**Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close, Walderslade on the 4 December 2024 at 7.30pm**

**Councillors Present**:  B Hinder - Chairman, P Mclean, A Brindle, I Davies, C Sheppard, M Beckwith, M Cox, A Adams, P Sulivan, H Bryant, V Jones, K Macklin and J Akehurst together with Mrs D Baylis – Parish Clerk

1. **Apologies and absences**

Cllrs English, Bryant and Thompson.

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

None

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

It was proposed by Cllr P Mclean, seconded by Cllr C Sheppard and all agreed that members of the public be excluded from all items in the confidential section.

1. **Minutes of the Parish Council Meeting 6 November 2024**

Cllr Jones requested changes to minute number 3893 Item 8.3 as she wanted it minuted that she no longer wanted to claim the Councillor Allowance.

Cllr Jones requested a change to Minute number 3894 Item 10.4 to change group secretary to MBC officer.

These changes were agreed and the minutes would be signed once the amendments had been made.

1. **Matters Arising From the Minutes**

Cllr Jones raised Minute 3896 Item 10.2 from the previous meeting. Cllr Brindle would send the guide out.

Cllr Jones raised minute 3897 Item 10.7 from the previous meeting. Cllr Cox would be sending out the wardens report shortly from the Management Committee meeting.

No other matters were raised.

1. **Crime Report and Police Issues**

Report noted.

**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.**

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

7.1 Environment Committee 11 November 2024

 Noted

7.2 Finance and General Purposes Committee 20 November 2024

 Noted

7.3 Estates Committee 20 November 2024

 Noted.

1. **Finance**

8.1 **Bank Balances**

 Noted

8.2 **Finance General**

 The Clerk reported on the proposed bank account changes agreed by the Long Term Investment Working Group at their meeting held on the 29 November 2024.

 Cllr Brindle reported that she had signed the October bank reconciliations.

8.3 **Receipts and Payments 1-29 November 2024**

 Noted

1. **Policies and Procedures**

9.1 **Policies and Procedures review document**

It was proposed by Cllr A Brindle, seconded by Cllr M Cox and all agreed that this document be adopted by Council.

9.2 **Whole Council Risk Assessment**

Report noted.

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

10.1 **Office Staff Report**

Report noted

10.2 **Councillors Reports**

Cllr Hinder reported that the Stakeholder Steering Groups initial meeting had been held on the 27 November.

Cllr Brindle had attended the Quarterly Liaison meeting between Parish Councils and Maidstone Borough Council. Mark Green had given a good overview of all thing financial and she would circulate a report in due course.

10.3 **Borough/County Councillor Reports**

Cllr Thompson had sent a report on the 3 December which had been circulated to all Councillors in advance of the meeting. Cllr Hinder was concerned by the following statement from the Stakeholder Steering Group about Lidsing ‘The point was made by various members of the Committee that the concerns of parishes about traffic and highways disruptions associated with Lidsing must be minimised, if not avoided altogether. For BPC traffic and highways disruptions are paramount. Cllr Brindle was concerned that no one from KCC highways was on the Steering Group. A representative had been invited and they were part of the group. Cllr Cox suggested that KCC should be pushed to update traffic modelling data now that the Local Plan had been approved.

Cllr Jones said that the Supplementary Planning documents were due to be ready for Summer 2025 but having spoken to the consultants their estimate was 12-18 months. The developers consultant was looking at submitting planning applications at the end f of 2025.

Cllrs Jones and Thompson had met with someone from the proposed solar farm development at Harp Farm Road. This would cover 38 hectares with 2.8 m tall panels on a 40 year lease from the land owner.

Cllrs Jones and Thompson has attended the ward cluster meeting with Martyn Jeynes and waste crime officers. They were working with the Environment Agency on waste crime. A lot of the fly tipping being experienced is organised crime. 4 cameras had been stolen from Harp Farm Road and Yelsted Lane. The Waste Crime team were employing a new officer to enable them to carry out more operations.

10.4 **KALC Representative**

Cllr Brindle reported on the KALC meeting held on the 25 November 2024. Strategic Playground grants were discussed and were on the quarterly liaison committee meeting. The Local Plan review was updated as it was now in place with no changes made. The Gypsy, Traveller and Travelling Show People consultation was discussed. An additional draft response had been circulated by KALC that can be used by PC’s if they wanted to submit additional comments.

Rate relief for village halls was discussed and this could have implications for the many halls in Boxley.

The KCC/Parish highways seminar was presented and she would forward the slides on. There was a useful toolkit for reporting.

The Code of Conduct was discussed with further tweaks needed to make it more user friendly and relevant to Parish Councils.

Concern was expressed about the Joint Transport Board.

It was reported that hybrid meetings could now be legally held.

10.5 **Grove Green Community Hall Representative**

Cllr Mclean said that he would have an update for the January meeting.

10.6 **Sandling Village Hall Representative**

Cllr Akehurst reported that a meeting had been held on the 12 November 2024. A post code that took visitor to the entrance of the hall had been set up with the help of Susan Francis from MBC. This might take a few months to filter though to various search engines and sat navs.

Landscape services had been but not cut the path or rear of the hall. The Clerk was aware and had been chasing to get this rectified.

10.7 **Vinters Valley Nature Reserve Representative**

 Cllr Cox reported that a meeting of Trustees was being held on the 12th November. They would be offering the Christmas tree chipping service to raise money for the reserve. They would be collecting trees from the lodge and Vinters Community Centre on the 5th January. Leaflets wer being circulated that detailed the collections. Cllr Brindle asked if one could be put on the BPC website.

10.8 **Any other reports**

Cllr Cox thanked the Clerk for her work on the Father Christmas event, Cllr Mclean for his help in securing Grove Green Hall for the second event and the Parish Caretaker for helping to transport the sleigh.

Cllr Sheppard asked for an agenda item regarding the proposed changes to make all Borough and County councils in Kent into 3 unitary authorities.

1. **Sandling**

No update for this Agenda.

1. **Grant Applications**

None.

1. **Matters for Decision**

None for this Agenda.

1. **Matters for Information**

None on this Agenda.

1. **Items for Next Agenda**

Noted,

1. **Meetings**

Next Meeting Wednesday 22 January 2025 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU.

**Confidential Section**

1. **Personnel matters**

The Personnel Committee had held a meeting on the 4th December at 6.30pm. Cllrs Sheppard and Hinder would be carrying out the Clerks appraisal on the 9th December. The Clerk had carried out the appraisals of all the other staff. Cllr Sheppard was going to look at job evaluations with Cllr English.

Cllr Hinder put forward a vote of thanks to all the office staff and Parish Caretaker for their hard work and was happy that the Council was now in a good position.

Cllr Hinder wished everyone a merry Christmas and happy new year.

Meeting closed at 8.23 pm.

Signed as a correct record of the proceedings.

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