**Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close on 6 November 2023, commencing at 19:30**

**Councillors Present**:  V Davies - Chairman, P Mclean, B Hinder, P Sullivan, M Beckwith, I Davies, A Brindle, C Sheppard, K Macklin, H Bryant, P Dengate, S Mayes and Mrs D Baylis – Parish Clerk

1. **Apologies and absences**

Cllr P Huntingford - Apologies accepted.

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

None declared

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

It was proposed by Cllr V Davies, seconded by Cllr B Hinder and all agreed that the press and public be excluded from all items in the Confidential Section.

1. **Minutes of the Parish Council Meeting 2 October 2023**

All agreed with 2 minor amendments.

1. **Matters Arising From the Minutes**

Minute 3779 item 13. The Clerk had not yet circulated a date for the Sandling event and was asked to do so as soon as possible.

Minute 3777 Item 5 The Clerk had not yet sent the letter to the Litter picking group.

Minute 3779 Item 12 There had still been no response from KCC regarding the Variation to the Grant Agreement.

1. **Crime Report and Police Issues**

Neither website had been updated since the last meeting so no report was available.

**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.**

No members of the public wished to speak.

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

 The following have been previously circulated:

7.1 **Environment Committee Meetings 2 and 9 October 2023.**

 Noted.

7.2 **Estates Committee Meeting 16 October 2023**

 Noted

1. **Finance**

8.1 **Councillor Allowances**

 It was proposed by Cllr C Sheppard, seconded by Cllr M Beckwith that the allowance not be increased and remains at the current level. A vote was taken with 1 against, 2 abstentions and 9 in favour. The motion was carried.

1. **Policies and Procedures**

9.1 **Financial Regulations**

This item was deferred to the Finance and General Purposes Committee meeting being held on the 20 November to allow for changes to be made.

9.2 **Financial Transactions Procedures**

It was proposed by Cllr I Davies seconded by Cllr a Brindle and all agreed that the Financial Transactions Procedures be adopted.

1. **Monthly Website Update**

Report noted.

1. **Reports from Boxley Parish Councillors/Office**

11.1 **Office Staff Report**

No report given.

11.2 **Councillors Reports**

No reports given.

11.3 **Borough Councillor Reports**

The BPC response to the Main Modifications to Maidstone’s Local Plan Review had been submitted. A copy had been shared with MP Helen Whately at her request.

11.3 **KALC Representative**

Cllr I Davies said that no meeting had been held.

11.5 **Grove Green Community Hall Representative**

Cllr V Davies reported the sad news that the Treasurer had passed away and that they had managed to appoint a new treasurer. He also passed on thanks to BPC from the Committee for the Village hall grant that was used to make emergency repairs to the boiler.

11.6 **Sandling Village Hall Representative**

Cllr Hinder said that no meeting had been held to report on.

11.7 **Vinters Valley Nature Reserve Representative**

Cllr Brindle reported that no meeting had been held to report on.

11.8 **Parish/Police Liaison Meeting Representative**

Cllr Hinder reported that no meetings had been held.

11.9 **Any other reports**

 None.

1. **Walderslade Woodlands**

The Clerk was asked to arrange a meeting of the Woodland Management Committee as soon as possible.

It was proposed by Cllr V Davies, seconded by Cllr B Hinder that a letter be sent to the resident in Abigail Crescent saying that BPC would not trim a tree that has been deemed ‘not a cause for concern’ by the Tree Surgeon. The resident was perfectly entitled to trim the tree at her own expense in line with the planning permission granted. The Clerk was asked to include a copy of the Woodland Management Policy.

It was agreed that the Clerk could apply for grants for the woodland.

1. **Sandling**

Report noted. The Clerk was asked to circulated an early afternoon Saturday date for the opening.

1. **80th Anniversary of D-Day**

Following the response from the Friends of Weavering Heath the Clerk was asked to look further at prices for braziers.

1. **Matters for Decision**

It was proposed by Cllr P Dengate, seconded by Cllr P Mclean and all agreed that a direct debit could be set up for the Agillico payments.

It was proposed by Cllr A Brindle, seconded by Cllr K Macklin and all agreed that black weed membrane could be purchased to cover up the 4 unlet allotment plots to prevent overgrowth and spreading of weeds before they were let again.

It was proposed by Cllr P Dengate, seconded by Cllr C Sheppard and agreed with one abstention that plot holders would be given one warning for non-cultivation and if no improvement was made the plot would be taken away.

It was proposed by Cllr V Davies, seconded by Cllr P Dengate and agreed with 2 abstentions that a Dictaphone be purchased up to a value of £50 for the recording of meetings when not held at Beechen Hall.

1. **Correspondence**

None.

1. **Matters for Information**

None on this Agenda.

1. **Items for Next Agenda**

Noted

1. **Meetings**

It was proposed by Cllr C Sheppard, seconded by Cllr H Bryant that the new schedule of no Environment Committee meetings being held after PC meetings and F&GP meetings being held before Estates Committee meetings be started from December. This would mean that the next Estates meeting would be held after the F&GP meeting in January. A vote was taken with 9 for, 1 abstention and 2 against

The Clerk was asked to look at online polling systems that would make responding to planning applications more efficient if the Environment Committee meetings held after Parish Council meetings were cancelled.

 Next Meeting Monday 4 December 2023 at Beechen Hall.

**Confidential Section**

1. **Personnel matters**

The personnel matters were discussed.

22. **Vexatious People**

The item was discussed.

23. **Lidsing Update**

 Report noted.

Meeting closed at 20.55 pm.

Signed as a correct record of the proceedings.

Chairman ……………………………………………….. Date ………………………………………………………..