OF AN INTERNAL AUDITOR

Resolved: To appoint Mr. Lionel Robbins as the internal auditor.

24/26 SELECTION OF REPRESENTATIVES TO OTHER BODIES/ALLOCATION OF RESPONSIBILITIES

- a) *Community Liaison Rep. Kent Association of Local Councils*
Cllr. Gardner but to be supported by all Councillors
- b) *Football Club Liaison:* Cllr. Batty
- c) *Community Litter Picking:* Cllrs. Weaver and Batty.
- d) *Police Liaison Group:* Cllrs. Gardner, Sheppard and Weaver
- e) *Developer Liaison:* Cllrs. Gardner
- f) *Village Hall Committee Liaison:* Cllr. Weaver

25/26 POLICIES:

To review and approve the following core policies

Resolved: No changes required to the core policies below.

- *Code of Conduct*
- *Grants Policy and Application Form*
- *Health & Safety Policy*
- *Complaints Policy*
- *Scheme of Delegation*
- *Data Protection and Document Retention Policy*
- *Publication Scheme*

26/26 STANDING ORDERS

Resolved: To adopt the Standing Orders.

27/26 FINANCIAL REGULATIONS

Resolved: To adopt the Financial Regulations.

28/26 BANK SIGNATORIES

Unity Trust Bank: Cllrs. Gardner, I. Laponder, Parker and Weaver.

CCLA: Cllrs. Gardner, I. Laponder and Weaver.

Hampshire Trust Bank: Cllrs. Gardner, I. Laponder and Weaver.

29/26 ANNUAL PARISH MEETING

Members discussed the concerns raised by a member of the public about the number of new homes built in the parish. The Clerk was asked to acknowledge the receipt of copies of historic letters submitted at the meeting by the member of the public. Cllr. Gardner summarised that the APM had been well attended and that a number of interesting and informative reports had been given by local organisations. Cllr. Gardner thanked Members for supporting the Annual Parish Meeting and thanked the Clerk for providing the refreshments.

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30/26 MINUTES OF THE LAST MEETING

Resolved: That the minutes of the meeting held on the 28 April 2026 be approved and confirmed as a true and accurate record.

31/26 CHAIRMAN'S REPORT

Cllr. Gardner reported that he has recently attended some of the working group and committee meetings as an ex-officio Member. The KALC Area Committee due to take place this evening has been postponed. Cllr. Gardner advised Members that he has enjoyed attending events held in local parishes Staplehurst and Cranbrook and that he also attended a very interesting Open Day at Maidstone Crown Court.

32/26 CLERKS REPORT/PAST MATTERS

It was noted that the Clerk will be on annual leave from the 30 May to the 1 June and from the 22 June to the 30 June 2026.

33/26 COUNTY COUNCILLOR/WARD MEMBER REPORT

County Councillor Report: There was no report.

Ward Member Report: There was no report.

34/26 OPEN SESSION: No members of the public present.

35/26 COMMITTEES/WORKING GROUPS

a) Planning Committee

- i. **Minutes of the meeting held on the 28 April 2026**
The minutes of the meeting held on the 28 April 2026 were noted.
- ii. **To receive a report from the meeting held this evening**
Cllr. Weaver reported on the Planning Committee Meeting held before the Full Council Meeting.

b) Staffing Committee

Nothing additional to report.

c) Finance Committee

- i. **To receive an update on the opening of new bank accounts and a credit card facility**
Cllr. I. Laponder reported that both the Hampshire Trust Bank Account and CCLA account are now open and that the agreed funds have been invested. The Clerk has submitted an application for a credit card facility through Unity Trust Bank. Unity Trust Bank have apologised for the time it has taken to process the application and hope to issue the credit card soon.
- ii. **To approve the appointment of Whitehead Monckton**
Resolved: To ratify a decision between meetings to appoint Whitehead Monckton to represent the Parish Council for the proposed adoption of Whitebeam and Fairhurst play areas.

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- iii. **Annual Insurance**
It was noted that the Parish Council is in the second year of a three year Long Term Agreement with Clear Councils and that the renewal premium is £1,765.51. The policy will renew on the 11 June 2026.
 - iv. **VAT Claim**
It was noted that the Clerk has been able to submit a manual VAT Claim to HMRC for the period from the 1 March 2025 to the 30 April 2026 for the amount of £13,001.78.
 - v. **To receive the accounts as at the 30 April 2026**
The accounts as at the 30 April 2026 were received.
 - vi. **To receive a bank reconciliation as at the 30 April 2026**
A bank reconciliation as the 30 April 2026 was received and checked and signed by Cllr. Weaver in line with the adopted Financial Regulations.
 - viii. **To receive a payments list for approval**
The payment schedule appended to the minutes and a copy of the invoices had been circulated prior to the meeting. Cllr. I. Laponder checked the invoices on the payment schedule.
Resolved: Cllrs. Gardner and Weaver to authorise the payments online. Cllr. Gardner, as the Chair, initialled the payments list in accordance with the adopted Financial Regulations. (Cllr. Parker and Carpenter did not participate in the vote).
- d) Recreation and Open Spaces Working Group**
- i. **To receive the minutes of the meeting held on the 7 May 2026**
The minutes of the meeting held on the 7 May 2026 were received.
 - ii. **Recommendation to Full Council:** To approve a quote to remove the three existing gates plus a section of fencing to facilitate the new gates and to supply and install three Mobility Woodstock Kissing Gates.
Resolved: To accept a quote of £5,580.00 (excluding VAT) from Tate and Tonbridge Fencing to remove the three existing gates plus a section of fencing to facilitate the new gates and to supply and install three Mobility Woodstock Kissing Gates.
 - iii. **Recommendation to Full Council:** To accept a quote to update the CCTV for the MUGA
Cllr. Weaver advised Members that the Village Hall Committee has now given permission for the Parish Council to use the existing pole for the new cameras.
Resolved: To accept a quote of £4,350.00 from Amiga Fire and Security to upgrade the CCTV cameras for the MUGA and for an independent monitor and recorder to be installed in the Parish Council Office and linked to the Parish Council mobile phone. (Acceptance of the quote is subject to Cllr. Gardner being satisfied with the images and the annual maintenance charge).
 - iv. **Tree Works**
Cllr. Weaver reported that Down to Earth will be carrying out the approved works to various trees on the recreation ground and one tree on Huntingdon Village Green the w/c 29 June 2026. The works are expected to take one week to complete. Cllr. Weaver advised Members that the Clerk will hand deliver a poster/leaflet about the works to properties bordering both areas and will also post this information on social media, the noticeboards and the website. The Village Hall Committee have also been advised of the works. As agreed at the last meeting Down to Earth have been instructed to prepare a woodland management plan for the woodland and trees groups on the recreation ground.

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v. **To receive an update on a proposal to adopt or extend the lease for Huntingdon Village Green**

It was noted that the Clerk has completed and submitted the land disposal application form provided by Golding Homes for a possible purchase of Huntingdon Village Green. Golding Homes has since advised the Clerk that they have completed an initial appraisal and there are no obvious reasons for them not to consider disposing of the land. The proposal will now be presented to the Executive Team at Golding Homes which is due to meet in June 2026. The Executive Team will decide whether the land can be disposed.

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

i. **Highways Improvement Plan**

The Community Engagement Officer has advised that the waiting restrictions and wig-wags outside the school will not be installed until the school summer holidays. It was noted that Automatic Traffic Count surveys are in the process of being arranged for Forstal Lane.

ii. **Highway Faults**

Cllr. Gardner advised Members that KCC has recently refused numerous requests for remedial works but that he will continue to press for refreshing various white lines and the repairing of potholes. Cllr. Gardner advised that the Highway Steward and her manager and an engineer have agreed to meet with him and the Clerk to discuss these ongoing issues. A meeting is in the process of being arranged.

f) **Events and Communication Committee**

i. **To receive an update on the event due to be held on the 5 September 2026**

Cllr. Gardner reported that plans are underway to progress the arrangements for a late summer family event to be held on the recreation ground on Saturday 5 September 2026 from 2pm-6pm. It was noted that the Committee intends to use allocated reserves to purchase a number of items to include a generator and some gazebos. The Clerk has contacted a number of organisations and a live working spreadsheet has been placed on the shared drive for all Members to view and update. The Clerk advised Members that the insurance provider has confirmed that providing the Parish Council are the sole organiser of the event and that the event is risk assessed and all third parties hold their own public liability that cover will be in place under the current policy. A 'Save the Date' poster has been prepared and shared on social media, the website and noticeboards and copies have been given to the Village Hall Committee. A meeting has been arranged for Tuesday 17 June 2026 at 7pm in the Committee Room in the village hall to discuss the arrangements with all the local organisations.

ii. **To receive an update on the new website**

Cllr. Gardner reported that the website designer has commenced work on a draft website and a draft template has been shared with Members. It is hoped that the new website will be up and running in June. It was agreed to contact a local historian for some photos that could be placed on the new website.

g) **S106 Working Group**

i. **To receive an update on a proposal to adopt Whitebeam and Fairhurst Play Areas following a meeting with Corporate Property at MBC**

It was noted that Deborah Turner from Corporate Property at MBC has sent

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over a draft 'Heads of Terms' for the transfer of both Fairhurst and Whitebeam play Areas. The Clerk has since forwarded the details of the appointed solicitor for the Parish Council to Deborah Turner who has confirmed that the solicitor for MBC will now make contact. The Clerk reminded Members that MBC has been unable to find evidence of any lease or agreement for the management of Beacon Field and Middle Field. Deborah Turner is in the process of finding out if the Parish Council could adopt these areas as well as the strategic play area adjacent to the village hall. It was noted that the Clerk has requested a copy of the latest RoSPA inspection report for both play areas. The Clerk has also instructed Capel Groundcare to carry out an independent inspection of both play areas. These reports will be considered at the Recreation and Open Spaces Working Group due to be held on the 2 June 2026.

36/26 PARISH MATTERS

a) **Local Government Reorganisation:**

The Clerk advised that a decision from the Government on the number of Unitary Authorities for Kent is still expected on or before the 16 July 2026.

b) **Kent Police:**

The Beat Officers propose to hold the next surgery in the village hall car park on Thursday 11 June 2026 between 12pm and 1pm.

c) **Litter Picking:**

Cllr. Weaver reported that the voluntary litter pickers will be out this weekend.

37/26 ADMINISTRATION

a) **Tablets/Shared Drive**

It was noted that the current insurance provider has confirmed that the tablets are covered under the 'contents' section of the policy and have confirmed that this is not location specific, meaning the tablets will be covered anywhere in the UK. Despite a few teething problems Members agreed that the tablets and share drive are excellent initiatives.

b) **Appointment of a DPO**

Members noted that the Clerk has obtained two quotes for external Data Processing Officer support. Given the lateness of the hour, it was agreed to defer this item to the next meeting.

13/26 REPRESENTATION AT MEETINGS

- a) **Village Hall Committee:** It was noted that Cllr. Weaver and the Clerk attended the meeting held on the 12 May 2026. The Committee were updated on the End of Summer Family picnic and have agreed to organise tea, coffee and cakes and will retain any profit as a payment for the use of the field and the main hall. Cllr. Weaver updated the Committee on the planning application for the replacement container, the proposed works to the trees and the replacement kissing gates. The Village Hall Committee kindly agreed that the existing village hall pole could be used for the additional cameras for the CCTV for the MUGA. Cllr. Weaver has given her apologies for the next meeting as it clashes with a Parish Council Staffing Committee meeting.
- b) **KALC Area Committee:** It was noted that the meeting due to be held this evening has been postponed.
- c) **Coxheath Community Group:** It was noted that the next meeting is due to be held on the 7 July.

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d) **Other Meetings:**

Pre-School Committee 29 April 2026: It was noted that Cllr. Weaver attended the meeting held on the 29 April 2026. Cllr. Weaver reported that the Committee appreciated the attendance of the Parish Council at the fund raising quiz night and welcomed working together.

39/26 CORRESPONDENCE/CONSULTATIONS: None to consider.

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.

40/26 CONFIDENTIAL ITEMS:

Members received and discussed a letter from the solicitor.

Resolved: To not take any further action subject to provision of an item of information. The Clerk to prepare a full report/timeline of events and communication.

41/26 DATE OF THE NEXT MEETING: Parish Council Meeting Tuesday 30 June 2026

With no further business to transact the meeting closed at 9.15pm

Signed:

Date:

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Payment List - May 2026

Ref:	Payee	Description	Gross
BACs Payments for payment on 26 May 2026			
BACS 05-01	Louise Goldsmith	Clerks Expenses	89.90
BACS 05-02	Louise Goldsmith	Reimbursement Ionos £6.78, HP Instant Ink £30.98, Photocopying £5.00	42.76
BACS 05-03	Clerks & Councils Direct	Annual subscription	15.50
BACS 05-04	Paul Waring	Grounds Maintenance	1,261.89
BACS 05-05	Clear Insurance	Insurance premium	1,765.51
BACS 05-06	Coxheath Community Coffee Group	Grant	1,000.00
BACS 05-07	Heart of Kent Hospice	Donation	1,000.00
BACS 05-08	Heliocentrix	Installations Support	364.49
BACS 05-09	Capel Groundcare	Playground inspection Fairhurst and Whitebeam	132.00
BACS 05-10	Coxheath Village Hall	Donation towards external toilets	10,000.00
BACS 05-11	Heliocentrix	Microsoft 365 agreement and support services	155.39
BACS 05-12	A Parkes Construction Ltd	Repair of inspection chamber	115.20
BACS 05-13	Louise Goldsmith	Clerks Salary May	1,850.87
BACS 05-14	HMRC	Clerks Tax & NI	930.16
TOTAL			18,723.67

Date	Payee	Description	Gross
Direct Debits			
11/05/2026	EE	Mobile Phone	17.40
30/05/2026	Peoples Pension	Clerks Pension	203.12
30/04/2026	Unity Bank	Service Charge	9.55
11/05/2026	BT Group	Broadband/Phone Parish Office	44.34
TOTAL			274.41

RECEIPTS

Date	Payer	Amount
06/05/2026	EP Architects	£30.00

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