

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 23 February 2015

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Weaving Village Hall, Weaving Street ME14 5JP** at 7.30pm on **2 March 2015** when it is proposed to transact the following business:

- | | Time guide | |
|---|---|--------|
| 1. Apologies and absences. | (7.30) | |
| To receive and accept apologies for absence. | | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying. | (7.31) | |
| Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | | |
| 3. Minutes of the Parish Council Meeting of 26 January 2015. | (7.33) | |
| To consider the minutes and if in order sign as a true record (pages 3-5). | | |
| 4. Matters Arising From the Minutes. | (7.35) | |
| 4.1 | Minute 2721/4.1 Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. | |
| 4.2 | Minute 2721/4.2 War Memorial leaflet. A draft leaflet has been produced and will, after proof reading, be copied to the researcher asking if the parish council can include, with a suitable acknowledgement, the detailed information she has amassed. | |
| 4.3 | Minute 2722/9 Internet Banking. Setting up of the account is being undertaken by the office with the working group being brought in at the relevant time. | |
| 4.4 | Minute 2722/13.2 Boxley Warren/Pilgrims Way. See report for update (page 5). | |
| 4.5 | Any other matters arising from the minutes which are not on the agenda. | |
| 5. Report from the PCSO and Police Issues. | (7.43) | |
| Report and Crime statistics (pages 5 - 6). | | |
| Adjournment to enable members of the public to address the meeting. | | (7.50) |
| 6. Draft Minutes of Recent Committee Meetings. | (8.00) | |
| 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 26 January 2015 (page 7). | |
| 6.2 | Environment Committee meeting 9 February 2015 (pages 7-10). | |
| 6.3 | Estates Committee 10 February 2015 (pages 10 - 12). | |
| 7. Finance. | (8.05) | |
| 7.1 | To note payments made out of meeting 20.01.15 – 23.02.15 (pages 13-17). | |
| 7.2 | To note receipts for the period 20.01.15 – 13.02.15 (pages 17-19). | |
| 7.3 | To note Account balances as at 13.02.15 (page 20). | |

- 7.4 To authorise payment of accounts (list to be supplied at meeting).
- 7.5 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories
8. **Public engagement.** (8.11)
 8.1 To consider Cllr Hinchliffe's report (page 20).
 8.2 Councillor presence at Parish Hall on Thursday 11 May 2015 (see report page 20).
9. **Local Council Award** (previously called Quality Council) **Scheme.** (8.20)
 See report on the current status and future work (page 21).
10. **Consultation on future delivery of Library, Registration and Archive Services in Kent.** (8.28)
 To decide whether to respond, see report (page 21-22).
11. **Policies and Procedures.** (8.32)
 11.1 Replacement Procedure for Projects not handled by Parish Council (review) (page 22).
 11.2 Standing Orders, Financial Regulations and Terms of Reference. Members are reminded that there are reviews scheduled for April see report (pages 22-23).
 11.3 Equal opportunities statement (review) see report (page 23).
12. **Reports from Borough and County Councillors.** (8.40)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
13. **Reports from councillors/office.** (8.48)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
 13.1 KALC Maidstone Area Committee meeting 18 February 2015.
14. **Matters for Decision.** (8.53)
 To consider any issues, such as attendance at meetings or identified on the evening.
 14.1 Police and Parishes Forum meeting Thursday 21 May: advance notification for diaries.
 14.2 Electronic copies of agenda see report (page 23).
15. **Matters for Information.** (8.58)
 15.1 New updated NALC website www.nalc.gov.uk has been launched.
 15.2 Kent Tree and Pond Partnership courses and update on its work (e-mail 18/02/15).
 15.3 KALC Parish News February 2015 circulated or supplied to members.
16. **Next Meeting.** (9.00)
 Monday 13 April 2015 at Kent Scouts Activity Centre, Lower Grange Farm, Grange Lane, Sandling, Maidstone 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 3 April 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: Community Alerts April 2015.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 2 March 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 Beechen Hall, Wildfell Close, Walderslade on Monday 26 January 2015 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr T Harwood, Mr M Hinchliffe, 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 public/press.

1. Apologies and absences.

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

Item 9. Councillors made the following declaration:

Cllrs Ivor Davies, Vic Davies, Dengate and Sullivan notified members that they were allotment tenants but had dispensation to vote on issues relating to the allotments.

Cllr Ivor Davies was a member of Walderslade Woodlands Group and Friends of Boxley Warren.

Cllr Springate was a member of Walderslade Woodlands Group.

Cllr Vic Davies was Chairman of Vinters Valley Trust.

3. Minutes of the Parish Council Meeting of 1 December 2014.

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

4. Matters Arising From the Minutes.

*4.1 Minute 2707/4.1 Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. **Noted.***

*4.2 Minute 2707/4.2 War Memorial leaflet. A draft leaflet has been produced and will be copied to the researcher asking if the parish council can include, with a suitable acknowledgement, the detailed information she has amassed. **Noted.***

*4.3 Any other matters arising from the minutes which are not on the agenda. **None.***

5. Report from the PCSO and Police Issues.

5.1 New PCSO. Members welcomed news of the appointment and that the PSCO will assume duty shortly on completion of training.

*5.2 Crime report for the period 24.11.14 – 22.12.14. **Received and noted.***

The meeting was adjourned at 7.38 for a resident to make a comment about the need to ensure that the bus service to Sandling village was maintained during the temporary closure of Old Chatham Road. Meeting reconvened at 7.41 pm.

6. Draft Minutes of Recent Committee Meetings.

Noted and received:-

- 6.1 Environment Committee meeting 1 December 2014.
- 6.2 Environment Committee meeting 8 December 2014.
- 6.3 Estates Committee 9 December 2014.
- 6.4 Environment Committee meeting 12 January 2015. Cllr Hinchliffe suggested highlighted that an action point concerning contacting Borough Councillors was missing from item 8.2. Clerk to check the notes of the meeting. **Action: Clerk.**
- 6.5 F&GP Committee meeting 13 January 2015.
7. **Finance.**
- 7.1 Payments made out of meeting 02.12.14 – 19.01.15. **Noted.**
- 7.2 Receipts for the period 25.11.14 – 19.01.15. **Noted.**
- 7.3 Account balances as at 19.01.15. **Noted.**
- 7.4 Payment of accounts. **Authorised**
- 7.5 Parish councillor internal audit. Cllr Hinchliffe volunteered to undertake the audit. **Action: Cllr Hinchliffe and the Clerk.**
8. **2015/2016 Precept and Budget.**
- 8.1 Member's **received** the recommendation from the F&GP Committee. The Chairman reminded members that last year's mistake by Maidstone Borough Council had resulted in a 6% drop in the precept charge paid by residents and that this year there was a reduction in the Local Council Tax Support grant. These factors had been the main cause of the 5.9% increase which equated to roughly an additional 99p on the annual charge for each band D property. It was recognised it was important to remind residents of the unintended reduction last year and to explain clearly the reasons for this year's increase. **Action: Chairman and Clerk.**
The Chairman proposed seconded by Cllr Brooks that **"a precept of £100,931, including Local Council Tax Support of £2,450, be set"**. **Agreed** (with one abstention).
- 8.2 The Chairman and Clerk signed the relevant paperwork to apply for the precept.
9. **Internet Banking.**
Received the recommendation that "The Finance & General Purposes Committee having approved a risk management assessment and identified the Unity Trust Bank as provider, the setting up of internet banking for the parish council's general and Beechen Hall accounts by the RFO and working party (Cllrs Ivor Davies and Dengate) is agreed."
Cllr Harwood, seconded by Cllr Dengate, proposed that **"with the addition of Cllr Vic Davies to the working group, the adoption of Internet banking as recommended by the Finance & General Purposes Committee is approved"**. **Agreed unanimously.**
The Terms of Reference for the Working Group were **agreed.**
Action: Cllrs Ivor Davies, Vic Davies, Dengate and the Clerk
10. **Policies and Procedures.**
- 10.1 Review of policies and procedure calendar 2015/16. **Agreed.**
- 10.2 Community Inclusion Policy. An update on work undertaken by Cllr Hinchliffe and the parish office was **received.** Cllr Macklin requested that the March report included an action/impact plan. **Action: Cllr Hinchliffe and parish office.**
11. **Reports from Borough and County Councillors.**
No Borough Councillors were present however a brief discussion took place on the Borough Council's decision to revert from a cabinet to a committee decision-making structure.
12. **Local Government Boundary Commission Electoral Review of KCC consultation.**
After brief discussion it was **agreed no further action.**
13. **Reports from councillors/office.**
Noted and received.

- 13.1 *Parishes/ Police Forum Thursday 15th January 2015. Report by Cllr Ivor Davies.*
13.2 *Minutes of the Boxley Warren LNR Management Committee meeting 09.01.201. Members welcomed the planned action and the interest taken by stake-holders. Cllr Harwood informed members that during the closure of Lidsing Road a deep cleanse of the local verges was also planned.*

14 **Matters for Decision.**

- 14.1 *2015/16 dates. **Noted.***
14.2 *Annual Meeting of the Parish. **Agreed** the meeting would be held in either April or May on the same night as a parish council meeting. The Clerk was asked to investigate whether Kent Scouts could host the meeting at Grange Farm. All organisations and groups connected to the parish council would be invited to attend or send in reports. **Action: Clerk.***
14.3 *The Lord Lieutenant's Annual Civic Service at Rochester Cathedral, 10 March 2015. Any councillor wishing to attend asked to notify the Clerk. **Action: Councillors.***

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

- 15.1 *Kent Downs AONB newsletter Dec 2014 & winter.*
15.2 *Kent Scouts. A thank you for the endorsement letter has been received.*
15.3 *Al-Anon Family Groups. An introductory letter has been received.*

The Chairman congratulated Cllr Harwood on his achievement in having part of the River Len in the centre of Maidstone designated as a Local Nature Reserve.

16 **Next Meeting.**

Monday 2 March 2015 at Weaving Village Hall, Weaving Street commencing at 7.30 pm.

Meeting closed at 8.37 p.m.

Item 4.4. Boxley Warren/Pilgrims Way. *Purpose of item: Information.*

Item 4.4 Boxley Warren/Pilgrims Way.

The new gate posts and bollards at the Lidsing Road junction were installed on 11 & 12 February but were knocked down by a vehicle sometime before 10.10 pm on the 12th (the gate itself was not in place because the contractor was waiting for the concrete to go off). Someone who saw a dark coloured vehicle in the entrance area made a report to the Police the following day. The PCSO was informed and found debris on site matching a vehicle of this description.

The new vehicle prohibition signs at this junction are now in place. Work on the road surface and other signage is due to commence sometime in March and the office has been advised that there is no need for a road closure.

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

During this period there were 10 calls of anti-social behaviour to the police, most being nuisance vehicles in the woods. The spate of crimes in Lordswood (Fir Tree and Conifer Drive) are all connected to vandalism against vehicles parked on the road and I am currently investigating whether surveillance can be installed in the area.

At the request of the Assistant Clerk I attended the crash scene at Pilgrims Way/Lidsing Road junction and gathered some intelligence on a recent crash.

PCSO Megan Day

1st January 2015- 1st February 2015

Total of crimes

Date	Location	Crime
07/01/2015	Chatham Rd	VEHICLE INTERFERENCE - MOTOR VEHICLE
08/01/2015	St Michael's Close	THEFT
10/01/2015	Weaving St	BURGLARY
12/01/2015	Silver Tree Close	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
13/01/2015	THE STREET	ASSAULT
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	BELL LANE	BURGLARY OTHER THAN DWELLING - THEFT
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIRE TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIRE TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	CONIFER DRIVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	CONIFER DRIVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
15/01/2015	FIR TREE GROVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
17/01/2015	DUNN STREET ROAD	THEFT OF MOTOR VEHICLE
16/01/2015	CONIFER DRIVE	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000
20/01/2015	BOARLEY LANE	BURGLARY OTHER THAN DWELLING - THEFT
21/01/2015	THE STREET	BURGLARY
24/01/2015	THE STREET	CRIMINAL DAMAGE

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

Item 6.1 Minutes of the Environment Committee on Monday 26 January 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 8.42 p.m.

Councillors present: Mr P Dengate (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr M Hinchliffe, Mr A Springate and Mrs M Waller together with the Clerk and Cllr Spain.

1. **Apologies and absences**
Cllrs Bob & Wendy Hinder (holiday) and Cllr Hollands (holiday).
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**
14/506131/FULL. Change of use of the east end of Boxley Abbey Barn to a wedding and function venue (Use class D2). Such use limited between April - September with limit of 26 events in one year. Change of use of adjacent field and hard standings for associated parking and access at Boxley Abbey, Boarley Lane, Sandling.
Do not wish to object but concerns raised about the additional traffic on the narrow country lanes, the new entrance and noise disturbance from events.

14/506841/FULL. Extension of existing car showroom at Lipscomb Cars Ltd Performance House, Forstal Road, Aylesford Kent.
Do not wish to object

Meeting closed at 8.50 pm.

Item 6.2 Minutes of the Environment Committee on Monday 9 February 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 A Springate and Mrs M Waller together with the Assistant Clerk

4. **Apologies and absences**
Bob and Wendy Hinder (holiday), Martin Hinchliffe (Winter Homeless Shelter Meeting), Dennis Hollands (holiday)
5. **Declaration of Interests, dispensations, predetermination or Lobbying**
None
6. **Minutes of the Meetings of 12th and 26th January 2015**
The minutes were **agreed** and **signed** as a correct record.
7. **Matters Arising From Minutes**
 - 4.4 Minute 2715/4.1 Boxley Warren gate. Update **noted**. The Assistant Clerk confirmed that KCCH&T will be installing the new gate on Wednesday 11 February. Cllr Dengate also confirmed that he had **agreed** with the Clerk to release £400.00 from the street maintenance budget if necessary to contribute towards the cost of additional bollards. Members also asked for confirmation that the 'no motorcycles' signs were being installed at all entrances/exits to Boxley Warren. **Action office**.
 - 4.5 Minute 2715/4.2 Pilgrims Way/Lidsing Road junction. Update **noted**. The Assistant Clerk confirmed that resurfacing for this stretch of road has been scheduled from

Sunday 5th April for 3 days. A diversion will be in place during this time and will be advertised via the council's website and Facebook page.

- 4.6 Minute 2715/4.4 Clearway Sandling. Erection of posts and signage. Members **received** and **noted** the Clerk's update.
- 4.7 Minute 2716/8.1 Clearway Chatham Road, letter to Kent MP's **noted** the Clerk's report. Members were pleased with the response that has been received which confirms that this is a countywide problem. Cllr Dengate was keen for the council to keep up the momentum, but to wait to see what response is received from the Transport Secretary before deciding what course of action to take.
- 4.8 Minute 2716/8.2 KCCH&T seminar 19/11/14. Members **noted** that a letter was sent to KCC suggesting that Borough Council representatives are invited to the seminars to deal with cross over issues.
- 4.9 Any other matters arising from the minutes not on the agenda. **None**.

To adjourn to allow members of the public to address the meeting

8. Planning Applications and Appeals for Consideration

15/500249/TPO. Trees - Chestnut Tree - Crown reduction AT 15 Cinnabar Close Walderslade Kent ME5 9PF. Do not wish to object but defer to the views of the Landscape Officer.

15/500284/FULL. Single storey rear extension and (part) garage conversion. (Orangery) at Le Jardin The Street Boxley Kent ME14 3DY. Do Not Wish to Object.

14/504230/FULL: New annex extension. Resubmission of 14/500451 at 14 Exton Gardens, Weaving. **Ratified** the Clerk's decision after consultation with committee members to amend the decision so that the objection is NOT referred to the planning committee as long as a condition is included stating that the annex can only be sold with the property and not as a separate dwelling.

14/501511/FULL Conversion of redundant farm building to dwelling – revised drawings at Street Farm, The Street, Boxley Kent ME14 3DR. Do not wish to object, but have concerns that an alternative to Kent Peg roof tiling may be used. In the parish council's view this would be completely unacceptable and detrimental to the character of the building and its surroundings.

14/504888/FULL. Change of use of store to 2 x dwellings, 2 storey rear extension to provide 1 x dwellings (3 dwellings total), provision of external stair cases to 3x dwellings and new door way to lower ground floor (front elevation) and raising roof height of store at The Pump House Forstal Road Aylesford Kent 42 ME20 7AH. Do not wish to object.

14/506341. Conversion of garage to habitable room (removal of restrictive condition) at 4 Cobnut Close Weaving Kent ME14 5FS (Off Franklyn Drive). Do not wish to object.

15/500349/OUT - Outline application for the development of two 2-bedroom houses at 22 Goldstone Walk, ME5 9QB. Wish to see refused for the reasons set out below;

- Overdevelopment of the plot.
- It will have an adverse and unacceptable impact on the street scene with development immediately adjacent to Impton Lane. House number 2 is outside the building line of the current housing design on Impton Lane.
- The existing property would be left with insufficient outside space for a 3/4 bedroom house.
- There will be noise pollution in the existing house (No. 22) as the car parking area for the 3 properties is immediately outside the living and sleeping accommodation of No. 22.
- Loss of privacy to the occupiers of No. 22.
- The access and egress to the new houses is extremely narrow and it appears from the outline application that there is insufficient vision splay to allow safe access and egress.

Concerns are raised about:

- The potential adverse impact on No.'s 16 & 17.
- Access and egress difficulties for emergency vehicles as the proposed entrance is approximately one garage width wide

15/500774/TPO – Permission to coppice a Chestnut and reduce stems of a Birch from 3 to 1 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU. Do not wish to object.

9. **Planning Decisions, Appeals and Appeals Decisions**

Received and noted. 14/503815/FULL Approved with conditions- BPC Decision –Refuse.

10. **Volunteer Groups**

7.1 **Received and noted** the following report from Rob Burrows (Chairman) of WWG;

Before the order for the new store can be placed, we need to have obtained the required tree planning permissions. The lead time on each of these tasks is about 6 to 8 weeks.

I have confirmed with the store suppliers that the delivery lorry crane will be able to position the new store as required. For our Task Day this month, we have started to create a new glade at the southern end of Cossington valley, where two large ash trees have been blown over. These trees have been made safe, brash chipped for the valley path, and the larger logs are ready for being made into natural seating. In order to complete the glade, we will need to coppice several hazel stools. Our planned meeting of the 20th of January, had to be cancelled, and needs to be rearranged. We will publish the new date asap.

From now on, I will be publishing any pictures on our Facebook page, rather than sending them out via email. If you look, you will find pictures of the Task Day there.

Cllr Ivor Davies added that there aren't any 'no motorcycles' signs at the entrance to woods from Beechen Bank Road and Cossington Road and requested the office to investigate this. **Action office.**

11. **Highways and Byways**

8.1 The Maidstone Joint Transportation Board Drainage Report, **received and noted.** Members **agreed** that a short summary of this report should be placed on the Parish Council's Website.

8.2 Footpath between Wildfell Close and Boxley Road Members **received** the Clerk's report and after careful consideration they **agreed** that clarification on Land ownership of the footpath should be obtained and once this has been established to bring back to the agenda for further consideration. **Action office.**

8.3 Additional maintenance. Members **received and noted** the Clerk's report.

12. **Policy and procedures review**

None to review

10. **MBC Local Plan**

To receive an update on any progress or issues.

10.1 Site allocation update **received and noted.**

10.2 KCC Transport Strategy Progress **received and noted.**

10.3 General update Members **received** the Clerk's report but was unsure of 'the requested boundary change and requested that it was returned to the next agenda with further information and an explanation.

11. **Matters for information**

To consider any received.

- 11.1 National Planning Policy Framework **received** and **noted** the Clerk's report.
- 11.2 Planning Update from KALC **received** and **noted**, Cllr Dengate requested that the Clerk reads the update and if there is any further clarification bring back to the next meeting. **Action office.**
- 11.3 KALC Annual Planning Conference – Friday 27 March at Lenham Community Centre Member requested that this is circulated to committee members not present at the meeting. **Action office.**

12. **Next Meeting**

Next full environment meeting 9th March 2015 at Beechen Hall commencing at 7.30 p.m.
Items for the agenda must be with the parish office no later than 2nd March 2015.

In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

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

Members **received** and **noted** MBC's response that the replacement of the unauthorised tiles will be done by the spring.

Meeting closed at 9pm.

Item 6.3 Minutes of the Estates Committee on Tuesday 10 February 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 P Sullivan, together with the Assistant Clerk.

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

Dispensation notification for Items 4.3, 4.4 & 5: Cllrs Ivor Davies, Vic Davies, Dengate, and Sullivan.

2. **Apologies and absence.**

Cllr B Hinder (holiday), Cllr Smith (unwell).

3. **Minutes of Previous Meeting 9 December, 2014.**

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 – Members **noted** the Clerk's comments and requested this item to be returned to the April meeting unless urgent in which case it will be circulated out of meeting.

4.2 Minute 2702/5 Kestrel nesting boxes and insect houses at allotments - Grove Green Scouts have agreed to construct some. MBC have requested more details of installation. Members felt that more information could be given to MBC at a site meeting to be organised to discuss tree maintenance. **Action office.**

4.3 Minute 2702/5 Tree maintenance Dove Hill woods – Members **received** the response from MBC that maintenance was not required on the trees however Cllr Dengate still felt the trees were dangerous and has requested another site visit with members of the allotment working group to ascertain the condition of the trees. **Action office.**

4.4 Minute 2702/5 Water Meter Dove Hill allotments Members **received** and **noted** the Clerk's report. Members **agreed** to monitor the situation for another year and if necessary the working group will maintain it themselves. **Action Allotment Working**

Group.

4.5 Minute 2703/10 WWG additional storage at Beechen Hall. **Noted** a tree application has been submitted. The Assistant Clerk confirmed that the application had been considered at the environment meeting the previous evening.

4.6 Minute 2605/7.2 Counterbalance – Members **received** and **noted** the Assistant Clerk's report and have agreed to revisit this at the October meeting when deciding the budget for 2016-17. **Action office.**

4.7 Minute 2694/4.3 Part-time Caretaker – Members **noted** the Assistant Clerk's report the position has been advertised locally, and agreed to Interviews being carried out by the Chair and Vice Chair of Estates Committee and either the Clerk or Assistant Clerk at the beginning of March.

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

5. Dove Hill Allotments

5.1 There were no further updates other than 4.3 and 4.4..

6. Burial Ground Risk Management Assessment.

Members **agreed** the risk assessment with a couple of grammatical changes.

7. Matters for Information

There were none.

8. Assistant Clerk's Report

8.1 **Received** and **noted** hire fees for December/January with a comparison for the same period in the previous year.

8.2 **Received** the Income and Expenditure report. Cllr Dengate asked why there was difference between the income on this report and the income on the report for 8.1. The Assistant Clerk explained that the income in 8.2 was made up of other income as well as hall hire. Based on this information members revised the wording and how the information for the Income and Expenditure report is presented. **Action office.**

8.3 Account balance as at 31 January 2015. **Noted.**

8.4 Accident Report - None to report.

9. **Beechen Hall Extension** Members **received** the Assistant Clerk's report and **agreed** that the extended room would be used for a variety of hires including PC meetings, training sessions and that by extending the present area would make it more marketable.

They **agreed** to set up a working group consisting of Cllrs Dengate, Davies and Sullivan and either the Clerk or Assistant Clerk.

Members also **agreed** the terms of reference for the working group and an email will be circulated to the group to establish a date for the first meeting. **Action office.**

10. Policies and Procedures

10.1 Review of policies and procedure calendar 2015/16 **Received** and **agreed** no change.

10.2 Terms of Reference. Members received and amended the terms of reference for submission to the April parish council meeting.

10.3 Housekeeping policy reviews. Sharps policy, Disposal of hazardous material, hot water boiler risk assessment. These policies has been reviewed by the office and are still fit for purpose. **Noted.**

11. 2015/16 Budget –

Publicity Board, Beechen Hall at the junction of Wildfell Close and Walderslade Woods road - a sum of £1250.00 has been placed in the budget and designs will be produced and presented at April's meeting.

12. Matters for Decision

None.

- 13. Date of Next Meeting.** *Tuesday 21 April 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 13 April 2015.*

Meeting closed at 9pm

Item 7.1. Payments made out of meeting 20.01.15 – 23.02.15.

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
531	Salaries	20/01/2015	Coop General Account	Bacs 22/01/PC01	Staff Salary	Mrs P Bowdery	Z	2,122.63	0.00	2,122.63
532	Licences	20/01/2015	Coop General Account	Bacs 22/01/PC01	Premises License	Mrs P Bowdery	Z	180.00	0.00	180.00
533	Salaries	20/01/2015	Coop General Account	bacs 22/01/15/PC03	Staff Salary	Mrs A Candy	Z	542.87	0.00	542.87
534	General Maintenance	20/01/2015	Coop General Account	Bacs 22/01/PC05	Litter Picking	MS D Davies	Z	26.00	0.00	26.00
535	Chairman's allowance personal	20/01/2015	Coop General Account	Bacs 22/01/PC06	Chairman Allowance PAYE	Mr I Davies	Z	0.00	0.00	0.00
536	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
537	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
538	Salaries	20/01/2015	Coop General Account	Bacs 22/01/PC02	Staff Salary	Mrs M Fooks	Z	709.76	0.00	709.76
539	Wages	20/01/2015	Coop General Account	Bacs 22/01/PC02	Staff Salary	Mrs M Fooks	Z	473.17	0.00	473.17
540	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26
541	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
542	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
543	Publicity	20/01/2015	Coop General Account	Bacs 22/01/PC04	Downs Mail	Mrs L Lake	Z	39.20	0.00	39.20
544	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
545	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
546	Wages	20/01/2015	Coop General Account	Bacs 22/01/BH01	Wages	Mrs M Smith	Z	480.59	0.00	480.59
547	Publicity	20/01/2015	Coop General Account	Bacs 22/01/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
548	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
549	Councillors allowance/PAYE	20/01/2015	Coop General Account	Bacs 22/01/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.26	0.00	38.26
550	Wages	20/01/2015	Coop General Account	Bacs 22/01/BH05	Wages	Mr B Douglas	Z	202.07	0.00	202.07

551	Wages	20/01/2015	Coop General Account	Bacs 22/01/BH02	Wages	Mr J Read	Z	126.34	0.00	126.34
552	Hall maintenance	20/01/2015	Coop General Account	Bacs 22/01/BH02	Mileage	Mr J Read	Z	5.20	0.00	5.20
553	PAYE	20/01/2015	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,241.98	0.00	1,241.98
554	Chairman's allowance personal	20/01/2015	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	50.00	0.00	50.00
555	Councillors allowance/PAYE	20/01/2015	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	66.60	0.00	66.60
556	PAYE	20/01/2015	Coop General Account	577PW001056585	PAYE	HMRC	Z	176.93	0.00	176.93
557	Gratuity/pension	20/01/2015	Coop General Account	IT000000687085	Employer Pension Contribution	EFT Receipts Ac	Z	46.50	0.00	46.50
558	Pension	20/01/2015	Coop General Account	IT000000687085	Employer Pension Contribution	EFT Receipts Ac	Z	4.86	0.00	4.86
559	Gratuity/pension	20/01/2015	Coop General Account	IT000000687085	Employee Pension Contribution	EFT Receipts Ac	Z	38.27	0.00	38.27
560	Pension	20/01/2015	Coop General Account	IT000000687085	Employee Pension Contribution	EFT Receipts Ac	Z	4.86	0.00	4.86
561	Consumables	20/01/2015	Coop General Account	Bacs 22/01/I2131582	Consumables	Kent County Council	S	45.56	9.11	54.67
562	Administration	20/01/2015	Coop General Account	Bacs 22/01/I2131582	Administration	Kent County Council	S	12.45	2.49	14.94
563	Hire fee - casual	20/01/2015	HSBC Beechen Hall	102673	Refund	Mirza	Z	0.00	0.00	0.00
564	Barclays Bank	20/01/2015	Barclays Bank	100008	Transfer of Funds	Boxley Parish Council	Z	0.00	0.00	0.00
565	Barclays Bank	26/01/2015	Coop General Account	501293	Transfer of Funds	Boxley Parish Council	Z	0.00	0.00	0.00
566	Consumables	26/01/2015	Coop General Account	BACS C031964	Consumables	Mrs M Fooks	S	38.61	7.72	46.33
567	Hire of halls	26/01/2015	Coop General Account	501294	Hall Hire	European School of Osteopathy	Z	80.00	0.00	80.00
570	Consumables	10/02/2015	Coop General Account	Bacs C210124	Consumables	Kent County Council (KCS)	S	63.29	12.66	75.95
571	Friends of Boxley Warren	10/02/2015	Coop General Account	Bacs C210124	Whitles + Lanyards	Kent County Council (KCS)	S	8.17	1.63	9.80
572	Administration	10/02/2015	Coop General Account	Bacs C210124	Administration	Kent County Council (KCS)	S	28.79	5.76	34.55
573	WDJ Orchard	10/02/2015	Coop General Account	bacs 36487	Strimmer Guards	Toms Tree Ties	S	40.00	8.00	48.00
574	Hall maintenance	10/02/2015	Coop General Account	Bacs 28461	Rechargeable Battery	RGL Electronics Ltd	S	15.00	3.00	18.00
575	General Maintenance	10/02/2015	Coop General Account	501295	Tree Maintenance	J Hood	Z	300.00	0.00	300.00
576	Administration	10/02/2015	Coop General	3dd 21	Telephone Bill	British	S	88.71	17.74	106.45

			Account			Telecommunications Plc				
577	Publicity	10/02/2015	Coop General Account	3dd 22	Downs Mail	Mail Publications Limited	X	435.18	54.95	490.13
578	Refuse collections	10/02/2015	HSBC Beechen Hall	2dd30	Recycling Collection	SITA UK Ltd	S	86.72	17.34	104.06
579	Administration	10/02/2015	HSBC Beechen Hall	102674	Bacs payments made from Coop account	Boxley Parish Council	Z	0.00	0.00	0.00
580	Hall maintenance	10/02/2015	Coop General Account	Bacs 412654	Descaling Kit - Hot Water Boiler	Mrs M Fooks	S	51.00	10.20	61.20
581	Hall maintenance	10/02/2015	Coop General Account	Bacs 412654	Tarp Clips for banner	Mrs M Fooks	Z	5.90	0.00	5.90
582	Salaries	18/02/2015	Coop General Account	Bacs 20/2/PC01	Salary	Mrs P Bowdery	Z	2,134.95	0.00	2,134.95
583	Travel-staff	18/02/2015	Coop General Account	Bacs 20/2/PC01	Mileage	Mrs P Bowdery	Z	25.94	0.00	25.94
584	Publicity	18/02/2015	Coop General Account	Bacs 20/2/PC01	Publicity	Mrs P Bowdery	Z	40.00	0.00	40.00
585	Administration	18/02/2015	Coop General Account	Bacs 20/2/PC01	Administration	Mrs P Bowdery	Z	13.50	0.00	13.50
586	Hall maintenance	18/02/2015	Coop General Account	Bacs 20/2/PC01	Hall Maintenance	Mrs P Bowdery	X	71.08	14.21	85.29
587	Salaries	18/02/2015	Coop General Account	Bacs 20/2/PC03	Salary	Mrs A Candy	Z	542.83	0.00	542.83
588	Travel-staff	18/02/2015	Coop General Account	Bacs 20/2/PC03	Mileage	Mrs A Candy	Z	11.70	0.00	11.70
589	General Maintenance	18/02/2015	Coop General Account	Bacs 20/2/PC05	Litter Picking	MS D Davies	Z	26.00	0.00	26.00
590	Chairman's allowance personal	18/02/2015	Coop General Account		Chairman Allowance PAYE	Mr I Davies	Z	0.00	0.00	0.00
591	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
592	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
593	Salaries	18/02/2015	Coop General Account	Bacs 20/2/PC02	Salary	Mrs M Fooks	Z	711.99	0.00	711.99
594	Wages	18/02/2015	Coop General Account	Bacs 20/2/PC02	Salary	Mrs M Fooks	Z	474.66	0.00	474.66
595	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26
596	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
597	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
598	Publicity	18/02/2015	Coop General Account	Bacs 20/0/PC04	Downs Mail	Mrs L Lake	Z	48.40	0.00	48.40
599	Councillors	18/02/2015	Coop General	Bacs 20/2/PC12	Councillor Allowances	Mrs K Macklin	Z	41.46	0.00	41.46

	allowance/PAYE		Account		PAYE					
600	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
601	Wages	18/02/2015	Coop General Account	Bacs 20/2/BH01	Wages	Mrs M Smith	Z	480.09	0.00	480.09
602	Publicity	18/02/2015	Coop General Account	Bacs 20/2/BH01	Publicity	Mrs M Smith	Z	80.00	0.00	80.00
603	Hall maintenance	18/02/2015	Coop General Account	Bacs 20/2/BH01	Paint	Mrs M Smith	Z	20.98	0.00	20.98
604	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
605	Councillors allowance/PAYE	18/02/2015	Coop General Account	Bacs 20/2/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.26	0.00	38.26
606	Wages	18/02/2015	Coop General Account	Bacs 20/2/BH05	Wages	Mr B Douglas	Z	202.27	0.00	202.27
607	Wages -AEC	18/02/2015	Coop General Account	Bacs 20/2/BH01	AEC	Mrs M Smith	Z	30.00	0.00	30.00
608	Wages	18/02/2015	Coop General Account	Bacs 20/2/BH02	Wages	Mr J Read	Z	202.27	0.00	202.27
609	PAYE	18/02/2015	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,136.58	0.00	1,136.58
610	Publicity	18/02/2015	Coop General Account	577PW001056585	Publicity	HMRC	Z	1.60	0.00	1.60
611	Chairman's allowance personal	18/02/2015	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	50.00	0.00	50.00
612	Councillors allowance/PAYE	18/02/2015	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	66.60	0.00	66.60
613	PAYE	18/02/2015	Coop General Account	577PW001056585	PAYE	HMRC	Z	222.08	0.00	222.08
614	Gratuity/pension	18/02/2015	Coop General Account	IT000000687085	Employer Pension Contribution	EFT Receipts Ac	Z	41.76	0.00	41.76
615	Pension	18/02/2015	Coop General Account	IT000000687085	Employer Pension Contribution	EFT Receipts Ac	Z	11.04	0.00	11.04
616	Gratuity/pension	18/02/2015	Coop General Account	IT000000687085	Employee Pension Contribution	EFT Receipts Ac	Z	34.51	0.00	34.51
617	Pension	18/02/2015	Coop General Account	IT000000687085	Employee Pension Contribution	EFT Receipts Ac	Z	9.92	0.00	9.92
618	Walderslade Woods Group	18/02/2015	Coop General Account	Bacs 20/2/72	WWG Imprest Account	Mr R Burrows	X	52.16	5.67	57.83
619	Administration	18/02/2015	Coop General Account	Bacs 20/2/I2166151/2170836	Administration	Kent County Council (KCS)	S	16.49	3.30	19.79
620	Consumables	18/02/2015	Coop General Account	Bacs 20/2/I2166151/2170836	Consumables	Kent County Council (KCS)	S	14.99	3.00	17.99
621	Hall maintenance	18/02/2015	Coop General Account	Bacs 20/2/BH02	Hall Maintenance	Mr J Read	Z	4.80	0.00	4.80
622	Vinters Valley Park LNR	18/02/2015	Coop General Account	Bacs 20/2/Boxley Grant	Grant	Vinters Valley Park Trust	Z	1,889.00	0.00	1,889.00

623	Hire fee - casual	18/02/2015	HSBC Beechen Hall	102675	Refund	Sethi	Z	35.25	0.00	35.25
624	Gas bill	18/02/2015	HSBC Beechen Hall	2dd 31	Gas	British Gas	S	652.35	130.47	782.82
Total								17,828.02	307.25	18,135.27

Item 7.2. Receipts for the period 20.01.15 – 13.02.15.

RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
416	Hire fee - casual	22/01/2015	HSBC Beechen Hall	BP108	Casual Hire Fee	Hussain	Z	46.00	0.00	46.00
417	Hire fee - casual	26/01/2015	HSBC Beechen Hall	BP109	Casual Hire Fee	Azzad	Z	100.00	0.00	100.00
418	Hire fee - casual	23/01/2015	HSBC Beechen Hall	257	Casual Hire Fee	Collins	Z	35.25	0.00	35.25
419	Hire fee - casual	23/01/2015	HSBC Beechen Hall	258	Casual Hire Fee	Cruz	Z	58.75	0.00	58.75
420	Hire fee - casual	23/01/2015	HSBC Beechen Hall	259	Casual Hire Fee	Burgess	Z	42.25	0.00	42.25
421	Insurance	23/01/2015	HSBC Beechen Hall	259	Insurance	Burgess	Z	1.50	0.00	1.50
427	Hire fee casual future years	20/01/2015	HSBC Beechen Hall	255	Casual Hire Fee	Bains	Z	155.40	0.00	155.40
428	Insurance	20/01/2015	HSBC Beechen Hall	256	Casual Hire Fee	Polish Education Centre	Z	2.00	0.00	2.00
430	Lloyds 3mth	28/01/2015	Lloyds 3 mth	Inv0115	Interest	Boxley Parish Council	Z	65.39	0.00	65.39
431	Insurance	27/01/2015	HSBC Beechen Hall	261	Casual Hire Fee	Macdonald	Z	2.00	0.00	2.00
432	Hire fee regular	28/01/2015	HSBC Beechen Hall	262	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
433	Hire fee regular	29/01/2015	HSBC Beechen Hall	263	Regular Hire Fee	Balfour SMBC	Z	226.75	0.00	226.75
434	Hire fee regular	27/01/2015	HSBC Beechen Hall	BP110	Regular Hire Fee	Sing & Sign	Z	66.84	0.00	66.84
435	Hire fee regular	29/01/2015	HSBC Beechen Hall	264	Regular Hire Fee	Pilates	Z	46.90	0.00	46.90
436	Hire fee regular	30/01/2015	HSBC Beechen Hall	BP111	Regular Hire Fee	Teenie Boppers	Z	59.40	0.00	59.40

437	Hire fee - casual	30/01/2015	HSBC Beechen Hall	BP112	Casual Hire Fee	Azzad	Z	68.30	0.00	68.30
438	Insurance	30/01/2015	HSBC Beechen Hall	BP112	Insurance	Azzad	Z	2.00	0.00	2.00
439	Damage waiver current year	30/01/2015	HSBC Beechen Hall	BP112	Damage Waiver Deposit	Azzad	Z	150.00	0.00	150.00
440	Hire fee regular	31/01/2015	HSBC Beechen Hall	BP113	Regular Hire Fee	Tumble Tots	Z	163.35	0.00	163.35
441	Hire fee - casual	31/01/2015	HSBC Beechen Hall	BP114	Casual Hire Fee	Marinelli	Z	84.15	0.00	84.15
442	Administration	29/01/2015	Coop General Account	45	VAT Return/Rebate	HMRC	R	0.00	4,136.09	4,136.09
443	Hire fee regular	02/02/2015	HSBC Beechen Hall	BP115	Regular Hire Fee	Kumon	Z	237.52	0.00	237.52
444	Hire fee regular	03/02/2015	HSBC Beechen Hall	BP116	Regular Hire Fee	NCT stretch and relax	Z	99.00	0.00	99.00
445	Hire fee regular	05/02/2015	HSBC Beechen Hall	BP117	Regular Hire Fee	Yoga	Z	226.80	0.00	226.80
	Hire fee casual future years	02/02/2015	HSBC Beechen Hall	265	Casual Hire Fee	Burgess	Z	84.15	0.00	84.15
447	Hire fee - casual	03/02/2015	HSBC Beechen Hall	266	Casual Hire Fee	DUDuyemi	Z	95.90	0.00	95.90
448	Insurance	03/02/2015	HSBC Beechen Hall	266	Insurance	DUDuyemi	Z	2.00	0.00	2.00
449	Hire fee - casual	03/02/2015	HSBC Beechen Hall	267	Casual Hire Fee	Padam	Z	130.00	0.00	130.00
450	Hire fee - casual	03/02/2015	HSBC Beechen Hall	268	Casual Hire Fee	Kachoka	Z	41.13	0.00	41.13
451	Insurance	03/02/2015	HSBC Beechen Hall	268	Insurance	Kachoka	Z	2.00	0.00	2.00
452	Hire fee casual future years	05/02/2015	HSBC Beechen Hall	BP118	Casual Hire Fee	Leicester Smith	Z	107.65	0.00	107.65
453	Hire fee casual future years	08/02/2015	HSBC Beechen Hall	BP119	Casual Hire Fee	Rivetts	Z	84.15	0.00	84.15
454	Hire fee casual future years	05/02/2015	HSBC Beechen Hall	269	Casual Hire Fee	Oladipo	Z	100.00	0.00	100.00
455	Wages -AEC	09/02/2015	HSBC Beechen Hall	270	Casual Hire Fee	MAHETA	Z	30.00	0.00	30.00
456	Hire fee casual future years	09/02/2015	HSBC Beechen Hall	271	Casual Hire Fee	Davies	Z	84.15	0.00	84.15
457	Hire fee - casual	10/02/2015	HSBC Beechen Hall	272	Casual Hire Fee	Clement	Z	35.25	0.00	35.25
458	Insurance	10/02/2015	HSBC Beechen Hall	272	Public Liability	Clement	Z	2.00	0.00	2.00
459	Hire fee regular	10/02/2015	HSBC Beechen Hall	273	Regular Hire Fee	Karate	Z	283.20	0.00	283.20
460	Hire fee casual future	10/02/2015	HSBC Beechen	274	Casual Hire Fee	Davies	Z	84.15	0.00	84.15

	years		Hall							
461	Hire fee casual future years	11/02/2015	HSBC Beechen Hall	275	Casual Hire Fee	Furlong	Z	100.00	0.00	100.00
462	Hire fee - casual	12/02/2015	HSBC Beechen Hall	276	Casual Hire Fee	Booth	Z	70.50	0.00	70.50
463	Insurance	12/02/2015	HSBC Beechen Hall	276	Public Liability	Booth	Z	2.00	0.00	2.00
Total								3,320.36	4,136.09	7,456.45

Item 7.3 Account balances as at 13.02.2015 *Purpose of item: information.*

Bank Accounts

HSBC Beechen Hall	£18,692.69
Coop General Account	£34,197.75
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£0.00
Barclays Bank	£24,638.25
HSBC Invest Bond	£25,045.37
Lloyds 3 mth	£25,129.39
Lloyds 12 mth	£80,000.00
Total in Banks	332,743.76
Cash	150.00
GRAND TOTAL (Banks and Cash)	£332,893.76

Item 8 Public engagement. *Purpose of item: Information/decision.*

Item 8.1 Public engagement: Cllr Hinchliffe's report.

Due to leave I may not be able to attend the March meeting and in view of the uncertainty I respectfully request that member's allow me to postpone the item until the April meeting. Work is being progressed with office staff and myself scheduled to meet again on 26 February following which a report will be circulated to members.

One of the original suggestions made by myself was a flyer, publicity poster (for noticeboards and displays) and also a contact card. A working draft for the flyer (the poster will be based on the agreed document) and contact card has been produced and is included for members' information.

Community Alerts. Since the last report on this in the Downs Mail another 5 people have been added to the system. The Assistant Clerk was contacted by a Clerk from an Essex Parish who asked questions on how the system was worked and set up. Unfortunately we do not know how they came to hear about it. The Clerk has also contacted the Borough Councillors in adjacent Wards to see if they wish to be included as well. Hopefully the *from small acorns* saying will prove true.

Item 8.2 Councillor presence at Parish Hall on Thursday 11 May 2015.

Beechen Hall is the polling station for the North Ward (Lordswood and Walderslade) and at elections the parish office has a display set up in the foyer. Office staff use this to engage with residents after they have voted and are generally kept very busy answering questions and engaging with people. There is no set format staff just make themselves visible, smile at everyone and introduce themselves if the person doesn't appear to be in a hurry. The display is out all day but obviously staff are only around during office hours.

As part of the Community Inclusion Policy and in an effort to engage with more people, it is suggested that part of the display is placed in the committee room where tea and coffee will be made available and that if possible councillors offer to give up some time to man the display either during the day or if possible in the evening. As some polling officers can be concerned about anything they consider as being vaguely 'political' it is important that whoever attends is briefed on the legislation (the Clerk can brief on this).

Displays have not yet been attempted at other polling station within the parish because of space issues and lack of staff and equipment.

Item 9 Local Council Award Scheme Application (previously called Quality Council).. *Purpose of item: Information/decision.*

The Parish Council has automatically been granted Foundation status under the new scheme for 12 months and may use this new logo which replaces the Q:



Foundation is the lowest of three award levels:

- The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice. Fee £50 registration plus £50 for the award.
- The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement. Fee £50 registration plus £80.
- The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Fee £50 registration plus £150.

An award is granted for four years and within this period a parish council can apply for the next Award grade by a submission and payment of the required fee.

Members are asked to **decide** whether they wish to continue within the scheme. If they do, they should then consider at which level. In the Clerk's view, to maintain our current standard the Parish Council has to apply for at least a Quality award but the higher Gold level should be within reach, albeit with some effort.

The scheme sets out the criteria to meet at each level covering selected aspects of the council's work. It is therefore possible for the office to set up a spreadsheet with all the criteria for Quality and Gold with a tick box of what is already achieved or is possible.

In the previous re-accreditation application the parish council set up a working group to approve the portfolio but the new system is on-line and via the website. In view of this the spreadsheet could contain information on what proof is available on-line to support the application.

Item 10 Consultation on future delivery of Library, Registration and Archive Services in Kent. *Purpose of item: information and guidance on what action should be taken. Deadline for consultation response 8 April 2015.*

Message from Michael Hill, OBE, Cabinet Member for Community Services, Kent County Council

Dear Sir or Madam

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

As you may have seen in the local media, Kent County Council is transforming the way it delivers its services as well as reducing costs.

Because Library Registration & Archive Services are valued by our communities, we have given a lot of consideration as to how to deliver them in the future. From many options we have looked to find the most sustainable that will deliver customer-focused services and contribute to the savings KCC has to make. Setting up a Charitable Trust to deliver the LRA service is our preferred option on which we are now in a position to consult.

The public consultation will run from 12th January 2015 to 8th April 2015 and I wanted you to be aware of this and encourage you to consider the proposal and feedback with your thoughts. No formal decision has been taken and we want to hear everyone's views.

More detail about the proposals and the consultation questionnaire can be found online at www.kent.gov.uk/lraconsultation from Monday 12th January. It will also be available in all Kent Libraries and Registry Offices.

We will also be running 24 drop-in roadshows across the county where people can come and speak to staff about the proposals. You will find all the dates and times of these online at www.kent.gov.uk/lraconsultation and I would encourage you to come along to one of these.

Should you have any specific questions about the proposal and how this might affect you or your partnership with us, please do not hesitate to contact me by emailing LRAconsultation@kent.gov.uk or call 03000 413131.

Michael Hill OBE

Cabinet Member for Community Services

Item 11 Policies and Procedures Review. *Purpose of item: information and decision.*

11.1 Standing Orders and Financial Regulations.

An annual review of these documents is required (in April) and, due to the size of the documents, members' views are sought on how they wish to go about this.

It appears there are three options:

- Reproduce all the documents within the agenda.
- Send the documents out as an attachment so members can retain them (*Clerk's note: at this point it does not appear that there will be many, if any changes*).
- As the documents are on the website only supply paper copies to members who are not on-line or who specifically ask for them.

If any member wishes to see an amendment please notify the Clerk asap.

11.2 Replacement Procedure for project not handled by Parish Council (review of current procedure).

If the parish council takes on a project that is not managed by the parish office or which deviates from the normal procedures already in place then a Replacement Procedure must be completed to ensure that the work is undertaken effectively and efficiently. Recommendations denoted by ** must be agreed by parish councillors at a meeting. Delegated powers can be given to members or staff to agree aspects of a Project Brief or Terms of Reference however a copy must be supplied to the next meeting of the Parish Council or relevant Committee. It is recommended that this document includes;

- Details of what the aims and objectives are or an identified outcome.** This to include details of any specifications of works etc.
- Details of any delegated powers for decision making (i.e. spending a budget).**
- A named person who will manage/lead the project (project manager).**
- The exact responsibilities of that person and whether they report back to the parish council or a committee.
- If the parish office is to be partly involved then the exact duties that are required of it.
- Deadlines/requirements for reports back to the parish council/committee, for the project to end and/or a review date to decide whether to continue with the project. **

- Project Plan to include dates for key milestones in the project and also any important/gateway decision dates.
- What records will be kept and submitted to the parish council/office.
- What, if any constraints, there are.**
- Budget allowances or implications.
- Any administrative, standing orders or legal requirements that the 'project manager' is required to know and which will be supplied by the parish office.

Should, in the course of the project, the work deviate from that which is agreed then the parish office and/or project manager will refer the issue back to the parish council or relevant committee.

11.3 Equal opportunities statement (review of current statement).

The parish council values diversity and believes that it strengthens our community. The Council is committed to treating everyone fairly and with courtesy and respect. The aim in producing this statement is to ensure that the parish council eliminates discrimination in its own areas of responsibility and promotes anti-discriminatory practices in the wider community. The parish council wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community is able to develop their full potential. It is recognised that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, and sexual orientation*.

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

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

Item 14 Matters for Decision. *Purpose of item: Information.*

Item 14.2 Electronic copies of agenda.

Clerk's note: The purpose of this item is to remind members of the options that are available. On page 7 of the KALC Parish News (Feb 2015) is an article on the change in the law to allow electronic notification of agenda. Currently two councillors, as they use electronic devices at meetings, receive their agenda in this format. It is possible for councillors to request electronic copies but to be provided with a paper copy at the meeting. If any councillor wishes to change the way they receive agenda etc. please notify the office.