



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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It has not been possible, due to limitations on this website to include some documents.
Copies can be obtained by contacting the parish office. The parish council apologies for
any inconvenience caused.

To Parish Councillors, members of the public and press.

7 May 2013

Members are hereby summoned and notice is given that the **Annual Meeting of the Parish Council** will be held at **Beechen Hall, Wildfell Close, Walderslade ME5 9RU** on **Monday 13 May 2013**, commencing at 7.30pm when it is proposed to transact the following business:

- | | Time guide |
|---|------------|
| 1. Apologies and absences. | (7.30) |
| To receive and accept apologies for absence. | |
| 2. Declaration of Interests or Lobbying. | (7.31) |
| Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. | |
| 3. Election of Chairman. | (7.33) |
| To elect a Chairman and receive their Declaration of Acceptance of Office. | |
| 4. To Elect a Vice-Chairman. | (7.35) |
| 5. To Appoint Committees. | (7.37) |
| See attached report (page 3). | |
| 5.1. Environment Committee. | |
| 5.2. Estates Committee. | |
| 5.3 Finance and General Purposes Committee (to be appointed after item 6.3). | |
| 5.4 Financial Scrutiny Committee | |
| 6. To appoint Committee Chairmen and Vice-Chairmen. | (7.45) |
| See attached report (page 3). | |
| 6.1 Environment Committee. 6.2. Estates Committee | |
| 6.3 Finance and General Purposes Committee. | |
| 7. Appoint Representatives to External Bodies. | (7.55) |
| See attached report (page 3). | |
| 8. Inspection of Deeds and Trust Documents. | (8.03) |
| Originals are stored at the Solicitors; copies can be made available at the meeting. | |
| 9. Minutes of the Parish Council Meeting of 8 April 2013. | (8.04) |
| To consider the minutes of the meeting and if in order to sign as a true record (pages 3-6). | |
| 10. Matters Arising From the Minutes. | (8.06) |
| 10.1 Minute 2521/5.2 Speedwatch: see report (page 6). | |
| 10.2 Minute 2521/4.2 Cuckoo Wood: Crown Estates been reminded that the response is still outstanding. | |
| 10.3 Minute 2522/12 lorry parking area, Chatham Road: see report (page 6). | |
| 11 Report from the PCSO and Police Issues. | (8.10) |

Crime statistics: see report (page 6).

To adjourn to enable members of the public to address the meeting. (8.20)

12 Draft Minutes of Recent Committee Meetings. (8.30)

For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.

12.1 Environment Committee meeting 8 April 2013 (pages 7).

12.2 Environment Committee meeting 15 April 2013 (pages 7-10).

12.3 Estates Committee meeting 16 April 2013 (pages 10-13).

13 Finance. (8.36)

13.1 To note payments made out of meeting 09.04.13 – 07.05.13 (pages 16-17).

13.2 To note receipts for the period 01.04.13 – 07.05.13 (pages 18-19).

13.3 Account balances as at 07.05.13 details to be supplied at the meeting.

13.4 To authorise payments of accounts (list to be supplied at meeting).

13.5 Financial standards reminder (page 13).

13.6 Annual Audit for year end 31.03.13: Details enclosed in members folders and also placed on noticeboards etc.

14 Land at Sandy Lane, Boxley. (8.45)

Should any confidential information be received and which the parish council needs to be discuss, the Chairman will move to exclude the public and press for the duration of the item, see report (page 13).

15 Policies and Procedures Review. (8.55)

Complaints re Code of Conduct see report (page 13 - 14).

16 Matters for Decision. (9.00)

To consider attendance at meetings etc. see list (page 14).

17 Reports from Borough and County Councillors. (9.06)

To allow councillors to report and discuss matters affecting the parish.

18 Reports from councillors/office. (9.16)

Representatives who attended any meeting on behalf of the parish council are invited to give a brief summary.

19 Matters for Information. (9.20)

To receive a list of information received (page 14-15).

20 Next Meeting. (9.25)

Monday 3 June 2013 at the European School of Osteopathy, Boxley ME14 3DA.

Councillor requests for agenda items are to be submitted no later than 3 May 2013.

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
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.

**Reports and paperwork of the Annual Meeting of the Parish Council
Monday 13 May 2013.
Members are reminded that the Chairman will assume that this supporting
documentation has been read prior to the meeting.**

Item 5. To Appoint Committees. *Purpose of report; to make appointments.*

- 5.1. Environment Committee, up to 10 members.
- 5.2. Estates Committee, up to 10 members. Cllr Waller has informed the parish office that she no longer wishes to stand for this committee.
- 5.3 Finance and General Purposes Committee, up to 8 members. Membership is made up of chairmen and Vice chairmen of the parish council and committee with at least one independent councillor.
- 5.4 Financial Scrutiny Committee. *Clerk's comment. This committee was set up to provide an independent scrutiny of the Council's financial controls and recommend improvements where identified. After operating for 4 – 5 years it is apparent that it is in fact only duplicating the work currently undertaken by the Parish Councillor audit and the Finance and General Purposes Committee. The Committee should meet a minimum of twice a year but it is difficult to time such meetings to ensure that other work is not delayed. In view of the above members' views are sought on whether the committee should continue in its current format. One of its responsibilities is to annual review of the effectiveness of the system of internal control but this work can be undertaken by the Finance Committee.*

Item 6. To appoint Committee Chairmen and Vice-Chairmen

Boxley Parish Council appoints its Committee chairmen and vice chairmen at the annual meeting of the parish council. This is to ensure that there is a quorate at the Finance and General Purposes Committee that meets the following week. Until the appointment of chairmen and vice chairmen it is not possible to finalise the membership of the Finance and General Purposes Committee.

Item 7 Appoint Representatives to External Bodies.

The current organisations and post holders are:

Grove Green Community Association

Kent Association of Local Councils

ACRK

Sandling Village Hall (2 Trustees)

Vinters Valley Nature Reserve (Trustee)

Boxley Warren LNR

Mid Kent Steering Group

Cllr Vic Davies

Cllr Wendy Hinder, Cllr Bob Hinder and Cllr Ivor Davies (reserve).

Cllr Ivor Davies

Cllr Waller and Cllr Ivor Davies.

Cllr Vic Davies

Cllr Tony Harwood

Cllr Smith

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the parish councillor relevant committee agenda.

Item 9. Minutes of the Meeting of the Parish Council held at Tyland Barn, Tyland Lane, Sandling on Monday 8 April 2013, commencing at 7.35 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mrs Wendy Hinder, Mrs K Macklin, Mr K Perry, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor Butler and two members of the press/public.

1. Apologies and absences.

Cllr T Harwood (holiday), Cllr Bob Hinder (meeting), Cllr Holmes (work) and

Cllr G Smith (unwell).

1. **Declaration of Interests or Lobbying.**

Members **noted** the reminder about the need to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

Cllr Spain declared a pecuniary interest in item 8 and would leave the meeting if there were any confidential discussions or decisions.

2. **Minutes of the Parish Council Meeting of 4 March 2013.**

The minutes of the meeting were **agreed** and **signed** as a correct record.

3. **Matters Arising From the Minutes.**

4.1 Minute 2514/5.2 Speedwatch: **noted** that a second course will be arranged and that current sites were being reassessed due to changes in the guidance of where volunteers could stand.

4.2 Minute 2514/5.4 Cuckoo Wood land valuation: **noted** that a response was awaited from Crown Estates.

5 **Report from the PCSO and Police Issues.**

Noted and received the crime statistics. Cllr Wendy Hinder notified members that she had involved the PCSO in dealing with parking at the dropped kerb on Boxley Road.

The meeting was adjourned at 7.40pm to allow a member of the public to brief members on a recent Sandling Residents Association meeting which raised concern about litter in the village especially at the lorry park. The Clerk offered to liaise with the association if they experienced any problems arranging a litter pick. The issue of campers in Cuckoo Wood was also raised and it was noted that the PCSO and other agencies had been involved and the situation was being monitored. The meeting reconvened at 7.45pm.

6 **Draft Minutes of Recent Committee Meetings.**

Noted and Received:

6.1 Environment Committee meeting 18 March 2013.

6.2 Finance Committee meeting 20 March 2013.

7 **Finance.**

7.1 **Noted** the payments made out of meeting 05.03.13 – 31.03.13. Appendix A.

7.2 **Noted** the receipts for the period 26.02.13 – 31.03.13. Appendix B.

7.3 **Noted** the account balances as at 31.03.13. Appendix C.

7.4 Authorised the payments of accounts presented at the meeting. Appendix D.

8 **Land at Sandy Lane, Boxley.**

As no confidential information was being received or sensitive decisions being taken the meeting remained open to the press and public. Due to limitations in the physical surroundings Cllr Spain did not leave the meeting but took no part in the item.

8.1 **Noted** the update from the Working Group.

8.2 Discussion took place on the use and the name of the land. It was proposed from the Chair and **unanimously agreed** that **the land is to be used for allotments**. It was proposed by Cllr Wendy Hinder, seconded by Cllr Dengate, and **agreed** that the area be called **Boxley Parish Council Allotments – Dove Hill**.

9 **Parish Councillor Vacancy.**

The Chairman formally notified the meeting of the resignation of Cllr Perry. The Clerk then briefed members on the process for filling the vacancy. In the following discussion, it was agreed that ideally this should be by a South Ward resident if there were suitable applicants. Cllr Perry's local knowledge, particularly of Grove Green, had been invaluable. Various publicity ideas were then considered. The Chairman would review the information that is supplied to interested parties. **Action Clerk, office and Chairman.**

10 Policies and Procedures Review.

- 10.1 Standing Orders: **agreed** no change necessary as the document was still fit for purpose.
- 10.2 Terms of Reference of Committees: **agreed** that:
 - The Finance Committee would be renamed **Finance and General Purposes Committee**.
 - The inclusion of the following concluding phrase in the Terms of Reference of all committees: **"The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee"**.
- 10.3 Financial Regulations: **agreed** a change to regulation 11.3 so that it now reads *"Parish Councillor Allowances, **staff salaries and PAYE/NI contributions** can be paid by standing order or BACS as approved by the parish council"*.

11 Matters for Decision.

None submitted for consideration.

12 Reports from Borough and County Councillors.

Borough Councillor Butler reported on an issue concerning MBC inspection of play areas; the Clerk confirmed that there was currently no problem in Boxley parish. It was noted that MBC had passed its new dog fouling legislation.

Cllr Wendy Hinder notified members of the concern over the litter and other refuse at the lorry park on (Old) Chatham Road which were becoming a health issue and that she had been in contact with MBC. It was **agreed** that letters should be sent from the parish council to the relevant departments in MBC and T&MBC, copied to the Sandling RA and Aylesford PC. **Action office.**

Cllr Hinder gave a brief report to members on the Maidstone Studios parking issue at Grove Green and notified them that a fuller report was being submitted to the Environment Committee.

13 Reports from councillors/office.

- 13.1 Cllr Brooks notified members that she had attended the Vinters Valley Nature Reserve AGM and that Cllr Vic Davies had been elected as Chairman of the Trust. The Chairman congratulated Cllr Davies on behalf of members. It was **noted** that a 'Four Seasons' DVD had been produced by the Trust which Cllr Brooks had placed in the parish office for members to view if they wished.
- 13.2 The Chairman gave a report on the well-attended KFAS (Kent Federation of Amenity Societies) London Hub Airport Conference on 22/3/13 at County Hall. All the subsequent speakers had noted that the opening briefing by the Mayor of London's aviation adviser had concentrated on possible economic advantages to the county, and these were debatable, with scarcely a mention of the inevitable massive environmental damage of the various proposals.
- 13.3 Cllr Dengate reported that he had attended a very useful KALC Planning Training conference where concern was raised about large scale housing developments being put forward for AONBs. The Clerk confirmed that a full report had been supplied to Environment Committee members and various issues identified at the training day would be brought to the agenda for further discussion.

14 Matters for Information.

Noted

- 14.1 Boxley Warren and other Events calendar.
- 14.2 Kent Wildlife Trust – Wild Kent issue Spring 2013.
- 14.3 Clerks and Councils Direct issue March 2013.
- 14.4 KALC Minutes of Maidstone Area Committee.
- 14.5 ACRK – Oast to Coast issues Spring 2013
- 14.6 Report from Cllr Smith concerning the Mid Kent Steering Group meeting on 21/03/13.

- 14.7 The 2nd "Meet Your Commissioner" Event – 24 April 2013.
- 14.8 Openness and transparency on personal interests: A guide for councillors (England).
- 14.9 ACRK Rural News issue 127.
- 14.10 Kenward Trust. Thank you letter for the donation.

The Chairman on behalf of the parish council and community thanked Cllr Perry for the 13 years dedicated service he had given the parish and he would be greatly missed. Cllr Wendy Hinder thanked Cllr Perry for his service on the Environment Committee.

15 **Next Meeting.**

Monday 13 May 2013 at Beechen Hall, Wildfell Close.

Meeting closed at 8.58 p.m.

Item 10 Matters Arising From the Minutes *Purpose of item: information.*

Item 10.1 Speedwatch.

All Speedwatch sites plus a new site at Beechen Bank Road have undergone reassessment and the relevant paperwork will be produced by Speedwatch. Some training has taken place and someone needs to volunteer to coordinate and arrange dates etc.

Item 10.3 Minute 2522/12 lorry parking area, Chatham Road.

Response from MBC "Currently we visit/cleanse this area 3 times a week and last year we installed larger wheelie bin sized litter bins to deal with the issue of lorry drivers' related waste. I have also asked KCC to ensure that the grass along this verge is mowed more regularly (this provide an opportunity for both MBC and TMBC to remove the waste). But I will speak to cleansing teams to today to ensure that the areas of land that we cleanse are visited".

Item 11. Crime figures for Boxley 21/03/2013 to 20/04/2013. *Purpose of report; information.*

Theft.

10/04/2013 Boxley Road, Chatham, Theft of Lead Flashing.

02/04/2013, Brockbank Close, Walderslade, Chatham, Theft of a Push Bike from an insecure garage.

Theft from a motor vehicle.

27/03/2013, Grovewood Drive (South) Weavering, Theft of an industrial compressor, left in the road behind a van.

Attempted Theft.

31/03/2013, The Street, Boxley, Attempt theft of sheep.

Burglary

01/04/2013, Weavering Street, Weavering, items from a garage.

Item 12. Draft Minutes of Recent Committee Meetings. *Purpose of item: To receive.*

Item 12.1 Minutes of the Environment Committee on Monday 8th April 2013 at Tyland Barn, Tyland Lane, Sandling commencing at 8.59 p.m.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr K Perry, Mrs A Spain, Mr A Springate, and Mrs M Waller together with the Clerk.

1. Declaration of Interests or Lobbying.

There were no declarations.

2. Apologies and absences

Cllr B Hinder (meeting) and Cllr D Holmes (work).

The meeting was not adjourned as no members of the public were present.

3. **Planning Applications and Appeals for Consideration**

MA/13/0332 – Variation of condition 7 of application MA/10/2037 (demolition of two existing exhibition buildings and existing pavilion and erection of one integrated exhibition building with function rooms and ancillary accommodation including new washrooms) to allow a change from a BREEAM GOOD rating to a BREEAM PASS rating at Astor Pavilion, Kent County Showground, Detling Hill, Detling.
Noted.

MA/13/0038 – Erection of a single storey side extension (amendments to MA/12/1939) at 12 Olivine Close, Walderslade, ME5 9NQ

*It was **agreed** to defer until the next meeting to allow for the previous paperwork to be consulted.*

MA/13/0389 – Application for a new permission to replace an extant planning permission for B1 and B2 development to include the renewal of the extant reserved matters approvals for plots 6, 7 & 8 (MA/01/0249/05, MA/01/0249/06 and MA/01/0249/07 respectively) at Eclipse Park, Sittingbourne, Kent
Do not wish to object however concern was raised about the B1 & B2 classifications and the Clerk was asked to look into it.

MA/13/0283 – Variation of condition 2 of application MA/10/2037 (demolition of two existing exhibition buildings and existing pavilion and erection of one integrated exhibition building with function rooms and ancillary accommodation including new washrooms) to allow minor material amendments to the building omitting the external structural beams at Kent County Showground, Detling Hill, Detling, Maidstone.
Noted.

4. **Next Meeting.**

Next Environment meeting 15 April 2013 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.04 pm.

Item 12.2 Minutes of the Environment Committee on Monday 15th April 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.32 p.m.

Councillors present: Mrs W Hinder (Chairman), Mr B Hinder, Mrs P Brooks, Mr I Davies, Mr P Dengate, Mr K Perry, Mr A Springate and Mrs M Waller together with the Clerk.

1. **Apologies and absences**

Cllr Holmes (work) and Cllr Spain (unwell).

2. **Declaration of Interest or Lobbying.**

No declarations were made.

3. **Minutes of the Meeting of 11th March 2013.**

The minutes were **agreed** and **signed** as a correct record.

4. **Matters Arising From Minutes.**

4.1 Minute 2506/4.7 Maidstone Studios: The chairman updated members with the information that she was in contact with MBC and would also be contacting KCC about using the interactive traffic signs to warn of an event at the studios. It was suggested that Maidstone Studios could contact the AA about event signs.
Action: chairman.

- 4.2 Minute 2520/9.2 Quad bikes: Members were notified that this was in hand and a couple of designs for creating a pinch point would be submitted to the residents and MBC to get their opinions. **Action: Clerk.**
- 4.3 Minute 2520/12 Community Infrastructure Levy: No response to the request to have this on the KAPC Area Committee has yet been received. **Action: Clerk to chase.**

The meeting was not adjourned as no members of the public were present.

5. **Planning Applications and Appeals for Consideration.**

5.1 MA/13/0038 – Erection of a single storey side extension (amendments to MA/12/1939) at 12 Olivine Close, Walderslade. *Do not wish to object.*

5.2 MA/13/0369 – Part garage conversion, pitched roofed front porch, and shower room extension with flat roof at 1 Meadowdown, Weavering. *Do not wish to object.*

5.3 MA/13/0389 – Application for a new permission to replace an extant planning permission for B1 and B2 development to include the renewal of the extant reserved matters approvals for plots 6, 7 & 8 (MA/01/0249/05, MA/01/0249/06 and MA/01/0249/07 respectively) at Eclipse Park, Sittingbourne, Kent. *Do not wish to object.*

5.4 MA/13/0396 erection of steel railings and entrance gates to existing front wall at 5 Bracken Hill, Walderslade. *Do not wish to object.*

5.5 MA/13/0405 First floor front extension at 15 Greensands, Walderslade. *Do not wish to object.*

5.6 MA/13/0409 First floor extension over garage at 1 The Medlars, Grove Green. *Do not wish to object.*

5.7 MA/13/0421 Erection of single storey rear extension at 22 Horseshoe Close, Weavering. *Do not wish to object.*

5.8 MA/13/0430 Alterations and extensions at Riverside Cottage, Sandling. *Do not wish to object.*

5.9 MA/13/0436 Amendment to MA/11/2111 (demolition of existing buildings and redevelopment to provide a new builders merchant, trade counter units along with vehicular storage, access, service road and parking) being the repositioning of building and parking area and alterations including rearrangement of windows, canopy and entrance ramp at Cleansing Services Group, Forstal Road. *Do not wish to object.*

5.10 MA/13/0452 Erection of single storey rear extension at 14 Forestdale Road, Chatham, Kent. *Do not wish to object.*

Office to send the applicant a construction traffic management information leaflet. **Action: office.**

5.11 TA/0028/13 Tree Preservation Order application: TPO No 1 of 1969: application for consent to fell one willow, 3 sweet chestnut and one ash tree, coppice one group of sweet chestnuts and prune back one sweet chestnut by approximately 2-2.5m at 6 Sandstone Rise, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

5.12 TA/0042/13 Conservation area notification of intention to crown lift 2 Yew over highway to give clearance of 5m and crown reduce 12 Yew by 15% at Yew Trees House, The Street, Boxley.

Do not wish to object defer to the views of the Landscape Officer.

6. **Planning Applications and Appeals Decisions**

6.1 MBC Planning Committee Chairman response to issues raised by comments at his meeting when application MA/12/1629 was considered: It was **agreed** that the response received did not address certain issues and that a Freedom of Information request would be submitted to MBC to ascertain the cost of the referral to the MBC Planning Committee. **Action: Clerk.**

6.2 Planning responses made by the Environment Committee: Members considered the suggestions in the report and **agreed;**

- If the committee's request for a condition is not included in the planning officer's recommendation then members' of the MBC Planning Committee would be individually notified of the request for the condition and asked to ensure it is included in any permission.
- Whilst each planning application will be considered on its own merits where possible the Environment Committee will try to ensure that residents are fully aware of the strict planning regulations that exist. The parish council's planning leaflet to be reviewed to ensure it provides an accurate explanation.
- MBC will be approached to suggest that as part of the officer and Borough Councillor planning training it would be valuable to have a presentation from a parish council to explain where it fits into the system.

Action: Clerk.

6.3 Bredhurst Nursery application to vary condition 11 [*to allow use by teams other than football teams based in the parishes of Bredhurst or Boxley*] of MA/04/1503. APPLICATION WITHDRAWN BY PLANNING INSPECTORATE, **noted.**

6.4 Proposed construction of 2 classroom extension and internal alteration etc. at St John's CofE Primary School, Grove Green. GRANTED, **noted.**

7. **Neighbourhood Development Plans.**

7.1 An update on the current situation and Cllr Dengate's report were **received.** It was **agreed** that the site submission land and a questionnaire for committee members to give comments on each site would be issued. Cllr Davies would collate the responses and present the information to the working group. It was **noted** that a meeting of the working group followed after this meeting. **Action: Clerk and Cllr Davies.**

7.2 Erosion of green spaces, ancient woodland, water issues etc. Members' **noted** the problem in getting MBC to agree to consider areas for classification as Local Green Space. Cllr Dengate highlighted the need to get involved in the movement to protect existing areas. It was **agreed** that CPRE and ACRK newsletters would be provided to committee members so that they could give suggestions for publicity and parish council involvement. **Action: Councillors and office.**

8. **Volunteer Groups.**

Reports were received from;

Rob Burrows, WWG Chairman: including a briefing on KCC's query on the right of the group to work in the woodlands. It was **noted** that the group were working with the Clerk to prove the existence and extent of the previous permission.

Cllr Bob Hinder, Friends of Boxley Warren Chairman: including details of a planned reptile walk and the purchase of more equipment.

9. **Highways and Byways.**

9.1 2013/14 planned highway works: **Noted** no large scale works have been scheduled in the parish.

9.2 The Chairman highlighted the problems of potholes along Harp Farm Road and Cllr Dengate informed members' that the Boxley Village entrance sign had been knocked down again. Councillors were encouraged to report such problems directly to KCCH&T. **Action: All councillors.**

10. Policy and procedures review.

- 10.1 Sale of public Land Policy: **Noted** KCC will be reminded that there is an agreement that no land would be sold without consultation with the parish council. **Action: office.**
- 10.2 BPC Planning information leaflet: **Noted** the review had been deferred to the next meeting.

11. Matters for information.

- 11.1 KCC street lighting: The proposals regarding switching off lights were **noted**.
- 11.2 Planning Conference 23/03/13: The report from Cllr Dengate was **noted**.
- 11.3 **Noted** MBC's approached to Yalding Parish Council for it to take over the cleaning responsibilities for the Yalding recycling centre.
- 11.4 Noted the office had produced an updated register of listed buildings in the parish.

12. Next Meeting.

Next full environment meeting 20th May 2013 at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 7th May 2013.

The Chairman thanked Cllr Perry for his sterling work as a member of the committee and wished him well.

Meeting closed at 9.06 p.m.

Item 12.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 16 April, 2013 at 7.30pm.

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies, Mr P Dengate, Mr B Hinder Mr P Sullivan, Mr G Smith, Mrs M Waller together with the Assistant Clerk.

1. Declarations of Interest and Lobbying

There were none.

2. Apologies and absence.

None

3. Minutes of Previous Meeting 12th February, 2013.

The minutes of the meeting were **agreed**

4. Matters Arising From Previous Minutes.

- 4.1 Minute 2510/4.1 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. Members **noted** the Clerk's report.
- 4.2 Minute 2510/4.2 Carbon Footprint/Insulation – Members **received** the clerk's report on ceiling insulation and **agreed** for quotes to be obtained from a contractor to be considered when setting next year's budget in October. Cllr Dengate requested that the quote should not include loose lay insulation as this can be problematic if additional work is required in the loft space. Members then considered the rest of the report and asked for the following points to be investigated.
- 1.5 Lighting of the outside of the Hall – To obtain costs for adding infra-red lighting on the CCTV cameras and explore the costs for PIR on the external lighting and potential costs for replacing existing lamps for low energy ones.
- 1.6 Car park lights – Members requested the office obtains advice and quotes for upgrading existing lights.
- 1.7 Hall heating – Members requested the office look at the costs for installing an auxiliary pump for the heating system that will enable all radiators to function at their full capacity. Another request was to look at the possibility of an enclosure at the front of the hall.

1.9 Water – Members requested further investigation and costs for collecting rainwater from the roof of the hall and recycling it back through the tank for flushing the toilets, known as 'grey' water.

Items under 4.2 are to be actioned by the office for consideration at the October meeting for 2014-15 budget.

- 4.3 Minute 2510/4.3 Caretaking at Beechen Hall – Members **noted** the Assistant Clerk's report that two new caretakers had been employed at Beechen Hall and had completed their training period and had settled in well.
- 4.4 Minute 2510/4.4 – Beech Tree in closed churchyard. Members **received** the report and **noted** that the office has yet to meet contractor on site to ascertain the cost for removing the dead branch. They **agreed** that this could be approved out of meeting between the Chair and Vice Chair. **Action office**
- 4.5 Minute 2510/5.2 – Yew Tree and damage to listed wall Boxley churchyard. An application has been submitted to MBC for permission to fell the tree. Members **agreed** for a quote to be obtained from the contractor dealing with the trees at Beechen Hall, which could be dealt with out of meeting between the Chair and Vice Chair. **Action office.**
- 4.6 Minute 2511/9 General budget Oiling of wooden seats. Members **noted** that this has been further delayed due to cold weather.
- 4.7 Minute 2511/9 Hall budget Xplair Fan. Members **noted** this had been cancelled due to the replacement cooker and installation of an extraction unit.
- 4.8 Minute 2512/11.2 Padded Seats Risk Assessment. Members **received** and **noted** the clerk's report and **agreed** to purchase fire retardant spray and protective clothing and for the chairs to be sprayed. **Action office /caretakers.**

As there were no public present the meeting was not adjourned.

- 5. **Induction Hearing Loop** – Members **received** the Clerk's report and after much discussion agreed to form a working group comprising Cllr Vic Davies, Cllr Ivor Davies, Cllr Paul Dengate and Cllr Geoff Smith who will draw up a requirements list for this project and submit to the committee for approval. The Council will invite specialist companies to provide a demonstration and quotes. **Action working group/office.**
- 6. **Sandy Lane land** – Cllr Bob Hinder informed members that the working group were try to resolve the issue of storing the engineer's materials whilst working at the site. The scouts hut has been deemed suitable and contact is being made via the office. It is anticipated that they should have answers by Thursday 18th April. Cllr Hinder thanked Medway Valley Countryside Partnership and John Brooks for their help with removing the big oak.
- 7. **Assistant Clerk's Report.**
 - 7.1 Hire fees were **received** and **Noted** for Feb/Mar with a comparison for the same period in the previous year
(Brackets indicate income over same period previous year).

	2012/2013	2011/2012
Casual	£1,869.00	(£2,281.09)
Regular	<u>£5,413.53</u>	<u>(£3,532.62)</u>
Total	£7,282.53	(£5,813.71)
Cumulative figures for		
Casual		£14,934.72
(£12,188.22)		
Regular	<u>£23,231.92</u>	<u>(£18,844.34)</u>
Total	£38,166.64	(£31,032.56)

Cllr Bob Hinder requested the profit and loss report to be included on the June agenda.

8. **Replacement Cooker and Extraction Hood at Beechen Hall** – Members **received** and **noted** the Assistant Clerk's report and initial estimates for replacing the cooker and installing an extraction unit. After some discussion it was decided that as there was one estimate missing and the two remaining quotes were not 'like for like' a new specification would be drawn up and sent to companies to enable the quotes to show the cost of a cooker, extraction unit, including installation, associated costs and time frame for the job. Members **agreed** to ask the Finance Committee to release funds for this project (approximately £7,500) from the contingency budget; Pre-planning advice has been sought from MBC and a decision if planning permission is required is still awaited. Members **agreed** for quotations to be circulated out of meeting through members of the committee for decision. It was also suggested that the Assistant Clerk should inform regular hirers of any disruption the installation may cause.
9. **Parish Council Annual Property Review**
 - 9.1 **Cobbled Path across Boxley Green.** Members **received** two quotes for repairing the path and agreed one of them. A request to the finance committee for funds to be released from the contingency budget will be made at the next finance meeting. **Action Office.**
 - 9.2 **Report on the condition of parish council open spaces** – Members **received** and **noted** the clerk's report.
10. **2013/14 Budget**

Members considered the following projects and agreed the following:

General Budget

White Lining around the car park The Assistant Clerk provided a quote for this project which together with the purchase of paint can within the £300.00 budget. The contractor will be contacted to arrange a date to carry out the work. **Action office.**

Leaf Clearing – The Assistant Clerk gave a verbal report on the issues of clearing the leaves from Beechen Hall and then gave members a couple of options for clearing them over the course of the year. Members **agreed** both options were too prohibitive in cost. After discussion Cllr Ivor Davies suggested costs were obtained for hiring a leaf clearing machine so that these can be considered for 2013/14 budget. The current budget is for £100.00 and members suggested that a couple of compost bins are constructed using this budget. **Action Office**

Defibrillator – Members **received** the clerk's report and **agreed** to purchase an automatic unit from St John's Ambulance and **agreed** to the on-going costs which will be built into future years budgets. A request to the finance committee will be made to fund this purchase. **Action Office**

Utility Bills – Members **received** and **noted** the Clerk's comments on the rise of future utility bills and that the original forecast budgets may be too conservative, in view of recent prolonged cold weather and additional usage of the hall. It was **agreed** that a request will be made to the Finance Committee to vire across contingency funds for any shortfall later in the year.

11. **Review of Policies and Procedures.**
 - 11.1 Business Continuity Plan – Members received this document and Cllr Paul Dengate had some suggestions, however as the meeting had been extended by half an hour there would not be enough time to finish the agenda. Members therefore agreed to Cllr Dengate forwarding his comments to the Assistant Clerk and for it to be returned to the agenda in June for consideration..
 - 11.2 Discounts for Children's Clubs – Members **agreed** the Assistant Clerk's recommendation of no change to this policy.

12. **Matters for Decision**

12.1 Displaying Dog Waste signs at WDJO. Cllrs Davies will replace existing signs which have been torn down with new self-adhesive ones at the orchard. **Noted**

13. **Matters for Information**

Members **noted** that a task day (Thursday 18 April, 2-4pm) organised by Mike Philips in conjunction with Cllr Harwood at WDJO to move scrub, logs and other useful wildlife habitat from a site that is about to be developed to the orchard .

14. **Date of Next Meeting.**

Tuesday 11th June, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.35pm

Item 13. Finance. Purpose of item: Information.

13.5 Financial standards reminder. Members are reminded that they should not sign blank cheques or authorisation letters, they needed to check invoices against cheques when signing and cheques stubs needed to be initialised by both signatures. They also need to keep their register of interest updated.

Item 14. Land at Sandy Lane. Purpose of item: Information and decision.

The transfer of land at Dove Hill, Sandy Lane I snow nearing completion and a report on the various clauses etc. will be separately submitted to members due to its confidential cover.

Item 15. Policies and Procedures Review Purpose of item; consideration and decision. Clerk comment: There have been no change to legislation or any guidance since this procedure was last agreed so it is suggested that it is still fit for purpose.

Boxley Parish Council attempts to always work in an open and accountable way. While it is recognised that there may occasionally be complaints against individual Parish Councillors, in order to be fair to members, the Parish Council will not publicly acknowledge such a complaint until the independent Maidstone Borough Council Monitoring Officer decides that there is a case to investigate. The Parish Council will take no action that interferes with the investigation or which may inflame the situation. It has however no control over what the complainant makes public.

If a member or officer of the Parish Council receives a complaint that may fall within the Code it shall be immediately passed on to the Clerk or Chairman/Vice-Chairman for referral to the MBC Monitoring Officer.

On receipt of a complaint the Chairman* will write a **confidential** briefing note to all councillors simply stating that Councillor X is the subject of a complaint which has been referred to the Monitoring Officer. In the interests of fairness the issue/complaint will not be discussed at any Parish Council meeting.

If the Monitoring Officer decides to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken. The issue/complaint will not be discussed at any Parish Council meeting and it is up to Councillor X whether he/she wishes to have the complaint acknowledged publicly as unfounded.

If the Monitoring Officer notifies the Parish Council of a decision to further investigate the complaint, the Chairman* will write a **confidential** briefing note to all councillors stating this. The issue/complaint will not be discussed at any Parish Council meeting** however the Chair and Vice Chair will draft a press release in case the complaint becomes public.

The press release will stick to the facts and not comment on the actual complaint. If subsequently the Monitoring Officer's decision is to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken.

On notification that the Monitoring Officer considers that there is substance to the complaint, which is when it is likely that the complaint will become public, the Chairman* will again write a briefing note to inform all councillors of the situation. Advice will be sought from the Monitoring Officer on whether the issue should be acknowledged as an item at the next Parish Council Meeting. The Parish Council (and individual councillors if approached) will stick to the facts and not comment on the actual complaint. The press release will be reviewed and, if necessary, released.

At the conclusion of the investigation the Parish Council will prepare, if necessary, another press release acknowledging any decision made by the Monitoring Officer. A draft of this press release will be supplied to all councillors. If it is felt necessary an emergency Parish Council meeting will be arranged.

*or if necessary the Vice-Chairman or Clerk.

** If there is a recommendation from the Monitoring Officer that Councillor X or the Parish Council might require some training then the Parish Council will need to discuss generalities (i.e. need for and cost of training) but specifics of the complaint/decision will not be discussed.

Item 16. Matters for decision *Purpose of item; information and decisions.*

- 16.1 ESO Graduation Ceremony at All Saints Church, Maidstone Friday 5th July 2013 at 13.00 hrs (IHD e-mail 09/04/13).
- 16.2 Civic parade and service - Sunday 19 May 2013 (e-mail 18/4/13 & 22/4/13). Cllr Ivor Davies is unable to attend.
- 16.3 KALC training. The Kent Association of Local Councils COUNCILLORS' CONFERENCE will take place on Saturday 13 July 2013 at Petham village hall, just outside of Canterbury. Registration begins at 9:00AM with refreshments so that the Conference may begin at 9:30AM. Buffet lunch will be provided. Price £72.00 inclusive of VAT to Member Councils. There is a conference and then councillors choose a module to attend.

Item 19. Matters for information. *Purpose of report; information.*

- 19.1 Medway NHW Spring 2013 newsletter.
- 19.2 KALC Area Committee, Minutes for April meeting (e-mail 10/04/13)
- 19.3 Open Space Society newsletter Spring 2013 (e-mail 11/04/13).
- 19.4 ACRK Rural News 128 (e-mail 17/04/13).
- 19.5 Kent Police & Crime Commissioner newsletter April 2013 (circulated to members 23/4/13)
- 19.6 Water meters will start to be installed in the Lordswood and Walderslade areas in July 2013 (e-mail 24/04/13).
- 19.7 2011 Census profile for Boxley Parish is available from the parish office or on the KCC website.
- 19.8 **Celebrating Boxley Warren Update for Boxley Parish Council – April 2013 Progress and Events in last 3 months**
The last three months has seen the consolidation of the Friends of Boxley Warren and their practical task days as well as additional practical work taking place in the wooded area of Boxley Warren.
Activities undertaken up to April 30th, 2013:
 - Plan and deliver one youth event with 41st Medway Scouts – attended by 13 people
 - Four Boxley Warren Action Days – three of which were led by Friends of Boxley Warren independently. The weekend events are proving to be better attended.

10th January

26th February – led by MKDCP and attended by 10 people

10th March

14th April

- One Reptile Ecology and Monitoring course run by Kent Reptile & Amphibian Group attended by 10 people on 27th April.
- Additional glades created in secondary woodland at the eastern end of Boxley Warren.
- First heritage events took place.

Planned Activities in the next 3 months

- At least 3 Boxley Warren Action Days (3 led by Friends of Boxley Warren)
- Meeting of Friends of Boxley Warren – 15th May
- Practical event with 41st Medway Scouts
- At least 2 weekend archaeology/heritage events to take place. 11th, 12th, 18th, 19th May
- Butterfly course – 21st July
- Develop interpretation strategy
- Purchase of tools and training for Friends of Boxley Warren

Expenditure

Activities

£560.00

Reptile Course

£250.00

Reptile Course refreshments

£4.25

Scout Event

£300.00

4 x Boxley Warren Action Days

£262.27

Promote, co-ordinate and lead x 1

£200.00

Refreshment expenses

£62.27

Glade Creation

£1365.00

First heritage payment

£821.04

Additional LiDAR

£220.00

TOTAL

£3222.56

A full copy of the accounts for the project is held at the Boxley Parish Council office

Total spent so far: £23,004.28

Total Budget: £56,526.00

19.9 CPRE Kent Voice.