

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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

Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 24 November 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **St John's School, Provender Way, Grove Green ME14 5TZ** at 7.30pm on **1 December 2014** when it is proposed to transact the following business:

- | | Time guide |
|---|--|
| 1. Apologies and absences. | (7.30) |
| To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying. | (7.31) |
| Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | |
| 3. Minutes of the Parish Council Meeting of 3 November 2014. | (7.33) |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | |
| 4. Matters Arising From the Minutes. | (7.35) |
| 4.1 | Minute 2687/4.2 Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. |
| 4.2 | Minute 2696/4.1 War Memorial leaflet. To supply an update |
| 4.3 | Minute 2696/4.1 Tree planting and railings. As the parish council has requested that this work be completed costs will be charged to the Contingency Fund. |
| 4.4 | Minute 2696/4.1 2018 Commemorative plaque. If members agree this will be returned to the agenda nearer the time. |
| 4.5 | Minute 2696/4.3 Community Alerts; update see report (page 5). |
| 4.6 | Any other matters arising, not on the agenda. |
| 5. Report from the PCSO and Police Issues. | (7.43) |
| 5.1 | To receive crime report (page 5); crime statistics should be available at the meeting. |
| Adjournment to enable members of the public to address the meeting. | (7.46) |
| 6. Draft Minutes of Recent Committee Meetings. | (7.56) |
| 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 3 November 2014 (pages 5-6). |
| 6.2 | Environment Committee meeting 10 November 2014 (pages 6-9). |
| 6.3 | F&GP Committee meeting 11 November 2014 (pages 10-11). |
| 7. Finance. | (8.00) |
| 7.1 | To note payments made out of meeting 28.10.14 – 24.11.14 (pages 12-14). |
| 7.2 | To note receipts for the period 28.10.2014 – 24.11.14(pages 14-16). |
| 7.3 | To note Account balances as at 24.11.14 (page 17). |

- 7.4 To authorise payment of accounts (list to be supplied at meeting).
8. **Policies and Procedures.** (8.06)
 8.1 Recording of Parish Council meetings (new policy) see report (pages 17-18).
 8.2 Vision and business plan (review) see report (pages 18-21).
- 9 **Reports from Borough and County Councillors.** (8.10)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
- 10 **Reports from councillors/office.** (8.18)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
 10.1 Police Rural Parishes meeting 20 November; the meeting was cancelled.
 10.2 KALC AGM 22 November 2014. To receive a report (page 22).
- 11 **Matters for Decision.** (8.23)
 To consider any issues, such as attendance at meetings, identified on the evening.
- 12 **Matters for Information.** (8.25)
 12.1 CPRE Countryside Voice issue Winter 2014.
 12.2 CPRE Kent Voice issue Autumn 2014.
 12.3 Mid Kent Downs Countryside Partnership Update September 2014 (e-mail 10.11.14).
 12.4 Mid Kent Downs Steering Group minutes of the meeting held on 25 September 2014 (e-mail 10.11.14).
 12.5 Pledge4plastics see summary (page 22)
 12.6 Kent County Playing Fields Association newsletter Nov 2014 (e-mail 13.11.14).
- 13 **Next Meeting.** (8.27)
 Monday 26 January 2015 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 12 January 2015.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
 In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 3 November 2014.
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 3 Minutes of the Meeting of the Parish Council held at the European School of Osteopathy, Boxley Village, Monday 3 November 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr T Harwood, Mr M Hinchliffe, Mr B Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor D Butler and two members of the public/press.

1. **Apologies and absences.**
Cllr Dengate (holiday), Cllr Wendy Hinder (holiday) and Cllr Spain (convalescing). PCSO Knowles (off duty).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
None received.
3. **Minutes of the Parish Council Meeting of 6 October 2014.**
The minutes of the meeting were **agreed** and **signed** as a correct record.
4. **Matters Arising From the Minutes.**
 - 4.1 Minute 2687/4.1 WW1 commemorative plaque. Installation on 4 November. **Noted.** Members were notified that the Oak and Linden Trees were being ordered and arrangements were in place to have them planted on the verge at Grove Green. **Action: Cllr Harwood and office.** Suggested wording of the accompanying plaque to be circulated. **Action: Clerk.** It was suggested that ornate metal tree guards be installed. **Action: Office.** Members asked for an update on the War Memorial leaflet. **Action: Office.**
 - 4.2 Minute 2687/4.2 Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. **Noted. Action: Cllr Harwood and Clerk.**
 - 4.3 Community Alert e-mails. No residents had yet come forward. The next phase, posters on noticeboards was about to start.
5. **Report from the PCSO and Police Issues.**
Crime statistics were **noted.** Cllr Bob Hinder notified members that he had not received any contact from the Police after reporting the aggressive quad bike riders and the incident was not shown in the crime statistics. **Agreed** PCSO Knowles be asked to contact Cllr Hinder. **Action: Clerk.**

The meeting was adjourned at 7.45 to allow a member of the public to request that village gates, similar to those at Boxley Village, be installed at Sandling and that certain road nameplates be replaced. The village gateway request was deferred to the Environment Committee and that for nameplates would be passed to Maidstone Borough Council. The meeting reconvened at 7.50 pm. **Action: Environment Committee and office.**

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

Noted and received.

- 6.1 Environment Committee meeting 6 October 2014. **Noted.**
- 6.2 Environment Committee meeting 10 October 2014. **Noted.**
- 6.3 Estates Committee meeting 11 October 2014. **Noted.**

7 **Finance.**

- 7.1 Payments made out of meeting 07.10.2014 – 27.10.14.
- 7.2 Receipts for the period 30.09.2014 – 27.10.2014.
- 7.3 Account balances as at 27.10.14.
- 7.4 Accounts submitted at the meeting. **Authorised**
- 7.5 Members were reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories.

8 **Policies and Procedures Review.**

Playground Strategy. After consideration and with a minor amendment the Chairman proposed the adoption of the strategy. **Unanimously agreed.**

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

Cllr Wendy Hinder's report on the situation at Old Chatham Road was **received.** Cllr Bob Hinder notified members that British companies, when contacted, seemed prepared to address the issue with at least one driver being given a formal warning. Unfortunately some elements of the Police did not consider the issue one that they should deal with. Cllr Butler was taking the issue up at his meeting with Ann Barnes Kent Police Commissioner. It was **agreed** that the parish council would in parallel write to the Police and Cllr Brazier in support of the residents. **Action: Clerk.**

Cllr Butler gave members an update on the latest situation surrounding proposed development at junction 8. Brief discussion took place on the crashes at the Pilgrims Way gates on Boxley Hill.

10 **Reports from councillors/office.**

KALC Maidstone Area Committee Meeting 22 October 2014 report by Ivor Davies. **Noted and received.**

11 **Matters for Decision.**

- 11.1 Action with Communities in Rural Kent Annual Meeting Thursday 20 November. Any interested councillor to contact the Clerk.
- 11.2 Emergency Planning Resilience. Any interested councillor to contact the Clerk.
- 11.3 Police Rural Parishes meeting Thursday 20 November. The Chairman would be attending and would be taking the highlighted policing issues to the meeting. **Action: Cllr Ivor Davies.**
- 11.4 KALC AGM Sat 22 November 2014. Cllr Hollands gave apologies as he was unable to attend. The Chairman would be attending and any interested councillor was asked to contact the Clerk. **Action: Cllr Ivor Davies.**

Item 11.5 was taken at the end of the meeting. Due to the confidential nature (personal details) of the item, it was agreed that the public and press be excluded from the meeting for the duration of the item.

- 11.5 Community Awards. Three nominations were considered at the meeting with all having excellent records of serving the parish and its communities. After careful consideration the consensus of the meeting was that Cllr Bob Hinder should be nominated in recognition of his personal commitment to establishing the Dove Hill allotments with all the physical work, organisational skills and drive he invested in having taken the project forward to a successful conclusion. The Chairman asked that it be noted that all the nominations received were worthy but unfortunately only one could go forward. **Action: Clerk.**

11.6 Attendance at Remembrance Day Service. Service details were **noted**. The Chairman would be attending to lay a wreath on behalf of the parishioners.

12 Matters for Information.

Noted and received.

12.1 KALC Parish News October edition.

12.2 Voluntary Action Maidstone (VAM) AGM Fri 21 November 2.00pm Maidstone Community Centre.

12.3 KALC Maidstone Area Committee minutes for 22 October meeting.

12.4 Open Space Autumn Magazine

13 Next Meeting.

Monday 1 December 2014 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30 pm.

Meeting closed at 8.20 p.m.

Item 4 Matters arising.

4.5 Community Alerts update. There are three alert systems operating: Boxley Village, Sandling/Forstal and Grove Green/Weaving. Currently there are only a few people on each but posters are on noticeboards and when dealing with residents the parish office is trying to be proactive in asking them whether they use the website, Facebook or wish to be put on the community alert list.

Item 5 Report from the PCSO and Police Issues.

Report from PCSO Knowler

In the past couple of months I have covered the area visiting victims of crime. I have also been involved in trying to deal with the motorbike issue at Pilgrims Way. I now have the task days for the work group and work schedule permitting I hope to be able to visit on the task day to give the volunteers some support.

I was notified of the parking issue at Provender Way when recordings were on and I attended but there was not a parking issue. I will give the area attention when I can as I have been notified that November has a busy recording schedule for the Studios. I have spoken to the security guards at the studios and they are directing people to the park and ride when the studios car park is full. The Clerk has informed me that the suggestions I made about yellow lining and temporary parking restrictions have all been, with no luck, pursued with MBC and KCC.

Crime Statistics. These will be placed on the supplement agenda as it will then allow nearly a full months' worth of reports to be submitted.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of item: information.*

Item 6.1 Minutes of the Environment Committee on Monday 3 November 2014 at The European School of Osteopathy, Boxley Village commencing at 8.40 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr M Hinchliffe, Mr Bob Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Clerk and Mr G Smith.

1. **Apologies and absences**

Cllr Dengate (holiday), Cllr Wendy Hinder (holiday) and Cllr Spain (convalescing).

2. **Declaration of Interests, dispensations, predetermination or Lobbying**

None received.

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

14/503150/FULL – First floor extension at Two Elms, Weaving Street, Weaving.

Do not wish to object.

14/504230/FULL: New annex extension. Resubmission of 14/500451 at 14 Exton Gardens, Weaving.

Wish to see refused and reported to the Planning Committee.

It was considered that despite the changes to the original plans this is still an independent property, albeit now smaller and semi-detached. It is noted that there is no internal access between the main house and the proposed annex extension.

Whilst sympathetic to the needs of the family this parish council has a policy that it will not take into account personal needs.

If the planning officer is minded to approve then a planning condition must be included that links the occupation of this annex extension to that of the persons living at no 14 so that it remains an annexe to the main property and should not be separated, sub divided or altered in anyway so as to create a separate self-contained residential unit.

14/504158/FULL. Proposed new sports equipment storage building at Valley Park Community School, Huntsman Lane, Maidstone.

Wish to see approved.

Meeting closed at 8.53 pm.

Item 6.2 Minutes of the Environment Committee on Monday 10 November 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs Wendy Hinder (Chairman from item 5.2), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate (Chairman for Items 1 – 5.1), Mr Bob Hinder, Mr A Springate and Mrs M Waller together with the Clerk (was present during 5.1 and 7.2) , Assistant Clerk and three members of the public.

1. **Apologies and absences**

Cllr Wendy Hinder (MBC Meeting) absent for items 1 – 5.1. Cllrs Dennis Hollands (Holiday), Martin Hinchliffe (Family Commitment) and Ann Spain (Convalescing)

2. **Declaration of Interests, dispensations, predetermination or Lobbying**

All members declared that they had been lobbied on item 5.1.

3. **Minutes of the Meetings of 6 & 13 October 2014**

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

4. **Matters Arising From Minutes**

4.1 Minute 2690/4.3 Retention of planning applications. Members requested the office to investigate the retention rules for Maidstone Borough Council. The Assistant Clerk informed members that a tentative response had been received by MBC which indicated that paper plans were kept for a period of 6 years; however she did state

that this was being checked particularly as there is a new system in place where all plans are now scanned. Cllr Dengate asked if there would be a charge to the PC if a paper copy is requested. Clarification will be given at December's meeting. **Action office**

- 4.2 Minute 2690/4.4 Bus route 130. **Noted** this matter will be resolved with effect from December 2014 with an improved service that will actually now run to the affected school. This item will only be returned to the agenda if the change does not happen.

Due to the attendance of three residents the meeting was adjourned at 7.40pm to allow them to address members on item 5.1 Planning Application 14/504454/FULL/TIBO. The meeting reconvened at 7.50pm.

5. Planning Applications and Appeals for Consideration

5.1 14/504454/FULL. Demolition of existing bungalow and the erection of 1No 3 Bedroom Bungalow and 1No 4 Bedroom Bungalow. Retention and extension of existing driveway access. Replacement boundary fencing to rear gardens at Rendlesham, Chatham Road, Sandling Kent ME14 3AY.

Members wish to see this refused and reported to the planning committee for the following reasons:

- This development is contrary to the Local Plan (residential development outside the urban area).
- If permitted this would create a new building line at the rear of the site which will adversely impact on the linear semi-rural character of the village.
- This development will extend urban development into a strategic gap.
- Local information suggests that flooding is an issue to the rear gardens for all properties along this stretch of Chatham Road. The gardens are very long and it is understood that large portions of the gardens can become water logged and this excess water gradually drains into the stream that runs along the rear of the gardens.
- Run off from the hard standing from the development and the loss of garden that absorbs water will, it is believed adversely impact on neighbouring properties and the countryside.
- A recent KCC ecology response to HO-26 Rochester Meadow identifies the potential for protected/notable species including reptiles and Great Crested Newts and local information suggests that newts inhabit the stream, ponds and water logged areas that exist at the end of the gardens.

There were concerns:

- That the narrow entrance to the site and traffic movements resulting from the properties would cause a safety issue for pedestrians and cyclists as old Chatham Road is recognised as an official cycle route. The Planning officer is asked to ensure that the proposed passing space is sufficient to mitigate this impact should they be minded to grant planning permission.
- Residents raised concerns at the loss of privacy.

5.2 14/504537/FULL. Conversion of double garage to habitable room at 4 Abigail Crescent Walderslade ME5 9DZ. *Do not wish to object.*

5.3 14/0659. Erection of first floor extensions to eastern and western side elevations, first floor rear extension and single storey rear extension to replace existing conservatory at 22 Gleaners Close, Weaving ME14 5ST. *Do not wish to object however members still have concerns with the overwhelming frontage.*

5.4 14/504161/FULL. Proposal: Extended area of 3G pitch with reference to planning application MA/13/1260. The 3G pitch is now larger than originally planned and was

increased from 90 x 49m to 100 x 64m in order to provide an FA adult pitch. Together with 2 additional tennis courts at Valley Park Community School, Huntsman Lane Maidstone Kent ME14 5DT. *Wish to see approved.*

5.5 14/504568/TPO Re pollard 2 x Hornbeam to previous cut points. Reduce conifer to fence height at 12 Galena Close, Walderslade ME5 9NE. *Defer to the views of the Landscape Officer.*

6. **Planning Decisions, Appeals and Appeals Decisions**

Notification of Appeal. Occupational manager's dwelling with accommodation on two floors at The Nursery Dunn Street Bredhurst. Members were informed an informal meeting has been scheduled for Tuesday 2 December, 10am at Oakwood House, Maidstone. Cllr Wendy Hinder will be attending on behalf of Borough Council and Cllr Bob Hinder agreed to attend on behalf of Boxley Parish Council. Action

7. **Volunteer Groups**

Received and noted.

7.1 Walderslade Woodlands Group.

7.2 Friends of Boxley Warren. A verbal report was given by Cllr Bob Hinder Chairman of FoBW. A revisit to the Awards for All bid was being undertaken, in the hope that this can be resubmitted. Members were extremely concerned to hear that at the last task day a volunteer was assaulted and criminal damage to the group's property was made by a motor cyclist. The need to get the police more actively involved and to protect volunteers whilst they are working was discussed. **Action Clerk.**

8. **Highways and Byways**

8.1 Maidstone Studio.

Members **received** the Clerk's report that the parish office had received a complaint, specifically about Wed 5 November and renewed parking issues at Grove Green due to an intensive filming schedule at Maidstone Studios. The office has been informed that the studios have confirmed that they are using the Park and Ride to transport ticket holders to the site once the car park is full which had been a request from the PC.

A local parish councillor had also commented that on Mon 3 Nov there was filming at Maidstone Studios but Grove Green seemed okay and there didn't seem to be masses of cars parked anywhere.

Details and photographs were supplied to Geoff Miles, Maidstone Studios who cannot understand why there was a problem on Wed 5 Nov but it is still early days for the new system.

It appears that on Wednesday there were a total of three shows recorded instead of two for the previous two days.

Maidstone Studio has no legal control over where drivers park and so details of the problem have been provided to PCSO Knowler and Cllr Bob Hinder agreed to attend the Mobile Police Station when it is next at Grove Green (Tues 11 or Tues 25 November 1.45 – 2.45 pm at Tesco car park) to raise the issue as dangerous parking and blocking of footways is a criminal act.

Members wanted to publically acknowledge Mr Miles's efforts for his part in attempting to resolve this on-going issue. **Action Cllr Bob Hinder and Office.**

8.2 **Kent County Council Highways, Transportation and Waste Survey 2014**

Members **received** the Clerk's report and sample questions from the survey and it was **agreed** that 3 councillors would complete it, Cllrs Bob Hinder and Pat Brooks who were present at the meeting agreed to respond on behalf of the north and central part of the parish and Cllr Martin Hinchliffe (not present at the meeting) be approached to complete on behalf of the southern part of the ward. Responses should be returned to the Clerk to collate and submit in time for the deadline of 19 December 2014. It was

also agreed that the council would advertise the survey to residents via its website and Facebook pages. **Action Cllrs Bob Hinder, Pat Brooks and office.**

8.3 **Clearway, Old Chatham Road, Sandling.**

Noted MBC Community Safety Partnerships Department has come up with an action plan to combat the issue of lorries parking along the clearway, which includes the parish council being asked to become involved and part funding. Members agreed in principle to provide funding providing it was within reason, but would reserve judgement until figures were submitted. Members were also informed that a vehicle registration camera has been erected for a short period of time to monitor any problems. After a lengthy discussion about the current situation Members suggested holding the next environment meeting either at Tyland Barn or Sandling Village Hall and invite David Brazier, Michael Heath and Paul Carter from KCC and local residents who are being affected to attend to discuss the issue. **Action Office.**

9. **Policy and procedures review**

9.1 Funding services e.g. shrub maintenance that are being cut or reduced by principle authorities. Members **agreed** to defer this item until December as the Clerk had only just received the information.

9.2 To consider and if necessary update the Section 106 wishlist. The following amendments were made:

- **Change** Traffic light management of traffic to Management of traffic whilst accessing construction sites.
- **Delete** Speed reduction Walderslade Woods road.

Members requested that the addition of a pedestrian/cycle track crossing and appropriate speed restrictions at Gleaming Wood Drive/Lordswood Lane Junction is placed on December's agenda with a briefing note for immediate action as members were of the opinion that this junction has become very dangerous. **Action Office.**

10. **Draft Budget 2015/2016**

Deferred to December's meeting.

11. **MBC Local Plan**

Received and **noted** Cllr Bob Hinder's report.

12. **Proposed changes to National Planning Policy and Planning Policy for Traveller Sites**

Members **received** the Clerk's briefing note and **agreed** a response to the consultation that broadly supported the changes the government have proposed.

13. **Matters for information**

None received.

14. **Next Meeting**

Next full environment meeting 8 December 2014 at Beechen Hall commencing at 7.30 p.m.

15. **New Item – Referred from Parish Council 3 November 2014.**

Members **received** a request from a resident for a gateway entrance to Sandling Village erected on Old Chatham Road. Members felt there wasn't a proven need and that in the present economic climate there was nothing in the budget to cover this request.

Meeting closed at 9.40 pm.

Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 December 2014 commencing at 7.30 p.m.

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

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

Mr G Smith.

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

There were none.

3. **Minutes of the meeting of 15 July 2014.**

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

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

4.1 Minute 2669/5.2 overspend on code 132. The Clerk's report which identified a coding mistake was **noted** and **received**.

4.2 Minute 2669/6.6 password security. **Noted** this work is still outstanding.

4.3 Minute 2670/6.7 complaints form available to complete on website. **Noted** this work is still outstanding. The Chairman asked that this work be completed by the New Year.

Action: Clerk and Assistant Clerk.

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

5. **Financial report.**

5.1 Reconciliation of accounts report as at 3 November 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 3 November 2014 **received** and **agreed**.

5.3 Investment Bonds. **Ratified** the Clerk's decision, after consultation with the Chairman and Vice chair that the maturing Lloyds Bank deposit be reinvested for a further 3 months.

5.4 Cooperative Bank. After consideration of the Clerk's report it was **agreed** to raise the ceiling on funds in the Cooperative Bank to £30,000.

6. **2015/2016 Draft Budget.**

Agreed that a meeting be arranged for 25 November to discuss this item. **Action: Clerk.**

7. **Repeal of s150(5) of the Local Government Act 1972.**

The briefing report on the repeal of the two signatory rule for payments by parish councils

was **noted** and **received**. After discussion members decided:

- The council would retain its requirement for two signatures on cheques and other written instructions authorising payments from bank accounts.
- Adoption of internet banking was **agreed in principle**. The Clerk was asked to investigate the issue further and present a briefing paper to members. **Action: Clerk.** Cllr Dengate requested for security reasons that internet authorisation for payments only be undertaken via an office computer.
- Members were receptive to the idea of pre-loaded debit cards for parish council purchases within a set ceiling.
- Acceptance of credit or debit cards for hall bookings should be investigated and reported to the Estates Committee and the F&GP Committee. **Agreed.**

8. **Policies and procedures reviews.**

- 8.1 Parish Councillor Audit form. **Agreed** that the item be deferred to the next meeting.
- 8.2 Open and Accountable Local Government. The Clerk's briefing report on the the new legislation was **noted** and **received**. Cllr Vic Davies raised concern that the requirement to permit filming and audio-recording might deter residents from attending meetings or contributing their views if present. After a brief discussion it was agreed that the Clerk would need to be proactive in identifying such cases and where necessary assist residents to present their views in an alternative way. Members then considered two drafts:
- Recording of Meetings of the Parish Council and its Committees Policy. **Agreed**.
 - Advisory Leaflet. Recording of Parish Council Meetings. With some minor amendments **agreed**.
- 8.3 Media Management Strategy. **Agreed**.
- 8.4 Decisions by Officers. The Clerk's briefing report was **noted and received**.
- 8.5 Grants policy & procedure. With a minor amendment **agreed**.
- 8.6 Reserves policy. **Agreed**.
- 8.7 Review subscription list. Item deferred to the 25 November meeting.

9. **Personnel matters.**

TOIL and leave report **received**.

10. **KALC Finance Conference 17 October.**

The Clerk's report was **noted** and **received**.

11 **Grant Requests.**

Heart of Kent Hospice – Minibus Appeal. After discussion members **agreed** a grant of £500.

12 **Matters for Information.**

None.

13 **Date of Next Meeting.**

Tuesday 25 November 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.44 pm.

Item 7.1. Payments made out of meeting 28.10.14 – 24.11.14

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
396	Coop general account	31/10/2014	Coop General Account	CHAPS 10 14	CHAPS payment	Cooperative Bank	Z	25.00	0.00	25.00
397	Barclays Bank	03/11/2014	Barclays Bank	100006	Transfer of Funds	Barclay Bank	Z	0.00	0.00	0.00
398	Hall maintenance	03/11/2014	HSBC Beechen Hall	102665	Electrical Supplies/Testing	GJ & SJ Sands Ltd	S	123.50	24.70	148.20
399	Hall maintenance	03/11/2014	Coop General Account	BACS 03 11 14 MF	Coir matting	Mrs M Fooks	X	36.61	7.33	43.94
400	Consumables	03/11/2014	HSBC Beechen Hall	102664	Consumables	Capital Cleaning (Kent) Ltd	S	79.50	15.90	95.40
401	Rates	01/11/2014	HSBC Beechen Hall	2DD19	Rates	Maidstone Borough Council	Z	371.70	0.00	371.70
402	Office rates	01/11/2014	HSBC Beechen Hall	2DD19	Rates	Maidstone Borough Council	Z	159.30	0.00	159.30
403	Walderslade Woods Group	03/11/2014	Coop General Account	BACS 03 11 14 68	Imprest Account	Mr R Burrows	X	414.99	13.40	428.39
404	Publicity	03/11/2014	Coop General Account	3dd 14	Publcity	Mail Publications Limited	X	435.18	54.95	490.13
407	Administration	05/11/2014	Coop General Account	3dd16	Telephone Bill	British Telecommunications Plc	S	67.51	13.50	81.01
408	Administration	11/11/2014	Coop General Account	BACS 12/11/14/Jessup	Light Bulbs	Mrs P Bowdery	S	39.00	7.80	46.80
409	Street maintenance	11/11/2014	Coop General Account	BACS 615281	Bollards	Maidstone Borough Council	S	900.00	180.00	1,080.00
410	WDJ Orchard	11/11/2014	Coop General Account	501289	Wet pour	GB Sport & Leisure UK Ltd	S	75.00	15.00	90.00
411	Walderslade Woods Group	11/11/2014	Coop General Account	BACS 12-11-14-70	WWG Imprest Account	Mr R Burrows	X	173.43	12.87	186.30
412	Photocopier	11/11/2014	Coop General Account	BACS PP7MD0207746	Photocopier	Kent County Council (KCS)	S	107.38	21.48	128.86
413	General Maintenance	11/11/2014	Coop General Account	501290	Grave Levelling	T Standen	Z	44.00	0.00	44.00
414	Wages	11/11/2014	HSBC Beechen Hall	102666	Bacs payments made from Coop account	Boxley Parish Council	Z	0.00	0.00	0.00
415	Hall maintenance	11/11/2014	Coop General Account	BACS 12/11/14/Jessup	Hall Maintenance	Mrs P Bowdery	S	39.00	7.80	46.80
416	Salaries	19/11/2014	Coop General Account	BACS 21/11/PC01	Staff Salary	Mrs P Bowdery	Z	2,070.95	0.00	2,070.95
417	Publicity	19/11/2014	Coop General Account	BACS 21/11/PC01	Publicity	Mrs P Bowdery	Z	20.00	0.00	20.00

418	Salaries	19/11/2014	Coop General Account	BACS 21/11/PC03	Staff Salary	Mrs A Candy	Z	494.10	0.00	494.10
419	Travel-staff	19/11/2014	Coop General Account	BACS 21/11/PC03	Mileage	Mrs A Candy	Z	36.40	0.00	36.40
420	Hall maintenance	19/11/2014	Coop General Account	BACS 21/11/PC03	Wear & Tear - Cutlery	Mrs A Candy	X	26.74	5.34	32.08
421	General Maintenance	19/11/2014	Coop General Account	BACS 21/11/PC05	Litter Picking	MS D Davies	Z	26.12	0.00	26.12
422	Chairman's allowance personal	19/11/2014	Coop General Account	BACS 21/11/PC06	Chairman Allowance PAYE	Mr I Davies	Z	40.00	0.00	40.00
423	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
424	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
425	Salaries	19/11/2014	Coop General Account	BACS 21/11/PC02	Staff Salary	Mrs M Fooks	Z	702.44	0.00	702.44
426	Wages	19/11/2014	Coop General Account	BACS 21/11/PC02	Wages	Mrs M Fooks	Z	468.29	0.00	468.29
427	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26
428	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
429	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
430	Publicity	19/11/2014	Coop General Account	BACS 21/11/PC04	Publicity	Mrs L Lake	Z	40.00	0.00	40.00
431	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
432	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
433	Wages	19/11/2014	Coop General Account	BACS 21/11/BH01	Wages	Mrs M Smith	Z	480.59	0.00	480.59
434	Publicity	19/11/2014	Coop General Account	BACS 21/11/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
435	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
436	Councillors allowance/PAYE	19/11/2014	Coop General Account	BACS 21/11/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.46	0.00	38.46
437	Wages	19/11/2014	Coop General Account	BACS 21/11/BH05	Wages	Mr B Douglas	Z	213.20	0.00	213.20
438	Hall maintenance	19/11/2014	Coop General Account	BACS 21/11/BH05	Mileage	Mr B Douglas	Z	3.04	0.00	3.04
439	Wages	19/11/2014	Coop General Account	BACS 21/11/BH02	Wages	Mr J Read	Z	202.27	0.00	202.27
440	PAYE	19/11/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,099.51	0.00	1,099.51

441	Chairman's allowance personal	19/11/2014	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	10.00	0.00	10.00
442	Councillors allowance/PAYE	19/11/2014	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	66.40	0.00	66.40
443	PAYE	19/11/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	221.25	0.00	221.25
444	Gratuity/pension	19/11/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	74.93	0.00	74.93
445	Pension	19/11/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	20.96	0.00	20.96
446	Administration	19/11/2014	Coop General Account	BACS 8798172/0905000005	Photocopier - Copies	Kent County Council (KCS)	S	19.61	3.92	23.53
447	Hall maintenance	19/11/2014	HSBC Beechen Hall	102667	Height Barrier Repairs	H Langdon & Son (Chatham) Ltd	S	45.00	9.00	54.00
448	Other grants	19/11/2014	Coop General Account	501291	Grant	Heart of Kent Hospice	Z	500.00	0.00	500.00
Total								10,320.61	392.99	10,713.60

Item 7.2. Receipts for the period 28.10.14 – 24.11.14.

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
305	Hire fee - casual	28/10/2014	HSBC Beechen Hall	210	Casual Hire Fee	Willson	Z	47.00	0.00	47.00
306	Hire fee - casual	28/10/2014	HSBC Beechen Hall	211	Casual Hire Fee	Eldred	Z	28.75	0.00	28.75
307	Insurance	28/10/2014	HSBC Beechen Hall	211	Public Liability	Eldred	Z	2.00	0.00	2.00
308	Hire fee - casual	29/10/2014	HSBC Beechen Hall	212	Casual Hire Fee	Adesina	Z	135.38	0.00	135.38
309	Insurance	29/10/2014	HSBC Beechen Hall	212	Public Liability	Adesina	Z	1.50	0.00	1.50
310	Hire fee regular	29/10/2014	HSBC Beechen Hall	213	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
311	Hire fee casual future years	30/10/2014	HSBC Beechen Hall	214	Casual Hire Fee	Stanfield	Z	132.50	0.00	132.50
312	Hire fee - casual	30/10/2014	HSBC Beechen Hall	215	Casual Hire Fee	Chapinduka	Z	107.65	0.00	107.65
313	Insurance	30/10/2014	HSBC Beechen Hall	215	Public Liability	Chapinduka	Z	2.00	0.00	2.00

317	Hire fee regular	31/10/2014	HSBC Beechen Hall	BP075	Regular Hire Fee	Kumon	Z	296.90	0.00	296.90
318	Hire fee casual future years	02/11/2014	HSBC Beechen Hall	BP076	Casual Hire Fee	Ramanandi	Z	167.50	0.00	167.50
319	Hire fee regular	03/11/2014	HSBC Beechen Hall	BP077	Regular Hire Fee	Sing & Sign	Z	89.12	0.00	89.12
320	Hire fee - casual	03/11/2014	HSBC Beechen Hall	216	Casual Hire Fee	Clement	Z	35.25	0.00	35.25
321	Hire fee - casual	04/11/2014	HSBC Beechen Hall	217	Casual Hire Fee	Grey	Z	16.50	0.00	16.50
322	Parish Service Scheme	07/11/2014	Coop General Account	38	Parish Services Scheme	Maidstone Borough Council	Z	7,007.00	0.00	7,007.00
323	Hire fee regular	10/11/2014	HSBC Beechen Hall	BP078	Regular Hire Fee	NCT Relax & Stretch	Z	99.00	0.00	99.00
324	Hire fee regular	07/11/2014	HSBC Beechen Hall	BP079	Regular Hire Fee	Yoga	Z	306.40	0.00	306.40
325	Hire fee regular	11/11/2014	HSBC Beechen Hall	BP080	Regular Hire Fee	Baby Sensory	Z	59.40	0.00	59.40
326	Hire fee regular	05/11/2014	HSBC Beechen Hall	BP081	Regular Hire Fee	Tumble Tots	Z	217.80	0.00	217.80
327	Hire fee regular	06/11/2014	HSBC Beechen Hall	218	Regular Hire Fee	Pilates	Z	52.80	0.00	52.80
328	Hire fee regular	06/11/2014	HSBC Beechen Hall	138	Regular Hire Fee	Age Concern Malling	Z	583.58	0.00	583.58
329	Hire fee - casual	10/11/2014	HSBC Beechen Hall	220	Casual Hire Fee	Collins	Z	35.25	0.00	35.25
330	Insurance	10/11/2014	HSBC Beechen Hall	220	Public Liability	Collins	Z	2.00	0.00	2.00
331	Hire fee regular	10/11/2014	HSBC Beechen Hall	221	Regular Hire Fee	Karate	Z	283.20	0.00	283.20
332	Hire fee - casual	10/11/2014	HSBC Beechen Hall	222	Casual Hire Fee	Tooze	Z	94.00	0.00	94.00
333	Insurance	10/11/2014	HSBC Beechen Hall	222	Public Liability	Tooze	Z	2.00	0.00	2.00
334	Hire fee regular	13/11/2014	HSBC Beechen Hall	223	Regular Hire Fee	Balfour SMBC	Z	226.75	0.00	226.75
335	Maintenance	13/11/2014	Coop General Account	39	Insurance Claim	Zurich Insurance Plc	Z	380.00	0.00	380.00
336	Coop general account	05/11/2014	Coop General Account	40	Interest	Cooperative Bank	Z	6.46	0.00	6.46
337	Administration	19/11/2014	Coop General Account	41	VAT Return/Rebate	HMRC	R	0.00	2,638.08	2,638.08
338	Hire fee regular	18/11/2014	HSBC Beechen Hall	BP082	Regular Hire Fee	A Bead In Time	Z	116.55	0.00	116.55
339	Hire fee regular	20/11/2014	HSBC Beechen Hall	BP083	Regular Hire Fee	Teenie Boppers	Z	79.20	0.00	79.20
340	Hire fee - casual	13/11/2014	HSBC Beechen	224	Casual Hire Fee	Sa'adedin	Z	35.25	0.00	35.25

			Hall							
341	Hire fee - casual	18/11/2014	HSBC Beechen Hall	225	Casual Hire Fee	Inyuke	Z	168.30	0.00	168.30
342	Insurance	18/11/2014	HSBC Beechen Hall	225	Insurance	Inyuke	Z	2.00	0.00	2.00
343	Hire fee - casual	18/11/2014	HSBC Beechen Hall	226	Casual Hire Fee	Hussain	Z	203.55	0.00	203.55
344	Insurance	18/11/2014	HSBC Beechen Hall	226	Insurance	Hussain	Z	2.00	0.00	2.00
345	Hire fee regular	19/11/2014	HSBC Beechen Hall	227	Regular Hire Fee	Cats Protection League	Z	18.25	0.00	18.25
								11,085.37	2,638.08	13,723.45

Item 7.3 Account balances as at 24.11.14. Purpose of item: information.

HSBC Beechen Hall	£15,996.44
Coop General Account	£34,232.80
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£11.09
Barclays Bank	£29,638.25
HSBC Invest Bond	£25,000.00
Lloyds 3 mth	£45,064.00
Lloyds 12 mth	£80,000.00
Total in Banks	354,982.89
Cash	150.00
GRAND TOTAL (Banks and Cash)	£355,132.89

Item 8 Policies and Procedures Review. Purpose of item: information and decision.

8.1 Recording of parish council meetings.

Clerk's note. Clerk's note. The following policy was agreed at the F&GP Committee for ratification by the parish council. For members' information, two folders containing this policy and advice on how to ask questions are now placed in the public area of all meetings.

A minor change to the document that appeared before the F&GP Committee is being suggested

Recording of parish council meetings.

All meetings are open to the public except in a few circumstances where, due to the sensitive nature of the issue¹, the meeting or part of the meeting is closed to the press or public. The reason for excluding the public and press from such a private meeting will be included in the agenda or explained at the meeting.

In the interests of being open and accountable and to confirm to Government legislation filming, audio-recording, tweeting and blogging² of the meeting is allowed as long as it does not disrupt the meeting³.

While no prior permission is required to carry out this activity, it is advisable and a matter of courtesy that any person wishing to film/video or audio-record a public

¹ For example discussions on tenders or staff issues.

² Recording of meetings is allowed by anyone present including councillors.

³ Standing Orders will be used to exclude any person disrupting the meeting.

meeting should let the Clerk know prior to the start of the meeting. To protect children, the vulnerable and any members of the public who actively object to being filmed, ~~the Chairman will at the start of the meeting ask members of the public whether anyone present intends to film any part of the meeting and, if so, whether anyone objects to being filmed. Should objections be raised, arrangements will be made for the person recording to sit at the front and they will be asked to respect peoples' wishes not to be filmed.~~ the Chairman will at the start of the meeting ask members of the public whether anyone present intends to film or otherwise record any part of the meeting and, if so, whether anyone objects to being recorded. Should objections be raised, arrangements will be made for the person(s) recording to sit at the front and they will be asked to respect peoples' wishes not to be recorded.

No recording equipment or valuables will be allowed to remain in the room where a private meeting is being held.

The Parish Council will attempt to provide reasonable facilities to facilitate reporting. This should include space to view and hear the meeting, seats, and ideally a desk⁴.

Reporting of meetings via social media of any kind, including blogging, tweeting, Facebook and YouTube, is permitted but doing so during a discussion before a decision is reached is to be discouraged. Verbal commentary is not allowed during a meeting as this would be disruptive to the good order of the meeting.

Persons recording proceedings shall be asked not to edit the film or recording in any way that could lead to misinterpretation of the proceedings, or infringe on the core values of the Council. They should also be reminded that the law of the land applies – including the law of defamation and the law on public order offences. Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

Any person engaging in disruptive behaviour may be asked to leave the meeting or be otherwise excluded. Disruptive behaviour can be any action or activity which disrupts the conduct of a meeting or impedes other members of the public being able to see, hear or film etc. the proceedings. Examples include:

- moving to areas outside the areas designated for the public without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

A copy of the advisory leaflet on recording meetings summarising the above shall be made available to anyone planning to record a meeting.

8.2 Vision and business plan (review)

Clerk's note: This document is reviewed every two years. The following is the current version updated at section 13 sub-para 1.4 (SWOT Analysis – Threats) with minor changes elsewhere.

The Parish Council (~~referred to as The Council~~) is committed to working solely for and with its residents and has ~~The Council will have~~ a strong self-awareness of its role within its communities and also its position within the local ~~authorities and~~ government systems ~~etc.~~

⁴ The parish council uses venues that are outside of its control but will endeavour where and when possible, to provide Wi-Fi access.

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

1. RELEVANT – The Council will work for the short and long term welfare and improvement of the parish and its communities through projects that are of tangible benefit to all or part of the parish.
2. RESPONSIVE – it will respond positively and promptly to all requests, complaints⁵ and queries from residents and other organisations. It will identify and respond to pertinent consultation from Government and other bodies.
3. INCLUSIVE - the Council welcomes local input and will work to its Community Inclusion Policy which actively seeks to involve its residents. It will work not only to serve but to empower its residents by working to attract people from diverse backgrounds to stand for election or co-option to the Council⁶.
4. SUPPORTIVE - The Council will give fair and unbiased consideration to applications for financial support, in the form of grants, from parish groups and organisations related to the well-being of the parish and its residents⁷.
5. ACCESSIBLE – The Council will ensure that the parish office⁸ is open and welcoming to its residents. Opening times and contact details of staff and parish councillors will be widely publicised.
6. INTERACTIVE – The Council will offer all residents the opportunity to speak at its meetings⁹ and will offer support and guidance on how to do this¹⁰. The Council actively canvasses and welcomes residents' views via its website, noticeboards, social media and public consultations. In accordance with its Community Involvement Policy it particularly encourages such interaction when major projects are under consideration.
7. DEMOCRATIC – The Council will listen to its residents and communities. The Council will also campaign to ensure contested parish elections ~~so that new members may be elected on to the Council and~~ to allow electors to choose their own representatives. Between elections casual vacancies for co-option to the Council will be widely advertised and CVs invited. These will be considered at a full meeting of the council open to residents, where a decision will be made.
8. PROACTIVE – The Council will always attempt to plan ahead and have the financial ability to respond to unforeseen circumstances¹¹. It will keep and regularly review a 'wish list' of improvements that it wishes to see in the parish. This list will be drawn up in an open and accountable way to allow residents to suggest/identify local needs¹².

⁵ Complaints Policy.

⁶ To achieve this it will, where possible, make available a parish allowance and subsistence allowances so that no member is 'out of pocket'

⁷ Budget provisions are made. Budget document shows legislation under which payment is made etc..

⁸ Beechen Hall, Wildfell Close ME5 9RU

⁹ Public Bodies (admission to meetings) Act 1960.

¹⁰ Leaflets on: the right to attend and address a meeting; how best to present an issue; and alternative methods of providing information to the meeting are available. Office staff are also briefed on the need to be neutral and helpful.

¹¹ Budget provisions, Reserves Policy, forward planning etc.

¹² Wish List policy

9. PARTNERSHIP WORKING – The Council will openly consider opportunities to work in partnership with its residents, parish based Charitable Trusts/organisations and the local business community, including financial involvement if needed and always providing that the proposal meets identified needs/aims/local commitments.

10.OPEN AND ACCOUNTABLE – The Council will endeavour to take all its decisions in open session and to supply in advance adequate information to allow residents to be become involved in an informed way. It will publish a monthly newsletter, maintain an up to date website and publish the chairman’s annual report including an End of Year Statement. It will have clear and understandable policies and procedures so residents can see how the Council makes decisions.

11.EFFECTIVE AND EFFICIENT – The Council will undertake constructive reviews of its work and projects so as to learn from its successes or failures. It will willingly consider changes to the way it works if it will make it more effective and/or efficient or allow its service to be improved.

- TRAINING: The Council will give relevant training to new councillors and staff, as this leads to a stronger and more knowledgeable team.² It will offer supplementary training as and when necessary to the same ends.
- TEAMWORK: The Council will ensure that staff are allowed and remunerated for sufficient hours to ensure that work and projects can be completed². The Council will also ensure that the parish office is provided with adequate and up to date equipment/facilities and will operate with a minimum of paperwork while remaining cost effective.
- PROJECTS: All Projects will be parish councillor led with support from the parish office and with due deference to the role of the Responsible Financial Officer¹³. Projects and work will have a reasonable deadline with a timeline produced to enable progress to be monitored.
- THE ESTATE – The Council will be a responsible manager of its property. It will have clear plans for maintenance, replacement and repair of all the Council’s buildings, open spaces and other property, both movable and immovable.

12.FINANCIAL – The Council will continue to have robust management and auditing regimes when dealing with its finances.

- Audit – The Council will continue to meet the legal requirements relating to the audit of its accounts.¹⁴
- Financial management - Strong financial checks and risk assessments will be undertaken periodically and investments and reserves will be reviewed regularly.
- Budgeting – An annual budget and precept will be agreed. The budget will include forecasts for 3-4 years in the future. The budget will be supported by an information document that gives details of maintenance programmes, contract finish dates and other information relevant to forward planning. The Council will include in this budget a healthy reserve so that it can be proactive in its service to the community.⁸

¹³ Financial Regulations.

¹⁴ Accounts and Audit (England) Regulation 2011.

- Grants - Grant support for community organisations will be considered after relevant conditions are met and such organisations will also be encouraged, and supported, to apply for grants from other bodies.¹⁵

13. **SWOT ANALYSIS**

An analysis of current **s**trengths, **w**eaknesses, **o**pportunities and **t**hreats to the Council:

13.1 **Strengths**

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

13.2 **Weaknesses**

- Serving four widely separated communities with lack of a single heart/~~centre~~ to parish
- Lack of knowledge by residents of what the Council does ~~in the parish~~
- Age and demographic of current councillors
- Inability to attract input from residents

13.3 **Opportunities**

- Using the Council's internet and Facebook presence to consult with residents (including possible on-line petition facility and discussion forums)
- Four-yearly elections have the potential to attract new blood
- MBC adoption of Community Infrastructure Levy.

13.4 **Threats**

- Loss of key staff.
- If MBC fails to adopt Community Infrastructure Levy (loss of potential income/Apathy of residents)
- Failure to attract new councillors
- Sudden loss of a number of experienced councillors
- Cuts in local authority services with the expectation that the parish council will take on or pay for them.
- Loss of the council tax support grant because MBC decides not to pass it on or the government withdraws it

14. **OBJECTIVES**

- Increase knowledge of the Parish Council and its work in the parish by being proactive in implementing *the Community Involvement Policy*.
- To continue to produce relevant documents and leaflets that explain the work and systems of the Parish Council
- To maintain and further develop the website
- To maintain a presence on Facebook and develop other communication opportunities such as Community Alerts
- To continue to work for a better Boxley in all possible ways

¹⁵ Budget and Grants Policy.

Item 10 Reports from councillors/office. Purpose of item: Information.

Item 10.2 67th Annual General Meeting of the Kent Association of Local Councils, Ditton, 22 November 2014. Report by Ivor Davies

Pat Brooks and I attended the above meeting of the county association.

The morning opened with a presentation on Community Resilience by the Environment Agency's Area Manager, Andrew Pearce. Concentrating almost entirely on flooding, although touching on heavy snow and storm damage, it was reassuring to learn that much had been learnt last winter. Notably, 15% of house-flooding was caused by vehicle-generated waves. The EA will shortly be sending a PDF leaflet on resilience to all parishes.

Following this, Ann Carruthers, KCC Head of Strategic Planning and Policy (Transport Issues), gave a very lucid, high speed county-wide tour of her subject focusing mainly on highways. In this she said that a decision on east-facing slip roads at the M25/M26/A21 junction, for which KAKC had been pressing, was expected in the government's Autumn Statement. Turning to the Lower Thames Crossing, a decision is expected next year for completion by 2025. KCC's preferred route is downstream from Gravesend, joining the A2/M2 at Shorne. If adopted, widening of the A229 south to M20 J6 is likely although KCC would prefer Dover-bound traffic to stay on the A2 (this seemed contradicted by her saying that planned A2 improvements were solely at the Dover end).

Because of financial pressures, she did not see an early end to Operation Stack. More generally KCC is searching for additional lorry stops, as well as long-stay lorry parks, to fill a need created by tighter legislation on drivers' working hours. KCC was aware that lorry parking enforcement was something that district councils found difficult but Ashford was piloting a scheme where the police were accompanying council officials. The Q&A session covered a range of subjects but little of note although it was clear that there was considerable concern about housing developments being unsupported by highway infrastructure. If I understood correctly, it needs a threshold of 500 units to trigger an assessment.

Item 12 Matters for Information. Purpose of item: Information.

12.5 Pledge4plastics (e-mail 20.11.14)

Dear Local Council

The Kent Resource Partnership has asked us to send on the attached information about a new national campaign called 'Pledge4Plastics'. This is the same information being received this week by all 667 councillors of the County and 12 district councils.

In essence, the Pledge4Plastics campaign seeks to encourage residents to recycle more plastics items from rooms around the home, especially plastic bottles. As residents are receiving campaign details through their front doors from 24th to 29th November, the Kent Resource Partnership wanted all Local Councils to be aware of what is being sent out in advance of residents receiving it.

The attachment includes a 'Frequently Asked Questions' section to help councillors have an understanding of why the campaign is going forward and the potential benefits.

Kind Regards
Terry Martin
County Secretary