

Minutes of the Boxley Parish Council Meeting held at Weaving Village Hall, Weaving Street, Weaving, ME14 5JP on the 6 July 2026 at 6.30pm

Councillors Present: C English (Chair), A Brindle, V Jones, V Kellaway, I Davies, R Dines, J Akehurst, P Sullivan, S Thompson, R Buchanan (until 9.15) and N Zand and together with Mrs D Baylis – Parish Clerk and Nichola Carter – Finance Assistant

1. **Apologies and absences**
Cllrs Adams and Sampangi
 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 Thompson, seconded by Cllr Jones and all agreed that members of the public be excluded from all items in the confidential Section. It was agreed that the items remaining after items 29.1-29.4 were moved into the open session would be taken in the Confidential Session.
 4. **Minutes of the Parish Council Meeting 8 July 2026**
The minutes were deferred to the next meeting. The Clerk was asked to add the tractor supplier.
ACTION POINT 1: Cllrs to look at Cllr Jones's comments on the July minutes and send their comments to the Clerk.
ACTION POINT 2: Clerk to amend minutes and put them on the next meeting Agenda.
 5. **Matters Arising From the Minutes**
Deferred.
- 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 public session as no members of the public were present.
6. **Co-option of New Councillors to fill 2 vacancies**
The Candidate was not present so the co-option decision was deferred.
 7. **Committee Membership**
It was proposed by Cllr Dines, seconded by I Davies and all agreed to elect Cllr Jones as Chairman of the Woodland Committee.
ACTION POINT 3: Office to amend Committee membership list and recirculate.
 8. **Crime Report and Police Issues.**
Noted.
 9. **Draft Minutes of Recent Committee Meetings**
 - 9.1 Environment Committee meeting 13 July and 10 August 2026
 - 9.2 Long Term Investment Working Group 20 July 2026
 - 9.3 Finance and General Purposes Committee 20 July 2026
 - 9.4 Personnel Committee 17 August 2026 – not yet circulated
 - 9.5 Parish Council ECM 17 August – not yet circulated
 - 9.6 Estates Committee 17 August 2026

It was agreed that in future Agendas, only minutes that have been agreed by a

Committee would be reported in this section.

10. **Finance**

10.1 **Bank Statements Woodland Accounts**

Noted.

10.2 **Bank Statements Parish Council Accounts**

Noted.

10.3 **Bank Statements Beechen Hall Accounts**

Noted.

10.4 **Matters Arising from the Internal Audit for Decision**

Tractor Purchase

It was noted on the audit report that Fin Reg had been waived to avoid the need for 3 quotations as this was a second hand vehicle. The Clerk was asked to circulate the timeline for the purchase. The Clerk was asked to make the auditor aware that there is no formal minute of waiving the financial regulations for the purchase.

ACTION POINT 4: Clerk to circulate the timeline for the purchase.

ACTION POINT 5: Clerk to make the auditor aware that there is no formal minute of waiving the financial regulations for the purchase

It was proposed by Cllr English, seconded by Cllr Thomopson and all agreed to increase the Fidelity Guarantee with Ansvar to the maximum £500,000 with the increase in premium of £24.70 being deducted from the refund of £83.29 due. It was agreed to look for additional cover from another insurance provider.

ACTION POINT 6: Clerk to increase the Fidelity Guarantee with Ansvar and look for additional cover from other insurance providers.

The additional line has been added to the Councillors Declaration of Acceptance of Office. The amendments to Standing Orders with the procurement limit of £30,000 has been made.

GDPR Training is needed for all Councillors and this needs to be arranged.

Cllr Jones queried the use of Cllr English's MBC.gov email address. The Auditor had not raised this as an issue.

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to put all supporting papers on the website with the relevant Agenda.

ACTION POINT 7: Clerk to ensure supporting papers are published on the website with their Agendas.

It was proposed by Cllr English, seconded by Cllr Jones and all agreed to put draft minutes on the website once approved by the relevant PC or committee chair.

ACTION POINT 8: Clerk to ensure that draft minutes are published on the website once approved by the PC Chair or relevant Committee Chair.

It was proposed by Cllr Brindle, seconded by Cllr Thompson and all agreed that Cllr Brindle would meet with the Clerk and Finance Assistant to produce a plan of action on the suggestions for improvement made in the audit report.

ACTION POINT 9: Cllr Brindle to meet with the Clerk and Finance Assistant to produce a plan of action on suggestions for improvement made in the audit report.

10.5 **Historic Audit**

The Clerk was asked to circulate the invitation to Scribifest to all Councillors.

The Clerk was asked to circulate the emails from Kent Chamber of Commerce.

The Clerk was asked to circulate information on claiming VAT on grants.

ACTION POINT 10: Clerk to circulate the invitation to Scribifest to all Councillors

ACTION POINT 11: Clerk to circulate the emails from Kent Chamber of Commerce

ACTION POINT 12: Clerk to circulate information on claiming VAT on grants.

11. **Policies and Procedures**

11.1 **Pandemic Safe Working Policy**

It was proposed by Cllr English, seconded by Cllr Thompson and all agreed to adopt the Pandemic Safe Working Policy.

ACTION POINT 13: Clerk to redate and publish the Policy.

11.2 Community Engagement Policy

It was proposed by Cllr Thompson, seconded by Cllr English and all agreed to adopt the Community Engagement Policy in its current format subject to review by the Communications Working group.

ACTION POINT 14: Clerk to redact and publish the Policy.

11.3 Health and Safety Policy

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the Health and Safety Policy with the amendments made.

ACTION POINT 15: Clerk to make the amendments, redact and publish the Policy.

11.4 Health and Safety Contractors and Visitors

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the Health and Safety Contractors and Visitors Policy with the amendments made.

ACTION POINT 16: Clerk to make the amendments, redact and publish the Policy.

11.5 Whole Council Risk Assessment.

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the whole Council Risk Assessment.

ACTION POINT 17: Clerk to redact and publish the Policy.

11.6 Statement of Internal Controls

It was proposed by Cllr Thompson, seconded by Cllr English and all agreed to adopt the Statement of Internal Controls with the amendments made.

ACTION POINT 18: Clerk to make the amendments, redact and publish the Policy.

11.7 Privacy Statement

It was proposed by Cllr Jones, seconded by Cllr Akehurst and all agreed to adopt the Privacy Statement.

ACTION POINT 19: Clerk to redact and publish the Policy.

11.8 Website Accessibility Statement

It was proposed by Cllr Jones, seconded by Cllr English and all agreed to adopt the Website Accessibility Statement.

ACTION POINT 20: Clerk to redact and publish the Policy.

28.1 Adoption of NALC Standard Contract for All future Staff employed by BPC

It was proposed by Cllr Jones, seconded by Cllr Thompson and all agreed that all future staff contracts would be the NALC standard contract.

28.2 Appraisal Policy

Deferred

28.3 Home and Hybrid Working Policy

It was proposed by Cllr Jones, seconded by Cllr English and all agreed to adopt the Home and Hybrid Working Policy.

28.4 Conflict of Interest Policy

It was proposed by Cllr English, seconded by Cllr Thompson and all agreed to adopt the Conflict of Interest Policy

12. **KALC Award Nominations**

No nominees put forward at this meeting. Cllr Thompson asked that a protocol be put forward. Clerk would create a draft for the next meeting.

ACTION POINT 21: Clerk to draft a protocol for the KALC Awards

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

12.1 **Office Staff Report**

Report noted.

12.2 **Councillors Reports**

Cllr English said that the Local Government Reorganisation had been postponed and would likely run at least a year behind schedule.

12.3 **Borough Councillor Reports**

Cllr Jones reported that she had been contacted by a resident of Gleamingwood Drive regarding parking on the pavement. Cllr English said that a new parking services

manager had just been appointed by MBC with a more pro-active approach so he was expecting more patrols to be carried out.
 Cllr Jones had also been working with Community Protection regarding some neglected donkeys.
 Cllr Thompson reported that Boxley Parish was top of the league in complaining about litter with 108 complaints made.

12.4 **Kent County Councillor Report**

No report made.

12.5 **KALC Representative**

No meeting held.

12.6 **Grove Green Community Hall Representative**

No report made.

12.7 **Sandling Village Hall Representative**

Cllrs Brindle and Akehurst were helping with a planning application to get a large new village hall sign installed outside the hall.

12.8 **Vinters Valley Nature Reserve Representative**

Cllr Brindle reported that there was a trustees meeting that evening and that she would make a report at the next Parish Council meeting.

12.9 **Any other reports**

None made.

14. **Sandling**

There was no further progress on the change of the sign on the wooden fingerpost at the top of Old Chatham Road from a bridleway to a byway. The Clerk was advised to contact Graham Russling at KCC footpaths. There had also been a request to close the layby due to increasing amounts of litter and human waste. Tonbridge and Malling had been contacted but they would only clear 1m of the verge.

ACTION POINT 22: Clerk to contact Graham Russling

15. **Cluster Meetings**

Cllr Thompson said that no meetings had been held. Everyone who wanted to had been successful in contacting their beat officer.

16. **Community Resilience Planning**

Cllr Thompson said that this was of the highest priority. Parts of Maidstone Borough had been without water this year. The first step would be communication with residents. Residents would be asked for input to be sent to office staff regarding community resilience. Cllrs English and Thompson were submitting a motion to KALC for their annual meeting regarding lobbying about the recent disruptions to water supply with information coming back to Parish Councils. This motion was aimed at being put from the County Association to the National Association seeking a solution to water supply issues.

ACTION POINT 22: Cllrs English and Thompson to put the motion to KALC.

17. **26/502753/PIP Land Adjacent to Willow Farm, Boarley Lane, Sandling, ME14 3BU**

It was agreed to hold a public meeting with residents of Sandling. Cllrs Akehurst and Kellaway would source suitable locations and dates and circulate to Councillors and Residents.

ACTION POINT 23: Cllrs Akehurst and Kellaway to source suitable locations and dates and circulate to Councillors and Residents.

18. **Grant Applications**

18.1 Kent Air Ambulance

It was proposed by Cllr Davies, seconded by Cllr Brindle and all agreed to grant the request £500 donation to the Air Ambulance charity Kent, Surrey Sussex

ACTION POINT 24: Clerk to notify the applicant and arrange for the payment of the grant.

19. **Woodland Management Committee**

Report noted.

20. **Boxley Parish Council 5 year Plan**

It was decided to form a working party to look at the document. The Working Party would consist of Cllrs Thompson, Dines, Kellaway, Zand and Jones.

ACTION POINT 24: Cllrs Thompson, Dines, Kellaway, Zand and Jones to arrange a meeting to look at the 5 year plan.

21. **Representation at the Medway Local Plan's Review Hearing**

Cllr Dines reported that the dates for the Stage 1 hearings had been set. He would be making a representation as a Medway resident. The officer did not think the BPC response to items in Stage 1 was enough to make a representation at the Stage 1 hearing which was on Policies.

For the 2nd stage Hearings the delegated group had engaged legal representation and a traffic consultant.

22. **Matters for Decision**

22.1 Request from a resident

It was decided that BPC would not be able to help with the cost of removing trees from the area of land owned by Crown Estates behind the properties in Sandstone Rise.

ACTION POINT 25: Clerk to notify the resident of the Parish Council's decision.

23. **Correspondence**

None received.

24. **Matters for Information**

None put forward.

25. **Items for Next Agenda**

Website and Teec Update

Items for next Agenda to be submitted no later than the 24th September 2026.

ACTION POINT 26: Clerk to add Website and Teec update to next meeting Agenda.

26. **Meetings**

The next meeting would be on 5 October 2026 at 6.30pm.

CONFIDENTIAL SESSION

27. **Quotations**

It was decided to tape the damaged footpath off to prevent access. It was felt that even if the tape was broken this would suffice to protect the Council from any liability. The Clerk was asked to provide evidence of which companies had been approached for the quotations. This would then be placed on the Estates Agenda for the 28 September. The quotation for the concrete around the WWG storage containers would be put on the next Woodland Management Committee Agenda on the 21 September. It was decided to take no action on blocking up the Acorn Room door unless noise issues arose again. ACTION POINT 27: Quotations for broken footpath and concrete access ramps to storage containers to be added to the next Estates/Woodland Management Agendas.

28.5 Woodland Manager

It was proposed by Cllr English, seconded by Cllr Jones and all agreed to advertise the position with the wording and person specification put forward. Position to be advertised on the Website, Facebook, Noticeboards etc.

ACTION POINT 28: Clerk to advertise the position.

Clerk and Finance Assistant left the meeting at 9.30

28.6 Report from Personnel Committee

To be added

Meeting closed at 9.50 pm.

Signed as a correct record of the proceedings.

Chairman Date