



Coxheath Parish Council

ALL COUNCILLORS ARE HEREBY SUMMONED to the Parish Council Meeting due to take place on **Tuesday 28 July 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

23 July 2026

AGENDA

- 57/26 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 58/26 Apologies for absence, Declarations and Dispensations**
a) Apologies for absence¹
b) To receive Declarations of Interest in respect of matters on 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 for transparency reasons
c) Requests for Dispensations.
- 59/26 Co-Option**
To co-opt any new Members on to the Parish Council.
- 60/26 Minutes of the last Meeting**
To consider the minutes of the Parish Council meeting held on the 30 June 2026 and if in order to authorise the Chair to sign as a true and accurate record²
- 61/26 Chairman's Report:** To receive any report.
- 62/26 Clerks Report/Past Matters (Information purposes only)**
- 63/26 County Councillor/Ward Member Report:** To receive any report.
- 64/26 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 meeting held on the 30 June 2026
- 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 15 July 2026
- ii. Proposal to increase the Clerk's working hours
Recommendation: To increase the Clerk's working hours by 5 a week
- iii. Equality & Diversity Policy
Recommendation: To adopt the policy

c) Finance Committee

- i. To consider a proposal from MBC to lease the car park adjacent to the Scout Hut
- ii. Disposal of Whitebeam Drive and Fairhurst Drive Play Areas:
Confirming instructions and request for undertaking
- iii. To receive the accounts as at the 30 June 2026
- iv. To receive a bank reconciliation as at the 30 June 2026
- v. To receive a payments list for approval

d) Recreation and Open Spaces Working Group.

- i. To receive the minutes of the meeting held on the 9 July 2026
- ii. To receive the monthly inspection reports and discuss the next steps
- iii. Huntingdon Village Green:
To receive the valuation report from Golding Homes
Proposal to request formal approval from Golding Homes to purchase the village green.
- iv. Proposal to adopt the recreation ground

e) Traffic & Community Safety Working Group.

- i. Highways Improvement Plan Priorities: To receive an update
- ii. Proposal to resurface the service road in the village centre
- iii. Meeting with Highways Steward: To receive feedback
- iv. Highway Faults

f) Events and Communication Committee

- i. To receive the minutes of the meeting held on the 15 July 2026
- ii. receive an update on the event due to be held on the 5 September following a meeting held on the 22 July 2026
- iii. To receive an update on the arrangements for the Christmas Lights
- iv. New website update and to agree a retention agreement

Parish Matters

- a) Local Government Reorganisation:
To note the Government's announcement
- b) Maidstone Local Plan: To receive any update
- c) Kent Police: To receive any update.
- d) Litter Picking: To receive any update

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

- 67/26 Administration**
- a) To consider interim recommendations from the DPO and discuss the next steps
- 68/26 Representation at Meetings**
- a) Village Hall Committee
 - b) KALC Area Committee
 - c) Coxheath Community Group
 - d) Other Meetings
- 69/26 Correspondence/Consultations**
- 70/26 Confidential Items**
- 71/26 Date of Next Meetings:**
- Parish Council Meeting: Tuesday 29 September 2026**
- Planning Committee Meeting: Tuesday 25 August 2026**
- Finance Committee Meeting: Thursday 20 August 2026**

1. LGA 1972 s85 (1)

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

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