



# Boxley

## PARISH COUNCIL

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

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**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 December 2025 at Sandling Village Hall, Sandling Lane, ME14 3EF at 6.30pm.**

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 7 October 2025**

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 Vacancies**

Councillors to consider filling committee vacancies.

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 Woodland Management Committee 26 November 2025

9.2 Environment Committee Meeting 10 November 2025

9.3 Finance and General Purposes Committee 17 November 2025

9.4 Estates Committee Meeting 17 November 2025

10. **Finance**

10.1 Bank Balances

10.2 Finance General – Verbal report to be given.

10.3 Receipts and Payments. 1- 30 November 2025

10.4 Draft Long term investment strategy

10.5 Draft Budgets for Personnel Committee, Finance and General Purposes Committee, Estates General and Estates Beechen Hall.

**11. Policies and Procedures**

- 11.1 Financial Regulations - Modifications from previous meeting made
- 11.2 Policies and Procedures Review Schedule – Updated
- 11.3 Safeguarding Policy
- 11.5 Working from Home policy (Cllr Thompson)
- 11.6 Chairman's Hand Over Policy and Pack. Proposal from Cllr Thompson that this is implemented in good time in advance of the AGM. To include reference to all committees and employed posts.

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

- 12.1 Office Staff report
- 12.2 Councillor's reports
- 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 Governance Review**

- 16.1 **A thank you to Grove Green and Weaving Residents for their support in the recent Community Governance Review – item proposed by Cllr Sullivan**

**17. Boxley Parish Council - Five Year Plan**

**18. Matters for Decision**

None on this Agenda

**19. Correspondence**

To consider any received

**20. Matters for Information**

**21. Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 6 January 2025.

**22. Meetings**

Next Meeting Monday 19 January 2026 at Beechen Hall at 6.30pm.

**CONFIDENTIAL SECTION**

**23. Personnel Matters**

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 3 December 2025