

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 1 April 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Tyland Barn, Tyland Lane, Sandling, ME14 3BD** at 7.30pm on **Monday 7 April 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 or Lobbying. | (7.31) |
| Members are required to declare any interests, dispensations 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 March 2014. | (7.32) |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-6). | |
| 4. Matters Arising From the Minutes. | (7.34) |
| 4.1 Minute 2627/4.1 Parish Emergency Plan: Clerk to investigate whether an additional plan was needed see report (page 6-7). | |
| 4.2 Minute 2627/9 Casual vacancy. The first formal notice informing parishioners of the vacancy and of their right to request a poll has been displayed. Poster in hand. | |
| 5. Report from the PCSO and Police Issues. | (7.36) |
| A report and crime statistics, if received before the meeting, will be circulated to members and placed on the supplement agenda. | |
| Adjournment to enable members of the public to address the meeting. | (7.44) |
| 6. Draft Minutes of Recent Committee Meetings. | (7.54) |
| 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 March 2014 (page 7-8). | |
| 6.2 Environment Committee meeting 10 March 2014 (pages 8-10). | |
| 6.3 F&GP Committee meeting 11 March 2014 (pages 10-12). | |
| 7. Finance. | (7.57) |
| 7.1 To note payments made out of meeting 22.02.14 – 31.03.14 (pages 13-16). | |
| 7.2 To note receipts for the period 25.02.14 – 31.03.14 (pages 16-19). | |
| 7.3 Account balances as at 01.04.2014 (page 20). | |
| 7.4 To authorise payments of accounts (list to be supplied at meeting). | |
| 7.5 Members are reminded that they should not sign blank cheques or authorisation | |

letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatures.

7.6 To identify a volunteer to undertake a Parish Councillor Audit.

7.7 Annual Audit for year ending 31 March 2014. Councillors are notified that the audit will commence on 25 April and the relevant notices will be advertised.

8. **Dove Hill Allotments.** (8.04)
An update report will be supplied to members via the supplement.
9. **Policies and Procedures Review.** (8.08)
9.1 Standing Orders see report (page 20).
9.2 Financial Regulations see report (page 20).
9.3 Terms of Reference see report (page 22).
- 10 **Matters for Decision** (including attendance at meetings etc.). (8.20)
10.1 World War 1 commemoration, see report (page 20-21).
10.2 Laptop access by members of the public see report (page 21).
- 11 **Reports from Borough and County Councillors.** (8.25)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 12 **Reports from councillors/office.** (8.35)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 13 **Matters for Information.** (8.40)
13.1 Rural news issue 135 (e-mail 12/03/14)
13.2 Open Space Spring 2014 (e-mail 12/03/14)
13.3 Kent's second mini-conference for community speed watch practitioners on Saturday 26th April 2014 at the Kent Police Training School in Maidstone 10.00 – 12.30.
13.4 Kestral cam see report (page 21.)
13.5 Parish council and woodland activity packs see report (page 21).
- 14 **Next Meeting.** (8.41)
Annual Meeting of the Parish Council Monday 12 May 2014 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU, immediately following the Annual Meeting of the Parish which commences at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 6 May 2014.
Councillors are asked to notify the parish office if they wish to change the committees they currently serve on.

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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 7 April 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 Weaving Village Hall, Weaving Street on Monday 3 March 2014 commencing at 7.31 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr T Harwood (arrived during item 6), 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 and 4 members of the public/press.

1. Apologies and absences.

Cllr Vic Davies (holiday), Cllr P Dengate (unwell) and Mrs A Spain (convalescing).
Borough Councillor Derek Butler.

2. Declaration of Interests or Lobbying.

The Chairman declared that he was an allotment tenant and a member of the Allotment Working Group but had been awarded dispensation to vote on allotment matters.

Cllr Bob Hinder declared that he was an allotment tenant and a member of the Allotment Working Group but had been awarded dispensation to vote on allotment matters.

Cllr Sullivan declared that he was an allotment tenant but had been awarded dispensation to vote on allotment matters.

All members declared that they had been lobbied on item 6.

Item 6 was taken at this point.

3. Minutes of the Parish Council Meeting of 27 January 2014.

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

4. Matters Arising From the Minutes.

4.1 Minute 2618 Parish Emergency Plan: Clerk is investigating whether an additional plan is needed. **Noted. Action: Clerk.**

5. Report from the PCSO and Police Issues.

Members **received** crime statistics for the period 28.01.14 – 24.02.14.

6. Complaint Hearing.

After the Chairman had introduced members and outlined the procedure to be followed, the complainant was invited to remind members of the grounds for the complaint, referring where necessary to the folder of documents that they held. Following this, members asked the complainant a number of questions about the previous state of Sandy Lane; its use by farmers, adjoining property occupants and members of the public; its ownership and other related matters. It was noted that large and small vehicles used Sandy Lane and that 2013/14 had been the wettest winter on record.

The Chairman then invited the Clerk to respond to the complaint on behalf of the council. Dealing first with the alleged failure of the parish council to repair the potholes, she explained that a parish council has no legal power to repair or maintain a public highway and questions of consequential legal liability could arise were they to attempt to do so. The matter had therefore been passed over to the highway authorities and the complainant had been so informed.

Turning next to the allegation that the council was mainly responsible for the muddy condition of the road, the Clerk said that this was not the case. The road was regularly used by a variety of vehicles visiting the roadside premises and fields. Unsurprisingly, these did on occasion bring mud onto the road. Any such material disturbed by construction vehicles when the allotments access road was built last summer had been swept clear by the parish council on completion of the work. The parish council could not therefore accept responsibility for the mud found along the public road, both above and below the allotments gate. That said, she added, the parish council did not deny that after heavy rain there was some water and silt run-off from the road accessing the allotments and the adjoining property. This water and silt joining other run-off from further up the road. As some of this silt was tracked on to the road, the parish council was seeking urgent professional advice on how this problem could be mitigated. The complainant would continue to be kept informed of developments. As regards the broader problem, MBC had recently swept the road and KCCH&T had cleared some surface mud and was investigating the potholes. The road should henceforth be swept by MBC every six weeks and the Clerk would monitor this.

Having heard the Clerk's response, the complainant stated that she now felt that one of her complaints, namely not being kept updated, had now been resolved. The complainant declined the Chairman's invitation to stay for members' decision on the remainder of her complaint. The Chairman then thanked her and her companion for attending and she in turn thanked members for the time they had given to the matter. The complainant then left.

After discussion, in which it was noted that the original complex formal complaint had now been reduced to the collection of silt and water at the access road entrance and its tracking on to Sandy Lane, Cllr Bob Hinder proposed seconded by Cllr Hollands that **"having heard the grounds for complaint and the rebuttal by the Clerk, members agree that the complaint is not upheld"**. This was **agreed** with two abstentions (the Chairman and Cllr Springate) and none against.

The meeting was adjourned at 8.26 pm to allow a resident to praise the facilities at Cobtree Manor Park and to report how busy it had been the previous Sunday. She was encouraged to so tell MBC who would welcome the feedback. Reconvened 8.28pm.

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

Received and noted.

- 7.1 Environment Committee meeting 27 January 2014.
- 7.2 Environment Committee meeting 10 February 2014.
- 7.3 Estates Committee meeting 11 February 2014.

8. **Finance.**

- 8.1 Payments made out of meeting 28.01.14 - 21.02.14. **Noted.**
- 8.2 Receipts for the period 21.01.14 - 24.02.14. The Clerk explained that the adjustments at vouchers 432 - 434 were part of an audit trail. **Noted.**
- 8.3 Account balances as at 24.02.14. **Noted.**
- 8.4 Payments of accounts. **Authorised.**

9. **Casual Vacancy.**

In accordance with section 85 of the Local Government Act 1972 the Clerk declared a casual vacancy on the council owing to non-attendance by Cllr Holmes. **Noted.** Arrangements will be made to advertise the vacancy. **Action: Clerk.**

10. **Dove Hill Allotments.**

Cllr Bob Hinder gave a brief update to members. The Clerk confirmed that as there were still vacant plots, arrangements were in hand to offer these to people outside the parish boundary. As non-residents they could apply for only one or two quarter-plots; residents could apply for up to four. **Action: Clerk.**

11. **Policies and Procedures Review.**

The Equal Opportunities statement was **unanimously agreed.**
Equal Opportunities Statement

The parish council values diversity and believes that it strengthens our community. The Council 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*.

* 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.

12 **Matters for Decision.**

- 12.1 World War 1 commemoration. After discussion it was **agreed** to continue considering the three ideas already put forward, namely a plaque/memorial, trees and/or a leaflet. Members **noted** that a resident had come forward about the leaflet and Cllr Harwood suggested the verge at Grovewood Drive North (near its junction with New Cut Road) for the trees. The Clerk was asked to continue liaising with the resident. **Action: Clerk.**
- 12.2 Unipar Safety Road Safety Speed Watch – Event Planning Seminar 14 April 2014. **Noted** that the Environment Committee meets on the same night but members wishing to attend should contact the Clerk. **Action: Councillors.**
- 12.3 Sevenoaks Town Council's proposal under the Sustainable Communities Act "for a return of a system to provide a percentage of the Business (Non-Domestic) Rates to Town and Parish Councils to be used for the benefit of economic growth in the locality" was **supported** by the council. The Clerk to notify the relevant authority of this support. **Action: Clerk.**
- 12.4 KALC Planning Conference on Saturday 22 March 2014. Members wishing to attend are to contact the Clerk. **Action: Councillors.**

12.5 Annual Meeting of the Parish. It was **agreed** this should be held on 12 May 2014 immediately before the parish council's annual general meeting.

13 Reports from Borough and County Councillors.

Cllr Wendy Hinder gave a brief report on issues relating to the parish.

14 Reports from councillors/office.

Received and noted.

14.1 Celebrating Boxley Warren. Members were notified that the shortfall in match funding had now been filled due to the work of Cllr Harwood, Mr Phillips and the Clerk. The Chairman thanked Cllr Harwood. It was **noted** that Aylesford Parish Council had contributed £400. Cllr Bob Hinder informed members that a wet habitat was to be constructed.

14.2 Mid Kent Downs Steering Meeting. Cllr Smith's request that an e-mail be sent to the Chairman of the group concerning tourism and the need for a café was

agreed. Action: Clerk.

14.3 Police Parish Forum. The Chairman attended but there was nothing of interest to this parish to report.

15 Matters for Information.

Noted.

Rural News issues 133 and 134.

16 Next Meeting.

Monday 7 April 2014 at Tyland Barn, Tyland Lane, Sandling.

Meeting closed at 8.58 p.m.

Item 4 Matters Arising From the Minutes. *Purpose of item: information and decision.*

Item 4.1 Parish Emergency Plan.

Clerk's report. Principle local authorities are required to produce emergency plans to cover incidences that may occur and to prepare themselves to react to incidences that are not expected, further information may be found at www.kentprepared.org.uk.

Parish councils and businesses are also encouraged to have emergency plans. The commonest plan produced is probably a business continuity plan and the parish council has one of these. As members will have seen in the recent flooding parish councils often have an expanded emergency plan suited to their needs. In a flood area this may include a flood warden, sand bag distribution procedure etc. Parishes on higher ground may have a severe weather procedure so that owners of four wheel drive vehicles can be called upon if there is deep snow etc. The success of such plans is down to planning, continue updating of a plan, training, volunteers and commitment.

Boxley Parish Council does not have an expanded emergency plan as in previous reviews it has been identified that there is not sufficient need and it is unlikely that if one was produced that a support system could be put in place to ensure its success.

Boxley Parish Council does have a Business Continuity Plan and this is reviewed by the Estates Committee. Having reviewed the information at the Kentprepared website it is suggested that the current document would benefit from the inclusion of an additional bullet point in the section dealing with the non-availability of the hall to hirers along the lines of:

- The Clerk/Asst Clerk will help hirers identify alternative local venues.

Beechen Hall is an emergency rest centre and what this entails is detailed in the Business Contingency Plan.

Members should remember that nobody can plan for every disaster or emergency event but a parish council or business should be ready to react to emergencies. By having a good Business Continuity Plan with staff and members (chair and vice chairs) understanding their roles within it this gives a solid foundation for everyone to react to other emergencies.

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

Item 6.1 Minutes of the Environment Committee on Monday 3 March 2014 at Weaving Village Hall, Grove Green commencing at 9.05pm.

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

1. Declaration of Interests or Lobbying.

None declared.

2. Apologies and absences

Cllr Dengate (unwell), Cllr A Spain (convalescing)

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

3. Planning Applications and Appeals for Consideration.

3.1 MA/14/0166 – Proposed two storey side and rear extension and new lower parking area to front of dwelling at 11 Saddlers Close, Weaving, Maidstone, Kent, ME14 5TF.
Do not wish to object.

3.2 MA/14/0171 – Front/side extension to ground floor and side/rear extension to first floor, plus conversion of part of existing garage to living accommodation at 18 Olivine Close, Walderslade, Chatham, Kent, ME5 9NQ.
Wish to see refused but do not wish to report to the planning committee.
Members have the following concerns:

- *The proposal is an overdevelopment of the plot.*
- *Is not in keeping with the street scene due to its height and bulk.*
- *The development of smaller properties to larger properties results in the loss of more affordable homes in the area.*

3.3 TA/0023/14 – Tree Preservation Order application: TPO No 8 of 1986: an application for consent to cut back by 50% two branches of one pine tree at land between 50 & 52 Franklin Drive, Weaving, Kent.
Do not wish to object. Leave to the views of the Borough Landscape Officer.

3.4 MA/14/0220 – Proposed single storey rear extension to replace an existing conservatory at 9 The Covert, Boxley, Chatham, Kent, ME5 9JJ.
Do not wish to object.

3.5 TA/0018/14 – Tree Preservation Order application: TPO No 1 of 1969: an application for consent to crown lift one oak tree to give 5 metres clearance above ground level at 6 Cinnabar Close, Walderslade, Chatham, Kent, ME5 9PF.
Do not wish to object. Leave to the views of the Borough Landscape Officer.

3.6 TA/0012/14 – Tree Preservation Order, TPO No 1 of 1969, application for consent to thin and crown reduce 1no Oak by 20% at 39 Forestdale Road, Chatham, Kent, ME5 9NB.
Do not wish to object. Leave to the views of the Borough Landscape Officer.

4. **Next Meeting.**

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

Meeting closed at 9.13 pm.

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

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

1. **Declaration of Interest or Lobbying**

There were none.

2. **Apologies and absences**

Cllr W Hinder Cllr Spain (convalescing).

3. **Minutes of the Meetings of 10 March, 2014.**

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

4. **Matters Arising From Minutes.**

4.1 Minute 2620/4.2 Improvements to crossing on Grovewood Drive North. Members **received** the Clerk's updated report from County Cllr Carter asking members to consider contributing towards the cost of a pedestrian crossing. After lengthy discussion members **agreed** that a zebra crossing incorporating methods for reducing speed would be the most appropriate choice. Members also **agreed** to recommend to the Finance and General Purposes committee the release of £5,000 from the contingency fund as the Parish Council's contribution. This motion was proposed from the Chair, seconded by Cllr Hollands with five in favour and 1 abstention. **Action Clerk/Cllr Carter.**

4.2 Minute 2620/4.3 Sandling Village Hall parking. Members **received and noted** the Clerk's report and it was **agreed** to wait for costs for installing approximately 10 bollards beside the driveway until the next meeting to see if this work was still necessary. **Action Office.**

4.3 Minute 2621/10.1 Wildfell Close embankment. KCCH&T will visit the area to see if there are any health and safety issues that might affect the public highway. **Noted. Action KCC.**

4.4 Minute 2621/11.1 Verge work at Grovewood Drive South. Members **noted** the order for the work had been placed but due to the weather it was unclear when the work would start. KCC has agreed to take over grass maintenance after the work. **Action Office/KCC.**

4.5 Minute 2622/11.2 Verge bollards Boxley Road near junction of Travertine Road. Members **received** and **noted** the clerk's report that the PCSO had been involved and had identified the vehicle's owner. County Cllr Carter will be approached for a grant for erecting the bollards and reinstating the verge, the office is attempting to obtain costs of the work. **Action Office/County Cllr Carter.**

4.6 Minute 2622/11.4 Inconsiderate driving Pinewood Drive. Members **received** and **noted** the Clerk's report. **No further action required.**

4.7 Minute 2622/15 Humming in Walderslade. Members **received** and **noted** the Clerk's report. The office will continue monitor the situation.

4.8 Minute 2609/4.4 Dogs Trust Micro-chipping, Sat 10 May 2014, at WDJO. Members **agreed** not to have a presence at this event. **No further action.**

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

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

5.1 MA/13/0709 – Alterations to existing building in connection with use as a residential annexe at Broad View, Blind Lane, Boxley, Gillingham, Kent, ME7 3NH.

Do not wish to object.

5.2 MA/14/0018 Amended plans of an application to vary condition 11 of MA/12/1629 for the erection of a detached four bedroom dwelling at Hillah, Cossington Road, ME5 9JB. **Noted.**

5.3 MA/14/0259 application to change the garage door to a bay window AT 31 Forestdale Road, Walderslade ME5 9NB. **Do not wish to object.**

5.4 MA/14/0281 Demolition of single storey rear conservatory and erection of part single part two storey rear addition. Erection of 1st floor above existing single storey side addition at 12 Golden Wood Close, Boxley, Chatham, Kent ME5 8XA. **Do not wish to object.**

5.5 Maidstone Studios. Public exhibition on the proposal to build 77 dwellings. Members **received** and **noted** the reports from Cllr Wendy Hinder and Dennis Hollands.

Concerns raised were:

- *Lack of Parking*
- *Access to the Studios and parking on event nights*
- *Lack of school places*
- *Impact of additional traffic to an overloaded area.*

5.6 Pre application letter. Members **received** and **noted** the contents of a letter from an agent concerning land adjacent to Weaving Roundabout. They **agreed** not to make any comment at this moment in time and would wait until a formal planning application had been made.

6 **Planning Applications and Appeals Decisions**

a. Appeal to Planning Inspectorate from The Three Ashes, Boxley Road, Walderslade.

Noted - the parish council's original response will automatically be forwarded to the inspectorate and members **declined** to add any further information to the original response.

b. MC/14/0324 – Request for Screening Opinion for the erection of up to 500 market and affordable dwellings, provision of access and estate roads and incidental open space at Gibraltar Farm, Chatham, Kent. Members **accepted** and **noted** the Clerk's comments.

7 **Neighbourhood Development Plans.**

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

8 **Maidstone Borough Local Plan.**

8.1 Draft Local Plan consultation – Members **received** the Clerk's report and **agreed** to co-opt Dennis Hollands onto the working group to represent the south ward. Members also **agreed** the working group would attend a presentation by the Clerk. **Action Office/Working group.**

8.2 Green and Blue Spaces Provision. The Clerk's briefing note was **received**. The suggested responses, with some additions, were approved to be submitted to MBC. **Action Clerk.**

8.3 MBC additional call for potential development sites for housing Gypsy and Traveller pitches or Travelling Showpeople plots. It was **noted** that previously submitted sites under SHLAA will only be considered if there has been significant change to the original application.

9 **Volunteer Groups.**

Reports were **received** from:

- Vinters Valley Nature Reserve quarterly report.
- Walderslade Woods Group on their recent task day.
- Friends of Boxley Warren on their recent task day.

10 **Highways and Byways.**

None.

11. **Policy and procedures review.**

Street maintenance policy and pro forma. Members **agreed** to amend the time limit from 7 days to 10 working days when reporting issues and to remain at 3 working days when there is a health and safety issue. A couple of minor alterations to the policy were also **agreed. Action Office.**

12 **Matters for information.**

12.1 Notification from MBC that coppicing has now begun in Five Acre Wood and lasting 2-3 weeks. **Received** and **Noted.**

12.2 Newnham Court Shopping Village Newsletter – **Noted** due to public feedback the company is amending proposals taking into account the following:

REDUCE the amount of total floorspace in the proposed new retail terraces by 25%.

BEEF UP the “no poaching” clause precluding occupation of the new retail units by any retailer already trading in the town centre unless they trade at both sites

RESPOND to concerns about the products to be sold at Newnham Court.

Shopping Village by entering into negotiations with Maidstone Borough Council on the subject.

13. **Next Meeting.**

Next full environment meeting 14 April 2014 at Beechen Hall commencing at 7.30 p.m.

As no members of the public and press were present there was no resolution to exclude them however it was recognised that a report to be given in the next item was confidential due to personal details and data.

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

Members’ were notified that a breach of planning had been reported to MBC who did not consider it serious enough to enforce. MBC have invited the applicant to submit a retrospective planning application to regularise the breach.

Meeting closed at 9.15 pm.

Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 March 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, Mrs K Macklin and Mr G Smith together with the Clerk

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

Cllr Wendy Hinder (holiday).

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

Cllr Vic Davies declared a pecuniary interest on item 5.7.

3. **Minutes of the meeting of 14 January 2014.**

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

4. **Matters Arising.**

4.1 Minute 2612/5.3 Income/Expenditure Report. A simplified version of the report is to be presented at item 5.2. **Noted.**

4.2 Minute 2612/6 Pensions. The parish office has downloaded the relevant software and will be working through the documents to set up the pensions. **Noted.**

4.3 Minute 2613/9.5 Health and Safety reporting requirements. The report was **received** and **noted**. Cllr Vic Davies reminded members that it had subsequently been agreed that all accidents were now to be reported to the Estates Committee.

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

5. **Financial report.**

5.1 Reconciliation of accounts report for 3 March 2014 - **received**. Members noted Cllr Smith's concern about the parish council continuing to bank with the Cooperative Bank.

5.2 Income/
Expenditure report as at 3 March 2014 - **received**. The simplified version of the reporting format was welcomed.

5.3 Investm
ent Bonds. The Clerk's update was **received** and the strategy placing funds on short fixed-term deposit to feed into the current account was **approved**. **Action: Clerk.**

5.4 Earmark
ed Reserves, members considered the report and **agreed**:

- The reserves for Provender Way controlled crossing point and Speed reduction work on Boxley Rd/Beechen Bank Rd would be earmarked for five years. Proposed by Cllr Macklin seconded by Cllr Dengate.
- Responsibility for the earmarked reserve for wear and tear of hall equipment should be transferred to the Estates Committee and arrangements made for it to manage earmarked funds for its other long term projects. It was **noted** that, for auditing reasons, all the council's Earmarked Reserves will still be shown on the one same End of Year report.

It was **noted** that an entry for the allotment key deposits is to be added to the reserves. **Action Clerk and Estates Committee.**

5.5 Independent Internal Auditor's report was **received and noted**. The Clerk was thanked for the work undertaken by the office which resulted in such a positive report.

5.6 Contingency Fund budget. Cllr Dengate briefed members on the Environment Committee recommendation that funds be allocated to support a zebra crossing at Grovewood Drive North. After discussion it was proposed by the Chairman that **"£5,000 is allocated for improving pedestrian safety at Grovewood Drive North"**. **Agreed unanimously.**

5.7 Vinters Valley Nature Reserve Grant. Cllr Vic Davies left the room for the duration of the item. **Agreed unanimously** that £609 of the 2014/15 grant is brought forward to pay for materials to complete the pond project. **Action: Clerk.**

5.8 Room/hall hire. **Noted** that the cost of using St John's School for a parish council meeting will in future be £55 and that this had not been included in the 2014/15 budget as it was previously available free of charge.

6. **Policy and procedures reviews.**

6.1 Review of Banking Arrangements report received, **agreed** no change.

6.2 Procedure for considering tenders. Members received Cllr Vic Davies's suggestion and the Clerk's feedback on the views of the Independent Internal Auditor. After discussion it was agreed that:

- A standard template is to be used for requesting tenders and also in presenting tender information to committees.
- An accurate and comprehensive job specification was vital for receiving good tenders on a level playing field.
- The next tender to be submitted for consideration would not have redacted copies of the original tender documents attached for members. Committee members will make their decision solely on the summary in the agreed format prepared in the office with the committee chairman having access to redacted tender documents.

Action: Clerk.

6.3 Insurance. The report was **received and noted.**

6.4 Investment Strategy. **Received and noted.**

6.5 Terms of Reference for F&GP Committee. **Agreed** with some minor adjustments.

6.6 Contingency Fund and Virements. **Agreed** with effect from 1 April 2014 amounts will be vired across to individual budget codes.

7. **Personnel Matters**

TOIL and leave report **received.**

8. **Dove Hill Allotments**

Cllr Hinder reported that he was receiving nothing but positive comments from allotment tenants but that money will be needed to cure the drainage problem at the lower gate.

9. **Grant Requests.**

None received.

10. **Consultation**

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014. **Received and** noted and the response ratified.

11. **Matters for Information.**

11.1 Possible alteration in timing of Precept Notifications. **Received and noted.**

12. **Date of Next Meeting.**

Tuesday 20 May 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.17 pm.

Item 7.1. Payments made out of meeting 22.02.14 – 31.03.14

**Boxley Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
629	Hall internal decoration	25/02/2014	Coop General Account	Bacs 25/02/14/Internal	Internal Hall Decoration	Chris Smy/CDS Property Maintenance	Z	125.00	0.00	125.00
630	Consumables	25/02/2014	HSBC Beechen Hall	102644	Consumables	Kent County Council	S	43.83	8.77	52.60
631	Hall marketing	25/02/2014	HSBC Beechen Hall	102644	Copier Paper	Kent County Council	S	24.90	4.98	29.88
632	Administration	25/02/2014	HSBC Beechen Hall	102644	Administration	Kent County Council	S	18.32	3.66	21.98
633	Street maintenance	25/02/2014	Coop General Account	501264	I Pick Up Stickers	Francis Carne Assocaites	S	27.01	5.40	32.41
634	Subscriptions	25/02/2014	Coop General Account	501265	Annual Subscription	ACRK	Z	35.00	0.00	35.00
635	Allotment income	25/02/2014	Coop General Account	Bacs/BPCallot	Refund	Mrs S Stagg	Z	0.85	0.00	0.85
636	Water bill	03/03/2014	HSBC Beechen Hall	2dd 31	Water Bill	Southern Water	Z	332.31	0.00	332.31
637	Hall maintenance	03/03/2014	HSBC Beechen Hall	102645	Hall Maintenance	Cube Plumbing & Heating	S	300.00	60.00	360.00
638	Publicity	03/03/2014	Coop General Account	3dd69	Downs Mail	Mail Publications Limited	X	435.18	54.95	490.13
639	Administration	03/03/2014	Coop General Account	3dd 70	Telephone Bill	British Telecommunications Plc	S	66.52	13.30	79.82
640	Land at Sandy Lane	03/03/2014	Coop General Account	Bacs 3/3/14/18	Wooden Bollards	Graham Ling	Z	100.00	0.00	100.00
641	Hall maintenance	03/03/2014	Coop General Account	Bacs 3/3/14	Hall Maintenance	Mrs P Bowdery	Z	16.99	0.00	16.99
642	General Maintenance	03/03/2014	Coop General Account	501266	Tree Surgery	Mr J Hood	Z	200.00	0.00	200.00
643	Consumables	03/03/2014	Coop General Account	Bacs 3/3/14	Consumables	Mrs P Bowdery	S	2.91	0.58	3.49
644	WDJ Orchard	03/03/2014	Coop General Account	Bacs 3/3/14	Stakes & Ties	Mrs P Bowdery	X	50.91	10.19	61.10
645	Gas bill	11/03/2014	HSBC Beechen Hall	2dd 32	Gas	Total Gas & Power	L	692.31	34.62	726.93

646	Consumables	11/03/2014	HSBC Beechen Hall	102646	Bacs payments made from Coop account	Boxley Parish Council	L	0.00	0.00	0.00
647	Land at Sandy Lane	11/03/2014	Coop General Account	Bacs 12/3/14/4951	Allotment Fencing	J Dowle Fencing & Garden Services Ltd	S	507.90	101.58	609.48
648	Administration	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Miscellaneous	Mrs P Bowdery	X	74.69	11.20	85.89
649	Chairman's allowance Civic	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Flowers/Birthday Cards	Mrs P Bowdery	Z	14.57	0.00	14.57
650	Administration	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Administration	Mrs P Bowdery	Z	13.80	0.00	13.80
651	Consumables	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Consumables	Mrs P Bowdery	Z	4.00	0.00	4.00
652	Hall maintenance	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Hall Maintenance	Mrs P Bowdery	Z	40.00	0.00	40.00
653	Maintenance	11/03/2014	Coop General Account	bacs 12/3/14/payroll/45	Allotment shed Materials	Mrs P Bowdery	X	48.71	9.75	58.46
654	Land at Sandy Lane	11/03/2014	Coop General Account	Bacs 12/3/14/3593118	Pest Control	Mr M A Payne	S	37.50	7.50	45.00
655	Hall internal decoration	11/03/2014	Coop General Account	Bacs 12/3/14/internal	Internal Hall Decoration	Chris Smy/CDS Property Maintenance	Z	420.00	0.00	420.00
656	Admin fee	11/03/2014	Coop General Account	501267	Administration Fee	Boxley PCC	Z	250.00	0.00	250.00
657	Walderslade Woods Group	11/03/2014	Coop General Account	501268	Insurance	Business Services at CAS Ltd	Z	12.61	0.00	12.61
658	Salaries	20/03/2014	Coop General Account	Bacs 21/03/14/PC01	Staff Salary	Mrs P Bowdery	Z	2,064.84	0.00	2,064.84
659	Publicity	20/03/2014	Coop General Account	Bacs 21/03/14/PC01	Downs Mail delivery	Mrs P Bowdery	Z	20.00	0.00	20.00
660	Salaries	20/03/2014	Coop General Account	Bacs 21/03/14/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
661	General Maintenance	20/03/2014	Coop General Account	Bacs 21/03/14/PC05	Litter Picking	MS D Davies	Z	31.55	0.00	31.55
662	Chairman's allowance personal	20/03/2014	Coop General Account	Bacs 21/03/14/PC06	Chairman Allowance PAYE	Mr I Davies	Z	30.00	0.00	30.00
663	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.46	0.00	33.46
664	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	33.46	0.00	33.46
665	Salaries	20/03/2014	Coop General Account	Bacs 21/03/14/PC02	Staff Salary	Mrs M Fooks	Z	679.91	0.00	679.91
666	Wages	20/03/2014	Coop General Account	Bacs 21/03/14/PC02	Staff Salary	Mrs M Fooks	Z	453.27	0.00	453.27
667	Travel - staff	20/03/2014	Coop General Account	Bacs 21/03/14/PC02	Mileage	Mrs M Fooks	Z	40.55	0.00	40.55
668	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.46	0.00	33.46

669	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.46	0.00	33.46
670	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.46	0.00	33.46
671	Publicity	20/03/2014	Coop General Account	Bacs 21/03/14/PC04	Downs Mail delivery	Mrs L Lake	Z	40.00	0.00	40.00
672	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.66	0.00	41.66
673	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC14	Councillor Allowances PAYE	Mr G Smith	Z	33.46	0.00	33.46
674	Wages	20/03/2014	Coop General Account	Bacs 21/03/14/BH01	Wages	Mrs M Smith	Z	474.25	0.00	474.25
675	Publicity	20/03/2014	Coop General Account	Bacs 21/03/14/BH01	Downs Mail delivery	Mrs M Smith	Z	60.00	0.00	60.00
676	General Maintenance	20/03/2014	Coop General Account	Bacs 21/03/14/BH01	Litter Picking	Mrs M Smith	Z	41.48	0.00	41.48
677	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.46	0.00	33.46
678	Councillors allowance/PAYE	20/03/2014	Coop General Account	Bacs 21/03/14/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	33.46	0.00	33.46
679	Wages	20/03/2014	Coop General Account	Bacs 21/03/14/BH04	Wages	Mr A Fletcher	Z	197.13	0.00	197.13
680	Wages	20/03/2014	Coop General Account	Bacs 21/03/14/BH05	Wages	Mr B Douglas	Z	197.33	0.00	197.33
681	Boxley Warren	20/03/2014	Coop General Account	Bacs 154076	Boxley Warren View Point	Steve Wright	Z	2,060.00	0.00	2,060.00
682	Roundabout maintenance	20/03/2014	Coop General Account	Bacs 2003914	Roundabout Maintenance	Maidstone Borough Council	S	400.00	80.00	480.00
683	Photocopier	20/03/2014	Coop General Account	Bacs PRCOP0187287	Photocopier	Kent County Council	S	158.07	31.61	189.68
684	Administration	20/03/2014	Coop General Account	Bacs PRCOP0187287	Lease	Kent County Council	S	65.84	13.17	79.01
685	Walderslade Woods Group	20/03/2014	Coop General Account	501269	Annual Subscription	Kent Wildlife Enterprises Ltd	Z	46.00	0.00	46.00
686	Electricity bill	20/03/2014	HSBC Beechen Hall	2dd33	Electricity	Southern Electric	X	835.33	167.06	1,002.39
687	Gas bill	20/03/2014	HSBC Beechen Hall	2dd34	Gas	Total Gas & Power	L	22.80	1.14	23.94
688	Licences	20/03/2014	HSBC Beechen Hall	102647	Performing Rights License	PRS for Music	S	208.76	41.75	250.51
689	PAYE	21/03/2014	Coop General Account	Bacs 577PW00105655	PAYE	Inland Revenue	Z	1,151.04	0.00	1,151.04
690	Chairman's allowance personal	21/03/2014	Coop General Account	Bacs 577PW00105655	Chairman Allowance PAYE	Inland Revenue	Z	20.00	0.00	20.00
691	Councillors allowance/PAYE	21/03/2014	Coop General Account	Bacs 577PW00105655	Councillor Allowances PAYE	Inland Revenue	Z	65.60	0.00	65.60

692	PAYE	21/03/2014	Coop General Account	Bacs 577PW00105655	PAYE	Inland Revenue	Z	226.15	0.00	226.15
693	Administration	26/03/2014	HSBC Beechen Hall	102648	Subscription	Kent Key Link	S	25.00	5.00	30.00
694	Administration	26/03/2014	Coop General Account	3dd 71	Telephone Bill	British Telecommunications Plc	S	66.40	13.28	79.68
695	Walderslade Woods Group	26/03/2014	Coop General Account	Bacs 43058318	WWG Equipment	Brandon Hire (Gillingham 043)	S	105.00	21.00	126.00
696	Administration	26/03/2014	Coop General Account	Bacs I1854164/I1852842	Administration	Kent County Council	S	13.15	2.63	15.78
697	Consumables	26/03/2014	Coop General Account	Bacs I1854164/I1852842	Consumables	Kent County Council	S	70.52	14.10	84.62
698	Hall marketing	26/03/2014	Coop General Account	Bacs I1854164/I1852842	Leaflet dispenser	Kent County Council	S	5.75	1.15	6.90
699	Land at Sandy Lane	26/03/2014	Coop General Account	Bacs I1854164/I1852842	Cork Noticeboard	Kent County Council	S	6.50	1.30	7.80
700	Boxley Warren	26/03/2014	Coop General Account	Bacs 110919	Flat sheet liner	Butyl Products Ltd	S	354.25	70.85	425.10
701	Vinters Valley Park LNR	26/03/2014	Coop General Account	Bacs 1035	Pond Lining Materials	I G Pilcher Ltd	S	2,400.00	480.00	2,880.00
Total								17,340.83	1,270.52	18,611.35

Item 7.2. Receipts for the period 25.02.14 – 01.04.14

**Boxley Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
438	Hire fee casual future years	27/02/2014	HSBC Beechen Hall	187	Casual Hire Fee	Peat	Z	84.15	0.00	84.15
439	Hire fee casual future years	25/02/2014	HSBC Beechen Hall	BP128	Casual Hire Fee	Mrs A Candy	Z	35.25	0.00	35.25
440	Hire fee - casual	25/02/2014	HSBC Beechen Hall	189	Casual Hire Fee	Eshelvy	Z	29.00	0.00	29.00
441	Hire fee casual future years	26/02/2014	HSBC Beechen Hall	190	Casual Hire Fee	MS Society	Z	114.40	0.00	114.40
442	Hire fee regular	26/02/2014	HSBC Beechen	191	Regular Hire Fee	NGREA	Z	41.60	0.00	41.60

			Hall							
443	Hire fee - casual	28/02/2014	HSBC Beechen Hall	192	Casual Hire Fee	Marjoram	Z	137.57	0.00	137.57
444	Insurance	28/02/2014	HSBC Beechen Hall	192	Insurance	Marjoram	Z	1.50	0.00	1.50
445	Hire fee regular	25/02/2014	HSBC Beechen Hall	BP129	Regular Hire Fee	I Say	Z	138.60	0.00	138.60
446	Hire fee regular	28/02/2014	HSBC Beechen Hall	BP130	Regular Hire Fee	Yoga	Z	224.10	0.00	224.10
447	Hire fee regular	28/02/2014	HSBC Beechen Hall	BP131	Regular Hire Fee	Weight Watchers	Z	118.80	0.00	118.80
448	Hire fee regular	28/02/2014	HSBC Beechen Hall	193	Regular Hire Fee	Age Concern Malling	Z	578.93	0.00	578.93
449	Hire fee regular	03/03/2014	HSBC Beechen Hall	194	Regular Hire Fee	Balfour SMBC	Z	70.50	0.00	70.50
450	Hire fee - casual	03/03/2014	HSBC Beechen Hall	196	Casual Hire Fee	Ryan	Z	91.52	0.00	91.52
451	Hire fee regular	04/03/2014	HSBC Beechen Hall	196	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
452	Hire fee regular	06/03/2014	HSBC Beechen Hall	197	Regular Hire Fee	Balfour SMBC	Z	330.50	0.00	330.50
454	Hire fee regular	02/03/2014	HSBC Beechen Hall	BP132	Regular Hire Fee	Baby Sensory	Z	73.50	0.00	73.50
455	Hire fee regular	03/03/2014	HSBC Beechen Hall	BP133	Regular Hire Fee	Kumon	Z	235.00	0.00	235.00
456	Hire fee regular	03/03/2014	HSBC Beechen Hall	BP134	Regular Hire Fee	A Bead In Time	Z	72.00	0.00	72.00
457	Hire fee regular	05/03/2014	HSBC Beechen Hall	BP135	Regular Hire Fee	Teenie Boppers	Z	98.00	0.00	98.00
458	Hire fee casual future years	06/03/2014	HSBC Beechen Hall	BP136	Casual Hire Fee	Savage	Z	70.50	0.00	70.50
459	Insurance	06/03/2014	HSBC Beechen Hall	BP136	Insurance	Savage	Z	1.50	0.00	1.50
460	Allotment income	26/02/2014	Coop General Account	50	Rent	Allchorne	Z	14.98	0.00	14.98
461	Earmarked Reserves	26/02/2014	Coop General Account	50	Key deposit	Allchorne	Z	15.00	0.00	15.00
462	Allotment income	05/03/2014	Coop General Account	51	Rent	Rank	Z	16.93	0.00	16.93
463	Earmarked Reserves	05/03/2014	Coop General Account	51	Key deposit	Rank	Z	15.00	0.00	15.00
464	Allotment income	06/03/2014	Coop General Account	52	Key deposit	Wrapson	Z	8.38	0.00	8.38
465	Hire fee casual future years	07/03/2014	HSBC Beechen Hall	BP137	Casual Hire Fee	Pinon	Z	61.20	0.00	61.20
466	Hire fee regular	11/03/2014	HSBC Beechen	BP138	Regular Hire Fee	NCT stretch	Z	58.80	0.00	58.80

			Hall			and relax				
467	Hire fee casual future years	11/03/2014	HSBC Beechen Hall	BP138	Casual Hire Fee	Long	Z	37.25	0.00	37.25
468	Hire fee - casual	12/03/2014	HSBC Beechen Hall	BP140	Casual Hire Fee	White	Z	47.00	0.00	47.00
469	Hire fee casual future years	11/03/2014	HSBC Beechen Hall	198	Casual Hire Fee	Lifeline Screening	Z	124.45	0.00	124.45
470	Hire fee regular	11/03/2014	HSBC Beechen Hall	199	Regular Hire Fee	Karate	Z	321.45	0.00	321.45
471	Allotment income	14/03/2014	Coop General Account	53	Rent	Murray	Z	16.21	0.00	16.21
472	Earmarked Reserves	14/03/2014	Coop General Account	53	Key deposit	Murray	Z	15.00	0.00	15.00
473	Allotment income	17/03/2014	Coop General Account	54	Rent	Gleeson	Z	16.12	0.00	16.12
474	Earmarked Reserves	17/03/2014	Coop General Account	54	Key deposit	Gleeson	Z	15.00	0.00	15.00
475	Allotment income	19/03/2014	Coop General Account	55	Rent	Murray	Z	16.53	0.00	16.53
476	Earmarked Reserves	19/03/2014	Coop General Account	55	Key deposit	Murray	Z	15.00	0.00	15.00
477	Hire fee casual future years	14/03/2014	HSBC Beechen Hall	BP141	Casual Hire Fee	Campbell	Z	153.00	0.00	153.00
478	Insurance	14/03/2014	HSBC Beechen Hall	BP141	Insurance	Campbell	Z	1.50	0.00	1.50
479	Hire fee regular	17/03/2014	HSBC Beechen Hall	BP142	Regular Hire Fee	NCT stretch and relax	Z	14.40	0.00	14.40
480	Hire fee casual future years	13/03/2014	HSBC Beechen Hall	200	Casual Hire Fee	Jacob	Z	110.00	0.00	110.00
481	Hire fee casual future years	13/03/2014	HSBC Beechen Hall	201	Casual Hire Fee	Medway Council	Z	141.00	0.00	141.00
482	Insurance	13/03/2014	HSBC Beechen Hall	201	Insurance	Medway Council	Z	1.50	0.00	1.50
483	Hire fee casual future years	14/03/2014	HSBC Beechen Hall	202	Casual Hire Fee	Chappell	Z	40.38	0.00	40.38
484	Insurance	14/03/2014	HSBC Beechen Hall	202	Insurance	Chappell	Z	1.50	0.00	1.50
485	Hire fee casual future years	17/03/2014	HSBC Beechen Hall	203	Casual Hire Fee	Jackson & Son Fencing Ltd	Z	47.00	0.00	47.00
486	Hire fee casual future years	17/03/2014	HSBC Beechen Hall	204	Casual Hire Fee	Springer	Z	70.50	0.00	70.50
487	Insurance	17/03/2014	HSBC Beechen Hall	204	Insurance	Springer	Z	1.50	0.00	1.50
488	Hire fee casual future years	18/03/2014	HSBC Beechen Hall	205	Casual Hire Fee	Brain	Z	23.80	0.00	23.80
489	Boxley Warren	24/03/2014	Coop General	56	Donation	Aylesford	Z	400.00	0.00	400.00

			Account			Parish Council				
490	Damage waiver past year	24/03/2014	HSBC Beechen Hall	206	Adjustment	Medway Council	Z	100.00	0.00	100.00
491	Hire fee regular	06/03/2014	HSBC Beechen Hall	199a	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
492	Coop general account	05/03/2014	Coop General Account	57	Interest	Cooperative Bank	Z	5.53	0.00	5.53
493	Hire fee regular future year	25/03/2014	HSBC Beechen Hall	BP143	Regular Hire Fee	A Bead In Time	Z	36.00	0.00	36.00
494	Hire fee regular future year	26/03/2014	HSBC Beechen Hall	BP144	Regular Hire Fee	Kumon	Z	141.00	0.00	141.00
495	Hire fee casual future years	24/03/2014	HSBC Beechen Hall	207	Casual Hire Fee	Peat	Z	84.15	0.00	84.15
496	Insurance	24/03/2014	HSBC Beechen Hall	207	Insurance	Peat	Z	1.50	0.00	1.50
497	Hire fee regular	26/03/2014	HSBC Beechen Hall	208	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
498	Hire fee regular future year	27/03/2014	HSBC Beechen Hall	209	Regular Hire Fee	Balfour SMBC	Z	215.80	0.00	215.80
499	Hire fee casual future years	27/03/2014	HSBC Beechen Hall	210	Casual Hire Fee	Weston	Z	68.85	0.00	68.85
500	Hire fee regular future year	27/03/2014	HSBC Beechen Hall	211	Regular Hire Fee	Pilates	Z	39.30	0.00	39.30
501	Hire fee regular	28/03/2014	HSBC Beechen Hall	212	Regular Hire Fee	Age Concern Malling	Z	578.93	0.00	578.93
502	Hire fee casual future years	31/03/2014	HSBC Beechen Hall	BP145	Casual Hire Fee	Etherton	Z	42.00	0.00	42.00
Total								5,990.94	0.00	5,990.94

Item 7.3. Account balances as at 01.04.14**Boxley Parish Council
BANK ACCOUNTS**

HSBC Beechen Hall	£36,868.93
Coop General Account	£21,375.20
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	328,382.38
Cash	150.00
GRAND TOTAL (Banks and Cash)	£328,532.38

Item 9 Policies and Procedures Review. *Purpose of item: information and decision.***Item 9.1 and 9.2 Standing Orders and Financial Regulations.**

Revised Model Standing Orders have been received. The Clerk and Chairman are working on the parish councils Standing Orders to be presented to the May meeting.

Revised Model Financial Regulations have been received. The Clerk and Chairman are working on the parish councils Financial Regulations to be presented to the May meeting.

Item 9.3 Terms of Reference.

Having reviewed their Terms of Reference, all committees consider that they are still fit for purpose and no changes have been requested.

Item 10. Matters for Decision. *Purpose of item: to make a decision or give guidance.*

Item 10.1 World War 1 commemoration. The Chairman has suggested a bench or something similar at the village green. The church was considering placing a bench where the Yew Tree currently stands (it is being felled on 14 April). Another possibility is rather

than a bench the current stone seat 'shelf', situated behind the cross, could be refurbished with wooden slats etc.

The Chairman has suggested the following wording for any commemorative plaque.

"NOT FORGOTTEN

To commemorate the centenary of the
commencement of the
First World War"

Clerk's note: If members agree a project that is close to the War Memorial it should always be subservient to and not 'compete' with the War Memorial.

Item 10.2 Laptop access by members of the public

As MBC will soon stop supplying paper copies of planning applications it is anticipated that more residents who are not on-line may need access to the internet. It is therefore suggested that we now trial making the spare laptop in the office available; there is a spare desk.

Clerk's suggestion. Rather than having a strict set of rules I would rather just advertise the fact that for parish connected business access to a laptop at the office may be available for members of the parish. A resident would be given the option of booking a 30 minute timeslot or turn up on spec and if the office is able to accommodate them then the laptop will be set up or if more appropriate a member of staff will use their computer to help someone access the right area of MBC or KCC website. I anticipate that the "on spec" option will be the most used as the majority of visitors will want to report pot holes, view planning applications and they generally do this when they are 'just passing so I thought I'd pop in'. There will be some disruption to the parish office but this happens now when people come in to inspect paper plans. If necessary, a stricter regime can be introduced at later date

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

Item 13.4 Kestral cam. KWT has notified the parish office that they have had to postpone (until the autumn) the installation of the nest box and camera as they have discovered that kestrels have begun nesting in the existing old kestrel box at Tyland Barn. KWT are obviously delighted that the kestrels came back but their early arrival means that the plans for the camera have had to be put on hold so that they are not disturbed. The Clerk suggests that a small light hearted item is put in the Downs Mail to notify residents of this delay.

Item 13.5 Parish council and woodland activity packs. A copy of these have been supplied to a local children's group as the leaders wished to bring the children into the woods. Currently these packs are not available on the website as they were originally only supplied to the parish council in a paper format. The parish office is investigating this issue with a view to having an electronic copy available. It is hoped to have the work completed or at least some of it on the website within a month.