

Minutes of the Boxley Parish Council Meeting held at Beechen Hall, Wildfell Close on 4 September 2023, commencing at 19:30

Councillors Present: V Davies - Chairman, P Mclean, B Hinder, K Macklin, P Sullivan, M Beckwith, P Dengate, H Bryant, I Davies and S Mayes together with 5 members of the public and Mrs D Baylis – Parish Clerk and Heidi Pearson – Admin/Bookings Assistant

The Chairman stated that the meeting was being recorded to assist with minute production. One member of the public also stated that she was recording the meeting. The Chairman stated that due to the length of the Agenda there would be no public session at this meeting.

1. **Apologies and absences**
Cllr C Sheppard - Apologies accepted.
2. **Election of Vice-chairman**
Cllr Mclean was nominated by Cllr B Hinder. The nomination was seconded by Cllr H Bryant. There being no other nominations he was unanimously elected as Vice-chairman.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared
4. **Motion to exclude the press and public from the meeting for items 22 and 23 in the Confidential Section.**
It was proposed by Cllr V Davies and all agreed that the press and public be excluded from items in the Confidential Section.
5. **Minutes of the Parish Council Meeting 3 July and the Extraordinary Parish Council meeting held on the 31 July 2023**
All agreed.
6. **Matters Arising From the Minutes**
None
7. **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.

8. **Draft Minutes of Recent Committee Meetings**
The following have been previously circulated:
 - 8.1 **Environment Committee Meeting 10 July and 7 August 2023.**
Noted.
 - 8.2 **Finance and General Purposes Committee Meeting 17 July 2023**
Noted
9. **Finance**
 - 9.1 **Scribe Accounts System**
Report noted.
 - 9.2 **Bank Balances**
Noted.

9.3 **Receipts and Payments 1 July-29 August 2023**

Noted

9.4 **Creation of a budget for Freedom of Information requests**

It was proposed by Cllr V Davies, seconded by Cllr K Macklin and all agreed that a budget of £1,500 be set for Freedom of Information requests to cover the cost of researching and collating information for such requests.

10. **Policies and Procedures**

10.1 **Pandemic Safe Working Policies**

It was proposed by Cllr Brindle, seconded by Cllr Dengate and all agreed that the Pandemic Safe Working Policy be adopted by Council.

10.2 **Community Engagement Policy**

It was proposed by Cllr Dengate, seconded by Cllr Mclean and all agreed that the Community Engagement Policy be adopted by Council.

10.3 **Health and Safety Policy**

It was proposed by Cllr Mclean, seconded by Cllr Dengate and all agreed that the Health and Safety Policy be adopted by Council.

10.4 **Whole Council Risk Assessment**

This was deferred to the October meeting to allow changes to be made.

10.5 **Vexatious Complainants/Persons Policy**

It was proposed by Cllr V Davies, seconded by Cllr Mclean and all agreed that the renamed Habitual and Vexatious Complainants Policy be adopted by Council.

10.6 **Woodland Management Committee Terms of Reference**

It was proposed by Cllr V Davies, seconded by Cllr Hinder and all agreed to ratify the decision made out of meeting to adopt the Woodland Management Committee Terms of Reference.

11. **Monthly Website Update**

Report noted.

It was proposed by Cllr Dengate, seconded by Cllr Mclean and all agreed to recycle the old office laptops through the Kent County Council Device Recycling Scheme. The motion was carried with 10 for and 1 against.

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

12.1 **Office Staff Report**

Verbal report given by the Clerk.

12.2 **Councillors Reports**

Cllr Hinder reported that he and the Clerk had met the Kent County Council Public Rights of Way Officer regarding installation of motorbike inhibitors and fencing on the footpath adjacent to Yew Tree lodge on Boxley Road, and that the scheme had been approved.

The Walderlade and Lordswood litter picking group had been out on Gleaming Wood Drive and Westfield Sole Road and collected a great deal of litter and other items.

Cllr Hinder proposed a vote of thanks to Cllrs Mclean and Sullivan, the Parish Caretaker and Clerk for the installation of the benches and planters in Sandling. The Clerk asked for volunteers to help with the fixing of the noticeboard and planting the week commencing 11 September. Cllrs Sullivan and Hinder volunteered and the Clerk would liaise with them to finalise a day.

12.3 **KALC Representative**

No report as no meeting had been held.

12.5 Grove Green Community Hall Representative

Cllr V Davies reported that everything was going well and the kitchen refurbishment had been completed.

12.6 Sandling Village Hall Representative

Cllr Hinder asked about the quotation from Landscape Services for the vegetation clearance. The Clerk said that the quotation had been received but she did not have contact details for who to send it to. Cllr Hinder would forward on his contact.

12.6 Vinters Valley Nature Reserve Representative

Cllr Brindle said that she had attended a management meeting. A new chairman, Ben Kirby had been elected. There were concerns about the decrease in the bat population and fledgelings. This was likely due to the disastrous weather conditions earlier in the year. They were looking at new ways to record to show the decrease. A new BPC representative was required. Cllr Mclean put himself forward and this was unanimously agreed.

12.7 Parish/Police Liaison Meeting Representative

Cllr Hinder reported that no meeting had been held.

13. Grant Applications

None on this Agenda.

14. Walderslade Woodlands

14.1 Walderslade Woodlands Committee Report

It was propose by Cllr Bryant, seconded by Cllr I Davies and all agreed that the decision made by the Woodland Management Committee to engage company 2 for the 3 yearly tree inspections be ratified.

The reports on damaged fencing and quotations was noted. It was proposed by Cllr Dengate, seconded by Cllr Mclean and all agreed that a budget of £2,070 be set for the Longwood fencing repairs. The other repairs needed, listed in items 2 and 3, would be circulated for decision once quotations had been received.

It was agreed that signs warning of tree removal due to ash dieback should be placed on the website to inform the public.

15. Sandling

Report noted. Cllr V Davies thanked Cllrs Sullivan, Mclean the Parish Caretaker and Clerk for their hard work in completing the installation of the noticeboard, benches and planters.

16. Newsletter

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed that a quarterly newsletter be produced. Distribution would be by using the mediums BPC already has, noticeboards, community alert, Facebook and website. Cllr Bryant would come into the office to show how to pay Facebook to put items into residents newsfeeds. Cllrs Bryant and Macklin would form a working group for the Newsletter.

17. 80th Anniversary of D-Day

It was agreed that BPC would look at purchasing a beacon for the lighting ceremony which will be the focal event nationally. Locations discussed were the Allotment site at Dove Hill and Weaving Heath. The Clerk would obtain prices.

18. Matters for Decision

None on this Agenda

19. Correspondence

A thank you letter had been received from Bearsted PC for the donation towards the summer play scheme.

20. **Matters for Information**

None on this Agenda.

21. **Items for Next Agenda**

Noted

22. **Meetings**

Next Meeting Monday 2 October 2023 at Beechen Hall.

The draft meetings Agenda for 2024-25 was looked at. The Clerk was asked to see if a Parish Council meeting at the European School of Osteopathy could be added.

It was proposed by Cllr V Davies and all agreed that items 23-26 would be taken in the confidential section without members of the press and public present as listed on the Agenda and not as per item 4 on the Agenda.

Confidential Section

23. **Personnel matters**

Minuted separately under confidential minutes.

24. **Vexatious People**

a. **Chairman's report on progress with the Monitoring Officer**

Minuted separately under confidential minutes

b. **Engaging a Solicitor for advice and possible legal action**

Minuted separately under confidential minutes

c. **Report on escalation of complaints and next measures**

Minuted separately under confidential minutes

d. **Other matters for decision.**

Minuted separately under confidential minutes

25. **Grove Green Public Meeting**

Minuted separately under confidential minutes

26 **Governance/Boundary review**

Minuted separately under confidential minutes

Meeting closed at 9.38 pm.

Signed as a correct record of the proceedings.

Chairman Date