



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: Heidi Pearson

Finance Assistant: Nichola Carter

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Annual Meeting of the Parish Council will be held on Wednesday 8 May 2024 at 7.30pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU.

Declarations of Acceptance of Office will be signed at the beginning of the meeting before any business is transacted.

1. Election of Chairman.

To elect a Chairman and receive their Declaration of Acceptance of Office.

2. Election of Vice-Chairman

To elect a vice-chairman and receive their Declaration of Acceptance of Office.

3. Apologies and absences

To receive and accept apologies for absences.

4. 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.

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

6. To Appoint Representatives to External Bodies

7. Minutes of the Parish Council Meeting 3 April 2023 - Decision

To consider the minutes and if in order sign as a true record (pages 3-6) .

8. Matters Arising From the Minutes

9. Crime Report and Police Issues

Crime report. See report (pages 7).

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.

10. Draft Minutes of Recent Committee Meetings

The following have been previously circulated:

10.1 Environment Committee Meeting 8 April 2024.

11. Finance

11.1 Bank Account totals (Page 7-8)

11.2 Receipts and payments 18 March 2024 – 26 April 2024 (Pages 25-31)

12. Policies and Procedures

- 12.1 Standing Orders – (separate attachment) – amendments made (Page 8)
- 12.2 Communications Press and Media Policy – amendments made (pages 8-14)
- 12.3 Code of Conduct – new draft model – Separate attachment and (page 14)
- 12.4 Code of Conduct Complaints – (pages 14-15)
- 12.5 Lobbying and Predetermination - no change (Pages 15-17)
- 12.6 Civility and Respect Pledge – new (Pages 17-18)
- 12.7 Finance and General Purposes Committee Terms of Reference (Page 18-19)
- 12.8 Personnel Committee Terms of Reference (Page 19-20)
- 12.9 Estates Committee Terms of Reference (Page 20-23)

13. **Monthly Website update** (no update for this Agenda).

14. Reports from Boxley Parish Councillors/Office

- 14.1 Office Staff report (Page 23)
- 14.2 Councillors reports
- 14.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish
- 14.4 KALC representatives
- 14.5 Grove Green Community Hall representative
- 14.6 Sandling Village Hall Representative
- 14.7 Vinters Valley Nature Reserve Representative
- 14.8 Parish/Police Liaison Meeting Representative
- 14.9 Any other reports

15. **Declaration of Power of General Competence** (Pages 23-24)

16. **Cluster Meetings**

17. **Matters for Decision**

18. **Correspondence**

To consider any received.

19. **Matters for Information**

- 19.1 Report on Navigating the implications of a Local Authority's Developers' Charter and Overturned Local Plans (Page 24)
- 19.2 To consider any received.

20. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 24 May 2024.

21. **Meetings**

Next Meeting Monday 3 June 2024.

Confidential Section

22. **Personnel matters**

Verbal report to be given at the meeting

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 29 April 2024

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.