

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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To Parish Councillors, members of the public and press.

Date 29 October 2013

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at the **European School of Osteopathy, Boxley ME14 3DA** at 7.30pm on **Monday 4 November 2013**, when it is proposed to transact the following business:

- |  | Time guide |
|--|------------|
| 1. <b>Apologies and absences.</b>  | (7.30)     |
| To receive and accept apologies for absence.   |            |
| 2. <b>Declaration of Interests or Lobbying.</b>  | (7.31)     |
| Members are required to declare any interests, dispensations or lobbying on items on this agenda.  |            |
| 3. <b>Minutes of the Parish Council Meeting of 7 October 2013.</b>   | (7.33)     |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-5).  |            |
| 4. <b>Matters Arising From the Minutes.</b>  | (7.35)     |
| 4.1 Minute 2574/4.1 Community Chest: Arrangements are being made for the panel to meet.  |            |
| 4.2 Minute 2575/10.3 MBC call answering service: Response to Chairman's letter awaited.  |            |
| 5. <b>Report from the PCSO and Police Issues.</b>  | (7.40)     |
| See report (page 5).   |            |
| <b>To adjourn to enable members of the public to address the meeting.</b> (7.48)   |            |
| 6. <b>Rural Fire Safety Project</b>  | (7.58)     |
| To receive a small presentation on rural fire safety, fire hydrants and open water resources.  |            |
| 7. <b>Draft Minutes of Recent Committee Meetings.</b>  | (8.20)     |
| For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion. |            |
| 7.1 Environment Committee meeting 14 October 2013 (pages 5-9).   |            |
| 7.2 Estates Committee meeting 15 October 2013 (pages 9-12).  |            |
| 7.3 Estates Committee meeting 29 October, details to be provided before the meeting.   |            |
| 8. <b>Finance.</b>   | (8.25)     |
| 8.1 To note payments made out of meeting 08.10.13 – 28.10.13 (page 18-19).   |            |
| 8.2 To note receipts for the period 31.09.13 – 28.10.13 (page 12).   |            |
| 8.3 Account balances as at 28.10.13 (page 13).   |            |
| 8.4 To authorise payments of accounts (list to be supplied at meeting).  |            |
| 8.5 To authorise the signing of the MBC Parish Funding Agreement see report (pages 13-14).   |            |

9. **Dove Hill Allotments.** (8.31)  
To receive an update.
10. **Annual Competency Reports.** (8.41)  
To consider the Chairman's report on the competency reviews (pages 14-15).
11. **Policies and Procedures Review.** (8.47)  
Freedom of Information & Records Management Policy see report (page 15).
- 12 **Matters for Decision.** (8.53)  
To consider attendance at meetings etc.
  - 12.1 Police Parish Forum meeting Thursday 21<sup>st</sup> November 2013.
  - 12.2 St John's School, Provender Way School Governor vacancy to consider the request of the school to provide an applicant for this position see report (pages 15-16).
  - 12.3 KALC Community Awards Scheme. All nominations to be submitted in writing to the Clerk. This item will be taken in confidence for the discussion of personal information, should the chairman consider it necessary.
- 13 **Reports from Borough and County Councillors.** (9.00)  
To allow our Ward councillors to report and discuss matters affecting the parish.
- 14 **Reports from councillors/office.** (9.08)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 15 **Matters for Information.** (9.15)  
To receive a summary of information received (pages 16-17).
- 16 **Next Meeting.** (9.18)  
Monday 2 December 2013 at St John's School, Provender Way, Grove Green ME14 5TZ. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 24 November.

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 4 November 2013.  
The Chairman will assume that these have been read prior to the meeting.**

**Item 3. Minutes of the Meeting of the Parish Council held at St John's School,  
Provender Way, Grove Green on Monday 7 October 2013, commencing at 7.30**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr Bob Hinder, Mrs Wendy Hinder (arrived with apologies at item 8), Mr D Hollands, Mrs K Macklin, Mr G Smith, Mr A Springate, Mrs A Spain and Mrs M Waller together with the Clerk and 2 members of the public/press.

**1. Apologies and absences.**

Cllr Sullivan (accepted reason). Borough Councillor Derek Butler. Cllr Holmes (absent).

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

None.

**3. Minutes of the Parish Council Meeting of 2 September 2013.**

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

**4. Matters Arising From the Minutes.**

4.1 Minute 2564/6: Police contact points. **Noted** Kent Police will move the mobile contact point from Boxley Village to another location.

4.2 Minute 2565/8.6: Internal Audit Cllr Hollands reported that he had completed the internal audit and had found the experience very informative.

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

**Noted** that PCSO Hawthorne had now left and the parish council await news of his replacement. **Action: Clerk to monitor and contact police if no information forthcoming.**

The meeting was adjourned at 7.37 pm to allow a member of the public to speak about commuter car parking adjacent to Sandling Village Hall and to ask whether the parish council knew of any housing being planned for the industrial area at Old Chatham Road/Tyland Barn. The resident was told that Cllr Wendy Hinder was dealing with the parking issue and that no information had been received about any development at this location. The meeting reconvened at 7.42 pm.

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

**Noted and Received:**

6.1 Environment Committee meeting 9 September 2013; item 14.1 the word "Consortium was amended to "Forum".

6.2 F&GP Committee meeting 10 September 2013.

**7. Finance.**

7.1 **Noted** payments made out of meeting 28.08.13 – 30.09.13.

7.2 **Noted** receipts for the period 28.08.13 – 30.09.13.

7.3 **Noted** account balances as at 30.09.13.

7.4 **Authorised** payments of accounts due.

7.5 **Noted** the 2012/2013 accounts had been **audited and approved** without any qualifications.

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

Cllr Bob Hinder gave a report on recent and forthcoming developments at the site including the entrance gates, fencing, water supply and the pegging out of the allotments. Cllr Bob Hinder proposed that **"the allotment project now be handed over to the Estates Committee to manage and that the Allotments Working Group now report to that Committee"**. Cllr Macklin seconded the motion and it was **unanimously agreed**.

Members' **received** the timeline for completion of the project by 1 March 2014. The Clerk was asked to submit planning applications for the parish council shed and compostable toilets. **Action: Clerk.**

9. **Policies and Procedures Review.**

9.1 Protocol for Attending Parish Council and Committee meetings. **Agreed** with some minor amendments.

9.2 Community Engagement Strategy. **Agreed** with some minor amendments including changing the title to **Community Inclusion Policy**. The trial use of QR codes was noted. The Clerk was asked to come back to the parish council when the office was ready to trial use of the laptop by members of the public before proceeding. **Action: Clerk.**

Cllr Dengate and the office were asked to investigate the possibility of free Wi-Fi at Beechen Hall. **Action: Cllr Dengate and office.**

10 **Matters for Decision.**

10.1 KALC Community Awards Scheme. No nominations having been received the councillors were reminded that nominations should be submitted in writing to the Clerk for consideration at the November meeting. **Action: All councillors and office.**

10.2 Community Chest. **Agreed** review panel to be Cllrs Ivor Davies, Kaz Macklin, Wendy Hinder, Vic Davies and Paul Dengate. **Action: Councillors and office.**

10.3 **Received** the report from Cllr Ivor Davies on the KALC Maidstone area meeting of 25 September. After discussion the following were **agreed**:

- The principle of contributing a reasonable sum, of up to £1,500, to the proposed KALC fighting fund for a judicial review of MBC's housing land requirements. (11 votes for with 2 abstentions).
- The Chairman would write to MBC about its new call-answering system which members felt was time-consuming, impersonal, inefficient and expensive for callers. **Action: Chairman.**

10.4 Remembrance Day: nomination of representative to lay wreath on Sunday 10 November. **Action: Chairman.**

10.5 Walderslade Woodlands land transfer. Members considered the proposed change in procedure received from KCC. Having noted that it contained the information that the parish council had previously requested, it was **agreed** that the suggested approach was acceptable. It was **noted** that any draft transfer document would be checked by the parish council's solicitor.

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

Cllr Wendy Hinder's report was **received**. Issues covered included: lorry parking at Old Chatham Road, cars at Sandling Village Hall and overgrown roadside vegetation and trees.

12 **Reports from councillors/office.**

12.1 Police and Parish Forum 19/09/13: **received** report from Cllr Ivor Davies.

12.2 KCCH&T Parish and Town Council Seminar: **received** report from Cllr Ivor Davies. **Noted** a visit to the highway centre could be requested if councillors were interested, a request to be placed via the Highway Steward.

12.3 Mid Kent Downs Steering Group: **received** report from Cllr Harwood about the group's very successful visit to the orchard; **noted** funding for orchard projects will soon become available. **Received** report from Cllr Bob Hinder about their subsequent visit to the allotment site.

12.4 Sandling Village Hall meeting. Cllr Waller notified members that she had attended the recent meeting but had nothing to report ~~back~~ except that concern had been expressed that neither trustee had been present at the September meeting. The second trustee's e-mail details were supplied to a representative of the hall to facilitate communication.

### 13 **Matters for Information.**

#### **Received.**

13.1 St Paul's Scouts thank you letter.

13.2 Parish Councillor involvement in MBC/government etc. consultations. After discussion it was **agreed** the office would notify parish councillors of consultations which would allow members to volunteer to draft a response.

#### **Action: office.**

13.2 VVPT: Murder Mystery evening 21 November.

### 14 **Next Meeting.**

Monday 4 November 2013 at the European School of Osteopathy, Boxley Village, ME14 3DZ.

Meeting closed at 9.16 p.m.

#### **Item 5. PCSO and Police Issues.** *Purpose of report; information.*

Information received from Kent Police is that a replacement PCSO has been identified for this area but until a PCSO is found to cover their area they cannot be released.

#### **Item 7. Draft Minutes of Recent Committee Meetings.** *Purpose of report; information.*

#### **Item 7.1 Minutes of the Environment Committee on Monday 14 October 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.**

Councillors present: Mr P Dengate (Chairman until the arrival of Mrs W Hinder), Mrs W Hinder (Chairman, arrived with apologies during item 5), Mrs P Brooks, Mr I Davies, Mr B Hinder, Mr D Hollands (newly appointed to the vacancy), Mrs A Spain, Mr A Springate and Mrs M Waller together with the Clerk.

#### 1. **Apologies and absences**

Cllr Holmes (absent).

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

Members, but not Cllr Hollands, declared that they had been lobbied on:

- Land at Impton Lane.
- MA/1587.

Cllr Waller notified members that she had been lobbied on MA/13/0323.

Cllrs Dengate and Springate reminded members that they had been involved in the Absestos Plant objections.

Cllr Hollands notified members that he was a governor at St John's School (item 10.4).

Cllr Wendy Hinder notified members that she had been lobbied on item 10.3.

#### 3. **Minutes of the Meeting of 9 September 2013.**

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

#### 4. **Matters Arising From Minutes.**

4.1 Minute 2567/4.1 Lordswood bike barriers: As no date for installation has been received it was **agreed** Cllr Wendy Hinder will be asked to escalate this.

#### **Action: Cllr Hinder.**

4.2 Minute 2567/4.2 Neighbourhood Area consultation: **Noted** the parish area has been agreed.

4.3 Minute 2569/7 Vegetation removal Grovewood Drive South: **Noted** KCCH&T will not fund the work, a cost of the work should the parish council agree to fund it has been requested. **Action: office.**

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

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

5.1 MA/13/0323 An application for Listed building consent for conversion of existing first floor en-suite w.c. to shower room and installation of new w.c. at first floor level, removal of existing timber balustrade to mezzanine level and replacement with glazed screen, removal of existing stairs to mezzanine and installation of a new spiral staircase, installation of a new bespoke timber door to roof void to fit existing arched opening under brace, laying of new timber floor boards in roof void/storage area and installation of three conservation roof lights to south elevation at 2, Weaving Manor, Weaving Street, Weaving, Maidstone, Kent.

*Do not wish to comment defer to the views of the Conservation Officer.*

5.2 MA/13/1260 (amended details Reptile Presence/Likely Absence Survey) construction of a new 3G sports pitch with floodlighting; 4 new tennis courts; the upgrading of existing pedestrian access ways from the main school site; the refurbishment of existing tennis courts and associated fencing at Valley Park Community School, Huntsman Lane.

*Noted.*

5.3 MA/13/1163 (amended details Offsite Infrastructure Plans) outline application for the development of medical campus comprising up to 98,000sqm of additional floorspace (including additional hospital facilities, clinics, consultation rooms and a rehabilitation centre (classes C2/D1); education and training facilities with residential accommodation (class C2/D1); keyworker accommodation for nurses and doctors (class C3); pathology laboratories (class B1); business uses (class B1); ancillary retail services (class A1, A2, A3)); and up to 116 class C2 neuro-rehabilitation accommodation units; internal roads and car parks, including car park for residents of Gidds Pond Cottages; hard and soft landscaping including creation of new woodland area with access for consideration and all other matters reserved for future consideration at land south of Kent Institute of Medicine and Surgery, Newnham park, Maidstone, Kent.

*Noted*

5.4 MA/13/1417 erection of a ground floor side and rear extension with raised rear terrace, loft conversion with front roof lights and rear dormer and first floor side extension at Frantom, Grove Green Road, Weaving, Maidstone, Kent. **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object.*

5.5 MA/13/1480 An outline application for the demolition of existing industrial units the conversion of the barn to a single dwelling and the construction of 8 no. new dwellings with garaging. Landscaping is reserved for future consideration at Tyland Corner, Tyland Lane Sandling.

*The parish council does not have valid planning reasons to object but has the following concerns:*

- The sustainability of the development in a village that lacks local facilities, services and has poor public transport.*
- The effect the development would have, due to its height and bulk, on the AONB.*
- Access and egress is close to the Chatham Rd/Tyland Lane junction. Lorry's and HGVs using the parking facility north of the village have to use this junction to exit onto the A229.*
- Lack of sufficient on-site car parking.*
- Loss of a commercial site.*

*The parish council has been notified that residents are extremely concerned by the potential development.*

5.6 MA/13/1519 Two storey side extension and single storey rear extension at 22 Henley Fields, Weaving, Maidstone, Kent, ME14 5UY. **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object.*

5.7 MA/13/1531 Retrospective application for the erection of a field shelter at Museum of Kent Life. *Do not wish to object.*

5.8 MA/13/1533 An application for advertisement consent for an illuminated totem sign and an illuminated fascia sign at Unit C, Aylesford Wharf Forstal Road. *Do not wish to object.*

5.9 MA/13/1587 request for a screening opinion for an environmental impact assessment for the development of approximately 95 dwellings on land to the east of Gleamingwood Drive, Lordswood.

**Noted** MBC's decision that:

- An impact assessment will not be required for the site.
- *"It is thus not considered that the scheme would have a significant additional urbanising effect on the area."*

5.10 MA/13/1647 First floor extension to existing hospital building at Alexandra hospital, Impton lane, Walderslade, Chatham, Kent. *Do not wish to object.*

5.11 MA/13/1667 – An application for advertisement consent for the introduction of 7 No. freestanding non-illuminated advertisements at Tesco Stores Ltd, Minor Centre, Grovewood Drive North, Weavering, Maidstone, Kent. *Do not wish to object.*

5.12 MA/13/1691 – An application for the erection of a two storey side extension to form annex at Grove Cottage, Grove Green Lane, Weavering, Maidstone, Kent. *Do not wish to object.*

5.13 MC/12/2984 PROPOSAL: Outline application with all matters reserved for the construction of five detached dwellings with garages at land at Highview Farm, Lordswood Lane, Walderslade, Chatham, Kent.

*Wish to see refused for the following reasons:*

- *Would contravene ENV35 of the MBC Boroughwide local plan and BNE34 of the Medway Plan as development would have an adverse and harmful impact on the character and amenity of the locality as it would restrict views of the prominent local woodland on Beechen Bank. It would also materially damage the current green and undeveloped feel to the west side of Lordswood Lane. The erection of the closed boarded fence (objected to by the parish council) should not be used as a reason to allow this development.*
- *It is considered that the economic and social benefits of this application will not outweigh the local priority to conserve the area's landscape. The properties being proposed for the site are large 'executive style' four and five bedroom dwellings and it is considered that there is no identified local needs for such development in such an area.*
- *High View Farm has not been identified by either Maidstone or Medway as an allocated housing site.*
- *Emerging Local Development Framework plans at Maidstone and Medway offer protection for local landscape character and it is felt that this proposal will contravene emerging policies CS5 of the Maidstone Core Strategy and CS7 of the Medway Core Strategy.*
- *The development of the land would impact on the biodiversity of the woodlands and surrounding areas as flat areas adjacent to woodlands support bats and other animal's and insects.*
- *Concern is raised about the potential adverse impact on the Ancient Woodland adjacent to Lordswood Lane. Urbanisation close to woodlands often results in encroachment and damage.*

*It is considered that this application would intensify and urbanise the area thus materially harming the landscape character.*

5.14 TA/0018/13 Tree Preservation Order no. 1 of 1954: An application for consent to remove 1 (No.) Common Hornbeam tree at 19 Lombardy Drive.

*Defer to the landscape officer's views.*

5.15 Development at Penhurst Close. **Noted** the developer will be proceeding with the houses at Penhurst Close rather than the retail development.

5.16 Land at Impton Lane, approach from Kitewood Developers. Members welcomed sight of the site plan and will wait for the official planning application.

6. **Planning Applications and Appeals Decisions**

MA/13/1348 GRANTED\*

Asbestos Exchange Station North Dane Way – REFUSED\*

7. **Neighbourhood Development Plans.**

**Agreed** a briefing note on NDP would be put together, to include the KALC Planning Training briefing notes. Clerk to investigate the cost and benefits of employing a company to manage public consultation. **Action Clerk and office.**

8. **Maidstone Borough Local Plan.**

Site allocation in the Core Strategy. **Noted** Site allocation in the Core Strategy: MBC's response to the submitted sites has been delayed and is now expected in the New Year.

9. **Volunteer Groups.**

9.1 **Noted** WWG had to cancel its work day due to the weather. A grant application to County Councillor Carter has been successful.

9.2 **Noted** FofBW had to cancel its work day due to the weather. The new shed has arrived and has been lined with wood. Cllr Bob Hinder asked that his thanks be minuted for the additional help from Mr John Brooks and Cllr Ivor Davies.

10. **Highways and Byways.**

10.1 Junction improvements at Lordswood Lane/Gleamingwood Drive: **Noted** KCCH&T has replied that there was no budget available however if funding was made available by BPC it would consider the request for additional signage. **Action: office.**

10.2 Pedestrian crossing at Running Horse: **Noted** the resident's request for a crossing point on Sandling Lane. After discussion it was **agreed** that KCCH&T will be asked to investigate the possibility of a crossing as the area had a poor crash record (3 personal injury crashes in the past three years). **Action: office.**

10.3 Additional yellow lines at Provender Way. Cllr Hollands commented on the situation having visited the site to view the parking. Members' **agreed** to refer the issue to the MJTB. MBC to be approached to target the area and the new PCSO would be asked to attend the area at school starting and finishing times. **Action: office.**

10.4 KCCH&T Highway projects: **received** details on the work planned for:

- A229 Running Horse Roundabout
- A2045 Walderslade Woods j/w Impton Lane (east)
- Resurfacing work at junction 7 interchange of the M20

10.5 Keeping Boxley Clean: Members' **received** the report on the road show proposed for Walderslade and Lordswood (6-9 November) and **supported** the initiative. It was **agreed** that:

- The office should explore with MBC the possibility of additional signage throughout the parish.
- Downs Mail article encouraging residents to report incidences of littering and fly tipping.

Members' indicated that they would be willing to turn up to events, office to publicise the events etc. **Action office and councillors.**



- 10.6 Yellow lines at Cuckoo Wood Ave. **Noted** due to the receipt of a petition KCC was consulting on removing a length of the recently installed yellow lines. The Clerk, in line with the original decision by the Environment Committee that residents should ultimately decide on yellow lines had declined a request for the parish council to send a letter objecting to the proposal.
11. **Policy and procedures review.**
- 11.1 Annual Competency review/statement, **received. No further action required.**
- 11.2 Procedure for considering planning applications: Cllr Dengate suggested that it might be beneficial to be notified as each application is received rather than a list being sent a week before the meeting. **Agreed** a copy of the newly registered planning application list would be supplied to councillors who requested it. Cllr Dengate asked to be forwarded a copy of the notification.  
**Action: office.**
12. **2014/15 draft budget.**  
Members' considered the draft budget and makes adjustments. It was **agreed** that members would submit details of any projects that they wish to see included in the budget. Rather than have a parish tour next year it was **agreed** that a tour will be arranged for Cllr Hollands and Mrs Stone. A drainage issue was raised and councillors were encouraged to report any flooding to KCC as existing drainage systems may need clearing. **Action Councillors and Clerk.**
13. **Matters for information.**
- 13.1 Thank you letter from a resident.
- 13.2 Free microchipping for dogs in the community. Members **agreed** to accept the offer of free microchipping events in the parish and **agreed** that there should be a parish council presence at events. **Noted** a request to use Weaving Diamond Jubilee Orchard was being considered.
- 13.3 Wheels to Work Initiative. **Action: copy to all councillors.**
14. **Next Meeting.**  
11 November 2013 at Beechen Hall commencing at 7.30 p.m.
15. **Enforcement and Section 106 updates from MBC.**  
None.

Meeting closed at 9.49 pm.

**Item 7.2 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 October, 2013 at 7.30pm.**

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

1. **Declarations of Interest and Lobbying**  
Cllr Bob Hinder declared an interest in Item 8 informing members that he had met a contractor at the allotment site, however from the information submitted was unable to establish which tender was from the contractor.
2. **Apologies and absence.**  
Cllr Vic Davies (family commitment) Cllr Pat Sullivan arrived during Item 3 at 7.32pm.
3. **Minutes of Previous Meeting 13 August, 2013.**  
The minutes of the meeting were **agreed** and signed as a true record.
4. **Matters Arising From Previous Minutes.**

- 4.1 Minute 2561/4.1 Yew Tree at St Mary and All Saints Church. Members **received** the Clerk's report and **agreed** to a structural survey being carried out on the listed wall and submitted to Maidstone Borough Council planning committee meeting on 31<sup>st</sup> October. **Action office.**
- 4.2 Minute 2548/7.3 Beech Tree. This continues to be monitored. **Noted.**
- 4.3 Minute 2457/4.6 Leaf Clearance/Compost Bin – Cllr Dengate confirmed the compost bin had been installed with the help of his father, whilst installing the bin they identified debris in the soil pipe which will need monitoring. He stated that the low level guttering also needed monitoring and inspected when carrying out the external decoration of the hall.  
Members discussed various ways of clearing the car park of leaves during the autumn and winter and agreed to do nothing at the present time but to monitor it over the winter months.

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

5. **Assistant Clerk's Report.**

5.1 Hire fees were **received** and **Noted** for August/September with a comparison for the same period in the previous year.

(Brackets indicate income over same period previous year).

	<b>2013/2014</b>	<b>2012/2013</b>
Casual	£ 1,048.25	(£2,091.90)
Regular	<u>£ 4,880.13</u>	<u>(£3,505.71)</u>
Total	£ 5,928.38	(£5,597.61)

Cumulative figures for

Casual	£ 6,058.82	(£ 8,623.60)
Regular	<u>£16,001.45</u>	<u>(£10,329.42)</u>
Total	£22,060.27	(£18,953.02)

5.2 Client satisfaction survey – **Noted** members also asked for this survey to include regular hirers. **Action office.**

6. **Beechen Hall Profit and Loss Report**

Members **received** and **noted** the Assistant Clerk's report.

7. **Allotments** – Members **received** and **noted** Cllr Bob Hinder's report. Cllr Bob Hinder provided a further verbal update stating the entrance gates to the allotments were now complete. Members **agreed** that a letter of thanks is sent to Graham Ling for his work on these gates. Tenders had been received for the perimeter fencing. He also confirmed that with the help of Cllr Ivor Davies they have collected the surplus wood from the RE's barracks will finish marking out the plots. The next step will be to get quotes for connecting the water. He informed members that the Clerk had prepared a 16 page draft document on the rules and regulations and procedures have been circulated to the working group for approval. Cllr Dengate questioned the procedure for the allocation of plots, it was **agreed** that clarification would be sought from the Clerk. **Action Office.**

**The following item has been called in and whilst this is an accurate minute of the meeting it is not the current action.**

8. **Allotment Fencing Tender** – Members **received** the breakdown of tenders and decided to disregard the quotations for chain link fencing on the grounds that it was not durable enough and to repair or replace part of the fence could be costly in the long term. Members **agreed** that Euorguard/welded mesh panels were preferred. There were issues with the specification submitted by companies for the rabbit netting. After much consideration Members **agreed** to proceed with tender 5 subject further clarification on the rabbit netting and gates, with tender 6 as a reserve. **Action Office.**

9. **Parish council property and open spaces review**  
**Village Signs** – Members **received** the Assistant Clerk's report and asked for further information, photographs and suggestions to be returned to the December agenda.  
**WDJO – Trees** Members **received** the Assistant Clerk's report and **agreed** to purchase a further tree (Warner King). **Action Office.**  
**Impton Lane Open Space** – Members **received** the Clerk's report but asked when the trees would be planted? They also **received** Cllr Smiths report regarding the condition of the area and **noted** his suggestion for a shop/café on this site, however they argued that this would not be viable, particularly as a popular shop situated off Tunbury Avenue had to close a couple of years ago as it could not sustain itself.
10. **2014/15 Budget**  
Members **reviewed** the draft budget and made some minor alterations. Some items required further clarification. The budget will be finalised at the December meeting. **Action Office.**  
Ceiling Insulation – It was **agreed** that Cllr Dengate would look at the loft area above the foyer to ascertain if insulated boards could be attached to the joists in the vaulted ceiling. **Action Cllr Dengate and Office.**  
Replacement bar flo – Members approved the quotation from Cube plumbing and agreed for it to be replaced. The clerk will confirm whether it could come from this year's budget or the wear and tear reserve. **Action Office**  
Replacement Fridge and under counter freezer – Members **received** and **noted** the Assistant Clerk's report and agreed to put a provision in the budget for £600.00. **Action Office.**  
Porch Enclosure – Members **received** the Clerk's report and in principle **agreed** to put a sum into the budget for professional advice on the options that could be possible. This will be brought back to the December meeting and included in the budget. **Action Office.**  
Replacement Crockery – The Assistant Clerk informed members that the hall's crockery has depleted through wear and tear and suggested that a new set is purchased. After considering three quotes members **agreed** to purchase a replacement set from Nisbets. This will come from this year's wear and tear reserve budget. **Action Office.**
11. **Review of Policies and Procedures**
  - 11.1 Use of Parish Council Land –Deferred until December meeting.
  - 11.2 Grounds Maintenance Contract – Members **received** and **agreed** the specification with minor amendments. This will be submitted for tender in due course. **Action Office.**
  - 11.3 Electrical/Safety Maintenance Contract – Members **received** and **agreed** the specification with minor amendments. This will be submitted for tender in due course. **Action Office.**
12. **Matters for information**
  - 12.1 Defibrillator Training - Members **received** and **noted** the Assistant Clerk's report.
  - 12.2 WDJO Playground Signs – Members **noted** the signs had now been installed.
13. **Matters for Decision**

There were none.
14. **Date of Next Meeting.**

Tuesday 10 December, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00pm

## Item 8.2. Receipts for the period 30.09.13 – 28.10.13

29 October 2013 (2013-2014)

### Boxley Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
221	Hire fee regular	30/09/2013	HSBC	BP073	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
222	Hire fee regular	30/09/2013	HSBC	106	Regular Hire Fee	Baby Sensory	Z	58.80	0.00	58.80
223	Hire fee regular	30/09/2013	HSBC	107	Regular Hire Fee	Age Concern Malling	Z	504.23	0.00	504.23
224	Hire fee regular	30/09/2013	HSBC	107	Regular Hire Fee	Age Concern Malling	Z	504.23	0.00	504.23
225	Hire fee regular	01/10/2013	HSBC	108	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
226	Hire fee regular	03/10/2013	HSBC	109	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
227	Hire fee - casual	03/10/2013	HSBC	110	Casual Hire Fee	Jain	Z	122.40	0.00	122.40
228	Insurance	03/10/2013	HSBC	110	Insurance	Jain	Z	1.50	0.00	1.50
229	Hire fee - casual	07/10/2013	HSBC	111	Casual Hire Fee	Page	Z	97.00	0.00	97.00
230	Hire fee - casual	07/10/2013	HSBC	112	Casual Hire Fee	White	Z	34.50	0.00	34.50
231	Hire fee - casual	09/10/2013	HSBC	113	Casual Hire Fee	Wright	Z	34.50	0.00	34.50
232	Insurance	09/10/2013	HSBC	113	Public Liability	Wright	Z	1.50	0.00	1.50
233	Hire fee regular	10/10/2013	HSBC	114	Regular Hire Fee	Balfour SMBC	Z	207.50	0.00	207.50
234	Insurance	10/10/2013	HSBC	115	Casual Hire Fee	Bunyan	Z	1.50	0.00	1.50
235	Hire fee regular	10/10/2013	HSBC	116	Regular Hire Fee	Talking Tots	Z	29.40	0.00	29.40
236	Hire fee - casual	10/10/2013	HSBC	117	Casual Hire Fee	Taylor	Z	57.75	0.00	57.75
237	Hire fee - casual	10/10/2013	HSBC	118	Casual Hire Fee	Taylor	Z	57.75	0.00	57.75
238	Hire fee regular	14/10/2013	HSBC	119	Regular Hire Fee	Karate	Z	280.20	0.00	280.20
239	Hire fee regular	01/10/2013	HSBC	BP074	Regular Hire Fee	Teenie Boppers	Z	58.80	0.00	58.80
240	Hire fee regular	01/10/2013	HSBC	BP075	Regular Hire Fee	Kumon	Z	188.00	0.00	188.00
241	Hire fee - casual	04/10/2013	HSBC	BP076	Casual Hire Fee	Marinelli	Z	47.00	0.00	47.00
242	Hire fee - casual	07/10/2013	HSBC	BP077	Casual Hire Fee	Bunyan	Z	58.25	0.00	58.25
243	Hire fee - casual	08/10/2013	HSBC	BP078	Casual Hire Fee	NHS Blood	Z	225.20	0.00	225.20
244	Hire fee regular	08/10/2013	HSBC	BP079	Regular Hire Fee	A Bead In Time	Z	115.20	0.00	115.20
245	Hire fee regular	10/10/2013	HSBC	BP080	Regular Hire Fee	I Say	Z	43.20	0.00	43.20
246	Hire fee regular	08/10/2013	HSBC	BP081	Regular Hire Fee	NCT stretch and relax	Z	58.80	0.00	58.80
247	Hire fee - casual	14/10/2013	HSBC	BP082	Casual Hire Fee	Watson	Z	110.00	0.00	110.00
248	Hire fee - casual	15/10/2013	HSBC	BP083	Casual Hire Fee	Azzad	Z	51.00	0.00	51.00
249	Insurance	15/10/2013	HSBC	BP083	Public Liability	Azzad	Z	1.50	0.00	1.50
250	Damage waiver curr	15/10/2013	HSBC	BP083	Damage Waiver	Azzad	Z	100.00	0.00	100.00
251	Hire fee - casual	14/10/2013	HSBC	120	Casual Hire Fee	Rye	Z	168.30	0.00	168.30
252	Insurance	14/10/2013	HSBC	120	Public Liability	Rye	Z	1.50	0.00	1.50
253	Hire fee - casual	16/10/2013	HSBC	121	Casual Hire Fee	Simpson	Z	35.25	0.00	35.25
254	Insurance	16/10/2013	HSBC	121	Public Liability	Simpson	Z	1.50	0.00	1.50
255	Hire fee - casual	18/10/2013	HSBC	122	Casual Hire Fee	Guntrip	Z	13.10	0.00	13.10
256	Hire fee - casual	18/10/2013	HSBC	123	Casual Hire Fee	Jain	Z	30.60	0.00	30.60
257	Hire fee - casual	24/10/2013	HSBC	124	Hall Hire	Bunce	Z	82.50	0.00	82.50
258	Insurance	24/10/2013	HSBC	124	Public Liability	Bunce	Z	1.50	0.00	1.50
259	Barclays Bank	14/10/2013	Barclays	19	Donation	Barclays Bank	Z	40.00	0.00	40.00
<b>Total</b>								<b>3,990.76</b>	<b>0.00</b>	<b>3,990.76</b>

### Item 8.3. Account balances as at 28.10.13

29 October 2013 (2013-2014)

#### **Boxley Parish Council BANK ACCOUNTS**

HSBC Beechen Hall	£32,509.42
Coop General Account	£124,091.06
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	£40.00
<b>Total in Banks</b>	<b>356,640.48</b>

**Cash** 150.00

**GRAND TOTAL (Banks and Cash)** £356,790.48

**Item 8.5. MBC Parish Funding Agreement.** *Purpose of report; agree to sign (2 councillors) the agreement which has now been approved by Maidstone KALC.*

#### **Boxley Parish Council Funding Agreement 1 April 2013-31 March 2014**

##### Introduction

Maidstone Borough Council (MBC) agrees to make payments to Boxley Parish Council as a contribution towards the cost of the agreed services carried out by the parish for the period from 1 April 2013 to 31 March 2014 subject to the principles of this agreement.

This agreement sets out those services that will receive funding from MBC's Parish Services Scheme. This does not restrict Boxley Parish Council from making an application to any other MBC fund available to support external bodies and projects for other purposes. Such applications will be considered on their merits.

##### **This agreement is for the provision of funding toward the following services:**

1. Grounds Maintenance
2. War Memorials
3. Notice Boards
4. Closed Churchyards

##### **Any funding is conditional on Boxley Parish Council:**

1. Providing the agreed services to acceptable standards in each case. Where complaints are received from parishioners, the parish will be expected to deal with these in the first instance, with MBC dealing with any complaint that cannot be resolved by the parish. Funding is only to be spent on agreed services unless MBC

gives written permission for it to be spent elsewhere. All the services funded must be carried out by or on behalf of the parish.

2. Giving MBC access to all records relating to the provision of the services funded by the scheme as part of the any review MBC may undertake.
3. The parish giving at least 1 month's prior notice of any intention to cease the provision of a funded service. Where appropriate, MBC will seek to recover any funding already paid for said service.

**Maidstone Borough Council will:**

1. Provide funding in the amount of £14014.00 to be spent across the agreed services

Signed etc.

**For Maidstone Borough Council  
FUNDING AGREEMENT PRINCIPLES**

- All payments under this agreement will be made in two equal instalments to the parish on 31 May and 31 October.
- At all times MBC and parish councils will work in the spirit of partnership and collaboration for the delivery of services under the Parish Services Scheme. Both parties will be expected to act in accordance with the Parish Charter.
- The funding provided through the Funding Agreement may be used for the provision of the service(s) stated in the agreement, but for no other service unless the parish has written agreement from MBC. Your parish council may determine the proportion of the overall amount that is spent within each of the service areas. If the funding is used for other purposes the parish council will be required to repay to MBC all monies spent on the other purposes and the agreement will be reviewed.
- If either party considers the other to be in breach of this agreement, every effort will be made to resolve the issue through joint discussions and if not possible, the aggrieved party will submit its complaint in writing in accordance with the Parish Charter.
- The Funding Agreement is a 'partnership agreement' for MBC to provide funding to a parish for a service that the parish has the discretion to provide. The way in which the services are delivered is the responsibility of the parish council. Any detrimental proceedings or publicity arising from the delivery of the funded services could lead to the funding agreement being reviewed.
- Where there is any underspend on the funding provided, this may be carried across to the following year. However, the Parish must make MBC aware of any such underspend and the reasons for it.

**Item 10 Annual Competency Reports. Purpose of item: information and decision.**

Boxley Parish Council, by seeking continual improvement in the way it works and responds to its residents, aims not to stagnate. Each committee is therefore required to undertake an annual review of its work, procedures and efficiency and in so doing highlight any weaknesses and omissions so that they can then be addressed. A similar review is conducted of the work of the full parish council. By undertaking such a public health-check, the parish council shows that it:

- a) Operates in an open and accountable way;
- b) Is willing to challenge its operating procedures; and

- c) Has a procedure which highlights that the council and its committees have ownership of and responsibility for their decision-making procedures.

Reviews were undertaken by the following committees:

- Environment Committee on 15 October 2013.
- Estates Committee on 13 August 2013.
- Finance Committee 10 September 2013.

Each committee received a report from the Clerk on the methods, procedures and reviews by which it worked. Members discussed issues highlighted under the "possible weaknesses" section of each report and appropriate actions were identified.

### **Chairman's report.**

As councillors have taken part in the reviews or seen the relevant agenda items and minutes of meetings, there is no need to repeat any of the information therein in this agenda. Details of each of the reviews are also available on the website for those wishing to refresh their memory.

These reviews have proved their worth and I wish to thank the Clerk for the considerable time and effort she has put into preparing them and also you, my colleagues. However, in order to reduce the workload on both committees and the office, I suggest that from next year the reviews are reduced to:

- A progress report on the action taken on previously identified weaknesses etc.
- Identification of any new or emerging weaknesses.

The extensive background information provided to councillors in this year's reports will appear in a separate document that will be carried forward from year to year.

2013 Parish Council Competency.

Clerk's report.

2012 review. No weaknesses or missed opportunities were identified.

2013 review.

- Reports for agenda. Sometimes parish councillors who have attended meetings and wish to make reports do not meet the deadline for inclusion in the main agenda. The deadline for inclusion in the agenda is shown on the previous agenda but this may not be available to remind members. In future the deadline will also be included on the annual meeting list as members are likely to retain this document.

### **Statement of competence.**

Members must decide whether they wish to make the following statement for inclusion in the minutes.

**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.**

**Item 11 Policies and Procedures Review.** *Purpose of item: information and decision.*

Freedom of Information & Records Management Policy. The policy is produced in a leaflet format (enclosed for members leaflet) and has been 'refreshed' and also includes additional referring to Dove Hill Allotment.

**Item 12.3 St Johns School, Governor position** (e-mail 25/10/13). *Purpose of item: Decision or guidance*

Due to recent resignations there is for the first time in decades no parish councillor or a parish council representative on the Board of Governors. The school is keen to continue its link with Boxley Parish Council and has therefore allocated a Governor's position to

the parish council and hopes that either a parish councillor or a representative for the parish council can be appointed.

### **Governor Role Description**

**At St John's Church of England School children will be given the opportunities and encouragement to achieve their potential in a Christian environment of love, care and respect.**

St John's is an Academy and has a Church of England based constitution – we are a church school. Christian values are intrinsic to how we lead and the education we offer.

Governors are at the heart of how a school operates, our role is demanding but very rewarding. We are expected to contribute to the development of the school in setting the strategic framework within which the school operates, determining its character, aims and ethos. Our decisions affect the pupils, staff and how the school is seen by parents and others in the community, it is therefore important that we get things right.

We are responsible for how the school is performing and it is our role to support and challenge the Headteacher and staff by gathering opinions, asking questions, setting aims and formulating policies to achieve those aims.

#### **The Governing body's main role is to be accountable for:**

- All aspects of school standards and the education offered.
- Deciding how the school can encourage pupils' spiritual, moral and cultural development.
- Shaping the school's future direction.
- Making sure all pupils' needs are provided for, including those with special needs.
- Monitoring and reviewing performance in order to raise standards of achievement.
- Making decisions about the school budget and staffing.

#### **The Individual Governor's Role**

It is important that you know what is expected when thinking about becoming a Governor.

You do not need to know HOW to be a governor to join us, that will be developed with time, experience and training.

We welcome people of all backgrounds, who have a passion to help make St John's an outstanding school. We will, of course, utilise all skills and abilities of our governors in order to achieve our goals.

#### **As a governor you will need to be prepared to:**

- Put the interests of the children at the heart of all decisions and activities
- Commit time to the role, approximately 8 – 10 hours per month.
- Bring skills and experience that are relevant to the successful operation of the school.
- Prepare for and attend meetings of the full governing body, 8 – 10 per year, usually in the evening.
- Attend committee/working party meetings, 6 – 8 per year.
- Spend time at school during the day getting to know the school, its pupils and staff.
- Keep up to date with issues relating to the role and attend relevant training.
- Attend events such as sports day, special assemblies, concerts, open days and have an involvement in school initiatives.
- More experienced governors may be asked to take part in staff appointment panels or pupil admission/exclusion panels.
- Work co-operatively, supportively and be part of the team, which includes other governors, staff and the Headteacher.

Additional responsibilities of those governors elected by the teaching staff or parents are to present to the governing body views/concerns of their representative group and feed back to them on discussions and decisions relating to issues affecting them.

<b>Item 15. Matters for Information</b> <i>Purpose of item; information.</i>
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- 15.1 Mid Kent Downs Countryside e-bulletin (e-mail 22/10/13).
- 15.2 Kent Police Rural News issue Autumn 2013
- 15.3 Meet the Commissioner Event, Wednesday 6<sup>th</sup> November 2013 at the Angel Leisure Centre, Angel Lane, Tonbridge, TN9 1QH. 6:30pm until approximately 8.30pm.



- 15.4 CPRE Kent Voice Autumn/Winter edition 2013.
- 15.5 KALC Parish News issue 372. Members attention is directed to the lead article Sustainable Communities Act.