



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

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

☎ 01634 861237

✉ clerk@boxleyparishcouncil.gov.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 a meeting of the Parish Council will be held on 7 September 2026 at Weaving Village Hall, Weaving Street, Weaving, ME14 5JP at 6.30pm.

1. Apologies and absences

To receive apologies for absences.

2. 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.

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

4. Minutes of the Parish Council Meeting 6 July 2026

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

5. Matters Arising from the Minutes

6. Councillor Co-Option

Applications will be made available to Councillors by email in advance of the meeting, and on the day of the meeting in paper form if not received previously.

7. Committee Membership

8. Crime Report and Police Issues

See 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.

9. Draft Minutes of Recent Committee Meetings

The following have been previously circulated:

- 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 Meeting 20 July 2026
- 9.4 Personnel Committee Meeting 17 August 2026
- 9.5 Parish Council ECM 17 August 2026
- 9.6 Estates Committee 17 August 2026

10. Finance

- 10.1 Bank Statements Woodland Accounts
- 10.2 Bank Statements Parish Council Accounts
- 10.3 Bank Statements Beechen Hall
- 10.4 Matters arising from the Internal Audit for decision
- 10.5 Historic Audit

11. Policies and Procedures

- 11.1 Pandemic Safe Working Policy – no change
- 11.2 Community Engagement Policy – no change
- 11.3 Health and Safety Policy – no change
- 11.4 Health and Safety Contractors and Visitors – no change
- 11.5 Whole Council Risk Assessment – reviewed and minor changes
- 11.6 Statement of Internal Controls – new
- 11.7 Privacy Statement – updated
- 11.8 Website Accessibility Statement – updated

12. KALC Award Nominations

13. Reports from Boxley Parish Councillors/Office

- 13.1 Office Staff Report
- 13.2 Councillor's Reports Please advise if you have reports to make.
- 13.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish
- 13.4 Kent County Councillor Report
- 13.5 KALC representatives
- 13.6 Grove Green Community Hall Representative
- 13.7 Sandling Village Hall Representative
- 13.8 Vinters Valley Nature Reserve Representative
- 13.9 Any other reports

14. Sandling

15. Cluster Meetings

16. Community Resilience Planning

17. 26/502753/PIP Land Adjacent To Willow Farm Boarley Lane Sandling Kent ME14 3BU

18. Grant Applications

- 18.1 Kent Air Ambulance

19. Woodland Management Committee

20. Boxley Parish Council - Five Year Plan

21. Representation at Medway Local Plan's Review Hearing

22. Matters for Decision

- 23.1 Request from a resident

23. Correspondence

To consider any received

24. Matters for Information

25. Items for Next Agenda

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 24 September 2026.

26. Meetings

Next Meeting Monday 5 October 2026 at Beechen Hall at 6.30pm.

CONFIDENTIAL SECTION

27. Quotations (Page 50-53)

28. Personnel Matters

- 28.1 Adoption of NALC standard contract for all future staff employed by BPC
- 28.2 Appraisal Policy
- 28.3 Home and Hybrid Working Policy
- 28.4 Conflict of Interest Policy
- 28.5 Walderslade Woodland Manager – Consultancy Opportunity
- 28.6 Report from Personnel Committee

Daniela Baylis

Daniela Baylis

Clerk to the Council.

Date: 1 September 2026

In accordance with policy the meeting should close no later than 8.30 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.