

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU.

🕿 01634 861237

🖂 clerk@boxleyparishcouncil.org.uk

**Clerk**: Daniela Baylis

**Assistant Clerk:** Heidi Pearson

**Finance Assistant**: Nichola Carter

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

**A G E N D A**

**To All Members of the Council, Press and Public Members are hereby summoned, and notice is given that a meeting of the Parish Council will be held on Monday 4 March 2024 at 7.30pm at Weavering Village Hall, Weavering Street, Weavering,**

1. **Apologies and absences**

To receive and accept apologies for absences

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

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.

1. **Motion to exclude the press and public from the meeting for all items in the Confidential Section**.
2. **Minutes of the Parish Council Meeting 22 January 2024 and the Parish Council Meeting to look at quotations for Beechen Hall held on 26 February - Decision**

To consider the minutes and if in order sign as a true record (pages 3-6) .

1. **Matters Arising From the Minutes**
2. **Crime Report and Police Issues**

See report (pages 6-7).

**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.**

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

The following have been previously circulated:

7.1 Environment Committee meeting 5 February 2024.

7.2 Finance and General Purposes Committee 15 January 2024.

1. **Finance**

8.1 Bank Balances – (Page 7)

8.2 Finance General – verbal report to be given at the meeting

1. **Policies and Procedures**

9.1 Freedom of Information Policy – no change (Page 7-8)

9.2 Publication Scheme – no change (Page 8-10)

9.3 Records Management Policy - new (Page 10-12)

9.4 Mission Statement – no change (Page 12)

1. **Monthly Website/IT/Social Media update** (Page 12)
2. **Reports from Boxley Parish Councillors/Office**

11.1 Office Staff report (Page 12-13)

11.2 Councillors reports

11.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish

11.4 KALC representatives

11.5 Grove Green Community Hall representative

11.6 Sandling Village Hall Representative

11.7 Vinters Valley Nature Reserve Representative

11.8 Parish/Police Liaison Meeting Representative

11.9 Any other reports

1. **Walderslade Woodlands**

12.1 Walderslade Woodlands Report (Page 13)

1. **Sandling** (Page 13)

No update for this Agenda

1. **80th Anniversary of D-Day** (Page 13)

No update for this Agenda

1. **Cluster Meetings**
2. **Matters for Decision**

None on this Agenda

1. **Correspondence**

To consider any received.

1. **Matters for Information**

18.1 Election Information

1. **Items for Next Agenda**

Councillors’ reports and requests for items to be included on the next agenda to be submitted no later than 22 March 2024.

1. **Meetings**

Next Meeting Tuesday 2 April 2024 at Weavering Village Hall following on from the Annual Parish Meeting at 6.30pm.

Verbal update on next year’s schedule to be provided at the meeting.

**CONFIDENTIAL SECTION**

1. **Personnel matters** (Page 13)
2. **Vexatious People** (Page 13)
3. **Lidsing update** (Page 13-14)

Daniela Baylis

Daniela Baylis

Clerk to the Council. Date: 26 February 2024

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Parish Council Meeting Monday 4 March 2024**

**The Chairman will assume that these have been read prior to the meeting.**

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Councillors wishing to suggest changes including corrections to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 4. Minutes of the Meeting held on 22 January**

**Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close on 22 January 2024, commencing at 19:30**

**Councillors Present**: V Davies - Chairman, P Mclean, A Brindle, P Sullivan, N Zand, I Davies, C Sheppard, K Macklin, P Dengate, S Mayes together with Kent County Councillor Sir Paul Carter (to item 11.4) and Mrs D Baylis – Parish Clerk

1. **Apologies and absences**

Cllrs P Huntingford, B Hinder, M Beckwith and H Bryant - Apologies accepted.

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

None declared

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

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

1. **Minutes of the Parish Council Meetings 4 and 13 December 2023**

All agreed with minor amendments.

1. **Matters Arising From the Minutes**

None.

1. **Crime Report and Police Issues**

Report noted. Cllr Dengate asked the Clerk to see if the graph was available for previous years for comparison of peaks and troughs. The Clerk would investigate.

**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.

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

 The following have been previously circulated:

7.1 **Environment Committee Meeting 11 December 2023.**

 Noted.

7.2 **Long Term Investment Working Group Meeting 11 December 2023**

 Noted

1. **Finance**

8.1 **Reconciliations**

 Cllr Sheppard reported that he had now signed off all the reconciliations up to and including November.

8.2 **Bank Balances**

 Noted

8.3 **To set the budget for 2024-2025**

 It was proposed by Cllr C Sheppard, seconded by Cllr I Davies and all agreed that the budget put forward by the Finance and General Purposes Committee for 2024-25 be agreed.

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8.4 **To Set the Precept for 2024-2025**

 It was proposed by Cllr V Davies, seconded by Cllr A Brindle and all agreed that the precept for 2024-25 be set at £269,487.

1. **Policies and Procedures**

None on this Agenda.

10 **Monthly Website Update**

Report noted. Cllr Dengate raised a concern over the slow responses from TEEC.

1. **Reports from Boxley Parish Councillors/Office**

11.1 **Office Staff Report**

Report noted.

11.2 **Councillors Reports**

No reports made.

11.3 **Borough/County Councillor Reports**

No Borough Councillors were present

Kent County Councillor Sir Paul Carter reported on the following:

Walderslade Woodlands

He was frustrated at the amount of time it was taking to get the Deed of Variation signed as it has now been 9 month plus. He has been assured that it will be resolved by the end of January and has asked for fortnightly reporting. He had been for a guided walk around the woodland last summer and was very impressed with the work of the volunteers and how good the woodland was looking.

Lidsing

The Inspector has issued another letter for consultation. A main focus now was improvements to junction 3 of the M2. He was encouraging KCC Highways to object on highways grounds. He does not believe that Lidsing is the right choice for a development of this kind. He also noted that Santec are producing reports for both sides and feels that this is unethical.

Highways

KCC looks after 5,000 miles of road in Kent. Most of these are small roads with many built on clay. He was apologetic about lack of maintenance. The Government funding is put in but KCC are still skint. Better value for money was obtained when contractors were paid per job rather than day rates and this is something to look at going back to.

Issues raised by Councillors

Bearsted Road Improvements

Councillors raised concerns at the siting of the pedestrian crossing. It was a bad location and the temporary lights already cause congestion so locating the permanent lights in the same place is not a good idea. The original plans put the lights in a better location but involved the construction of a footpath. The footpath is now not being built on cost grounds. Councillors feel that this is unacceptable and that the original plans should be stuck to.

Highway Improvement Plans

Cllr Sheppard raised issues with the process of the Highway Improvement Plan. Councils have to have one as it is the only way to request highway improvements. Much time is spent looking at areas of concern and adding proposals to the list. BPC has funds for many of the ideas put forward. These are looked at quarterly and nearly every proposal put forward is dismissed with no reasons given.

Stem School

Cllr Sheppard reported that there are still big issues with parking by parents on the surrounding roads at school drop off and pick up times. He had been in contact with MBC parking services and they had attended a couple of times but not enough to cause a deterrent.

11.3 **KALC Representative**

Cllr I Davies reported that the next meeting was on Monday 29 January.

11.5 **Grove Green Community Hall Representative**

Cllr V Davies reported that the AGM had been held on the 5th January and that he was still Chairman. Ann Newman had been elected treasurer.

11.6 **Sandling Village Hall Representative**

No rep present

11.7 **Vinters Valley Nature Reserve Representative**

No meetings had been held since the last Parish Council meeting. The contamination of the lake was not coming from the car wash but from the flushing of the Hockers Lane water treatment tanks by South East Water. The attenuation tanks had been built for the road surface water run off.

11.8 **Parish/Police Liaison Meeting Representative**

No representative present

11.9 **Any other reports**

 The Clerk reported that she had helped with a grant application for Weavering Village Hall.

 The Clerk was asked to send a thank you to Sir Paul Carter for attending the meeting.

Cllr Sheppard reported that a recent BBC news item was from Boxley which was billed the worst fly tipping area in Kent.

1. **Walderslade Woodlands**

The Clerk was asked to check if the level of fly tipping had increased since the closure of the household waste site and Maidstone Residents not being able to use Medway household waste sites.

It was agreed to set up a joint working group with members of the Woodland Management Committee and Walderslade Woodlands Group for the management of Walderslade woodlands.

1. **Sandling**

No update.

1. **80th Anniversary of D-Day**

No update.

1. **Cluster Meetings**

No representative present.

1. **Matters for Decision**

It was proposed by Cllr V Davies, seconded by Cllr P Dengate and all agreed that the quotation from company 1 for the structural survey of the allotment driveway be accepted.

1. **Correspondence**

None received.

1. **Matters for Information**

None on this Agenda.

1. **Items for Next Agenda**

Noted

1. **Meetings**

 Next Meeting Monday 4 March 2024 at Beechen Hall.

**Confidential Section**

1. **Personnel matters**

The personnel matters were discussed.

22. **Vexatious People**

No update.

23. **Reserves**

The allocation of reserves was discussed.

24. **Lidsing Update**

 Actions regarding the Inspectors latest letter were discussed.

Meeting closed at 20.55 pm.

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..

**CONFIDENTIAL DOCUMENT**

**STRICTLY INTERNAL**

**Confidential Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close on 22 January 2024, commencing at 19:30**

**Councillors Present**: V Davies - Chairman, P Mclean, A Brindle, P Sullivan, N Zand, I Davies, C Sheppard, K Macklin, P Dengate, S Mayes together with Kent County Councillor Sir Paul Carter (to item 11.4) and Mrs D Baylis – Parish Clerk

21**. Personnel matters**

 There had been no meeting and nothing to report.

22. **Vexatious People**

No update for this Agenda.

23. **Reserves**

It was proposed by Cllr V Davies, seconded by Cllr C Sheppard and all agreed that £50,000 will be put into the Emergency Running Cost reserve.

It was proposed by Cllr P Dengate, seconded by Cllr I Davies and all agreed to add £20,000 to the Property Purchase EMR

It was proposed by Cllr I Davies, seconded by Cllr P Dengate and agreed with 1 abstention to add £10,000 to an EMR for the purchase of the new storage container at Beechen Hall.

24. **Lidsing Udate**

It was agreed to hold a meeting on the 2nd February 2024 to put together a response to the Inspectors latest letter.

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..

**Minutes of the Boxley Parish Council Meeting to look at quotations for Beechen Hall held at Beechen Hall, Wildfell Close on 26 February 2024, commencing at 10 am**

**Councillors Present**:  V Davies - Chairman, B Hinder, I Davies, A Brindle together with Michael Du-Lieu, Parish Caretaker and Mrs D Baylis – Parish Clerk

1. External Lighting Quotations to replace existing fittings with LED ones

It was proposed by Cllr B Hinder, seconded by Cllr V Davies and all agreed to accept the quotation from Company 1 for £505 and add on the replacement of the PIR floodlights at an additional cost of £90.

1. Replacement kitchen for Beechen Hall quotations

It was proposed by Cllr V Davies, seconded to Cllr B Hinder and all agreed to accept the quotation from Company 1.

Meeting closed 10.50 am

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..

**Item 7. Crime Report and police issues**

Between 23:30 on Tuesday 20th of February and 08:30 on Wednesday 21st of February in Tyland Lane. Somebody broke into a commercial property. They stole £10,000 worth of battery and electric tools.
Crime Report No. 46/29179/24 - Posted 24/02/2024

Between 17:00 on Saturday 10th of February and 23:56 on Monday 12th of February in Gleaming Wood Drive. Somebody stole a blue Ford Fiesta motorbike, GN13\*\*\*, from a driveway.
Crime Report No. 46/24558/24 - Posted 14/02/2024

On Saturday 10th of February around 10:17 in M20 Junction 6 To 7. A group of young people threw an item from a footbridge cracking the windscreen of a vehicle.
Crime Report No. 46/23224/24 - Posted 12/02/2024

Between 17:00 on Wednesday 7th of February and 06:30 on Thursday 8th of February in Gleaming Wood Drive. Somebody stole both number plates from a BMW 330I parked in the road.
Crime Report No. 46/22070/24 - Posted 11/02/2024

Between 14:00 on Thursday 8th of February and 12:30 on Friday 9th of February in Badger Road. Somebody stole a blue Mercedes, L66\*\*\*, from the road.
Crime Report No. 46/22635/24 - Posted 11/02/2024

On Friday 19th of January between 08:50 and 17:00 in Revenge Road. Somebody damaged a Land Rover Defender parked in the road.
Crime Report No. 46/10839/24 - Posted 21/01/2024

On Tuesday 16th of January around 23:12 in St. Michaels Close. Somebody stole a blue Volkswagen Passat, DL64\*\*\*, from the road.
Crime Report No. 46/8700/24 - Posted 19/01/2024

**Item 8.3 Bank Balances**

|  |  |  |
| --- | --- | --- |
| **Bank Account**  | **Total at 13/11/23** | **Notes** |
| PC Unity Trust | 130,880.32 |  |
| Hall Unity Trust | 58,924.07 |  |
| Barclays Bank Account | 719,594.45 |  |
| Nationwide Beechen Hall | 78,887 |  |
| Nationwide Parish Council | 122,316 |  |
| Coop General Account | 30,582 |  |
| Total | 1,141,183.84 |  |
| Total Walderslade Woodlands EMR | 659,345 |  |
| Total of all other EMR’s | 254,412 |  |
| Total minus EMR’s  | 227,426.84 |  |

**Item 9.1 Freedom of Information Policy**



**Freedom of Information Policy**

Under the Freedom of Information Act 2000 (FOIA), Boxley Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

• The classes of information it publishes

• How and where such information is published (e.g. website, paper copy, etc.)

• Whether or not a charge is made for such information

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA). If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact the Parish Office.

**Obtaining Information**

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website. Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a paper copy can be requested at a small charge.

**Information not contained within the Publication Scheme and Exemptions**

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights. If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council’s decision. The Information Commissioner’s Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk Data Protection You have the right to request access to the information we have on you. You can do this by contacting the Parish Office.

**Charges**

The Council's Fees and Charges are stated in the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge. If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request. An additional charge is made for photocopies.

**Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme which will be amended periodically as necessary.

 **Adopted by Council March**

**Item 9.2 Publication Scheme**



**Publication Scheme**

Information available from Boxley Parish Council under the model publication scheme

|  |  |  |
| --- | --- | --- |
| **Information to be published**  | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**Parish Council contact information Who’s who on the Council and its CommitteesContact details for Parish Clerk and Council members Location of main Council office and accessibility detailsStaffing structure**This will be current information only.** | Hard copy and/or website | 80p per printed sheet |
| **Class 2 – What we spend and how we spend it.**Financial RegulationsAnnual return form and report by auditorFinalised budgetPreceptBorrowing Approval letterStanding Orders Grants given and receivedList of current contracts awarded and value of contractMembers’ allowances and expenses**Current and previous financial year**  | Hard copy/WebsiteHard copy/WebsiteHard copyHard copyHard copyHard copy/WebsiteHard copyHard copyHard copy | 80p per printed sheet |
| **Class 3 – What our priorities are and how we are doing.**Mission StatementAnnual Parish Meeting  | Hard copy/WebsiteHard copy/Website | 80p per printed sheet |
| **Class 4 – How we make decisions** | Hard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copyHard copyHard copy/website | 80p per printed sheet |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) |
| Agendas of meetings  |
| Minutes of meetings (approved minutes only) these will exclude information that is properly regarded as private to the meeting. |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. |
| Responses to consultation papers |
| Responses to planning applications |
| Bye-laws – if applicable |
|  |
| **Class 5 – Our policies and procedures**Current written protocols, policies and procedures for delivering our services and responsibilities**Current information only** | Hard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/website | 80p per printed sheet |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee and sub-committee terms of referenceCode of ConductPolicy statements |
| Policies and procedures about the employment of staff:Equality and diversity policyHealth and safety policiesPolicies and procedures for handling requests for informationComplaints procedures Grievance ProcedureSickness and Absence PolicyTraining Policy |
| Risk Assessments | Hard copy | 80p per printed sheet |
| Records management policies  | Hard copy/websiteHard copy/website |
| Data protection policies  |

|  |  |  |
| --- | --- | --- |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only | Available for inspection at Parish Office |  |
| Members register of interests |
| Assets register |
| Boxley Burial Ground registers |
| Dove Hill Allotment Register |
| Register of gifts and hospitality |
|  |
| **Class 7 – The services we offer**Current information only | Hard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/websiteHard copy/website | 80p per printed sheet |
| Allotments |
| Burial grounds and closed churchyards |
| Community centres and village halls |
| Parks, playing fields and recreational facilities |
| Seating, litter bins, clocks, memorials and lighting |
| Bus shelters |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) |
|  |
| **Additional Information** |  |  |
|  |  |  |

**Contact details:** Daniela Baylis – Parish Clerk

 Boxley Parish Council

 Beechen Hall, Wildfell Close, Walderslade, Kent, ME5 9RU

 01634 861237

 clerk@boxleyparishcouncil.org.uk

**Adopted by Council March**

**Item 9.3 Records Management Policy**



**Record Management Policy**

Boxley Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

**Scope of the policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council’s records will be selected for permanent preservation as part of the council’s archives and for historical research.

**Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council’s Records Management policy.

**Retention Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Minimum retention | Reason | Action |
| Minute books | Indefinite | Historical record | Archive |
| Annual audited accounts | Indefinite | Historical record | Archive |
| Annual return | Indefinite | Historical record | Archive |
| Bank statements | 6 years | Audit | Destroy |
| Cheque book stubs | Last completed audit | Management | Destroy |
| Paying in books | Last completed audit | Management | Destroy |
| Quotations - successful | 12 years | Audit | Destroy |
| Quotations – unsuccessful | 2 years  | Management | destroy |
| Paid invoices | 6 years | Audit/VAT | Destroy |
| VAT records | 6 years | VAT | Destroy |
| Salary records | 6 years | Audit | Destroy |
| Staff time sheets | Last completed audit year | Management | Destroy |
| Tax and NI records | 12 years | Audit | Destroy |
| Insurance policies | Whilst valid | Audit | Destroy |
| Cert of Employers Liability | 40 years | Audit/legal | Destroy |
| Assets register | Indefinite | Audit | Preserve |
| Deeds/leases | Indefinite |  | Archive |
| Register of Electors | Until updated | Management | Destroy |
| Cllrs declarations of office | 4 years | Management | Destroy |
| Members allowances | 6 years | Audit/stature of limitations | Destroy |
| Risk assessments  | Until superseded | Management  | Destroy |
| Members interests | Term of office | Management  | destroy |
| General information | 12 months  | Management  | Destroy |
| Complaints | 2 years | Management  | Destroy |
| Routine correspondence and emails | 12 month or until issue is resolved | Management | destroy |
| Playground inspections | 15 years | Management  | destroy |
| Casual hall hire records | 1 year | Management | destroy |
| Regular hire records | 1 year after ceasing to hire | Management  | Destroy |
| Allotment tenants | 1 year after ceasing to be a tenant | Management | destroy |
| Burial records | Indefinite | Historical record | preserve |
| Policy documents  | Until superseded | Management | destroy |

**Planning Applications**

All planning applications and relevant decision notices are available from Maidstone Borough Council or Kent County Council. There is no requirement to retain duplicates locally. All Boxley Parish Council responses to applications are recorded in its minutes which are retained indefinitely. Large development records will be retained until the development is completed.

**Disposal Procedures**

All documents no longer required will be shredded and disposed of.

**Adopted by Council March**

**Item 9.4 Mission Statement**



**Mission Statement**

Boxley Parish Council undertakes to act in such as way as to enhance the lives of residents throughout the Parish and to promote the best interests of the Parish in the wider community.

Boxley Parish Council undertakes to:

* meet all of the Council’s statutory obligations.
* promote the best interests of its residents at all times.
* Work to understand the needs of its residents and visitors and, if appropriate, provide them with facilities/services that address their needs, subject to budgetary constraints.
* provide direct services, where appropriate, and when doing so maintain the highest professional standards subject to budgetary constraints .
* encourage wider community participation and unity.
* act promptly to seek resolutions to problems and concerns reported to the Parish Council.
* undertake all its activities with financial prudence to provide residents with the best value for money.
* ensure all actions, decisions and activities are transparent, open and inclusive to the whole community.

Adopted by Council March

**Item 10. Monthly Website/IT/Social Media update**

Website and social media platforms are working well. Relevant content is being added in a timely manner. The use of the Canva software is creating better content with less time needed to create it.

**Item 11.1 Office Staff Report**

The Clerks focus in February has been filing. The filing system is now on the way to being updated and easier to use. Still a long way to go but progress is being made.

The Finance Assistant is keeping the financial records up to date. There are still a few anomalies to sort out and the Clerk will explain these at the meeting in detail under the finance section.

Parish inspections are up to date.

The planning applications for the tree removal and wall repair in the closed churchyard/storage container and new gate have all been submitted.

**Item 12. Walderslade Woodlands**

The woodland group are doing their chainsaw courses 26/2-1/3.

They have dealt with many fallen trees in the past few weeks following storms.

**Item 13. Sandling**

No update regarding finding a piece of land for a play area.

**Item 14. D Day 80th Anniversary**

No update for this Agenda.

**Item 17. Matters for Information**

17.1 Election information

 The elections are being held on Thursday 2 May

Nominations have to be submitted in person to the Electoral Services team at Maidstone House between 25 March and 5 April. Cllr Bob Hinder has volunteered to deliver them for any Boxley Councillors that would like him to.

There will only be an election for Boxley if more than 15 nominations are received. If 15 or less nominations are received the election will be uncontested.

**Item 21. Personnel matters**

 Report from the Personnel Committee.

**Item 22. Vexatious People**

No update for this Agenda

**Item 24. Lidsing update**

The following response to the Inspectors Letter ED136 was submitted.

**Boxley Parish Council (BPC) response to Inspectors letter ED136**

These comment relate solely to the proposed Lidsing Garden Community development.

**ED127 Maidstone Integrated Transport Strategy 2011-2031**

**Boxley Village**

This document is very disappointing as it still does not address mitigation measures for North South traffic through Boxley village.

**M2 Junction 4**

The date for starting construction of the 4th arm of the roundabout that will feed into the development remains unchanged. As BPC has repeatedly stressed it needs to be to be operational before first occupation of any housing and ideally before that for use by construction traffic.

**Westfield Sole Road**

BPC would not support a change in priority to Westfield Sole Road. This is currently a narrow single track road with limited passing spaces which ensures traffic speed is minimised. Changing the priority would lead to increased vehicle speeds causing dangerous road conditions for the properties and businesses that turn onto this road.

**ED128 Site viability Assessment**

**Viability**

The report states that a 15% increase in build cost (or a 15% decrease in property values) would render the scheme unviable. This is a very narrow margin. The report does not take into account the CIL payments liable as set out on page 10 of the infrastructure delivery plan. These payments must surely reduce the viability of the development.

**Section 106 Money**

No definitive provision for where this will be spent. Early documents set aside £100,000 for traffic mitigation measures for Boxley village but this will not go far in implementing any meaningful traffic mitigation scheme.

BPC now has grave concerns that all the Section 106 money will go to Medway with none allocated to services in Boxley Parish for Maidstone residents. A recent nearby development of 89 houses at Gleamingwood Drive has seen all the Section 106 money given to Medway, even that for open spaces of which BPC has several close to the development.

**ED126 Infrastructure Delivery Plan**

**Funding**

The assumed funding gap of £369 million causes grave concern, especially as the Lidsing development requires a new roundabout spur with associated new road access to the development.

**Sustainable Travel**

Much emphasis is placed on sustainable travel. There are no safe cycling routes from Lidsing to other parts of Medway or Maidstone due the nature of the local road network and severe physical constraints. With no North/south route improvements and no mitigation planned for Boxley Village sustainability will remain an unfulfillable aspiration.

There is still no North/south route consideration and no mitigation planned for Boxley village.

**Community Services**

The road, school and medical provision has to be in place before first occupation to avoid overwhelming the existing local roads and services.

**ED135 M2 Junction 3 Transport Assessment**

This document only mitigates existing traffic levels. It does not take any account of the additional volumes of traffic expected from the Lower Thames Crossing. Once opened there is an expected increase use of freight and vehicular traffic using this junction to get to the Channel Tunnel and Ports via the M20. Another point is that the predicted traffic volumes do not take into account that the M2 Junction 4 spur is not estimated to be completed until 2038 by which time some 1,340 houses will be built and the retail and school units not completed. This means that any residents moving into the development during this time will have to travel to schools and places of employment. This is a large volume of additional traffic on local roads much of which will be looking to access the A2 or A229 via junction 3. Another reason for the Junction 4 spur road to be completed before first occupation.