



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held on **Monday 5 October 2015** at the **St John's School, Provender Way, Grove Green ME14 5TZ** commencing at **7.30 p.m.**

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|--|----------------------|
|  | Time guide<br>(7.30) |
| 1. <b>Apologies and absences</b>   |                      |
| To receive and accept apologies for absence.   |                      |
| 2. <b>Declaration of Interests, Dispensations, Predetermination or Lobbying</b>  | (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. <b>Minutes of the Parish Council Meeting of 11 September 2015</b>   | (7.33)               |
| To consider the minutes and if in order sign as a true record (pages 3-5).   |                      |
| 4. <b>Matters Arising From the Minutes</b>   | (7.35)               |
| 4.1 Minute 2786/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood.   |                      |
| 4.2 Minute 2786/4.2 Boxley Warren/Pilgrims Way. With road works to improve the junction believed to be completed and the new entrance should be installed by late October. Notification has been received of a night time highway closure for the 26 October 2015. |                      |
| 4.3 Any other matters arising from the minutes which are not on the agenda.  |                      |
| 5. <b>Report from the PCSO and Police Issues</b>   | (7.38)               |
| Report and Crime statistics will be included on the supplement agenda if received.   |                      |
| <b>Adjournment to enable members of the public to address the meeting</b>  | (7.42)               |
| 6. <b>Draft Minutes of Recent Committee Meetings</b>   | (7.50)               |
| 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 14 September 2015 see report (page 5-9)  |                      |
| 6.2 F&GP Committee 15 September 2015 see report (pages 10-11).   |                      |
| 7. <b>Finance</b>  | (7.54)               |
| 7.1 Payments made out of meeting 04.09.15 – 28.09.15 see reports   |                      |
| 7.1.1 The Cooperative Bank (pages 12-14)   |                      |
| 7.1.2 HSBC (page 14).  |                      |
| 7.2 Receipts for the period 04.09.15 – 28.09.15 see reports  |                      |
| 7.2.1 The Cooperative Bank. None.  |                      |
| 7.2.2 HSBC (pages 15-16).  |                      |
| 7.3 Account balances as at 28.09.15 see report (page 16-17).   |                      |
| 7.4 To authorise payment of accounts (list to be supplied at meeting).   |                      |
| 7.5 End of Year Accounts 2014/2015 Completion of Audit see report (pages 17-18)  |                      |

8. **Policies and Procedures** (8.02)  
8.1 Protocol for attending PC and Committee (review) see report (pages 19-20).
9. **Reports from Borough and County Councillors** (8.10)  
Our Ward councillors are invited to report and discuss matters affecting the parish.
10. **Reports from councillors/office** (8.18)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
11. **Matters for Decision** (8.22)  
To consider any issues, such as attendance at meetings or as identified on the evening.  
11.1 KCC consultation on its use of the Maidstone Gateway facility see report (pages 20-21).  
11.2 Parish Council elections 2016. To consider a publicity strategy for the elections see report (pages 21-23).  
11.3 Local Council Award Scheme. To consider what action, if any to take, see report (pages 23-28).
12. **Matters for Information** (8.32)  
12.1 Parish/Police Liaison Meetings. Dates for the next 12 months: 19th November 2015; 18th February 2016; 19th May 2016 and 22nd September 2016.  
Meetings will be at 7pm at Maidstone Police Station, unless otherwise advised.
13. **Draft Budget 2016/2017** (8.33)  
Members are invited to submit projects for consideration for the draft budget.
14. **Next Meeting** (8.40)  
Friday 6 November 2015 at The European School of Osteopathy, Boxley commencing at **7.00 pm**. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 October 2015.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 29 September 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.  
Items to be returned to a future agenda: None.

#### **URGENT NOTIFICATION**

**Maidstone Borough Council Local Plan Consultation commences on 2 October and closes on 30 October. Issues that will be covered are: potential housing sites and proposed employment site locations; sites for gypsies and travellers; the removal of the proposed Park and Ride site at Linton Crossroads; A proposal for a new planning policy for care homes; open spaces and protection of highly valued local landscapes. The Environment Committee will be receiving a briefing paper and constructing a response. All councillors receive a copy of the committee agendas and can attend the meetings however non-committee members are not entitled to vote.**

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 5 October 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 The European School of Osteopathy, Boxley on Friday 11 September 2015 commencing at 7.00 pm.**

*Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr D Hollands, Mr G Smith, Mrs A Spain, Mr P Sullivan (arrived with apologies at item 7.4) and Mrs M Waller. Borough Councillor D Butler together with the Clerk and two members of the press/public.*

**1. Apologies and absences**

*Cllr Hinchliffe (previous commitment), Cllrs B & W Hinder (holiday), Cllr Macklin (holiday) and Cllr Springate (previous commitment), Cllr Hollands (delayed at previous commitment). Helen Whately MP (Parliamentary business).*

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

*None submitted.*

**3. Minutes of the Parish Council Meetings of 6 July and 1 September 2015**

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

**4. Matters Arising From the Minutes**

*4.1 Minute 2770/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood. **Noted.***

*4.2 Minute 2770/4.2 Boxley Warren/Pilgrims Way. Road works to improve the junction have nearly been completed and the new entrance will be installed within 28 days. **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**

*The crime statistics were **received** and **noted**. The Clerk reported that PCSO Megan Day had now been moved to a new area and that she would arrange for her replacement to contact the office. Her replacement was an experienced PCSO.*

*Meeting adjourned at 7.10 pm for public to speak.*

*A resident reported that a cyclist had been seen cycling in the wrong direction along the one way section of Old Chatham Road, possibly misled by the outdated arrow road marking. The Clerk was asked to report it to KCC. **Action: Clerk.***

*Meeting reconvened at 7.13pm.*

**6. Draft Minutes of Recent Committee Meetings  
Received and noted:**

*6.1 Environment Committee meeting 6 July 2015.*

*6.2 Environment Committee meeting 13 July 2015.*

*6.3 F&GP Committee 14 July 2015.*

*6.4 Estates Committee meeting 11 August 2015.*

6.5 Environment Committee meeting 17 August 2015.

## 7. **Finance**

- 7.1 Payments made out of meeting 07.07.15 – 03.09.15. **Noted.**
- 7.2 Receipts for the period 29.06.15 – 03.09.15. **Noted.** The Clerk was asked that for future meetings page numbers were shown for the individual bank account entries for both payments and receipts. **Action: Office.**
- 7.3 Account balances as at 01.09.15. **Received and noted.**
- 7.4 Payment of accounts. **Authorised.**

## 8. **Policies and Procedures**

- 8.1 Adopted Code of Conduct - Complaints (review). **Approved.**
- 8.2 Draft Minutes on Website and Dispensations policies. An internal review of these documents was undertaken and the Clerk considers that they are still fit for purpose. **Noted.**

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

Cllr Butler reported that as Deputy Mayor he had been attending civic functions but was not now serving on any strategic MBC committees. He was now the MBC's representative on The Rochester Bridge Trust which he was finding particularly interesting.

Cllr Harwood gave an update on the Local Plan situation and the problems that will be faced by the need for 18,600 houses by 2031. A Public Consultation on elements of the Local Plan had just commenced and it was **noted** that the issue was an item on the 14 September Environment Committee agenda.

Cllr Smith asked that the parking issue at Boxley Village be revisited. **Action: Environment Committee.**

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

- 10.1 Launch of the new KWT Walks Around Boxley leaflet. Chairman's report **received and noted.**
- 10.2 Walderslade Woodlands. The Clerk notified members that she had recently attended a meeting about partnership working with a number of local organisations, including Walderslade Woodlands Group, to put together a Local Heritage Initiative Grant application for five Ancient Woodlands including those in Walderslade and Bredhurst. Further details to be supplied to councillors. **Action: Clerk.**

## 11. **Matters for Decision**

- 11.1 KALC Training. Members interested in booking training were asked to contact the Clerk. **Action: Councillors and the office.**
- 11.2 Linden and Oak Trees Grove Green. Cllr Harwood reported that the Linden Tree was recovering after the dry spell but unfortunately the Oak tree had died. **Action: Office to arrange for a replacement tree.**

## 12. **Matters for Information**

### **Noted:**

- 12.1 Declaration of Pecuniary Interest. Councillors were requested to liaise with the Clerk to check and sign confirmation that their forms are up to date.
- 12.2 KWT magazine Summer 2015 edition.
- 12.3 KALC Maidstone Area Committee minutes 30 June 2015 – available in the office.
- 12.4 KWT August electronic newsletter.
- 12.5 KALC Parish News August 2015, supplied to members.
- 12.6 Re-branding. Voluntary Action Maidstone (VAM) which supports and represents Maidstone voluntary organisations has changed its name to Involve.
- 12.7 Medway Neighbourhood Watch newsletter Summer 2015.
- 12.8 Cllr Vic Davies reported that St John's School, despite recent upheavals due to major building works, had received an Outstanding in All Areas OFSTED report. The

Chairman offered to send a congratulatory letter to the school and asked that an item be included in the parish Mail. **Action: Chairman and office.**

### 13. **Draft Budget 2016/2017**

Members were invited to submit projects for consideration for the draft budget to the Chairman of the relevant committee or to the parish office. **Action: Councillors.**

### 14. **Civic Recognition Recommendations**

Members were asked to submit to the Clerk details of any person that they may wish to recommend for civic recognition. **Action: Councillors.**

### 15. **Next Meetings**

October: Monday 5 October 2015 at St John's School, Grove Green commencing at 7.30 pm.

November: having noted that Helena Whately MP would be free to attend a meeting on Friday 6 November, members **agreed** to postpone the November meeting to 7.00 pm on that date and asked the Clerk both to invite Mrs Whately and to investigate whether the ESO would again be available. **Action: Clerk.**

Meeting closed at 7.49 p.m.

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

### **Item 6.1 Minutes of the Environment Committee on Monday 14 September 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

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

#### 1. **Apologies and absences**

Cllr Springate (unwell).

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

All councillors declared that they had been lobbied on item 7.1. Cllr Dengate declared he was predetermined on item 6.2.

#### 3. **Minutes of the Meeting of 17<sup>th</sup> August 2015**

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

#### 4. **Matters Arising From Minutes**

4.1 Minute 2784/4.1 Installation of hard standing/apron at Boxley Road noticeboard. The Clerk is still attempting to get permission for the work from KCC. **Noted.**

4.2 Minute 2784/4.2 Bike barrier at Fitzwilliam Rd/Camomile Drive. **Noted** a report from KCC H.W&T is awaited; the report will indicate the cost of purchasing and erecting a barrier. County Councillor Carter has been approached about contributing towards the cost.

4.3 Minute 2784/4.4. Advertising boards at Roundwood roundabout. These were reported to MBC Planning Department and it has been noted that they were taken down/removed. Members pointed out that one has been re-erected. The Assistant Clerk confirmed that this has been reported to enforcement and it is hoped an update will be available for the next meeting. **Action office.**

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

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

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

15/506694/FULL. Conversion of existing garage to ancillary accommodation and changes to fenestration at Glenside, Boxley Road, Walderslade, Kent, ME5 9JE. **Ratified** the Clerk's decision, after consultation with Committee members, Wish to see refused. This is a recently built property and it is considered that the applicant never planned to use this garage for anything else but a habitable dwelling and this is therefore development by stealth. If the planning officer is minded to grant permission then the parish council asks for a condition that the property will be limited to the immediate family of residents of the primary dwelling and the proposed development will remain tied to the primary property and not allowed to let or sold as a separate entity.

15/506670/TPO. TPO application to fell 2no trees (species unknown) at 21 Goldstone Walk, Boxley, Kent, ME5 9QB. **Ratified** the Clerk's decision, after consultation with Committee members, Do not wish to object. Defer to the views of the Landscape Officer.

15/506778/TPO. TPO application to 2no Oak and 1no Field Maple – pollard 3m, 1 no multi-stemmed Hornbeam – coppice, 1no Willow – pollard to 6-8m at 11 Sylvan Glade, Walderslade, Kent, ME5 9PW. **Ratified** the Clerk's decision, after consultation with Committee members, Do not wish to object. Defer to the views of the Landscape Officer.

15/506684/FULL. Conversion of integral garage to habitable space, internal alterations, erection of first floor side extension with insertion of rooflights, erection of detached double garage with room over, insertion of four dormer windows and a bay window to front elevation at 2 Lombardy Drive, Maidstone, Kent, ME14 5TA. **Ratified** the Clerk's decision, after consultation with Committee members, Wish to see refused due to:

- The significant increase in the development footprint on the site.
- The adverse impact on the street scene.
- The location of the proposed new garage is directly adjacent to a junction and would interfere with the vision splay of drivers creating a safety issue.
- The new garage is of a significant size with roof dormers into an upper store area in the roof. If the planning officer is minded to approve the application then the parish council asks for a condition that the garage will be limited to the immediate family of residents of the primary dwelling and the proposed development will remain tied to the primary property and not allowed to be converted into a habitable dwelling.

15/506855/TPO. TPO application to 1no Holm Oak – Cut back 4 branches extending  $\frac{3}{4}$  of the way across the garden at 4 The Medlars, Maidstone, Kent, ME14 5RZ. **Ratified** the Clerk's decision after consultation with the Chair and Vice Chair out of meeting of Do not wish to object. Defer to the views of the Landscape Officer.

15/507151/TPO. TPO application to 1no Hornbeam - Reduce radial spread by a max 3 metres at 19 Orbit Close Boxley Kent ME5 9NF. Do not wish to object. Defer to the views of the Landscape Officer.

15/507147/TPO. TPO application to fell 1no Greengage at 2 Woodlands Boxley Kent ME5 9JX. Do not wish to object. Defer to the views of the Landscape Officer.

15/506071/LBC. Listed Building Consent for alteration of side boundary wall involving removal of a short section to allow for vehicle access at Yew Trees House The Street Boxley Kent ME14 3DR. Whilst the Parish Council fully understands the reasons for this application there are concerns that this will fundamentally alter the character of the property, but ultimately would defer to the views of the conservation officer. Should the planning officer be minded to approve the application members have requested the remaining wall is reinstated to an acceptable standard using some of the original bricks.

15/507159/TPO. TPO application to 1no. Hornbeam - Crown lift for clearance of 5m, thin canopy by 10%. 1no Oak tree - Crown lift for clearance of 5.5m, remove dead wood at 20

Spelow Drive Boxley Kent ME5 9JT. Do not wish to object. Defer to the views of the Landscape Officer.

15/507233/FULL - Removal of condition 5 (BREEAM New Construction rating) of 15/504043/FULL to change of use of land to incorporate B8 storage and Distribution and erection of Warehouse Building and open storage and continued use of offices at Brett House St Michaels Close Aylesford ME20 7XE. Do not wish to object.

15/507368/TPO - TPO application to 2no. Silver Birch - Fell, 1no. Silver Birch - Reduce by 30%, 1no. Hornbeam - reduce by 25% at 7 Forestdale Road ME5 9NB. Do not wish to object. Defer to the views of the Landscape Officer.

15/503178/FULL - L shaped stable block for personal use. Revised red line to application site, amended design to stable block. Drawing Nos. 151-01 Proposed Layout; 151-02 Location Plan Layout; 151-03 Block Plan and amended application form/Certificate B at Willow Farm Tyland Lane Sandling Kent ME14 3BL. Do not wish to object however members wished to reiterate their original response that if the planning officer is minded to approve a condition is imposed on this stable block for personal use only.

15/507248/REM - Approval of Reserved Matters following outline application MA/13/1480 for the demolition of existing industrial units and the construction of 9 no. new houses with garaging. (landscape being sought) at Tyland Corner Tyland Lane Sandling ME14 3BL. Do not wish to object.

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

6.1 APP/U2235/D/15/3131532. Bethany, Boxley Road, Walderslade, Kent ME5 9JD  
Proposal: Single storey rear extension, two storey front extension, roof extension, loft conversion, insertion of rear dormers, raised decking area to front, pitched roof to garage, excavation of front garden to create hard standing. Appeal start date: 1 September 2015. The parish council's previous response has been supplied to the inspector. **Noted.**

6.2 APP/U2235/W/15/3132364 and 14/2227572 Lordswood Urban Extension. Outline application with all matters reserved for residential development (approx. 89 dwellings) plus open space, biomass plant and access road. Both applications for the same development are being twinned tracked. The parish council's previous response has been supplied to the inspector

There will be a public inquiry starting 13 October 2015, at 10:00am. The location is Thyme to Dine Catering, The Cornwallis Suite, Courtenay Road, Maidstone, ME15 6LF. The Inquiry is anticipated to last 4 days. **Noted.**

It was **agreed** that Cllrs Wendy Hinder, Bob Hinder and Ivor Davies would attend. Cllr Dengate expressed his concerns that the public hearing is being held some distance from the application site and it is felt this would deter local residents from attending as the venue is on the other side of Maidstone. The Assistant Clerk confirmed that she had enquired with the planning officer to establish the criteria for choosing a venue and who is responsible for making the decision. She is waiting for a decision. She confirmed that at this stage the venue could not be changed. It was **agreed** that a letter was sent noting the Parish Council's disappointment for the location of the venue. It was also noted that the Parish Council is also waiting for a copy of the temporary (six months) TPO requested on this woodland which will clarify the areas that have been included.

6.3 APP/U2235/Z/15/3131424

Location: Roundabout at Westfield Sole Road Boxley Kent

Proposal: Advertisement Consent for 5 non-illuminated sponsorship signs as shown on site location plan received 20/4/15; and elevation drawing received 6/5/15. Appeal Starting date: 1 September 2015. Members **noted** that this was a written hearing.

## 7. **Highways and Byways**

- 7.1 *Yelsted Lane request for Not suitable for HGV signs. Members **received** and **noted** the Clerk's report and after discussion **agreed** for this item to be returned to the agenda in 5 months' time.*
- 7.2 *HGV parking on roads. **Received** and **noted** the Clerk's report and awaits further updates from KALC.*
- 7.3 *Operation Stack views of local parish councils are sought by KALC. Members **received** and **noted** the Clerk's report and **agreed** to submit the following suggestions:*
- *If and when Operation Stack is invoked it is suggested that lorries are kept to the left with no overtaking.*
  - *If as suggested lorries come off M20 at A249 and find this backed up, sat navs automatically suggest an alternative route which could be the A229. if this happens the Taddington Wood and Lord Lees roundabouts would be seriously affected bringing traffic to a gridlock. Better management of the traffic light prioritising system should be introduced.*
  - *Coast bound lorries coming from Dartford Tunnel should be directed immediately onto the A2/M2.*

## 8. **Volunteer Groups**

### **Received and noted**

8.1 *Walderslade Woodlands Group September report. Boxley Parish Council has been asked by KCC to apply for planning permission to develop the plateau at the junction of Wildfell Close and Walderslade Woods (road). This application consists of nine three-bedroom detached houses and three four-bedroom detached houses, and is the next step in the life of the 'enabling development, and its impact on the woodlands, and the group. When KCC sell the land with planning permission, the proceeds will form the basis of a trust fund, to pay for the maintenance of the woodlands and the plateaux, for perpetuity. This sale will be accompanied by KCC handing over ownership to the parish, and therefore, all responsibilities.*

*The group are also participating in a joint application for funding from the Lottery Heritage Fund, along with BWAG (Bredhurst Woodland Action Group) and KWES (Kent Woodland Employment Scheme), for a substantial amount. The application is being drafted with the help of Mid Kent Downs Countryside Partnership.*

*The new store now has permanent ramp, which was used in earnest, for the first time, this week. We now have to decide how to best organise what gets stored where.*

*We were getting lots of 'complaints' about the state of the path half way along Round Wood. So, we decided to clear overgrowth on Friday, and on Task Day Sunday, barrow the chippings that were in the road at the Longwood gate, two thirds of the way up the valley, as well as mow the picnic table area!*

*I wouldn't normally do this, but I feel that I must mention all those who turned out over the two days of Task Day weekend, because it was such a sterling effort by them all. There was Maggie, Anne (J), Dave ('the stoker'), Brian, Bob (both days), Bill, and even young Sophie! Very well done to you all, for a great job, well done! We are due to have our AGM this month, the date of which we will publish, as soon as it is confirmed. So please watch out for further information. Regards. Rob Burrows (Chairman).*

## 9. **Policy and procedures review**

*None to review.*

## 10. **Maidstone Local Plan - Forthcoming public consultation**

*Members were informed that a further round of public consultation on the Maidstone Borough Local Plan is planned to start on Friday 25th September. The consultation will run for 4 weeks, closing at 5pm on Friday 23rd October.*

*This will be a focused consultation, dealing with some select aspects of the Local Plan. The matters which it will cover include additional proposed housing and Gypsy & Traveller*



sites, an employment land allocation at Junction 8 of M20 (Woodcut Farm), proposed open space allocations and a revised open space policy, transport policies, proposed Landscapes of Local Value and a new care homes policy.

It was **agreed** that once this became available if it was relevant to the Parish Council members would be asked for their views at the next main environment meeting.

It was also **agreed** that this would be publicised on the Parish Council's page in the Downs Mail, on the website and through Facebook and the community alert system. **Action office.**

#### 11. **Kent County Council Consultations/notice.**

##### 11.1 Minerals & Waste Local Plan 2013-30 - Proposed Modifications Consultation.

KCC has contacted legal consultees to invite comment (response deadline 12 October 2015) on the proposed modifications to the Kent Minerals and Waste Local Plan (MWLP) 2013-30. Members **received** the Clerk's report and **noted** her comment that no further action is required as there is nothing directly relating to or affecting the parish. Cllr Dengate suggested that this consultation contained a lot of interesting facts and very good graphics and was worth reading.

##### 11.2 Changes to the Kent Permit Scheme. Members **received** and **noted** the changes to this scheme.

#### 12. **Matters for information**

12.1 Parish and Town Council Seminar Monday 9<sup>th</sup> November 2015 at The Mercure Tunbridge Wells Hotel, and will start at 9.00am. It was **agreed** that Cllr Martin Hinchliffe would attend and possibly Cllr Wendy Hinder. Members also requested the following item be submitted for the agenda:

**Illegal HGV parking.** While BPC recognise that there is a process in place to enable local authorities to deal with UK registered HGV's and companies there are issues relating to foreign vehicles with the need for local authorities to employ bailiffs to pursue the penalty payments. The latter is expensive and a significant amount of penalties go uncollected. To resolve this, a change in legislation is proposed to make it a criminal offence for any foreign vehicle not to settle a penalty before leaving UK soil.

This legislation would also then encourage foreign HGV vehicles to use designated HGV parking when and where available, as this would be a better alternative to being pursued for a criminal offence.

#### 13. **Draft Budget 2016/2017**

Members were invited to submit projects for consideration for the draft budget prior to the next meeting. **Noted.**

#### 14. **Next Meeting**

Next full environment meeting 12<sup>th</sup> October 2015 at Beechen Hall commencing at 7.30 p.m.

#### 15. **Enforcement and Section 106 updates from MBC**

An update was received on the building adjacent to Street Farm. However members were still not satisfied with the response received and have requested for this matter to be escalated and for the Clerk to write to Alison Broom, Chief Executive, MBC **Action: Clerk.** Cllr Bob Hinder requested that all future enforcement updates are printed on coloured paper to help members differentiate from other papers received. **Action office.**

Meeting closed at 8.50 pm.

**Item 6.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 September 2015 commencing at 7.30 p.m.**

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

**1. Apologies and non-attendance**

Cllrs Bob and Wendy Hinder (MBC Meeting) Cllr Geoff Smith (Unwell).

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

Cllr Vic Davies declared a pecuniary interest on item 8 Charitable Incorporated Organisations and Item 10.1 Grove Green Community Hall Grant as he was a Trustee of the Vinters Valley Nature Reserve and of the Grove Green Community Centre.

**3. Minutes of the meeting of 14 July 2015**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2778/5.2. Members **noted** that the purchase of pdf software is being arranged. Cllr Dengate recommended that if the software was licenced to only one computer, more than one copy would be advantageous as there were three computers in the office. **Action office.**

4.2 There were no matters arising from the minutes not on the agenda.

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

**5. Financial report**

5.1 Reconciliation of accounts report as at 31 August 2015. **Received** and **agreed.**

5.2 Income/Expenditure report as at 31 August 2015. **Received** and **noted.**

5.3 Investment Bonds. **Noted** the Clerk's report stating that reinvestments had taken place.

**6. Policies and procedures reviews**

6.1 Disciplinary and Grievance Procedure. Members requested some grammatical changes to the document and then asked for it to be deferred until the November meeting for a further review. **Action: Chairman.**

6.2 Financial Investment Strategy (new). The Chairman proposed adoption, with minor grammatical changes. **Unanimously agreed.** Cllr Dengate requested an agenda item for the next meeting to discuss the Parish Council's investment options. **Action: Clerk.**

6.3 Annual Competency Review. The Clerk's report and comments were **received** and **noted.** Members **agreed** to add to future agendas the option of a comfort break as recommended. **Action: Clerk.**

**7. Review of banking arrangements**

**Noted** the paperwork for opening the Unity Trust bank account had been submitted and was being processed.

**8. Charitable Incorporated Organisations (CIOs)**

**Received** the Clerk's update. Cllr Vic Davies, having declared a pecuniary interest addressed the meeting, confirmed that VVNR had agreed to becoming a CIO and that he would shortly be preparing the necessary paperwork for the solicitor. Cllr Vic Davies then left the room. After discussion the remaining members **agreed** that written confirmation should, if possible, be obtained from the organisations approached on whether or not they wished to change to CIO status as Sandling's was outstanding and there was doubt over Weaving Village hall's decision. **Action: Clerk and Cllr Hollands.** Item 10.1 was taken at this point before Cllr Vic Davies returned to the room.

9. **Personnel matters**
- 9.1 The Clerk's update was **received** and **noted**.
- 9.2 KALC specific training Members **received** the Clerk's report regarding tailor made finance training and **agreed** in principle to go ahead. However the logistics of securing a local hall and agreeing the dates, times and invitees would require further investigation. **Action: Clerk.**
10. **Grant Requests**
- 10.1 Grove Green Community Hall -In Cllr Vic Davies's absence, members considered a request for a grant of up to £1,500 for the legal fees for converting the existing charitable trust to a CIO. Members **agreed** to devolve power to the Clerk to release up to £1500 with stage payments if required. **Action: Clerk.**
- 10.2 Heart of Kent Hospice – A request for a grant towards the Hospice's Care at Home Team was considered and members **agreed** to award £400. **Action: Clerk.**
- 10.3 War Memorial Wreath. Members **agreed** that the donation to the Royal British Legion for the Remembrance Day wreath should remain at £120.00. **Action: Clerk.**
11. **Draft Budget 2016/2017**  
**Noted** the invitation to submit projects for consideration for the draft budget.
12. **Matters for Information**  
None.
13. **Date of Next Meeting**  
Tuesday 10 November 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.
- Meeting closed at 8.47 p.m.

**Item 7 Finance.**

**Item 7.1 Payments made out of meeting**

**7.1.1 COOPERATIVE BANK**

Co-Op General Account

Payments made between 04/09/2015 and 28/09/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/09/2015	Mrs P Bowdery	BIMPREST	133.05		4650	260	45	Window Cleaner/Chair Store
					4610	260	14.19	consumables
					4275	150	4	Orchids Leaflet
					4155	120	3	Cards
					4020	100	26.86	Stamps/Stationery
					4115	110	40	Downs Mail Delivery
11/09/2015	Asda	BIMPREST	2	0.33	4610	260	1.67	Washing up Bowl
11/09/2015	Lordswood DIY	BIMPREST	5.25	0.88	4610	260	4.37	Consumables
11/09/2015	EFT Receipts Ac	IT0000068	87.19		4010	260	10.25	Employee Pension Contributions
					4010	100	29.77	Employee Pension Contributions
					4010	260	11.37	Employer Pension Contributions
					4010	100	35.8	Employer Pension Contributions
22/09/2015	HMRC	577PW001	1,396.76		4005	260	213.13	PAYE
					4160	120	68.6	PAYE
					4150	120	10.4	PAYE
					4005	100	1,104.63	PAYE
22/09/2015	Mrs M Smith	B22/9/BH01	568.12		4400	230	41.48	Litterpicking

					4115 110	30	Publicity
					4001 260	496.64	Wages
22/09/2015	Mr D Odell	B22/9/BH02	256.01		4001 260	30	AEC Rivetts
					4001 260	226.01	Wages
22/09/2015	Mr B Douglas	B22/9/BH05	244.41		4001 260	45	AEC Oladipo
					4001 260	199.41	Wages
22/09/2015	Mrs P Bowdery	B22/9/PC01	2,133.71		4000 100	2,133.71	Salary
22/09/2015	Mrs M Fooks	B22/9/PC02	1,225.30		4055 100	30.36	Mileage
					4001 260	477.98	Salary
					4000 100	716.96	Salary
22/09/2015	Mrs A Candy	B22/9/PC03	602.87		4000 100	602.87	Salary
22/09/2015	Mrs L Lake	B22/9/PC04	40		4115 110	40	Publicity
22/09/2015	Ms D Davies	B22/9/PC05	26.8		4400 230	26.8	Litterpicking
22/09/2015	Mr I Davies	B22/9/PC06	40.94		4150 120	40.94	Chairmans Allowance PAYE
22/09/2015	Mr V Davies	B22/9/PC07	33.68		4160 120	33.68	Councillor Allowances PAYE
22/09/2015	Mr P Dengate	B22/9/PC08	25.28		4160 120	25.28	Councillor Allowance PAYE
22/09/2015	Mr T Harwood	B22/9/PC09	33.68		4160 120	33.68	Councillor Allowance PAYE
22/09/2015	Mr R Hinder	B22/9/PC10	33.68		4160 120	33.68	Councillor Allowance PAYE
22/09/2015	Mrs W Hinder	B22/9/PC11	33.68		4160 120	33.68	Councillor Allowance PAYE
22/09/2015	Mrs K Macklin	B22/9/PC12	42.08		4160 120	42.08	Councillor Allowance PAYE
22/09/2015	Mr G Smith	B22/9/PC13	16.84		4160 120	16.84	Councillor Allowance PAYE
22/09/2015	Mrs A Spain/Colney	B22/9/PC15	33.68		4160 120	33.68	Councillor Allowance

22/09/2015	Mrs M Waller	B22/9/PC17	36.48		4160 120	36.48	Councillor Allowance PAYE
22/09/2015	KCC (KCS)	BL2343258	27.05	4.51	4020 100 4020 260	7.48 15.06	Stationery Stationery
22/09/2015	EFT Receipts Ac	IT00000068	98.6		4010 260 4010 100 4010 260 4010 100	10.25 34.85 11.38 42.12	Employee Pension Contributions Employee Pension Contributions Employer Pension Contributions Employer Pension Contributions
Total Payments :			7,177.14	5.72		7,171.42	

### 7.1.2 HSBC

Cash Book No : 1

Payments made between 04/09/2015 and 28/09/2015

HSBC General Account

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c Centre	£ Amount	Transaction Details
27/09/2015	Southern Electric	2DD16	629.13	104.86	4615 260	524.27	Electricity Bill
Total Payments :			629.13	104.86		524.27	

## Item 7.2 Receipts for the period

### 7.2.2 HSBC

Cash Book No : 1

HSBC General Account      Receipts received between 04/09/2015 and  
28/09/2015

#### Nominal Ledger Analysis

Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
Harris	50	520		50	C840D Harris 16/11/2016
Balfour Short Mat Bowls	327.5	1235	260	327.5	R1544 SMB Sept Invoice
Prince	102	520		-100	C781D Prince 3/10/15
		1230	260	200	C781F Prince 3/10/15
		1231	260	2	PL Insurance Prince
Age Concern	658.88	1235	260	658.88	R1543 Age Concern Sept
Griffiths	70.5	1230	260	70.5	C845 Griffiths 11/10/2015
Boushear	30	520		30	C844D Boushear 17/10/15
Sing & Sign	87.23	1235	260	87.23	R1551 Sept Invoice Sing &
NCT Stretch & Relax	44.55	1235	260	44.55	R1548 Sept Invoice NCT S
Rivett	23.5	1230	260	23.5	C844 Rivett 12/9/15
Tumbletots	217.8	1235	260	217.8	Tumbletots R1553 Sept
Williams	62	1230	260	60	C856F Williams 27/10/15
		1231	260	2	PL Insurance Williams
Pilates	66	1235	260	66	R1550 Pilates Sept invoice
Karate	283.2	1235	260	283.2	R1545 Karate Sept invoice
Stoneman	47	1230	260	47	C852D Stoneman 24/10/15
Boushear	30.75	520		-30	C844D Boushear 17/10/15
		1230	260	58.75	C844F Boushear 17/10/15
		1231	260	2	PL Insurance Boushear
AACTS	1,175.91	1235	260	1,175.91	R1542 AACTS Sept Invoice
Leicester-Smith	121.4	520		-107.65	C758D Leicester Smith
		1230	260	227.05	C758F Leicester Smith
		1231	260	2	PL Insurance Leicester

Griffiths	72.5	1230	260	70.5	C845F Griffiths 11/10/15
		1231	260	2	PL Insurance Griffiths
Dillon	47	1230	260	45	C853F Dillon 29/10/15
		1231	260	2	PL Insurance Dillon
Rivett	30	1250	260	30	C766 AEC Rivett
Meshe	170	520		170	C865D Meshe 13/2/16
Osei-Bonsu	100	520		100	C864 Osei-Bonsu 31/10/15
	30	1250	260	30	After Event Clean
Page	107.75	1230	260	105.75	C858F Page 31/10/15
		1231	260	2	PL Insurance Page
Stoneman	49	1230	260	47	C852F Stoneman 24/10/15
		1231	260	2	PL Insurance Stoneman
Yoga	256.2	1235	260	256.2	R1572 Yoga October
Total Receipts :	4,260.67			4,260.67	

**Item 7.3 Account closing balances as at 28/09/2015**

**Boxley Parish Council  
BANK ACCOUNTS (closing balance)**

HSBC Beechen Hall	£18,691.81
Unity Trust Bank	£0.00
Coop General Account	£83,420.22
Santander Investment Bond (matures Aug 2016)	£75,000.00
Barclays Bank	£64,638.25
Lloyds 3 mth (matures 05.11.15)	£50,071.84

\*



Lloyds 12 mth (matures 11.08.16)	£25,000.00
Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00
Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00
Cooperative Investment Bond	£0.00
<b>Total in Banks</b>	
Cash	150.00
<b>GRAND TOTAL (Banks and Cash)</b>	<b>391,972.12</b>

\* The Unity Trust Bank is requesting proof of identify from two councillors and this is being undertaken.

#### **Item 7.5 End of Year Accounts 2014/2015 Completion of Audit**

The Clerk has received confirmation that the annual return has been accepted and the External Auditors Certificate and report has been signed with no comments or qualifications. The legal Notice of Conclusion of Audit and Right to Inspect the Annual Return will be placed on the website and noticeboards as required by law.

Notification has also been received that next year there is a change in the provision for electors' rights. Parish councils will now, within a certain time period, set the single 30 working day period during which electors can inspect the books. This will not be a problem for the office.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Boxley Parish

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report (KE0037)

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. ~~(\*delete as appropriate).~~

(continue on a separate sheet if required)

**Item 8 Policies and Procedures.** *Purpose of item; DECISION.*

**Item 8.1 Protocol for attending PC and Committee (review).**

**Current** - Parish councillors are always pleased to have visitors to their meetings, especially if there is an issue with which the parish council might be able to assist them with.

If you are attending a meeting and wish to address it about an issue either on the agenda or which you wish to bring to their attention, it may help to be aware of the procedures.

As only councillors may speak at council or committee meetings, time is always provided for the meeting to be adjourned (that is suspended) for members of the public to address them. You will be invited to speak during this period and will be allowed a maximum of three minutes to do so. You may then be asked questions by councillors but you have no right to ask them questions in return or enter into a debate. Once the meeting has reconvened you can make no further comment.

Members of the public are entitled to film or record parish council meetings and your attention is drawn to the separate policy and guidance on Recording of parish council meetings.

If the issue is very personal, or you are disabled, have a speech or hearing impediment, do not wish to be recorded or just find it difficult to talk to a public gathering please discuss this with the Clerk. If necessary, she will make alternative arrangements to inform members of your issue. Assistive Listening Devices can normally be made available at meetings. If you use a hearing aid please therefore ask the Clerk for assistance.

It would be very helpful if you could give the Clerk advance warning of any matter you may intend raising. You can do this by either writing to or telephoning the parish office. This will allow the relevant information to be gathered and possibly for you to be advised whether there is a better method by which you can bring the issue to the attention of the parish council. If this is not possible, or you are unwilling to do so, it is not a problem.

On arrival at the meeting, you should be approached by the Clerk as you enter the room. If not, please introduce yourself to her or any member of the parish council. You will be asked for your name and on what subject you wish to speak. The Chairman has the power to recommend a change to the order of the agenda so that you are not kept waiting too long to speak. You are of course welcome to stay for the whole of the meeting but are free to leave at any time.

Once the allocated time for public involvement has been reached the Chairman will generally welcome you to the meeting, addressing you by name and inviting you to speak. Although three minutes is quite a long time, it can go very quickly if the issue is complex. The following suggestions may help you to get your comments across effectively:

- ◆ Stand whilst you talk, acoustics can be a problem in some halls.
- ◆ Open your talk by explaining the location of any problem, try to be as specific as possible e.g. the piece of land at the junction of.... and ....
- ◆ Have a list of the relevant points you wish to make.
- ◆ Try to be concise and not go off the point.

- ◆ If you know what you want please ensure that you clearly inform the council.
- ◆ The parish council may wish to send you information or keep you in touch with any developments, don't forget to supply your name and address to the Clerk. There are always spare paper and pens at a meeting.
- ◆ You should not slander anyone or make any comments that are offensive or which you feel should not be public. If yours is a sensitive issue please contact the Clerk to discuss the best way to proceed.
- ◆ If you are disabled, have a speech impediment or find it hard to talk to a public gathering, discuss this with the Clerk who can make alternative arrangements for your issue to be notified to members.

Because the official minutes may only record discussion and decisions taken within the meeting, they will not include any of your personal details or quote verbatim what you say. The Clerk will keep a separate note of your issue and any action needed. However, be aware that members of the press and other members of the public may be present at the meeting.

Agendas and minutes of meetings are published on the parish council's website at [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk).

**Please remember that the people you are addressing are volunteers. They have volunteered because they care about their community and wish to help local residents. They are not salaried officials.**

<b>Item 11 Matters for Decision</b> <i>Purpose of item: INFORMATION/GUIDANCE.</i>
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**11.1 KCC consultation on its use of the Maidstone Gateway facility** (e-mail 21.09.15).

Clerk's note: The following summary is from the consultation document. The website, Facebook and Community alerts will be used to advertise the existence of the consultation to residents. The consultation questions are aimed towards individual users of the facility but there is room to comment.

In view of the services provided (see bullet point list below) by KCC members may wish to respond along the lines of

*The Gateway Facility is accessible from public transport and adjacent to a car park and it is felt that any other locations chosen to house the services should have similar facilities.*

*If KCC goes down the route of decentralising the services then it must provide good standard facilities at the new venues. There is concern that in trying to save money KCC will shoe horn the service into any space that is available and this will have an adverse impact on what is being offered. Of the 5 KCC commissions offered at the Maidstone Gateway 4 cater for vulnerable groups and it is essential that these individuals receive as much support and encouragement as possible and that they are not marginalised to save on rent. It would seem sensible to ensure that Commissioners such as Age UK and Deaf Services remain together.*

In 2008, Maidstone Gateway opened in King Street, Maidstone. Since then, people have visited the Gateway to access a range of Kent County Council (KCC), Maidstone Borough Council and partner services.

To make sure every pound spent in Kent is delivering better outcomes for our customers, communities and businesses, we must review the services we provide and where we provide them from to ensure we are getting value for money.

We are now considering whether the Maidstone Gateway is the right location from which to provide KCC services. While the services that Kent County Council provides will not change, it is possible that they could be accessed from alternative locations in the future

including other KCC buildings nearby. This would reduce property costs, helping to offset the unprecedented savings the council faces and will continue to face over coming years.

KCC provides or commissions the following services from the Maidstone Gateway:

- Kent Supported Employment clinics
- Health Trainer service
- an Age UK helpdesk
- a Deaf Services drop in clinic
- general KCC enquiries

The Consultation Document (available to download from the 'Consultation Documents' section below) provides details of the possible new locations being considered for these services.

### **How to have your say**

We want to know what you think about our proposals for the Maidstone Gateway. No decision has been taken yet and your views will be vital to help us make the final decision.

**The consultation runs for 12 weeks from the 21st September to the 13th December 2015.**

### **11.2 Parish Council elections.**

Clerk's note: For the past 2 elections the parish council has been proactive in trying to get residents to stand for election and in 2012 the following time table was produced

**Elections 2016**

**Timeline plan to attract new Councillors**



	October	November	December	January	February	March	April
Advertise on Notice Boards. General posters	Yellow		Yellow			Yellow	
Large scale display on noticeboards with little else on there.				Yellow	Yellow		
Downs Mail Page	Yellow		Yellow			Yellow	
Web site	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Facebook. Use as needed but ensure that at a minimum it is used to notify residents to articles in DM. Road shows, deadlines etc.	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Community alerts. Use as needed but ensure that at a minimum it is used to notify residents to articles in DM. Road shows, deadlines etc.	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Ask groups we are connected to to forward on to their members a leaflet explaining what a PC does and that we need people to stand. Ask them to forward on to anyone that they think might be interested.		Yellow			Yellow		
E mail interested persons					Yellow		Yellow

Window advert Parish Office/ display									
E mail local groups									
Flyers for Public Houses (Yew Tree etc) and village halls.									
Press release for KM									
Article for Downs Mail What life is like as a Parish Councillor									
Road show/ awareness events (KALC run?)									

**Other ideas**

Leaflet outside schools, village halls, Tesco, door to door?

Put up gazebo at orchard, Tesco

Facebook - record numerous parts of a meeting e.g. planning decision, adjournment for a member of public, Borough Councillor report and put snippets onto facebook. NOT a full meeting.

Interview with Chairman and some councillors about what the parish council does and put it on facebook.

**Item 11.3 Local Council Award Scheme. Deferred from April 2015 meeting.**

From Local Council Award Scheme A guide to the Local Council Award Scheme.

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

Tangible evidence of the benefit of the scheme.

Clerk's comment. In the early days the Quality Standard set clear targets and I have no doubt that it raised the bar for parish councils. In 2004, when the scheme was first created, there was much talk about Local Authorities recognising that Quality Councils were different and could do more but the much suggested partnership working, with possible financial support, was not forthcoming. The benefits from Quality Status were, in my view: a four year intensive health check; councillors, staff and the community could be confident that a quality service was being given and there was a bar set for continued improvement.

From Terry Martin, Secretary KALC.

*Many thanks for the e-mail. We have the Council's Certificate in the office for the Foundation Level, which will be signed by the KALC Chairman very shortly and posted out to you.*

*The Scheme has been designed to try to make it less onerous than the previous Scheme by not requiring hard copies of all the paperwork and taking a more virtual approach.*

*You will obviously be able to cover any direct tangible benefits that Boxley had under the previous Quality Parish Scheme. With regards to the new Local Council Award Scheme it is very much early days and no doubt the Council will be able to assess over the next 6 months what benefits the new Scheme actually brings to the Council. At this very early stage I can only comment in broad terms. Having accreditation will help demonstrate and provide assurance to both the Council and to its residents that it operates to a certain standard. It also provides a framework for Councils that wish to improve their performance. It might also help improve the Council's relationship with its principal authority and other local partners by showing that it operates to a national professional standard.*

*On a national basis, the Scheme will contribute to the national reputation of the sector, demonstrating that Councils operate to a professional standard and showing a commitment to improvement.*

*The General Power of Competence is not linked to the Local Council Award Scheme.*

### Local Council Award Scheme

#### The Foundation Award

Complies now	✓	Nearly complies need a bit of tweaking	✓	1	Could comply with a large amount of work	✓	2
		Nearly complies need a fair bit of tweaking	✓	2	Not sure what is wanted/needed	?	

The council confirms by resolution at a full council meeting that it publishes online:

Governance	✓	Ref	Community	✓	□	Ref	Notes	□
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Its standing orders and financial regulations	✓		14	Council contact details and councillor information in line with the Transparency Code	✓			
Its Code of Conduct and a link to councillors' registers of interests	✓	1	15	Its action plan for the current year	✓	1	2	<i>Need to do a link to our web page or MBC</i>
Its publication scheme	✓		16	Evidence of consulting the community	✓		15	<i>A minimum single A4 document listing the council's objective for the current year</i>
Its last annual return	✓		17	Publicly advertising council activities	✓			
Transparent information about council payments	✓	2	18	Evidence of participating in town and country planning	✓		5	<i>Minutes currently do not include the expenditure sheets that are submitted with the agenda.</i>
A calendar of all meetings including the annual meeting of electors	✓							
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓							
Current agendas	✓						9	<i>The judging panel would normally expect the budget to show columns comparing the previous 2 years budget for comparison.</i>
The budget and precept information for the current or next financial year	✓	3						
Its complaints procedure	✓							

The council also confirms by resolution at a full council meeting that it has:

A risk management scheme	✓		<i>Ref</i>	<b><i>Notes</i></b> <i>They really do expect councillors to be undertaking regular formal training</i>			19	Disciplinary and grievance procedures	✓	
A register of assets	✓		21				20	A policy for training new staff and councillors	✓	
Contracts for all members of staff	✓						21	A record of all training undertaken by staff and councillors in the last year	✓	1

			22	KALC training currently does not attract CPD points			22	A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year	X	2
--	--	--	----	---	--	--	----	---	---	---

### The Quality Award

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes online:

Governance	✓		Ref	Community	✓		Ref	Notes
Draft minutes of all council and committee meetings within four weeks of the last meeting	✓		26	A community engagement policy involving two-way communication between council and community	✓			
A Health and Safety Policy	✓		27	Councillor profiles	✓	1	27	<i>Photographs will be expected, no personal details needed contact details and ward represented is sufficient a profile.</i>
Its policy on equality	✓		28	A grant awarding policy	✓			
			29	Evidence showing how electors contribute to the Annual Parish or Town Meeting	✓	1		
			30	An action plan and related budget responding to community engagement and setting out a timetable for action and review	✓	2	30	<i>An action plan summaries findings from community engagement, sets out aims and objectives and includes a timetable for completion</i>
			31	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	✓	1		

			32	Evidence of helping the community plan for its future	X	4	32	<i>The panel would expect to see that the council consults the community in 3 different ways (such as Surveys, focus groups, online and street polls and community workshops. It will look for at least 3 positive actions for the community in the last year.</i>
--	--	--	----	---	---	---	----	--

The council also confirms by resolution at a full council meeting that it has:

A scheme of delegation (where relevant)	✓	36	At least two-thirds of its councillors who stood for election	✓	38	A qualified clerk	✓
Up to date insurance policies that mitigate risks to public money	✓	37	A printed annual report that is distributed at locations across the community	✓	39	A clerk (and deputy) employed according to nationally or locally agreed terms and conditions	✓
Addressed complaints received in the last year	✓				40	A formal appraisal process for all staff	✓ 1
					41	A training policy and record for all staff and councillors	X 4

**Note** KALC training currently does not attract CPD points

### The Quality Gold Award

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes online:

Governance	✓	□	□	Community	✓	□	□	Note	□
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	✓		43	An annual report, online material and at least four news bulletins a year with evidence of:	✓			<i>The panel would expect to see that the council consults the community in 4 different ways (such as Surveys, focus groups, online and street polls and community workshops. It will look for at least 4 positive actions for the community in the six year.</i>	
			44	<i>Engaging with diverse groups in the community using a variety of methods</i>	X				
			45	<i>Community engagement leading to positive outcomes for the community</i>	X		Ref 44- 46		

			46	<i>A broad range of council activities, including innovative projects</i>	X		
			47	<i>Co-operating constructively with other organisations</i>	✓		

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each)

Ensures that the council delivers value for money	✓	1	50	Provides leadership in planning for the future of the community	?	52	Manages the performance of the council as a corporate body	?
Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder	✓	1	51			53	Manages the performance of each individual staff member to achieve its business plan	?

**Clerk's note on general improvements**

Make sure all documents now state a review date? Currently BPC relies on the review calendar

Go ahead with the profile work?