

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 February 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Weaving Village Hall, Weaving Street** at 7.30pm on **Monday 3 March 2014** when it is proposed to transact the following business:

- | | Time guide |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Apologies and absences.
To receive and accept apologies for absence. | (7.30) |
| 2. Declaration of Interests or Lobbying.
Members are required to declare any interests, dispensations or lobbying on items on this agenda. | (7.31) |
| 3. Minutes of the Parish Council Meeting of 27 January 2014.
To consider the minutes of the meeting and if in order sign as a true record (pages 3-6). | (7.33) |
| 4. Matters Arising From the Minutes.
4.1 Minute 2618 Parish Emergency Plan: Clerk to investigate whether an additional plan was needed. | (7.35) |
| 5. Report from the PCSO and Police Issues.
To receive a report and crime statistics (pages 6-7). | (7.40) |
| 6. Complaint.
To consider a resident's complaint see report (pages 7-10). | (7.48) |
| Adjournment to enable members of the public to address the meeting. | (8.18) |
| 7. Draft Minutes of Recent Committee Meetings.
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
7.1 Environment Committee meeting 27 January 2014 (page 11).
7.2 Environment Committee meeting 10 February 2014 (pages 11-14).
7.3 Estates Committee meeting 11 February 2014 (pages 14-16). | (8.20) |
| 8. Finance.
8.1 To note payments made out of meeting 28.01.14 - 21.02.14 (pages 17-19).
8.2 To note receipts for the period 21.01.14 – 24.02.14 (pages 19-22).
8.3 Account balances as at 24.02.14 (page 23).
8.4 To authorise payments of accounts (list to be supplied at meeting). | (8.25) |
| 9. Casual Vacancy.
In accordance with section 85 of the Local Government Act 1972 a casual vacancy, due | (8.30) |

to non-attendance will be declared see report (page 23-24).

10. **Dove Hill Allotments.** (8.36)
An update report will be supplied to members via the supplement.
11. **Policies and Procedures Review.** (8.42)
Equal Opportunities statement see report (page 24).
- 12 **Matters for Decision.** (8.47)
To consider attendance at meetings etc.
12.1 World War 1 commemoration, see report (page 24).
- 13 **Reports from Borough and County Councillors.** (8.57)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 14 **Reports from councillors/office.** (9.03)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
14.1 Celebrating Boxley Warren see report (page 24-25).
- 15 **Matters for Information.** (9.08)
15.1 Rural News issue 133 (e-mail 8/1/14), Rural News issue 134 (e-mail 20/2/14)
- 16 **Next Meeting.** (9.01)
Monday 7 April 2014 at Tyland Barn, Tyland Lane, Sandling. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 31 March 2014.

Pauline Bowdery
Clerk to the Council.

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

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 3 March 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 Beechen Hall, Wildfell Close, Walderslade on Monday 27 January 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr Bob Hinder, Mrs W 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 Derek Butler, PCSO Carrington-Moss and a member of the public/press.

The Chairman notified members, with regret, of the death of a former councillor, Tom Moulard. Colleagues spoke fondly of their recollections of his service and integrity and asked that their condolences be passed to his wife and family.

1. Apologies and absences.

Mrs A Spain (convalescing). Mr D Holmes (absent). County Councillor Carter (KCC commitment).

2. Declaration of Interests or Lobbying.

No declarations made. Cllr Harwood notified members that, as he was a member of the MBC Planning Committee, he would leave the meeting for the duration of item 11.

Item 5 was taken at this point to allow PCSO Carrington-Moss to return to duty.

3. Minutes of the Parish Council Meeting of 2 December 2013.

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

4. Matters Arising From the Minutes.

4.1 Minute 2596/4.2 Vacancy on the governing body of St John's School. will be placed on the parish noticeboards. **Noted.**

4.2 Minute 2597/12 Parking Old Chatham Road, Sandling: Borough Councillor Wendy Hinder stated that, as KCCH&T had now proposed a 24 hour clearway for Old Chatham Road, she had not arranged a meeting with County Councillor Carter. It would take some time to get the relevant Road Traffic Order in place but this should stop the parking problem outside the residential part of the village. **Noted.**

5. Report from the PCSO and Police Issues.

The Chairman welcomed the new PCSO, Quentin Carrington-Moss, to the parish. Members **received** crime statistics for the period 1.12.13 – 27.1.14.

The meeting was adjourned at 7.49 pm to allow a resident to seek clarification on an issue. Reconvened 7.50pm.

6. Draft Minutes of Recent Committee Meetings.

Received and **noted.**

6.1 Environment Committee meeting 2 December 2013.

6.2 Environment Committee meeting 9 December 2013.

6.3 Estates Committee meeting 10 December 2013.

- 6.4 Environment Committee meeting 13 January 2014.
- 6.5 Finance & General Purposes Committee 14 January 2014.

7. **Finance.**

- 7.1 Payments made out of meeting 03.12.14 – 20.01.14. **Noted.** Cllr Dengate queried a possible double-entry. Clerk to investigate. **Action: Clerk.**
- 7.2 Receipts for the period 26.11.13 – 20.01.14. **Noted.**
- 7.3 Account balances as at 20.01.14. **Noted.**
- 7.4 Payments of accounts. **Authorised.**

8. **2014/2015 Precept and Budget.**

After discussion, in which it was generally agreed that residents would welcome a zero increase in their precept and Cllr Smith suggested that the parish council's reserves may need to be increased in the future because the housing development proposed for some areas would increase expenditure, the Chairman proposed "**that the Finance & General Purposes Committee's recommendation that' the 2014/15 budget be adopted and a precept of £100,931 set' be adopted.**" This was **agreed** unanimously.

The Chairman and Clerk signed the relevant paperwork to apply for the precept.

Clerk to supply details to members of a minor adjustment to subhead allocations for them to update their copies of the budget. **Action: Clerk and all members.**

9. **Dove Hill Allotments.**

- 9.1 Cllr Bob Hinder's update on the progress at the allotments was **received.** He further informed members that the roadside water connection had been made that day and connecting the water troughs and tap was in hand. The Clerk notified members that MBC was investigating why its contractor had again failed to follow instructions to sweep Sandy Lane.
- 9.2 Cllr Vic Davies informed members that the commencing date for allotment occupation had been agreed by the Estates Committee as Monday 10 February 2014. **Noted.**
- 9.3 The Estates Committee's recommendation on an Allotment Complaints Appeal procedure was **agreed** as follows:

APPEAL

An appeal can only be made against a decision of the Estates Committee that deals with the Tenancy or rules and regulations of the Allotments. A decision concerning the conduct of staff or a decision which is made by the Parish Council has no right of appeal.

If on receipt of the response to the complaint (and within one month of the date of the letter detailing the decision) the Tenant wishes to appeal then they should submit a letter detailing the reasons for the appeal and why they consider the original decision to be wrong.

- (a) On receipt of a written appeal the Clerk will acknowledge receipt and notify the Chairman of the Parish Council and the Chairman of the Estates Committee.
- (b) The Clerk will arrange for at least 3 councillors (none of whom were involved in the original decision or who are members of the Estates Committee) to become the 'Appeal Group'.
- (c) The Clerk will produce a briefing paper on the situation and include the Appellant's letter. This document will be posted to the Appellant who will have 7 working days to respond with any additional information.

- (d) The Clerk will then arrange a meeting of the Appeal Group, giving at least 7 days' notice to the Appellant, supplying a copy of the briefing note and any information provided by the Appellant.
- (e) The Appellant and Chairman of the Estates Committee will be allowed to attend the meeting but only for the purpose of answering questions. The Clerk shall take notes of the meeting and answer any legal or policy questions.
- (f) Within 7 working days of the meeting the decision and the nature of any action to be taken shall be communicated in writing to the Appellant.

The decision of the Appeal Group will be accepted by the Estates Committee.

9.4 The Chairman, as required by the Complaints Procedure, notified members of an on-running complaint about the failure of the parish office to keep a resident informed of action taken to get the condition of Sandy Lane improved following the resident's earlier request.

Currently the complaint was at stage 1, i.e. his trying to reach an amicable resolution with the resident. However if this failed the complaint would be brought before the parish council meeting in March. **Action: Chairman and Clerk.**

9.5 Cllr Waller raised the issue of complaints about an infestation of rats in neighbouring properties, allegedly displaced by activity on the allotment site. Cllr Harwood spoke on the habits of rats and suggested that recent exceptional rainfall flooding the rats' nests, which were often in rabbit holes, could have caused the displacement. He raised concern about the possibility of the use of poison in the AONB and the effect on other wildlife. **Noted.**

10. Policies and Procedures Review.

- 10.1 PC Policies and Procedures Reviews, etc. 2014/15 Calendar. After discussion and with changes to the frequency of some reviews the document was **agreed.**
- 10.2 Committee membership: **Agreed** current numbers to remain unchanged.

Item 11 was moved to the end of the meeting to avoid unnecessarily disturbing the public and the press.

12 Matters for Decision.

12.1 World War 1 commemoration. Members indicated that they would consider undertaking a project. Preliminary ideas put forward were:

- Cllr Smith: a discreet memorial perhaps in black iron close to the War Memorial.
- Cllr Harwood: two trees planted in the parish, e.g. an English Oak and a Linden Tree which has strong German connections.
- Clerk: an information leaflet detailing the history of War Memorials and especially the Boxley War Memorial. The leaflet could contain some personal history of the WWI fallen named on the memorial.
- Cllr Brooks: ask parishioners for ideas.

Agreed: An item to go in the Downs Mail asking for ideas; members to submit any other ideas to the parish office; item to be placed on the March agenda.

Action: office and members.

12.2 Lord Lieutenant of Kent Civic Service Canterbury Cathedral Tues 11 March 2014. Chairman and Mrs Davies to attend. **Action: office and Chairman**

12.3 Official registration of street name for the access road to KIMS and the Newnham Park development. After discussion it was **agreed**, Cllr Harwood proposing Cllr Dengate seconding, to put forward **Newnham Court Way** (8 for, 1 against and 4 abstentions) as properly reflecting the history of the area. Cllr Vic Davies's suggested amendment Newnham Court Drive was not supported.

12.4 KALC training:

- Planning Conference 22 March.
- Dynamic Councillor Thurs 20 February. The Chairman expressed an interest in attending but asked that he be informed of the cost. **Action: office.**
- Road Safety Seminars for Local Councillors Tues 11 and Wed 12 Feb. Councillors interested in attending any training were asked to notify the Clerk. **Action: all councillors.**

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

Cllr Wendy Hinder had nothing to add to the report she made at item 4.2.

Cllr Butler's report covered issues such as planning, flooding and how members or residents felt about the festivals and events arranged by MBC. Discussion took place on whether Boxley Parish Council needed an additional/augmented emergency plan.

Action: Clerk to investigate.

14 **Reports from councillors/office.**

No reports were received.

15 **Matters for Information.**

Received and **noted.**

15.1 Open Space Society Newsletter.

15.2 Celebrating Boxley Warren Update for Boxley Parish Council – October 2013.

15.3 ACRK Oast to Coast Winter issue.

16 **Next Meeting.**

Monday 3 March 2014 at Weaving Village Hall, The Street, Weaving. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 23 February 2014.

The Chairman moved to exclude, due to legal and financial content, the public and the press from the meeting.

Cllr Harwood left the meeting.

17. **Wildfell Close Enabling Development.**

Members **received** the Clerk's confidential report. After discussion **action** by the Clerk was **agreed** as:

- Return the draft documents with comments to KCC.
- Supply the draft documents, when received back from KCC, to members for comment.
- Draft Section 106 document to be submitted to the parish council's solicitor for comment.
- Obtain the solicitor's views on any tax implications once KCC give their views.

Meeting closed at 9.26 p.m.

Item 5. Report from the PCSO and Police Issues *Purpose of item: information.*

Offence	Address	Date	Year on Year
	<u>28/01/2014 - 24/02/2014</u>		28/01/2013 - 24/02/2013
Vehicle Interference	Westfield Sole Road	29/01/14 28/01/14 -	
Criminal Damage	The Street	01/02/14	

Criminal Damage	Forstal Road	07/02/14 06/02/14 -
Criminal Damage	Chatham Road	07/02/14
Shoplifting	Tesco, Grove Green	09/02/14 12/02/14 -
Burglary	Forstal Road	13/02/14
Theft	Forstal Road	11/02/14 13/02/14 -
Criminal Damage	Olivine Close	14/02/14
TFMV	New Cut Road	14/02/14 16/02/14 -
Criminal Damage	Orbit Close	17/02/14 14/02/14 -
Burglary	Lock Lane	17/02/14 15/02/14 -
Attempt TFMV	Impton Lane	16/02/14 18/02/14 -
Criminal Damage	Shrubsole Drive	19/02/14

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Item 6. Complaint. *Purpose of item: decision.*

As it has not proved possible to settle two complaints received from a resident, they are now coming before members in accordance with the Code of Practice for Handling Complaints against the Parish Council.

The first complaint is about the office's failure to keep the resident informed of progress on cleaning Sandy Lane and the second about the general condition of the lane. A summary of the ensuing exchanges is included in the Clerk's note below. The resident has requested that copies of her e-mails and photographs are submitted to members (see enclosure). The parish council policy is to keep e-mails for 6 months.

Clerk's briefing note:

The following is a timeline of the most pertinent e-mails which relate to the complaint.

<u>Date</u>	<u>Action</u>
06/11/13	E-mail from resident about the muddy condition of Sandy Lane.
06/11/13	Reply to resident from Asst Clerk, as the Clerk was on annual leave, acknowledging receipt of 06/11/13 e-mail.
07/11/13	Asst Clerk e-mails MBC about the need to sweep Sandy Lane and have it added to the schedule for a regular sweep.
08/11/13	E-mail to resident from Asst. Clerk. <i>"Thank you for your email, I am sorry that you have had to make a complaint about the condition of the lane.</i>

As you are aware development has started on land at this site and the main access is shared between the Parish Council and XXXX. The heavy traffic using the lane over the past couple of weeks has been partly due to the Electricity company (whom we have no control over) wanting to carry out emergency work

on the pylons. One of my councillors witnessed 3 of their vehicles travelling to and from the site on Monday. On Tuesday morning my councillors was delayed from leaving Sandy Lane due to the farm workers turning up with 2 tractors, a 4 wheel drive vehicle and 2 large animal transporters to collect the cows from the field. The 4 wheel vehicle had great problems attempting to get into the field and eventually entered one gate, drove through the field gaining a lot of mud on his wheels and then came back out the gate further up the lane depositing mud all over the road. This would then inevitably be tracked up the lane by subsequent vehicles going up. There is also a lot of traffic from XXXXXX Contractors travelling to and from the site.

I have contacted Maidstone Borough Council and arranged for Sandy Lane to be added to the street sweeping schedule which includes the mechanical sweeper. This is done a rotational basis every five weeks and I am waiting for the dates when it will next be in Boxley. Once I have this information I will forward it on to you.

With regards to the potholes KCC Highways are responsible for repairing these and I would recommend you call the reporting line on 03000 41 81 81”.

- 11/11/13 E-mail response from MBC Street Scene Officer
“We are scheduled to visit Boxley ward this week, the amount of leaf fall in Boxley will dictate the amount of time we spend in the ward, so please be patience”.
- 17/01/14 E-mail from Asst Clerk to Street Scene Officer attaching a photograph of Sandy Lane. Site visit requested to try to resolve issue. Reference is made to previous contact with the officer on Tuesday (15/01/14)
- Clerk arranges a site visit on 22/01/14 with MBC and also KCC Highway Steward.
- 18/01/14 First complaint from resident received (not being kept informed).
- 22/01/14 Site visit with MBC and KCC Highway Steward
- 24/01/14 E mail to resident from Cllr Ivor Davies.
“I was sorry to learn from your message to Pauline Bowdery of 18 January that you have not been kept informed of action taken following receipt in the Parish Office of your e-mail of 6 November last and the Assistant Clerk's reply sent two days later (the Clerk herself was on annual leave at the time). I have noted that an undertaken was given to keep you updated and it is a matter of great regret to me and the staff that, through administrative failure, this was not done. Without wishing to make excuses, and apart from MBC virtually closing down over the Christmas/New Year period making communication with them difficult, matters were further compounded by a family bereavement in the office that left it short-staffed and under extreme pressure. Apologies are clearly in order and lessons have been learnt”.
- 24/01/14 E-mail to resident from Clerk supplying an update on the site visits.
- 28/01/14 Second complaint from resident received (condition of Sandy Lane).
- An attempt, by the Clerk, has been made to summarise the resident’s complaints:

Complaint

Lack of reply from the Clerk to e-mails to the office.

Explanation/action of BPC

Chairman explained the situation and apologised. Since this apology the resident has been kept updated and it has been stressed to all office staff that they must remember to update residents.

Mud on and condition of Sandy Lane.

It appears that Sandy Lane has not been regularly swept although it appears that it is on the MBC road sweeping schedule and MBC are investigating this. MBC did on a number of occasions contact the company about the need for a sweeper to visit the land. It is believed MBC is taking action against the company for not following instructions or doing the work.

KCCH&T has a 'job order' for a JCB to go to Sandy Lane and clear the mud however due to the flooding all workers and equipment have been utilised elsewhere.

The parish office can only pass on the information it receives from MBC and KCC but in doing so it is recognised that the resident felt badly left down when the 'promised' work (either by MBC or KCC) did not happen.

The allotment access road construction work was carried out in dry weather and a private street sweeping company was employed, by the parish council, immediately after the completion of the road works to clean the lane of any debris that had been deposited there during the construction work. The sweep took place 4 August 2013.

The last major work completed at the site by the parish council was the fencing of the actual allotments area. This work was at the top, mainly flat area, of the site and so would not have had much impact on Sandy Lane.

Sandy Lane is a public highway and so used by many people (see 8/11/13 e-mail above) and as recently as 1 February 2014 17 vehicles were seen parked in Sandy Lane and in an adjacent field attending what was believed to be a regularly arranged shoot. Two large vehicles were also seen exiting the lane.

Mud is also present above the entrance to the allotments.

Installation of allotment access road causing mud on Sandy Lane and the parish council's lack of adequate measures to get the mud cleared and the road and potholes repaired.

The parish council was legally entitled to install the road to the allotments.

See above for explanation regarding mud on the road. Parish Councillors have also worked to clear any surface debris from the long access road (to stop anything being swept down to Sandy Lane) and from the road outside the allotments entrance.

A request from the resident to send a parish council financed JCB down Sandy Lane to clear mud has been refused as the parish council would be held responsible for any road damage.

The resident has requested that the parish council finances repairs to the highway. The parish council has no legal authority to do this as it is not a Highway Authority. The Clerk contacted KCCH&T and the following e-mail dated 6 February was sent to the officer to confirm the conversation.

"Mud on the road and visit of a JCB to clear it.

You confirmed that a JCB would visit at some point but KCC's current priority was to deal with the issues caused by the flooding and the dangerous roads that are being created by this extreme weather. Should equipment and staff become available they will be sent out to scheduled jobs but at the

moment all KCC crews and contractors are currently working flat out dealing with emergencies. Once this period was over the lower priority work, such as Sandy Lane, will be addressed.

Condition of Sandy Lane.

You confirmed that BPC cannot undertake any highway work on the public roads and even if it gave funding to KCCH&T any work scheduled for Sandy Lane would not 'jump the queue'. Regarding potholes KCCH&T will only intervene when the 50mm depth was breached and it would have to do this work. This raised the issue of why a parish council would fund such work when a) it wouldn't get it done any quicker and b) KCC has to do it anyway.

I fully appreciate that KCC's priorities are with issues that are health and safety based and obviously all resources must be targeted at the flood areas etc."

Water drainage from the site.

With the extreme wet weather currently being experienced councillors have been visiting the site to study water flows at Sandy Lane and from the allotment site with a view to proposing remedies to be put in place to mitigate flow from the parish council's site. It is extremely easy to see where water is coming off of the site as it is stained with light coloured very fine silt. Water gushes down Sandy Lane from the Penenden Heath end and also from the woods and fields that are either side of the lane. Work to mitigate the flow is currently being planned however it should be noted that with the current water logging of the surrounding area any rain immediately drains into and goes down Sandy Lane.

In response to an e-mail from the resident the following e-mail, from the Clerk, was sent 10 February 2014

"I note your comments, however the parish council cannot accept that it is any more responsible for the mud now on Sandy Lane than the other owners or tenants of properties accessed from this public highway. The construction of the access road to the council's allotments work was completed at the beginning of August last year when conditions were dry. On completion the parish council employed a company to sweep Sandy Lane clear of surface debris and dust as a 'good neighbour'. The subsequent fencing and pipe-laying work on the allotments deposited little mud on our access road and that which was swept down to the gate and was cleared by the council's work party. Sandy Lane has been a muddy road for many years with loose earthen banks. Traffic to the various properties, including large vehicles such as refuse trucks and delivery lorries, use the road regularly, not to mention the cars of visitors to shoots and other events along the lane. All of these, on occasion, will dislodge soil onto the road. The additional contribution of the few vehicles that have accessed the allotments since construction work ceased can only be minimal.

As you are aware, responsibility for maintenance and keeping Sandy Lane to an appropriate standard rests with KCC Highways & Transport and Maidstone Borough Council, not Boxley Parish Council. Because there could be an issue of liability if the road was damaged by scraping, the parish council regrets that it is unwilling to arrange the hire of a JCB to undertake the work. However, the parish council will continue to use its best endeavours to encourage KCC and MBC to improve conditions along Sandy Lane for the good of the community in general."

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

Item 7.1 Minutes of the Environment Committee on Monday 27 January 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 9.27 pm.

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

1. Declaration of Interests or Lobbying.

None declared.

2. Apologies and absences

Cllr Spain (convalescing). Cllr Holmes (absent).

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

3. Planning Applications and Appeals for Consideration.

MA/13/2204 – Erection of a two storey extension to south/west at Cossington Fields Farm South, Bell Lane.

Do not wish to object.

MA/13/2222 – Erection of a two storey rear extension at 76 Alkham Road, Maidstone.

Do not wish to object.

4. Next Meeting.

Next full Environment meeting 10 February at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.29 pm.

Item 7.2 Minutes of the Environment Committee on Monday 10 February 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Clerk and 2 members of the public.

1. Declaration of Interest or Lobbying

MA/13/7907 and MA/13/1797 members declared they had been lobbied.

Cllr Davies and Waller reminded members that they were Trustees at Sandling Village Hall (item 4.3).

2. Apologies and absences

Cllr Spain (convalescing). Cllr Holmes (absent).

3. Minutes of the Meetings of 13 & 27 January 2014.

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

The meeting was adjourned at 7.33 to allow a resident to speak on item 10.1; reconvened at 8.50pm. Members' took item 10.1 at this point.

The meeting adjourned at 7.53 pm to allow a resident to comment on a pre-planning application issue; reconvened at 8.14pm.

4. **Matters Arising From Minutes.**

- 4.1 Minute 2609/4.5 inconsiderate parking at Grove Green. Having considered the action previously undertaken by the parish council it was **agreed** that if the situation occurred again an article would be placed in the Downs Mail to explain that the parish council had attempted to get help from Maidstone Studios, MBC and KCC but no solutions were forthcoming. **Action: office.**
- 4.2 Minute 2609/4.6 Grovewood Drive North crossing improvements. A response from County Councillor Carter concerning design and costs is awaited. **Noted.**
- 4.3 Minute 2609/4.7 Sandling Village Hall parking on the verge. Cllr Waller notified members that the Village Hall Committee had some ideas on bollard location. **Agreed** Clerk to liaise with Chairman of the Village Hall Committee. **Action: Clerk.**

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

5.1 MA/13/1797 amended plans Ecological appraisal. Outline application with all matters reserved to develop the site for residential (approx. 89 dwellings) with open space, access road and biomass heat and power plant at Lordswood urban extension, Gleamingwood Drive, Lordswood.

- *It is noted that the ecological appraisal has identified that there are dormice in the area. The introduction of 89 dwellings immediately adjacent and on the breeding and foraging area of this protected species will introduce a larger cat population into the area. Cats exist in the residential area to the east of the woodland but the erection of 89 properties to the west will effectively surround the dormice habitat cutting off the species from the surrounding agricultural land.*
- *The developer is suggesting that species and habitats would benefit from the development due to coppicing, habitat enhancement etc. The parish council would like to point out that this woodland management could have been undertaken by the owner at any time and they would have benefitted from the 'cash crop'. The parish council supports proactive management of woods but not a sudden interest in order to make mass development appear suitable.*
- *Reptiles from the site will be relocated and the parish council objects to loss of such creatures from the current ecosystem and the area.*

5.2 MA/13/2063 Proposed refurbishment and extension to existing Cabin Café at Cobtree Cabin, Cobtree Park. *Wish to see approved.*

5.3 MA/13/2113 An application for formation of parking area at land fronting 29 Timber Tops, Chatham. *Do not wish to object.*

5.4 MA/14/0005 – Detachment from adjoining property and construction of a new, pitched, higher roof and new entrance gable, a first floor rear extension and a terraced balcony to the rear/side at 2 Monksfield Bungalow, Old Chatham Road, Sandling, Maidstone. *Do not wish to object.*

5.5 MA/14/0018 An application to vary condition 11 of MA/12/1629 for the erection of a detached four bedroom dwelling (resubmission of MA/12/0375) to amend the proposal as described in application MA/14/0018 at Hillah, Cossington Road, Boxley, Chatham. *Wish to see refused due to impact on neighbours due to loss privacy. The original layout of a bedroom and bathroom limited the loss of privacy to neighbours due to the nature and timing of use of such rooms. The proposed change, with the higher volume of usage, increases the intrusive overlook of neighbouring properties.*

5.6 MA/14/0060 Erection of a single storey front extension at 7 Fagus Close, Walderslade. *Do not wish to object.*

5.7 TA/0013/14 – Tree Preservation Order no 1 of 1969: An application for consent to cut back branches of 1(no) Oak tree to clear adjacent property by 2.5m every 4 years at 9 Round Wood Close, Walderslade, Chatham.

Do not wish to object but defer to the decision of the Landscape Officer.

6 **Planning Applications and Appeals Decisions**

None

7 **Neighbourhood Development Plans.**

The Clerk's update was **received**. After lengthy discussion on available land within the parish; cost; advantages and disadvantages. **Agreed** the Clerk to arrange a meeting with a planning/design company.

8 **Maidstone Borough Local Plan.**

8.1 The chairman reported that MBC was publishing the results on SHLAA imminently.

8.2 MBC Play Area Strategy Consultation. The Clerk's briefing note was **received**. The suggested responses, with some minor additions, were approved and adopted.

Action Clerk.

9 **Volunteer Groups.**

Reports were **received** from:

- Friends of Boxley Warren on their recent task day.
- Walderslade Woods Group on their recent task day.

10 **Highways and Byways.**

10.1 Wildfell Close embankment work. After lengthy discussion covering: ownership; health and safety; steepness of bank etc. members **agreed** to write to KCCH&T about the safety issue of the panels that are rotting. **Action: office.** As the land was not in public ownership members' **agreed no further action** on the request of tree planting.

10.2 Cuckoo Wood Avenue change to yellow line restrictions update. **Received.**

10.3 KCCH&T street light switch-off report. **Received.**

10.4 KCCH&T Draft Road Casualty Reduction Strategy report. **Noted.**

10.5 Shrub removal/grass replacement at Walderslade. **Supported.**

11. **Street maintenance budget.**

11.1 Vegetation removal Grovewood Drive South. After consideration it was **agreed**, proposed by Cllr Bob Hinder seconded by Cllr Davies **'to go ahead with work at Grovewood Drive South and to accept tender 1, to seed, at a cost of £1,252'. Action office.**

11.2 Verge bollards Boxley Road junction with Travertine Road. Members' **agreed** that the PCSO should be asked to monitor the area and to identify and then advise the vehicle owner about inconsiderate parking.

County Councillor Paul Carter is to be approached for funding to install bollards.

A general article concerning verge and inconsiderate parking is to be placed in the Downs Mail.

Action office.

11.3 Dog fouling signs. **Agreed**, 100 stickers to be purchased. A general article concerning dog fouling is to be placed in the Downs Mail. **Action office.**

11.4 Pinewood Drive Lordswood. **Agreed** the PCSO to be asked to monitor the area for inconsiderate and bad driving. Members' felt that the installation of four bollards on the verge would not deal with the main issue of bad driving.

12 **Policy and procedures review.**

None for consideration.

13 Matters for information.

13.1 Newnham Court Shopping Village redevelopment report. **Noted.**

13.2 KCC Public Consultation on the Pre Submission Document Draft of the Kent Minerals & Waste Local Plan. **No further action.**

14. Next Meeting.

Next full environment meeting 11 March 2014 at Beechen Hall commencing at 7.30 p.m.

15. Enforcement and Section 106 updates from MBC.

Members' were notified that two Walderslade residents had reported that the mechanical humming noise had returned. **Agreed** issue to be notified to MBC.

Meeting closed at 9.43 pm.

Item 7.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 February, 2014 at 7.30pm.

Councillors present – Mrs Pat Brooks, Mr I Davies, Mr Vic Davies (Chairman), Mr P Dengate, Mr Bob Hinder, Mr P Sullivan, together with the Clerk and Assistant Clerk.

1. Declarations of Interest and Lobbying

Dispensations for Item 5: Cllrs Ivor Davies, Vic Davies , Dengate, Hinder and Sullivan. Cllr Ivor Davies reminded members that he was a Governor and Tunbury School (Item 12)

2. Apologies and absence.

Cllr G Smith (unwell).

3. Minutes of Previous Meeting 10 December, 2013 and 27 January 2014.

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

4. Matters Arising From Previous Minutes.

4.1 Minute 2604/4.1 Yew Tree at St Mary and All Saints Church – Members **received** the Clerk's report and **agreed** that the Clerk liaise with Maidstone Borough Council with regards to the condition it has imposed on this application.

4.2 Minute 2604/4.4 Village Signs – The Assistant Clerk informed the committee the cost for replacing and installing the new post for the Grove Green sign would be £205.00 + vat.

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

5. Dove Hill Allotments.

This item was brought forward and taken after item 2 to allow the Clerk to answer any questions.

5.1 Members **received** and **noted** Cllr Bob Hinder's report.

5.2 Allotment Key for PCSO – Member **agreed** agreed that the PCSO should have a key to the allotments and requested that a record is kept at the office.

5.3 Members **received** and **noted** the income and expenditure report.

5.4 The future of the allotment working group – Members **agreed** to the AWG's recommendations that the group should continue until an association is formed with Cllr Bob Hinder as Chair. The following terms of reference for the group were agreed:

Membership: Three parish councillors.

- To keep a watching brief on the site and if thought necessary (if the councillor does not wish to approach the tenant with a friendly word) report any infringement of the rules and regulations to the office.
- To undertake small scale maintenance.
- To take responsibility for: turning the water supply off and on; the upkeep of the compostable toilet etc.
- Make recommendations to the Estates Committee on any improvements to the allotments that they consider necessary.
- To have delegated powers to co-opt a non-councillor onto the working group.

5.5 Members **received** the AWG report and the following decisions were made :

- Official key holders – **Agreed** that members of the AWG, PCSO and the office are the official key holders.
- Extra keys for tenants – **Agreed** that at present only the tenancy holder will have a key, but this would be reviewed if necessary at a later date.
- Shed keys – **Agreed** that members of the AWG should have keys as well as the office.
- Entrance to allotments – **Agreed** that Cllr Bob Hinder and the Clerk source costs for 50m² of geogrid, gully, gravel, the hire of a mini JCB and driver for a day and submit to Finance & General Purposes committee for consideration to release funds from the contingency budget to finance this work.
- Noticeboard – **Agreed** to purchase an external noticeboard which will be attached to the side of the shed and a corkboard which will be kept in the compostable toilet.
- Date for the release of plots to people outside the parish boundary – **Agreed** 1st March, 2014.
- Non resident rules – **Agreed** that non-residents will be given a maximum of a ½ plot for 2 years which will then be reviewed on an annual basis.

6. **Utility Contract Renewals –Gas and Electricity**

Ratified the Assistant Clerk’s decision after consulting with the Chair and Vice Chair out of meeting, to use LSI Utility Brokers to negotiate new gas and electricity contracts for the Parish Council. Members requested the new rates are circulated to the committee via email. **Action Office.**

7. **Review of Policies and Procedures.**

7.1 Use of Parish Council Land – **Agreed** no change to the current policy.

7.2 Policies and Procedure 2014/15 Calendar Review - Members reviewed the calendar and **agreed** the following:

- procedures that could be viewed biennial would be split into odd and even years.
- procedures that are to be reviewed annually would remain so.
- if there were any changes to any of the procedures outside of these times they would be returned to the appropriate agenda. **Action office.**

7.3 Terms of Reference – **Agreed.**

7.4 Hot Water Boiler Risk Assessment – No change, **noted.**

8. **MBC Play Area Strategy** – Members **received** and **noted** the Clerk’s briefing note. They had no further comments to make to the suggested responses. However they had real concerns over the loss of Shepherds Gate Drive play area as it was felt this was

very well used. Members requested that the Clerk investigate the potential potential costs for BPC to maintain this play area and to circulate the information to the committee. **Action Office**

9. **Beechen Hall Reports**

9.1 **Received** and **Noted** the Dec/Jan Hire fees, with a comparison for the same period in the previous year.

9.2 **Received** and **Noted** the Assistant Clerk's profit and loss report.

10. **Grounds Maintenance Contract** – Members considered three tenders and unanimously agreed to award the contract to Landscape Services, the current contractors.

11. **Beechen Hall Internal/External Decoration** – Members received the tenders and after some discussion **agreed** to award the internal contract to CDS Property Services. Members decided to delay the external decoration as a suggestion was made to replace all soffits and guttering with pvc. This will be more economical and require less maintenance in the long term but required further investigation. Members **agreed** that CDS Property Services include the covered area outside the foyer and two doors to the rear of the hall. A revised quote would be required for this part of the work. It was **agreed** that a job specification is compiled by the chair and the Assistant Clerk for the revised external work. **Action Cllr Vic Davies/Office.**

New Item WDJO Playground Inspection Rota – Members **received** the Assistant Clerk's report and **noted** that during the winter months (Nov – Mar) inspections will take place on a fortnightly basis rather than weekly.

12. **Matters for Information.**

Noted Saxon Orienteering Club – Use of the hall car park on 20 February 2014.

13. **Date of Next Meeting.**

Tuesday 15 April, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 4 April 2014.

Meeting closed at 9.25pm

Item 8.1. Payments made out of meeting 28.01.14 - 21.02.14

PAYMENTS LIST 24 February 2014

Vou cher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
581	Land at Sandy Lane	04/02/2014	Coop General Account	bacs 5/02/14/3116A	Shed	D & R Garden Buildings	X	337.50	97.50	435.00
582	Land at Sandy Lane	04/02/2014	Coop General Account	bacs 5/02/14/22839	Wooden Seat	Streetmaster (South Wales) Ltd	S	652.00	130.40	782.40
583	Administration	04/02/2014	Coop General Account	Bacs 5/02/14/44	Imprest Account	Mrs P Bowdery	Z	12.10	0.00	12.10
584	Administration	04/02/2014	Coop General Account	Bacs 5/02/14/44	Stamps	Mrs P Bowdery	Z	63.28	0.00	63.28
585	Consumables	04/02/2014	Coop General Account	Bacs 5/02/14/44	Consumables	Mrs P Bowdery	X	7.95	0.39	8.34
586	Hall maintenance	04/02/2014	Coop General Account	Bacs 5/02/14/44	Window Cleaner	Mrs P Bowdery	Z	25.00	0.00	25.00
587	Subscriptions	11/02/2014	Coop General Account	Bacs 11/02/14/SLCC	Subscription	SLCC Enterprises Ltd	Z	231.00	0.00	231.00
588	Boxley Warren	11/02/2014	Coop General Account	Bacs 11/02/14/CBW46	FoBW Expenses	Mr M Phillips	Z	32.68	0.00	32.68
589	Land at Sandy Lane	11/02/2014	Coop General Account	Bacs 11/2/14/W0004289	Water Connection	South East Water	S	2,786.67	557.33	3,344.00
590	Walderslade Woods Group	11/02/2014	Coop General Account	bacs 11/02/14	Grant	Walderslade Woodlands Group	Z	100.00	0.00	100.00
591	Hall maintenance	11/02/2014	Coop General Account	Bacs 11/02/14/098983	Materials for worktop counter	Mr R Hinder	S	53.27	10.65	63.92
592	Land at Sandy Lane	11/02/2014	Coop General Account	Bacs 11/02/14	Allotment shed expenses	Steve Wright	S	40.59	8.12	48.71
593	Publicity	11/02/2014	Coop General Account	3dd68	Downs Mail	Mail Publications Limited	X	435.18	54.95	490.13
594	Refuse collections	11/02/2014	HSBC Beechen Hall	2dd30	Refuse Collection	SITA UK Ltd	S	101.24	20.25	121.49
595	Wages	11/02/2014	HSBC Beechen Hall	102642	Bacs payments made from Coop account	Boxley Parish Council	Z	0.00	0.00	0.00
596	Hall internal decoration	13/02/2014	Coop General Account	Bacs 14/02/14/Internal	Hinternal Hall Decoration	Chris Smy/CDS Property Maintenance	Z	275.00	0.00	275.00
597	Walderslade Woods Group	13/02/2014	Coop General Account	Bacs 14/02/14/53-54	WWG Imprest Account	Mr R Burrows	X	75.04	10.72	85.76

598	Walderslade Woods Group	13/02/2014	Coop General Account	Bacs 14/02/14/111370	2 stroke Oil	Lamberhurst Engineering Limited	S	27.27	5.45	32.72
599	Subscriptions	13/02/2014	Coop General Account	Bacs 1404/43/15	Annual Subscription	Scribe 2000 Ltd	S	245.00	49.00	294.00
600	Salaries	18/02/2014	Coop General Account	BACS22/02/PC01	Staff Salary	Mrs P Bowdery	Z	2,060.84	0.00	2,060.84
601	Travel - staff	18/02/2014	Coop General Account	BACS22/02/PC01	Mileage	Mrs P Bowdery	Z	37.83	0.00	37.83
602	Publicity	18/02/2014	Coop General Account	BACS22/02/PC01	Downs Mail	Mrs P Bowdery	Z	20.00	0.00	20.00
603	Salaries	18/02/2014	Coop General Account	BACS22/02/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
604	General Maintenance	18/02/2014	Coop General Account	BACS22/02/PC05	Staff Salary	MS D Davies	Z	83.44	0.00	83.44
605	Chairman's allowance personal	18/02/2014	Coop General Account	BACS22/02/PC06	Chairmans Allowance	Mr I Davies	Z	30.00	0.00	30.00
606	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC07	Councillor Allowances	Mr V Davies	Z	33.26	0.00	33.26
607	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC08	Councillor Allowances	Mr P Dengate	Z	33.26	0.00	33.26
608	Salaries	18/02/2014	Coop General Account	BACS22/02/PC02	Staff Salary	Mrs M Fooks	Z	673.74	0.00	673.74
609	Travel - staff	18/02/2014	Coop General Account	BACS22/02/PC02	Mileage	Mrs M Fooks	Z	19.11	0.00	19.11
610	Wages	18/02/2014	Coop General Account	BACS22/02/PC02	Staff Salary	Mrs M Fooks	Z	449.16	0.00	449.16
611	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC09	Councillor Allowances	Mr T Harwood	Z	33.26	0.00	33.26
612	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC10	Councillor Allowances	Mr R Hinder	Z	33.26	0.00	33.26
613	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC11	Councillor Allowances	Mrs W Hinder	Z	33.26	0.00	33.26
614	Publicity	18/02/2014	Coop General Account	BACS22/02/PC04	Downs Mail	Mrs L Lake	Z	40.00	0.00	40.00
615	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC12	Councillor Allowances	Mrs K Macklin	Z	41.46	0.00	41.46
616	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC14	Councillor Allowances	Mr G Smith	Z	33.26	0.00	33.26
617	Wages	18/02/2014	Coop General Account	BACS22/02/BH01	Staff Salary	Mrs M Smith	Z	474.25	0.00	474.25
618	Publicity	18/02/2014	Coop General Account	BACS22/02/BH01	Downs Mail	Mrs M Smith	Z	60.00	0.00	60.00
619	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC15	Councillor Allowances	Mrs A Spain	Z	33.26	0.00	33.26
620	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/PC17	Councillor Allowances	Mrs M Waller	Z	33.26	0.00	33.26

621	Wages	18/02/2014	Coop General Account	BACS22/02/BH04	Staff Salary	Mr A Fletcher	Z	197.13	0.00	197.13
622	Wages	18/02/2014	Coop General Account	BACS22/02/BH05	Staff Salary	Mr B Douglas	Z	204.98	0.00	204.98
623	Hall maintenance	18/02/2014	Coop General Account	BACS22/02/BH05	Hall Maintenance	Mr B Douglas	Z	0.88	0.00	0.88
624	PAYE	18/02/2014	Coop General Account	BACS22/02/HMRC	PAYE	HMRC	Z	133.78	0.00	133.78
625	Chairman's allowance personal	18/02/2014	Coop General Account	BACS22/02/HMRC	Chairman Allowance PAYE	HMRC	Z	240.00	0.00	240.00
626	Councillors allowance/PAYE	18/02/2014	Coop General Account	BACS22/02/HMRC	Councillor Allowances PAYE	HMRC	Z	810.00	0.00	810.00
627	PAYE	18/02/2014	Coop General Account	BACS22/02/HMRC	PAYE	HMRC	Z	226.91	0.00	226.91
628	Hall maintenance	18/02/2014	HSBC Beechen Hall	102643	Hall Maintenance	Capital Cleaning (Kent) Ltd	S	130.55	26.11	156.66
Total								12,200.11	970.87	13,170.98

Item 8.2. Receipts for the period 21.01.14 – 24.02.14

RECEIPTS LIST 24 February 2014

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
370	Hire fee - casual	27/01/2014	HSBC Beechen Hall	169	Casual Hire Fee	Carney	Z	35.25	0.00	35.25
372	Hire fee regular	24/01/2014	HSBC Beechen Hall	BP119	Regular Hire Fee	Weight Watchers	Z	148.50	0.00	148.50
373	Hire fee regular	29/01/2014	HSBC Beechen Hall	BP120	Regular Hire Fee	Kumon	Z	188.00	0.00	188.00
374	Hire fee - casual	31/01/2014	HSBC Beechen Hall	BP121	Casual Hire Fee	Macleod	Z	70.50	0.00	70.50
375	Insurance	31/01/2014	HSBC Beechen Hall	BP121	Insurance	Macleod	Z	1.50	0.00	1.50
376	Hire fee - casual	27/01/2014	HSBC Beechen Hall	171	Casual Hire Fee	Eshelvy	Z	29.75	0.00	29.75
377	Hire fee - casual	28/01/2014	HSBC Beechen Hall	172	Casual Hire Fee	Burrows	Z	70.50	0.00	70.50
378	Hire fee casual future years	30/01/2014	HSBC Beechen Hall	173	Casual Hire Fee	Walton	Z	131.15	0.00	131.15
379	Insurance	30/01/2014	HSBC Beechen Hall	173	Insurance	Walton	Z	1.50	0.00	1.50

380	Hire fee regular	30/01/2014	HSBC Beechen Hall	174	Regular Hire Fee	NGREA	Z	43.56	0.00	43.56
381	Allotment income	03/02/2014	Coop General Account	31	Rent	Hinder5c	Z	19.15	0.00	19.15
382	Earmarked Reserves	03/02/2014	Coop General Account	31	Key deposit	Hinder5c	Z	15.00	0.00	15.00
383	Allotment income	01/02/2014	Coop General Account	32	Rent	Peacock9e	Z	38.30	0.00	38.30
384	Earmarked Reserves	31/01/2014	Coop General Account	32	Key deposit	Peacock9e	Z	15.00	0.00	15.00
385	Allotment income	31/01/2014	Coop General Account	33	Rent	Dengate7e	Z	19.15	0.00	19.15
386	Earmarked Reserves	01/02/2014	Coop General Account	33	Key deposit	Dengate7e	Z	15.00	0.00	15.00
387	Allotment income	03/02/2014	Coop General Account	34	Rent	Giles10c	Z	19.15	0.00	19.15
388	Earmarked Reserves	03/02/2014	Coop General Account	34	Key deposit	Giles10c	Z	15.00	0.00	15.00
389	Allotment income	04/02/2014	Coop General Account	35	Rent	Sullivan7e	Z	19.15	0.00	19.15
390	Earmarked Reserves	04/02/2014	Coop General Account	35	Key deposit	Sullivan7e	Z	15.00	0.00	15.00
391	Allotment income	04/02/2014	Coop General Account	36	Rent	Johnson3e	Z	38.30	0.00	38.30
392	Earmarked Reserves	04/02/2014	Coop General Account	36	Key deposit	Johnson3e	Z	15.00	0.00	15.00
393	Allotment income	05/02/2014	Coop General Account	37	Rent	Price5e	Z	19.15	0.00	19.15
394	Earmarked Reserves	05/02/2014	Coop General Account	37	Key deposit	Price5e	Z	15.00	0.00	15.00
395	Allotment income	31/01/2014	Coop General Account	38	Rent	Davies4c	Z	19.15	0.00	19.15
396	Earmarked Reserves	31/01/2014	Coop General Account	38	Key deposit	Davies4c	Z	15.00	0.00	15.00
397	Hire fee casual future years	01/02/2014	HSBC Beechen Hall	BP122	Casual Hire Fee	Coleman	Z	35.25	0.00	35.25
398	Hire fee regular	04/02/2014	HSBC Beechen Hall	BP123	Regular Hire Fee	nct specialists	Z	44.10	0.00	44.10
399	Hire fee regular	04/02/2014	HSBC Beechen Hall	BP124	Regular Hire Fee	Baby Sensory	Z	44.10	0.00	44.10
400	Hire fee regular	04/02/2014	HSBC Beechen Hall	BP125	Regular Hire Fee	Teenie Boppers	Z	58.80	0.00	58.80
401	Hire fee casual future years	03/02/2014	HSBC Beechen Hall	175	Casual Hire Fee	Lancaster	Z	85.50	0.00	85.50
402	Hire fee casual future years	03/02/2014	HSBC Beechen Hall	176	Casual Hire Fee	Long	Z	37.25	0.00	37.25

403	Insurance	03/02/2014	HSBC Beechen Hall	176	Insurance	Long	Z	1.50	0.00	1.50
404	Hire fee regular	04/02/2014	HSBC Beechen Hall	177	Regular Hire Fee	Karate	Z	280.20	0.00	280.20
405	Hire fee - casual	04/02/2014	HSBC Beechen Hall	178	Casual Hire Fee	Jain	Z	94.00	0.00	94.00
406	Insurance	04/02/2014	HSBC Beechen Hall	178	Insurance	Jain	Z	1.50	0.00	1.50
407	Hire fee regular	04/02/2014	HSBC Beechen Hall	179	Regular Hire Fee	Tumble Tots	Z	161.70	0.00	161.70
408	Hire fee regular	04/02/2014	HSBC Beechen Hall	180	Regular Hire Fee	Medway Psychics and Mediums	Z	118.85	0.00	118.85
409	Hire fee - casual	04/02/2014	HSBC Beechen Hall	181	Casual Hire Fee	White	Z	35.25	0.00	35.25
410	Insurance	04/02/2014	HSBC Beechen Hall	181	Insurance	White	Z	1.50	0.00	1.50
411	Hire fee regular	06/02/2014	HSBC Beechen Hall	182	Regular Hire Fee	Balfour SMBC	Z	166.00	0.00	166.00
412	Earmarked Reserves	10/02/2014	Coop General Account	39	Key deposit	Wrapson	Z	15.00	0.00	15.00
413	Allotment income	10/02/2014	Coop General Account	39	Rent	Wrapson	Z	19.15	0.00	19.15
414	Allotment income	10/02/2014	Coop General Account	40	Rent	Beckwith	Z	19.15	0.00	19.15
415	Earmarked Reserves	10/02/2014	Coop General Account	40	Key deposit	Beckwith	Z	15.00	0.00	15.00
416	Allotment income	10/02/2014	Coop General Account	41	Rent	Simpson	Z	20.00	0.00	20.00
417	Earmarked Reserves	10/02/2014	Coop General Account	41	Key deposit	Simpson	Z	15.00	0.00	15.00
418	Allotment income	10/02/2014	Coop General Account	42	Rent	Clarke	Z	19.15	0.00	19.15
419	Earmarked Reserves	10/02/2014	Coop General Account	42	Key deposit	Clarke	Z	15.00	0.00	15.00
420	Allotment income	10/02/2014	Coop General Account	43	Rent	Wright	Z	19.15	0.00	19.15
421	Earmarked Reserves	10/02/2014	Coop General Account	43	Key deposit	Wright	Z	15.00	0.00	15.00
422	Walderslade Woods Group	06/02/2014	Coop General Account	44	Woodchipper donation	Aylesford Parish Council	Z	2,000.00	0.00	2,000.00
423	Allotment income	10/02/2014	Coop General Account	45	Rent	Shaw	Z	19.15	0.00	19.15
424	Earmarked Reserves	10/02/2014	Coop General Account	45	Key deposit	Shaw	Z	15.00	0.00	15.00
425	Coop general account	05/02/2014	Coop General Account	46	Interest	Co-op	Z	7.55	0.00	7.55

426	Hire fee regular	13/02/2014	HSBC Beechen Hall	183	Regular Hire Fee	Pilates	Z	39.30	0.00	39.30
427	Hire fee casual future years	13/02/2014	HSBC Beechen Hall	184	Casual Hire Fee	Nagarajan	Z	80.60	0.00	80.60
428	Hire fee casual future years	14/02/2014	HSBC Beechen Hall	185	Casual Hire Fee	Garrett	Z	52.40	0.00	52.40
429	Insurance	14/02/2014	HSBC Beechen Hall	185	Public Liability	Garrett	Z	1.50	0.00	1.50
430	Hire fee - casual	17/02/2014	HSBC Beechen Hall	186	Casual Hire Fee	Dann	Z	70.50	0.00	70.50
431	Insurance	17/02/2014	HSBC Beechen Hall	186	Public Liability	Dann	Z	1.50	0.00	1.50
432	Allotment income	18/02/2014	Coop General Account	47	Adjustment	Adjustment	Z	0.90	0.00	0.90
433	Land/office aquisition	18/02/2014	Coop General Account	48	Adjustment	Land Registry	Z	50.00	0.00	50.00
434	Councillors allowance/PAYE	18/02/2014	Coop General Account	49	Adjustment	Mr G Smith	Z	31.87	0.00	31.87
435	Hire fee regular	18/02/2014	HSBC Beechen Hall	BP126	Regular Hire Fee	A Bead In Time	Z	36.00	0.00	36.00
436	Hire fee regular	18/02/2014	HSBC Beechen Hall	BP127	Regular Hire Fee	AACTS	Z	746.26	0.00	746.26
								5,521.34	0.00	5,521.34

Item 8.3. Account balances as at 24.02.14

HSBC Beechen Hall	£36,162.46
Coop General Account	£34,646.48
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	£0.00
Barclays Bank	£90,138.25
Total in Banks	340,947.19
Cash	150.00
GRAND TOTAL (Banks and Cash)	£341,097.19

Item 9 Casual Vacancy. Purpose of item: information and procedural.

Section 85 of the LGAct 1972 requires that a casual vacancy is declared if a councillor does not attend any meeting of the council for six months. Cllr Holmes has now not attended a meeting for over six months however up until August his apologies for absence had been accepted. The Clerk will now start the process for advertising a vacancy (South Ward).

Item 10 Policies and Procedures Review. Purpose of item: information and decision.

Clerks note: NALC's Legal Topic Note 78 Equality Act 2010 (updated Jan 2013) has been reread by the Clerk to ensure that the parish council is keeping its own policy up to date. After investigation it is considered that the current policy needs slight revision. A number of categories have been removed as these are covered in other legislation or no longer appear on the NALC list.

**Current policy with changes are shown in CAPITAL or strikethrough.
Equal Opportunities Statement**

The parish council values diversity and believes that it strengthens our community. IT IS COMMITTED TO TREATING EVERYONE FAIRLY AND WITH COURTESY AND RESPECT. The aim in producing this statement* is to ensure that the parish council eliminates discrimination in its own areas of responsibility and promotes anti-discriminatory practices in the wider community. The parish council wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community is able to develop their full potential. It is recognised that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of age, disability, gender, GENDER REASSIGNMENT, marital or civil partnership status, PREGNANCY AND MATERNITY, race, religion or belief, and sexual orientation*. ~~career commitments, chronic medical condition, social class or trade union activity~~

* Terms used are based on the Equalities Act 2010 definitions.

Note. In accordance with the Equality Act 2010 (specific duties) Regulations 2011 the Parish Council undertakes an annual review of its obligations to ensure that the services it supplies meets, at a minimum, the legislation.

Item 12. Matters for Decision. *Purpose of item: to make a decision or give guidance.*

Item 12.1 World War 1 commemoration. Minute from January meeting.

"World War 1 commemoration. Members indicated that they would consider undertaking a project. Preliminary ideas put forward were:

- Cllr Smith: a discreet memorial perhaps in black iron close to the War Memorial.
- Cllr Harwood: two trees planted in the parish, e.g. an English Oak and a Linden Tree which has strong German connections.
- Clerk: an information leaflet detailing the history of War Memorials and especially the Boxley War Memorial. The leaflet could contain some personal history of the WWI fallen named on the memorial.
- Cllr Brooks: ask parishioners for ideas.

Agreed: An item to go in the Downs Mail asking for ideas; members to submit any other ideas to the parish office; item to be placed on the March agenda."

To seek members views/ideas on the Government proposal that local organisations seek ways to commemorate the start of World War 1.

A resident of the parish has contacted the office. She has been researching the names on the War Memorial and is part of the Imperial War Museum's 'Lives of the First World War', being launched in May. This project aims to record all people who served, knitted for the war effort, nurses etc. She has personally undertaken a lot of work and has already spoken to Valley Park School History Department and will be writing some articles in the Boxley Church Magazine. She is considering a public event at St Mary and All Saints Church to display what she has found.

Item 14 Reports from councillors/office. *Purpose of item: information.*

Item 13.1 Celebrating Boxley Warren. Clerk's update report. The Celebrating Boxley Warren project is nearing its end and by June much of what was planned will have been achieved. There is currently an underspend and the contingency and allowance for inflation is untouched. This means there is still approximately £8500 unspent but Mike Phillips has some plans for this and is in contact with LHI to get permission for using it to:

- Clear a viewpoint around the bench to expose views of the downs and the weald
- An interpretive play to celebrate the end of the project

It is expected that there are to be more funds which could be spent on other capital items. There was originally a matched funding requirement of £6500 but the project has initially only secured £5200 worth of this funding meaning that there is a shortfall of about £1300. Unfortunately, this can't simply be taken off the underspend as HLF will pay for approx.

88% of the invoices that are submitted. Action by Mike Phillips and the parish office has resulted in more funds being attracted and currently it looks like the shortfall is down to £400. For every £1 raised by match funding LHI contribute £8 so it is clearly in everyone's favour to track down such funding. A further update will be given at the meeting.

Item 12.2. Review of polling districts and polling places. MBC is currently carrying out its five year review of its current arrangements. Posters will be displayed on the parish noticeboards and the parish council has an opportunity to respond if it wishes. *Clerk's note: No complaints about the present district and polling venues have been received at the parish office.*