

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 20 January 2015

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 7.30pm on **26 January 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 1 December 2014. | (7.33) |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | |
| 4. Matters Arising From the Minutes. | (7.35) |
| 4.1 | Minute 2707/4.1 Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. |
| 4.2 | Minute 2707/4.2 War Memorial leaflet. A draft leaflet has been produced and copied to the researcher asking if the parish council can include, with a suitable acknowledgement, the detailed information she has amassed. |
| 4.3 | Any other matters arising from the minutes which are not on the agenda. |
| 5. Report from the PCSO and Police Issues. | (7.43) |
| 5.1 | New PCSO. See report (page 5). |
| 5.2 | Crime statistics see report (page 5). |
| Adjournment to enable members of the public to address the meeting. | (7.46) |
| 6. Draft Minutes of Recent Committee Meetings. | (7.56) |
| 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 1 December 2014 (page 6). |
| 6.2 | Environment Committee meeting 8 December 2014 (pages 7-9). |
| 6.3 | Estates Committee 9 December 2014 (pages 9-11). |
| 6.4 | Environment Committee meeting 12 January 2015 (pages 11-13). |
| 6.5 | F&GP Committee meeting 13 January 2015 (pages 14-16). |
| 7. Finance. | (8.05) |
| 7.1 | To note payments made out of meeting 02.12.14 – 19.01.15 (pages 17-20). |
| 7.2 | To note receipts for the period 25.11.14 – 19.01.15 (pages 20-22). |
| 7.3 | To note Account balances as at 19.01.15 (page 22). |

- 7.4 To authorise payment of accounts (list to be supplied at meeting).
- 7.5 Parish councillor internal audit. To identify a volunteer.
8. **2015/2016 Precept and Budget.** (8.12)
- 8.1 To agree the budget and set the precept; the F&GP Committee having agreed that **"The budget is recommended to the Parish Council and that a precept of £100,931 including local council tax support of £2,450, be set"** . The Chairman's commentary and a briefing note is enclosed for members.
- 8.2 The Chairman and Clerk to then sign the relevant paperwork to apply for the precept.
9. **Internet Banking.** (8.18)
- To consider the F&GP Committee's recommendation **"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."** See report (pages 23-24)
10. **Policies and Procedures.** (8.25)
- 10.1 Review of policies and procedure calendar 2015/16 see report (pages 17-18).
- 10.2 Community Inclusion Policy. To receive an update on work undertaken by Cllr Hincliffe and the parish office see report (pages 24-26)
- 11 **Reports from Borough and County Councillors.** (8.35)
- Our Ward councillors are invited to report and discuss matters affecting the parish.
- 12 **Local Government Boundary Commission Electoral Review of KCC.** (8.45)
- To consider whether to respond see report (page 26)
- 13 **Reports from councillors/office.** (8.50)
- Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 13.1 Parishes/ Police Forum Thursday 15th January 2015 Cllr Ivor Davies report (page 26).
- 13.2 Minutes of the Boxley Warren LNR Management Committee meeting 09.01.2015 (pages 26-28).
- 14 **Matters for Decision.** (9.00)
- To consider any issues, such as attendance at meetings or identified on the evening.
- 14.1 2015/16 dates; enclosed for members.
- 14.2 Annual Meeting of the Parish. To agree the date and also style see report (page 29)
- 15 **Matters for Information.** (9.10)
- 15.1 Kent Downs AONB newsletter Dec 2014 & winter (e-mail 4/12/14 & 15/1/15).
- 15.2 Kent Scouts. A thank you for the endorsement letter has been received.
- 16 **Next Meeting.** (9.11)
- Monday 2 March 2015 at Weaving Village Hall, Weaving Street ME14 5JP commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 23 February 2015.

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application. Community Alerts March 2015.

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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 26 January 2015
The Chairman will assume that these have been read prior to the meeting.**

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

Item 3 Minutes of the Meeting of the Parish Council held at the St John's School, Provender Way, Grove Green, Monday 1 December 2014 commencing at 7.35 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr T Harwood, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, 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.**
Cllr Macklin (holiday). Cllr Smith (absent). County Councillor Paul Carter and Borough Councillor Derek Butler (MBC meeting). PCSO Knowles (off duty).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
None received.
3. **Minutes of the Parish Council Meeting of 3 November 2014.**
*The minutes of the meeting were **agreed** and **signed** as a correct record.*
4. **Matters Arising From the Minutes.**
 - 4.1 *2687/4.2 Boxley Warren: Awards for All application. Clerk to complete work and liaise with Cllr Harwood. **Noted.***
 - 4.2 *Minute 2696/4.1 War Memorial leaflet. Members were notified that the Clerk was liaising with the author of the earlier pamphlet. **Noted.***
 - 4.3 *Minute 2696/4.1 Tree planting and railings. **Agreed** costs to be taken from the Contingency Fund budget. The trees and guard rails were on order and it was hoped to get them in place before Christmas. **Noted.***
 - 4.4 *Minute 2696/4.1 2018 Commemorative plaque. To be returned to the agenda nearer the time. **Agreed.***
 - 4.5 *Minute 2696/4.3 Community Alerts. An update was received and it was **agreed** to return the issue of community engagement to the agenda in March. Cllr Hinchliffe offered to undertake a review with the Clerk and hopefully some new ideas could be brought forward for discussion. **Action: Cllr Hinchliffe and Clerk.** Another news item advertising the community alert system, website and Facebook would be included in the BPC page of the January Downs Mail. **Action: Clerk.***

4.6 Any other matters arising, not on the agenda. Cllr Wendy Hinder raised concern over the safety of volunteers on the task days at Boxley Warren due to motorbikes and ATVs. It was **noted** that a risk assessment was being considered at the moment and the issue was deferred to the Environment Committee for further discussion. **Action: Clerk and Environment Committee.**

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

Noted and received crime report for the period 1 – 24 November 2014 and the PCSO's report on his work within the parish.

The meeting was adjourned at 7.54 to allow a member of the public to report that she had been unable to deliver an item of lost property to Maidstone police station as instructed because it closed at 5.30 pm. It was **agreed** that the item would be dropped off at the parish office and PCSO Knowler would be contacted. The meeting reconvened at 7.56 pm.

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

Noted and received.

6.1 Environment Committee meeting 3 November 2014.

6.2 Environment Committee meeting 10 November 2014.

6.3 F&GP Committee meeting 11 November 2014.

7. **Finance.**

7.1 Payments made out of meeting 28.10.14 – 24.11.14. **Noted.**

7.2 Receipts for the period 28.10.2014 – 24.11.14. **Noted.**

7.3 Account balances as at 24.11.14. **Noted.**

7.4 Payment of accounts. **Authorised**

8. **Policies and Procedures.**

8.1 Recording of Parish Council meetings (new policy). **Agreed.**

8.2 Vision and business plan (review), with minor amendments **agreed.**

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

Cllr Wendy Hinder gave an update on the action taken and planned for the Clearway area at Chatham Road, Sandling. She notified members that she was also seeking advice from MBC on who was responsible for certain areas of land in Walderslade that had not received an annual maintenance cut.

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

Noted and received.

10.1 Police Rural Parishes meeting 20 November. The meeting was cancelled.

10.2 KALC AGM 22 November 2014. The Chairman's report covered a number of issues including flooding, highways and poor supporting highway infrastructure for new housing developments.

10.3 Gypsy and Traveller Training. Cllr Bob Hinder gave a brief summary of his attendance and stated that a full report would be made to the Environment Committee meeting on 8 December.

11. **Matters for Decision.**

Cllr Hollands notified members that because of an emergency meeting he would have to attend he would be unable to represent the council at the Maidstone area KALC meeting on 3 December. The Chairman, who had a prior engagement that evening, invited any interested councillor to notify the Clerk.

12. **Matters for Information.**

Noted and received.

12.1 CPRE Countryside Voice issue Winter 2014.

- 12.2 CPRE Kent Voice issue Autumn 2014.
- 12.3 Mid Kent Downs Countryside Partnership Update September 2014.
- 12.4 Mid Kent Downs Steering Group minutes of the meeting held on 25 September 2014.
- 12.5 Pledge4plastics.
- 12.6 Kent County Playing Fields Association newsletter Nov 2014.
- 12.7 Thank you letter from Heart of Kent Hospice for the donation towards the minibus appeal.

13 **Next Meeting.**

Monday 26 January 2015 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30 pm.

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

Item 5.1 New PCSO

Clerk's report. Megan Day is the new PCSO covering Boxley, Detling and Thurnham and she is currently in her 9 week shadowing period. She has already been into the office to introduce herself and is now on my e-mail list. She has visited various areas in the parish and is starting to liaise with other organisations and I have arranged for her to linkup with the PCSO dealing with issues at Boxley Warren.

Once she is able to work on her own she will be releasing her contact details to parish councillors, community organisations etc. In the meantime if anyone has information they feel she needs please let the parish office know and arrangements will be made to pass it on. Megan has details of parish council meeting dates and has said she will attend as many as she can.

Item 5.2 Crime statistics 24.11.14 – 22.12.14.

Criminal Damage.

3 offences in total they were in the following areas Forstal Road, Sandling, Chatham Road Sandling & Lodge Road Weavinging

Theft + Theft by Finding

1 offence Forstal Road, Sandling.

Theft From Motor Vehicle

7 offences in total. Harrow Way, The Hedgerow x's 2, Coppice Close, Westfield Sole Road, Boxley, Silver Tree Close & Fagus Close, Chatham.

None were linked and happened over a 2 week period

Burglary no offences.

Burglary other than a dwelling.

2 offences, Badger Road Chatham & Pilgrims Way Boxley.

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

Item 6.1. Minutes of the Environment Committee on Monday 1 December 2014 at St John's School, Provender Way, commencing at 8.33 p.m.

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

The Chairman informed members that due to health reasons Cllr Spain had resigned from the committee. A vote of thanks for many years of hard work and commitment was passed by the meeting.

1. Apologies and absences

None as all members were present.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

14/504151 Cllrs Ivor Davies and Hollands declared that they had been lobbied.

3. Planning Applications and Appeals for Consideration

14/503576/TPO. TPO No. 1 of 1969: An application for consent to

- fell to ground level 1 no. Silver Birch tree indicated T1 on the plan.
- Crown lift to a maximum of 4 metres above ground level and crown thin by approximately 15% 1 no. Hornbeam tree indicated T2 on the plan.
- Reduce in height to a minimum of 11 metres above ground level and crown reduce to a minimum of 3 metres diameter 1 no. Sweet Chestnut tree indicated T3 on the plan.
- Pollard to a minimum height of 2.5 metres above ground level 1 no. Sweet Chestnut tree indicated T4 on the plan.
- Reduce in height to a minimum of 9.5 metres above ground level and crown reduce to a minimum of 4 metres diameter 1 no. Hornbeam tree indicated T5 on the plan.
- Reduce in height to a minimum of 17.5 metres above ground level and crown reduce to a minimum of 7.5 metres diameter 1 no. Oak tree indicated T6 on the plan.

Location: 1 Brockbank Close Boxley Kent ME5 9US.

Do not wish to object defer to the views of the Landscape Officer.

14/504151/FULL – Extension of garden and erection of two bay single storey oak framed wagon shed at Court Lodge Farm, The Street, Boxley.

Do not wish to object.

The Clerk was asked to notify MBC that some of the scans on its site were in black and white only and so, in this case, it was not possible to see the boundary lines on the OS sitemap. **Action: Clerk.**

14/504207/FULL Proposal: Proposed erection of a timber Summerhouse at The Pump House, The Street, Boxley.

Do not wish to object but concern is raised about the possible adverse impact on the setting of the listed building.

14/504862/FULL – Proposed side extension with mezzanine floor at 10 Violet Close, Walderslade. Do not wish to object

Cllr Bob Hinder notified members of the value of keeping their eyes open for unauthorised development and reporting it to MBC. A recent report to MBC is likely to result in enforcement and hopefully the removal of a potential eyesore.

Meeting closed at 8.41 pm.

Item 6.2 Minutes of the Environment Committee on Monday 8 December 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs Wendy Hinder, Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr A Springate and Mrs M Waller together with the Clerk.

1. **Apologies and absences**
Cllr Hinchliffe (Maidstone Churches Winter Shelter training) and Cllr Hollands (family commitment).
2. **Declaration of Interests, dispensations, predetermination or Lobbying**
Cllr Wendy Hinder declared that she had been lobbied on item 8.2. All councillors declared that they had been lobbied on item 6.
3. **Minutes of the Meetings of 3rd & 10th November 2014**
The minutes were **agreed** and **signed** as a correct record.
4. **Matters Arising From Minutes**
4.1 Minute 2690/4.3 Retention of planning applications. **Agreed** that, except for controversial, complex or for development that is identified as likely to need its application retained, planning applications will only be retained for one year. **Action: office.**

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

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

14/504806/FULL. Renewal of planning permission MA/11/0626 to extend temporary use of land for the siting of tents for retail display for a temporary period of time of not more than 80 days between May and August each year for a further five years until August 2019 at Notcutts Garden Centre Newnham Court Farm Bearsted Road.

Do not wish to object.

14/502542/FULL. Conversion of garage to living accommodation at 28 Orache Drive Weaving.

Do not wish to object.

14/505386/LBC. Listed Building Consent for insertion of new stair case from first floor to attic within bedroom 4, involving creation of a new wall and door in the attic space at The Old Vicarage The Street Boxley.

Do not wish to object defer to Conservation Officer's views.

14/504931/OUT. Outline application (all matters reserved) for the erection of one 4 bedroom dwelling at Medway Cottage Forstal Road Forstal.

Do not wish to object.

14/504793/FULL. Replacement of, and extension to rear elevated decking. Construction of retaining wall structures to allow for regrading of rear garden at 11 Round Wood Close Walderslade.

Do not wish to object.

14/505697/FULL. Single storey rear extension to replace existing conservatory, including a new window to the existing ground floor flank wall at 11 Harrow Way Weaving.

Do not wish to object.

TA/0085/14. Tree preservation order application for consent to:

- Reduce height to 5 metres above ground level and radial spread to 2 metres 3 no. Hornbeam trees indicated T1, T2 and T4 on the plan.

- Cut back branches overhanging garden of number eight Galena Close to boundary fence and crown thin by 15% 1 no Hornbeam tree indicated T3 on the plan.
- Reduce height to 6 metres above ground level and radial spread to 2 metres 1 no. 2 stem Hornbeam tree indicated T5 on the plan.
- Fell the smallest diameter trunk/stem to West. Reduce height to a minimum of 7 metres above ground level and radial crown spread to 2 metres 1 no. 2 stem Birch tree indicated T6 on the plan. At 2 Celestine Close, 7, 8 and 9 Galena Close Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

14/505077/ADV. Advertisement consent for 1no. free standing internally illuminated sign to direct customers into car park at Plot 4 Eclipse Park Sittingbourne Road North.
Do not wish to object.

14/503150/FULL – Revised details NEW DESCRIPTION for erection of first floor extension to form new first floor to existing single-storey dwelling at Two Elms, Weaving Street, Weaving.
Noted

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.
Do not wish to object.

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

Notification of Appeal. Outline application with all matters reserved to develop the site for residential (approx. 89 dwellings) with open space, access road and biomass heating plant at Lordswood Urban Extension, Gleaming Wood Drive. The parish council's objections will be automatically forwarded by MBC. **Noted.**

Bredhurst Nursery appeal. Cllr Bob Hinder gave a verbal report on the recent appeal hearing. **Noted.**

7. **Volunteer Groups**

Cllr Springate gave a report on a recent Walderslade Woodlands Group meeting and the progress of the KCC, PC and WWG agreement for volunteers to work in the woods.

Cllr Bob Hinder, Chairman Friends of Boxley Warren, notified members that the final task day before Christmas had been cancelled and they may not resume until the entrance gate is replaced. The parish office had written to County Councillor Paul Carter about progressing the parish council's wish to see the road stopped up and the entrance gate permanently locked. **Noted.**

8. **Highways and Byways**

8.1 Running Horse roundabout new layout and white lining changes. **Noted** a resident's complaint had been referred to Councillor Paul Carter and a response was awaited. The lack of road lane instructions from Forstal Road to the northbound A229 exit was to be reported to KCC. **Action: Clerk.**

8.2 Clearway Chatham Road, Sandling. **Received** and **noted** Cllr Wendy Hinder's report to the parish council and County Cllr Paul Carter's report to the Environment Committee.

Details on the signage proposed at the lorry layby and the predicted cost was **received**. Cllr Bob Hinder proposed Cllr Dengate seconded that £140 be released from the street maintenance budget to fund the erecting of signage posts. **Agreed.** Members' requested that a draft letter is submitted to the next meeting. The letter highlighting the issue at Sandling and the fact that foreign drivers do not pay fines,

making enforcement of the clearway ineffective, is to be copied to all Kent MPs.

Action: Clerk and Environment Committee.

- 8.3 Drainage investigation schedule. The information was **noted**. Members were encouraged to report any flooding or blocked drains that they see.
- 8.4 Trees The Street, Boxley. The resident's complaints were **noted** and members' were informed that the land owner had stated that the work would be undertaken by Christmas.
- 8.5 KCCH&T meeting 19/11/14. **Agreed** Cllr Hinchliffe's report would be deferred to the January meeting. **Action Environment agenda.**
- 8.6 KCCH, T & W survey. Councillors were reminded to send their thoughts to the Clerk.

9. **Policy and procedures review**

- 9.1 Funding KCC projects and services. The Clerk's report on the cost soft landscape maintenance was **received and noted**. Discussion took place covering: lack of adequate maintenance; double taxation; cost of additional maintenance and number of complaints received. Cllr Bob proposed **no further action, agreed**. It was **agreed** that there would be no formal policy about allocating funding to ensure KCC projects went ahead. Each project would be judged on its merits and local needs and if necessary an application would be made to the F&GP Committee for contingency funds to be released.

10. **Draft Budget 2015/2016**

Code 109 Street Maintenance amended to £3,500.

11. **MBC Local Plan**

Received and noted Cllr Bob Hinder's report on the Gypsy and Traveller training.

12. **Matters for information**

None received.

13. **Next Meeting**

Next full environment meeting 12 January 2015 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 8.51 pm.

Item 6.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 9 December 2014 at 7.30pm.

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

The meeting was opened with a site visit to the Walderslade Woodlands Group's unit.

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

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Dengate, Hinder and Sullivan.

Cllr Ivor Davies notified members that he was a member of WWG.

All members declared that they had been lobbied on item 10.

2. **Apologies and absence.**

Cllr Smith (absent).

3. **Minutes of Previous Meeting 14 October, 2014.**

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

Item 10 and 8 were taken at this point.

4. **Matters Arising From Previous Minutes**

4.1 Minute 2694/4.2 Boxley Village Green and South Wall. **Received** and **noted** the information regarding the wall and visit from English Heritage. The Clerk was asked to keep an eye on the safety of the wall and to bring back a plan of action for the February meeting. **Action Clerk.**

4.2 Minute 2695/11.3 Height Barrier Gate at Beechen Hall. **Noted** the gate has been repaired by a local company.

5. **Dove Hill Allotments**

Received and **noted** the report from Cllr Bob Hinder. Noted that the Clerk was attempting to deal with the vermin issue. Members were notified that the water meter to the allotments was being changed on 12 December 2012 and she would be attending to investigate what the water company was doing. Cllr Hinder asked that dead and leaning trees be reported to MBC as they could fall and damage the entrance and fencing of the allotments. **Action Clerk and office.** Cllr Ivor Davies notified members that he would be using his Civic Fund to purchase some kestrel boxes and insect houses to be set up at the allotments and Beechen Hall.

6. **Matters for Information**

Boxley Sign. A replacement oak post has been ordered for this sign and after inspection by the Clerk a repair to the lower left hand corner of the oak frame was undertaken. **Noted.**

7. **Assistant Clerk's Report**

7.1 **Received** and **noted** hire fees for October/November with a comparison for the same period in the previous year.

7.2 **Received** and **noted** Income and Expenditure report and analysis for the past 18 months.

7.3 **Received** account balance as at 30 November 2014.

7.4 Accident Report. None to report.

8. **Beechen Hall Extension.**

After discussion on commensurate gain against expenditure it was **agreed not to proceed** with the storage at the end of the hall or the change to the office set up options.

Further investigation is to take place on extending the committee room and creating an air lock in front of the main doors. Cllr Dengate offered to draw up a brief for members to consider in order that professional advice could be obtained. It was **agreed** that Cllr Dengate's plan would be circulated out of meeting for views and if felt necessary an extra meeting would be called within January. **Action Cllr Dengate and Clerk.**

9. **Disabled Ramp or drop kerb at hall.**

Members' **received** the Clerk's report and **agreed in principle** to a ramp being installed at the shed end of the hall. Clerk to investigate options and report back to members. It was **noted** that WWG were also planning work in the area and there was a need to ensure that there was no conflict. **Action office**

10. **Request for Additional Storage at Beechen Hall.**

After visiting the site and discussing the style and security of the unit and the need for the installation of a ramp it was **agreed**, proposed by Cllr Dengate seconded by Cllr Bob Hinder, **that the new WWG unit should be adjacent to and in-line with the existing unit.** It was **noted** that installation was subject to planning permission being granted as a tree would likely need felling and some coppicing would be needed to allow delivery of the unit.

The group was asked to plant a replacement tree in the gap that would be caused by the felling of a tree.

When installing the ramp to the units the group was asked to keep to the contour of the existing kerb.

11. Playground Repairs at WDJO.

Cllr Vic Davies would undertake the repairs when the weather was warmer. **Action Cllr Vic Davies.**

12. Policies and Procedures

12.1 Christmas closedown period for Beechen Hall Monday 22 December 2014 – 2 January 2015 to carry out necessary annual maintenance. **Noted.**

12.2 Lost Property Procedure. Housekeeping this policy has been reviewed by the office and is still fit for purpose. **Noted.**

13. 2015/16 Budget.

After a general discussion on the items identified as needing decisions the following was agreed:

- The Clerk **agreed** to hold the personal licence for the hall so that the current status quo could be maintained.
- No change to the current salary split for the Assistant Clerk. The Admin Assistants salary was to be paid by the parish council but the actual workload for both staff would be monitored so that members can be better advised next year.
- The wear and tear reserve would be changed to Contingency budget with an allocation of £6,000 transferred from the hall's reserves if necessary.
- The cost of a noticeboard was not available so the Clerk would liaise with members out of meeting and will place the relevant sum within the budget.
- A wall mounted fly killer for the kitchen approx. £150 to be purchased and installed.

14. Matters for Decision

There were none.

15. Date of Next Meeting.

Tuesday 10 February, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 20.57 pm

Item 6.4. Minutes of the Environment Committee on Monday 12 January 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

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

1. Apologies and absences

Cllr Hollands (holiday).

2. Declaration of Interests, dispensations, predetermination or Lobbying

None declared.

3. Minutes of the Meetings of 1st & 8th December 2014

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

4. Matters Arising From Minutes

- 4.7 Minute 2700/7 Boxley Warren gate. **Noted.**
- 4.8 Minute 2700/7 Pilgrims Way/Lidsing Road junction. **Noted.**
- 4.9 Minute 2700/8.1 Signage at Running Horse Roundabout. Members **received** and **noted** County Cllrs Paul Carters response which confirmed after monitoring the issues amendments to lane destination markings on Sandling Lane and Forstal Road will be implemented early in the New Year.
- 4.4 Minute 2700/8.2 Erection of posts and signage at the Clearway Sandling. Members **received** and **noted** the clerk's report however Cllr Dengate expressed concerns that the signage would not deal with all of the issues. Cllr Wendy Hinder explained that the proposed signage would be reviewed.
- 4.5 Minute 2712/806 KCCH, T & W survey. Members received the response to the survey and Cllr Wendy Hinder thanked those councillors who took part.
- 4.6 Any other matters arising, not on the agenda. **There were none.**

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

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

14/505593/TPO. Tree preservation order application for consent to remove to ground level 3 no. Chestnut stools at Woodland Adjacent To 14 Exton Gardens Weaving Kent. **Ratified** Clerk's decision, after consultation with Chairman/Vice-chairman, replying There are strong concerns. It is preferred that the Chestnut stools are not removed unless it is totally necessary. The parish council will defer to the Landscape Officer's views.

14/506040/FULL. First floor level side extension forming new bedroom over existing garage at 1 Fallowfield Close Weaving Kent ME14 5TW. **Ratified** the Clerk's decision, after consultation with Chairman/Vice-chairman, Do not wish to object.

14/504931/OUT. Outline application (all matters reserved) for the erection of one 4 bedroom dwelling. Medway Cottage Forstal Road Sandling Kent ME14 3AR. **Ratified** the Clerk's decision, after consultation with Chairman/Vice-chairman, Noted.

14/506527/ADV. Advertisement consent for the installation of 2 brushed stainless signs mounted on the existing ragstone walls (non-illuminated) at Vinters Park Crematorium Bearsted Road Weaving Kent ME14 5LG. Do not wish to Object.

14/506616/TPOTree Preservation order application - 1. Oak (area No 1) - crown lift to give a clearance of around 5m and reduction of the lowest branches by 50%. 2. Oak (area no 2) - shortening of one lower branch by 25%3. Oak (Trees no 75) - remove and replace tree as it is affected by a fungus (*collybia fusipes*) and its condition is deteriorating. 2 x limes (on area 4) lift the crowns to give a clearance of 6m above ground level to thin the crowns by 20%.- 5. Larch (tree 212) - remove and replace tree as it has died and the trunk appears to be hollowing. It also shows significant fungal growth at ground level at Vinters Park Crematorium Bearsted Road Weaving Kent ME14 5LG. The Parish Council will defer to the views of the Landscape Officer.

6. **Appeals and Appeals Decisions**

There were none.

7. **Volunteer Groups**

7.1 **WWG Report.** Members **received** and **noted** both December and January reports for WWG with Cllr Springate adding the group had their best attended task day ever on Sunday 11 January, which enabled them to make a lot of progress on the footpaths leading to Tunbury School. Cllr Springate also informed members that there was a leak at the crossroads near Tunbury School which Southern Water was looking into.

7.2 **FoBW Report.** Cllr Bob Hinder, Chairman Friends of Boxley Warren, notified members that an extra-ordinary meeting had taken place on Friday 9 January between various agencies including BPC, MBC, KCC, Mid Kent Downs, The Police and Natural England to try and resolve the issues being experienced at Boxley Warren. The actions that were agreed at the meeting were:

Pilgrims Way Lidsing Road entrance.

Agreed:

- 1.1 Site meeting to design Lidsing Road entrance.
- 1.2 Installation of gates, bollards and signage.
- 1.3 CCTV and fly-tipping penalty signage to be installed.

A229 entrance.

Agreed:

- 1.4 Installation of sunken low studs and a gate to restrict access, installation to be robust to stop them being pulled out;
- 1.5 CCTV and fly-tipping penalty signage;
- 1.6 Move fence on MBC land (former CTRL landscape compound) southward to narrow the access to the bridge to stop vans transporting motorcycles parking there.

Cllr Bob Hinder also pointed out that since the gate was destroyed there have been problems with the theft of one of the wooden sculptures (Deer) specially commissioned for the site, increased intimidation from illegal bikers, as well as various forms of fly tipping including a burnt out car.

8. Highways and Byways

- 8.1 Clearway Chatham Road, Sandling draft letter to MP. Members **received** the draft letter and with a few minor grammatical changes **agreed** for this to be sent to The Rt Hon Hugh Robertson and MP's in Kent.
- 8.2 KCCH&T meeting 19/11/14. Deferred from December's meeting. Members **received** and **noted** Cllr Hinchliffe's report who as a relatively new councillor felt it was both helpful and informative. Cllr Hinchliffe identified that although this was a seminar for KCCH&T there did not appear to be representation from the Borough Councils and on some of the topics there seemed to be some crossover between authorities which created some grey areas as to responsibility.
- 8.3 PROW Round Wood Valley, review the original request to KCC PROW, and the subsequent refusal, for it to be made a PROW. Members asked for this to be returned to agenda in June together with original paperwork.
- 8.4 Drop kerb near Harvester Inn, Sandling. Members **received** and **noted** the Clerk's report.

9. Policy and procedures review

2015/16 Calendar Review. Members **agreed** the review calendar with a few minor grammatical alterations.

10. MBC Local Plan

Received and **noted** The Clerk's summary of decision taken on individual policies following the regulation 18 consultation.

11. Matters for information

None received.

12. Next Meeting

Next full environment meeting 9 February 2015 at Beechen Hall commencing at 7.30 p.m.
Meeting closed at 8.22 pm.

Item 6.5

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 February 2015 commencing at 7.30 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder and Mr G Smith together with the Clerk and Mrs K Macklin (who left after item 6).

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

Cllr Wendy Hinder (MBC work commitment).

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

Cllrs Ivor Davies, Vic Davies, Dengate and Bob Hinder declared that they were allotment tenants but had dispensation to vote on matters relating to the allotments.

Cllr Ivor Davies declared that he was a member of the Walderslade Woodlands Group and Friends of Boxley Warren.

Cllr Bob Hinder declared that he was Chairman of Friends of Boxley Warren.

Cllr Vic Davies declared an interest in Vinters Valley Nature Reserve.

3. **Minutes of the meeting of 11 & 25 November 2014.**

The minutes of the meetings were, with a typing error amended, **agreed** and **signed** as a correct record.

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

4.1 Minute 2703/4.2. Password security. This work is still outstanding. **Noted** the Clerk and Cllr Dengate would arrange to meet in the next few weeks. **Action Clerk and Cllr Dengate.**

4.2 Minute 2703/4.3. Complaints form available to complete on website. This work is still outstanding. **Noted** the Clerk was asked to expedite matters.

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

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

5. **Financial report.**

5.1 Reconciliation of accounts report as at 6 January 2015. Members **received** and **partially agreed** the report. Clerk to provide chairman with a copy of the Lloyds 3 month investment account statement which was not to hand. **Action Clerk and Cllr Ivor Davies.** Members **noted** the discrepancy caused by an inaccurate invoice and another unavailable due to a computer glitch. An audit trail had been created and the office was working with the two companies to resolve the issues. **Action Clerk.**

5.2 Income/Expenditure report as at 6 January 2015. **Received** and **agreed.**

5.3 Investment Bonds maturity dates. **Noted and agreed** that a decision on the reinvestment of the 12 month Santander investment maturing in April will be made out of meeting after members have been briefed on the investment opportunities then available from Santander and other banks. It was confirmed that the policy to spread the parish council's financial risk exposure would be followed.

5.4 Independent Internal Auditor's report. **Noted** and **received.**

6. **2015/2016 Budget.**

Members **received** the proposed Parish Budget for 2015/16 together with an updated summary sheet. It was **noted** that a recently notified reduction in the Local Council Tax Support grant and a calculation error had resulted in a change to the resolution being put

before members. After members' consideration of all budgets the Chairman proposed that **"The budget is recommended to the Parish Council and that a precept of £100,931, including local council tax support of £2,450, be set"**. **Agreed unanimously.**

7. Policies and procedures reviews.

- 7.1 Parish Councillor Audit form. **Agreed.** If the next internal audit identified any problems with the layout the item would be returned to the agenda.
- 7.2 Annual Health & Safety and Accident Book Review. The two incidents in the office were reviewed and, as appropriate preventative action had been taken, **no further action** required.
- 7.3 F&GPC Policies & Procedures 2015/16 Calendar. **Agreed,** with some minor amendments.

8. Review of banking arrangements

8.1 Internet banking. Lengthy discussion took place covering the advantages and disadvantages, security, risk management, proposed procedures, etc, in the light of which the draft Risk Management Assessment was amended as follows:

- A requirement that Councillors must use only the office computers to authorise payments, with a review to be undertaken after 6 or 12 months.
- An addition to the statement on security codes/PINS to the effect that individuals must not disclose these to any other person including parish officers.

The working group was formally agreed as Cllr Ivor Davies, Cllr Dengate and the Clerk. The working group was **authorised** to amend the Risk Management Assessment as and when felt necessary with any change being reported to the next committee meeting.

The Chairman then proposed recommending to the parish council that **"The Finance & General Purposes Committee having approved a risk management assessment and identified the Unity Trust Bank as preferred 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."**

8.2 Committee review of Financial Regulations. In view of the decision at 8.1 amendments were made to the regulations to support the setting up of internet banking. A briefing report to be submitted to the next parish council meeting. **Agreed. Action Clerk.**

9. Personnel matters.

TOIL, leave and leave/sickness cover **received.**

10 Grant Requests.

None received.

As it was 9.30 pm the Chairman exercised his right extend the meeting by 30 minutes.

11 Matters for Information.

11.1 Weaving Diamond Jubilee Orchard. Members were notified that a Weaving Street property immediately adjacent to the site was suffering from structural damage. Copies of professional reports have been received along with a request for the felling of three trees on the parish council's site. Details would be passed to the Estates Chairman and vice-chair and the Chairman of the F&GP Committee with a recommendation that the trees be felled. It was **agreed** that if necessary Contingency Budget Funds could be drawn down to pay for the work. **Action: Clerk, Cllrs Vic and Ivor Davies, Cllr Bob Hinder and the Clerk.**

11.2 *Kent Scouts. The Chairman notified members that the Scouts were applying for lottery funding for improvements to their Grange Lane facilities and had asked for a letter of endorsement from the council. Members welcomed this opportunity to express their support for the organisation.*

12 **Date of Next Meeting.**

Tuesday 10 March 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.34 pm.

Item 7.1. Payments made out of meeting 02.12.15 – 19.01.15.

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
466	Consumables	16/12/2014	Coop General Account	Bacs I2093323	Consumables	Kent County Council	S	45.56	9.11	54.67
467	Administration	16/12/2014	Coop General Account	Bacs I2093323	Administration	Kent County Council	S	1.50	0.30	1.80
468	Administration	16/12/2014	Coop General Account	Bacs I2093323	Administration	Kent County Council	S	34.49	6.90	41.39
469	Friends of Boxley Warren	16/12/2014	Coop General Account	Bacs I2093323	Laminating Pouches	Kent County Council	S	9.99	2.00	11.99
470	Grounds maintenance contract	16/12/2014	Coop General Account	Bacs LS169323	Grounds Maintenance	Commercial Services Trading Ltd	S	3,705.61	741.12	4,446.73
471	Hall maintenance	16/12/2014	Coop General Account	Bacs 3851 Boxley	Electrical Supplies/Testing	GJ & SJ Sands Ltd	S	140.00	28.00	168.00
472	Subscriptions	16/12/2014	Coop General Account	Bacs Boxley PC	Annual Subscription	SLCC Enterprises Ltd	Z	235.00	0.00	235.00
473	Village signs	16/12/2014	Coop General Account	Bacs 5736 Boxley	Village Sign	J Dowle Fencing & Garden Services Ltd	S	350.00	70.00	420.00
474	Contingency fund	16/12/2014	Coop General Account	501292	Tree Surgery	Mr J Hood	Z	150.00	0.00	150.00
475	Walderslade Woods Group	16/12/2014	Coop General Account	Bacs 120328	WWG Equipment	Lamberhurst Engineering Limited	S	205.00	41.00	246.00
476	Administration	16/12/2014	Coop General Account	Bacs BPC151214	Computer repair	The PC Wizards	Z	75.00	0.00	75.00
477	Electricity bill	16/12/2014	HSBC Beechen Hall	2dd 25	Electricity	Southern Electric	S	629.22	125.84	755.06
478	Hire fee regular	16/12/2014	HSBC Beechen Hall	102670	Refund	MS Society	Z	42.90	0.00	42.90
479	Refuse collections	16/12/2014	HSBC Beechen Hall	2dd26	Refuse Collection	SITA UK Ltd	S	86.72	17.34	104.06
480	Refuse collections	16/12/2014	HSBC Beechen Hall	2dd27	Refuse Collection	SITA UK Ltd	S	39.04	7.81	46.85
481	Salaries	19/12/2014	Coop General Account	Bacsw 19/12/PC01	Staff Salary	Mrs P Bowdery	Z	2,140.20	0.00	2,140.20
482	Travel-staff	19/12/2014	Coop General Account	Bacsw 19/12/PC01	Mileage	Mrs P Bowdery	Z	63.57	0.00	63.57
483	Contingency fund	19/12/2014	Coop General Account	Bacsw 19/12/PC01	Trees	Mrs P Bowdery	X	44.24	8.85	53.09
484	Salaries	19/12/2014	Coop General Account	Bacs 19/12/PC03	Staff Salary	Mrs A Candy	Z	645.36	0.00	645.36

485	General Maintenance	19/12/2014	Coop General Account	Bacs 19/12/PC05	Litter Picking	MS D Davies	Z	32.50	0.00	32.50
486	Chairman's allowance personal	19/12/2014	Coop General Account	Bacs 19/12/PC06	Chairman Allowance PAYE	Mr I Davies	Z	40.00	0.00	40.00
487	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.46	0.00	33.46
488	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	25.26	0.00	25.26
489	Salaries	19/12/2014	Coop General Account	Bacs 19/12/PC02	Staff Salary	Mrs M Fooks	Z	731.41	0.00	731.41
490	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.46	0.00	33.46
491	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.46	0.00	33.46
492	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.46	0.00	33.46
493	Publicity	19/12/2014	Coop General Account	Bacs 19/12/PC04	Downs Mail delivery	Mrs L Lake	Z	40.00	0.00	40.00
494	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
495	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.83	0.00	16.83
496	Wages	19/12/2014	Coop General Account	Bacs 19/12/BH01	Wages	Mrs M Smith	Z	480.12	0.00	480.12
497	Publicity	19/12/2014	Coop General Account	Bacs 19/12/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
498	General Maintenance	19/12/2014	Coop General Account	Bacs 19/12/BH01	Litter Picking	Mrs M Smith	Z	62.22	0.00	62.22
499	Wages	19/12/2014	Coop General Account	Bacs 19/12/PC02	Wages	Mrs M Fooks	Z	487.60	0.00	487.60
500	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.46	0.00	33.46
501	Councillors allowance/PAYE	19/12/2014	Coop General Account	Bacs 19/12/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.26	0.00	38.26
502	Wages	19/12/2014	Coop General Account	Bacs 19/12/BH05	Wages	Mr B Douglas	Z	202.07	0.00	202.07
503	Wages	19/12/2014	Coop General Account	Bacs 19/12/BH02	Wages	Mr J Read	Z	128.74	0.00	128.74
504	PAYE	19/12/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,161.10	0.00	1,161.10
505	Chairman's allowance personal	19/12/2014	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	10.00	0.00	10.00
506	Councillors allowance/PAYE	19/12/2014	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	65.00	0.00	65.00
507	PAYE	19/12/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	306.91	0.00	306.91

Account										
508	Gratuity/pension	19/12/2014	Coop General Account	Bacs IT000000687085	Pension Contributions Employer	EFT Receipts Ac	Z	40.91	0.00	40.91
509	Pension	19/12/2014	Coop General Account	Bacs IT000000687085	Pension Contributions Employer	EFT Receipts Ac	Z	10.98	0.00	10.98
510	Gratuity/pension	19/12/2014	Coop General Account	Bacs IT000000687085	Pension Contributions Employee	EFT Receipts Ac	Z	33.74	0.00	33.74
511	Pension	19/12/2014	Coop General Account	Bacs IT000000687085	Pension Contributions Employee	EFT Receipts Ac	Z	9.88	0.00	9.88
512	Community Project	19/12/2014	Coop General Account	BACS 7536	Grant	Kent Wildlife Trust	Z	630.00	0.00	630.00
513	Audit	19/12/2014	Coop General Account	BACS 2014/83	Auditors Fees	Kevin Funnell	Z	60.00	0.00	60.00
514	Audit	19/12/2014	Coop General Account	BACS 2014/83	Auditors Fees	Kevin Funnell	Z	60.00	0.00	60.00
515	Subsistance	19/12/2014	Coop General Account	Bacs	Mileage	Mr I Davies	Z	35.55	0.00	35.55
516	Barclays Bank	19/12/2014	Barclays Bank	100007	Bank Transfer	Boxley Parish Council	Z	0.00	0.00	0.00
517	Publicity	13/01/2015	Coop General Account	3dd 18	Publcity	Mail Publications Limited	X	435.18	54.95	490.13
518	Contingency fund	13/01/2015	Coop General Account	Bacs 863415	Tree Planting	Steve Wright	Z	200.00	0.00	200.00
519	Walderslade Woods Group	13/01/2015	Coop General Account	Bacs 71 Boxley	WWG Imprest Account	Mr R Burrows	X	60.80	1.97	62.77
520	Administration	13/01/2015	Coop General Account	Bacs 52 Boxley	Administration	Mrs P Bowdery	X	27.45	0.33	27.78
521	Administration	13/01/2015	Coop General Account	Bacs 52 Boxley	Administration	Mrs P Bowdery	Z	45.12	0.00	45.12
522	Hall maintenance	13/01/2015	Coop General Account	Bacs 52 Boxley	Hall Maintenance	Mrs P Bowdery	X	46.53	3.52	50.05
523	Hall maintenance	13/01/2015	Coop General Account	Bacs Boxley PC 24-12-14	Carpet Cleaner	Carpet2Clean	Z	200.00	0.00	200.00
524	Hall maintenance	13/01/2015	Coop General Account	Bacs Xmas Hall Maintenance	Hall Maintenance	Mr J Read	X	38.28	7.65	45.93
525	Consumables	13/01/2015	Coop General Account	Bacs 120115BH	Floor Cleaning Materials	Flooring Sales Ltd	S	73.10	14.62	87.72
526	Rates	13/01/2015	HSBC Beechen Hall	2dd 28	Rates	Maidstone Borough Council	Z	371.70	0.00	371.70
527	Office rates	13/01/2015	HSBC Beechen Hall	2dd 28	Office Rates	Maidstone Borough Council	Z	159.30	0.00	159.30
528	Refuse collections	13/01/2015	HSBC Beechen Hall	2dd 29	Refuse Collection	SITA UK Ltd	S	86.72	17.34	104.06

529	Hall maintenance	13/01/2015	HSBC Beechen Hall	102671	Sanitary	Capital Cleaning (Kent) Ltd	S	30.50	6.10	36.60
530	Administration	13/01/2015	HSBC Beechen Hall	102672	Bacs payments made from Coop account	Boxley Parish Council	Z	0.00	0.00	0.00
Total								15,395.92	1,164.75	16,560.67

Item 7.2. Receipts for the period 25.11.14 – 19.01.15.

RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
346	Hire fee regular	25/11/2014	HSBC Beechen Hall	BP084	Regular Hire Fee	AACTS	Z	1,115.25	0.00	1,115.25
347	Hire fee regular	26/11/2014	HSBC Beechen Hall	228	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
348	HSBC Invest Bond	28/11/2014	HSBC Invest Bond	1	Interest	Boxley Parish Council	Z	45.37	0.00	45.37
349	Hire fee regular	04/12/2014	HSBC Beechen Hall	229	Hall Hire	A Bead In Time	Z	116.55	0.00	116.55
350	Hire fee regular	04/12/2014	HSBC Beechen Hall	230	Hall Hire	Short Mat Bowls	Z	166.00	0.00	166.00
351	Hire fee - casual	04/12/2014	HSBC Beechen Hall	231	Hall Hire	MS Society	Z	114.40	0.00	114.40
352	Hire fee - casual	08/12/2014	HSBC Beechen Hall	232	Hall Hire	MAHETA	Z	130.00	0.00	130.00
353	Hire fee regular	09/12/2014	HSBC Beechen Hall	233	Hall Hire	Karate	Z	212.40	0.00	212.40
354	Hire fee regular	09/12/2014	HSBC Beechen Hall	234	Hall Hire	Tumble Tots	Z	1.80	0.00	1.80
355	Coop general account	05/12/2014	Coop General Account	43	Interest	Cooperative Bank	Z	4.42	0.00	4.42
356	Maintenance	27/11/2014	Coop General Account	42	Insurance Claim	Zurich Insurance Plc	Z	76.00	0.00	76.00
358	Hire fee regular	04/12/2014	HSBC Beechen Hall	BP085	Regular Hire Fee	Tumble Tots	Z	176.40	0.00	176.40
359	Hire fee regular	07/12/2014	HSBC Beechen Hall	BP086	Regular Hire Fee	Kumon	Z	118.76	0.00	118.76

360	Hire fee - casual	11/12/2014	HSBC Beechen Hall	BP087	Casual Hire Fee	Bather	Z	169.40	0.00	169.40
361	Insurance	11/12/2014	HSBC Beechen Hall	BP087	Insurance	Bather	Z	2.00	0.00	2.00
362	Hire fee regular	15/12/2014	HSBC Beechen Hall	BP088	Regular Hire Fee	Teenie Boppers	Z	59.40	0.00	59.40
363	Hire fee regular	16/12/2014	HSBC Beechen Hall	BP089	Regular Hire Fee	Yoga	Z	82.55	0.00	82.55
364	Hire fee regular	16/12/2014	HSBC Beechen Hall	BP090	Regular Hire Fee	NCT stretch and relax	Z	74.25	0.00	74.25
365	Hire fee regular	23/12/2014	HSBC Beechen Hall	BP091	Regular Hire Fee	A Bead In Time	Z	73.00	0.00	73.00
366	Hire fee - casual	28/12/2014	HSBC Beechen Hall	BP092	Casual Hire Fee	Phillips	Z	122.40	0.00	122.40
367	Insurance	28/12/2014	HSBC Beechen Hall	BP092	Insurance	Phillips	Z	2.00	0.00	2.00
368	Hire fee regular	28/12/2014	HSBC Beechen Hall	BP093	Regular Hire Fee	AACTS	Z	1,144.11	0.00	1,144.11
375	Hire fee regular	10/12/2014	HSBC Beechen Hall	235	Regular Hire Fee	Age Concern Malling	Z	451.80	0.00	451.80
376	Hire fee - casual	10/12/2014	HSBC Beechen Hall	236	Casual Hire Fee	Whistle	Z	21.90	0.00	21.90
377	Hire fee regular	11/12/2014	HSBC Beechen Hall	237	Regular Hire Fee	Pilates	Z	46.90	0.00	46.90
378	Hire fee - casual	19/12/2014	HSBC Beechen Hall	238	Casual Hire Fee	Zinyuke	Z	23.50	0.00	23.50
379	Hire fee regular	03/01/2015	HSBC Beechen Hall	BP094	Regular Hire Fee	Baby Sensory	Z	14.85	0.00	14.85
380	Hire fee regular	03/01/2015	HSBC Beechen Hall	BP095	Regular Hire Fee	Yoga	Z	302.40	0.00	302.40
381	Hire fee regular	04/01/2015	HSBC Beechen Hall	BP096	Regular Hire Fee	Sing & Sign	Z	44.56	0.00	44.56
382	Hire fee regular	04/01/2015	HSBC Beechen Hall	BP097	Regular Hire Fee	Sing & Sign	Z	89.12	0.00	89.12
383	Hire fee - casual	06/01/2015	HSBC Beechen Hall	BP098	Casual Hire Fee	Jarvis	Z	70.50	0.00	70.50
384	Hire fee - casual	05/01/2015	HSBC Beechen Hall	239	Casual Hire Fee	Parr	Z	70.50	0.00	70.50
385	Insurance	05/01/2015	HSBC Beechen Hall	239	Insurance	Parr	Z	2.00	0.00	2.00
386	Hire fee - casual	05/01/2015	HSBC Beechen Hall	240	Casual Hire Fee	Mirza	Z	117.50	0.00	117.50
387	Insurance	05/01/2015	HSBC Beechen Hall	240	Insurance	Mirza	Z	2.00	0.00	2.00
388	Hire fee - casual	06/01/2015	HSBC Beechen Hall	241	Casual Hire Fee	DUDuyemi	Z	95.90	0.00	95.90
389	Hire fee - casual	06/01/2015	HSBC Beechen Hall	242	Casual Hire Fee	Blower	Z	70.50	0.00	70.50

			Hall							
390	Insurance	06/01/2015	HSBC Beechen Hall	242	Insurance	Blower	Z	2.00	0.00	2.00
392	Insurance	06/01/2015	HSBC Beechen Hall	BP098	Insurance	Jarvis	Z	2.00	0.00	2.00
393	Hire fee - casual	06/01/2015	HSBC Beechen Hall	BP099	Casual Hire Fee	Fraser	Z	43.20	0.00	43.20
394	Insurance	06/01/2015	HSBC Beechen Hall	BP099	Insurance	Fraser	Z	2.00	0.00	2.00
395	Hire fee - casual	12/01/2015	HSBC Beechen Hall	BP100	Casual Hire Fee	Lucia	Z	94.00	0.00	94.00
396	Insurance	12/01/2015	HSBC Beechen Hall	BP100	Insurance	Lucia	Z	2.00	0.00	2.00
397	Hire fee regular	13/01/2015	HSBC Beechen Hall	BP101	Regular Hire Fee	NCT Relax & Stretch	Z	99.00	0.00	99.00
398	Hire fee regular	06/01/2015	HSBC Beechen Hall	BP102	Regular Hire Fee	Teenie Boppers	Z	79.20	0.00	79.20
399	Hire fee regular	06/01/2015	HSBC Beechen Hall	BP103	Regular Hire Fee	Tumble Tots	Z	217.80	0.00	217.80
400	Hire fee regular	06/01/2015	HSBC Beechen Hall	BP104	Regular Hire Fee	Kumon	Z	296.90	0.00	296.90
401	Hire fee - casual	06/01/2015	HSBC Beechen Hall	243	Casual Hire Fee	Fisher	Z	60.75	0.00	60.75
402	Hire fee regular	08/01/2015	HSBC Beechen Hall	244	Regular Hire Fee	Balfour SMBC	Z	273.75	0.00	273.75
403	Hire fee - casual	08/01/2015	HSBC Beechen Hall	245	Casual Hire Fee	Macdonald	Z	103.77	0.00	103.77
404	Hire fee - casual	09/01/2015	HSBC Beechen Hall	246	Casual Hire Fee	Eshelby	Z	70.50	0.00	70.50
405	Insurance	09/01/2015	HSBC Beechen Hall	246	Insurance	Eshelby	Z	2.00	0.00	2.00
406	Hire fee - casual	09/01/2015	HSBC Beechen Hall	247	Casual Hire Fee	Sa'adedin	Z	35.25	0.00	35.25
407	Insurance	09/01/2015	HSBC Beechen Hall	247	Insurance	Sa'adedin	Z	2.00	0.00	2.00
408	Hire fee - casual	09/01/2015	HSBC Beechen Hall	248	Casual Hire Fee	Taylor	Z	70.50	0.00	70.50
409	Insurance	09/01/2015	HSBC Beechen Hall	248	Insurance	Taylor	Z	2.00	0.00	2.00
410	Hire fee regular	12/01/2015	HSBC Beechen Hall	249	Regular Hire Fee	Age Concern Malling	Z	658.88	0.00	658.88
411	Coop general account	05/01/2015	Coop General Account	44	Interest	Cooperative Bank	Z	4.04	0.00	4.04
Total								7,594.51	0.00	7,594.51

Item 7.3 Account balances as at 19.01.2015 *Purpose of item: information.*

Boxley Parish Council
BANK ACCOUNTS

HSBC Beechen Hall	£17,547.16
Coop General Account	£35,473.44
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£11.54
Barclays Bank	£14,638.25
HSBC Invest Bond	£25,045.37
Lloyds 3 mth	£45,064.00
Lloyds 12 mth	£80,000.00
Total in Banks	342,820.07
Cash	150.00
GRAND TOTAL (Banks and Cash)	£342,970.07

Item 9 Internet Banking. *Purpose of item: Decision as only the full council can authorise changes to the bank accounts.*

The 13 January 2015 F&GPC considered internet banking and agreed, after consideration, to recommend to full council that internet banking be proceeded with as offering significant advantages to both office staff and councillors with little identifiable risk.

Before so doing, the committee approved, with some minor amendments, the Clerk's draft risk management assessment that accompanied the agenda supplied to all members. Of these changes, the most important were:

- Councillors would not be able to authorise payments from home as originally visualised but would be required to use the office computers for this purpose. A review of this requirement to be undertaken after 6 or 12 months.
- An addition to the security codes/PINS security statement that individuals must not disclose this information to any other person including parish officers.

The committee also formally agreed that the working group would comprise Cllr Ivor Davies, Cllr Dengate and the Clerk. The working group was, if it was felt necessary, authorised to amend the risk management assessment and procedures. Any such change would be reported to the next F&GP committee meeting. The group, working within its terms of reference (see below), would supervise the setting up of internet banking and regularly review its operation, with due recognition of the responsibilities of the RFO.

It was also agreed to recommend to full council the following amendments to Financial Regulations:

- The addition of "*Where a computer or account requires the use of a personal identification number (PIN) or password(s) these will be kept confidential by the individual and must not be disclosed to any other person, including parish officers.*"
- An amendment to 7.5 so it reads "*Payment of a creditor's account, by any parish council agreed means, should only be authorised if accompanied by the relevant invoice.*"

The parish council is scheduled to review Standing Orders and Financial Regulations at its April meeting **but there is a need to agree these changes now.**

Clerk’s note: The parish council runs robust auditing and procedural systems and these we will continue tweaking when needed. The role of the working group will be as follows:

(Draft)Internet Banking Working Group Terms of Reference.

Members: Cllr Ivor Davies, Cllr Paul Dengate and the Clerk.

The role of the working Group is to oversee the setting up of internet banking for the parish council. In doing so the councillors will assist the Clerk, as Responsible Financial Officer, in identifying any changes that might be needed to the council’s auditing and financial recording procedures.

To ensure a robust fit for purpose system the Councillors will be responsible for testing, independently of the RFO, any procedures put in place by the RFO.

Other responsibilities of the working group are:

- To amend the Internet Banking Risk Management Assessment as required;
- To produce a briefing note for councillors who agree to be authorised signatories;
- To arrange training as necessary;
- To recommend when new policies and procedures are to be reviewed and ensure that they are included in the review calendar of either the parish council or F&GP Committee
- During the life of the working group to make regular reports to the parish council or F&GP Committee.

Unless the F&GP Committee identifies and agrees new Terms of Reference, the working group will exist for a minimum of 6 months from first use of the new account. Prior to being disbanded the working group will undertake a full review of all policies and procedures and advise the F&GP Committee on what future reviews might need to be scheduled.

If the above are agreed, the Chairman will then propose the motion on the agenda.

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

10.1 Parish Council – Review of policies and procedures 2015/2016.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January (F&GPC meets)	H	Review of this document to allow adjustments. Member numbers for committees (in time for change at May meeting).
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check, find Councillor volunteer for an internal audit Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
February (Estates meets)		No meeting
<i>Office note</i>		<i>Photocopier lease expires June 18- review.</i>

March (F&GPC meets)	O H	Equal Opportunities Statement. Replacement Procedure (for project not managed by parish office). Terms of Reference for Committees.
<i>Office note</i>		<i>Place reminder in agenda about Standing Orders to remind members of the planned review in April.</i> <i>Include on agenda. "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."</i>
April (Estates meets)		Standing Orders, Terms of Reference and Financial Regulations
<i>Office note</i>		<i>Chair to do minimum standards check.</i> <i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
May (F&GPC meets)	E	Complaints re Code of Conduct.
June (Estates meets)		Lobbying and predetermination.
<i>Office note</i>		<i>Hall Electricity supply contract with Southern Electric ends</i> <i>Appliance service contract for boiler and oven expires July 2014.</i> <i>Find Councillor volunteer for an internal audit.</i>
July (F&GPC meets)	H H	Parish Councillor Allowances. Press Policy. Media Management Strategy. Review training needs.
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check.</i> <i>Include on agenda. 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."</i>
August (Estates meets)		No meeting
<i>Office note</i>		<i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
September (F&GPC meets)	O E E H H	Adopted Code of Conduct – complaints. Land & building purchase policy. Internal Complaints. Draft Minutes on website. Civic recognition recommendations (take in confidence if needed) Dispensations
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i>
October (Estates meets)	O E	Protocol for attending p.c. and committee meetings. Community Engagement Strategy.
November (F&GPC meets)	H H	Freedom of Information. Records Management Policy. KALC Civic Recognition Awards (nomination for) KALC Civic Recognition Award
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check.</i> <i>Remind members about 20 day deadline for F of I.</i> <i>Include on agenda. 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."</i>

December (Estates meets)	E H	PC annual competency report. Annual Statement of Competency of PC. Vision & Business Plan Recording of meetings
<i>Office note</i>		

Item 12 Local Government Boundary Commission Electoral Review of KCC.

Purpose of item: Decision

Details of the review are available from Kent County Council or the parish council's website. Members' views on whether the parish council or individual members should respond. The current KCC Maidstone Rural North division incorporates the parishes of Boxley, Bredhurst and Bearsted.

Item 13 Reports from councillors/office. *Purpose of item: Information.*

Item 13.1 Maidstone Rural Parishes/Police Forum at Lenham, 15.01.15

Report by Ivor Davies

A desultory meeting, the first since August. The duty police inspector was engaged elsewhere leaving two PCSOs to answer questions as best as they were able.

Points of interest in the senior PCSO's report:

- Reported crime has shown a slight drop.
- Three newly recruited PCSOs taking up appointments in Boxley, Loose and Shepway.
- Police concerned that solar farm plans were not offering enough protection against theft of cables, etc. They wish to see 'Security by Design' applied to all new developments and that such a requirement should be included in emerging Local and Neighbourhood Plans.
- Boxley, which is rarely mentioned, occurred four times in the PCSO's report: the new PCSO, problem in Boxley Warren, Old Chatham Road and the Forge Lane advertising lorry (which has, he said, merely moved over the border into Medway).

Matters raised by members:

- Parking on pavements. Response: PCSOs have no powers and the police do not have the manpower.
- Enforcement of limits on bridges. Response: neither a police nor MBC matter, possibly KCC highways (at which point I pointed out that this was precisely the route we had gone down with Old Chatham Road and another member reiterated the suggestion that Highways and MBC should be invited to attend the next forum, although KCC had previously declined to attend an evening meeting).
- A Headcorn councillor asked why their recent murder, much publicised in the media, had not appeared in the crime statistics. Response: major crimes are given a higher security rating and therefore [sic] do not appear in the figures.

The meeting closed after 40 minutes with the chairman lamenting that "this is becoming just a talking shop, I hope we have more meat next time". One lives in hope.

Item 13.2 Minutes of the Meeting of the Boxley Warren LNR Management Committee Extraordinary meeting held at the Tyland Barn, Sandling, Friday 9 January 2015 commencing at 10.00am.

Present: Tony Harwood (Chairman, MBC and Boxley Parish Councillor), Sally Evans (Mid Kent Downs CP), Dave Hutton (KWT), Deanne Cunningham (MBC Landscape Dept.), Phil Williams (Natural England), Wendy Hinder (MBC and Boxley Parish Councillor), Bob Hinder (Chairman FoBW and Boxley Parish Councillor), David Attwood (landowner), Jamie Duffy (MBC Environmental Enforcement), Ian Trueman (MBC Legal Dept.), David Munn (KCC PRow and Access Dept.), PCSO Kim Lidbury (Kent Police), Kevin Metland

(MBC Environmental Enforcement) and Pauline Bowdery (Parish Clerk).

1. **Re-securing Lidsing Road/Pilgrim's Way. Entrance to Pilgrim's Way at Boxley Warren Local Nature Reserve.**

David Munn notified the meeting that he had authorisation to supply any equipment that KCC Highways had in store to secure the site.

Discussion took place covering:

- Specific needs of the Lidsing Road entrance: heavy duty vehicle barrier set back from the road, improve signage, lockable bollard/s set in front of gate (spare to be supplied to parish council), horse stile etc.;
- Flytipping;
- The access that was required, David Attwood ideally requires a 14 foot width at the Lidsing Road entrance;
- Problems faced by FoBW volunteers, it was thought that 90% of the off road bikes were coming from the A229 end of Pilgrims Way;
- Police action;
- Legal access to the site and the likelihood of extinguishing the horse and carriage right of way;
- Need for a long term solution;
- Need to protect entrance gate from accidental and deliberate car crashes;
- Configuration of Pilgrims Way access from Lidsing Road so that it can only be approached from the direction of Boxley Village.
- Police need proper and additional signage in order to be able to deal with the vehicle owners.
- Stolen deer sculpture and campaign to see it returned;
- Covert cameras;
- Mountain bike problem.
- Installation timetable, noted this may be an issue as it would need to be fitted into the work schedule, pressure via County Councillors Carter and Brazier might be required.

It was **noted** that KCC was investigating the layout and signage at the Lidsing Road junction and the Chairman had asked for the suggested plastic chevrons to be replaced if possible with a more robust material.

Pilgrims Way Lidsing Road entrance.

Agreed:

- 1.7 Site meeting to design Lidsing Road entrance.**
- 1.8 Installation of gates, bollards and signage.**
- 1.9 CCTV and fly-tipping penalty signage to be installed.**

A229 entrance.

Agreed:

- 1.10 Installation of sunken low studs and a gate to restrict access, installation to be robust to stop them being pulled out;**
- 1.11 CCTV and fly-tipping penalty signage;**
- 1.12 Move fence on MBC land (former CTRL landscape compound) southward to narrow the access to the bridge to stop vans transporting motorcycles parking there;**

2. **Tackling criminal and anti-social activity at Boxley Warren Local Nature Reserve.**

Discussion took place covering:

- Increased aggression of bikers and recent incidences which had led to the volunteer task days being cancelled. Need to get the volunteers safely back onto the site.

- Use of The Anti-social Behaviour Crime and Policing Act 2014 to get Pilgrims Way temporarily closed so that the gates can be locked. Pauline Bowdery notified the meeting that the parish council would be putting in a formal request to MBC.

Action Lidsing Road entrance	Responsible persons
Site meeting to re-design Lidsing Road entrance to Pilgrims Way (Management Committee to be notified after meeting)	David Munn, David Attwood and Sally Evan
Spare replacement bollard to go to Boxley Parish Council	David Munn
Installation of gates	KCC H,T & W
CCTV and fly-tipping penalty signage to be installed	Jamie Duffy/MBC Environment Enforcement
Action A229 entrance	
Sunken low stud bollards and gate to restrict access	David Munn
Move fence at MBC land south-wards and along that access road to eliminate van parking opportunities	Deanne Cunningham
Investigation into land ownership at A229 entrance	David Munn
CCTV fly-tipping penalty signage	Jamie Duffy/MBC Environment Enforcement
Other action	
Stolen deer sculpture	Draft press release from Sally Evans and Pauline Bowdery to go to management committee
Police need registration numbers etc.	Publicity with everyone present using their contacts to advertise the fact. Kim Lidbury to e-mail requirements to Pauline Bowdery who will circulate.
Smart water to mark equipment	Pauline Bowdery to investigate whether smart water will work on wood and also any other security measures that can be taken.
Temp. closure of Pilgrims Way	Boxley Parish Council
Bell Lane fencing needs to be robust to stop entrance from this side of the LNR into Westfield Wood	Dave Hutton
Illegal entrances utilised by cyclists need to be blocked with logs, brash etc.	FoBW, KWT and David Attwood.
Article in Downs Mail/BPC page on what is happening at Boxley Warren (positive) need to report vehicle registration.	Pauline Bowdery (to draft) and Tony Harwood

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

Item 14.2 Annual Meeting of the Parish. The meeting must be held between 1 March and 1 June and cannot start before 6.00 pm.