

Minutes of the Boxley Parish Council Woodland Management Committee held at Beechen Hall, Wildfell Close, Walderslade at 7pm on 26th November 2025

Councillors Present: Cllrs V Jones (Chair), P McLean, A Brindle and I Davies along with Patrick Fox, Rob Burrows and Derek Price.

Minutes – Cllr V Jones

Cllr Jones welcomed Derek Price who wishes to join the committee.

1. **Apologies and absences**
Cllrs Thompson, Zand and Dines
2. **Declaration of Interests, Dispensations, Predetermination and Lobbying**
None.
3. **Motion to exclude the press and public from the meeting for all items in the Confidential Section.**
All items to be taken in public. Proposed by Cllr Jones and seconded by Cllr McLean.
4. **Minutes of the meeting held on 1st October 2025**
Agreed and signed by the Chair.
5. **Matters Arising (from 1st October)**
 - AP1 Cllr Zand to circulate accident book review flow chart.
 - AP2 Clerk to add accident book quarterly reviews to future agendas.
 - AP3 Cllr Jones attended IT/AI training arranged by Cllr Zand. Clerk and Assistant Clerk to agree an alternative date.
6. **Walderslade Woodland**
 - 6.1 No update available regarding the outstanding claim. Cllr Jones thanked WWG for their assistance with updating the asset register and apologised that work was suspended whilst insurance cover was being negotiated. WWG's constitution has been dissolved, and they are no longer deemed a separate group. They now come under the umbrella of BPC. All activities and tools, except the two wheeled tractor, have been added to BPC's Ansvar insurance policy, plus public liability for the land is now included. This gave a saving of £781 on a previous quote obtained. Partick agreed to look into the status of the tractor as to whether it should be registered for road use or not. He will liaise with Cllr Jones regarding this. It was noted that the new policy only allows for trees to be felled up to 350mm. Rob Burrows confirmed there are several Risk Assessments in place. He confirmed he would forward these to Cllr Jones for review. Cllr Jones will discuss a Health and Safety policy with Neil Coombs.
 - Action Point 1: Patrick Fox to investigate the status of the tractor**
 - Action Point 2: Rob Burrows to forward all Risk Assessments to Cllr Jones**
 - Action Point 3: Cllr Jones to discuss H&S policy with Neil Coombs**
 - 6.2 Revised Management Plan should be with Cllr Jones by mid-December. In the meantime, WWG have been issued with an interim workplan. Rob Burrows stated he only received the interim workplan with today's agenda. Cllr Jones stated it was sent some weeks ago and she will check the date of the email.
 - Action Point 4: Cllr Jones to confirm date interim workplan sent to WWG.**
 - 6.3 It was noted that all expenses must be supported by receipts. Prior approval is not necessary for incidental expenses/one transaction under £100. Over this amount, approval must be sought in advance from the Clerk and details copied to Cllr Jones. Items for inclusion on the asset register will be added by the Clerk. It is preferable to store parish information on OneDrive visible to all Cllrs.
 - 6.4 Item covered under 6.3

- 6.5 Cllr Jones confirmed that chainsaw and brushcutter refresher training is due by November 2026. Rob Burrows asked if trained operators could train others in the group. Cllr Jones stated this is not an acceptable practice and all volunteers wishing to use chainsaws/brushcutters etc. will need to attend an appropriate course. Rob Burrows stated he has a licence to allow him to use a pole saw which he will send to Cllr Jones. Cllr Brindle asked where training records will be kept and who will maintain them. Cllr Jones confirmed that she has an excel sheet showing all the training carried out and expiry dates, based on certificates provided to her by the volunteers. Cllr Brindle asked that the information is shared with the Personnel Committee.

Action Point 5: Rob Burrows to forward pole saw certificate to Cllr Jones

Action Point 6: Cllr Jones to share training data with Cllr Akehurst.

- 6.6 Rob Burrows explained the recent months had been very challenging for all the volunteers, but morale is now picking up. Cllr Jones reiterated that it had been a difficult time starting with the insurance claim then, just as volunteers were about to resume work, activities had to been suspended completely for some weeks due to the expiry of insurance cover for the group. She thanked all volunteers for their help in compiling an asset register which was needed before insurance cover could be arranged.

7. **Budget 2026/27**

Cllrs agreed more detail required. Cllr Jones to meet with the Clerk.

Action Point 7: Cllr Jones to meet with the Clerk.

8. **Impton Lane Open Space**

No action for this committee.

9. **Weaving Diamond Jubilee Orchard**

It was identified on the Parish Tour that the hedge adjacent to Penshurst Place needs cutting back. Quote needed.

Action Point 8: Cllr Jones to discuss with the Clerk.

10. **Franklin Drive**

No action for this committee

11. **Beechen Hall**

Contractors have removed the Oak's failed limbs. The tree has been left in situ as standing deadwood which is a valuable habitat.

12. **Resident Engagement**

Tree queries received from residents in Longwood, Olivine and Ploughmans. Hoods will carry out inspections and report back to the Clerk. In future, all tree concerns raised by residents will be inspected by Hoods. Cllr Jones to be copied in on all correspondence. Cllr Jones to clarify policy for tree work with the Clerk.

Action Point 9: Cllr Jones to check policy with the Clerk.

13. **Items for Next Agenda**

Date to be circulated.

14. **Next Meeting**

Date to be circulated.

Signed as a correct record of the proceedings.

Chairman Date