



Coxheath Parish Council

**Minutes of the Parish Council Meeting of Coxheath Parish Council held on
Tuesday 30 June 2026 at 7.15pm in the Small Hall, Coxheath Village Hall**

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

In attendance: Louise Goldsmith (Parish Clerk),
Ward Member Claire Kehily and 1 member of the public

MINUTES

42/26 ADMINISTRATION

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

43/26 APOLOGIES FOR ABSENCE, DECLARATIONS AND DISPENSATIONS

- a) Apologies for absence:
An apology for absence was received from Cllr. K. Laponder and the reason for absence was accepted.
- b) To receive Declarations of Interest in respect of matters contained in the agenda.
Disclosable Interests: Under the Localism Act 2011: **None received.**
Other Significant Interests: **None received.**
- c) Requests for Dispensations: **None received.**
- d) Declarations of Lobbying:
Cllr. Gardner explained that representing Weald Radio he has asked Guy Osborne, Land Director at Country Homes, for funding for the station.

44/26 CO-OPTION

Nothing to report

45/26 MINUTES OF THE LAST MEETING

Resolved: That the minutes of the Annual Parish Council meeting held on the 26 May 2026 be approved and confirmed as a true and accurate record.

46/26 CHAIRMAN'S REPORT

Cllr. Gardner attended the Custard Pie Championships on the 13 June 2026 and reported that it has been a very successful and enjoyable afternoon and congratulated the team for all their hard work in organising the event. It was noted that a memorial bench at the entrance to the village hall car park in honour of Brian Mortimer was unveiled at the start of the event. Cllr. Gardner reported that the new website should go live very soon. Cllr. Gardner and the Clerk had attended a virtual meeting with the Head of the Community Warden Service at KCC on the 17 June 2026 to discuss the possibility and implications of the Parish Council funding a Community Warden. Cllr. Gardner reported that a successful meeting had been held on the 17 June 2026 with representatives from the local community groups to progress the plans for the end of summer picnic due to be held on the 5 September 2026. Cllr. Gardner attended the KALC Area Committee

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Annual General meeting held on the 29 June 2026 at which Geraldine Brown was re-elected as Chairman and Peter Couling as Vice Chairman. Topics discussed included the Gypsy, Traveller and Showpersons Development Plan Document and a proposal to align Parish Council elections with the Shadow Unitary Authority Elections – see agenda item 48/26. MBC have issued a 'Call for Sites' with a deadline of the 23 August 2026 for any submissions. A discussion was held on the effectiveness of Highways Improvement Plans and it was agreed that the system seems to be working well. It was agreed that Emily Rodgers, the Community Engagement Officer for Maidstone, is always very helpful and has been instrumental in ensuring the priorities are progressed. The next MBC Parish Conference will take place on Wednesday 16 September 2026 in the Market Hall, Maidstone. Cllr. Gardner had mentioned that the Parish Council is considering funding a part time Community Warden and reported that the neighbouring parishes might be interested in jointly funding and sharing a full time Warden. Cllr. Gardner explained that he has reached out to the Staplehurst Resilience Team and is keen to meet with them to ensure that Coxheath is on their radar. Cllr. Gardner, Weaver and the Clerk will be meeting the Highways Steward and her manager and engineer on Friday 3 July 2026 to discuss the reporting of and repairs of faults on the roads.

47/26 CLERKS REPORT/PAST MATTERS

Tree works: The Clerk advised Members that the contractor, Down to Earth, had commenced the agreed works to the trees on the recreation ground and Huntingdon Village Green on Monday as planned and should complete the works this week.

Memorial Plaque: The Clerk has received the memorial plaque for Elizabeth Potts from Glasdon and will install it on a bench on the recreation ground. The Clerk will notify the family.

48/26 COUNTY COUNCILLOR/WARD MEMBER REPORT

County Councillor Report: There was no report.

Ward Member Report:

Ward Member Claire Kehily advised Members that she had reported some incidents of anti-social behaviour at the Beacons and at Marigold Close. A discussion was held about whether the Parish Council elections should align with the proposed Shadow Unitary Authority elections meaning Parish Council elections would be held one year early in 2027 instead of 2028 and then in five years time in 2032. Cllr. Gardner reported that the KALC Area Committee had discussed this proposal and that the majority favoured keeping the elections to 2028 and 2032. Ward Member Claire Kehily advised Members that the Gypsy, Traveller and Showpersons Development Plan Document is going to be on the agenda for the next MBC Full Council meeting with a recommendation for it to be withdrawn. Ward Member Claire Kehily was pleased to see that the hedges have finally been cut along Heath Road.

49/26 OPEN SESSION:

The member of public present reported that a hedge on the village hall recreation ground is impinging on his garden.

The member of the public left the meeting.

50/26 COMMITTEES/WORKING GROUPS

a) Planning Committee

i. Minutes of the meeting held on the 26 May 2026

The minutes of the meeting held on the 26 May 2026 were noted.

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ii. **To receive a report from the meeting held this evening**

Cllr. Webb reported on the Planning Committee Meeting held before the Full Council Meeting.

b) Staffing Committee

i. **To receive the minutes of the meeting held on the 16 June 2026**

The minutes of the meeting held on the 16 June 2026 were received. Cllr. Gardner reminded Members that if they wish to raise any agenda items for a Committee/Working Group meeting that these must, in the first instance, be discussed with the Chair of the Committee/Working Group.

ii. **Appointment of a DPO**

Resolved to accept a recommendation to appoint GDPR-info.

iii. **CCTV Policy**

Resolved to accept a recommendation to approve the CCTV policy.

iv. **Community Warden Service**

It was noted that Cllr. Gardner and the Clerk met virtually with Mark Rolfe, Head of Community Protection at KCC, on the 16 June 2026 to discuss how the Parish Council could take out a service level agreement for a Community Warden for Coxheath. Cllr. Gardner explained that the cost of a full time Community Warden is currently £46,710.00 for five days per annum and £9,342.00 for one day a week per annum. The Clerk had shared a copy of the service level agreement and 'Frequently Asked Questions' flyer with all Members. Mark Rolfe suggested that KCC could probably provide a Community Warden immediately for one or two days a week but would need to recruit if more than two days a week are required. Members considered a recommendation from the Staffing Committee to fund a Community Warden for two days a week. It was agreed that although reserves could be used to pay for the service for one year that this needs to be considered alongside other projects that are currently under review. Concern was expressed that the precept would need to be increased for the service to continue beyond one year. Some concern was expressed about how effective the Warden could be if only contracted to work two days a week. However, Members were generally in agreement that the parish would benefit from having a Community Warden service again and that any service level agreement should run for just one year and then be reviewed. It was agreed that the Finance Committee should consider a request to take out a service level agreement for a Community Warden for two days a week for a trial period of one year.

c) Finance Committee

i. **To consider a proposal from MBC to lease the car park adjacent to the Scout Hut**

Members noted that the Clerk has contacted Deborah Turner, Corporate Property at MBC, regarding the current lease to the Scouts Trustees and whether this includes the car park area. Deborah Turner has confirmed that the lease for the Scout hut currently excludes the car park land but that the Scouts do have rights of access over it. Deborah Turner has advised that MBC would be prepared to consider granting a lease for the car park on similar terms as the existing Scout lease to either the Parish Council or the Scouts meaning that repairs and maintenance could be carried out without needing approval from MBC. The Clerk has contacted Geoff Cooke at the Scouts who has advised

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that Scouts would prefer the Parish Council to take out any lease. Members discussed the fact the car park is in a poor state of repair.

Standing Orders were lowered to allow Ward Member Claire Kehily to speak. The meeting resumed.

There was a suggestion that if the Parish Council is going to fund these repairs that MBC should transfer the freehold. It was noted that the Clerk is meeting Deborah Turner virtually on Friday morning to discuss the status of the recreation ground. The Clerk was asked to find out if the Parish Council could adopt the car park rather than lease it.

ii. **To consider an application for grant funding from the Scouts to refurbish the car park adjacent to the scout hut**

Cllr. I. Laponder suggested and it was agreed to defer this item until a decision has been made about whether the Parish Council can adopt or agree to lease the land.

iii. **To receive the accounts as at the 31 May 2026**

The accounts as at the 31 May 2026 were received.

iv. **To receive a bank reconciliation as at the 31 May 2026**

A bank reconciliation as the 31 May 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.

d) Recreation and Open Spaces Working Group

i. **To receive the minutes of the meeting held on the 2 June 2026**

The minutes of the meeting held on the 2 June 2026 were received. Cllr. Weaver advised Members that the Working Group have agreed an additional meeting to be held on the 9 July 2026 to discuss the specification for the grounds maintenance contract for a three year contract and to revisit the football pitch hire regulations and fee.

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

It was noted that the Clerk has been advised that the Executive Team at Golding Homes in principle support the proposal for the Parish Council to adopt the village green but that before any decision can be made regarding any sale they will need to undertake further due diligence, including confirming the extent of the land and obtaining an independent valuation. The valuation will then be used to inform a formal decision on whether Golding Homes wishes to proceed with a disposal. The Clerk reminded Members that the requirement that the Parish Council pays a valuation fee of up to £500.00 was a condition on the application form. The Clerk advised Members that the valuer is due to attend this week.

e) Traffic & Community Safety Working Group

i. **Highways Improvement Plan (HIP)**

The Clerk reported that the Community Engagement Officer is chasing the invoice for the waiting restrictions and wig-wags outside the school which the Parish Council need to pay for the works to be arranged. It was noted that

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Automatic Traffic Count surveys for Forstal Lane have been postponed to September 2026 due to local roadworks. Cllr. Gardner suggested that the crossroads in the village centre need to be reviewed and should be added to the next review of the HIP.

ii. **Heath Road, vegetation encroachment**

It was noted that the Clerk and Cllr. Gardner has received various complaints about the hedge and vegetation encroaching on the footpath on Heath Road. These concerns were reported.

Standing Orders were lowered to allow Ward Member Claire Kehily to speak. The meeting resumed.

Cllr. Gardner reported that the majority of the hedges have now been cut back. However, the Clerk was asked to report that the base of the hedges still needs to be cut back.

iii. **Highway Faults**

Cllr. Gardner advised Members that KCC Highways 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. It was noted that Cllr. Gardner, Weaver and the Clerk will be meeting with the Highway Steward and her manager and an engineer on Friday 3 July 2026 to discuss the reporting of faults and ongoing issues. Cllr. Gardner reported that on the 22 July 2026 works are due to commence on Linton Hill and temporary lights will be in place at Linton Crossroads. Simultaneously, works to replace mains from Linton Crossroads to the Loose Road junction will bring further chaos with temporary traffic lights and land closures. Works are expected to take 27 weeks.

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 at a meeting held on the 17 June 2026 with the local organisation the arrangements for a late summer family event to be held on the recreation ground on Saturday 5 September 2026 was progressed. Two singers have been booked and catering arrangements are in place. The Committee will be purchasing gazebos and hiring a stage. Cllr. Gardner advised that it would be helpful to have more stalls and for Members to send any suggestions to the Clerk.

ii. **To receive an update on the arrangements for the Christmas Lights**

It was noted that the Clerk met with Sam Wood from Gala lights and Rebecca Parnham and Jennifer Tobin from the PCC in the Church on Thursday 11 June 2026 to discuss the future siting of the Cynthia Star. A possible location at the front of the Church was agreed which can be accessed by Gala Lights directly from Heath Road. The site is adjacent to the power box already in place for the Christmas Tree lights and there is capacity for this light. It was agreed that Jennifer Tobin will contact the Diocese to share the details of this location and hopefully obtain approval. If the Diocese approve the request this information and the location will be shared with the PCC for final approval. If the Diocese do not give permission for The Star to be positioned on the Church then Gala Lights will install it on a to be chosen and agreed lamppost in Heath Road. Gala Lights do not think any further load bearing testing would need to be done as the Star meets the approved criteria but suggested that this should be checked. It was noted that column KWPB009 has now been load tested for the Christmas Lights and the Clerk will apply for the annual licence in August 2026. The Clerk has also advised Sam Wood that KCC has removed the plug and play system

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from two streetlights near Culpepper Road which is required for the Christmas lights. Sam Wood will reinstall the equipment but there will be a charge.

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

Cllr. Gardner reported that the website designer has been developing the new website. Members were given a glimpse of the new design at the meeting. It is hoped that the new website will be up and running by the end of the first week in July 2026.

51/26 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:**

It was noted that the Policy surgery due to take place in the village hall car park on Thursday 11 June 2026 was cancelled.

c) **Litter Picking:**

Cllr. Weaver reported that the voluntary litter pickers had been out litter picking today and will be out again at the weekend.

52/26 ADMINISTRATION

a) **Email Disclaimers for Councillors**

The Clerk suggested that Councillors should have a disclaimer at the bottom of their emails in a similar format to that used by the Clerk. The Clerk advised Members that Heliocentrix could provide and monitor the use of the disclaimers for a fee of £0.95 per month per user. Members agreed that it would be more cost effective for them to add their own disclaimer to their emails using the same format as the Clerk.

53/26 REPRESENTATION AT MEETINGS

a) **Village Hall Committee**

It was noted that Cllr. Weaver was unable to make the Village Hall Committee meeting held on the 16 June 2026 as it clashed with the Staffing Committee meeting. It was noted that Louise Barden has resigned from both pre-school and the Village Hall Committee. The AGM is due to be held on Tuesday 14 July 2026.

b) **KALC Area Committee**

See 48/26.

c) **Coxheath Community Group**

There has been no meeting. The next meeting is due to be held on the 7 July 2026.

d) **Other meetings**

See 48/26.

54/26 CORRESPONDENCE/CONSULTATIONS:

Maidstone Borough New Local Plan – Call for Sites: Maidstone Borough Council is producing a new Local Plan which will set out the framework for how the Borough will grow and develop over the coming years. The New Local Plan will cover the period 2029–2045 and will be prepared in accordance with the latest Government plan-making regulations. As an early stage in preparing the new Local Plan, the Council is undertaking a ‘Call for Sites’ exercise. The purpose of this exercise is to understand what land is available that may have potential to be allocated for development or other uses within the new Local Plan. The Call for Sites will run from the 15 June 2026 until midnight on 23 August 2026.

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Petition: Members noted the details of a petition sent to the Clerk by a local resident for all new house building in Kent to stop until South East Water make improvements to the infrastructure.

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. There were no members of the public present.

55/26 CONFIDENTIAL ITEMS:

Members received and discussed an update from the solicitor.

56/26 DATE OF THE NEXT MEETING: Parish Council Meeting Tuesday 28 July 2026

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

Signed:

Date:

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Payment List - June 2026

Ref:	Payee	Description	Gross	VAT	Net
BACs Payments for payment on 30 June 2026					
BACS 06-01	Louise Goldsmith	Clerks Expenses	132.58	-	132.58
BACS 06-02	Amiga Fire & Security	CCTV installation	5,328.00	888.00	4,440.00
BACS 06-03	Paul Waring	Grounds Maintenance	1,261.89	210.31	1,051.58
BACS 06-04	Tate & Tonbridge	Kissing Gates x 3 supply and installation	6,696.00	1,116.00	5,580.00
BACS 06-05	Hopkins	Defibrillator maintenance	249.48	41.58	207.90
BACS 06-06	Heliocentrix	Web domain renewal	72.00	12.00	60.00
BACS 06-07	Capel Groundcare	Playground inspections	300.00	50.00	250.00
BACS 06-08	Heliocentrix	Microsoft 365 agreement and support services	164.30	27.38	136.92
BACS 06-09	Golding Homes (ratify)	Valuation Fee Huntingdon Village Green	500.00	-	500.00
BACS 06-10	Fresh Air Fitness	Spare Parts (order April 2025)	58.08	9.68	48.40
BACS 06-11	Louise Goldsmith	Clerks Salary June	1,850.87	-	1,850.87
BACS 06-12	Glasdon	Memorial Plaque	160.28	26.71	133.57
BACS 06-13	HMRC	Clerks Tax & NI	930.16	-	930.16
TOTAL			17,703.64	2,381.66	15,321.98

Date	Payee	Description	Gross	VAT	Net
Direct Debits					
10/06/2026	EE	Mobile Phone	17.40	-	17.40
25/06/2026	Peoples Pension	Clerks Pension	271.51	-	271.51
31/05/2026	Unity Bank	Service Charge	11.50	-	9.55
08/06/2026	BT Group	Broadband/Phone Parish Office	44.34	-	44.34
TOTAL			344.75	-	342.80

Signed:

RECEIPTS

Date	Payer	Amount
		£0.00

Signed: