

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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To Parish Councillors, members of the public and press.

Date 3 September 2015

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held on **Friday 11 September 2015** at the **European School of Osteopathy, Boxley, ME14 3DZ** commencing at **7.00 p.m.**

Time guide
(7.00)

1. **Apologies and absences**
To receive and accept apologies for absence.
 2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.01)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
 3. **Minutes of the Parish Council Meetings of 6 July and 1 September 2015** (7.03)
To consider the minutes and if in order sign as a true record (pages 3-5). Draft minutes of the 1 September will be forwarded on prior to the meeting.
 4. **Matters Arising From the Minutes** (7.05)
 - 4.1 Minute 2770/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood.
 - 4.2 Minute 2770/4.2 Boxley Warren/Pilgrims Way. Road works to improve the junction have nearly been completed and the new entrance will be installed within 28 days.
 - 4.3 Any other matters arising from the minutes which are not on the agenda.
 5. **Report from the PCSO and Police Issues** (7.11)
Report and Crime statistics see report (page 5).
- Adjournment to enable members of the public to address the meeting** (7.18)
6. **Draft Minutes of Recent Committee Meetings** (7.28)
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 6 July 2015 see report (page 5-7)
 - 6.2 Environment Committee meeting 13 July 2015 see report (pages 7-10).
 - 6.3 F&GP Committee 14 July 2015 see report (pages 10-11).
 - 6.4 Estates Committee meeting 11 August 2015 see report (page 11-14)
 - 6.5 Environment Committee meeting 17 August 2015 see report (page 15-18)
 7. **Finance** (7.36)
 - 7.1 Payments made out of meeting 07.07.15 – 03.09.15 see report (pages 19-27).
 - 7.2 Receipts for the period 29.06.15 – 03.09.15 see report (pages 28-33).
 - 7.3 Account balances as at 01.09.15 see report (page 34).
 - 7.4 To authorise payment of accounts (list to be supplied at meeting).
 8. **Policies and Procedures** (7.42)
 - 8.1 Adopted Code of Conduct - Complaints (review) see report (page 35).

8.2 Draft minutes on website policy and Dispensations policy. An internal review of these documents was undertaken and the Clerk considers that they are still fit for purpose.

9. **Reports from Borough and County Councillors** (7.55)
Our Ward councillors are invited to report and discuss matters affecting the parish.

10. **Reports from councillors/office** (8.05)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
10.1 Launch of the new KWT Walks Around Boxley see report (page 36)

11. **Matters for Decision** (8.10)
To consider any issues, such as attendance at meetings or as identified on the evening.
11.1 Training requests. To consider any received from members. Training details included in KALC August Parish News.

12. **Matters for Information** (8.13)
12.1 Declaration of Pecuniary Interest. Councillors are requested to liaise with the Clerk to check and sign confirmation that their forms are up to date.
12.2 KWT magazine Summer 2015 edition – available in the office.
12.3 KALC Maidstone Area Committee minutes 30 June 2015 – available in the office.
12.4 KWT August electronic newsletter (e-mail 27/08/15).
12.5 KALC Parish News August 2015, supplied to members.
12.6 Re-branding. Voluntary Action Maidstone (VAM) which supports and represents
12.7 Maidstone voluntary organisations has changed its name to Involve.
12.8 Medway Neighbourhood Watch newsletter Summer 2015

13. **Draft Budget 2016/2017** (8.14)
Members are invited to submit projects for consideration for the draft budget.

14. **Next Meeting** (8.20)
Monday 5 October 2015 at St John's School, Grove Green commencing at 7.30 pm.
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 28 September 2015.

In view of the possible personal confidential nature of the item to be transacted, the public and press may be excluded from the meeting for part of the following item.

15. **Civic Recognition Recommendations** (8.21)
Members may put forward details of any persons that they may wish to recommend for civic recognition. It is suggested that details be first supplied to the Clerk.

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: November 2015 Local Council Award Scheme.

**Supporting agenda papers for the Meeting of the Parish Council
Friday 11 September 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 3 Minutes of the Meeting of the Parish Council held at Weaving Village Hall, Weaving Street on Monday 6 July 2015 commencing at 7.30 pm.

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr T Harwood (arriving with apologies at item 4.1), Mr B Hinder, Mrs W Hinder, Mrs K Macklin, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk and two members of the press/public.

Cllr Bob Hinder thanked members for the KALC Community Award presented at the last meeting.

1. **Apologies and absences.**

Cllr M Hinchliffe (holiday), Cllr D Hollands (holiday) and Mr G Smith (unwell).

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

None received.

3. **Minutes of the Parish Council Meeting of 1 June 2015.**

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

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

4.1 Minute 2761/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood. **Noted.**

4.2 Minute 2761/.2 Boxley Warren/Pilgrims Way. Road works to improve the junction planned for 22 July 2015. Information is being sought on the timescale and plans for reinstating the entrance area. **Noted.**

4.3 Any other matters arising from the minutes. Cllr Vic Davies notified members that the Grove Green Community Hall meeting had agreed the proposed change in status to that of a Charitable Incorporated Organisation (CIO). He felt strongly that the parish council should persuade other parish voluntary organisations to follow suit as it offered more financial protection to Trustees. As the legal costs for converting to a CIO were high, he suggested that the council might provide grants for this purpose. After discussion it was **agreed** to defer the issue to the F&GP Committee and that the Clerk would circulate a summary of the pros and cons of bodies having CIO status. **Action: F&GPC, Clerk.**

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

No crime statistics or report were available. The Clerk was asked to obtain these and circulate them to members. **Action: Clerk.**

The meeting was adjourned at 7.44 pm to allow a member of the public to raise an issue concerning the bollards at Sandling and the consultation period. The meeting reconvened at 7.46 pm.

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

Received and **noted**:

- 6.1 Environment Committee meeting 1 June 2015.
- 6.2 Environment Committee meeting 8 June 2015.
- 6.3 Estates Committee 9 June 2015.

7. **Finance.**

- 7.1 Payments made out of meeting 01.05.15 – 28.06.15. **Received** and **noted**.
- 7.2 Receipts for the period 27.05.15 – 28.06.15. **Received** and **noted**.
- 7.3 Account balances as at 28.06.15 **Received** and **noted**.
- 7.4 Payment of accounts. **Authorised**. The Chairman to liaise with the Clerk about undertaking bank reconciliations on the months that the F&GP Committee is not scheduled to meet. **Action: Clerk and Chairman. Action: Clerk and Chairman.**
- 7.5 Internet Banking. The Clerk advised members that the account will be opened within the next few weeks, after which the working group would review and approve the authorisation settings. **Action: Clerk and Working Group.**
- 7.6 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 that cheque stubs need to be initialled by both signatories. They also need to keep their register of interests updated. **Noted.**
- 7.7 F&GP Committee 14th July 2015. Members were notified that this meeting will commence at 7.00 pm instead of 7.30 pm. **Noted.**

8. **Policies and Procedures.**

- 8.1 Parish Councillor Allowances. After discussion Cllr Macklin proposed seconded Cllr Dengate that that “**members will decide at later date whether or not to implement the 1% increase built into the 2016/17 budget**”. **Agreed** (1 abstention).
- 8.2 Review of training needs. Members were encouraged to identify and apply for training.
- 8.3 Press Policy and the Media Management Strategy. The Clerk had undertaken an internal review of these documents and considered them still fit for purpose. **Agreed.**
- 8.4 Business Continuity Plan and Parish Resilience and Emergency Plan The Clerk’s update on the documents was received. The Parish Council’s and Beechen Hall Contingency Plans had been split and would be submitted to the next Estates Committee. The Parish Resilience and Emergency Plan work was being placed on hold as the KCC documents were being updated.

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

Councillor Wendy Hinder gave a report on the issues she had recently been dealing with: dog and waste bins not being emptied in Walderslade; litter on Weaving Heath and overflowing drains. She asked that the PCSO be approached about keeping an eye on Weaving Heath as there was evidence of BBQs and legal highs being used. **Action: Clerk.** Clerk to circulate Cllr Hinder’s written report.

Discussion took place on the problem caused by litter being thrown from cars and the fact that some London councils had successfully fined the registered owners of vehicles from which litter had been seen to be thrown under local by-laws. **Agreed** that MBC be contacted asking that it robustly supports the proposal to change the law nationally and to offer Maidstone for a pilot scheme. **Action: Clerk.**

10. **Reports from councillors/office.**

The Chairman informed members that he had attended the KALC Maidstone Area Committee on 30 June and asked that the minutes of the meeting be circulated. **Action: Clerk.**

11. **Matters for Decision.**

None submitted.

12. **Matters for Information.**

- 12.1 Free Police event. Clerk to circulate details, when received, of the September meeting venue. **Action: Clerk.**
- 12.2 Open Space Summer 2015 vol 31 No 3

13. Next Meeting.

Friday 11 September 2015 commencing at 7.00 p.m. (note change of date and time) at the European School of Osteopathy, Boxley, ME14 3DZ Councillors' reports and requests for items to be included on the agenda to be submitted no later than 4 September 2015.

Meeting closed at 8.24 p.m.

Item 5 Boxley Crime Figures. Purpose of item: information.

15th July 2015- 14th August

2x calls on nuisance vehicles from 15th July. 1 call at Quinton Close, the other Pinewood Drive.

Date	Location	Crime
18/07/2015	Bell Lane	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
17/07/2015	Greensands Walderslade	THEFT FROM MOTOR VEHICLE
23/07/2015	Yew Tree Close Chatham	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
24/07/2015	Fir Tree Grove Chatham	BURGLARY OTHER THAN DWELLING WITH INTENT TO STEAL
25/07/2015	Cinnabar Close Chatham	BURGLARY DWELLING AND THEFT
28/07/2015	Dogwood Close Chatham	THEFT FROM MOTOR VEHICLE
06/08/2015	New Cut Road Weaving	THEFT OF PEDAL CYCLE
07/08/2015	Boarley Lane Sandling	THEFT FROM MOTOR VEHICLE
12/08/2015	Threshers Drive Weaving	THEFT FROM MOTOR VEHICLE
13/08/2015	Westfield Sole Road Boxley	BURGLARY OTHER THAN DWELLING - THEFT

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

Item 6.1 Minutes of the Environment Committee on Monday 6 July 2015 at the Weaving Village Hall, Weaving Street commencing at 8.30 pm.

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

1. Apologies and absences

Cllr M Hinchliffe (holiday) and Cllr D Hollands (holiday)

2. Declaration of Interests, dispensations, predetermination or Lobbying

None declared.

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

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

15/503922/FULL. Gate and footpath leading onto Old Lordwood Lane within Maidstone boundary relevant to proposed detached house within the Medway boundary at plot 6 Highview Farm Lordswood Lane Chatham Kent ME5 8JP. **Ratified** Clerk's decision, after consultation with Chairman and Vice chairman

Do not wish to object however there is concern that by allowing this gate and access it will encourage future owners to use the Ancient Woodland to dispose of their garden waste which will have a detrimental affect due to the introduction of nutrients, pesticides, diseases and non-native species. There is also concern that if Old Lordswood Lane is not blocked to vehicular access it will ultimately become clogged with parked cars from all the new properties planned for the wider site.

15/504448/TPO. TPO application to 1no. Oak - crown lift to 6m, clear buildings by 3m, thin canopy by 10%. 1no Silver Birch to 6m, reduce height to 15m at 1 Violet Close Boxley Kent ME5 9ND. **Ratified** Clerk's decision, after consultation with members

Do not wish to object defer to the views of the landscape officer.

15/504430/TPO/NIGA. TPO application to - 3no Ash trees - Fell, 7no Field Maple - reduce in height by 6-7m, 1no Silver Birch reduce by 2m, 1no Norway Maple - crown reduce by 4.5m, 2no Leylan Cypress - Fell at 4 Wents Wood Weaving Kent ME14. **Ratified** Clerk's decision, after consultation with members

Do not wish to object defer to the views of the landscape officer.

15/503913/FULL. Conversion of integral garage into habitable space and new detached garage to front of dwelling at 7 Wagoners Close Weaving Kent ME14 5SG. **Ratified** Clerk's decision, after consultation with members

Do not wish to object.

15/504429/FULL. New side dormer to existing first floor level at Bassetts Grove Green Road Weaving Kent ME14 5JT. **Ratified** Clerk's decision, after consultation with members

Do not wish to object.

15/502550/FULL- Removal of condition 9 (existing buildings within the site to be removed) of planning permission MA/13/1712 and change of use of building attached to south - western corner of barn into domestic use associated to the barn and associated works including alterations to the barn's fenestration detail at Court Lodge Farm, The Street, Boxley, Kent ME13 3DX. **Ratified** Clerk's decision, after consultation with members
Wished 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.

15/504446/TPO. TPO application to Fell - 1no. Hornbeam at 14 Spenlow Drive Boxley Kent ME5 9JT. **Ratified** Clerk's decision, after consultation with members

Do not wish to object defer to the views of the landscape officer.

15/504689/FULL - Front porch, first floor front and side extensions and garage conversion at 43 Lombardy Drive, Maidstone ME14 5TB. Do not wish to object

15/504825/TPO - TPO application to fell 1no. Beech at Alexandra Hospital, Impton Lane, Walderslade ME5 9PG.

Objection but do not wish to see reported to the planning committee. The accompanying report states that there should be a six month review however there is no secondary report concerning the fruiting body. It is understood that a fruiting body is quite normal on a Beech tree of this age and up until this date there has been active management and the accompanying report does not indicate that there is immediate danger. The removal of this tree will have an adverse impact on the streets scene.

Next Meeting

Next full environment meeting 13 July at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 6 July 2015.

Meeting closed at 8.36 pm.

Item 6.2 Minutes of the Environment Committee on Monday 13 July 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

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

4. Apologies and absences

Cllrs Hinchliffe, Bob Hinder and Wendy Hinder (holiday),

5. Declaration of Interests, dispensations, predetermination or Lobbying

None declared.

6. Minutes of the Meetings of 1st & 8th June 2015

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

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

7. Matters Arising From Minutes

4.4 Minute 2764/4.2 Installation of hard standing/apron at Boxley Road noticeboard. **Noted**, permission for the work is being sought from KCC.

4.5 Minute 2764/4.3 15/503359/OUT. Land East of Gleaming Wood Drive Lordswood Kent. Members **received** the Clerk's report. They **agreed** that the Clerk could go ahead and submit a report to MBC stating why the trees on this site should be protected by TPO's.

4.6 Minute 2765/7.1 Bike barrier at Fitzwilliam Road and Camomile Drive. **Noted**, County Cllr Carter has indicated that he may put some of his devolved budget towards the cost of the scheme and KCC Highways are obtaining costs.

4.7 Minute 2765/7.2 Electrical items collection by MBC. Members **received** and **noted** the Clerk's report.

4.8 Any other matters arising from the minutes not on the agenda. There were none.

5 Planning Applications and Appeals for Consideration

14/504291/FULL Part retrospective application for erection of single storey extension to existing dining building, including utility room and installation of decking area with associated balustrading and canopy at The Harrow, Lidsing Road, Lidsing ME7 3NL.
Do not wish to object

15/504202/FULL. Construction of spine road and new bridge over existing stream to enable future development on land at Kent Medical Campus, together with creation of two attenuation ponds for surface water drainage purposes at Kent Institute Of Medicine And Surgery Newnham Court Way Weaving Kent ME14 5FT.

Wish to see refused but not reported to the planning committee. Members have serious concerns about an application to put in infrastructure without being given any information on the nature of possible future development of this site.

15/504669/FULL Demolition of all existing yard buildings. Erection of two chalet style bungalows with detached open side garages at Willow Farm Tyland Lane Sandling Kent ME14 3BL.

Do not wish to object. While members had no material considerations to object, they wish to register concerns over the dominating height of the proposed houses and the loss of an open space within the AONB.

15/505025/FULL Removal of Condition 11 of planning permission MA/12/0529 (Erection of new two-storey classroom block for Invicta Grammar School and new three-storey classroom block for Valley Park School) - Retention of temporary classroom block at Valley Park Community School Huntsman Lane Maidstone Kent ME14 5DT.

Do not wish to object.

15/505240/TPO - TPO application to fell 1no. Cherry tree, coppice 1no. Sweet Chestnut Tree at Beechen House 813 Lordswood Lane Chatham Kent ME5 8JP.

Wish to see refused on the grounds that the Parish Council can see no reason to fell the mature cherry (T9) while the application states that the tree is diseased, the accompanying arboricultural report states the tree to be in good condition. Furthermore, removal from its prominent position in the hill-capped tree line of Beechen Bank would have a detrimental effect on the street scene both in the immediate neighbourhood and from a large part of the Walderslade Valley. There is no environmental argument for felling T9 which from the report just needs some ivy management and a strong case for its retention.

15/505391/REM – Approval of reserved matters (layout, appearance, landscape, scale and access) following outline planning permission 14/50493/OUT (Outline (all matters reserved) – Erection of one 4 bedroom dwelling) at Medway Cottage, Forstall Road, Sandling ME14 3AR.

Do not wish to object.

15/505160/FULL - Replacement dwelling at Hillview, Old Lidising Road, Lidising ME7 3NH.

Do not wish to object but members have concerns over the access to the parking spaces to the rear of the property.

15/505390/ADV - Advertisement consent for 1x hoarding sign on Land at Junction of New Cut Road And Bearsted Road Weaving.

Wished to see refused on the grounds of its detrimental effect on the street scene and the distraction it would cause to motorists. Furthermore this land was the subject of a recent planning application refusal that was upheld on appeal partly because the Inspector recognised the value of the "openness of the landscape setting".

15/500349/OUT - Outline application for the development of one detached 3-bedroom house with garage and parking at 22 Goldstone Walk Boxley Kent ME5 9QB.

Wish to see refused for the reasons set out below:

- Overdevelopment. It is still the parish council's opinion that the existing property would be left with insufficient outside space appropriate for a 3-4 bedroom house.*
- It is considered there will be unacceptable noise and air pollution at both the new and existing properties due to parking and car movements being in close proximity to these properties.*
- Loss of privacy to the occupiers of No.22*

The proposed access and egress to the new house is extremely narrow and it appears from the outline application that there is insufficient vision splay to allow safe access and egress.

There are concerns:

- The potential adverse impact on No's 16 & 17.*

- Access and egress difficulties for emergency vehicles as the proposed entrance is approximate one garage width wide as well as safety issues for pedestrians.
- Concerns about the run off surface water due to the excessive hard standing.
- The south, south east part of the rear garden of the proposed new property used to be a pond until it was sold by KCC with restricted development covenants.

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

14/502252 Land at corner of New Cut Road and Bearsted Road, Maidstone. Planning Appeal **DISMISSED. Noted.**

7. **Highways and Byways**

- 7.1 HGV parking Old Chatham Road, to receive a verbal update at the meeting. This will be reviewed and brought back to the agenda in December 2015. **Action office.**
- 7.2 Yelsted Lane request for Not suitable for HGV signs. Cllr Wendy Hinder will give a verbal report at the meeting. As Cllr Wendy Hinder was not present at meeting this item has been deferred to the August meeting. **Action office.**
- 7.3 Advertising Boards at Roundwood roundabout and Westfield Sole Road. The office was notified that advertising boards had been erected at the above area and it was felt these were a distraction to motorists. Members **received** KCC H & T response that as these boards were behind the boundary line and in their opinion not obstructing visibility they were unable to enforce the removal of them. Members requested that clarification is sought from MBC whether planning permission is required for these signs/boards and how long they are allowed to be on display? **Action office.**
- 7.4 HGVs/Buses in Boxley Village. Cllr Dengate raised the issue of how the traffic travelling through Boxley Village can come to a complete stand still when a large vehicle passing through is blocked by traffic from the opposite direction. After discussion members **agreed** that there was a problem but that is was unlikely a solution could be found in the current financial climate. However, it could be considered as part of section 106 agreement if development ever took place in Boxley.

8. **Volunteer Groups**

- 8.1 Walderslade Woodlands Group. Report **received** and **noted**. A further update on the task day held on Sunday 12 July indicated that there are cases of Ash Die Back on both of the plateaux the group were working on and advice is being sought from the Forestry Commission.
- 8.2 Friends of Boxley Warren. As Councillor Bob Hinder was not at the meeting a report will be given at the August meeting. **Action Cllr Bob Hinder.**

9. **Policy and procedures review**

- 9.1 Responding to Planning Applications. Members agreed that the laminated planning advice sheets were still fit for purpose.
- 9.2 Annual Competency review/statement Members received and noted the Clerk's report. With regards to training, Cllr Dengate commented that the majority of KALC training tends to be during the day or at weekends which is not ideal for those who work. With regards to improvement Cllr Dengate suggested that instead of reading each agenda item verbatim, just read the item number and a key word this will help speed things up and prevent any unnecessary discussion.

10. **Maidstone Local Plan** – No information had been received.

11. **KCC Consultation on Kent's "Drainage and Local Flood Risk draft Policy Statement"**. Members **received** the Clerks report and it was suggested that if Councillors had any further comments to add to the responses suggested by the Clerk to forward them by email before the closing date of 24 July. **Action Cllrs.**

12. **Matters for Information**

Received

12.1 *Highways, Transportation and Waste Survey Results 2014. Document can be viewed on the consultation page of the KCC website and an electronic copy is available from the parish office (e-mail 02/06/15).*

11. Next Meeting

Next full environment meeting 11 August 2015 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.12 pm.

Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 July 2015 commencing at 7.00 p.m.

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

1. Apologies and non-attendance

Cllrs Bob and Wendy Hinder (holiday).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Vic Davies declared a pecuniary interest on item 11 Charitable Incorporated Organisations as he was a Trustee on Vinters Valley Nature Reserve and Grove Green Community Centre.

3. Minutes of the meeting of 19 May 2015

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

4. Matters Arising From the Minutes

There were no matters arising from the minute.

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

5. Financial report

*5.1 Reconciliation of accounts report as at 30 June 2015. **Received and agreed. After discussion on the format of the new style report it was agreed that the bank account summary should be accompanied by an end of month summary of outstanding credits and debits. The detailed paperwork will be available at FGPC meetings on request. Action: Clerk.***

*5.2 Income/Expenditure report as at 30 June 2015. **Received and noted.** Discussion took place on the format of the new style report and it was **agreed** that in future the report would be presented with grid lining, block outlining and cell shading to make it easier to read and understand. Additional software was to be purchased to allow pdf documents to be merged thus allowing all the information to be placed on the website. Copies in excel format were to be electronically supplied to councillors who requested them.*

*5.3 Investment Bonds. The Clerk's report that reinvestments were being planned was **noted** and the Clerk was asked to investigate Kent Reliance BS as an investment opportunity. **Action: Clerk.***

6. Policies and procedures reviews

*6.1 Risk Management Assessment. Members requested some additions to the information and the document was **agreed.***

*6.2 Review audit controls for production of 2016 Governance Statement. The Chairman proposed the adoption, with a minor adjustment, of the statement. **Unanimously agreed.***

*6.3 Training. The report on recently undertaken training was received and it was **noted** that details of future KALC training had been supplied to members. Cllr Dengate asked that KALC be contacted about offering evening training so that working councillors had more opportunity to attend. **Action: Clerk.***

6.4 *Public internet access policy. The Clerk has reviewed this policy and considers it still fit for purpose. **Noted.** Cllr Ivor Davies requested that the issue of supplying free Wi-Fi to the hall be raised on the Estates Committee again. **Action: office and Estates Committee.***

7. **Review of banking arrangements**

*Members were informed that the paperwork for opening the account was nearly completed and would be submitted for approval by the working group after the meeting. **Action: Clerk and Working Group.***

8. **Personnel matters**

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

9 **Grant Requests**

None received.

10 **Matters for Information**

None.

11 **Charitable Incorporated Organisations (CIOs)**

Cllr Vic Davies having declared a pecuniary interest addressed the meeting and having done so left the room during the decision making part of the discussion.

*It was noted that whilst Trustees of four parish community organisations would benefit from converting from a Charitable Trust to a CIO they were probably discouraged from doing so because of the cost. Members agreed that Trustees, who were usually volunteers resident in the parish, should ideally enjoy the protection from collective responsibility afforded by CIO status. It was **agreed**, proposed by the Chairman, that **in principle, but subject to further information on costs, to fund the work to convert the organisations to CIOs.** This was to be a one-off offer and the Clerk was authorised to approach the lawyer being used by Grove Green Community Centre to see what reduction might be available if another three organisations were signed up. The Clerk to keep members informed of the progress. **Action: Clerk.***

*The Clerk and Cllr Vic Davies to arrange a briefing for all organisations to see whether they would wish to take up the offer of financial help to convert to a CIO. **Action: Clerk and Cllr Vic Davies.***

12 **KWT Walks leaflet**

*Members' received details of the new Boxley leaflet and it was **agreed** that they would welcome the launch within Boxley. **Action: office.***

13 **Date of Next Meeting**

Tuesday 15 September 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.27 p.m.

Item 6.4 Minutes of the Estates Committee on Tuesday 11 August 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Declaration of Interest or Lobbying.**

Dispensation notification for item 5 Allotments received from Cllrs Vic Davies, Ivor Davies Dengate and Sullivan.

Cllr Vic Davies declared a pecuniary interest, being a Trustee, in item 12.1.

2. **Apologies and absence.**

Cllrs Hinder (family commitment), Smith and Spain (convalescing).

3. **Minutes of Previous Meeting 9 June 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 2767/4.1 Kestrel nesting box and insect houses at allotments. Work to erect Kestrel boxes has been put on hold whilst the vermin issue is sorted out. **Noted.**

4.2 Minute 2767/4.2 WWG additional storage at Beechen Hall. Ground preparation for the installation of the unit has been completed and the unit is being installed on Friday 14 August. **Noted.**

4.3 Minute 2767/4.3 St Pauls Scout Water bill. South East Water is investigating and an update is awaited from the Scouts. **Noted.**

4.4 Any other matters arising from the minutes, not on the agenda. None.

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. The theft of produce from the allotments was considered deplorable. The Clerk was asked to arrange for a plumber to mend the leaking tap. **Action: Clerk.** The Chairman notified members that he was dealing with the toilet leak issue and it was **agreed** that the installation of ventilation would be investigated. **Action: Chairman and working group.**

5.2 Vermin control. The tenders were considered and Cllr Dengate proposed, seconded by Cllr Ivor Davies that **the tender from Pest Purge be accepted and that the company also be asked to deal with the rabbits. Agreed.** It was **noted** that the company would accept payment in stages and that there would be an on-going cost for visits to keep the vermin down to an acceptable level and budget provision will be made. The Clerk to liaise with the company about warning signs and the fact that some tenants have already put down some rat poison. Funding to come from the remaining allotment budget and if possible underspent grounds maintenance budget. **Action: Clerk & draft budget.**

Members' asked for a review of the allotment rules and regulations and the rent for plots.

Action: Agenda item and briefing.

6. **Weaving Diamond Jubilee Orchard**

6.1 Bat walk with a moth trapping night report. **Received** and **noted.**

6.2 WDJO Annual Playground Inspection. **Agreed** the RoSPA report would be supplied to the members when it was received.

6.3 Painting of railings at the play area. The report on the condition of the railings and the anticipated cost of painting was received. **Agreed** this would be considered for next year's budget. **Action: Clerk & draft budget.**

7. **Boxley Village Green South and North Walls.**

The report on the site visit and planned work was **received** and **noted**. Having previously agreed the budget for the work members' **ratified** the decision to employ Goodsell's to undertake the work as outlined within the report. The Clerk confirmed that the grounds maintenance schedule would be amended to ensure no regrowth of ivy on the North, East or South walls. **Action: Clerk & draft budget.**

8. **Boxley Burial Ground and Closed Churchyard**

8.1 Burial Ground Regulations. Members' **received** and **noted** the report concerning the number of vacant plots and the predicted length of time that remained before the burial ground was full. After discussion it was **agreed** that the Parochial Church Council would be approached and briefed on the parish council's wish to amend the eligibility rules for interment at its burial ground. Members identified:

- After the current area was full (currently there are 4 vacant plots) no new burial plots will be released for Greek Orthodox internments unless that person lived within the Boxley Civil Parish boundary. Internments will be allowed in current graves.

- The parish council will consider applications for internment for a previous resident of Boxley Civil Parish if they were a resident of the parish for 40 years but due to infirmity etc. had to move outside of the boundary into 'care' (home or family residence). The power to decide on an application is delegated to the Clerk with a right of appeal to the Chairman and Vice Chairman of the Estates Committee.
- The parish council will consider applications for internment for members of St Mary and All Saints Church, who live outside of the Boxley Civil Parish boundary, if they have been a regular attendee at the church for 30 years.
- A new higher cost for the internment of any person not a resident within the Boxley Civil Parish boundary will be put in place. Clerk to investigate what other burial organisations charge for non-residents.

The response from the PCC to be reported back to the Estates Committee. **Action: Clerk.**

8.2 Listed Tombs St Mary All Saints Graveyard. Members' **received** and **noted** the report concerning the deterioration of the listed tombs. It was recognised that without intervention the Church or parish council would at some point, for public safety reasons, have to isolate the tombs and this would have ascetic and cost implications. The Clerk confirmed that the tombs were not owned by the Church or the parish council however there were Duty of Care implications for both organisations.

After discussion it was **agreed** that the Clerk would contact the Parochial Church Council to discuss the issue. The Clerk to investigate: the legal implications of repairing or not repairing a listed tomb; possible logistics of attempting to trace owners of the tombs; Church and Dioceses position/views; potential funding etc. **Action: Clerk.**

9. Matters for Information

There were none.

10. Clerk's Report

10.1 Hire fees income. **Received** and **noted**.

10.2 Account balance as at 31 July 2015. **Received** and **noted**

10.3 Income and Expenditure report. **Received** and **noted**.

10.4 1 Year Business Saver Bond. **Noted** confirmation of the opening of the account had been received and a cheque for the £40,000 investment is organised.

10.5 Accident Report. None to report.

10.6 Personal Licence Beechen Hall. The Clerk's report that recent changes meant that Personal Licence's no longer needed renewing was **received**. It was **agreed** the parish clerk would retain her Personal Licence and the parish council would pay for an updated version at a cost of £10.50. **Action: Clerk.**

10.7 MBC Draft Licencing Policy, Designated Premises Supervisor. After consideration members' **agreed** to notify the Environment Committee that it would support the proposed change to the section Application to vary premises licence at community premises to remove the mandatory requirement for a dps. **Action office.**

10.8 Free WIFI Beechen Hall. After discussion members' **agreed** proposed by Cllr Dengate seconded by Cllr Ivor Davies that **a maximum of £800 will be released to progress the project to supply free Wi-Fi at the hall. The work and equipment to be as detailed in the report.** Members **agreed** that casual hirers will be provided with a password that is to be changed monthly. The office to investigate whether regular hirers could be provided with a password that would be changed less frequently. Funding to be provided from the Contingency Budget with future running costs to be incorporated into the yearly budgets. **Action: Clerk & draft budget.**

10.9 Annual Competency Review. The report on the efficiency and effectiveness of the committee was **received** and **noted**. The Clerk was thanked for her work and members' welcomed the positive report.

10.10 Outside sheds and rubbish compound. The improvement to the outlook of the areas was **noted** and members' asked their thanks to the caretaker be **minuted**.

10.11 Beechen Hall Wedding Brochure. Members' welcomed the leaflet and the positive contribution made by the Work Experience Students placed at the office. It was suggested that the leaflet be marked as copyright to Boxley Parish Council.

11. Beechen Hall Extension

Members' considered the Fee Proposal received from Building Design Studio. Discussion took place on the advantages of employing a professional company and the need to advance the project to a stage where the working group could advise the committee on the potential cost and advantages of having an extension to the committee room. It was **noted** that the existing entrance doors of the hall would soon need replacing and this work could be part of the extension work.

After discussion on the cost of the various stages outlined in the Fee Proposal it was **agreed** to advance the project to a stage whereby the committee could be provided with the information it needed concerning feasibility and rough costs. Cllr Ivor Davies proposed seconded by Cllr Dengate that **Building Design Studio is employed to produce Work Stage A and Work Stage B at a cost of £1,600. Agreed.** The cost of the work to be allocated from the Beechen Hall Contingency Fund. Cllr Dengate asked that the parish council ensure that it got copyright of the plans and that they were provided in electronic and paper form. **Action: office.**

The Chairman having declared a pecuniary interest left the meeting for the duration of the next item. As the vice chairman of the committee was not present Cllr Ivor Davies took on the role of Chairman for the item.

12. Village Hall Grants

12.1 Grant towards Defibrillator GGVH. Cllr Ivor Davies proposed from the chair that **the £500 grant requested by Grove Green Village Hall is awarded. Agreed.**

13. Policies and Procedures

13.1 Housekeeping policy reviews. Beechen Hall Fire Risk, **noted** this policy had been reviewed by the office and is still fit for purpose.

13.2 Business Continuity Plan (review). Members' welcomed the new design and additional content of the document. Various amendments and suggests were made including an expansion of the document with reference to gas, electrical or flooding incidences. **Action: Clerk.**

As it was 9.30 pm the Chairman exercised his right to extend the meeting for up to a further 30 minutes.

13.3 Risk Management Assessment Drink & Public Licence. Members' agreed the Clerk's suggestion that a second Personal Licence Holder was not required for the hall. The risk management assessment to be updated. **Action: Clerk.**

14. Matters for Decision

There were none.

15. Budget Projects 2015/16

15.1 Noticeboard at Beechen Hall. With some adjustments to the order of the wording members' **agreed** the design with the internal wording
Boxley Parish Office and Community Hall
Venue for hire.

15.2 Interpretation Board Impton Lane. Members' **approved** the content of the panel and the suggested design, along the lines of the interpretation boards at Weaving Diamond Jubilee Orchard. The Clerk was asked to progress its production and installation.

16. Date of Next Meeting.

Tuesday 13 October, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.44 pm

Item 6.5 Minutes of the Environment Committee on Monday 17 August 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

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

8. Apologies and absences

Cllrs Ivor Davies (family commitment), Hinchliffe (holiday) and Hollands (holiday).

9. Declaration of Interests, dispensations, predetermination or Lobbying

All councillors declared that they had been lobbied on item 7.1. The Chairman notified members that she declared an interest in item 10 as she was Chairman of the MBC Licensing Committee.

10. Minutes of the Meetings of 6th & 13th July 2015

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

11. Matters Arising From Minutes

5.1 Minute 2775/4.1 Installation of hard standing/apron at Boxley Road noticeboard. The Clerk is still attempting to get permission for the work from KCC. **Noted.**

5.2 Minute 2775/4.3 Bike barrier. County Cllr Carter has indicated that he may put some of his devolved budget towards the cost of the scheme and KCC Highways are undertaking the investigative work at a cost of £250, paid for by the parish council. **Noted.**

5.3 Minute 2774/5 Planning Application 15/505391/REM Approval of reserved matters. Clarification on the meaning of reserved matters was **received.**

5.4 Minute 2775/7.3 Advertising Boards at Roundwood Roundabout and Westfield Sole Road. Report **noted. Action office.**

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

Item 7.1 was taken at this point.

The meeting was adjourned at 7.34 p.m. to allow a local businessman to comment on the suggestion in item 7.1. The meeting reconvened at 7.42 p.m.

12. Planning Applications and Appeals for Consideration

15/505514/FULL. Conversion of garage and insertion of flat roof light, raise roof height and changes to fenestration at 9 Pinewood Drive, Walderslade. **Ratified** the Clerk's decision after consulting with the committee. Do not wish to object.

15/503913/FULL. Conversion of integral garage into habitable space and new detached garage to front of dwelling at 7 Wagoners Close Weaving. **Ratified** the Clerk's decision after consulting with the committee. Do not wish to object.

Street Trading Consent. Application by Mr Jorg Braese to sell German sausages and steaks, soups, chips and hot/cold drinks from his van on Thursday evenings between the hours of 5.00pm to 8.00pm at 100 Chatham Road, Sandling. **Ratified** the Clerk's decision after consulting with the committee. The Parish Council does not wish to object to this temporary licence. However it has concerns about this type of street trading in a residential area. Members requested that although MBC is not legally obliged to consult with local residents that it considers any objections/comments received by them during the period of this license. May we take this opportunity to inform you that we believe street trading has already commenced.

15/504413/FULL. Demolition of garage and outbuildings and construction of an annexe building at Seeburg, Forge Lane, Bredhurst. **Ratified** the Clerk's decision after consulting with the committee. Do not wish to object.

15/503845/FULL. Amendments to planning permission 14/504888/FULL (Change of use of store to 2 x dwellings, 2-storey rear extension to provide 1 x dwelling (3 dwellings total); Provision of external stair cases to 3 x dwellings, new door way to lower ground floor (front elevation) and raising roof height of store) - Increase the floor area at The Pump House, Forstal Road, Aylesford. **Ratified** the Clerk's decision after consulting with the committee.
Do not wish to object.

15/505737/FULL Retrospective. Alterations to workshop and lean-to at 2 Boxley Cottages Ashford Road Weaving.
No comment.

15/505739/listed building consent Retrospective. Alterations to workshop and lean-to at 2 Boxley Cottages Ashford Road Weaving.
Defer to the views to the Conservation Officer.

15/506218/TPO TPO application to 1no. Hornbeam. Reduce by 4 metres from neighbour's roof at 19 Wildfell Close, Walderslade.
Do not wish to object defer to the views to the Landscape Officer.

15/506244/TCA TPO application to 1no Oak. Crown thin by 20% and raise to 4.5m at 26 Spenlow Drive, Walderslade.
Do not wish to object defer to the views to the Landscape Officer.

15/506227/TPO TPO application to fell 1no Sycamore at Woodlands, Boarley Lane, Sandling. Do not wish to object defer to the views to the Landscape Officer.

15/506182/TPO TPO application to 1no Sweet Chestnut. Crown lift to 6 metres at 813 Beechen House, Lordswood Lane, Walderslade.
Do not wish to object defer to the views to the Landscape Officer.

15/506283/FULL Erection of first floor and two storey side extension at 3 Maxton Close Bearsted.
Do not wish to object.

15/506032/FULL Conversion of garage to habitable room at 9 Cobnut Close, Weaving.
Do not wish to object.

MC/15/2778 Construction of a 5-bedroomed detached dwelling with associated parking at High View Farm, Lords Wood Lane, Lordswood.

Wish to object due to the bulk and size of the proposed building which is significantly larger than the other houses planned for the area being developed.

15/506330/FULL Erection of 3 bed detached house at land Adjoining 35 Timber Tops, Lordswood.

Wish to object and reported to the planning committee. The proposal is over development of the site and out of keeping in size and bulk to the area which will have a detrimental and dominating impact on the street scene.

The addition of a driveway immediately on the curve of the junction is considered a safety hazard for pedestrians and other road users.

Concern is raised about the additional on-street car parking that will be associated with a new dwelling.

15/505391/REM Approval of Reserved Matters (Layout, appearance, landscape, scale and access) following outline planning permission 14/504931/OUT (Outline (all matters reserved). Erection of one 4 bedroom dwelling) at Medway Cottage, Forstal Road, Sandling.
Noted.

15/503913/FULL Conversion of integral garage into habitable space and new detached garage to front of dwelling at 7 Wagoners Close, Weaving.
Do not wish to object.

13. Planning Decisions, Appeals and Appeals Decisions

None submitted.

14. Highways and Byways

- 7.1 Yelsted Lane request for Not suitable for HGV signs. After lengthy discussion and consideration of the information put forward by the member of the public and the Road Haulage Association members' **agreed no further action** revisit in six months. The Clerk was asked to investigate issues relating to lorry movements around the immediate area. **Action: Clerk.**
- 7.5 Street light replacement programme report **noted.** KCC, T & W to be contacted to stress the need to give advance notice to residents as there are car parking issues in many of the roads. **Action: office.**
- 7.6 Grovewood Drive North pedestrian crossing. **Agreed no further**
- 7.7 PROW Round Wood Valley, review whether to make another request to KCC PROW for the footpath to be made a PROW. **Agreed review in six months.**
- 7.8 Public Toilets. Members' **agreed** to support NALC's campaign to have business rates removed from public toilets. **Action: office.**

15. Volunteer Groups

Received and noted

- 8.1 Walderslade Woodlands Group reports. Members' **noted** the excellent work of the volunteer group. The Clerk was asked to organise an article for the Downs Mail about the danger of setting fires in the woods and also contact schools about educating children about the problems setting fires cause. **Action: Clerk.**
- 8.2 Friends of Boxley Warren. Cllr Bob Hinder gave an update and expressed concern that he had still not received a response from County Councillor Carter about the lack of action at the entrance. The Boxley Warren Local Nature Reserve Management Committee had a meeting scheduled for 21 September and he had been invited to attend. He hoped to get the volunteers back on site to work in an area away from paths. The Clerk reported that she was expecting an update from the engineer responsible for the work and she would pass the details on. **Action: Clerk.**
It was suggested that if KCC did not undertake the work to secure soon then it should be contacted and asked to fund the work to bring the site back to the condition it was in prior to the volunteer group being withdrawn. **Action (if required): Clerk and Cllr Bob Hinder)**

16. Policy and procedures review

None to review.

10. MBC Consultation on new Statement of Licensing Policy

The report on the draft policy and the request from the Estates Committee that a particular section be supported was **received and noted.** It was **agreed** that the response would be **The parish council welcomes and supports the document. It particularly supports the section Application to vary premises licence at community premises to remove the mandatory requirement for a DPS.**

11. Maidstone Local Plan.

No information had been received.

12. Matters for information

Churned up footway adjacent to A229 near Cobtree Golf Course. **Noted** the footway had been repaired and bollards installed.

13. Next Meeting

Next full environment meeting 14th September 2015 at Beechen Hall commencing at 7.30 p.m.

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

An update was received on the building adjacent to Street Farm. It was **agreed** that the Clerk would request a timeline for MBC to deal with the issue. **Action: Clerk.**

Meeting closed at 9.02 pm.

Item 7 Finance.

Item 7.1 Payments made out of meeting

COOPERATIVE BANK

Boxley Parish Council Cash Book No : 3 Nominal Ledger Analysis Co-Op General Account Payments made between 07/07/2015 and 03/09/2015									
Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c Centre		£ Amount	Transaction Details	
07/07/2015	British Telecommunications Ltd	3DD9	82.10	13.68	4020	100	68.42	Telephone Bill	
07/07/2015	KCC (KCS)	B12282754	65.96	10.99	4610	260	54.97	Soap and Dispenser	
07/07/2015	Sinclair & Rush Ltd	B40453	58.80	9.80	4650	260	49	Padded Chair rubber inserts	
07/07/2015	JGS4x4	BIMPREST	7.99	1.33	4275	150	6.66	Bow Shackle	
07/07/2015	Forestrall Ltd	BIMPREST	125.60	20.93	4275	150	104.67	Railway Sleepers	
07/07/2015	Wickes	BIMPREST	85.94	14.32	4275	150	71.62	Ballast & Cement	
07/07/2015	Lordswood DIY	BIMPREST	6.00	1.00	4275	150	5	Varnish	
07/07/2015	Machine Mart Ltd	BIMPREST	36.68	6.11	4275	150	30.57	Chain Oil and Gloves	
07/07/2015	KCC (KCS)	BL2270511	53.68	8.95	4610	260	40.95	Consumables	
					4020	100	3.78	Administration	
07/07/2015	KCC (KCS)	BPP7MD02	230.99	38.50	4040	100	107.38	Photocopier Lease	
					4020	100	85.11	Photocopier B&W/ Colour copies	

07/07/2015	Business Services at CAS Ltd	BVVH 27203	1,570.92		4290	150	30.07	Annual Insurance Premium FOBW
					4275	150	397.91	Annual Insurance Premium - WWG
					4105	100	198.48	Annual Insurance Premium - PC
					4105	260	944.46	Annual Insurance Premium - BH
07/07/2015	Business Services at CAS Ltd	YLL 272004	1,743.37		4105	280	270.33	Annual Insurance Premium Allot
					4275	150	106.87	Annual Insurance Premium - WWG
					4105	100	1,366.17	Annual Insurance Premium - PC
15/07/2015	GB Sport & Leisure UK Ltd	15-1034-MR	49.02	8.17	4460	230	40.85	Primer & Tile Adhesive WDJO
15/07/2015	Amazon EU	2040925697	133.63	22.27	4020	100	111.36	Synology DiskStation
15/07/2015	Asda	BIMPREST	5.00		4155	120	5	Cards
15/07/2015	Jessup Electrical Wholesale	BIMPREST	32.99	5.50	4610	260	27.49	Light Bulbs
15/07/2015	Lordswood DIY	BIMPREST	27.50	4.58	4650	260	22.92	Height barrier padlock & keys
15/07/2015	Poundland Ltd	BIMPREST	2.00	0.33	4610	260	1.67	Air Freshners
15/07/2015	Asda	BIMPREST	3.57	0.60	4610	260	2.97	Air Freshner - Consumables
22/07/2015	HMRC	577PW001	1,412.70		4160	120	89.64	PAYE
					4150	120	10.2	PAYE
					4005	260	204.26	PAYE

					4005	100	1,108.60	PAYE
22/07/2015	STE Electrical Services Ltd	B22/7/176	156.00	26.00	4650	260	130	Emergency Light
22/07/2015	Mrs M Smith	B22/7/BH01	618.51		4400	230	62.22	Litter picking
					4115	110	60	Downs Mail Delivery
					4001	260	496.29	Wages
22/07/2015	Mr D Odell	B22/7/BH02	232.01		4001	260	232.01	Wages
22/07/2015	Mr B Douglas	B22/7/BH05	232.41		4001	260	232.41	Wages + AEC
22/07/2015	Mrs P Bowdery	B22/7/PC01	2,158.79		4055	100	27.76	Mileage
					4000	100	2,131.03	Salary
22/07/2015	Mrs M Fooks	B22/7/PC02	1,226.67		4055	100	31.78	Mileage
					4001	260	477.96	Salary
					4000	100	716.93	Salary
22/07/2015	Mrs A Candy	B22/7/PC03	559.62		4000	100	559.62	Salary
22/07/2015	Mrs L Lake	B22/7/PC04	40.00		4115	110	40	Downs Mail Delivery
22/07/2015	Ms D Davies	B22/7/PC05	33.50		4400	230	33.5	Litter picking
22/07/2015	Mr I Davies	B22/7/PC06	41.14		4150	120	41.14	Chairmans Allowance
22/07/2015	Mr V Davies	B22/7/PC07	33.68		4160	120	33.68	Councillor Allowance PAYE
22/07/2015	Mr P Dengate	B22/7/PC08	25.28		4160	120	25.28	Councillor Allowance PAYE
22/07/2015	Mr T Harwood	B22/7/PC09	33.68		4160	120	33.68	Councillor Allowance PAYE
22/07/2015	Mr R Hinder	B22/7/PC10	33.68		4160	120	33.68	Councillor Allowance PAYE
22/07/2015	Mrs W Hinder	B22/7/PC11	33.68		4160	120	33.68	Councillor Allowance PAYE
22/07/2015	Mrs K Macklin	B22/7/PC12	21.04		4160	120	21.04	Councillor Allowance PAYE
22/07/2015	Mr G Smith	B22/7/PC13	16.84		4160	120	16.84	Councillor Allowance PAYE

22/07/2015	Mrs A Spain/Colney	B22/7/PC15	33.68		4160	120	33.68	Councillor Allowance PAYE
22/07/2015	Mrs M Waller	B22/7/PC17	36.48		4160	120	36.48	Councillor Allowance PAYE
22/07/2015	EFT Receipts Ac	IT00000068	99.15		4010	260	10.6	Employee Pension Contributions
					4010	100	34.76	Employee Pension Contributions
					4010	260	11.73	Employer Pension Contributions
					4010	100	42.06	Employer Pension Contributions
29/07/2015	Mrs M Fooks	B1017911	47.00	7.83	4650	260	39.17	Commercial Fly Killer
29/07/2015	Licensing Partnership	B2039754	180.00		4040	260	180	Premises License BH
29/07/2015	Carpet2Clean	BEECHEN HALL	170.00		4650	260	170	Carpet Cleaning
29/07/2015	Vinters Valley Nature Reserve	BPC GRANT	2,487.50		4285	150	2,487.50	1st Installment of Grant
01/08/2015	Southern Water	2DD10	0.18		4625	260	0.18	Water Bill
01/08/2015	Southern Water	2DD10	220.13		4625	260	220.13	Water Bill (Quarterly)
01/08/2015	Southern Water	2DD10	-220.31		4625	260	-220.31	Water Bill (Quarterly)
01/08/2015	Mail Publications Ltd	3DD11	160.42		4115	110	160.42	Publicity Downs
06/08/2015	British Telecommunications Ltd	3DD12	84.73	14.12	4020	100	70.61	Telephone Bill
11/08/2015	Lloyds 12 Mnths	10589617	25,000.00		220		25,000.00	Reinvestment of bond
13/08/2015	Cooperative Bank	CHAPS COOP	25.00		4020	100	25	Chaps fee for bank transfer
19/08/2015	Mr J Hood	B009	150.00		4400	230	150	Ivy Removal - Boxley

								V Green
19/08/2015	KCC (KCS)	BAC19/8/15	148.76	24.79	4020	100	17.3	Copier Paper
					4610	260	106.67	Consumables
19/08/2015	Robin Hood Service Station	BIMP 80	23.34	3.89	4275	150	19.45	Petrol for task day
19/08/2015	Wickes	BIMP80	100.93	16.82	4275	150	84.11	Materials for New Store
19/08/2015	Rob Burrows	BIMP80	18.00		4275	150	18	Mileage for task day
19/08/2015	Commercial Services Trading Lt	BLS173190	4,058.32	676.39	4400	280	470	1st Install Grounds Maintenanc
					4500	240	2,911.93	1st Install Grounds Maintenanc
22/08/2015	HMRC	577PW001	1,395.72		4160	120	68.6	Tax & NIC Councillor Allow
					4150	120	10.2	Tax & NIC Chairman Allow
					4005	260	202.73	Tax & NIC - BH
					4005	100	1,114.19	Tax & NIC - PC
22/08/2015	Mrs M Smith	B22/8/BH01	571.61		4115	110	60	Downs Mail
					4001	260	511.61	Wages
22/08/2015	Mr D Odell	B22/8/BH02	256.01		4001	260	256.01	Wages + AEC
22/08/2015	Mr B Douglas	B22/8/BH05	208.21		4001	260	208.21	Wages
22/08/2015	Mrs P Bowdery	B22/8/PC01	2,151.42		4055	100	26.27	Mileage
					4000	100	2,125.15	Salary
22/08/2015	Mrs M Fooks	B22/8/PC02	1,197.73		4001	260	479.09	Salary BH
					4000	100	718.64	Salary PC
22/08/2015	Mrs A Candy	B22/8/PC03	554.27		4000	100	554.27	Salary
22/08/2015	Mrs L Lake	B22/8/PC04	40.00		4115	110	40	Downs Mail
22/08/2015	Ms D Davies	B22/8/PC05	33.50		4400	230	33.5	Litter Picking
22/08/2015	Mr I Davies	B22/8/PC06	41.14		4150	120	41.14	Chairman's Allowance

22/08/2015	Mr V Davies	B22/8/PC07	54.68		4400	280	21	Aquaroll water carrier
					4160	120	33.68	Councillor Allowance
22/08/2015	Mr P Dengate	B22/8/PC08	25.28		4160	120	25.28	Councillor Allowance
22/08/2015	Mr T Harwood	B22/8/PC09	33.68		4160	120	33.68	Councillor Allowance
22/08/2015	Mr R Hinder	B22/8/PC10	33.68		4160	120	33.68	Councillor Allowance
22/08/2015	Mrs W Hinder	B22/8/PC11	33.68		4160	120	33.68	Councillor Allowance
22/08/2015	Mrs K Macklin	B22/8/PC12	42.08		4160	120	42.08	Councillor Allowance
22/08/2015	Mr G Smith	B22/8/PC13	16.84		4160	120	16.84	Councillor Allowance
22/08/2015	Mrs A Spain/Colney	B22/8/PC15	33.68		4160	120	33.68	Councillor Allowance
22/08/2015	Mrs M Waller	B22/8/PC17	36.48		4160	120	36.48	Councillor Allowance
22/08/2015	Screwfix Direct Ltd	BIMP60	1.35	0.22	4610	260	1.13	Liquid Soap
22/08/2015	Lordswood DIY	BIMP60	13.25	2.21	4610	260	11.04	Ant Killer
22/08/2015	Asda	BIMP60	7.10	1.18	4610	260	5.92	Cards/Bleach/Washi Up Liquid
22/08/2015	Mrs P Bowdery	BIMP60	65.00		4155	120	20	Chairmans Civic Allowance
					4650	260	25	Window Cleaner
					4115	110	20	Downs Mail Delivery
22/08/2015	Faxtastic	BIMP60	12.00	2.00	4020	100	10	Fax Credits
22/08/2015	The Post Office	BIMP60	14.80		4020	100	14.8	Stamps
22/08/2015	EFT Receipts Ac	IT00000068	98.66		4010	260	10.25	Employee Pension Contributions
					4010	100	34.87	Employee Pension Contributions
					4010	260	11.37	Employer Pension Contributions
					4010	100	42.17	Employer Pension Contributions
01/09/2015	British Telecommunications Ltd	3DD13	88.39	14.73	4020	100	73.66	British Telecommunications

01/09/2015	Mail Publications Ltd	3DD14	490.14	54.95	4115	110	435.19	Ltd Publicity
01/09/2015	Playsafety Limited	B18808	78.00	13.00	4460	230	65	ROSPA Annual Inspection
01/09/2015	Kent Wildlife Trust	B29016	49.00		4045	100	49	KWT Annual Subscription
01/09/2015	Kent County Council	B40001042	250.00		4800	300	250	Footpath Restriction Fitzwilli
01/09/2015	Cleveland Sitesafe Ltd	B5301	5,009.20	834.87	4275	150	4,174.33	Apex Toolsafe Shed
01/09/2015	The Conservation Volunteers	B96602	304.57		4275	150	304.57	Annual Subscription WWG
01/09/2015	Mail Publications Ltd	B98953	99.00	16.50	4115	110	82.5	Publicity
01/09/2015	Grove Green Village Hall	BBPCGRA	500.00		4280	150	500	Grant GGVH - Defibrillator
01/09/2015	Wickes	BIMPREST	29.95	4.99	4275	150	24.96	Cement Dye
01/09/2015	B & Q	BIMPREST	38.70	6.45	4275	150	32.25	Dremel Set
01/09/2015	Rob Burrows	BIMPREST	4.50		4275	150	4.5	Mileage for task day 21 & 26/8
01/09/2015	KCC (KCS)	BL2319985	14.38	2.40	4610	260	11.98	Consumables
02/09/2015	HSBC General Account	90044552	35,000.00		220		35,000.00	Transfer of Funds
Total Payments								
:			92,981.96	1,890.40				

HSBC

Boxley Parish Council									
Cash Book No : 1									
HSBC General Account									
Payments made between 07/07/2015 and 03/09/2015									
Nominal Ledger Analysis									
Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c Centre		£ Amount	Transaction Details	
07/07/2015	KCC (KCS)	B12282754	-65.96	-10.99	4610	260	-54.97	Soap & Dispenser	
07/07/2015	KCC (KCS)	BL2282754	65.96	10.99	4610	260	54.97	Hand Soap and Dispenser	
14/07/2015	Capital Cleaning (Kent) Ltd	102682	36.6	6.1	4650	260	30.5	Sanitary	
17/07/2015	Co-Op General Account	102681	5,630.41		200		5,630.41	Payments made from coop acct	
30/07/2015	SITA UK Ltd	2DD8	104.06	17.34	4660	260	86.72	Refuse Collection Inv 29799380	
01/08/2015	Southern Water	2DD10	220.31		4625	260	220.31	Water Bill (Quarterly)	
01/08/2015	Maidstone Borough Council	2DD12	541		4035	100	162.3	Office Rates	
					4035	260	378.7	Hall Rates	
04/08/2015	Co-Op General Account	Dengate	30		200		30	Allotment Rent	
04/08/2015	Co-Op General Account	Rank	30		200		30	Allotment Rent	
04/08/2015	Co-Op General Account	Winnett	15		200		15	Allotment Rent	
05/08/2015	Co-Op General Account	Coop Bank	6.98		200		6.98	Interest	
05/08/2015	Co-Op General Account	Green	15		200		15	Allotment Rent	
05/08/2015	Co-Op General Account	Wright	60		200		60	Allotment Rent	
06/08/2015	Co-Op General Account	Johnson	60		200		60	Allotment Rent	
06/08/2015	Co-Op General Account	Peacock	60		200		60	Allotment Rent	
07/08/2015	Co-Op General Account	Giles	30		200		30	Allotment Rent	
10/08/2015	Co-Op General Account	Murray Jam	30		200		30	Allotment Rent	
11/08/2015	Nationwide Building	102683	40,000.00		271		40,000.00	12 month Business	

	Society							Bond
11/08/2015	Co-Op General Account	Price	30		200		30	Allotment Rent
11/08/2015	Co-Op General Account	Ransom	30		200		30	Allotment Rent
11/08/2015	Co-Op General Account	Sullivan	30		200		30	Allotment Rent
12/08/2015	Co-Op General Account	Gleeson	30		200		30	Allotment Rent
13/08/2015	Co-Op General Account	Allchorne	30		200		30	Allotment Rent
14/08/2015	Co-Op General Account	Trinder	15		200		15	Allotment Rent
17/08/2015	Akindiya	102684	120		560		120	Refundable DWD Akindiya
17/08/2015	Co-Op General Account	Clark Lynn	30		200		30	Allotment Rent
17/08/2015	Co-Op General Account	Miller	15		200		15	Allotment Rent
17/08/2015	Co-Op General Account	Perry	30		200		30	Allotment Rent
17/08/2015	Co-Op General Account	Wrapson	45		200		45	Allotment Rent
20/08/2015	Co-Op General Account	Beckwith	60		200		60	Allotment Rent
20/08/2015	Co-Op General Account	Davies	45		200		45	Allotment Rent
20/08/2015	Co-Op General Account	Hinder	45		200		45	Allotment Rent
25/08/2015	Co-Op General Account	Murray Jun	30		200		30	Allotment Rent
26/08/2015	Co-Op General Account	Reeves	30		200		30	Allotment Rent
31/08/2015	SITA UK Ltd	2DD13	174.34	29.06	4660	260	145.28	Refuse Collection
01/09/2015	Nationwide Parish Council	102685	35,000.00		200		35,000.00	Transfer of funds
01/09/2015	Maidstone Borough Council	2DD14	541		4035	260	378.7	Hall Rates
					4035	100	162.3	Office Rates
01/09/2015	Mail Publications Ltd	B98953	99	16.5	4115	110	82.5	Full Page advert
01/09/2015	Mail Publications Ltd	B98953	-99	-16.5	4115	110	-82.5	Chairman's re Chairmans Report
		Total						
		Payments :	83,199.70	52.5			83,147.20	

Item 7.2 Receipts for the period
COOPERATIVE BANK

Cash Book No : 3		Receipts received between 29/06/2015 and 03/09/2015		Nominal Ledger Analysis			
Rec Ref	Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail	
17	Cooperative Bank	8.21	1090	130	8.21	Interest	
	Lloyds 12 Mnths	80,760.00	220		80,760.00	Maturing bond	
	HSBC General Account	5,630.41	220		5,630.41	Payments made from coop	
18	HMRC	1,092.12	105		1,092.12	VAT Refund 1st Quarter	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	15	220		15	Allotment Rent	
	HSBC General Account	15	220		15	Allotment Rent	
	HSBC General Account	60	220		60	Allotment Rent	
	HSBC General Account	6.98	220		6.98	Interest	
	HSBC General Account	60	220		60	Allotment Rent	
	HSBC General Account	60	220		60	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	
	HSBC General Account	15	220		15	Allotment Rent	
	HSBC General Account	45	220		45	Allotment Rent	
	HSBC General Account	15	220		15	Allotment Rent	
	HSBC General Account	30	220		30	Allotment Rent	

HSBC General Account		30	220		30	Allotment Rent
HSBC General Account		45	220		45	Allotment Rent
HSBC General Account		60	220		60	Allotment Rent
HSBC General Account		45	220		45	Allotment Rent
HSBC General Account		30	220		30	Allotment Rent
HSBC General Account		30	220		30	Allotment Rent
45 Shaw		60	1280	280	60	Shaw plots 5F,G & 7F,G
46 Monk		15	1280	280	15	Monk Plot 2D
Santander Investment Bond		51,626.10	220		51,626.10	Bond Maturity Transfer
Total						
Receipts :			140,023.82		140,023.82	

HSBC

Cash Book No : 1					
HSBC General Account Receipts received between 29/06/2015 and 31/08/2015					
Nominal Ledger Analysis					
Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
Fisher	37.25	520		-35.25	C814D Fisher 25/7/15
		1230	260	70.5	C814F Fisher 25/7/15
		1231	260	2	PL Insurance Fisher
Dillon	79.6	1230	260	77.6	C812 Dillon 19/07/15
		1231	260	2	PL Insurance Dillon
Marinelli	30	1250	260	30	C754 Marinelli AEC
Fillingham	16.8	520		16.8	C786D Fillingham 07/08/15
Pilates	118.8	1235	260	118.8	RI526 July Invoice
Teenie Boppers	59.4	1235	260	59.4	Teenie Boppers R1528 July
Age Concern	743.18	1235	260	743.18	Age Concern R1520 July
Age Concern	-743.18	1235	260	-743.18	R1520 Age Concern July
Carpenter	112.53	520		-110.52	C808D Carpenter 1/8/15

		1230	260	221.05	C808F Carpenter 1/8/15
		1231	260	2	PL Insurance Carpenter
Akindiya	220	520		-70	C749D Akindiya 6/8/15
		1230	260	140	C749F Akindiya 6/8/15
		560		150	C749 Akindiya DWD
Age Concern	734.18	1235	260	734.18	R1520 JULY INVOICE
Yoga	331.8	1235	260	331.8	R1530 YOGA JULY
Akindiya	2	1231	260	2	PL insurance Akindiya
Tumbletots	108.9	1235	260	108.9	R1529 JULY INVOICE
NCT Stretch & Relax	59.4	1235	260	59.4	R1524 JULY INVOICE
Kumon	237.5	1235	260	237.5	R1523 JULY INVOICE
Aguis	61.5	1230	260	61.5	C775 Aguis- 25/7/15
Borthwick	41.13	520		41.13	C824D Borthwick 5/12/15
Adams	84.15	520		84.15	C823D Adams 21/11/15
A Bead in Time	116.8	1235	260	116.8	R1519 JULY INVOICE
Neall	35.25	520		35.25	C825D Neall 28/11/15
Balfour Short Mat Bowls	268.75	1235	260	268.75	R1521 BSMB July Invoice
Davies	205.69	520		-204.19	C769D Davies 15/8/15
		1230	260	408.38	C769F Davies 15/8/15
		1231	260	1.5	PL Insurance Davies
Nightingale	35.75	520		-26.25	C769D Nightingale 18/8/15
		1230	260	60	C769F Nightingale 18/8/15
		1231	260	2	PL Insurance Nightingale
Twangs Guitar School	21.9	1235	260	21.9	Twangs R1532 Aug Invoice
LD Training	14.6	1235	260	14.6	LD Training R1531 July
Oladipo	45	1250	260	45	After Event Clean Oladipo
Karate	312.3	1235	260	312.3	Karate R1522 July Invoice
Patel	18.8	1230	260	16.8	C779F Patel 22/8/15
		1231	260	2	PL Insurance Patel
Mir	62	1230	260	60	C832F Mir 11/8/15
		1231	260	2	PL Insurance Mir

Sing & Sign	89.1	1235	260	89.1	Sing & Sign R1527 July
Patel	94	520		-94	C779D Patel 22/8/15
		1230	260	188	C779F Patel 22/8/15
Roots	166.5	1230	260	164.5	C833F Roots 9/8/15
		1231	260	2	PL Insurance Roots
Simpson	84.25	520		82.25	C830D Simpson 18/10/15
		520		2	Simpson PL Insurance
Crump	35.25	520		35.25	C827D Crump 27/9/15
Chapinduka	150	520		150	C829D Chapinduka
Pilates	105.6	1235	260	105.6	R1540 Pilates August
NGREA	42.9	1235	260	42.9	R1525 NGREA July Invoice
Parris	82.25	1230	260	82.25	C831F Parris 30/08/15
Rivett	86.15	520		-84.15	C766D Rivett 12/9/15
		1230	260	168.3	C766F Rivett 12/9/15
		1231	260	2	Rivett PL Insurance
Akindiya	30	1230	260	30	C749F Akindiya 6/8/15
Kumon	118.75	1235	260	118.75	R1537 Kumon Aug Invoice
Dengate	30	1280	280	30	Allotment Rent Dengate
Rank	30	1280	280	30	Allotment Rent Rank 6a &
Winnett	15	1280	280	15	Allotment Rent Winnett 10a
Green	15	1280	280	15	Allotment Rent Green 2c
Wright	60	1280	280	60	Allotment Rent Wright
Cooperative Bank	6.98	1090	130	6.98	Interest
Peacock	60	1280	280	60	Allot Rent Peacock 9
Jones	72.5	1230	260	70.5	C836F Jones 23/8/15
		1231	260	2	PL Insurance Jones
Walsh	72.5	1230	260	70.5	C835F Walsh 19/9/15
		1231	260	2	PL Insurance Walsh
Balfour Short Mat Bowls	226.75	1235	260	226.75	R1535 SMB Aug Invoice
Age Concern	508.28	1235	260	508.28	R1534 Age Concern Aug
Johnson	60	1280	280	60	Allot Rent Johnson 3e/f/g

Giles	30	1280	280	30	Allotment Rent Giles 10C
James Murray	30	1280	280	30	Allotment Rent Murray 11E
Price	30	1280	280	30	Allotment Rent Price 5E &
Jones	23.5	1230	260	23.5	C836F Jones 23/8/15
Allchorne	30	1280	280	30	Allot Rent Allchorne 5A & B
Reid	37.25	520		-35.25	C789D Reid 6/9/15
		1230	260	70.5	C789F Reid 6/9/15
		1231	260	2	PL Insurance Reid
Karate	283.2	1235	260	283.2	R1536 Karate August
Oloyede	194.5	520		192.5	C822D Oloyede 28/5/16
		520		2	PL Insurance Oloyede
Medway Leisure	6.6	1230	260	6.6	c841F Medway Leisure
Davies	30	1250	260	30	After Event Clean Davies
Miller	15	1280	280	15	Allotment Rent Miller 2A
Perry	30	1280	280	30	Allotment Rent Perry 7A,
Clarke	30	1280	280	30	Allotment Rent Clarke 4A
Reid	0.25	1230	260	0.25	C789F Reid 6/9/15
Choudry	172	520		-170	C763D Choudry 29/8/15
		1230	260	340	C763F Choudry 29/8/15
		1231	260	2	PL Insurance Choudry
Sullivan	30	1280	280	30	Allot Rent Sullivan 7E & 8E
Ransom	30	1280	280	30	Allotment Rent Ransom
Wrapson	45	1280	280	45	Allotment Rent Wrapson
Gleeson	30	1280	280	30	Allotment Rent Gleeson
Trinder	15	1280	280	15	Allotment Rent Trinder 10B
Tayi	84.25	1230	260	82.25	C838F Tayi 20/9/15
		1231	260	2	PL Insurance Tayi
Davies	45	1280	280	45	Allot Rent Davies 4C & D 2
Hinder	45	1280	280	45	Allot Rent Hinder 5C, D &
June Murray	30	1280	280	30	Allotment Rent Murray 8A
Beckwith	60	1280	280	60	Allot Ren Beckwith 6C/D

Reeves	30	1280	280	30	Allotment Rent Reeves
DjeDje	287	1230	260	285	C846F DjeDje 5/9/15
		1231	260	2	PL Insurance DjeDje
Parrish	2	1231	260	2	PL Insurance Parrish
Masters	54.5	1230	260	52.5	C847F Masters 25/8/15
		1231	260	2	PL Insurance Masters
Furlong	117.3	520		-100	C771D Furlong 26/9/15
		1230	260	215.3	C771F Furlong 26/9/15
		1231	260	2	PL Insurance Furlong
Teenie Boppers	79.2	1235	260	79.2	Teenie Boppers Sept Invo
Chaudry	34	1231	260	34	C763F Chaudry 29/8/15
Viridi	166.75	1230	260	164.75	C842F Viridi 19/9/15
		1231	260	2	PL Insurance Viridi
Harvey	76.05	1230	260	74.05	C850F Harvey 27/9/15
		1231	260	2	PL Insurance Harvey
Kushiator	96.45	520		96.45	C851D Kushiator 31/10/15
NGREA	42.9	1235	260	42.9	NGREA August Invoice
LD Training	58.4	1235	260	58.4	LD Training Sept Inv R1547
Patel	57.6	1230	260	57.6	C779 Patel 22/8/15
Total Receipts :	8,172.24			8,172.24	

Coded to wrong bank account and adjust has been made

-825

Correct receipts for hall

7,347.24

Item 7.3 Account balances as at 31.08.2015 (month 5)

**Boxley Parish Council
BANK ACCOUNTS**

HSBC Beechen Hall	£15,424.81	
Unity Trust Bank	£0.00	**
Coop General Account	£132,417.39	*
Santander Investment Bond (matures Aug 2016)	£75,000.00	
Barclays Bank	£64,638.25	
Lloyds 3 mth (matures 05.11.15)	£50,071.84	
Lloyds 12 mth (matures 11.08.16)	£25,000.00	
Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00	
Nationwide Parish Council 12 mth (matures Sept 2016)	£0.00	*
Cooperative Investment Bond	£0.00	**
Total in Banks		
Cash	150.00	
GRAND TOTAL (Banks and Cash)	402,702.29	

* £35,000 moved from Cooperative Bank Account into Nationwide PC account on 03.09.2015. Additional movements from Cooperative Bank Account is planned.

** Being set up.

Clerk/RFO comment: An attempt is being made to keep funds within accounts to around £75,000 this being the Financial Services Compensation Scheme

Item 8 Policies and Procedures. *Purpose of item: Information/decision.*

Item 8.1 Policy on dealing with Code of Conduct Complaints (current policy)

[Clerk's note: This policy specifically deals with complaints, to the Independent Monitoring Officer, concerning Parish Councillors. The Clerk has not been notified of any changes in the legislation and so considers that the policy is still fit for purpose.]

Boxley Parish Council attempts to always work in an open and accountable way. While it is recognised that there may occasionally be complaints against individual Parish Councillors, in order to be fair to members, the Parish Council will not publicly acknowledge such a complaint until the independent Maidstone Borough Council Monitoring Officer decides that there is a case to investigate. The Parish Council will take no action that interferes with the investigation or which may inflame the situation. It has however no control over what the complainant makes public.

If a member or officer of the Parish Council receives a complaint that may fall within the Code it shall be immediately passed on to the Clerk or Chairman/Vice-Chairman for referral to the MBC Monitoring Officer.

On receipt of a complaint the Chairman* will write a **confidential** briefing note to all councillors simply stating that Councillor X is the subject of a complaint which has been referred to the Monitoring Officer. In the interests of fairness the issue/complaint will not be discussed at any Parish Council meeting.

If the Monitoring Officer decides to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken. The issue/complaint will not be discussed at any Parish Council meeting and it is up to Councillor X whether he/she wishes to have the complaint acknowledged publicly as unfounded.

If the Monitoring Officer notifies the Parish Council of a decision to further investigate the complaint, the Chairman* will write a **confidential** briefing note to all councillors stating this. The issue/complaint will not be discussed at any Parish Council meeting** however the Chairman and Vice-Chairman will draft a press release for use if the complaint becomes public. The press release will stick to the facts and not comment on the actual complaint. If subsequently the Monitoring Officer's decision is to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken.

On notification that the Monitoring Officer considers that there is substance to the complaint, which is when it is likely that the complaint will become public, the Chairman* will again write a briefing note to inform all councillors of the situation. Advice will be sought from the Monitoring Officer on whether the issue should be acknowledged as an item at the next Parish Council Meeting. The Parish Council (and individual councillors if approached) will stick to the facts and not comment on the actual complaint. The press release will be reviewed and, if necessary, released.

At the conclusion of the investigation the Parish Council will prepare, if necessary, another press release acknowledging any decision made by the Monitoring Officer. A draft of this press release will be supplied to all councillors. If it is felt necessary an emergency Parish Council meeting will be arranged.

*or if necessary the Vice-Chairman or Clerk.

** If there is a recommendation from the Monitoring Officer that Councillor X or the Parish Council might require some training then the Parish Council will need to discuss generalities (i.e. need for and cost of training) but specifics of the complaint/decision will not be discussed.

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

Report from Cllr Ivor Davies.

The Clerk, my wife and myself attended the launch of Kent Wildlife Trust's new walks leaflet, partly funded by BPC, which takes in Boxley Warren and The Larches. It can be purchased (£1) from KWT Tyland Barn and the walks can be done individually or combined so you can do 3 miles, 5.5 miles or 7.5 miles. The leaflet also has a 'What to Look for on the Walks' section which is handy if you are unsure about plants etc.

We had a preview of part of The Larches walk, starting near the Detling end of the Pilgrims Way and had a very interesting time identifying the various plant species and learning about chalk grassland management. The chalk grasslands of the North Downs are extremely precious and covered by local and European legislation so KWT's management is vital for these habitats. (Incredible though it may seem, cows are put on the very steep hillside of The Larches to keep down nettles, brambles etc – something for the FoBW to think about?). Over tea after the walk I expressed the parish council's thanks to Helen Knell of KWT for producing the leaflet after personally walking all the routes and taking photographs. Once again I am aware of how lucky we are to have the KWT headquarters in the parish – and how lucky the people of Kent are to have the KWT.