



Boxley

PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3 May 2022 at 19:30

Present: Cllr P Huntingford - Chairman, Cllrs I Davies, B Hinder, V Davies, P Dengate, A Brindle, K Hill, K Macklin, D Hollands, P Sullivan, D Hubbard and M Beckwith together with the Clerk Mrs D Baylis.

1. **Election of Chairman.**

Cllr C Sheppard was nominated by Cllr V Davies and seconded by Cllr P Dengate. As no other nominations were received, Cllr Sheppard was duly elected Chairman. Cllr Sheppard would sign his Declaration of Acceptance of Office before the next meeting.

2. **Election of Vice-Chairman**

Cllr P Huntingford was nominated by Cllr V Davies and seconded by Cllr P Dengate. As no other nominations were received, Cllr Huntingford was duly elected Vice-Chairman. Cllr Huntingford signed her Declaration of Acceptance of Office.

3. **Apologies and absences**

Cllrs C Sheppard, A Aseter and J Willmott.

4. **Declaration of Interests, Dispensations, Predetermination or Lobbying**

None declared.

5. **To Appoint Committees, Committee Chairmen and Vice-Chairmen**

The following appointments to Committees were made:

Environment Committee

Cllr J Willmott – Chairman
 Cllr B Hinder – Vice-Chairman
 Cllr I Davies
 Cllr P Huntingford (as PC Vice-Chairman)
 Cllr C Sheppard (as PC Chairman)
 Cllr M Beckwith
 Cllr K Hill
 Vacancy
 Vacancy
 Vacancy

Cllr Brindle said that she would like to rejoin the Committee but would not be able to do so if she remained on the MBC Planning Committee after the Borough Election on the 4th May. If she rejoined the Committee she would be happy to stand as Chairman. It was decided to await the results of the Borough elections.

Estates Committee

Cllr D Hollands – Chairman
 Cllr K Hill – Vice-Chairman
 Cllr M Beckwith
 Cllr I Davies
 Cllr P Huntingford (as PC Vice-Chairman)
 Cllr B Hinder
 Cllr C Sheppard (As PC Chairman)
 Cllr P Sullivan
 Cllr D Hubbard
 Cllr P Dengate
 Cllr V Davies

Cllr Hollands was nominated as Chairman by Cllr K Macklin, seconded by Cllr I Davies. As

there were no other nominations he was duly elected Chairman of the Estates Committee. Cllr K Hill was nominated as Vice-Chairman by Cllr K Macklin, seconded by Cllr B Hinder. As there were no other nominations he was duly elected Vice-Chairman.

Finance and General Purposes Committee (F&GP)

Cllr V Davies – Chairman
 Cllr P Dengate – Vice-Chairman
 Cllr A Brindle
 Cllr I Davies
 Cllr C Sheppard (as Parish Council Chairman)
 Cllr P Huntingford (as Parish Council Vice Chairman)
 Cllr D Hollands (as Chair of the Estates Committee)
 Cllr K Hill (As Vice-Chair of the Estates Committee)
 Cllr K Macklin
 Cllr J Willmott (as Chair of the Environment Committee)
 Cllr D Hubbard
 Cllr B Hinder (as Vice-Chair of Environment Committee)

Cllr V Davies was nominated as Chairman by Cllr D Hollands, seconded by Cllr P Dengate. As there were no other nominations he was duly elected Chairman of the F&GP Committee.

Cllr P Dengate was nominated as Vice-Chairman by Cllr D Hollands, seconded by Cllr K Macklin. As there were no other nominations he was duly elected Vice-Chairman.

6. To Appoint Representatives to External Bodies

The following were appointed to represent BPC:

Grove Green Community Hall	Cllr Vic Davies.
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Anne Brindle
Action on Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees)	Cllr Dennis Hollands, Cllr Bob Hinder
Walderslade Woodlands Trust	Cllr D Hubbard, Cllr K Macklin
Vinters Valley Nature Reserve (Trustee)	Cllr Chris Sheppard
Parish/Police Liaison meetings	Cllr Bob Hinder

7. Minutes of the Parish Council Meeting 4 April 2022

The minutes were agreed.

8. Matters Arising From the Minutes

None

9. Crime Report and Police Issues

Noted

Adjournment to enable members of the public to address the meeting

No members of the public were present.

10. Draft Minutes of Recent Committee Meetings

The following have been previously circulated:

- 10.1 Environment Committee Meetings 4 and 11 April 2022. **Noted**
- 10.2 Estates Committee 19 April 2022. **Noted**

11. Finance

- 11.1 Payments made out of meeting 28.02.22 – 28.03.22.
Noted
- 11.2 Receipts for the period. 28.02.22 – 28.03.2022.
Noted
- 11.3 Account balances.
Noted. The Clerk was asked to change the date on Lloyds B to update it.
- 11.4 End of year Income and Expenditure by budget heading 2020-21

Noted

- 11.5 BPC Accounting statements as at 31 March 2021
It was proposed by Cllr I Davies, seconded by Cllr P Dengate and all agreed that the Accounting statements be signed.
- 11.6 To note the Annual Internal Audit Report by the Internal Auditor
The Annual Internal Audit report was considered and the comment regarding the remote meetings held in January were noted. All decisions made were ratified at subsequent in person meetings and the procedures followed were on advice from KALC.
- 11.7 To approve the signing of the Annual Governance Statement by the Chairman and the Clerk.
It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the Annual Governance Statement be signed.
- 11.8 To approve the signing of the AGAR Accounting Statements by the RFO and Chairman.
It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the AGAR Accounting Statement be signed.

12 **Policies and Procedures** (separate attachments)

- 12.1 Code of Conduct
This was currently under review both nationally and by KCC. The current BPC Policy is dated 2012. Cllr Dengate said that he would like a Social Media Policy or a procedure for handling Social Media sites added to the Code of Conduct. Cllr Macklin would send the Kent Chamber of Commerce's model policy to the Clerk.
- 12.2 Code of Conduct Complaints
It was proposed by Cllr V Davies, seconded by Cllr D Hollands and all agreed that the policy be adopted.
- 12.3 Acceptable Reasons for Absence
It was agreed to add reasons for absence to the minutes such as 'official business'. It was requested that the 6 month rule be expanded on the policy.
- 12.4 Lobbying and Predetermination
- 12.5 Councillor Allowance Scheme
Cllr K Macklin proposed raising the Chairmans personal allowance to £500. This was seconded by Cllr V Davies. A vote was taken with 8 in favour, 2 abstentions and 1 against. The motion was carried.

13 **Monthly Website Update**

There were no updates to report and no requests for actions.

14 **Reports from Councilors/Office**

The Clerk had been telephoned by the Chairman of Bredhurst Parish Council and gave a report of the conversation.

15 **Reports from Borough and County Councillors**

Cllr Hinder had been contacted by the Planning Enforcement Manager at MBC and given an update on Bell Lane.

Cllr Hinder reported on the 3 Borough Councillors plans for the examination in public of MBC's Local Plan Review.

Cllr Hinder had secured a visit from Elmer the elephant for Beechen Hall for the 10-28 October and a day of craft activities for the 25th October. This is part of Elmer's tour of the Borough.

Cllr Brindle reported that for MBC to get to 4 yearly elections there would need to be elections in 2022, 2023 and 2024.

The Boundary review had been sent to the Boundary Commission. If the Boxley split is allowed it will lead to a Parish boundary review next year.

No mow May is back. Grovewood Drive North is not going to be mowed during May.

MBC is working with Ukrainian refugees and vetting houses. The first refugees are expected within weeks.

Mark Green from MBC has announced that there would be a £150 Council Tax rebate to all households in Maidstone. Those paying by direct debit would get the rebate paid automatically and those who paid by other means were being contacted. 5 million was being

paid to households in bands A-D.

16 Grant Applications

16.3 Guide dogs for the Blind

It was proposed by Cllr K Macklin, seconded by Cllr V Davies and all agreed that a donation be made to Guide Dogs for the Blind for the amount of their hall hire fees.

16.4 Victim Support

The Clerk was asked to get an official Grant Application filled in by the Charity. This would give numbers supported within the Parish.

17 Walderslade Woodlands

The report was noted.

18 Cluster Meetings

The next meeting is in June. Members should send any issues they would like raised at the meeting to Cllr B Hinder.

19 Matters for Decision

The drains at Beechen Hall had blocked over the weekend (1/2 May). The Clerk had called in a drain clearance company to clear the blockage at a cost of £350. The drains have not been flushed for many years and further debris could be seen deeper into the pipes. The company were not able to clear this debris as they wanted to do a full flush through and a camera survey to check the condition of and avoid causing damage to the pipes. The quote for this was £1,200. The main issue was drain covers low down in the stone filled gullies around the building allowing stones etc. into the drainage system. They recommended installing raised concrete collars that would put the drain covers above the height of the stones. Cllr Macklin knew of a local company that could give a second quotation for the work. The Clerk would circulate both quotations when received.

20 Correspondence

None

21 Matters for Information

None.

22 Items for Next Agenda

To be received by the Clerk on or before the 27 May 2022.

Noted.

23 Next Meeting

Tuesday 6 June 2022.

24 The Chairman to move that in view of the confidential nature of the business about to be considered the press and public be excluded from the meeting.

24 Personnel and Confidential Matters

Noted

The meeting closed at 21:26.

Signed as a correct record of the proceedings.

Chairman..... Date.....