

Minutes of the Boxley Parish Council Meeting held at Beechen Hall on the 19th January 2026 at 6.30pm

Councillors Present: S Thompson (Chair), A Adams, V Jones, N Zand (clerked for confidential section), I Davies, A Brindle, R Dines, J Akehurst and J Sampangi (from item 7.- Item 9.1), together with Mrs D Baylis – Parish Clerk and 4 members of the public.

1. Apologies and absences

Cllrs Joyce, Kellaway, English and Sullivan – apologies given. Cllr Mclean gave his apologies for all meetings until March.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Thompson had been on a visit to Boxley House in his capacity as Borough Councillor for Boxley Downs Ward. He declared that he is a member of the MBC planning committee and would not be able to comment further. Cllrs Brindle, Jones and Davies had made a visit to Boxley House several months ago for an informative tour by the new owners/manager.

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

It was proposed by Cllr S Thompson, seconded by Cllr Jones and all agreed that members of the public be excluded from all items in the confidential section and that the confidential session be moved to after item 8.

4. Minutes of the Parish Council Meeting 8 December 2025

The minutes were agreed and signed.

The public session was moved forward.

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.

The public session was brought forward. The members of the public were from the Lotus Group who own Boxley House in Boxley village. They had come to clarify some points regarding their planning application, and to address questions raised by the Parish Council's objection to the application. Boxley House is a very important listed building. There was a significant cost to its upkeep. They were seeking a way for the building to generate funds for its future maintenance. It had previously been a wedding venue prior to its purchase by the European School of Osteopathy. They were updating the Transport Plan on the application. They estimated a maximum need for 84 spaces with 74 permanent spaces and 10 overflow spaces adjacent to the access road. They are expecting 105 traffic movements in a 12 hour day and 1 or 2 weddings a week. This reduces the numbers of persons/vehicles proposed in the original application. They are expecting a limit to be set by MBC on the number of weddings they can hold. Cllr Jones asked if they have had any discussions with residents. Pam Rank said that they had constant talks with the church and there is an agreement for them to use the drive for parking for services and events. The church sends them a spreadsheet with a list of events and this process works well. They have also allowed the pub to use the drive for parking for 3 events. Their entrance gates are locked at 8pm which limits potential evening parking. They were looking at noise levels/noise limiters with Environmental Health. Cllr Thompson advised them to contact the Economic Development Officer at MBC and asked that any modifications to plans were sent in advance of MBC's planning meeting.

5. **Matters Arising From the Minutes**

Minute 4005 Item 11.3. Cllr Thompson asked for an update on the signing sheet for Councillors for the Safeguarding Policy. The Clerk said that this had not been done and she was asked to expedite it. ACTION: Clerk

6. **Co-option of New Councillors to fill 1 vacancy**

No applications received.

7. **Crime Report and Police Issues.**

Report noted. It has been noticed that there is an increase in the use of off road motorbikes in the local area.

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

8.1 Woodland Management Committee 26 November 2025
Noted.

8.2 Environment Committee meeting 15 December 2025
Noted.

8.3 Finance and General Purposes Committee 12 January 2026
Noted.

8.4 Estates Committee Meeting 12 January 2026
Noted.

The Clerk left the meeting for the confidential session.

Confidential Section

24. **Personnel matters.**

After debate the following was decided.

Motion 1 – Review of Standing Orders and Terms of Reference

Resolved: That Standing Orders and the Personnel Committee Terms of Reference relating to appraisal and line management of the Clerk / Proper Officer be reviewed and aligned, and brought back to the next Full Council meeting.

Proposed: Councillor **VJ**

Seconded: Councillor **AB**

Vote:

- · In favour: Majority
- · Against: None
- · Abstentions: Recorded

CARRIED

Motion 2 – Further Consideration by Personnel Committee

Resolved: That following alignment of Standing Orders and Terms of Reference, the Personnel Committee meet as soon as practicable to reconsider the previous decision within the corrected governance framework and report back to Full Council.

Proposed: Councillor **VJ**

Seconded: Councillor **NZ**

Vote:

- · In favour: Majority
- · Against: None
- · Abstentions: Recorded

CARRIED

Motion 3 – Authority to Seek Governance and Audit Advice

Resolved: That the Chair of Council is supported in seeking **appropriate professional advice on governance and audit matters only**, and that any advice obtained be reported back to Full Council.

Proposed: Councillor **NZ**

Seconded: Councillor **RD**

Vote:

- · In favour: Majority
- · Against: 1
- · Abstentions: 3

CARRIED

The Clerk returned to the meeting

9. Finance

9.1 Bank Balances

Noted.

9.2 Finance General

Cllr Brindle had been in person to the Nationwide Bank in Maidstone. Cllr Davies as an authorised signatory had emailed them to obtain a change of signatories form. Once this is received the necessary changes will be made. Cllrs Brindle and Davies will report back at the next full Council meeting. ACTION: Cllrs Brindle and Davies

9.3 Receipts and Payments 1-31 December 2025

Noted.

9.4 To agree the Budget put forward by the Finance and General Purposes Committee

It was agreed to reduce the Personnel Committee's training budget by £3,400. It was confirmed if further training is to be proposed, this could be funded from reserves. It was proposed by Cllr Thompson, seconded by Cllr Jones and all agreed that the budget put forward be agreed. ACTION: Clerk to amend the budget.

9.5 To set the Precept for 2026/27

It was proposed by Cllr Thompson, seconded by Cllr Brindle and all agreed to set the precept for 2026/27 at £302,458. ACTION: Clerk to submit Precept request.

10. Policies and Procedures

10.1 Financial Regulations

This would come back to the next meeting with the amendments to the contents list, date (first and last page) and 9.4 'within one month' and any 'Assertion 10' matters.

10.2 Policies and Procedures Review Schedule

Deferred to next meeting.

10.3 Chairmans Handover Policy and Pack

Cllr Thompson will report to the Finance and General Purposes Committee regarding this. ACTION: Cllr Thompson

11. Reports from Boxley Parish Councillors/Office

11.1 Office Staff Report

Report noted. Cllrs that can help with the Asset Register update will email the Clerk. ACTION: Cllrs and Clerk

11.2 Councillors Reports

None made.

11.3 Borough Councillor Reports

None Made.

11.4 Kent County Council Representative

None made.

11.5 KALC Representative

No report made.

11.6 Grove Green Community Hall Representative

No report was given.

11.7 Sandling Village Hall Representative

No concerns, next committee meeting in February 2026.

11.8 Vinters Valley Nature Reserve Representative

Further volunteers are welcome, including a candidate to be Treasurer.

11.9 Any other reports

None presented.

12. Sandling

Report noted.

13. Lidsing

Cllr Thompson reports that the Stakeholder Steering Group met to be informed about the main categories of responses to the public consultation exercise. Thanks to all councillors, staff and Boxley residents who sent in responses. These are being made available on the official website, and the publication date will be circulated. Cllrs Brindle, Dines and Jones were also in attendance at the SSG, where further constructive comments were made about the next steps that MBC and their consultants need to take before the Final Draft SPD is presented to the Borough Council Policy Advisory Committee on Feb 4th. These councillors will need to look at the papers as published for that meeting and collate any responses for the attention of our Ward councillors in advance of the meeting. Boxley's Environment Cttee (Chaired by Cllr Brindle) can also assemble a response and should look out for the MBC deadline to register any intention to attend the PHSC PAC, where Cllr Thompson will be in attendance as cabinet member. This will not prevent him from speaking in Boxley's interests on any matter. Members of the public may also register to speak, or can contact the Parish council, and/or Ward members, though they cannot speak on the night if not booked in advance.

An Environmental Assessment application has been put in by the developer, but this is not understood to be 'premature' regarding the draft status of the Lidsing SPD.

14. Cluster Meetings

There has not been a meeting, though our Police officers are now in regular contact.

15. Website

Cllr Jones had circulated the website audit. She has done some updates but the work required to bring it up to date is so extensive she does not have the time to undertake the amount of work needed. Cllr Thompson thanked Cllr Jones for her work on this. Cllr Zand would let the Clerk have a contact for a student to come in and update the website remaining audit items. Cllr Jones said she could give some assistance. This would be reported to the Finance and General Purposes Committee. The Clerk was asked to assist Cllrs Adams, English and Sullivan who are not yet using their .gov email addresses to get connected. ACTION: Cllr Zand and Clerk

- 16. **Community Resilience Planning**
Item deferred, after confirming that Beechen Hall and Boxley Parish Council are registered contacts and sites for any immediate resilience actions, such as requirements for providing water if there are service interruptions.
- 17. **Five Year Development Plan**
It was agreed that Cllr Zand would help Cllr Thompson with drafting a 1, 2, 3-5 year sequence. ACTION: Cllr Zand and Cllr Thompson
- 18. **KALC Community Awards**
Nominations including reasons to be sent to the Clerk by 12pm on the 26th January. Following this a list of nominees would be sent out to Councillors for a vote by return of emails. Cllr Jones asked if there is a policy in place and was informed there is not. ACTION: Cllrs and Clerk
- 19. **Matters for Decision**
None.
- 20. **Correspondence**
Noted.
- 21. **Matters for Information**
None put forward.
- 22. **Items for Next Agenda**
None raised.
- 23. **Meetings**
The next meeting would be on Monday 2nd March 2026.
- 24. **Committee Membership**
Deferred.
- 25. **Maidstone's Big Day Out**
Deferred.

Meeting closed at 9.50 pm.

Signed as a correct record of the proceedings.

Chairman Date