

**Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close on 4 December 2023, commencing at 19:30**

**Councillors Present:** V Davies - Chairman, P Mclean, B Hinder, P Sullivan, N Zand, I Davies, C Sheppard, K Macklin, P Dengate, S Mayes and Mrs D Baylis – Parish Clerk

**1. Apologies and absences**

Cllrs P Huntingford, A Brindle, M Beckwith and H Bryant - Apologies accepted.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None declared

**3. Motion to exclude the press and public from the meeting for all items in the confidential section.**

It was proposed by Cllr P Dengate, seconded by Cllr C Sheppard and all agreed that the press and public be excluded from all items in the Confidential Section.

The Chairman moved to bring forward item 24 on the Agenda and this was agreed by all.

**24. Co-option of a Councillor**

Nazanin Zand had applied to be a Boxley Parish Councillor and gave a statement of introduction in support of her application. It was proposed by Cllr V Davies, seconded by Cllr P Mclean and unanimously agreed that Nazanin Zand be co-opted as a Boxley Parish Councillor. Her Declaration of Acceptance of Office would be signed after the meeting.

**4. Minutes of the Parish Council Meeting 6 November 2023**

All agreed.

**5. Matters Arising From the Minutes**

Minute 3791 item 5. Cllrs V Davies, A Brindle, B Hinder and P Sullivan would be at Sandling on the 5<sup>th</sup> December for publicity photographs with the new planters.

**6. Crime Report and Police Issues**

Report noted.

**Public Session at the discretion of the Chairman. Parishioners may address the meeting with regard to any item on the Agenda (time limited to 3 minutes per person). Items not on the Agenda must be submitted to the Clerk in advance of the meeting. Non-parishioners are only able to address the meeting at the invitation of the Chairman.**

No members of the public were present.

**7. Draft Minutes of Recent Committee Meetings**

The following have been previously circulated:

**7.1 Environment Committee Meetings 6 and 13 November 2023.**

Noted.

**7.2 Finance and General Purposes Committee Meeting 20 November 2023**

Noted

**8. Finance**

**8.1 Reconciliations**

The Clerk gave an update on the reconciliations.

**8.2 Bank Balances**

Noted

**8.3 Receipts and Payments 1-28 November 2023**

Noted. Cllr Dengate asked for an update of the amount of Allotment Rents outstanding.

**8.4 To consider the External Auditors Report**

The External Auditors Report was considered.

## 9. **Policies and Procedures**

The Clerk was asked to send a copy of the review schedule to Councillors.

### 9.1 **Financial Regulations**

These were gone through and some further changes made. The Clerk would make all the amendments and circulate to Councillors for final comments. The Chairman thanked Cllr I Davies for all the work he had done on the document to give it a comprehensive overhaul. Cllr Sheppard suggested the introduction of preferred bidder status for contractors on items such as tree surgery and fencing (not limited to these). This will reduce administration on procurement and give suppliers guaranteed work over the year. This was agreed and the Clerk would add to the Regulations

## 10 **Monthly Website Update**

Report noted.

## 11. **Reports from Boxley Parish Councillors/Office**

### 11.1 **Office Staff Report**

Report noted. The Clerk was asked to relay to the Assistant Clerk the congratulations of the Parish Council on her passing of the ILCA qualification.

### 11.2 **Councillors Reports**

Cllr V Davies had attended the remembrance day memorial service and laid the Boxley Parish Council wreaths at the War memorials in Boxley village and Grove Green. Cllr Mclean reported that he had attended a recent planning committee meeting and was disappointed with the outcome as he felt that the Committee had not looked at the implications of the decision properly with regards to the adjacent property.

### 11.3 **Borough Councillor Reports**

Cllr Hinder reported on a recent meeting of the Democracy Committee. They were voting on a measure to save election costs that would mean that all parish councils held elections every 4 years in line with the Borough Elections. This would affect 30 parishes. Elections are only held if there are more applicants than vacancies.

### 11.3 **KALC Representative**

Cllr I Davies had attended a meeting on the 27 November. The Parish Charter was ongoing. There had been discussion around neighborhood policing. The Local plan review was expected to be completed by Easter. The Model Code of Conduct was ongoing.

### 11.5 **Grove Green Community Hall Representative**

Cllr V Davies reported that their AGM was being held on 5/12/23.

### 11.6 **Sandling Village Hall Representative**

Cllr Hinder said that no meeting had been held to report on.

### 11.7 **Vinters Valley Nature Reserve Representative**

Cllr Sheppard reported that they were having a meeting tonight looking at ways forward for next year.

### 11.8 **Parish/Police Liaison Meeting Representative**

Cllr Hinder reported that no meetings had been held.

### 11.9 **Any other reports**

None.

## 12. **Walderslade Woodlands**

There would be a meeting of the Woodland Management Committee on the 9 January

2024 at 5.30pm. The Forestry Commission Management Plan and Tree Inspection Reports had been circulated.

There had been no update on getting the Deed of Variation signed. Sir Paul Carter had not had a response to his emails and had chased but still got no response. The Clerk was asked to write to the Head of KCC.

13. **Sandling**

Report noted.

14. **80<sup>th</sup> Anniversary of D-Day**

No update.

15. **Cluster Meetings**

Cllr Hinder reported that he had met the new Community Beat Officer for Boxley, Jacob Troth. Crime in Boxley Parish was going down. Yelsted Lane had had the most reported incidents of fly tipping at 79. Measures were being taken to reduce fly tipping at this location. Pressure was being put on Medway Council to allow residents in the north of the parish to use Medway Household waste sites again with Maidstone paying towards the costs.

16. **Matters for Decision**

None on this Agenda

17. **Correspondence**

A resident had contacted the Parish Council about the salt bin on Avaranches Road and getting it refilled. The Clerk would contact KCC who fill the salt bins provided by the Parish Council.

18. **Matters for Information**

None on this Agenda.

19. **Items for Next Agenda**

Noted

20. **Meetings**

The Clerk had not had a response from the ESO or Tyland Barn about holding a meeting at their premises next year.

Next Meeting Monday 22 January 2024 at Beechen Hall.

**Confidential Section**

21. **Personnel matters**

The personnel matters were discussed.

22. **Vexatious People**

No update.

23. **Lidsing Update**

Report noted.

Meeting closed at 20.55 pm.

Signed as a correct record of the proceedings.

Chairman ..... Date .....