



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 Finance: Lissi Watts

Admin/Bookings: Heidi Pearson

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 Monday 4 September 2023 at 7.30pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU

1. Apologies and absences

To receive and accept apologies for absences

2. Election of Vice-Chairman

3. 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.

4. Motion to exclude the press and public from the meeting for items 22 and 23 in the Confidential Section.

5. Minutes of the Parish Council Meeting 3 July 2023 and ECM 31 July 2023 - Decision

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

6. Matters Arising From the Minutes

7. 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.

8. Draft Minutes of Recent Committee Meetings

The following have been previously circulated:

8.1 Environment Committee Meetings 10 July and 7 August 2023.

8.2 Finance & General Purposes Committee 17 July 2023.

8.3 Estates Committee 14 August 2023

9. Finance

9.1 Scribe Accounts System

9.2 Bank Balances

9.3 Receipts and Payment 1 July-29 August 2023

9.4 Creation of a budget for Freedom of Information Requests

10. Policies and Procedures

10.1 Pandemic Safe Working Policy (no change)

10.2 Community Engagement Policy (minor amendment)

10.3 Health and Safety Policy (minor amendment)

- 10.4 Whole Council Risk Assessment
- 10.5 Vexatious Complainants/Persons Policy (new)
- 10.6 Woodland Management Committee Terms of Reference (ratification)

11. Monthly Website/IT/Social Media update

12. Reports from Boxley Parish Councillors/Office

- 12.1 Office Staff report
- 12.2 Councillors reports
- 12.3 KALC representatives
- 12.4 Grove Green Community Hall representative
- 12.5 Sandling Village Hall Representative
- 12.6 Vinters Valley Nature Reserve Representative
- 12.7 Parish/Police Liaison Meeting Representative
- 12.8 Any other reports

13. Grant Applications – none on this agenda

14. Walderslade Woodlands

- 14.1 Walderslade Woodlands Committee Report

15. Sandling

16. Newsletter

17. 80th Anniversary of D-Day

18. Matters for Decision

19. Correspondence

To consider any received.

20. Matters for Information

To consider any received.

21. Items for Next Agenda

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 22 September 2023.

22. Meetings

Next Meeting Monday 2 October 2023. Meeting Schedule for 2024/25.

CONFIDENTIAL SECTION

23. Personnel matters

24. Vexatious People – verbal report to be given at the meeting

- a. Chairman's report on progress with the Monitoring Officer
- b. Engaging a solicitor for advice and possible legal action
- c. Report on escalation of complaints and next measures
- d. Other matters for decision

25. Grove Green Public Meeting

26. Governance/boundary Review

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 29 August 2023

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.