



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

Beechen Hall, Wildfell Close, Walderslade,
Chatham, Kent ME5 9RU.

☎ 01634 861237

✉ clerk@boxleyparishcouncil.gov.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 a meeting of the Parish Council will be held on 8 June 2026 at Sandling Village Hall, Sandling Lane, ME14 3EF at 7.00pm.

1. **Apologies and absences**
To receive apologies for absences.
2. **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.
3. **Motion to exclude the press and public from the meeting for all items in the Confidential Section**
4. **Minutes of the Parish Council Meeting 6 May 2026**
To consider the minutes and if in order sign as a true record
5. **Matters Arising from the Minutes**
6. **Councillor Co-Option**
Applications will be made available to Councillors by email in advance of the meeting, and on the day of the meeting in paper form if not received previously.
7. **Committee Membership**
8. **Crime Report and Police Issues**
See report

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.

9. **Draft Minutes of Recent Committee Meetings**
The following have been previously circulated:
 - 9.1 Environment Committee Meeting 11 May 2026
 - 9.2 Estates Committee 18 May 2026
10. **Finance**
 - 10.1 Bank Balances
 - 10.2 Receipts and Payments. 1- 30 April 2026
 - 10.3 To note the Internal Auditors reports
 - 10.4 To approve the signing of the Annual Governance Statement by the Chairman and the Clerk.
 - 10.5 To approve the signing of the Accounting Statements by the RFO and Chairman.
 - 10.6 To consider the final report from the Internal Auditor

11. Policies and Procedures

- 11.1 Communications Press and Media Policy – rewrite
- 11.2 Identity Badge Policy - no change
- 11.3 Asset Register Policy – amended
- 11.4 Recording of Meetings Policy – new

12. Reports from Boxley Parish Councillors/Office

- 12.1 Office Staff report
- 12.2 Councillor's reports Please advise if you have reports to make.
- 12.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish
- 12.4 Kent County Councillor Report
- 12.5 KALC representatives
- 12.6 Grove Green Community Hall representative
- 12.7 Sandling Village Hall Representative
- 12.8 Vinters Valley Nature Reserve Representative
- 12.9 Any other reports

13. Sandling

14. Lidsing

15. Cluster Meetings

16. Community Resilience Planning

17. Grant Applications

- 17.1 Application from the Heart of Kent Hospice

18. Maidstone's Big Day Out

19. Formation of a Communications Working Group/Committee

20. Woodland Management Committee

21. Boxley Parish Council - Five Year Plan

22. Representation at Medway Local Plan's Review Hearing

23. Matters for Decision

- 23.1 Donation of a laptop to Vinters Valley Nature Reserve

24. Correspondence

To consider any received

25. Matters for Information

26. Items for Next Agenda

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 25 June 2026.

27. Meetings

Next Meeting Monday 6 July 2026 at Beechen Hall at 6.30pm.

CONFIDENTIAL SECTION

28. Personnel Matters

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 3 June 2026

In accordance with policy the meeting should close no later than 8.30 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.