

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 5 May 2015

Members are hereby summoned and notice is given that the **Annual Meeting of the Parish Council** will be held on **11 May 2015** at **Beechen Hall, Wildfell Close, Walderslade ME5 9RU** commencing at 7.30 p.m. 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, Dispensations, Predetermination or Lobbying. Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | (7.31) |
| 3. Election of Chairman. To elect a Chairman and receive their Declaration of Acceptance of Office. | (7.33) |
| 4. Election of Vice-Chairman. | (7.36) |
| 5. To Appoint Committees, Committee Chairmen and Vice-Chairmen. See attached report (page 3). 5.1 Environment Committee. 5.2 Environment Committee, appointment of Chairman and Vice-Chairman. 5.3 Estates Committee. 5.4 Estates Committee, appointment of Chairman and Vice-Chairman. 5.5 Finance and General Purposes Committee. 5.6 F&GP Committee, confirmation of Chairman and appointment of Vice-Chairman. | (7.39) |
| 6. To Appoint Representatives to External Bodies. See attached report (page 3). | (7.46) |
| 7. Inspection of Deeds and Trust Documents. Originals are stored at the Solicitors; copies can be made available at the meeting. | (7.49) |
| 8. Minutes of the Parish Council Meeting of 13 April 2015. To consider the minutes and if in order sign as a true record (pages 4-6). | (7.50) |
| 9. Matters Arising From the Minutes. 9.1 Minute 2737/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible and will liaise with Cllr Harwood. 9.2 Minute 2737/4.4 Boxley Warren/Pilgrims Way. Road works to improve the junction are now planned for 22 July 2015. 9.3 Minute 2738/15 Code of Conduct Complaints 3 month deadline see report (pages 6-7). 9.4 Minute 2737/4.5 Councillor presence at Beechen Hall 7 May 2015, to receive a report. 9.5 Any other matters arising from the minutes which are not on the agenda. | (7.53) |

10. **Report from the PCSO and Police Issues.** (8.00)
Report and Crime statistics (pages 7-8).
- Adjournment to enable members of the public to address the meeting.** (8.07)
11. **Draft Minutes of Recent Committee Meetings.** (8.17)
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
11.1 Environment Committee meeting 13 April 2015 (pages 8-9).
11.2 Environment Committee meeting 20 April 2015 (pages 10-13).
11.3 Estates Committee meeting 21 April 2015 (pages 13-15).
12. **Finance.** (8.22)
12.1 Payments made out of meeting 14.04.15 – 05.05.15. (pages 16-17)
12.2 Receipts for the period 01.04.15- 05.05.15. (page 18).
12.3 To note Account balances as at 05.05.15. (page 18).
12.4 To authorise payment of accounts (list to be supplied at meeting).
12.5 Internet Banking see report (page 18).
12.6 Parish Services Scheme Funding Agreement and year end statement see report (page 18).
12.7 Boxley Village Green and South Wall. Recommendation from Estates Committee see report (pages 18-19).
13. **Public engagement.** (8.36)
To receive the update and to consider the summary of ideas see report (pages 19-21).
14. **Policies and Procedures.** (8.51)
None scheduled for review.
15. **Reports from Borough and County Councillors.** (8.51)
Our Ward councillors are invited to report and discuss matters affecting the parish.
16. **Strengthening parish and town council accountability. DCLG consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils.** (9.00)
To consider a response see report (pages 21-22).
17. **Reports from councillors/office.** (9.10)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
17.1 Maidstone Area KALC Meeting, 29 April 2015 – Report by Ivor Davies (pages 22-23)
18. **Matters for Decision.** (9.01)
To consider any issues, such as attendance at meetings or identified on the evening.
18.1 Maidstone's civic and freedom parade and civic service (e-mail 21/04/15)
Saturday, 23 May 2015
19. **Matters for Information.** (9.06)
19.1 NALC Direction of Travel (April 2015)
20. **Next Meeting.** (9.07)
Monday 1 June 2015 at European School of Osteopathy, Boxley ME14 3DA commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 May 2015.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

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

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

Items to be returned to a future agenda: Minute 2738/13 Local Council Award Scheme review November 2015; Minute 2738/14 Resilient Communities and Emergency Plan review when time allows.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 11 May 2015
The Chairman will assume that these have been read prior to the meeting.**

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

Item 5. To Appoint Committees, Committee Chairmen and Vice-Chairmen. Purpose of report; to make appointments.

- 5.1 Environment Committee (up to 10 members).
- 5.2 Environment Committee, appointment of Chairman and Vice-Chairman.
- 5.3 Estates Committee (up to 10 members).
- 5.4 Estates Committee, appointment of Chairman and Vice-Chairman.
- 5.5 Finance and General Purposes Committee, up to 8 members. Membership is made up of the Chairmen and Vice-Chairmen of the parish council and of its committees plus at least one additional councillor.
- 5.6 F&GP Committee, confirmation of chairman and appointment of Vice-Chairman.

Item 6. Appoint Representatives to External Bodies.

The current organisations and post holders are:

| | |
|--|---|
| Grove Green Community Association | Cllr Vic Davies. |
| Kent Association of Local Councils | Cllr Ivor Davies, Cllr Dennis Hollands and Cllr Wendy Hinder (reserve). |
| Action on Communities in Rural Kent (ACRK) | Cllr Ivor Davies |
| Sandling Village Hall (2 Trustees) (meets first Tuesday in every month) | Cllr Waller and Cllr Dennis Hollands |
| Vinters Valley Nature Reserve (Trustee) | Cllr Vic Davies |
| Boxley Warren LNR | Cllr Tony Harwood |
| Mid Kent Steering Group | Cllr Geoff Smith |

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the relevant committee agenda.

Item 8 Minutes of the Meeting of the Parish Council held at Kent Scouts Activity Centre, Lower Grange Farm, Grange Lane, Sandling, on Monday 13 April 2015 commencing at 7.43 pm.

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

1. **Apologies and absences.**

County Councillors Paul Carter and Ian Chittenden.

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**

There were none.

3. **Minutes of the Parish Council Meeting of 2 March 2015.**

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

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

4.1 Minute 2729/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible and will liaise with Cllr Harwood. **Action: Clerk when time allows.**

4.2 Minute 2729/4.2 War Memorial leaflet. The leaflet was welcomed by members and suggestions were made including a request for the inclusion of a picture of the WW1 commemorative plaque. On completion the leaflet would be made available to the public and local schools etc. **Action: Clerk.**

4.3 Minute 2729/4.3 Internet Banking. Setting up of the account is being undertaken by the office with the views of the working group being sought. **Noted.** The recommendations from the working group to be submitted to the next meeting. A deadline for setting up the account by the end of May was **agreed.** **Action: Cllr Ivor Davies, Cllr Vic Davies, Cllr Dengate and the Clerk.**

4.4 Minute 2729/13.2 Boxley Warren/Pilgrims Way. Road works to improve the junction are now planned for 22 July 2015. **Noted.** The Chairman asked that the urgent need for white lining be notified to KCC. Cllr Dengate informed members of a recent (polite) encounter with bikers who were preparing to use off road-bikes, even though the vehicle restriction signs were clearly visible. They had told him of maps on-line indicating that riders could use the Pilgrims Way. **Action: Clerk.**

4.5 Minute 2730/8.2 Councillor presence at Beechen Hall 7 May 2015. Councillors Ivor Davies and Dengate have volunteered to attend in the evening. Representatives of the Friends of Boxley Warren will also be present with their display. **Noted.**

4.6 Any other matters arising from the minutes which are not on the agenda. There were none.

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

The statistics for 05.03.15 – 26.03.15 was **noted and received.** The Clerk was asked to contact the PCSO about attending future parish council meetings. **Action: Clerk.**

The meeting was adjourned at 8.00 for a resident to inform members that a Neighbourhood Watch was being set up in Sandling. Meeting reconvened at 8.03 pm.

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

Noted and received.

6.1 Environment Committee meeting 9 March 2015.

6.2 F&GP Committee 10 March 2015. Cllr Dengate asked for a correction as he was shown as being both present and giving apologies. Only the latter was correct. Correction agreed. **Action: Clerk.** meeting 9 March 2015.

7. **Finance.**

7.1 Payments made out of meeting 24.02.15 – 31.03.15. **Noted.**

7.2 Receipts for the period 14.02.15 - 31.03.15. **Noted.**

7.3 Account balances as at 31.03.15. **Noted.**

7.4 Payment of accounts. **Authorised.**

7.5 End of Year Return. Advertisement of the Audit period was **noted and received.**

8. **Public engagement.**

Cllr Hinchliffe's report's report and draft flyer were **received.** Discussion took place covering:

- The need to increase publicity for the parish council (agreed).
- Content of draft flyer (agreed in principle).
- Design and font size (amendments needed).
- Need to make known that large print versions of all council produced documents are available on request (agreed).
- Whether the leaflets could be placed in polling station vestibules during the election (they can).
- Using the flyer to advise residents of local councillors' contact details (for further discussion).
- Production of individual parish councillor business cards (for further discussion).
- Inclusion on website of councillors' photographs and statements (for further discussion).
- Need to increase publicity for community alert system (agreed).

The Clerk and Cllr Hinchliffe to reproduce a further draft, content to be approved outside of meeting to allow it to be available for 7 May. A summary of members' ideas to be supplied to the next parish council meeting for further consideration.

Action: Cllr Hinchliffe and Clerk.

9. **Consultation on future delivery of Library, Registration and Archive Services in Kent.**

Cllr Hollands report was received and the Clerk's decision, after consultation with councillors, out of meeting, to respond to the consultation with **strongly disagree to the proposal** was **ratified.**

10. **Draft Parish Charter consultation.**

The Chairman's report was **received** and his recommendations for the response were **agreed.**

11. **Policies and Procedures.**

Standing Orders, Financial Regulations and Terms of Reference. No requests for amendments had been received. **Noted.**

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

Councillor Wendy Hinder's report was **received.** Her concern about the way the HGV situation was presented in the Parish News in the Downs Mail was **noted.**

Councillor Butler said that he was concerned to hear that the MBC planning website was not working effectively with planning applications not being placed on-line early enough for members to view and hyperlinks not working. He also spoke about the availability of the Community Payback team to undertake work in the community.

13. **Local Council Award Scheme**

After brief discussion Cllr Macklin proposed seconded by Cllr Bob Hinder that **the item be revisited in November 2015. Agreed unanimously.** The Clerk was asked to monitor what other parishes were doing. **Action: Clerk.**

14. **Reports from councillors/office.**

MBC/Parish Annual Conference 21 March 2015, Cllr Ivor Davies's report was **received.** After discussion it was **agreed** that the parish council would consider a Resilient Communities and Emergency Plan. Cllr Harwood agreed to forward some details and templates. The issue to be returned to the agenda when time allows. **Action Cllr Harwood and Clerk.**

As it was 9.30 pm the Chairman used his devolved power to extend the meeting for another 30 minutes.

15. **Matters for Decision.**

Arrangements for dealing with Code of Conduct complaints about Councillors - proposed removal of 3 month rule. The Clerk's decision, after consulting members, that **Boxley Parish Council supports the removal of the 3 month time limit rule however it is felt that there should be a defined deadline and it is suggested that this is 6 months**, was ratified.

16. **Matters for Information.
Noted and received.**

- 16.1 Kent Downs AONB Management Plans 2014 – 2019.
- 16.2 KALC Maidstone Committee minutes 18 February 2015.
- 16.3 KALC Parish News March 2015 circulated or supplied to members.
- 16.4 CPRE Countryside Voice Spring Issue.
- 16.5 Kent Downs AONB Newsletter April 2015.
- 16.6 KWT Wild Kent Spring 2015.
- 16.7 Medway Neighbourhood Watch magazine Spring 2015.

17. **Next Meeting.**

Annual Meeting of the Parish Council on Monday 11 May 2015 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30 pm.

Meeting closed at 9.34 p.m.

Item 9 Matters Arising From the Minutes Purpose of item: information.

9.3 Minute 2738/15 Code of Conduct Complaints 3 month deadline. MBC has been asked for an update on the decision.

Following response received.

Many thanks to those who replied to my e-mail below. I now attach a link to the report about Maidstone BC's proposed new Constitution (please see item 14 here [sic] Agenda for Council on Wednesday 22nd April, 2015, 6.30 pm) which is going to the Full Council meeting on 22 April.

I have included the following paragraph in the covering report which summarises the responses received, together with my recommendation to Council. It will be for Maidstone BC Councillors to consider the different views expressed on the issue and make a decision at the meeting.

"1.3.11 Given that the arrangements also govern complaints relating to Parish Councillors within the Maidstone Borough, the Monitoring Officer has consulted all Parish Councils on the proposed change. The majority of Parish Councils that have responded at the date of this report generally support the removal of the three month time limit rule but some feel that it would be unfair on Councillors if there was not a defined deadline. Six or twelve months has been suggested. These representations have been considered carefully, but on balance the Monitoring Officer does not recommend replacing the three month rule with a longer defined time limit, such as six or twelve months. This is because there may be perfectly valid reasons why it takes longer than this to report a serious incident of Councillor conduct (e.g. a Police investigation is ongoing or the conduct is not discovered until later) and it would be very difficult to try and justify this rule to a member of the public that wished to complain in these circumstances. There are separate criteria in the existing arrangements which ensure that complaints will not be accepted about behaviour which took place so long ago that it would not be practicable or proportionate to investigate it. The proposed addition to 1.4(j) (which becomes 1.4(i)) strengthens these criteria."

Kind Regards

John Scarborough

Head of Legal Partnership & Monitoring Officer

Maidstone Borough Council

Clerk's note. The complete section 1.4 has been reproduced below as members will probably find it of interest and good background information.

1.4 Local assessment criteria test:

If the complaint satisfies the jurisdiction test, the Monitoring Officer will then apply the following local assessment criteria test:

- (a) The complaint is a 'repeat complaint', unless supported by new or further evidence substantiating or indicating that the complaint is exceptionally serious or significant;
- (b) The complaint is anonymous, unless supported by independent documentary evidence substantiating or Part 4.2 indicating that the complaint is exceptionally serious or significant;
- (c) No or insufficient information/evidence to substantiate the complaint has been submitted by the Complainant;
- (d) The complaint is malicious, trivial, politically motivated or 'tit for-tat';
- (e) The Complainant is unreasonably persistent, malicious and/or vexatious;
- (f) The complaint is relatively minor and dealing with the complaint would have a disproportionate effect on both public money and officers' and Members' time;
- (g) The circumstances have changed so much that there would be little benefit arising from an investigation or other action;
- (h) The complaint has been the subject of an investigation or other action and there is nothing more to be gained by further action being taken; or the alleged misconduct took place so long ago that the complaint should not be pursued;
- (i) The complaint is such that it is unlikely that an investigation will be able to come to a firm conclusion on the matter, e.g. where there is no firm evidence on the matter;
- (j) The complaint is about a deceased person;
- (k) The complaint is about a person who is no longer a Borough or Parish Councillor or Co-opted Member.

1.5 If one or more of the local assessment criteria applies to the complaint, no further action will be taken by the Monitoring Officer and the complaint will be rejected. The Complainant will be notified accordingly with reasons, within 10 working days of receipt of the complaint by the Monitoring Officer. There is no right of appeal against the Monitoring Officer's decision.

Item 10. Report from the PCSO and Police Issues. *Purpose of item: Information.*

Since the 1st April there have been 2x Nuisance vehicles calls, one in Walderslade woods the second on Westfield Sole Road in the woods. There has been one call on nuisance youths, which was at Grove Green/Weaving.

| Date | Location | Crime |
|------------|---------------------|---|
| 3/04/15 | Sindals Lane | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |
| 4/04/15 | The Street | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |
| 16/04/15 | Harp Farm Road | BURGLARY OTHER THAN DWELLING WITH INTENT TO STEAL |
| 31/04/15 | Sindals Lane | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |
| 12/12/2015 | Gleaming Wood Drive | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |
| 31/04/2015 | Lidsing | BURGLARY OTHER THAN DWELLING - THEFT |

| | | |
|------------|-----------------|--|
| 31/04/2015 | Weaving Street | BURGLARY OTHER THAN DWELLING - THEFT |
| 26/04/2015 | Tyland Lane | BURGLARY OTHER THAN DWELLING - THEFT |
| 29/04/2015 | The Woodlands | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |
| 05/04/2015 | Chatham Road | THEFT FROM MOTOR VEHICLE |
| 12/04/2015 | Leybourne Close | CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 |

Item 11. Draft Minutes of Recent Committee Meetings. *Purpose of item: information.*

Item 11.1 Minutes of the Environment Committee on Monday 13 April 2015 at Kent Scouts Activity Centre, Lower Grange Farm, Grange Lane, Sandling commencing at 9.40 p.m.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Clerk, Cllr Smith and a member of the public.

1. Apologies and absences

None as all members present.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None received.

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

3. Planning Applications and Appeals for Consideration

*MC/15/0550. Construction of a 4 bedroomed detached dwelling with associated detached carport/log store at Highview Farm, Lordswood Lane. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee 'do not wish to object'.*

*MC/15/0815. Construction of a 3 bedroomed detached dwelling with attached garage at Highview Farm, Lordswood Lane. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee 'do not wish to object'.*

*15/501478/FULL. Erection of pitched roof first floor side extension at 45 Camomile Drive, Weaving. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object.*

*15/501566/FULL. Replacement vestibule and single storey extension to south wing at Park House, The Street, Boxley. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object and defer to the views of the Conservation officer as this property lies within the AONB.*

*15/501654/FULL. Single storey rear extension, two storey front extension, roof extension, loft conversion, insertion of rear dormers, raised decking area to front, pitched roof to garage, excavation of front garden to create hard standing at Bethany, Boxley Road, Walderslade. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee*

Wish to see refused and reported to the planning committee. The height, bulk and design of the proposed development will have a detrimental impact on the street scene. The large scale excavation, to create additional parking spaces at the front of the property is also considered detrimental to the street scene. The established and clearly seen building line of Boxley Road will be exceeded by this development. Detrimental impact and loss of privacy on the adjacent properties. It is felt that there will be loss of light to the rear of the adjacent properties as well. The impact on Beechen Bank and the 5.5 metre encroachment into Beechen Bank is unacceptable.

If the application is approved then the following conditions are requested:

- *Restrictions on the construction and delivery times to the site including no deliveries to be allowed during school drop off and pick up times.*
- *A traffic management and safety plan to be submitted and approved by MBC. This part of Boxley Road is extremely narrow and there is no opportunity on this site to have delivery vehicles or contractor vehicles off road. With no footways pedestrians will be forced to be in close proximity of vehicles loading and unloading.*

*15/501689/FULL. Erection of a single storey rear extension and first floor extension above garage, part conversion of garage to habitable accommodation and construction of raised terrace at 6 Chequers Close, Grove Green. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object, however concerns were raised over the multi-faceted roof line.*

*15/501690/LBC. Listed Building Consent alterations to kitchen windows: Replacement double-glazed window on rear elevation and removal of window and insert pair of double-glazed door on north elevation at Barn Cottage, Boxley Road, Boxley. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object defer to the views of the Conservation officer.*

*15/501793/FULL. Single storey rear extension and conversion of existing garage to additional living accommodation at 32 Franklin Drive, Weaving. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object defer to the views of the Landscape officer*

*15/501858/TPO. TPO application to Fell - 4no Cypress, 2no Hazel, 1 Ash and 1 Field Maple. Coppice 2no Hazel at Sandhurst, Grove Green Road, Weaving. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object defer to the views of the Landscape officer.*

*15/501889/FULL. Erection of detached garage at Land To The Rear Of Hillah, Cossington Road, Walderslade. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object. However there are concerns about the access and egress to the garage as it is so close to a subway frequently used by many pedestrians.*

*15/501710/TPO. TPO application to pollard 1 Hornbeam 7m above tree base. Reduce height by 50% to 9m above tree base of two Hornbeams. Lift crown up to 6m above base at 14 Travertine Road, Walderslade. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object defer to the views of the Landscape officer.*

*15/501729/TPO. TPO application to fell 1 Silver Birch, fell 1 Ash, cutting back 1 Cherry Laurel at 14 Alexandra Glen, Walderslade. **Ratified** the Clerk's decision, after consulting the Chairman and Vice Chairman of the committee do not wish to object defer to the views of the Landscape officer.*

Meeting closed at 9.42 pm.

Item 11.2 Minutes of the Environment Committee on Monday 20 April 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr M Hinchliffe, Mr A Springate and together with the Clerk & Assistant Clerk

1. **Apologies and absences**

Cllrs Dennis Hollands (family commitment), Maureen Waller (holiday).

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

All councillors were lobbied on item 8.4 and Cllr Dengate was lobbied on 8.7.

3. **Minutes of the Meetings of 9th March 2015**

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

Items 8.1 and 8.2 were taken at this point to enable the clerk to answer any questions councillors may have.

4. **Matters Arising From Minutes**

4.6 Minute 2732/4.1 Boxley Warren gate. Work is now planned for July 2015. **Noted.**

4.7 Minute 27232/4.2 Pilgrims Way/Lidsing Road junction. Work is now planned for July 2015. **Noted.**

4.8 Minute 2732/4.5 No motorcycle signs Beechen Bank Rd/Cossington Road entrance. Walderslade Woodlands Group does not wish to see signs erected as it is felt that these would advertise the existence of the path. **Noted.**

4.9 Any other matters arising from the minutes not on the agenda. **None.**

There were no members of the public present.

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

15/502433/FULL. Demolition of conservatory and store, erection of single storey rear extension with the insertion of roof lantern. Conversion of roof space to include roof extension with insertion of roof lights, new dormer and changes to fenestration at Wilmarie Chatham Road Sandling Kent ME14 3AY. Do not wish to object.

15/502437/FULL. Demolition of conservatory and store, erection of single storey rear extension. Conversion of roof space to include roof extension with alterations to roof lights and new dormer at Northdown Chatham Road Sandling Kent ME14 3AY. Do not wish to object.

15/502371/TPO. TPO application to remove one limb of 1 tree of unknown species at Edelweiss Boxley Road Walderslade Kent ME5 9JG. Defer to the views of the Landscape Officer.

15/502550/FULL. Removal of Condition 07 (details of no-dig permeable surfacing within the root protection areas of retained trees) of planning permission MA/13/1712 at Court Lodge Farm, The Street Boxley Kent ME14 3DX. Wished to see refused but not referred to the planning committee as there was insufficient reasoning for the removal of the condition. If the officer was minded to approve it should be deferred to the landscape officer.

15/502550/FULL. Removal of Condition 09 (existing buildings within the site to be removed) of planning permission MA/13/1712 at Court Lodge Farm, The Street, Boxley Kent ME14 3DX. Wish to see refused but not reported to the planning committee for the reason set out below:

- To prevent overdevelopment of the site which is set within the AONB and to safeguard the character and appearance of the surrounding area. As nothing has changed in this respect since the condition was imposed, there appears to be no good material reason to have it removed.

14/505095/TPO. TPO application to crown reduce and reduce height by 50% of 3 no. Ash trees and 1 no. Conifer at Ambleside 4 Greenways Weaving Kent ME14 5JU. Defer to the views of the Landscape officer.

15/500277/TPO. Tree Preservation Order - Fell x 1 Conifer and Fell x 1 Ash at 6 Gean Close Boxley Kent ME5 9DB. Do not wish to object and defer to the views of the Landscape Officer; however members had concerns over felling a healthy Ash tree, particularly as there is a call to preserve them in Kent.

15/502399/FULL. Erection of a two storey rear extension at Primrose House Weaving Street Weaving Kent ME14 5JR. Do not wish to object, however members had concerns over the close proximity to the boundary, the extension will have and the potential overdevelopment of the site/plot.

15/502728/TNOT56. Replace existing 15m phase 1 monopole with 14.7m phase 4 monopole with 1 No. additional cabinet at Replace existing 15m phase 1 monopole with 14.7m phase 4 monopole with 1 No. additional cabinet. Do not wish to object and would welcome the colour of the pole to be fir green.

6. **Planning Decisions, Appeals and Appeals Decisions**
None.

7. **Volunteer Groups**

7.1 **Received** and **noted** the following report from Rob Burrows (Chairman) of WWG
We are planning to apply for funding through Awards for All (A4A), which is National Lottery based. This is to enable us to pay for our second store.

At our last quarterly meeting, we agreed to amend our Constitution in the area of actions on dissolution of the group.

I have been getting lots of people highlighting the fact that motor bikes and quads had been seen in the Coalbottom area. This being the case, our Task Day was spent tidying the general area, and blocking the circuit that has been made by their illegal activities. There had also been a certain amount of fly tipping at the entrance to the woods from Woodlands, which was tidied. All this work was done with great care and an eye to minimising the impact on the bluebells in the area. A very large branch of an oak was hanging dangerously, over a path. This was made safe.

Please see the pictures of our works on our Facebook page.

7.2 Friends of Boxley Warren Chairman, Bob Hinder gave a verbal update that the group would be meeting on Wednesday 28 April, he confirmed that there weren't task days scheduled for the Warren in the near future but it is hoped that work will start at Dove Hill allotments. The group are planning to man a stand at Beechen Hall during Election Day on 7th May.

8. **Highways and Byways**

8.1 HGV parking on residential roads. Members received the Clerk's report and after a lengthy discussion **agreed** on the following actions

- A letter to KALC (Maidstone branch) requesting an agenda item for their 29 April meeting, with a cc to KALC (Kent). **Action office and Councillors to attend.**
- A letter to KALC (Kent) asking for an update on the meeting planned for 30 April, 2015. **Action office.**
- Draft petition to be circulated to all members of the environment committee so that comments and views can be received in time for the petition to be included on the agenda, for approval at the next environment meeting. **Action Clerk and all committee members.**
- Press release and open letter to be amended and resubmitted to the Chairman of the Parish Council and the Environment Committee for comments. **Action Clerk and Chairmen.**

- Twin tracking a 10 Downing Street petition and individual petitioning of MP's at Parliament to be considered.

Cllr's Dengate and Hinchliffe stressed the need for quick action. Members agreed that once the new parliament was elected and in place any Kent MP in a position to really push this issue would need to be identified and targeted.

- 8.2 Footpath between Wildfell Close and Boxley Road. After consideration of the resident's request for the footpath to be cleared and baited to eradicate vermin, members asked for clarification on the legal and financial implications. It was noted that the previous owner, a private development company, has gone into administration and so the cost of clearance and baiting would have to be met from the public purse. Therefore, the expenditure against commensurate gain policy was considered. In view of the information supplied to members and the policy, which states 'expenditure must be commensurate with gain' members decided not to take any further action.
- 8.3 Equine crossing Dunn Street **Ratified** the Clerks decision after consulting with members of the committee to agree to the installation of an Equine crossing in Dunn Street. However, members **agreed** not to contribute to the project as expenditure was not commensurate with gain.
- 8.4 Parking at St Michael's Close. Members **received** the Clerk's report and the company's letter and members **agreed** for the Clerk to write a letter on behalf of the Parish Council supporting the company's request for a safe crossing for its staff between its buildings. It was also **agreed** that the Company is reminded that they can approach County Councillor Paul Carter as their Ward Councillor to gain his support and possibly a financial contribution. **Action office.**
- 8.5 Dropped kerb at Sandling Lane, Sandling (near Running Horse PH). **Received** and **noted** the Clerk's report. Members **agreed** in principle that they were happy with the proposed works however, they would like to request warning signs for motorists for safety reasons as this is a busy road and the crossing has been sited close to a bend. **Action office.**
- 8.6 Westfield Sole Road – not suitable for HGV signs. Members **received** the Clerk's report that an email had been received from KCC H,T&W to confirm the signs had been installed by their contractor on 16 April. However upon checking on 20 April it appears this is not the case and the officer has been notified. **Action KCC H,T&W.**
- 8.7 Parking Charges at the Cobtree Manor Park, Car Park. Member **received** MBC's proposed order of charges and made the following comments;
- Concerns that this is encouraging commuters to park.
 - Make the first hour for dog walkers, mums with children using the playground free. Then make the additional charges in line with the proposed charges at Mote Park.
 - Need clarification on charges for vehicles over 1ton in weight i.e. some 4x4's and SUV's fall into this category.
 - There were concerns also that this might also encourage vehicles to park on the roadside.

Action office.

9 **Policy and procedures review**

Sale of public land by Kent County Council. Members **received** the policy and **agreed** no change; they also **agreed** that the environment committee should make a recommendation to the Parish Council as is the status quo.

10. **MBC Local Plan**

Received and **noted** an update on MBC Call for sites – for Gypsy and Traveller use.

11. **Street Maintenance**

Members **received** the Clerk's report on installing an apron/hard standing at the noticeboard in Boxley Road making it easier for residents to view the noticeboard and for staff to replenish it. **Members** unanimously agreed to support the idea and for the office to gain costings for the committee to consider. **Action office.**

12. **Matters for Information**

There were none.

13. Next Meeting

Next full environment meeting 18 May 2015 at Beechen Hall commencing at 7.30 p.m.
Items for the agenda must be with the parish office no later than 12 May 2015.

14. Enforcement and Section 106 updates from MBC

To consider, if any received, confidential updates. A complaint had been received about the change of use to amenity land at Grove Green.

Members **received** the Clerk's report and have requested clarification from MBC as to who is cultivating the strip of land? **Action office.**

Meeting closed at 9.33pm.

Item 11.3 Minutes of the Estates Committee on Tuesday 21 April 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mrs P Dengate, Mr B Hinder, Mr G Smith and Mr P Sullivan, together with the Clerk.

1. Declaration of Interest or Lobbying.

Dispensation notification for items 4.2, 4.3 & 5: Cllrs Ivor Davies, Vic Davies, Dengate, and Sullivan.

Cllr Vic Davies notified members that for one part of item 10.2, pay increase for litter picker, he will declare a familial interest and leave the room for the duration of the discussion.

2. Apologies and absence.

None as all members were present.

3. Minutes of Previous Meeting 10 February 2015.

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

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

4. Matters Arising From Previous Minutes

4.1 Minute 2702/4.1 Boxley Village Green and South Wall. The report on the site visit of 14 April was **received** and **noted**. A brief discussion took place covering:

- The legal responsibility.
- Need to chop and poison ivy roots. It was suggested that Mr Hood be approached to do this work and at the same time remove the self-seeded shrubs (previously agreed) and undertake the same treatment on the ivy on the north wall.
- Need to remove the ivy in sections so that the wall can be repaired/stabilised as wall becomes visible.
- The need to employ a professional company to strip and stabilise/repair the wall. Members' agreed that as this was an extremely sensitive project that section 12.3(f) of Financial Regulations would be enacted. **Action: Recommendation to the Parish Council.** Goodsells would be approached to tender and Cllr Sullivan suggested that Leeds Castle be contacted for details of the company that recently undertook similar work there.
- Possible grants from outside bodies. A search had not found any that were available to apply for.

Members were notified that the repair work on the wall to south of war memorial had been completed.

4.2 Minute 2702/5 Kestrel nesting box at allotments. MBC has agreed in principle to the installation of a kestrel box but will need location and installation details before giving permission. A suitable tree at Dove Hill Wood has still to be identified. **Action: Allotment Working Group & Cllr Dengate.** KWT to be approached for advice on the best position for such a box. **Action: office.**

4.3 Minute 2702/5 Tree maintenance Dove Hill woods. Members' expressed disappointment that after initially agreeing that 2 of the trees were dead/dangerous and would be felled MBC had now changed its mind and no work would be undertaken. It was **agreed** that it was necessary to keep a record of BPC's complaint so if there was an incident there was proof that MBC had ignored the issue. **Action: office.**

4.4 Minute 2703/10 WWG additional storage at Beechen Hall. The tree work application was granted and WWG will carry out the required tree work in time for the arrival of the shed. An application for an 'Awards for All' grant has been submitted to cover 50% of the cost of the shed. **Noted.**

4.5 Minute 2694/4.3 Part-time Caretaker. The new caretaker had completed training and will begin his official duties from 1 May 2015. **Noted.**

4.6 There were no other matters arising from the minutes.

5. Dove Hill Allotments

Cllr Hinder's report was **received** and he informed members that The St Paul's Scouts water bill appeared inflated and a representative spoke to Cllrs Hinder and Dengate about it. The water company has been asked to investigate as it was suspected that the wrong bill was being sent to the Scouts. **Action: Clerk to liaise with St Paul's Scouts.**

It was **noted** that the toilet urinal drainage appeared not to be working properly. The office was contacting the company to try to get the issue resolved. **Action: office.**

FoBW Group will be working in Dove Hill Woods to try to tidy it up. They will be considering, after protecting the road, having a bonfire of the excess cut down brush.

6. Matters for Information

There was none.

7. Assistant Clerk's Report

7.1 Hire fees for February/March with previous year comparison. **Received and noted.** Members' asked that their thanks be minuted for the office staff's hard work in getting more bookings in.

7.2 Income and Expenditure. **Received and noted.** It was requested that a footnote be added on all future agenda to explain the difference between the figures produced for 7.1 and those at 7.2. It was recognised that this was other income but rather than have this verbally explained at every meeting they would prefer a written explanation. **Action: Assistant Clerk.**

7.3 Account balance as at 31 March 2015. **Received and noted.** It was **agreed** that the reserve account money could be increased by up to £15,000 and as the account matures on 21 May 2015 the decision on where to reinvest it will be cleared with members and ratified at the 9 June meeting. **Action: Clerk.**

7.4 Review of Hall Hire Fees. The Assistant Clerk's report and recommendation was **received and noted.** It was **agreed** the hire fees would remain unchanged but reviewed at the October meeting. The scheduling of the review would also be considered as some members felt that it should coincide with the review of the next year's budget. **Action: office.**

7.5 Accident Report. None to report. **Noted.**

8. Beechen Hall Extension.

The Chairman gave a brief update on the requirements the working group had identified. Faithdean were being approached to get ballpark figures for a brick built extension and a bolt on extension and once this was received a full briefing will be given to the Estates Committee to enable them to consider whether the work would be justified. **Action: Working Group and office.**

9. Policies and Procedures

9.1 Business Continuity Plan (review). It was noted that the parish council is looking at a resilience & emergency plan for the community. It was felt that the business continuity plan and the community resilience plan should be separate documents.

It was agreed that the current policy was fit for purpose to allow the review to be deferred to the next meeting to consider whether resilience templates were a better design. The Clerk was asked to look at separating the current document into sections

- *Incident management.*
- *Business continuity for the parish*
- *Emergency rest centre was suggested as an appendix*
- *Notating the map to show where the storerooms are.*

*It was confirmed that a copy of the document was supplied to all Estates Committee members and a copy was kept in the Policy & Procedures folder on the office bookshelf. It was agreed that the current folder would be replaced with a bright red one to make it easily locatable. **Action. Clerk & office.***

9.2 *Staff pay rise and any need to amend hours. Members **received** the report and discussion on the caretaker rates of pay took place covering:*

- *The excellent standards that the hall was maintained to. The Clerk was asked to pass the congratulations and thanks onto the caretaking staff. **Action: Clerk***
- *The current pay and its relationship to the minimum and living wage.*
- *The need to create and maintain a buffer between the minimum wage and the actual pay.*
- *Use of bonus and loyalty payments to caretaking staff.*
- *Good employer practices.*
- *The budget.*

*After discussion Cllr Dengate proposed seconded by Cllr Ivor Davies a **2.5% increase for hall staff effective from 1 April. Agreed.***

*Member's identified that whilst they aspired to paying a living wage it currently was not felt possible to do so. It was **agreed** that the next meeting would give consideration to creating and maintaining a buffer between the minimum wage and the actual pay. Members' indicated that they would wish any agreement to be back dated to 1 April 2015.*

The Chairman, having declared a familial connection left the meeting for the remainder of the item, Cllr Hinder (Vice Chairman) took the meeting.

*Payment for litter pickers. The Vice Chairman proposed **the same pay arrangement, 2.5% increase with a review at the next meeting, for the litter pickers. Agreed.***

Action: office and agenda.

9.3. *No Smoking/Vaping. After discussion members **agreed** that the parish council's policy for the hall and office was **no smoking and no vaping in the premises. Action: office.***

9.4 *Housekeeping policy reviews. Hall Bookings cancellations and damage. This policy has been reviewed by the office and is considered still fit for purpose **Noted.***

10. **Matters for Decision**

None.

11. **Date of Next Meeting.**

Tuesday 9 June, 2015 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 30 May 2015.

Meeting closed at 8.57pm

Item 12. Finance. Purpose of item: Information and decision

12.1 payments made out of Meeting 14-04-15 - 05-05-15.

5 May 2015 (2015-2016)

**Boxley Parish Council
PAYMENTS LIST**

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------------|------------|--------------|-------------------------|---------------------|----------------------------|----------|-----------------|---------------|-----------------|
| 1 | Publicity | 13/04/2015 | Coop General | 3dd1 | Publicity | Mail Publications Limited | X | 435.18 | 54.95 | 490.13 |
| 2 | Subscriptions | 13/04/2015 | Coop General | 3dd2 | Subscriptions | ICO Org | Z | 35.00 | 0.00 | 35.00 |
| 3 | Licences | 13/04/2015 | Coop General | Bacs 1504/43/16 | Scribe Licence | Scribe 2000 Ltd | S | 245.00 | 49.00 | 294.00 |
| 4 | Licences | 13/04/2015 | Coop General | Bacs 24173 | Omega Software | Rialtas Business Solutions | S | 1,297.90 | 259.58 | 1,557.48 |
| 5 | Subscriptions | 13/04/2015 | Coop General | Bacs 4584 | ICCM Membership | ICCM | Z | 90.00 | 0.00 | 90.00 |
| 6 | Administration | 13/04/2015 | Coop General | Bacs I2206374/MDO225086 | Office Furniture | Kent County Council | S | 105.00 | 21.00 | 126.00 |
| 7 | Photocopier | 13/04/2015 | Coop General | Bacs I2206374/MDO225086 | Lease | Kent County Council | S | 107.38 | 21.48 | 128.86 |
| 8 | Administration | 13/04/2015 | Coop General | Bacs I2206374/MDO225086 | Photocopies | Kent County Council | S | 137.05 | 27.41 | 164.46 |
| 9 | Subscriptions | 13/04/2015 | Coop General | Bacs 62080 | KWT Subscription | Kent Wildlife Trust | Z | 46.00 | 0.00 | 46.00 |
| 10 | Subscriptions | 13/04/2015 | Coop General | 501298 | KALC Subscription | Kent Association of Local | S | 1,140.00 | 228.00 | 1,368.00 |
| 11 | Training | 13/04/2015 | Coop General | 501299 | Councillor Training | Kent Association of Local | Z | 25.00 | 0.00 | 25.00 |
| Total | | | | | | | | 3,663.51 | 661.42 | 4,324.93 |

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------|------------|--------------|-----------|-------------------------|-----------------------------|----------|---------------|--------------|---------------|
| 1 | Rates | 13/04/2015 | HSBC Beechen | 2dd1 | Hall Rates | Maidstone Borough Council | Z | 376.94 | 0.00 | 376.94 |
| 1 | Rates | 13/04/2015 | HSBC Beechen | 2dd1 | Office Rates | Maidstone Borough Council | Z | 161.54 | 0.00 | 161.54 |
| 2 | Refuse collections | 13/04/2015 | HSBC Beechen | 2dd2 | Refuse Collection | SITA UK Ltd | S | 106.24 | 21.25 | 127.49 |
| 3 | Administration | 13/04/2015 | HSBC Beechen | 102677 | Payments Made from Coop | Boxley Parish Council | Z | 0.00 | 0.00 | 0.00 |
| 4 | Hall Maintenance | 13/04/2015 | HSBC Beechen | 102678 | Sanitary | Capital Cleaning (Kent) Ltd | S | 30.50 | 6.10 | 36.60 |
| Total | | | | | | | | 675.22 | 27.35 | 702.57 |

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------|------------|--------------|-----------|---------------------------|-------------------------------|----------|---------------|--------------|---------------|
| 1 | Licenses | 20/04/2015 | HSBC Beechen | 102679 | Performing Rights License | Performing Rights Society LTD | S | 215.02 | 43.00 | 258.02 |
| Total | | | | | | | | 215.02 | 43.00 | 258.02 |

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-------------------|------------|--------------|-----------------|---------------------|---------------|----------|---------------|--------------|---------------|
| 1 | Walderslade Woods | 21/04/2015 | Coop General | bacs Imprest 76 | WWG Imprest Account | Mr R Burrows | X | 35.57 | 5.77 | 41.34 |
| 2 | Imprest Account | 21/04/2015 | Coop General | Bacs Imprest 55 | Administration | Mrs P Bowdery | Z | 14.87 | 0.00 | 14.87 |
| 3 | Publicity | 21/04/2015 | Coop General | Bacs Imprest 55 | Downs Mail Delivery | Mrs P Bowdery | Z | 50.00 | 0.00 | 50.00 |
| 4 | Hall Maintenance | 21/04/2015 | Coop General | Bacs Imprest 55 | Hall Maintenance | Mrs P Bowdery | x | 44.78 | 5.66 | 50.44 |
| Total | | | | | | | | 145.22 | 11.43 | 156.65 |

£115.31

**Boxley Parish Council
PAYMENTS LIST**

| Voucher | Code | Date | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|----------------------|------------|--------------|-----------------|-----------------------|--------------------|----------|-----------------|-------------|-----------------|
| 638 | Salaries | 21/04/2015 | Coop General | Bacs 22/04/PC01 | Staff Salary | Mrs P Bowdery | Z | 2,169.40 | 0.00 | 2,169.40 |
| 639 | Salaries | 21/04/2015 | Coop General | Bacs 22/04/PC03 | Staff Salary | Mrs A Candy | Z | 554.13 | 0.00 | 554.13 |
| 641 | General Maintenance | 21/04/2015 | Coop General | Bacs 22/04/PC05 | Litter Picking | MS D Davies | Z | 32.50 | 0.00 | 32.50 |
| | Chairman's allowance | 21/04/2015 | Coop General | Bacs 22/04/PC06 | Chairman Allowance | Mr I Davies | Z | 40.00 | 0.00 | 40.00 |
| 642 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC07 | Councillor Allowances | Mr V Davies | Z | 33.46 | 0.00 | 33.46 |
| 643 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC08 | Councillor Allowances | Mr P Dengate | Z | 25.66 | 0.00 | 25.66 |
| 644 | Salaries | 21/04/2015 | Coop General | Bacs 22/04/PC02 | Staff Salary | Mrs M Fooks | Z | 728.33 | 0.00 | 728.33 |
| 645 | Wages | 21/04/2015 | Coop General | Bacs 22/04/PC02 | Wages | Mrs M Fooks | Z | 485.56 | 0.00 | 485.56 |
| 647 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC09 | Councillor Allowances | Mr T Harwood | Z | 33.46 | 0.00 | 33.46 |
| 648 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC10 | Councillor Allowances | Mr R Hinder | Z | 33.46 | 0.00 | 33.46 |
| 649 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC11 | Councillor Allowances | Mrs W Hinder | Z | 33.46 | 0.00 | 33.46 |
| 650 | Publicity | 21/04/2015 | Coop General | Bacs 22/04/PC04 | Downs Mail | Mrs L Lake | Z | 40.00 | 0.00 | 40.00 |
| 651 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC12 | Councillor Allowances | Mrs K Macklin | Z | 41.66 | 0.00 | 41.66 |
| 652 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC13 | Councillor Allowances | Mr G Smith | Z | 16.83 | 0.00 | 16.83 |
| 653 | Wages | 21/04/2015 | Coop General | Bacs 22/04/BH01 | Wages | Mrs M Smith | Z | 480.59 | 0.00 | 480.59 |
| 654 | Publicity | 21/04/2015 | Coop General | Bacs 22/04/BH01 | Publicity | Mrs M Smith | Z | 30.00 | 0.00 | 30.00 |
| 655 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC15 | Councillor Allowances | Mrs A Spain/Colney | Z | 33.46 | 0.00 | 33.46 |
| 656 | Councillors | 21/04/2015 | Coop General | Bacs 22/04/PC17 | Councillor Allowances | Mrs M Waller | Z | 36.06 | 0.00 | 36.06 |
| 657 | Wages | 21/04/2015 | Coop General | Bacs 22/04/BH05 | Wages | Mr B Douglas | Z | 202.27 | 0.00 | 202.27 |
| 658 | Wages | 21/04/2015 | Coop General | Bacs 22/04/BH02 | Wages | Mr J Read | Z | 202.27 | 0.00 | 202.27 |
| 659 | PAYE | 21/04/2015 | Coop General | 577PW001056585 | PAYE | HMRC | Z | 1,132.70 | 0.00 | 1,132.70 |
| 660 | Chairman's allowance | 21/04/2015 | Coop General | 577PW001056585 | Chairman Allowance | HMRC | E | 10.00 | 0.00 | 10.00 |
| 661 | Councillors | 21/04/2015 | Coop General | 577PW001056585 | Councillor Allowances | HMRC | Z | 67.00 | 0.00 | 67.00 |
| 662 | PAYE | 21/04/2015 | Coop General | 577PW001056585 | PAYE | HMRC | Z | 221.23 | 0.00 | 221.23 |
| 663 | Gratuity/pension | 21/04/2015 | Coop General | IT000000687085 | Employer Pension | EFT Receipts Ac | Z | 42.68 | 0.00 | 42.68 |
| 664 | Pension | 21/04/2015 | Coop General | IT000000687085 | Employer Pension | EFT Receipts Ac | Z | 10.76 | 0.00 | 10.76 |
| 665 | Gratuity/pension | 21/04/2015 | Coop General | IT000000687085 | Employee Pension | EFT Receipts Ac | Z | 34.15 | 0.00 | 34.15 |
| 666 | Pension | 21/04/2015 | Coop General | IT000000687085 | Employee Pension | EFT Receipts Ac | Z | 10.76 | 0.00 | 10.76 |
| Total | | | | | | | | 6,781.84 | 0.00 | 6,781.84 |

1213.89

510.59

1430.93

98.35

Item 12.2 receipts for the period 01-04-15 - 05-05-15

Whilst the Parish Council is changing over to a new accounting software package the receipts total has been done manually and the total for HSBC is £3272.00 and consists of Regular and Casual hire bookings and the total for the Cooperative Bank is £101,406.36 which consists of the precept , vat return, interest from Coop and replacement allotment key.

Item 12.3 Account balances.

*Indicates that since this date there have been cash movements (not yet supported by bank statements)

BANK ACCOUNTS

| | |
|---|--------------------|
| HSBC Beechen Hall – available funds as at 29/4/15 | £23,004.99 |
| Coop General Account- available funds as at 24/4/15 | £143,374.52* |
| Santander Investment Bond | £125,040.31 |
| Barclays Bank | £24,638.25* |
| HSBC Invest Bond | £25,045.37 |
| Lloyds 3 mth - available funds as at 31/3/15 | £25,129.39* |
| Lloyds 12 mth - available funds as at 31/3/15 | £80,000.00 |
| Total in Banks | 446,232.83 |
| Cash | 150.00 |
| GRAND TOTAL (Banks and Cash) | £446,382.83 |

Item 12.5 Internet Banking

Councillors who are to be signatories to the new account have received their individual account mandates to complete and return to the Clerk on or before the 11 May 2015.

Item 12.6 Parish Services Scheme Funding Agreement and year end statement.

To ratify the Chairman and Clerk's action in signing the documents (due to an impending deadline).

Item 12.7 Boxley Village Green and South Wall.

Clerk's notes.

The following report was given to the Estates Committee (Item 4.1 of the 20 April agenda the minutes of which are contained on page 13 of this agenda).

The financial regulations state

12.3

(d) The procurement of goods, materials, services and the execution of works over £5,000 and not exceeding £10,000 shall not be entered into without three written quotations being obtained: see Financial Regulations 12.3 (f) & (i) below.

(f) Where the circumstances make it inappropriate to invite the number of quotations specified above a lesser number of contractors, as decided by the Council, may be invited. Where the work or the supply of goods or materials is of such a nature as to render competitive tendering or the obtaining of a quotation impractical, the council or committee may decide to select a single firm with or without a quotation for the purpose. Where the RFO believes it necessary to recommend waiving the specific financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the parish council. None of this shall apply where the cost of this exceeds £60,000.

(i) If, despite attempts, an insufficient number of quotations/tenders is received or all submissions are identical the council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit. None of this shall apply where the cost of this exceeds £60,000.

Goodsells are a trusted company which is used to working on such walls (it is within the listed curtilage of Parsonage Farm. Mr Hood (tree remover) charges £300 per day so the charges quoted by Goodsells for the ivy removal seems to be fair. The overgrown area in front of the west part of the wall will need chopping down and removing and TPO permission will be required for a cherry that is growing immediately adjacent to the wall.

Estates Committee Minutes 21 April (page 13 of this agenda).

The need to employ a professional company to strip and stabilise/repair the wall. Members' agreed that as this was an extremely sensitive project that section 12.3(f) of Financial Regulations would be enacted. **Action: Recommendation to the Parish Council.**

Goodsells would be approached to tender and Cllr Sullivan suggested that Leeds Castle be contacted for details of the company that recently undertook similar work there.

DECISION REQUIRED.

Permission is sought from the Parish Council to allow the Estates Committee to decide on the number of quotations sought (section f of standing orders above).

Item 13 Public engagement. Purpose of item: Information/decision.

13.1 Clerk's update.

Changes to the flyer since the last meeting - update. INFORMATION.

Members' approved, out of meeting, changes to the content of the flyer and the font has been increased to size 10. Minor amendments have been made, as requested to the map and the Beechen Hall logo has been included.

13.2 Summary of ideas to increase profile of parish council and parish councillors. DISCUSSION/DECISION.

Clerk's note: A summary of the ideas expressed at the last meeting was requested for members to discuss further.

13.2.1 Website.

Councillors information, photograph and resume.

The website format for councillor's information is as follows.

| | |
|---|--|
| Martin Hinchliffe | |
| Councillor | |
|  | Clerk's note: a photograph & resume could be added here |
| Ward: | South |
| Committees: | Environment |
| Email: | martinj.hinchliffe@btinternet.com |
| Telephone: | 01622 735198 |

A photograph and resume can be added just beneath the header. A resume need not be long and could if a member wishes simply state *Councillor XXX lives in Grove Green and also does voluntary work with?? Or is a Trustee at XXX hall.*

When there is something, a press release or any issue that might increase visits to the website then where possible there should be a link to other areas of interest on the site including the flyer.

13.2.2 The flyer.

Will be made available on the website, from the office, periodically display on the noticeboards (in the form of an A4 poster), supplied to local halls (Grove Green and Weaving have agreed to display them) and handed out at school fetes etc. The flyer could also be produced in the Downs Mail if members wish. Plastic leaflet dispensers have been purchased.

Individuals could canvass areas, especially areas where there is new development, a large turnover of owners or an area experiencing problems. The flyer could not be used to try to get elected to the parish council as there are strict rules regarding canvassing costs. Thus an embargo (approximately 6 weeks before the date of the election) will need to be put in place in an election year (approximately 6 weeks before the date of election), this will also include the use of any contact (business) cards. *Clerk's note: it will not be a problem to remind members of this.*

13.2.3 Information cards. These can be handed out the same time as the flyer and also made available at village halls etc.

13.2.4 Other.

Councillors all have a name badge available at the office. Councillors could have a business card so they could if they wish leave their details with a resident or organisation.

Currently the Clerk, Asst Clerk and Chairman have a contact (business) card, all of the same design, produced by the parish office (see below).



Beechen Hall
Wildfell Close
Chatham
Kent ME5 9RU

Ivor Davies
Chairman

Phone: 01634 861237
Email: clerk@boxleyparishcouncil.org.uk
www.boxleyparishcouncil.org.uk

Attendance at school fetes etc. A formal display can be set up but equally a presence can be slightly more informal with councillors handing out information outside schools, shops, play grounds etc. Common sense guidelines can be produced about to approach residents with small children and name badges would have to be worn at all times. The Clerk/Assistant Clerk/Councillors who are undertaking parish council work e.g. safety inspection at Weaving Diamond Jubilee Orchard should have flyers with them to hand out.

13.2.5 Community Alerts system.

Currently reminders are placed in the Downs Mail, where possible village correspondence columns, on the website and on noticeboards. The flyer and e-mails from the office contain information on how to be sign up for this.

Councillors should ensure that they advertise the existence of Community Alert to residents.

13.3 Request from Cllr Hinchliffe.

As members are aware from the last meeting I would like to have permission to distribute the flyer in the Grove Green area to raise the profile of, and interest in, the parish council. I would also be happy to write an example of a brief resume that I would like to see placed on the website. I passionately feel that our electors should have some knowledge of who represents them (even if co-opted onto the council), but recognise some councillors may only wish to have a record of which area they live in and when they were elected - it will be entirely up to them.

Item 16 Strengthening parish and town council accountability. DCLG consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils. Purpose of item: Decision. Deadline for response 30

The full consultation document is available to view at www.gov.uk or can be obtained from the parish office. The deadline for response is 30 June 2015.

Clerk's note: the following information has been taken from the consultation document. Due to the nature of the consultation I have not suggested any responses.

The Local Government Ombudsman may investigate complaints from individual members of the public who consider they have suffered injustice arising from maladministration in local authorities. If the Local Government Ombudsman finds in favour of the complainant, the Local Government Ombudsman may recommend redress. The jurisdiction of the Local Government Ombudsman currently extends to, among other authorities, district, borough, city and county councils. It does not extend to parish or town councils.

There are around 9,000 parish and town councils across England, representing more than 37 per cent of the population.

Whilst for the majority of parish and town 7 councils the local redress mechanisms currently available to the public are sufficient and proportional, it is right that larger parish councils with responsibilities and budgets comparable to those of district councils, should have equivalent accountability and redress mechanisms to those of principal authorities.

It is thus proposed to extend the Local Government Ombudsman's jurisdiction to cover these larger parish and town councils. This should not only give a better deal for the citizen but also lead to better quality and value for money in the local public services delivered by the tier of government nearest to the people.

Some town councils have populations the same, or larger, than some of the smaller district councils which are within the jurisdiction of the Local Government Ombudsman. The smallest population for a district council is around 35,000 people. The Government considers it reasonable that any parish or town council with a population the same as or greater than a district council may be considered a large parish or town council and, because the actions, decisions and responsibilities of the parish or town council affect so many people, that parish or town council should be within the jurisdiction of the Local Government Ombudsman. Census data would be used to provide the population numbers for the parish and town councils. There are around 21 town councils with a population of 35,000 or more.

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?

(Clerk's bolding) **The Government understands that there may be an argument for extending the jurisdiction of the Local Government Ombudsman to less populous parish and town councils. Respondents are invited to indicate their preferred population threshold. The table below indicates how many parish and town councils would be in the jurisdiction of the Local Government Ombudsman if the threshold were set at various population levels.**

Local Government Ombudsman if the threshold were set at various population levels.

Population threshold.

Approximate number of parish and town councils within jurisdiction

1,000 and more 2,640

5,000 and more 803
10,000 and more 444
20,000 and more 155
30,000 and more
35,000 and more
40,000 and more 11

Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?

The Government is consulting on whether a parish or town council's annual precept should act as the threshold for determining its status as a large parish or town council and that the threshold for being considered a larger parish or town council should be £1m. There are 23 parish and town councils with a precept of £1m or over.

Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?

Recognising that defining a larger parish or town council by population alone or by precept alone might include a parish or town council that is large in terms of population or precept raised, but is not a large administrative body in the sense that it should fall within the jurisdiction of the Local Government Ombudsman, a further option is to define only those parish or town councils with both a population of 25,000 or over and an annual precept of £1m as 'large'. There are around five parish and town councils that meet this criteria.

Q4. Should a larger parish or town council be defined by both population and budget?

23. The jurisdiction of the Local Government Ombudsman is set in the Local Government Act 1974. It is this legislation that allows the Local Government Ombudsman to investigate complaints about principal local authorities and other bodies within its jurisdiction. Defining a class of local authority, in this case a larger parish or town council, by population, or annual precept, or both, raises the issue of determining whether a body is subject to the jurisdiction of the Local Government Ombudsman by a criteria that may fluctuate from year to year.

24 It is undesirable for a local authority to be subject to the jurisdiction of the Local Government Ombudsman one year and not the next. This not only causes confusion about whether or not a complaint might be investigated and the Local Government Ombudsman's power to make any recommendation, but also creates confusion rather than reassurance for any member of the public who may wish to make a complaint.

25. Accordingly, we propose that, as one of the possible criteria for defining a large parish or town council is the population of that parish to [sic] town council, and that the population data is to be furnished by the Census, any parish or town council judged to be considered 'large' by its population upon publication of Census data shall be considered to be within the jurisdiction of the Local Government Ombudsman for the next decade, or until the publication of the next Census data for that parish or town council, whichever comes first.

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?

Item 17 Reports from councillors/office

Purpose of item: Information.

Maidstone Area KALC Meeting, 29 April 2015 – Report by Ivor Davies

Martin Hinchliffe and I attended the above meeting. Following is a summary:

HGV Parking. The previous meeting had discussed the subject solely in the context of Operation Stack, I now broadened the issue to include indiscriminate and often illegal parking across the borough and indeed the country. Much support received from other members. Finally agreed that unless KCC replies shortly to outstanding letter, Area KALC would collect the 1,000 signatures necessary for a petition of which KCC would have to take notice. We

reserved our position regarding organising a 10 Downing Street petition and deferred the issue of enforcement of fines on foreign lorry drivers/owners.

Economic Development Strategy. A lengthy presentation identified weaknesses in the following areas:

- Promoting tourism (e.g. encouraging coaches to stop in the county en route to or from the continent).
- Attracting inward investment.
- Stimulating both entrepreneurship and apprenticeships.
- Regeneration of the Town Centre (possibly funded by local businesses brokered by MBC) with parking problem resolved.
- Transport infrastructure including roads, bus services and commuter parking at rural stations.
- No mention of agriculture in this still very rural county or of the fact that rural communities are dying through lack of support.

The document is being circulated to parishes for comment.

Local Plan. Strategic housing need numbers still in dispute. Fresh appeal for land for gypsies and travellers sites noted.

Planning. Emerging Neighbourhood Plans being ignored. This has been challenged elsewhere by Judicial Review and Joint Parishes Group are considering taking such action re Junction 8.

Parish Charter. Consolidated response about to be passed to MBC. After evaluation there it will come back to KALC. Once agreed Chief Executive and leaders of all political parties will be asked to sign up. Suggestion made that MBC departmental heads should also sign.