

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



Clerk – Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks
Tel – 01634 861237
E-mail – Clerk@boxleyparishcouncil.org.uk

Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 25 November 2013

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **St John's School, Provender Way, Grove Green ME14 5TZ** at 7.30pm on **Monday 2 December 2013**, when it is proposed to transact the following business:

- | | |
|--|----------------------|
| | Time guide
(7.30) |
| 1. Apologies and absences.
To receive and accept apologies for absence. | |
| 2. Declaration of Interests or Lobbying.
Members are required to declare any interests, dispensations or lobbying on items on this agenda. | (7.31) |
| 3. Minutes of the Parish Council Meeting of 4 November 2013.
To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | (7.33) |
| 4. Matters Arising From the Minutes.
4.1 Minute 2586/4.1 Community Chest: A decision on the applications is expected.
4.2 Minute 2587/12.2 Vacancy on the governing body of St John's School. | (7.35) |
| 5. Report from the PCSO and Police Issues.
To consider any report or information received. | (7.40) |
| To adjourn to enable members of the public to address the meeting. | (7.45) |
| 6. Draft Minutes of Recent Committee Meetings.
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
6.1 Estates Committee meeting 29 October 2013 (pages 5-6).
6.2 Environment Committee meeting 4 November 2013 (pages 6).
6.3 Environment Committee meeting 11 November 2013 (pages 6-10).
6.4 Finance Committee 12 November 2013 (page 10-11). | (8.00) |
| 7. Finance.
7.1 To note payments made out of meeting 05.10.13 – 25.11.13 (page 12-17).
7.2 To note receipts for the period 29.10.13 – 25.11.13 (page 17-19).
7.3 Account balances as at 25.11.13 (page 19).
7.4 To authorise payments of accounts (list to be supplied at meeting).
7.5 Members are reminded that they should not sign blank cheques or authorisation letters, the need to check invoices against cheques when signing and that cheque stubs need to be initialised by both signatories. Applications for dispensation must be submitted to the Clerk. | (8.08) |
| 8. Dove Hill Allotments.
To receive an update. | (8.13) |
| 9. Policies and Procedures Review.
Vision and business plan, see report (pages 20-23) | (8.25) |

- 10 **Wildfell Close Enabling Development.** (8.35)
To consider the submission of the planning application, see report (page 23).
- 11 **Matters for Decision.** (8.50)
To consider attendance at meetings etc.
- 12 **Reports from Borough and County Councillors.** (8.40)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 13 **Reports from councillors/office.** (8.52)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
13.1 KALC AGM, see report (page 23).
13.2 KALC Maidstone meeting (page 23).
- 14 **Matters for Information.** (9.00)
14.1 South East Water Resources Update issue Autumn 2013.
- 15 **Next Meeting.** (9.01)
Monday 27 January 2014 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 20 January 2014.

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application; minute 2575/9.2 laptop access by members of the public, return to agenda when office ready to trial.

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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 2 December 2013.**

The Chairman will assume that these have been read prior to the meeting.

Item. Minutes of the Meeting of the Parish Council held at the European School of Osteopathy, Boxley, on Monday 4 November 2013, commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mr A Springate, Mrs A Spain and Mr P Sullivan together with the Assistant Clerk, Borough Councillor Derek Butler and 2 members of the public/press.

1. Apologies and Absences.

Mr T Harwood (Meeting), Cllr M Waller (Holiday) and Mr D Holmes (Absent)

2. Declaration of Interests or Lobbying on Items on this Agenda.

No declarations made.

3. Minutes of the Parish Council Meeting of 7 October 2013.

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

4. Matters Arising from the Minutes.

4.1 Minute 2574/4.1 Community Chest: **noted** that arrangements are in hand for the panel to meet.

4.2 Minute 2575/10.3 MBC call answering service: a reply to the Chairman's letter was circulated and **noted**. In discussion, members **agreed** that response times were improving but that was a poor strategic decision to go live with this service without first piloting it at a time of staff shortages.

5. PCSO's Report and Police Issues.

Members **noted** that a new PCSO had been appointed but had yet to take up duties in the parish. In the absence of a PCSO there was no updated crime report available.

The meeting was adjourned at 7.45pm to allow a member of the public to request additional dog fouling signs for the Bluebells Estate. The meeting reconvened at 7.48pm

6. Rural Fire Safety Project

A short presentation on rural fire safety, fire hydrants and open water resources was received from Chris Wheal of the Kent Fire & Rescue Service. He explained the speed with which a fire can spread and the importance of a readily available water supply from hydrants or other sources. Due to staff cuts and a lack of resources, KF&RS were seeking help from parish councils and the public at large to report damage to hydrant covers or their location signs. In answer to a question, he confirmed that work was still in progress on an interactive map for this purpose but that maps were available from KALC. After further questions, the Chairman thanked Mr Wheal for his very informative talk. However, as we did not wish burden the office with more work, we would await the interactive map overcoming its teething problems before seeking volunteers from the public to 'adopt a hydrant'. He did however undertake to ensure that the relevant phone number for reporting damage was publicised. **Action: Office**

7. Draft Minutes of Recent Committee Meetings.

7.1 Environment Committee meeting 14 October 2013: **received** and **noted**.

7.2 Estates Committee meeting 15 October 2013: **received** and **noted**.

7.3 Estates Committee meeting 29 October 2013: minutes not yet available and therefore deferred to the next meeting.

8. Finance.

8.1 Payments made out of meeting 08.10.13 – 28.10.13: **Noted**.

8.2 Receipts for the period 31.09.13 – 28.10.13: **Noted**.

8.3 Account balances as at 28.10.13: **Noted**.

8.4 Payment of accounts due: **Authorised.**

8.5 Signing of the MBC Parish Funding Agreement by the Chair and Vice-Chair: **Authorised.**

9. **Dove Hill Allotments.**

Cllr Bob Hinder gave members a progress report and stated that the fencing contract had been let with a likely commencement date of 18 November, 2013. He had now completed pegging out the plots with the help of Cllr Ivor Davies and John Brooks. The working group was now engaged on soliciting tenders for installing the on-site water-lines, finalising the application and allocation procedure for plots and agreeing the advertisement for the Boxley Parish Mail and notice-boards. He also reported that the recent severe storms had caused no damage; and that the electricity company had finished their work on the pylon in the adjacent woodland. Negotiations were now in hand with MBC and UK Power Networks for replacement fencing along the eastern the boundary.

10. **Annual Competency Reviews.**

Members **received** the Chairman's report on the competency reviews and unanimously **agreed** the following **statement of competence**:

"Boxley Parish Council and its committees, having undertaken their annual review of their management practices and working methods, considers that decisions are made in an open and accountable way and that the public can:

- a) Understand how a decision was reached;**
- b) Monitor the work of the parish council; and**
- c) Recognise that the parish council is acting legally and fairly".**

Members **noted** that the office intended henceforth to produce a generic competency review that would carry forward from year to year with separate annual reports from each committee on new and previously identified weaknesses and remedial action proposed or taken.

11. **Policies and Procedures Review.**

Freedom of Information & Records Management Policy. Members unanimously **agreed** to minor changes to the text together with this new name for the erstwhile Freedom of Information and Document Retention Scheme.

12. **Matters for Decision.**

12.1 Police Parish Forum meeting Thursday 21 November 2013. Office to send apologies. **Action: Office**

12.2 Vacancy on the governing body of St John's School. The Chairman stated that he hoped that the parish council would continue to be represented. After discussion, one member expressed interest but was concerned about the degree of personal commitment needed, particularly during the working day. The latter they would discuss with their employer.

Cllr Brooks left the room while the following item was taken.

12.3 KALC Community Awards Scheme. This item was taken in confidence at the end of the meeting. There were two nominations for the award from councillors, who each made a presentation on their candidate. A vote was then taken and the successful nominee's name will be forwarded to KALC.

Boxley Parish Council recognises the contributions that all community volunteers make to the quality of life in the parish and it was grateful there was an opportunity to recognise this. **Action: Office.**

13. **Reports from Borough and County Councillors.**

Borough Cllr Derek Butler explained the difficulties MBC are facing in delivering the Local Plan and drew attention to the challenge from Boughton Monchelsea PC. The

root of the problem was that any deviation from the central government figures would have to be evidence-based. He also said that he was aware of concerns that MBC are spending disproportionately more money on Maidstone Town Centre than on the rural areas and that he was impressed by the parish council's allotments project.

Borough Cllr Wendy Hinder referred to her written report listing her on-going action regarding lorries parking on Old Chatham Road, fly-tipping in Tesco's car park and cars on the verge outside Sandling Village Hall.

14. Reports from councillors/office.

There were none.

15. Matters for Information.

Received and Noted

- 15.1 Mid Kent Downs Countryside e-bulletin
- 15.2 Kent Police Rural News issue Autumn 2013
- 15.3 Meet the Commissioner Event, Wednesday 6.11.13 in Tonbridge
- 15.4 CPRE Kent Voice Autumn/Winter edition 2013.
- 15.5 KALC Parish News issue 372. Members attention is directed to the lead article on the Sustainable Communities Act.
- 15.6 Roundwood – Email exchange Clerk/KCC
- 15.7 ACRK Rural news issue 132
- 15.8 Open Space magazine issue Autumn/Winter
- 15.9 Minutes of Boxley Warren LNR Management Committee meeting 18.10.13
- 15.10 Kenward Trust – Autumn/Winter Newsletter/invitation to AGM on 19.11.13
- 15.11 Maidstone Wind Symphony – Remembrance Concert 9.11.13

16. Next Meeting.

Monday 2 December 2013 at St John's School, Provender Way, Grove Green ME14 5TZ.

Meeting closed at 9.33 p.m.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of report; information.*

Item 6.1 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 29 October 2013 at 7.33pm.

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands, Mr G Smith, Mr P Sullivan, together with the Clerk.

1. Declaration of Interest or Lobbying

Cllr Hinder notified members that he had met with a contractor on site but was not aware if the company was one of the tenders.

2. Apologies and absence.

None as all members were present.

As no members of the public or press were present it was deemed unnecessary to propose to exclude them.

3. Allotment Tender Fencing.

It was confirmed that four councillors had signed the request to revisit the previous decision.

Discussion took place on: the revised tender spreadsheet; the need for the council to be prudent with public money; need for references; possible payment retention; guarantee etc.

Due to the timeline needed for the installation of the fence it was agreed that a company would be chosen along with a reserve as any offer would be conditional on a number of issues including a deadline for the work to be completed. Cllr Hinder proposed that the **contract be awarded to Tender 3 (J Dowle Fencing) with Tender 7 as the reserve.** Cllr Dengate seconded the proposal which was **unanimously agreed.**

Meeting closed at 8.00pm

Item 6.2 Minutes of the Environment Committee on Monday 4 November 2013 at the European School of Osteopathy, Boxley, commencing after the Parish Council Meeting.

Councillors present: Mrs W Hinder Chairman, Mrs P Brooks, Mr I Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands, Mrs A Spain, Mr A Springate together with the Assistant Clerk.

1. **Apologies and absences**
Cllr Waller (holiday) Cllr Holmes (Absent)
2. **Declaration of Interest or Lobbying.**
None

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

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

MA/13/1693 An application for proposed loft conversion and additional garage at 13 Sylvan Glade, Walderslade, Chatham, Kent, ME5 9PW.

Wished to see refused for the reasons set out below but do not wish the application to be reported to the planning committee:

- *Considers this to be over development for the size of the plot.*
- *Will have a detrimental impact on the street scene.*

MA/13/1700 An application for the variation of condition 3 of MA/11/1965 through the omission of the word 'timber' to allow the use of self-coloured material for weatherboarding at the Land at Penhurst Close, Grove Green, Kent.

Do not wish to object

MA/13/1712 Conversion of barn to single residential unit including garage building and demolition of redundant agricultural buildings and associated works at Court Lodge Farm, The Street, Boxley, Maidstone, Kent, ME14 3DX.

We are saddened by the loss of farm buildings but do not wish to object

TA/0140/13 Tree Preservation Order application: TPO No. 1 of 1969: an application for consent to reduce crown by approximately 30% (and height by 4m) of 1 cherry tree and 3 hornbeams and reduce crown by approximately 30% (and height by 5m) of one oak tree at 1 Olivine Close, Walderslade, Chatham, Kent, ME5 9NQ.

Make the following comments but defer to the Landscape Officer's view:

- *Whilst we defer to the Landscape Officers view we would like it noted that the trees are not on the applicants property.*

4. **Next Meeting.**

Monday 11 November at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.52 pm.

Item 6.3 Minutes of the Environment Committee on Monday 11 November 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr P Dengate Mr B Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Assistant

Clerk and 6 members of the public.

1. **Apologies and absences**

Cllr Spain (unwell) Cllr Holmes (absent).

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

Members, declared that they had been lobbied on:

- MA/13/1760

Cllr Dengate notified members that he had an interest in MA/13/1797 as a resident living near the site.

3. **Minutes of the Meeting of 14 October 2013.**

The minutes were, with a slight amendment, **agreed** and **signed** as a correct record.

As there were members of the public present with regards to the planning application MA/13/1797 the Chairman agreed to bring forward Item 5 and take this application first

The meeting was adjourned at 7.35pm to allow residents to speak on this application. They thanked the committee for their comments which supported their views. Advice was given for them to set up a petition with at least 100 signatures, a facebook page (similar to LWAAG Lordswood against asbestos group) to gain support not just from Maidstone residents but from those residing in Medway close to the site, who will also be affected by the proposed development.

The meeting was reconvened at 8.05pm when the rest of the planning applications were taken.

4. **Matters Arising From Minutes.**

4.1 Minute 2577/4.1 Lordswood bike barriers: **received** the clerk's report that the barriers had been installed. The Assistant Clerk reported that a resident had sent in photographs showing the installation was not quite the standard it should be. MBC confirmed that due to inclement weather they had encountered difficulties and these would be rectified. A final inspection will be made by an MBC Officer. **Action MBC.**

4.2 Minute 2577/4.3 Vegetation removal Grovewood Drive South: Members noted the clerk's report. An update was not available in time for the meeting. It was agreed that the Assistant Clerk would chase KCCH&T. **Action office.**

4.3 Minute 2580/10.1 Junction improvements at Lordswood Lane/Gleamingwood Drive: Noted the clerk's report. An update was not available in time for the meeting. It was agreed that the Assistant Clerk would chase KCCH&T. **Action office.**

4.4 Minute 2580/10.2 Pedestrian crossing at Running Horse roundabout. Matter has been reported to KCCH&T. **Noted.** An update was not available in time for the meeting. It was agreed that the Assistant Clerk would chase KCCH&T. **Action office.**

4.5 Minute 2580/10.3 Yellow Lines at Provender Way – The situation has been reported to KCCH&T and MBC have sent a parking warden up to the site. The office is still awaiting a response. **Noted.**

4.6 Minute 2580/13.2 Microchipping for Dogs – Dates are to be confirmed for January. **Noted.**

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

5.1 MA/13/1586 Retrospective application for the erection of a field shelter, fencing and access in connection with the sale of farm produce at the Land West of Harrow Public House, Westfield Sole Road, Boxley.

Wish to see refused. The development is inappropriate in this location, is likely to exacerbate the existing traffic difficulties on this narrow, winding, heavily-used road and, as this is a retrospective application, can already be seen to be very prominent and detrimental to the street scene.

- 5.2 MA/13/1797 Outline Application with all matters reserved to develop the site for residential (approx. 89 dwellings) with open space, access road and biomass heat and power plant at Lordswood Urban Extension, Gleamingwood Drive ME5
Wished to see the application refused and reported to the planning committee. It was agreed the Assistant Clerk would compile a response based on the reasons given at the meeting and email the committee for final approval before submitting to MBC.
- 5.3 MA/13/1760 Erection of detached bungalow at The Three Ashes, Boxley Road, Walderslade ME5 9JG.
Wished to see this application refused and reported to the planning committee. It was agreed the Assistant Clerk would compile a response based on the reasons given at the meeting and email the committee for final approval before submitting to MBC.
- 5.4 MA/13/1821 Retrospective application for provision of enlarged bin store including pergola and fencing, two cycle stores and replacement paved area at 2 – 12 Orache Drive and 1 – 6 Gentian Close Weaving ME14 5UE.
Do not wish to object however the parish council would like to point out that it does not approve of retrospective applications.
- 5.5 TA/0144/13 Tree Preservation Order application: TPO No 1 of 1969: an application to carry out the following work to trees/hedges H1 (Leylandii Cypress Hedge) removal of regrowth, T2 (Cherry Tree) reduce crown by approximately 30% and reduce tree height from 8 metres to 5.5 metres, T3 (Sweet Chestnut Tree) reduce canopy height by 30%, lift canopy to allow 3 metre ground clearance and reduce tree height from 14 metres to 10 metres at 23 Abigail Crescent, Walderslade, ME5 9DZ.
Defer to the views of the Borough Landscape Officer.
- 5.6 TA/0160/13 To carry out tree maintenance on various trees covered by TPO's at 5 Wents Wood, Weaving ME14 5BL.
Defer to the views of the Borough Landscape Officer.
- 5.7 TA/0157/13 Tree preservation order, TPO No.1 of 1969 application for consent to fell 1 No. Hornbeam at 9 Greensands, Walderslade ME5 9DQ.
The parish council does not like to see the loss of a tree, but defers to the views of the Borough Landscape Officer.
- 5.8 MA/13/1746 – Two storey side extension at Lachute, Chatham Road, Sandling ME14 3AY.
Do not wish to object
- 5.9 TA/0159/13 – Tree Preservation Order application: TPO No.1 of 1969: An application for consent to fell one oak tree at 17 Forestdale Road, Walderslade ME5 9NB
The parish council does not like to see the loss of a tree, but defers to the view of the Borough Landscape Officer.
6. **Planning Applications and Appeals Decisions**
MA/13/1160 retrospective application for the installation of two windows to the side elevation and erection of a marquee to rear of Fox & Goose Inn, Weaving Street – GRANTED subject to conditions. **Noted.**
7. **Neighbourhood Development Plans.**
Due to annual leave, contact with companies will be made during late November. **Noted.**
8. **Maidstone Borough Local Plan.**

Members **received** and **noted** a press release from MBC outlining the first tranche of adopted new policies of the local plan. It was suggested that Policy DM8 could be used in the response to MA/13/1797 Lordswood Urban Extension.

9. **Volunteer Groups.**

9.1 WWG report was **received** and **noted**. Cllr Springate mentioned that the end of the footpath to Impton Lane which is heavily used by mums with pushchairs taking their children to school was covered in leaves and quite dangerous.

Action office/WWG.

9.2 Cllr Bob Hinder gave a verbal update for FoBW. The group met on Sunday 10 November and transferred tools and equipment to the newly erected shed at Beechen Hall. The next meeting on Monday 18 November at Beechen Hall will have a guest speaker from the County Archaeological Society.

10. **Highways and Byways.**

10.1 New Cut Road, entrance to playing fields: Cllr Waller requested the footpath is reported as being dangerous and a safety issue for pedestrians due to overgrown brambles and encroaching grass. The footpath is believed to be used quite heavily by school children as a short cut across the playing fields to the nearby school. **Action office.**

Cllr Wendy Hinder reported to KCCH&T a leaning tree opposite The Spinney in Walderslade which appears to have become more dangerous after the storm at the end of October. **Action Cllr W Hinder.**

10.2 Parish & Town Council Highways Survey 2013 – Cllr Dengate (north ward) has completed the survey and has suggested that a Councillor from south ward should also complete it to give a balanced view of the parish. He stated that if there is a conflict in any of the responses these should be brought back to the committee to agree the response. It was suggested that Cllr Vic Davies is approached to see if he was willing to complete the survey with the help of Cllr Hollands if necessary. **Action office/Cllr Vic Davies.**

10.3 Fly tipping Tesco's Car Park, Grove Green – Members **received** the Assistant Clerks report regarding the re-appearance of fly tipping by the recycling and bottle banks at Tesco's car park. Both the office and Cllr Wendy Hinder had notified the enforcement team at MBC, who in turn have spoken to Tesco's. If the problem persists MBC have said they might be able to assist with cameras. It was **agreed** that this would be monitored. **Action office.**

10.4 Street Cleaning –The office had received a complaint from a resident in Sandy Lane with regards to the upkeep of the lane. The office has requested that Sandy Lane is added to MBC's scheduled route for the Mechanical Sweeper. It is next scheduled for Boxley this week and depending on the amount of leaf fall will dictate how long it spends in the parish. **Noted.**

11. **Policy and procedures review.**

11.1 Section 106 wish list, **received** with the addition of the following: Improvements to Gleaming Wood Drive junction with Lordswood Lane by way of appropriate speed restrictions and a pedestrian /cycle track crossing. **Action office.**

12. **2014/15 draft budget.**

Members' considered the draft budget. No future projects were put forward and there were no changes to the budget.

13. **Matters for information.**

There were none.

14. **Next Meeting.**

9 December 2013 at Beechen Hall commencing at 7.30 p.m.

15. **Enforcement and Section 106 updates from MBC.**

None.

Meeting closed at 9.24 pm.

Item 6.4 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 November 2013 commencing at 7.30 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder together with the Assistant Clerk

1. **Apologies and non-attendance.**

Cllr G Smith (unwell) Cllr Wendy Hinder (unwell) and Cllr K Macklin (absent)

2. **Declarations of Interest or Lobbying.**

There were none.

3. **Minutes of the meeting of 10 September 2013.**

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

4. **Matters Arising.**

4.1 Minute 2556/5.4 Parish Services Scheme – **Noted** the agreement was signed by the Chairman at the Parish Council meeting of 4 November.

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

5. **Financial report.**

5.1 Reconciliation of accounts report for 4 November 2013 - **received**. After **noting** a discrepancy of £12.57 in conflicting SCRIBE records of unrepresented cheques, which it was **agreed** the Assistant Clerk would investigate, it was **signed off**.

5.2 Income/Expenditure report as at 4 November 2013 - **received** with members seeking clarification and explanations on various codes. The Assistant Clerk was also asked whether the report could be better tailored to suit the committee's needs with minimum extra effort by the office. **Action office.**

5.3 Investment Bonds - in the light of the press reports of ongoing problems at the Co-op Bank nationally, members **agreed** that the transfer of the proceeds of the expiring Natwest 6 month investment bond into the Co-op general account should be stopped and diverted to a deposit or current account with Natwest. **Action Office.**

5.4 Barclays Bank Account – members **received** and **noted** the Clerk's report. Review of current banking arrangements – conscious of the need to mitigate the risk to council funds, and after due consideration of press speculation on the future of the Cooperative Bank, Cllr Dengate proposed, seconded by Cllr Vic Davies, that £30,000 in addition to the £60,000 be moved from the Co-op General current account to the Barclays current account – **agreed** with 4 in favour and 1 abstention. Cllr Hinder then proposed, seconded by Cllr Brooks, that the remaining balances at the Co-op Bank be moved when practicable and for the office to investigate the possibilities – **agreed** with 3 in favour and 2 abstentions. **Action office.**

6. **Audit**

6.1 Parish Councillor Audit report 2 November, 2013 - **received** and **noted**. The Chairman conveyed his thanks to Cllr Dennis Hollands.

6.2 Independent Auditor's report - **received** and **noted** together with the Clerk's commentary.

7. **Policy and procedures reviews**
 - 7.1 Reviews due deferred to the next meeting due to lack of office time. **Noted.**
 - 7.2 Procedure for considering tenders – Members **received** and **noted** the Clerk's report and Cllr Vic Davies agreed to compile a draft for the committee to consider. **Action Cllr Vic Davies.**
8. **Personnel Matters**

TOIL and leave report **received**. The Chairman commented that the build-up was understandable with the heavy additional burden of work arising from the allotments and other matters. If the Clerk's well-earned leave break exacerbated matters, so be it. He will closely monitor the situation and report if the problem worsens.
9. **Dove Hill Allotments**

Members **received** from Cllr Hinder details of activity to date. Members asked that a fully itemised income and expenditure spreadsheet be circulated to keep track of expenditure on this project. Cllr Hinder then asked about funding for a possible formal opening of the allotments with an appropriate guest of honour. After discussion it was **agreed** that as this was an Estates Committee matter, it should appear on that committee's December agenda. **Action office.**
10. **2014/2015 Budget**

Members considered the F&GP committee's budget, made some minor adjustments and asked for further clarification in some areas. **Action office.**
11. **Grant Requests.**

None received.
12. **Matters for Information.**

Members **received** and **noted** that the Department for Communities and Local Government (DCLG) had laid before Parliament a draft Legislative Order relating to electronic banking.
13. **Date of Next Meeting.**

Tuesday 14 January 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.29 pm.

Item 8.1. Payments for the period 05.10.13-25.11.13

Boxley Parish Council PAYMENTS LIST										
Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
366	Damage waiver current year	07/10/2013	HSBC Beechen Hall	102629	Damage Waiver Deposit	High	Z	250.00	0.00	250.00
367	Hall maintenance	07/10/2013	HSBC Beechen Hall	102630	Hall Maintenance	GJ & SJ Sands Ltd	S	58.00	11.60	69.60
368	Hall maintenance	07/10/2013	HSBC Beechen Hall	102631	Sanitary	Capital Cleaning (Kent) Ltd	S	29.61	5.92	35.53
369	CCTV/alarms maintenance	07/10/2013	HSBC Beechen Hall	102632	CCTV Maintenance	Wizard Systems	S	941.24	188.25	1,129.49
370	Consumables	07/10/2013	HSBC Beechen Hall	102631	Consumables	Capital Cleaning (Kent) Ltd	S	23.00	4.60	27.60
371	Administration	07/10/2013	HSBC Beechen Hall	102633	Miscellaneous	Kent County Council	S	34.89	6.98	41.87
372	Consumables	07/10/2013	HSBC Beechen Hall	102633	Consumables	Kent County Council	S	20.06	4.01	24.07
373	Walderslade Woods Group	07/10/2013	HSBC Beechen Hall	102633	Walderslade Woods - Laminating pouches	Kent County Council	S	9.99	2.00	11.99
374	Electricity bill	07/10/2013	HSBC Beechen Hall	2dd18	Electricity	Southern Electric	S	576.20	115.24	691.44
375	Rates	07/10/2013	HSBC Beechen Hall	2dd19	Rates	Maidstone Borough Council	Z	364.00	0.00	364.00
376	Office rates	07/10/2013	HSBC Beechen Hall	2dd19	Rates	Maidstone Borough Council	Z	156.00	0.00	156.00
377	Administration	07/10/2013	Coop General Account	3dd59	Telephone Bill	British Telecommunications Plc	S	74.01	14.80	88.81
378	Publicity	07/10/2013	Coop General Account	3dd60	Publicity	Mail Publications Limited	X	435.18	54.95	490.13
379	Audit	07/10/2013	Coop General Account	Bacs 7/10/13/KE0037	Auditors Fees	PKF Littlejohn	S	600.00	120.00	720.00
380	Boxley Warren	07/10/2013	Coop General Account	Bacs 7/10/13/2979	Shed	D & R Garden Buildings	X	337.50	97.50	435.00
381	General Maintenance	07/10/2013	Coop General Account	501251	Playground Signs	Arien Signs	S	68.00	13.60	81.60

382	Land at Sandy Lane	07/10/2013	Coop General Account	501252	Gate Installation	Steve Wright	Z	585.00	0.00	585.00
383	Land at Sandy Lane	07/10/2013	Coop General Account	Bacs 7/10/13/1423657	Fencing Materials	Mrs P Bowdery	S	84.75	16.95	101.70
384	Boxley Warren	14/10/2013	Coop General Account	501253	Shed Materials	Steve Wright	S	40.04	8.01	48.05
385	Boxley Warren	14/10/2013	Coop General Account	Bacs 16/1/0/13/4022709	Community Archaeologist	Kent County Council	Z	2,379.15	0.00	2,379.15
386	Hall maintenance	14/10/2013	Coop General Account	Bacs 16/10/13	Carpet Cleaner	Carpet2Clean	Z	180.00	0.00	180.00
387	Hall maintenance	15/10/2013	HSBC Beechen Hall	102635	Bacs payments made from Coop account	Beechen Hall	Z	0.00	0.00	0.00
388	Salaries	15/10/2013	Coop General Account	BACS13/10/PC01	Staff Salary	Mrs P Bowdery	Z	2,045.96	0.00	2,045.96
389	Travel - staff	15/10/2013	Coop General Account	BACS13/10/PC01	Mileage	Mrs P Bowdery	Z	60.71	0.00	60.71
390	Boxley Warren	15/10/2013	Coop General Account	BACS13/10/PC01	Miscellaneous	Mrs P Bowdery	X	214.51	42.90	257.41
391	Administration	15/10/2013	Coop General Account	BACS13/10/PC01	Administration	Mrs P Bowdery	Z	75.64	0.00	75.64
392	PCSO	15/10/2013	Coop General Account	BACS13/10/PC01	Miscellaneous	Mrs P Bowdery	Z	1.55	0.00	1.55
393	Land at Sandy Lane	15/10/2013	Coop General Account	BACS13/10/PC01	Miscellaneous	Mrs P Bowdery	X	24.57	4.91	29.48
394	Publicity	15/10/2013	Coop General Account	BACS13/10/PC01	Miscellaneous	Mrs P Bowdery	Z	20.00	0.00	20.00
395	Salaries	15/10/2013	Coop General Account	BACS13/10/PC036	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
396	General Maintenance	15/10/2013	Coop General Account	BACS/13/10/PC05	Staff Salary	MS D Davies	Z	20.24	0.00	20.24
397	Chairman's allowance personal	15/10/2013	Coop General Account	BACS/13/10/PC06	Chairmans Allowance	Mr I Davies	Z	37.28	0.00	37.28
398	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC07	Councillor Allowances	Mr V Davies	Z	43.00	0.00	43.00
399	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC08	Councillor Allowances	Mr P Dengate	Z	43.00	0.00	43.00
400	Salaries	15/10/2013	Coop General Account	BACS13/10/PC02	Staff Salary	Mrs M Fooks	Z	674.76	0.00	674.76
401	Wages	15/10/2013	Coop General Account	BACS13/10/PC02	Wages	Mrs M Fooks	Z	449.84	0.00	449.84
402	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC09	Councillor Allowances	Mr T Harwood	Z	43.00	0.00	43.00

403	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC10	Councillor Allowances	Mr R Hinder	Z	43.00	0.00	43.00
404	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC11	Councillor Allowances	Mrs W Hinder	Z	43.00	0.00	43.00
405	Publicity	15/10/2013	Coop General Account	BACS13/10/PC04	Downs Mail	Mrs L Lake	Z	40.00	0.00	40.00
406	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC12	Councillor Allowances	Mrs K Macklin	Z	52.40	0.00	52.40
407	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC14	Councillor Allowances	Mr G Smith	Z	43.00	0.00	43.00
408	Wages	15/10/2013	Coop General Account	BACS13/10/BH01	Staff Salary	Mrs M Smith	Z	476.51	0.00	476.51
409	Publicity	15/10/2013	Coop General Account	BACS13/10/BH01	Downs Mail	Mrs M Smith	Z	60.00	0.00	60.00
410	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC15	Councillor Allowances	Mrs A Spain	Z	43.00	0.00	43.00
411	Councillors allowance/PAYE	15/10/2013	Coop General Account	BACS13/10/PC17	Councillor Allowances	Mrs M Waller	Z	43.00	0.00	43.00
412	Wages	15/10/2013	Coop General Account	BACS13/10/BH04	Staff Salary	Mr A Fletcher	Z	198.37	0.00	198.37
413	Wages	15/10/2013	Coop General Account	BACS13/10/BH05	Staff Salary	Mr B Douglas	Z	195.04	0.00	195.04
414	PAYE	15/10/2013	Coop General Account	BACS13/10	PAYE	Inland Revenue	Z	1,264.08	0.00	1,264.08
415	PAYE	15/10/2013	Coop General Account	BACS13/10	PAYE	Inland Revenue	E	224.50	0.00	224.50
416	Training/conferences	15/10/2013	Coop General Account	501254	Training	Kent Assoc Local Councils	S	60.00	12.00	72.00
418	Land at Sandy Lane	23/10/2013	Coop General Account	BACS 24/10/13/11	Gate	Graham Ling	Z	600.00	0.00	600.00
419	Administration	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Imprest Account	Mrs P Bowdery	Z	15.98	0.00	15.98
420	Chairman's allowance	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Card	Mrs P Bowdery	Z	1.69	0.00	1.69
421	Administration	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Catretaker Diaries	Mrs P Bowdery	Z	3.75	0.00	3.75
422	Consumables	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Consumables	Mrs P Bowdery	Z	16.00	0.00	16.00
423	Hall marketing	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Xmas Decorations - Hall	Mrs P Bowdery	Z	7.30	0.00	7.30
424	Land at Sandy Lane	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Materials for Allotment	Mrs P Bowdery	X	26.10	3.89	29.99
425	Land at Sandy Lane	23/10/2013	Coop General Account	BACS 24/10/13/10B90480	Materials for Allotment	Mrs M Fooks	S	22.05	4.41	26.46
426	Insurance	23/10/2013	Coop General Account	501255	Insurance	Suffolk Acre Services	Z	55.93	0.00	55.93

427	Refuse collections	04/11/2013	HSBC Beechen Hall	2dd 20	Refuse Collection	SITA UK Ltd	S	138.28	27.66	165.94
428	Rates	04/11/2013	HSBC Beechen Hall	2dd 21	Hall Rates	Maidstone Borough Council	Z	364.00	0.00	364.00
429	Office rates	04/11/2013	HSBC Beechen Hall	2dd 21	Office Rates	Maidstone Borough Council	Z	156.00	0.00	156.00
430	Administration	04/11/2013	HSBC Beechen Hall	102636	Administration	Kent County Council	S	19.98	4.00	23.98
431	Consumables	04/11/2013	HSBC Beechen Hall	102636	Consumables	Kent County Council	S	62.83	12.57	75.40
432	Publicity	04/11/2013	Coop General Account	3dd 61	Publcity	Mail Publications Limited	X	435.18	54.95	490.13
433	Administration	04/11/2013	Coop General Account	3dd 62	Telephone Bill	British Telecommunications Plc	S	75.43	15.09	90.52
434	Audit	04/11/2013	Coop General Account	501256	Auditors Fees	Kevin Funnell	Z	60.00	0.00	60.00
435	Audit	04/11/2013	Coop General Account	501256	Auditors Fees	Kevin Funnell	Z	60.00	0.00	60.00
436	Admin fee	04/11/2013	Coop General Account	501257	Miscellaneous	E Georgiou	Z	20.00	0.00	20.00
437	WDJ Orchard	04/11/2013	Coop General Account	Bacs/4/11/13	Trees	Grow at Brogdale	Z	100.50	0.00	100.50
438	Land at Sandy Lane	04/11/2013	Coop General Account	Bacs4/11/13/40953	Road Sweeper	FGS Plant Hire Ltd	S	482.20	96.44	578.64
439	Land at Sandy Lane	04/11/2013	Coop General Account	Bacs 4/11/13/B90540	Wooden Stakes	Mrs P Bowdery	S	81.90	16.38	98.28
440	Land at Sandy Lane	04/11/2013	Coop General Account	Bacs 4/11/13/7196	Water Standpipe	Edwards Engineering Ltd	S	230.00	46.00	276.00
441	Boxley Warren	23/10/2013	Coop General Account	BACS 24/10/13/Imp42	Bolt for FOBW Shed	Mrs P Bowdery	Z	12.00	0.00	12.00
442	Boxley Village Green	11/11/2013	Coop General Account	bacs12/11/13/M1436	Surveying Services	Maclaren Roughton	S	310.00	62.00	372.00
443	Land at Sandy Lane	11/11/2013	Coop General Account	bacs12/11/13/38136	Water Troughs	M J Abbott Ltd	X	932.87	186.58	1,119.45
444	Land at Sandy Lane	12/11/2013	Coop General Account	bacs12/11/13/131109	Compostable Toilet	Ecotoilets	S	2,600.73	520.15	3,120.88
445	Hire of halls	12/11/2013	Coop General Account	501258	Hall Hire	European School of Osteopathy	Z	80.00	0.00	80.00
446	Salaries	20/11/2013	Coop General Account	BACS 22/11/13	Staff Salary	Mrs P Bowdery	Z	2,064.84	0.00	2,064.84
447	Publicity	20/11/2013	Coop General Account	BACS 22/11/13	Publicity	Mrs P Bowdery	Z	20.00	0.00	20.00
448	Salaries	20/11/2013	Coop General Account	BACS 22/11/13	Staff Salary	Mrs A Candy	Z	568.70	0.00	568.70
449	Travel - staff	20/11/2013	Coop General	BACS 22/11/13	Mileage	Mrs A Candy	Z	46.80	0.00	46.80

Account										
450	General Maintenance	20/11/2013	Coop General Account	BACS 22/11/13	Litter Picking	MS D Davies	Z	25.15	0.00	25.15
451	Chairman's allowance personal	20/11/2013	Coop General Account	BACS 22/11/13	Chairman Allowance PAYE	Mr I Davies	Z	30.00	0.00	30.00
452	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
453	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mr P Dengate	Z	33.26	0.00	33.26
454	Salaries	20/11/2013	Coop General Account	BACS 22/11/13	Staff Salary	Mrs M Fooks	Z	673.36	0.00	673.36
455	Wages	20/11/2013	Coop General Account	BACS 22/11/13	Staff Salary	Mrs M Fooks	Z	448.90	0.00	448.90
456	Travel - staff	20/11/2013	Coop General Account	BACS 22/11/13	Mileage	Mrs M Fooks	Z	25.48	0.00	25.48
457	Consumables	20/11/2013	Coop General Account	BACS 22/11/13	Consumables	Mrs M Fooks	S	25.42	5.08	30.50
458	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26
459	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
460	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
461	Publicity	20/11/2013	Coop General Account	BACS 22/11/13	Publicity	Mrs L Lake	Z	40.00	0.00	40.00
462	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
463	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mr G Smith	Z	33.26	0.00	33.26
464	Wages	20/11/2013	Coop General Account	BACS 22/11/13	Wages	Mrs M Smith	Z	474.25	0.00	474.25
465	Publicity	20/11/2013	Coop General Account	BACS 22/11/13	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
466	General Maintenance	20/11/2013	Coop General Account	BACS 22/11/13	Litter Picking	Mrs M Smith	Z	62.22	0.00	62.22
467	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mrs A Spain	Z	33.26	0.00	33.26
468	Councillors allowance/PAYE	20/11/2013	Coop General Account	BACS 22/11/13	Councillor Allowances PAYE	Mrs M Waller	Z	33.26	0.00	33.26
469	Wages	20/11/2013	Coop General Account	BACS 22/11/13	Wages	Mr A Fletcher	Z	198.37	0.00	198.37
470	Wages	20/11/2013	Coop General Account	BACS 22/11/13	Wages	Mr B Douglas	Z	197.13	0.00	197.13
471	PAYE	20/11/2013	Coop General Account	BACS 22/11/13	PAYE	HMRC	Z	1,243.53	0.00	1,243.53
472	PAYE	20/11/2013	Coop General Account	BACS 22/11/13	PAYE	HMRC	Z	225.27	0.00	225.27

Account										
473	Boxley Warren	20/11/2013	Coop General Account	BACS 4022938	Celebrating Boxley Warren	Kent County Council	Z	200.00	0.00	200.00
474	Walderslade Woods Group	20/11/2013	Coop General Account	BACS 108989	WWG Equipment	Lamberhurst Engineering Limited	S	34.85	6.97	41.82
								28,228.29	1,786.39	30,014.68

Item 8.2. Receipts for the period 29.10.13 – 25.11.13

Boxley Parish Council RECEIPTS LIST										
Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
265	Hire fee - casual	30/10/2013	HSBC Beechen Hall	125	Casual Hire Fee	Tuff	Z	72.50	0.00	72.50
266	Hire fee regular	31/10/2013	HSBC Beechen Hall	126	Regular Hire Fee	NGREA	Z	43.56	0.00	43.56
267	Administration	04/11/2013	Coop General Account	21	VAT Return/Rebate	HMRC	R	0.00	6,819.64	6,819.64
268	Hire fee - casual	04/11/2013	HSBC Beechen Hall	127	Casual Hire Fee	Powell	Z	58.75	0.00	58.75
269	Insurance	04/11/2013	HSBC Beechen Hall	127	Public Liability	Powell	Z	1.50	0.00	1.50
270	Hire fee - casual	04/11/2013	HSBC Beechen Hall	127	Casual Hire Fee	Powell	Z	58.75	0.00	58.75
271	Insurance	04/11/2013	HSBC Beechen Hall	127	Public Liability	Powell	Z	1.50	0.00	1.50
272	Hire fee - casual	05/11/2013	HSBC Beechen Hall	128	Casual Hire Fee	Waghorn	Z	57.50	0.00	57.50
273	Insurance	05/11/2013	HSBC Beechen Hall	128	Public Liability	Waghorn	Z	1.50	0.00	1.50
274	Hire fee regular	05/11/2013	HSBC Beechen Hall	129	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
275	Hire fee regular	07/11/2013	HSBC Beechen Hall	130	Regular Hire Fee	Balfour SMBC	Z	166.00	0.00	166.00
276	Hire fee regular	07/11/2013	HSBC Beechen Hall	131	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40

277	Hire fee regular	11/11/2013	HSBC Beechen Hall	132	Regular Hire Fee	Talking Tots	Z	39.20	0.00	39.20
278	Insurance	31/10/2013	HSBC Beechen Hall	BP086	Casual Hire Fee	Watson	Z	1.50	0.00	1.50
279	Hire fee regular	01/11/2013	HSBC Beechen Hall	BP087	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
280	Hire fee regular	03/11/2013	HSBC Beechen Hall	BP088	Regular Hire Fee	AACTS	Z	1,083.25	0.00	1,083.25
281	Hire fee regular	05/11/2013	HSBC Beechen Hall	BP089	Regular Hire Fee	Kumon	Z	235.00	0.00	235.00
282	Hire fee regular	05/11/2013	HSBC Beechen Hall	BP090	Regular Hire Fee	Teenie Boppers	Z	58.80	0.00	58.80
283	Hire fee regular	06/11/2013	HSBC Beechen Hall	BP091	Regular Hire Fee	nct specialists	Z	58.80	0.00	58.80
284	Hire fee - casual	08/11/2013	HSBC Beechen Hall	BP092	Casual Hire Fee	Monk	Z	34.50	0.00	34.50
285	Insurance	08/11/2013	HSBC Beechen Hall	BP092	Public Liability	Monk	Z	0.50	0.00	0.50
286	Hire fee regular	14/11/2013	HSBC Beechen Hall	133	Regular Hire Fee	A Bead In Time	Z	115.20	0.00	115.20
287	Hire fee - casual	14/11/2013	HSBC Beechen Hall	134	Casual Hire Fee	Watson	Z	40.00	0.00	40.00
288	Insurance	14/11/2013	HSBC Beechen Hall	134	Public Liability	Watson	Z	1.50	0.00	1.50
289	Hire fee regular	18/11/2013	HSBC Beechen Hall	135	Regular Hire Fee	Karate	Z	309.00	0.00	309.00
290	Hire fee - casual	19/11/2013	HSBC Beechen Hall	136	Casual Hire Fee	Adesina	Z	230.95	0.00	230.95
291	Hire fee regular	15/11/2013	HSBC Beechen Hall	BP093	Regular Hire Fee	Baby Sensory	Z	58.80	0.00	58.80
292	Hire fee regular	18/11/2013	HSBC Beechen Hall	BP094	Regular Hire Fee	I Say	Z	18.00	0.00	18.00
293	Hire fee - casual	19/11/2013	HSBC Beechen Hall	BP095	Casual Hire Fee	Anstey	Z	35.25	0.00	35.25
294	Insurance	19/11/2013	HSBC Beechen Hall	BP095	Public Liability	Anstey	Z	1.50	0.00	1.50
295	Insurance	19/11/2013	HSBC Beechen Hall	BP096	Casual Hire Fee	Monk	Z	1.00	0.00	1.00
296	Hire fee - casual	21/11/2013	HSBC Beechen Hall	BP097	Casual Hire Fee	Watson	Z	23.50	0.00	23.50
297	Hire fee regular	21/11/2013	HSBC Beechen Hall	137	Regular Hire Fee	Cats Protection League	Z	55.00	0.00	55.00
298	Hire fee - casual	22/11/2013	HSBC Beechen Hall	138	Casual Hire Fee	Hearn	Z	48.50	0.00	48.50
299	Insurance	22/11/2013	HSBC Beechen Hall	138	Public Liability	Hearn	Z	1.50	0.00	1.50
300	Hire fee regular	25/11/2013	HSBC Beechen Hall	139	Regular Hire Fee	Age Concern	Z	653.63	0.00	653.63

		Hall			Malling					
301	Hire fee - casual	25/11/2013	HSBC Beechen Hall	140	Casual Hire Fee	Michacz	Z	157.59	0.00	157.59
302	Damage waiver current year	25/11/2013	HSBC Beechen Hall	140	Damage Waiver Deposit	Michacz	Z	150.00	0.00	150.00
								4,440.83	6,819.64	11,260.47

Item 8.3. Account balances as at 25.11.13.

HSBC Beechen Hall	£35,971.75
Coop General Account	£47,484.68
Coop Investment Bond	£0.00
All & Leicester Invest Bond	£0.00
Santander Investment Bond	£100,000.00
Clydesdale Investment	£0.00
Natwest Fixed Rate Deposit	£80,000.00
Natwest Fixed 3 month	£20,000.00
Barclays Bank	£70,040.00
Total in Banks	353,496.43
Cash	150.00
GRAND TOTAL (Banks and Cash)	£353,646.43

Item 9 Policies and Procedures Review. *Purpose of item: information and decision.*

Clerk's comment: The following document has had some minor updating (names of leaflets etc.) but remains substantially unchanged. It is suggested that there is a need to amend the SWOT analysis and some ideas have been put forward.

**Current
Boxley Parish Council Vision and Business Plan.**

The Parish Council (referred to as The Council) is committed to working for and with its residents.

The Council will have a strong self-awareness of its role within its community and also its position within the local authorities and government systems etc.

To achieve this the Council will produce and regularly review its approach, policies and procedures to ensure that the work of the Council is:

1. RELEVANT – The Council will work for the short and long term welfare and improvement of the parish and its communities through projects that are of tangible benefit to part or all of the parish.
2. RESPONSIVE – it will respond positively and promptly to all requests, complaints¹ and queries from residents and other organisations. It will identify and respond to pertinent consultation from Government and other bodies.
3. INCLUSIVE - the Council welcomes local input and will work to its Community Inclusion Policy which actively seeks to involve its residents. It will work not only to serve but to empower its residents by working to attract people from diverse backgrounds to stand for election or co-option to the Council².
4. SUPPORTIVE - The Council will give fair and unbiased consideration to applications for financial support, in the form of grants, from parish groups and organisations related to the well-being of the parish and its residents³.
5. ACCESSIBLE – The Council will ensure that its parish office⁴ is open and welcoming to its residents. Opening times and contact details of staff and parish councillors will be displayed on noticeboards, in leaflets and on the Council's website.
6. INTERACTIVE – The Council will offer all residents the opportunity to speak at its meetings⁵ and will offer support and guidance on how to do this⁶. The Council actively canvasses and welcomes residents' views via its website, agenda, consultations etc. and in accordance with its Community Involvement Policy encourages such interaction when projects are proposed.

¹ Complaints Policy.

² To achieve this it will, where possible, make available a parish allowance and subsistence allowances so that no member is 'out of pocket'

³ Budget provisions are made. Budget document shows legislation under which payment is made etc..

⁴ Beechen Hall, Wildfell Close ME5 9RU

⁵ Public Bodies (admission to meetings) Act 1960.

⁶ Leaflets on: the right to attend and address a meeting; how best to present an issue; and alternative methods of providing information to the meeting are available. Office staff are also briefed on the need to be neutral and helpful.

7. DEMOCRATIC – The Council will listen to its residents and communities. The Council will also campaign to ensure contested parish elections so that new members may be elected on to the Council and to give the electors the chance to vote for their own representatives. Casual vacancies for co-option to the Council between elections will be widely advertised and CVs invited. These will be considered at a meeting open to residents, where a decision will be made.
8. PROACTIVE – The Council will always attempt to plan ahead and have the financial ability to respond to unforeseen circumstances⁷. It will keep and regularly review a 'wish list' of improvements that it wishes to see in the parish. These improvements will be drawn up in an open and accountable way to allow residents to suggest/identify local needs⁸.
9. PARTNERSHIP WORKING – The Council will openly consider opportunities to work in partnership with its residents, parish based Charitable Trusts/organisations and the local business community, including financial involvement if needed, always providing that the proposal meets identified needs/aims/local commitments.
10. OPEN AND ACCOUNTABLE – The Council will endeavour to take all its decisions in open session and to supply in advance adequate information to allow residents to be become involved in an informed way. It will publish a monthly newsletter, maintain an up to date website, publish the chairman's annual report including an End of Year Statement. It will have clear and understandable policies and procedures so residents can see how the Council makes decisions.
11. EFFECTIVE AND EFFICIENT – The Council will undertake constructive reviews of its work and projects so as to learn from its successes or failures. It will willingly consider changes to the way it works if it will make it more effective and/or efficient or allow its service to be improved.
 - TRAINING: The Council will give relevant training to new councillors and staff, as this leads to a stronger and more knowledgeable team.² It will offer supplementary training as and when necessary to the same ends.
 - TEAMWORK: The Council will ensure that staff are allowed and remunerated for sufficient hours to ensure that work and projects can be completed². The Council will also ensure that the parish office is provided with adequate and up to date equipment/facilities and will operate with a minimum of paperwork while remaining cost effective.
 - PROJECTS: All Projects will be parish councillor led with support from the parish office and with due deference to the role of the Responsible Financial Officer⁹. Projects and work will have a reasonable deadline with a timeline produced to enable progress to be monitored.
 - THE ESTATE – The Council will be a responsible manager of its property. It will have clear plans for maintenance, replacement and repair of all the Council's buildings, open spaces and other property, both movable and immovable.
12. FINANCIAL – The Council will continue to have robust management and auditing regimes when dealing with its finances.

⁷ Budget provisions, Reserves Policy, forward planning etc.

⁸ Wish List policy

⁹ Financial Regulations.

- Audit – The Council will continue to meet the legal requirements relating to the audit of its accounts.¹⁰
- Financial management - Strong financial checks and risk assessments will be undertaken periodically and investments and reserves will be reviewed regularly.
- Budgeting – An annual budget and precept will be agreed. The budget will include forecasts for 3-4 years in the future. The budget will be supported by an information document that gives details of maintenance programmes, contract finish dates and other information relevant to forward planning. The Council will include in this budget a healthy reserve so that it can be proactive in its service to the community.⁸
- Grants - Grant support for community organisations will be considered after relevant conditions are met and such organisations will also be encouraged, and supported, to apply for grants from other bodies.¹¹

13. **SWOT ANALYSIS**

An analysis of current **strengths**, **weaknesses**, **opportunities** and **threats** to the Council:

13.1 **Strengths**

- Proactive, qualified, experienced and attentive office personal.
- An engaged and co-operative Council with strong leadership exercised by the Chairman.
- Positive image
- Excellent policies and systems
- Reasonable financial reserves

13.2 **Weaknesses**

- Lack of knowledge by residents of what the Council does in the parish
- Lack of a single heart/centre to parish
- Age and demographic of current councillors
- Inability to attract input from residents

13.3 **Opportunities**

- ~~Development of new web site,~~ Development of a Facebook presence to complement the website.
- Using the Council's internet presence to consult with residents.
- Four-yearly elections have the potential to attract 'new blood'.
- ADD MBC adoption of Community Infrastructure Levy.

13.4 **Threats**

- Loss of key staff.
- ~~Reduction in MBC grants~~ ADD If MBC fails to adopt Community Infrastructure Levy (loss of potential income).
- Apathy of residents

¹⁰ Accounts and Audit (England) Regulation 2011.

¹¹ Budget and Grants Policy.

- Failure to attract new councillors
- ADD Sudden loss of a number of experienced councillors

14. **OBJECTIVES**

- Increase knowledge of the Parish Council and its work in the parish ~~Localism legislation may facilitate this as communities become empowered.~~ ADD by being proactive in the implementation of the Community Involvement Policy.
- To continue to produce relevant documents and leaflets that explain the work and systems of the Parish Council
- To ~~further develop~~ maintain and further develop a successful website
- To have and maintain a presence on Facebook.

Item 10 Wildfell Close Enabling Development.

KCC is submitting a copy of the planning application for members to view. More details will be sent out to members when received.

Item 13. Reports from councillors/office

- 13.1 KALC AGM, due to unforeseen circumstances the parish council could not be represented at this meeting a copy of the minutes will be circulated when received.
- 13.2 KALC Maidstone meeting, a copy of a written report will be supplied to councillors and included on the supplemental agenda.