



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Annual Meeting of the Parish Council will be held on Wednesday 7 May 2025 at 7.30pm at Sandling Village Hall, Sandling Lane, Sandling, ME14 3EF.

Declarations of Acceptance of Office will be signed at the beginning of the meeting before any business is transacted.

1. Election of Chairman.

To elect a Chairman and receive their Declaration of Acceptance of Office.

2. Election of Vice-Chairman

To elect a vice-chairman and receive their Declaration of Acceptance of Office.

3. Apologies and absences

To receive and accept apologies for absences.

4. 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.

5. Motion to exclude the press and public from the meeting for all items in the Confidential Section.

6. To Appoint Committees, Committee Chairmen and Vice-Chairmen

7. To Appoint Representatives to External Bodies

8. Minutes of the Parish Council Meeting 8 April 2025 - Decision

To consider the minutes and if in order sign as a true record

9. Matters Arising From the Minutes

10. Crime Report and Police Issues

Crime report.

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.

11. Draft Minutes of Recent Committee Meetings

The following have been previously circulated:

10.1 Environment Committee Meeting 14 April 2025.

12. Finance

12.1 Bank Account totals

12.2 Receipts and payments 1-30 April 2025

13. Policies and Procedures

- 13.1 Standing Orders
- 13.2 Code of Conduct
- 13.3 Code of Conduct Complaints
- 13.4 Lobbying and Predetermination
- 13.5 Guidance Note on Reasons for Absence
- 13.6 Recording of Meetings Statement
- 13.7 Agenda Proposal Form

14. Reports from Boxley Parish Councillors/Office

- 14.1 Office Staff report
- 14.2 Councillors reports
- 14.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish
- 14.4 KALC representatives
- 14.5 Grove Green Community Hall representative
- 14.6 Sandling Village Hall Representative
- 14.7 Vinters Valley Nature Reserve Representative
- 14.8 Parish/Police Liaison Meeting Representative
- 14.9 Any other reports

15. Matters for Decision

16. Correspondence

To consider any received.

17. Matters for Information

- 19.2 To consider any received.

18. Items for Next Agenda

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 30 May 2025.

19. Meetings

Next Meeting Monday 9 June 2025.

Confidential Section

20. Personnel matters

Verbal report to be given at the meeting

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 30 April 2025

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.