

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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To Parish Councillors, members of the public and press.

Date 30 September 2013

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held in **St John's School, Provender Way, Grove Green ME14 5TZ** at 7.30pm on **Monday 7 October 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 2 September 2013.</b>   | (7.32)     |
| To consider the minutes of the meeting and if in order to sign as a true record (pages 3 - 5).   |            |
| 4. <b>Matters Arising From the Minutes.</b>  | (7.35)     |
| 4.1 Minute 2564/6: Police contact points. Kent Police will review the location of the contact point at Boxley Village.                           |            |
| 4.2 Minute 2565/8.6: Parish councillor internal audit undertaken on 3 October.   |            |
| 5. <b>Report from the PCSO and Police Issues.</b>  | (7.39)     |
| Crime statistics and report will be submitted, if available, at the meeting.   |            |
| <b>To adjourn to enable members of the public to address the meeting.</b>  | (7.42)     |
| 6. <b>Draft Minutes of Recent Committee Meetings.</b>  | (7.50)     |
| 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 Environment Committee meeting 9 September (pages 5-9).   |            |
| 6.2 F&GP Committee meeting 10 September (pages 9-11).  |            |
| 7. <b>Finance.</b>   | (7.54)     |
| 7.1 To note payments made out of meeting 28.08.13 – 30.09.13 (pages 19-21).  |            |
| 7.2 To note receipts for the period 28.08.13 – 30.09.13 (pages 22-23).   |            |
| 7.3 Account balances as at 30.09.13 (page 18).   |            |
| 7.4 To authorise payments of accounts (list to be supplied at meeting).  |            |
| 7.5 Audited accounts have been approved, see report (page 11) and enclosure.   |            |
| 8. <b>Land at Sandy Lane, Boxley.</b>  | (8.05)     |
| To receive the programme of outstanding work (enclosed) and an update on the current situation.  |            |
| 9. <b>Policies and Procedures Review.</b>  | (8.15)     |
| 9.1 Protocol for attending parish council and committee meetings (page 11-12).   |            |
| 9.2 Community Engagement Strategy (page 12-16).  |            |

- 10 **Matters for Decision.** (8.24)
- 10.1 KALC Community Awards Scheme. All nominations to be submitted in writing to the Clerk. This item will be taken in confidence, due to discussion of personal data, should the chairman consider it necessary, see report (page 16).
  - 10.2 Community Chest see report (page 16-17).
  - 10.3 Report from Cllr Ivor Davies on KALC Maidstone area meeting and possible contribution to a fighting fund: (see page 17).
  - 10.4 Remembrance Day laying of Wreath Sunday 10 November
- 11 **Reports from Borough and County Councillors.** (8.35)  
To allow councillors to report and discuss matters affecting the parish.
- 12 **Reports from councillors/office.** (8.42)  
Representatives who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 12.1 Police and Parish Forum 19/09/13: report from Cllr Ivor Davies (see page 17-18).
  - 12.2 KCCH&T Parish and Town Council Seminar, verbal report to be made.
  - 12.3 Mid Kent Downs Steering Group: visit to orchard and allotment sites, verbal report to be made.
- 13 **Matters for Information.** (8.52)  
To receive a summary of information received (page 19).
- 14 **Next Meeting.** (8.54)  
Monday 4 November 2013 at the European School of Osteopathy, Boxley Village, ME14 3DZ. Councillors' requests for agenda items to be submitted no later than 28 October.

Pauline Bowdery  
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council re-qualification.  
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 7 October 2013.**

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

**Item 4. Minutes of the Meeting of the Parish Council held at European School of Osteopathy, Styles Lane, Boxley on Monday 2 September 2013,**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder (arrived with apologies at item 3), Mrs K Macklin (arrived with apologies at item 1), Mr G Smith, Mr A Springate, Mr P Sullivan, and Mrs M Waller together with the Clerk, PCSO Hawthorne, 8 members of the public/press. Mr D Holland joined the councillors after item 3.

**1. Apologies and absences.**

Cllr Harwood (MBC Extraordinary meeting), Cllr Wendy Hinder (MBC Extraordinary meeting) and Cllr Spain (holiday). Borough Councillor Derek Butler and County Councillor Paul Carter (prior engagements).

The Chairman informed members that he had been in touch with Cllr Holmes (absent) and that the indication was that he hoped to return to the parish council in the New Year. It was **agreed** that the parish council would wait until the New Year but would now, for legal compliance, record Cllr Holmes as absent.

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

None.

To allow PCSO Hawthorn to return to duty item 6 was taken at this point.

**3. Co-option to Parish Councillor Vacancy (South Ward).**

The process to appoint a parish councillor was undertaken and four applicants addressed the meeting. After consideration members **agreed** by a majority vote (Chairman abstained) that Mr Dennis Hollands be co-opted. Cllr Holland then officially joined the meeting having signed his declaration of acceptance of office.

The meeting was adjourned at 8.54pm and reconvened at 8.59pm to allow the Chairman to thank the unsuccessful candidates for their interest and to encourage them to stand for any future vacancies or elections.

**4. Minutes of the Parish Council Meeting of 1 July 2013.**

The minutes of the meeting were, with the addition of the word 'potential' at item 14.2, **agreed** and **signed** as a correct record.

**5. Matters Arising From the Minutes.**

Minute 2551/9 Community Chest: **Noted** the scheme is being publicised with a closing date of 22 October 2013.

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

The crime statistics and report were **received**.

It was **agreed** that the parish council would contact the Police to suggest that the mobile unit be moved from Boxley Village to a more populated area, to make more effective use of the vehicle. It was noted that there had been no prior consultation with the parish council. The dates that the unit is booked to visit the parish would be supplied to the office along with posters for the noticeboards. Dates of visits would be included in the Boxley Mail when possible.

PCSO Hawthorn informed members that he would shortly be resigning as he had been successful in applying to join the Kent Police Force as a constable. He expected to start training in October. The Chairman offered his congratulations and on behalf of members thanked him for his sterling work over the past 2<sup>1</sup>/<sub>2</sub> years.

The meeting was adjourned at 8.59 pm to allow members of the public to speak. Issues raised were the need for additional car parking and a pedestrian crossing in Boxley Village and a Sandling resident raised the issue of possible development at Rochester

Meadows (she was informed that MBC would be releasing their initial views at the end of September). The meeting reconvened at 9.04 pm. It was **agreed** that the chairman would meet the Boxley Village resident to discuss further. **Action: Chairman and Clerk.**

## 7. **Draft Minutes of Recent Committee Meetings.**

### **Noted and Received:**

- 7.1 Environment Committee meeting 8 July 2013.
- 7.2 F&GP Committee meeting 9 July 2013.
- 7.3 Environment Committee meeting 1 August 2013.
- 7.4 Estates Committee meeting of 13 August 2013.

## 8. **Finance.**

- 8.1 **Noted** payments made out of meeting 02.07.13 – 27.08.13. It was identified that since the report was issued coding errors at voucher 165 & 166 had been identified and that the real cost code was land at Sandy Lane. The Clerk to supply information to members on voucher 194. **Action: Clerk.**
- 8.2 **Noted** receipts for the period 25.06.13 – 27.08.13.
- 8.3 **Noted** account balances as at 27.08.13.
- 8.4 No payments of accounts list was submitted.
- 8.5 **Noted** 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 initialled by both signatories. Applications for dispensation must be submitted to the Clerk.
- 8.6 A volunteer for the parish councillor internal audit is sought. Cllr Holland volunteered. **Action: Cllr Holland and Clerk.**

## 9. **Land at Sandy Lane, Boxley.**

An update report on Dove Hill Allotments was **received** from Cllr Bob Hinder and the job specification for the fencing was **approved**. The Chairman proposed "**That a contract be entered into to sell the area of land to be disposed of at the agreed fixed price to the agreed party**". **Agreed** (with one abstention) and the Chairman and Clerk signed the legal paperwork.

## 10. **Policies and Procedures Review.**

- 10.1 Adopted Code of Conduct – Complaints: the current procedure was **re-confirmed**.
- 10.2 Land & Building Purchase Policy: the Chairman's request that the policy be changed to allow leasing of land was **agreed**.
- 10.3 Internal Complaints: the current procedure was **re-confirmed**.

## 11. **Matters for Decision.**

The Chairman proposed, as personal information may be disclosed, that items 11.1 & 11.2 be taken in confidence at the end of the meeting. At that time the relevant resolution to exclude the press and public was passed

- 11.1 Civic recognition recommendations. **Agreed** any member who wishes to put forward the name of someone to be considered for civic recognition should notify the Clerk. **Action: all councillors.**
- 11.2 KALC Community Awards Scheme. After consideration it was **agreed to adopt the scheme** but defer the item to the next meeting to allow members to consider nominations.
- 11.3 Police Forum at Headcorn Village Hall on Thursday 19<sup>th</sup> September 2013. **Action: Cllr Ivor Davies to attend.**
- 11.4 KCCH&T\_Parish and Town Council Seminar – 4<sup>th</sup> October 2013. **Action: Cllr Bob Hinder to attend.**

## 12. **Reports from Borough and County Councillors.**

Councillor Wendy Hinder's report covering highway maintenance and parking on old Chatham Road, Sandling was **received**.

## 13. **Reports from councillors/office.**

Cobtree Manor Park: report from Cllr Smith was **received**. **Agreed** the Chairman would write a letter of thanks to the warden. **Action: Chairman.**

**14. Matters for Information.**

**Noted.**

- 14.1 Kent Wildlife Trust magazine issue Summer 2013.
- 14.2 Kent Downs Orchid issue 23/Summer 2013.
- 14.3 Walderslade Woods Road islands, a 'thank you for your efforts' e-mail from a resident has been received.
- 14.4 Allotment magazine issue 3 2013
- 14.5 Thank you letter from a local group for exhibiting posters on the parish council's noticeboards has been received.
- 14.6 ACRK Rural News 131.

**15. Next Meeting.**

Monday 7 October 2013 at St John's School, Grove Green.

Meeting closed at 9.42 p.m.

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

**Item 6.1 Minutes of the Environment Committee on Thursday 9 September 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.**

Councillors present: Mr P Dengate (Chairman), Mrs P Brooks, Mr I Davies, Mr A Springate and Mrs M Waller together with the Clerk, Cllr Vic Davies, Cllr Sullivan, Cllr Holland (during MA/13/1348) and three members of the public.

**1. Apologies and absences**

Cllr Bob Hinder (holiday), Cllr Wendy Hinder (holiday), Cllr Spain (holiday). Cllr Holmes (absent).

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

Members declared that they had been lobbied on MA/13/1348 and MA/13/1160. The Chairman notified members that a relative lived adjacent to the Rochester Airfield Consultation (item 5).

**3. Minutes of the Meeting of 1 August 2013.**

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

**4. Matters Arising From Minutes.**

- 4.1 Minute 2558/5.2 Quad bike: **Noted** worked order raised by MBC Aug 2013.
- 4.2 Minute 2558/5.4 Neighbourhood Area consultation: **Noted** MBC's official response to the consultation is awaited.
- 4.3 Section 106 payment for MA/12/2314 Plot 4 Eclipse Park. **Ratified** the Clerk's letter, after consultation with committee members, to MBC Planning Committee concerning the need to reserve some of the money to allow investigation of local parking needs. **Noted** MBC's decision on 29 August was to support the planning officer's recommendation that all of the Section 106 is allocated to the town centre.

The meeting was adjourned at 7.34 pm and members of the public addressed the meeting concerning planning application MA/13/1348, to which they objected, the meeting reconvened at 7.49 pm.

MA/13/1348 and MA/13/1160 was taken at this point in the meeting.

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

- 5.1 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.

Cllr Vic Davies addressed members on; additional noise pollution on the immediate and surrounding residential areas; the loss of privacy to the garden of Stone House.

*Wish to see refused, for the planning reasons given below, but are not requesting that it be reported to the planning committee.*

- *Noise pollution from events held in the marquee causing excessive and adverse impact on local residential properties. The parish council is aware that local residents have complained to the Environmental Health Department and are keeping disturbance logs.*
- *Loss of privacy to the immediate neighbours due to the installation of windows. Members suggested that screening be provided between the windows and boundary.*

5.2 MA/13/1180 Conversion of existing garage to living accommodation at 8 Sylvan Glade, Walderslade, Chatham, Kent. Members requested that a Traffic management advice leaflet be sent to the applicant. *Do not wish to object.*

5.3 MA/13/1223 An application to alter main entrance to mitigate use as a turning circle, unauthorised parking and additional parking for staff and users at Vinters Park Crematorium, Bearsted Road, Weaving, Maidstone, Kent. *Wished to see approved.*

5.4 MA/13/1260 Construction of a new 3G sports pitch with floodlighting; 4 new tennis courts; the upgrading and extension 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. **Ratified** the Clerk's decision, after consultation with committee members *Wished to see approved.*

5.5 MA/13/1332 Change of use of land and formation of new access from allotment access road to Sandy Lane to serve existing tourism accommodation at land rear of Old Harbourland, Boxley Road. **Ratified** the Clerk's decision, after consultation with committee members *Do not wish to object.*

5.6 MA/13/1338 Single storey side and rear extension at 21 Spenlow Drive, Walderslade. **Ratified** the Clerk's decision, after consultation with committee members *Do not wish to object but concerns about the reduction in available on-site car parking provision.*

5.7 MA/13/1348 Demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 No. dwellings with access, parking and landscaping at Street Farm, The Street, Boxley.

Members expressed views on; the unauthorised development that had already taken place; the need to preserve the character of the existing farm buildings and for any changes to be in keeping with the rural area.

*Wish to see refused, for the planning reasons set out below, but are not requesting that it be reported to the planning committee.*

- *The proposed design and materials are not in keeping with the character of the existing building or area.*
- *The impact on the neighbours and AONB.*
- *The light pollution from the external lighting and the roof light will have an adverse impact on the AONB and the village as Boxley is a 'dark village'.*

*If the planning officer is minded to approve the application then the following is requested.*

- *Any development on this site is strictly monitored by the planning department to ensure that conditions are met and no unauthorised changes to planning permission are made.*
- *Conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and 21 of MA/10/1732 are included on any permission.*

5.8 MA/13/1352 Construction of a first floor side extension with rear balcony and repositioning of first floor window to south elevation of dwelling at 65 Bargrove Road, Vinters Park. *Do not wish to object.*

5.9 MA/13/1404 Erection of a two storey side/rear extension at 24 Woodlands, Chatham, Kent. *Members requested that a Traffic management advice leaflet be sent to the applicant.* *Do not wish to object.*

5.10 TA/0104/13 Tree Preservation Order no. 1 of 1969: An application for consent to cut back branches of 1 No Cherry tree and 1 (no) Hornbeam tree that are overhanging into 3 Gean Close, Walderslade. *Do not wish to object defer to the Landscape Officer's view.*

5.11 TA/0108/13 Application for consent to cut back 1no Oak tree to previous pollard at 3 Abigail Crescent, Walderslade. **Ratified** the Clerk's decision, after consultation with committee members *Do not wish to object defer to the views of the landscape officer.*

5.12 TA/0114/13 Tree Preservation Order no. 2 of 1972, application for consent to carry out works as described in section 7 of the application form at Cobtree Manor Golf Course, Chatham Road, Sandling. *Do not wish to object defer to the Landscape Officer's view.*

5.13 TA/0123/13 Tree Preservation Order no 1 of 1969, application for consent to re-coppice every 3 to 5 years at 22 Round Wood Close, Walderslade, Chatham, Kent. *Do not wish to object defer to the Landscape Officer's view.*

5.14 Rochester Airport Consultation, **agreed no action.**

5.15 Spire Alexandra Hospital, Impton Lane; advance notification of the submission of a planning application. Members' considered the contents of the letter and asked that Spire be thanked for the notification but members did not require a meeting. **Action; office.**

## 6. **Planning Applications and Appeals Decisions**

MA/13/0910 side extension to ground and first floors including conversion of part of existing garage to living accommodation at 18 Olivine Close, Walderslade, Chatham, Kent. REFUSED on 20/8/13 – Members decision "Do not wish to object – concerns were raised about window design". **Noted.**

## 7. **Neighbourhood Development Plans.**

Members **agreed** some minor changes to the audit document.

- Weight limit restriction in Boxley Village. **No action however an addition to the section concerning traffic flows through rural villages.**
- Grove Green and Weaving Street. **Agreed an alteration to the statement concerning alternative traffic routes.**
- Sandling Village, Rochester Meadows. **Agreed no action at the moment.**

It was **agreed** that the issue of the highway verge on Grovewood Drive South would be investigated with the Highway Steward and a report on the possible options would be submitted to the meeting. Members' **agreed in principle** the allocation of street maintenance funding if the vegetation needed to be removed. The chairman proposed the formal adoption of the document and this was **agreed**; it was recognised that as local situations changed the document would regularly need updating. **Action; Clerk.**

## 8. **Maidstone Borough Local Plan.**

Site allocation in the Core Strategy. **Noted** MBC's initial response to the sites submitted by developers is due out on 30 September 2013. The next meeting of the working group will be arranged for after this report. **Noted.**

9. **Volunteer Groups.**

- 9.1 **Noted** Status Reports for WWG July – September 2013.
- 9.2 **Noted** report on residential encroachment into Walderslade Woods; two of the four identified incidences have been resolved by KCC.

10. **Highways and Byways.**

- 10.1 Junction improvements at Lordswood Lane/Gleamingwood Drive. The KCCH&T explanation of why no intervention was planned was considered by members. After discussion it was **agreed** that the possibility of installing pedestrian warning signs should be investigated with KCCH&T with funding either being provided by the parish council or by an approach to County Councillor Paul Carter. **Action: Clerk.**
- 10.2 **Noted** a resident has complained about noise disturbance from the lorry parking at Old Chatham Road, Sandling. They have been advised of the latest information and supplied with noise disturbance forms. The Sandling RA has also been contacted and members will be kept informed of any developments.
- 10.3 Members' were notified of the new Highway Steward Margaret Blackwell and that outstanding issues will be confirmed with her. **Noted** KCCH&T's budget had been reduced by another 12% and that for the next few months only safety- critical issues will be added to any work lists. The parish office has been assured that although many local roads don't appear to have a tarmac surface driving on the road's sub-structure wasn't inherently dangerous.
- 10.4 Salt bins. **Noted** Paul Carter has paid for a salt bin to be installed at Orbit Close; no more bins will be installed this year.

11. **Policy and procedures review.**

Due to time restraint the Chairman deferred this item to the next meeting. **Action; agenda.**

12. **Consultation; Greater flexibility for change of use.**

Members' considered the proposals and conditions as outlined in the briefing report and **agreed.**

Question 1 Do you agree there should be permitted development rights, as proposed, for shops (A1) and financial and professional services (A2) to change use to a dwelling house (C3) and to carry out building work connected with the change of use? <b>Yes</b>
How do you think the prior approval requirement should be worded, in order to ensure that it is tightly defined and delivers maximum benefits? <b>No comment</b>
Question 2 Do you agree there should be permitted development rights for retail units (A1) to change use to banks and building societies? <b>Yes</b>
Question 3 Do you agree there should be permitted development rights, as proposed, for existing buildings used for agricultural purposes to change use to a dwelling house (C3) and to carry out building work connected with the change of use? <b>Yes</b>
Question 4 Do you agree that there should be permitted development rights, as proposed, to allow offices (B1), hotels (C1); residential institutions (C2); secure residential institutions (C2A) and assembly and leisure (D2) to change use to nurseries providing childcare and to carry out building work connected with the change of use? <b>Yes</b>
Question 5 Do you agree there should be permitted development rights, as proposed, for buildings used for agricultural purposes to change use to new state funded schools or nurseries providing childcare and to carry out building work connected with the change of use? <b>Yes</b>
Question 6



Do you have any comments and further evidence on the benefits and impact of our proposals set out in the consultation?

When allowing permitted development, especially in rural areas, it is suggested that

- The prior approval list is extended to include the visual impact of mass car parking.
- That permitted development modifications must be sympathetic to the character of the area.

Concern that the proposals make no mention of sustainable development.

**13. Consultation; Kent Downs AONB Management Plan 2014 – 2019**

Members' welcomed the strategies in the document however they wished to identify their major concern regarding off road motor bikes. **Action; Clerk.**

**14. Matters for information.**

14.1 **Received** report from Cllr Dengate Asbestos First Objection Meeting. Cllr Springate notified the meeting that he had raised the application with the Medway Countryside Consortium which had sent in objections.

14.2 **Received** Medway Council Meeting of Medway Council Thursday, 25 July 2013. Extract from the minutes.

14.3 **Received** developments on onshore wind turbines and solar farms report.

14.4 **Noted** changes to Permitted Development Legislation; summary on the changes for industrial and commercial units.

14.5 **Received** Member Planning Training 22<sup>nd</sup> August 2013 report by Cllrs Bob and Wendy Hinder.

**15. Next Meeting.**

Next full environment meeting 14 October 2013 at Beechen Hall commencing at 7.30 p.m.

In view of the confidential nature (personal details and data) on the next item the Chairman proposed that the public and press will be excluded from the meeting for the duration of or part of the item.

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

Updates were received on two outstanding issues; one would either cease or a planning application will be received; one was still under investigation.

Meeting closed at 9.59 pm.

**Item 6.2 Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 September 2013 commencing at 7.30 p.m.**

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, and Mr G Smith together with the Assistant Clerk and Mr Dennis Hollands

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

Mr Bob Hinder, Mrs Wendy Hinder (holiday) and Mrs Kaz Macklin (absent)

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

There were none.

**3. Minutes of the meeting of 9 July 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: the Chairman reported having just received from the KALC Maidstone Committee news that a revised wording for the return had now been agreed with MBC and would be forwarded shortly to parish councils. **Noted.**

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

**5. Financial report.**

- 5.1 Reconciliation of accounts report for 2 September 2013: **received** and **signed off**.
- 5.2 Income/Expenditure report as at 2 September 2013: **received** with members seeking clarification and explanations on various codes.
- 5.3 Investment Bonds: Members **agreed** that the proceeds of the expiring Natwest 6 month investment bond be transferred into the Coop general account to meet forecast expenditure.

**6. Policy and procedures reviews**

- 6.1 Grievance and Disciplinary procedures – **Agreed** with minor amendments. F&GPC Annual Competency Review – Members received the Clerk’s report and asked that she be thanked for this comprehensive and detailed survey. However it was felt that means should be found to make it less lengthy in future. After discussion it was **agreed** that the (useful) summary of the committee’s policies, aims and procedures, which vary little from year to year, should be published in a separate document. The Clerk would review this annually and only bring considerations/recommendations then identified to the committee. Other committees might wish to follow suit. **Action: Clerk.**

In the present review the Clerk had identified two possible weaknesses:

- Geographical representation on the committee is currently unbalanced: Members **agreed** that a balance would be preferable and to recommend to full council that this be incorporated in Standing Orders. **Action: Clerk.**
- Time taken up at committee meetings considering complex consultations: Cllr Dengate suggested that a summary and draft responses could be prepared out of meeting by one or two committee members and brought to the committee for decision. After discussion, members **agreed** to recommend to full council to trial this method on a rotational basis amongst committee members and review after 3-4 consultations. **Action: office.**

- 6.2 **Review of Downs Mail expenditure:** members **agreed** that this still represented value for money.

**7. Personnel Matters**

- 7.1 TOIL and leave report **received**.

**8. Dove Hill Allotments Expenditure**

- 8.1 Members **received** details of expenditure to date and were reminded that the present budget had been set when only a rough approximation of likely costs could be made. As this had proved to be an underestimate, the working group requested that a further £10,000 be vired from the contingency budget. This was proposed from the Chair and unanimously **agreed**.

**9 2014/2015 Budget**

Members identified some projects they felt should be considered for the 2014/2015 Budget, however many were for other committees and as such they were advised to put them forward at the relevant meetings. **Action: Councillors.**

**10 Grant Requests.**

Members **agreed** that the donation for the Remembrance Day wreath should remain at £120.00.

**11 Matters for Information.**

There were none.

**12 Date of Next Meeting.**

Tuesday 12 November 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.05 pm.

**Item 7.5.** Audited accounts for 2012/2013. *Purpose of report; information.*

The Annual Return for the parish council's financial year 2012/2013 has been completed by the external auditor (PKFLittleJohn) with no issues being raised by the auditor. A copy of the relevant page is enclosed for members. The parish council is displaying the required "Notice of conclusion of the audit and right to inspect the Annual Return" on noticeboards, an item will be included in the next Downs Mail and a copy of the actual return has been placed on the website.

**Item 9 Policies and Procedures Review.** *Purpose of item: information and decision.*  
Clerk's comment; this protocol is the basis of a leaflet that is available from the website or parish office. Some minor changes have been made to the current protocol but nothing that changes any of the principles.

**Item 9.1 Protocol for members of the public attending parish council and committee meetings.** *Clerk's comment: this protocol is the basis of a leaflet that is available from the website or parish office. Some minor changes have been made to the current text but nothing that alters any of the principles:*

Parish councillors are always pleased to have visitors to their meetings, especially if there is an issue with which the parish council might be able to assist with.

If you are attending a meeting and wish to address it about an issue either on the agenda or which you wish to bring to their attention, it may help to be aware of the procedures.

As only councillors may speak at council or committee meetings, time is always provided for the meeting to be adjourned (that is suspended) for members of the public to address them. You will be invited to speak during this period and will be allowed a maximum of three minutes to do so. You may then be asked questions by councillors but you have no right to ask them questions in return or enter into a debate. Once the meeting has reconvened you can make no further comment.

If the issue is very personal, or you are disabled, have a speech or hearing impediment or just find it difficult to talk to a public gathering please discuss this with the Clerk. If necessary, she will make alternative arrangements to inform members of your issue. Assistive Listening Devices can normally be made available at meetings. If you use a hearing aid please therefore ask the Clerk for assistance.

It would be very helpful if you could give the Clerk advance warning of any matter you may intend raising. You can do this by either writing to or telephoning the parish office. This will allow the relevant information to be gathered and possibly for you to be advised whether there is a better method by which you can bring the issue to the attention of the parish council. If this is not possible, or you are unwilling to do so, it is not a problem.

On arrival at the meeting, you should be approached by the Clerk as you enter the room. If not, please introduce yourself to her or any member of the parish council. You will be asked for your name and on what subject you wish to speak. The Chairman has the power to recommend a change to the order of the agenda so that you are not kept waiting too long to speak. You are of course welcome to stay for the whole of the meeting but are free to leave at any time.

Once the allocated time for public involvement has been reached the Chairman will generally welcome you to the meeting, addressing you by name and inviting you to speak. Although three minutes is quite a long time, it can go very quickly if the issue is complex. The following suggestions may help you to get your comments across effectively:

- ◆ Stand whilst you talk, acoustics can be a problem in some halls.
- ◆ Open your talk by explaining the location of any problem, try to be as specific as possible e.g. the piece of land at the junction of.... and ....
- ◆ Have a list of the relevant points you wish to make.
- ◆ Try to be concise and not go off the point.
- ◆ If you know what you want please ensure that you clearly inform the council.
- ◆ The parish council may wish to send you information or keep you in touch with any developments, don't forget to supply your name and address to the Clerk. There are always spare paper and pens at a meeting.
- ◆ You should not slander anyone or make any comments that are offensive or which you feel should not be public. If yours is a sensitive issue please contact the Clerk to discuss the best way to proceed.
- ◆ If you are disabled, have a speech impediment or find it hard to talk to a public gathering, discuss this with the Clerk who can make alternative arrangements for your issue to be notified to members.

Because the official minutes may only record discussion and decisions taken within the meeting, they will not include any of your personal details or quote verbatim what you say. The Clerk will keep a separate note of your issue and any action needed. However, be aware that members of the press and other members of the public may be present at the meeting.

Agendas and minutes of meetings are published on the parish council's website at [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk).

**Please remember that the people you are addressing are volunteers. They have volunteered because they care about their community and wish to help local residents. They are not salaried officials.**

.....

## **Item 9.2 Community Engagement Strategy.** Public Engagement Policy and Strategy

### **Update**

Councillors will wish to be aware that:

- With the spare laptop available in the office it may be possible to use this to help parishioners who are not on the internet to access services at MBC, KCC etc. It is not proposed to operate a café type service but it would engage with a section of the community that is increasingly being excluded. Computer and office security issues would need investigating and times would need to be booked by residents but a procedure could be set up.
- QR codes are now advertised on the noticeboards and at Beechen Hall and thought will be given to including the code on consultation posters and in the Downs Mail to give a direct link to the PC's website. It is not planned to use these codes for MBC or KCC consultations but if for example there is a major issue the option is available to provide a link direct to a website or planning application. With the increase in the use of tablets it is considered this will make the parish council more accessible.

In the Clerk's view, neither of the above requires mention in the strategy at this stage.

## Strategy Review:

Clerk's comment: *some minor changes have been made to the current protocol but nothing that changes any of the principles.*

That said, the office is working towards setting up a facebook page and members may wish to so amend the policy. Suggested text in bold at point 2.

It has been suggested that the name be changed to **Public Engagement Policy and Strategy.**

Also there is nothing within this strategy concerning the budget and grants and this maybe an opportunity to include something along the lines of the following as a separate bullet-point:

*"When setting its budget the parish council will do so in an open and accountable way and will consider suggestions from parishioners. The parish council currently funds 3 volunteer groups and has a budget, policy and procedures, advertised on the website, to award grants to other bodies or for qualifying projects. The parish council also allows its office staff to help groups locate other sources of funding."*

**Current strategy.** *[Bullet points appear in the finished document but in this copy, for ease of reference/discussion, these have been replaced by numbers].*

Boxley Parish Council is committed to engaging with and empowering its residents and communities so that they can be actively involved in decisions that affect them. To this end, the parish council will use the following strategy:

1. Being proactive in making information available on what decisions are being considered and how residents can influence or contribute to the discussions/decisions available (in good time) to enable contributions.  
*Methods used to ensure this will be the website, 11 x neighbourhood noticeboards, leaflets, posters, consultations, word of mouth and easily understandable reports. Consideration to be given to having a presence on social networking websites such as Facebook and Twitter.*
2. Being willing to consider any reasonable opportunities that support its purpose of making information available and increasing contributions from the community, especially those difficult to reach i.e. housebound and disabled. See Appendix 2 Petitions.
3. Having all meetings of the parish council and its committees open to the public and with a period set aside for residents to comment.  
*Residents can access agendas for the meetings via the website, parish office and noticeboards. The website and leaflets explain the procedure and offer tips for residents wishing to address members. Facilities also exist where residents can, where appropriate or necessary, make written reports or have a case presented on their behalf to members. Arrangements can be made for those with disabilities such as impaired hearing or speech impediment.*
4. Ensuring that the parish office plays a neutral role so that residents can be confident that they are receiving unbiased information and support.  
*This neutral involvement allows more flexibility in the service and the personal element of the contact hopefully encourages more involvement from the hard to reach members of the community. Whilst the parish office has core opening times it will be opened outside these hours to accommodate people who work etc.*
5. Producing and distributing a monthly newsletter for all properties in the parish.

6. Publicising details of how to contact the parish office and councillors on the council's noticeboards, website and in the monthly newsletter.  
*NB Also available on the Maidstone Borough Council website.*

7. Producing leaflets (available from the parish office, website and Beechen Hall) that support the engagement of the community (e.g. How to ask a question at a meeting, Can I be a Parish Councillor?).

8. Using any suitable opportunity to have a public presence at community events, e.g. school fetes. Every opportunity to increase this public presence will be welcomed and considered.  
*Individual councillors as well as the parish office play a role in identifying opportunities.*

9. Going, where possible, to the community rather than expecting them to travel (sometimes long distances) to meetings. Full council meetings to rotate around different venues serving the various areas of the parish. When dealing with controversial issues or those affecting a particular community, consideration will be given to holding a special meeting in a local venue.

10. Considering central and local government consultations and surveys where necessary and appropriate and the council's input made available to the public. See appendix 1 – Consultations.

11. Parish Planning. The Localism Act 2010 allows for Parish Councils to produce, in conjunction with its communities, Neighbourhood Development Plans. The Parish Council will engage with its residents to consider producing these.  
*Legislation requires community engagement, consultation, a referendum and if necessary a Public Enquiry before Neighbourhood Development Plans can be considered for adopted.*

12. Being receptive to requests from residents or communities and where thought appropriate ensure their opinions are made known to other organisations.  
*This may be by including an item for discussion on an agenda, allowing a local group to put their opinions into an official report undertaken by the parish council or by meeting youngsters at a local playground.*

13. Being open and accountable in its dealings with residents and the community. Information on its policies and procedures to be made freely available.

14. Ensuring that, where appropriate, local people and communities are referred to the correct department/officer/ Borough or County Councillor and that they are aware of the ways that they can use the relevant systems to make their views known.

15. Reviewing this Community Engagement Strategy on an annual basis to ensure that it remains relevant.

16. **APPENDIX 1 CONSULTATIONS**

Consultations will be considered when any of the following apply:

17. When there is a plan to significantly change an amenity or equipment on an amenity site

18. When there is an issue identified by the Council, Councillors or office as controversial e.g. a large planning application.

19. On receipt of a petition from residents see Appendix 2 Petitions

## **20. Who should we consult?**

21. If a consultation has been identified as needed then the Council or relevant committee will be required to consider how, size of consultation, who to consult and the timeline for the work.

22. Consultations will be decided at a Council/Committee meeting and identified on the agenda as being under discussion. It is the responsibility of the local councillors to attend the meeting considering consultation or to submit suggestions to be taken to the meeting.

23. Issues to be considered in deciding the consultation are:

24. What residents will be affected by the proposal;

25. Whether to consult with all residents directly effected; and/or

26. A wider range of residents.

27. Local groups or organisations who may be affected or benefit from the proposal/issue i.e. play groups; scouts; elderly peoples clubs etc.

28. Local groups or organisations which the Council may wish to have input into the decision process see appendix 3.

## **29. Form of Consultation**

Consultations should be either/or mixture of:

30. Letter drop outlining proposal/issues with tick boxes to gather views. The Council/committee should decide wording of consultation and if necessary include maps, diagrams or suggest options. Arrangements will be made to pick up the documents or allow them to be dropped off at a locally held meeting/location.

31. Public meeting held at a local venue to allow views to be gathered.

32. Open evening with displays and councillors available and, if appropriate, people able to give expert advice.

33. The Council's noticeboards, website and Downs Mail will be used to advertise the consultation and encourage response. Arrangements will be made to allow responses through the website.

34. Any literature/display material produced by the Council will be in plain English and have balanced argument/views allowing residents to fully understand the issues.

35. In addition to the above other forums can be used Café conversations, drop in events, talks, brain storming session, etc.

At the consultation (or at any other appropriate stage) residents will be invited to 'log' their interest for e-mail updates.

If a consultation is identified as needed then it will be expected that all councillors, but especially local councillors and those councillors promoting the idea, should be prepared to become actively involved in, if it is required, delivering any documents or attending open days etc.

36. If substantial changes are made to any plans/issues then the Council needs to consider re advertising (but not necessarily re consulting) the changes before a decision is finalised.

## **37. Results of consultation**

The Council not only has a responsibility to consider the views of the local community but also the benefit to/needs of the wider community.

In reaching a decision the Council should:

38. Be open and accountable in all the discussions/decisions e.g. debate/decide in a public meeting, allowing the public to speak.

39. Consider and be prepared to justify/outline the benefits

40. Consider the responses received and if going against the majority decision be able to clearly identify why.

41. If, after a full consultation there is little or no support then the council should consider whether it is wise to proceed with a project unless it is felt that there is an overriding community benefit.

42. If preferences are given i.e. pieces of equipment, then the majority view should stand.

43. If in advance of a meeting individual Councillors have identified issues that they consider need resolving or debating they are required to make these known to the parish officers to allow research to be undertaken and if necessary information to be supplied to all councillors/public.

44. **APPENDIX 2.**

**PETITIONS**

The Council will consider petitions received on any issue. Residents/organisations submitting petitions will be required to:

45. Have the wording of the petition on each page that has signatures.

46. Include the name and address (or post code) of all persons signing.

47. It is expected that signatures will be from people within the parish but at the discretion of the council signatures outside the boundary may be accepted.

48. A petition can only be presented once to the Council.

The Council in deciding whether to support the issue being petitioned about will take the decision in an open and accountable way e.g. debate/decide in a public meeting, allowing the public to speak.

49. **APPENDIX 3.**

**LOCAL GROUPS/ORGANISATIONS**

The Council will consider and welcomes input from a local group or organisation: however it reserves the right when considering such input to take into consideration the size, locality, makeup of the body etc.

Local groups and organisations will be encouraged to:

50. Be properly formed with a constitution.

51. Be open to the community and not run membership on an invitation only basis.

52. Be willing to work with the Council to identify possible compromises/changes that might improve a project or make it more acceptable.

**Item 10. Matters for Decision** *Purpose of item; consideration and decisions.*

10.1 KALC Community Awards Scheme. To consider the BPC criteria and any nominations. One of the scheme's criteria is that candidates must live or work within the parish boundary.

Examples of possible criteria (as indicated in the Awards Scheme paperwork already supplied to members).

"A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- Level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award."

10.2 Community Chest: The closing date for applications is 22 October 2013 and there is a need to identify the awarding panel which the parish council has agreed (July meeting) will consist of  
" up to 5 people to:



- evaluate each application
- Agree the money allocated to the project and approve all payments
- Review the progress against the project plan by meeting the project team and if necessary visiting the project periodically
- Publicise the project
- Provide advice and support when requested or required to safeguard the project and monies."

### **10.3 Maidstone KALC Meeting, 25/9/13: report by Ivor Davies.**

This meeting was held in the new county library & archives building and was preceded by a tour of the impressive facilities. As a venue, however, it proved unsatisfactory as it was over-heated, the acoustics were appalling, there were insufficient seats and, to cap it all, there was no coffee. The next meeting will be back in the Town Hall.

Relations with MBC Planning Officers and Committee. There was no progress to report because the Secretary, Clive English, was indisposed.

Parish Services Scheme/Concurrent Functions. Guidance on signing the MBC PSS agreement [expected mid-September] about to be sent. Discussions with MBC, now less adversarial, continue. MBC's claim that the PSS is transparent and fair is being challenged. It appears that each parish elector contributes 37% more to MBC funds than those in the non-parished area. However, as MBC does keep its accounts by ward or parish, it is proving difficult to ascertain where this excess goes. (Fuller report to follow). Also of concern was that, although MBC had passed on all of the money received from government this year to compensate for the changes in Council Tax and have said they will do so for 2014/15, this is not set in stone. Agreed that MKALC should seek reassurance.

Solar Panels. Agreed that a policy is needed akin to that regarding poly-tunnels forwarded to, and now stalled with, MBC.

MBC's New Call-Answering System. All agreed that this was most unsatisfactory and seemed designed to ensure that callers eventually gave up after being placed on a continuous loop involving the Call Centre.

Five Year Land Supply. The meeting considered a paper submitted by Boughton Monchelsea PC quoting counsel's advice that MBC, by ignoring windfalls, was acting illegally. Because of this, Maidstone was the only housing authority in Kent to have a five-year supply shortfall. As MBC was entrenched, MKALC may have to go to Judicial Review. To this end, it was agreed, but not unanimously, that parishes should be asked to contribute to a £40,000 fighting fund. Full details awaited but it seems likely that BPC will be asked for £1500. Deadline unknown.

<p><b>Item 12. Reports from councillors</b> <i>Purpose of item; information.</i></p>
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#### **Police & Parish Council Forum, Headcorn, 19/9/13: report by Ivor Davies.**

Crimes in rural areas are showing a small reduction. Action in hand regarding a spate of garden shed break-ins in Marden and anti-social behaviour in Headcorn. 77% of 999 calls answered within 15 minutes, which is higher than the Kent average

Mobile speed cameras deployed some 30 times in past two months. More staff receiving training.

The new monthly mobile Drop-by surgeries were receiving few visitors. It was generally agreed that publicity was poor and that they were often in the wrong time and/or in the wrong place. As this project was an initiative of the Police Commissioner, parishes should write to her with their concerns.

A number of parishes were experiencing problems with vehicles parking on pavements outside schools.

Councils asked to encourage new Neighbourhood Watches in their parishes.

**Item 13. Matters for Information** *Purpose of item; information.*

13.1 St Paul's Scouts thank you letter.

13.2 Parish Councillor involvement in consultations.

**Item 7.4 Account Balances.** *Purpose of report; information.*

**Boxley Parish Council  
BANK ACCOUNTS**

HSBC Beechen Hall	£33,197.09
Coop General Account	£135,589.33
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
<b>Total in Banks</b>	<b>368,786.42</b>
<b>Cash</b>	<b>150.00</b>
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£368,936.42</b>

### Item 7.1 PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
301	Publicity	29/08/2013	Coop General Account	3dd57	Pubcity	Mail Publications Limited	X	428.48	53.61	482.09
302	Administration	29/08/2013	Coop General Account	Bacs 29/08/1	Consumables	Kent County Council (KCS)	S	3.25	0.65	3.90
303	Walderslade Woods Group	29/08/2013	Coop General Account	Bacs 29/08/1	First Aid Kit	Kent County Council (KCS)	X	25.97	5.20	31.17
304	Consumables	29/08/2013	Coop General Account	Bacs 29/08/1	Consumables	Kent County Council (KCS)	S	20.62	4.12	24.74
305	Street maintenance	29/08/2013	Coop General Account	Bacs 29/08/2	Grounds Maintenance	Commercial Services Trading Ltd	S	30.00	6.00	36.00
306	Boxley Warren	29/08/2013	Coop General Account	Bacs 29/083	Hall Hire	Kent Wildlife Trust	Z	46.00	0.00	46.00
307	Subscriptions	29/08/2013	Coop General Account	Bacs 29/083	Subscription	Kent Wildlife Trust	Z	60.00	0.00	60.00
308	Boxley Warren	29/08/2013	Coop General Account	Bacs 29/08/4	Timber Shed	D & R Garden Buildings	Z	150.00	0.00	150.00
309	WDJ Orchard	29/08/2013	Coop General Account	501246	Playground Inspection	Playsafety Limited	S	65.00	13.00	78.00
310	Office rates	29/08/2013	HSBC Beechen Hall	2dd14	Rates	Maidstone Borough Council	Z	156.00	0.00	156.00
311	Rates	29/08/2013	HSBC Beechen Hall	2dd14	Rates	Maidstone Borough Council	Z	364.00	0.00	364.00
312	Water bill	29/08/2013	HSBC Beechen Hall	2dd15	Water Bill	Southern Water	Z	274.80	0.00	274.80
313	Hall maintenance	29/08/2013	HSBC Beechen Hall	102625	Window Unit	A S Bell Ltd	Z	109.42	0.00	109.42
314	HSBC general account	29/08/2013	HSBC Beechen Hall	DR	Bank Charge	HSBC	Z	4.00	0.00	4.00
315	Wages	29/08/2013	HSBC Beechen Hall	102624	Salary payments	Boxley Parish Council	Z	0.00	0.00	0.00
316	Administration	02/09/2013	Coop General Account	3dd58	Telephone Bill	British Telecommunications Plc	X	74.88	14.97	89.85
317	Walderslade Woods Group	02/09/2013	Coop General Account	BACS 2/9/13/43	WWG Imprest Account	Mr R Burrows	S	66.03	13.21	79.24
318	Walderslade Woods Group	02/09/2013	Coop General Account	BACS 2/9/13/89352	WWG Equipment Servicing	Stuart J Daws & Co Ltd	S	180.65	36.13	216.78
319	Land at Sandy Lane	02/09/2013	Coop General Account	BACS 2/9/13/B36390/5	Professional Charges	Whitehead Monckton	S	280.00	56.00	336.00

321	Land at Sandy Lane	10/09/2013	Coop General Account	BACS10/9/13/PB	Security	Mrs P Bowdery	S	90.13	18.02	108.15
322	Gas bill	10/09/2013	HSBC Beechen Hall	2dd16	Gas	Total Gas & Power	L	173.87	8.70	182.57
323	Refuse collections	10/09/2013	HSBC Beechen Hall	2dd17	Refuse Collection	SITA UK Ltd	S	138.28	27.66	165.94
324	Consumables	10/09/2013	HSBC Beechen Hall	102626	Consumables	Mrs M Fooks	S	28.00	5.60	33.60
325	Fire safety	10/09/2013	HSBC Beechen Hall	102627	Fire Safety Inspection	Kent County Council	S	30.00	6.00	36.00
326	Walderslade Woods Group	12/09/2013	Coop General Account	501247	WWG Insurance	The Conservation Volunteers	Z	304.57	0.00	304.57
327	Walderslade Woods Group	12/09/2013	Coop General Account	BACS 12-9-13/44	WWG Imprest Account	Mr R Burrows	X	110.72	13.47	124.19
329	Other grants	19/09/2013	Coop General Account	501248	Wreath + Donation	RBL Poppy Appeal	Z	120.00	0.00	120.00
330	Hire of halls	19/09/2013	Coop General Account	501249`	Hall Hire	European School of Osteopathy	Z	80.00	0.00	80.00
331	Salaries	19/09/2013	Coop General Account	BACS 13/09	Salary	Mrs P Bowdery	Z	2,175.10	0.00	2,175.10
332	Administration	19/09/2013	Coop General Account	BACS 13/09	Administration	Mrs P Bowdery	Z	64.58	0.00	64.58
333	Training/conferences	19/09/2013	Coop General Account	BACS 13/09	Training	Mrs P Bowdery	Z	4.00	0.00	4.00
334	Hall maintenance	19/09/2013	Coop General Account	BACS 13/09	Hall Maintenance	Mrs P Bowdery	Z	70.99	0.00	70.99
335	Land at Sandy Lane	19/09/2013	Coop General Account	BACS 13/09	Fencing Materials	Mrs P Bowdery	X	147.76	29.55	177.31
336	Salaries	19/09/2013	Coop General Account	bcas 13/09	Salary	Mrs A Candy	Z	530.22	0.00	530.22
337	Travel - staff	19/09/2013	Coop General Account	bcas 13/09	Mileage	Mrs A Candy	Z	16.90	0.00	16.90
338	General Maintenance	19/09/2013	Coop General Account	BACS 13/09	Salary	MS D Davies	Z	24.75	0.00	24.75
339	Chairman's allowance personal	19/09/2013	Coop General Account	BACS 13/09	Chairman Allowance PAYE	Mr I Davies	Z	28.72	0.00	28.72
340	Councillors allowance/PAYE	19/09/2013	Coop General Account	bacs 13/09	Councillor Allowances	Mr V Davies	Z	31.67	0.00	31.67
341	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mr P Dengate	Z	31.67	0.00	31.67
342	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mr T Harwood	Z	31.67	0.00	31.67
343	Salaries	19/09/2013	Coop General Account	BACS 13/09	Salary	Mrs M Fooks	Z	701.40	0.00	701.40

344	Wages	19/09/2013	Coop General Account	BACS 13/09	Wages	Mrs M Fooks	Z	467.82	0.00	467.82
345	Administration	19/09/2013	Coop General Account	BACS 13/09	Administration	Mrs M Fooks	Z	26.26	0.00	26.26
346	Hall maintenance	19/09/2013	Coop General Account	BACS 13/09	Hall Maintenance	Mrs M Fooks	Z	102.18	20.44	122.62
347	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mr R Hinder	Z	31.67	0.00	31.67
348	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mrs W Hinder	Z	31.67	0.00	31.67
349	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mrs K Macklin	Z	39.67	0.00	39.67
350	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mr G Smith	Z	31.67	0.00	31.67
351	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mrs A Spain	Z	31.66	0.00	31.66
352	Councillors allowance/PAYE	19/09/2013	Coop General Account	BACS 13/09	Councillor Allowances	Mrs M Waller	Z	31.67	0.00	31.67
353	Publicity	19/09/2013	Coop General Account	BACS 13/09	Publcity	Mrs L Lake	Z	40.00	0.00	40.00
354	Wages	19/09/2013	Coop General Account	BACS 13/09	Wages	Mrs M Smith	Z	504.67	0.00	504.67
355	Publicity	19/09/2013	Coop General Account	BACS 13/09	Publcity	Mrs M Smith	Z	60.00	0.00	60.00
356	Wages	19/09/2013	Coop General Account	BACS 13/09	Wages	Mr A Fletcher	Z	206.70	0.00	206.70
357	General Maintenance	19/09/2013	Coop General Account	BACS 13/09	General Maintenance	Mr A Fletcher	Z	19.20	0.00	19.20
358	PAYE	19/09/2013	Coop General Account	BACS 13/09	PAYE	HMRC	Z	1,556.28	0.00	1,556.28
359	General Maintenance	19/09/2013	Coop General Account	bacs 13/09/2002072	General Maintenance	Maidstone Borough Council	Z	120.00	0.00	120.00
360	Wages	20/09/2013	Coop General Account	bacs 13/09	Wages	Mr B Douglas	Z	206.90	0.00	206.90
361	Subscriptions	20/09/2013	Coop General Account	501250	Subscription	NSALG Ltd	S	55.00	11.00	66.00
<b>Total</b>								<b>10,837.12</b>	<b>343.33</b>	<b>11,180.45</b>

**Item 7.2 RECEIPTS LIST**

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
183	HSBC general account	28/08/2013	HSBC Beechen Hall	BP063	Bank Charge	Simpson	Z	4.00	0.00	4.00
184	Hall maintenance	28/08/2013	HSBC Beechen Hall	BP063	Hall Maintenance	Simpson	Z	109.42	0.00	109.42
185	Hire fee regular	30/08/2013	HSBC Beechen Hall	BP064	Regular Hire Fee	nct specialists	Z	58.80	0.00	58.80
187	Hire fee regular	28/09/2013	HSBC Beechen Hall	88	Regular Hire Fee	NGREA	Z	41.60	0.00	41.60
188	Hire fee - casual	29/08/2013	HSBC Beechen Hall	89	Casual Hire Fee	Huffam	Z	36.00	0.00	36.00
189	Hire fee - casual	29/08/2013	HSBC Beechen Hall	90	Casual Hire Fee	High	Z	100.75	0.00	100.75
190	Insurance	29/08/2013	HSBC Beechen Hall	90	Insurance	High	Z	1.50	0.00	1.50
191	Hire fee - casual	29/08/2013	HSBC Beechen Hall	91	Casual Hire Fee	Ellis	Z	117.25	0.00	117.25
192	Insurance	29/08/2013	HSBC Beechen Hall	91	Insurance	Ellis	Z	1.50	0.00	1.50
193	Damage waiver current year	29/08/2013	HSBC Beechen Hall	90	Damage Waiver Deposit	High	Z	250.00	0.00	250.00
194	Coop general account	05/09/2013	Coop General Account	15	Interest	Cooperative Bank	Z	29.71	0.00	29.71
195	Walderslade Woods Group	10/09/2013	Coop General Account	16	Overpayment by co-op bank	Lamberhurst Engineering Limited	S	175.57	35.11	210.68
196	Boxley Warren	20/09/2013	Coop General Account	17	County Councillor Grant	Kent County Council	Z	565.00	0.00	565.00
197	Hire fee regular	04/09/2013	HSBC Beechen Hall	92	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
198	Hire fee - casual	10/09/2013	HSBC Beechen Hall	93	Casual Hire Fee	White	Z	34.50	0.00	34.50
199	Hire fee regular	12/09/2013	HSBC Beechen Hall	94	Regular Hire Fee	Pilates	Z	39.30	0.00	39.30
200	Hire fee - casual	12/09/2013	HSBC Beechen Hall	95	Casual Hire Fee	Lake	Z	11.75	0.00	11.75
201	Hire fee regular	12/09/2013	HSBC Beechen Hall	96	Regular Hire Fee	Balfour SMBC	Z	166.00	0.00	166.00
202	Hire fee regular	09/09/2013	HSBC Beechen Hall	97	Regular Hire Fee	Baby Sensory	Z	9.80	0.00	9.80
203	Hire fee regular	16/09/2013	HSBC Beechen Hall	98	Regular Hire Fee	Baby Sensory	Z	14.70	0.00	14.70

204	Hire fee - casual	16/09/2013	HSBC Beechen Hall	99	Casual Hire Fee	Adesina	Z	167.50	0.00	167.50
205	Hire fee regular	17/09/2013	HSBC Beechen Hall	100	Regular Hire Fee	Talking Tots	Z	39.20	0.00	39.20
206	Hire fee - casual	20/09/2013	HSBC Beechen Hall	101	Casual Hire Fee	Simpson	Z	35.25	0.00	35.25
207	Hire fee regular	23/09/2013	HSBC Beechen Hall	102	Regular Hire Fee	Baby Sensory	Z	14.70	0.00	14.70
208	Hire fee - casual	23/09/2013	HSBC Beechen Hall	103	Casual Hire Fee	O'Connor	Z	94.00	0.00	94.00
209	Insurance	23/09/2013	HSBC Beechen Hall	103	Public Liability	O'Connor	Z	1.50	0.00	1.50
210	Hire fee regular	26/09/2013	HSBC Beechen Hall	104	Regular Hire Fee	NGREA	Z	41.60	0.00	41.60
211	Hire fee regular	01/09/2013	HSBC Beechen Hall	BP065	Regular Hire Fee	Teenie Boppers	Z	98.00	0.00	98.00
212	Hire fee regular	02/09/2013	HSBC Beechen Hall	BP066	Regular Hire Fee	Kumon	Z	188.00	0.00	188.00
213	Hire fee - casual	04/09/2013	HSBC Beechen Hall	BP067	Casual Hire Fee	Monk	Z	34.50	0.00	34.50
214	Hire fee regular	05/09/2013	HSBC Beechen Hall	BP068	Regular Hire Fee	A Bead In Time	Z	54.00	0.00	54.00
215	Hire fee - casual	12/09/2013	HSBC Beechen Hall	BP069	Casual Hire Fee	Marinelli	Z	94.00	0.00	94.00
216	Land at Sandy Lane	11/09/2013	Coop General Account	18	Credit Note	Maccaferri Ltd	S	100.00	20.00	120.00
217	Hire fee regular	26/09/2013	HSBC Beechen Hall	105	Regular Hire Fee	Karate	Z	251.40	0.00	251.40
218	Hire fee regular	25/09/2013	HSBC Beechen Hall	BP070	Regular Hire Fee	AACTS	Z	842.92	0.00	842.92
219	Hire fee regular	27/09/2013	HSBC Beechen Hall	BP071	Regular Hire Fee	Weight Watchers	Z	118.80	0.00	118.80
220	Hire fee regular	27/09/2013	HSBC Beechen Hall	BP072	Regular Hire Fee	I Say	Z	24.40	0.00	24.40
221	Hire fee regular	30/09/2013	HSBC Beechen Hall	BP073	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
222	Hire fee regular	30/09/2013	HSBC Beechen Hall	106	Regular Hire Fee	Baby Sensory	Z	58.80	0.00	58.80
							<b>Total</b>	<b>4,540.12</b>	<b>55.11</b>	<b>4,595.23</b>