

Minutes of the Boxley Parish Council Meeting held at Weaving Village Hall on the 13 April 2026 at 6.30pm

Councillors Present: S Thompson (Chair), A Adams, V Jones, N Zand, V Kellaway, I Davies, R Dines, J Akehurst, A Brindle, P Mclean, P Sullivan, C English and J Sampangi together with Mrs D Baylis – Parish Clerk Kent County Councillor Spencer Dixon and 6 members of the public

1. **Apologies and absences**
None, all Councillors present.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.
3. **Motion to exclude the press and public from the meeting for all items in the confidential section.**
It was proposed by Cllr V Jones, seconded by Cllr S Thompson and all agreed that members of the public be excluded from all items in the confidential Section.
4. **Minutes of the Parish Council Meeting 2 March 2026**
The minutes were deferred for corrections to be made.
5. **Matters Arising From the Minutes**
None.

It was proposed by Cllr Jones, seconded by Cllr English and all agreed to move item 11.4 to this point in the meeting.

11.4 Kent County Council Representative

Spencer Dixon reported that the Bearsted Road scheme was on schedule. He had attended the Planning Healthier Communities meeting at MBC and the MBC cabinet meeting regarding the Lidsing development. The aim is now to achieve the least bad outcome for residents. There are early talks on 20mph zones and he welcomed feedback from all involved. His opinion was that they were good outside schools and on high streets but in other areas should be very carefully considered. KCC have received some money from the Government for bus service improvements. KCC will be looking at the rural areas which suffer most from limited services. He is getting a briefing on the 21st April on the A229 scheme. Following this he will be arranging a meeting with the officer and BPC so that any questions can be asked. Cllr Mclean said that he would forward information following an incident on Provender Way/Blacksmiths Drive where a car had hit a house. He was not sure what could be done to make this road safer. Spencer Dixon said that he would look into it.

ACTION: Cllr Mclean to forward information about the incident to Spencer Dixon.

6. **Co-option of New Councillors to fill 2 vacancies.**
No applications received.
7. **Committee Membership**
It was proposed by Cllr S Thompson, seconded by Cllr V Kellaway and all agreed that Cllr Sullivan would join the Environment Committee.
8. **Crime Report and Police Issues.**
No update.

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.

Martin Copes from Weaving Village Hall thanked the Council for the grant for the painting work. It was much appreciated. The hall has antimicrobial door plates and door handles and hall users have seen a vast improvement on sickness rates. The old chairs from the hall had been donated to an organisation in Ashford.

9. Draft Minutes of Recent Committee Meetings

- 9.1 Environment Committee meeting 16 March 2026
Noted.
- 9.2 Finance and General Purposes Committee 23 March 2026
Noted.
- 9.3 Estates Committee 23 March 2026
Noted.

10. Finance

10.1 Bank Balances

Noted.

10.2 Finance General

Report noted. The Clerk was making the final end of year transfers. The Precept had been received and would be transferred into the BPC savings account. Cllrs Thompson and Davies had both received telephone calls from CCLA confirming the transfers made into the investment account.

10.3 Receipts and Payments 1-31 March 2026

Noted.

10.4 Quotations for Business Tenders

The comments from the Internal Auditor were noted. It was proposed by Cllr English, seconded by Cllr Jones and all agreed that tenders would no longer be presented blind but put forward for consideration in their entirety in a part 2 decision. A vote was taken with 9 for, 1 against and 2 abstentions. The motion was carried.

11. Policies and Procedures

11.1 Committee Terms of Reference

It was proposed by Cllr English, seconded by Cllr Thompson that the Committee Terms of Reference be adopted. Cllr Jones was not in support of the Woodland Management Committee Terms of Reference. A vote was taken with 9 for, 1 against and 2 abstentions. The motion was carried and the Terms of Reference for the Estates, Environment, Finance and General Purposes and Woodland Management Committees and Long Term Investment Working Group were adopted.

11.2 Communications Press and Media Policy

It was agreed to defer this to the next meeting to allow for a rewrite of the policy. It was agreed to name the Facebook page for Grove Green, Boxley Parish Council Grove Green Edition.

ACTION: Clerk to redraft policy

11.3 Complaints Policy

It was proposed by Cllr Thompson, seconded by Cllr English and all agreed that the policy be amended to specify Chair of the Parish Council and an addition made to cover complaints made against the PC Chairman or Vice-Chairman. The amended policy to go to the HR adviser OMNY for comment. The motion was agreed by all.

ACTION: Clerk to make amendments and send to OMNY

11.4 Vexatious Complaints Policy

It was proposed by Cllr Thompson, seconded by Cllr English and agreed with 1

abstention that the policy be adopted with the incorporation of the Local Government and Social Care Ombudsman and Information Commissioners Office office into the document and item 2 Principles from the AI rewrite to be inserted at the top of the existing policy plus all minor corrections presented.

ACTION: Clerk to amend policy and publish.

11.5 **Freedom of Information and Environmental Information Policy**

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed that the Freedom of Information and Environmental Information Policies be adopted.

11.6 **Councillor Allowance Scheme for publication on the Website**

Cllr English reported that the Remuneration Panel had been meeting at MBC and parishes had been invited to make representations. It was proposed by Cllr Akehurst, seconded by Cllr Brindle and all agreed to put BPC's scheme forward with the addition that whilst BPC would like to pay a childcare allowance it not permitted by current legislation. The Clerk was asked to add Lobbying to a future agenda.

ACTION: Clerk to add lobbying to a future agenda. Clerk to amend Councillor Allowance Scheme document for the website.

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

12.1 **Office Staff Report**

Report noted. The OMNY system was not yet operational. Cllr Akehurst would chase OMNY and find out what was happening with the system. The Clerk clarified that once the end of year accounts were finalised, the Annual Return would be completed. The final Internal Audit would be on the 8th May. All papers would be presented at the June PC meeting for approval and signing.

ACTION: Cllr Akehurst to chase OMNY for a start date and training for staff.

12.2 **Councillors Reports**

Cllr Thompson asked that anyone who had not signed the Safeguarding register do so to confirm that they have read the policy.

12.3 **Borough Councillor Reports**

No reports made.

12.5 **KALC Representative**

Cllr Brindle had attended the last meeting which was held in Headcorn. There had been a presentation on the Gypsy and Traveller DPD. She would try and obtain the slides from the presentation and circulate them to Councillors and get them onto the Environment Committee meeting Agenda if received in time.

ACTION: Cllr Brindle to try and obtain the slides from the presentation and circulate them to Councillors and get them onto the Environment Committee meeting Agenda if received in time.

12.6 **Grove Green Community Hall Representative**

Cllr Mclean said that he had concerns over the future of the hall if the current hall Chairman stood down.

ACTION. Cllr Mclean to keep BPC informed.

12.7 **Sandling Village Hall Representative**

Nothing to add to the report made at the preceding Annual Parish Meeting.

12.8 **Vinters Valley Nature Reserve Representative**

Nothing to add to the report made at the preceding Annual Parish Meeting.

12.9 **Any other reports**

Cllr Mclean raised the issue of the removal of many bins in Mote Park. Cllr English replied that MBC were unable to clear the large number of small bins and that this had

been causing issues. The existing bins are filling up in 6-8 hours. There might be some capacity for more bins and he asked Cllr Mclean to let him know locations where these might be needed.

ACTION: Cllr Mclean to send Cllr English the locations of where bins were needed and Cllr English to look at adding more bins.

13. **Sandling**

Cllr Kellaway raised the problem of smell from the nearby motorway. Cllr English said that he could ask for air quality monitoring. He asked that Cllr Kellaway let him know the locations of where this might be needed.

ACTION: Cllr Kellaway to send Cllr English the locations of where air quality monitoring was needed and Cllr English to see if monitoring could be done at these locations.

14. **Lidsing**

No updates for this meeting.

15. **Cluster Meetings**

No meetings held.

16. **Community Resilience Planning**

Cllrs English and Thompson had a meeting scheduled with Southern Water regarding the water outages last year. Councillors were asked to let them have any concerns they wished to raise at this meeting.

17. **Maidstone's Big Day Out**

Cllr Kellaway had been trying to organise a guided walk in Sandling but was not having a lot of success in finding a guide. She would be happy to support another initiative.

Cllr Brindle reported that Vinters Valley Nature Reserve would be taking part again as they had such a good response last year.

18. **Five Year Development Plan**

Cllr Kellaway would send out the current plan to Councillors for final comments.

ACTION: Cllr Kellaway to send current 5 year plan to Councillors for final comments.

19. **Matters for Decision**

None.

20. **Correspondence**

None received.

21. **Matters for Information**

None put forward.

22. **Items for Next Agenda**

None raised.

23. **Meetings**

The next meeting would be on 6th May 2026 at 6.30pm.

The Clerk left the meeting at 9.30

24. **Chairs report on complaints received and advice from KALC**

25. **Personnel Matters**

Actions

- **Chairman** to draft and circulate the A229 / Sandling objection letter and send it once members had reviewed the wording.
- **Chairman** to circulate written recommendations arising from the complaints and

governance issues raised.

- **Personnel Committee** to continue complaint investigations with Omni HR input.
- **Personnel Committee** to progress revised appraisal documentation, quarterly review arrangements and performance improvement planning.
- **Council / Personnel Committee** to review policies, terms of reference and future written reporting arrangements.
- **Officers / IT support** to continue work on website support arrangements.

Meeting closed at 10.50 pm.

Signed as a correct record of the proceedings.

Chairman Date