

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 29 June 2015

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held on **6 July 2015** at the **Weaving Village Hall, Weaving Street ME14 5JP** commencing at 7.30 p.m.

Time guide
(7.30)

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 June 2015.** (7.33)
To consider the minutes and if in order sign as a true record (pages 3-5).
4. **Matters Arising From the Minutes.** (7.35)
 - 4.1 Minute 2761/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood.
 - 4.2 Minute 2761/.2 Boxley Warren/Pilgrims Way. Road works to improve the junction planned for 22 July 2015 see report (page 5).
 - 4.3 Any other matters arising from the minutes which are not on the agenda.
5. **Report from the PCSO and Police Issues.** (7.45)
Report and Crime statistics see will be supplied at the meeting.
- Adjournment to enable members of the public to address the meeting.** (7.55)
6. **Draft Minutes of Recent Committee Meetings.** (8.05)
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 June 2015 see report (page 5)
 - 6.2 Environment Committee meeting 8 June 2015 see report (pages 5-8).
 - 6.3 Estates Committee 9 June 2015 see report (pages 8-10).
7. **Finance.** (8.10)
 - 7.1 Payments made out of meeting 01.05.15 – 28.06.15 see report (pages 11-18).
 - 7.2 Receipts for the period 27.05.15 – 28.06.15 see report (pages 19-20).
 - 7.3 Account balances as at 28.06.15 will be supplied at the meeting.
 - 7.4 To authorise payment of accounts (list to be supplied at meeting).
 - 7.5 Internet Banking. To receive a verbal update on setting up the account.
 - 7.6 Members are reminded that they should not sign blank cheques or authorisation letters, the need to check invoices against cheques and authorisations when signing and that cheque stubs need to be initialled by both signatories. They also need to keep their register of interests updated.
 - 7.7 F&GP Committee 14th July 2015. Members are notified that this meeting will commence at 7.00 pm instead of 7.30 pm.

8. **Policies and Procedures.** (8.25)
8.1 Parish Councillor Allowances see report (pages 21).
8.2 Review of training needs.
8.3 Press Policy and Media Management Strategy. An internal review of these documents was undertaken and the Clerk considers that they are still fit for purpose.
8.4 Business Continuity Plan and Resilience and Emergency Plan for the Community (update) see report (page 21).
9. **Reports from Borough and County Councillors.** (8.30)
Our Ward councillors are invited to report and discuss matters affecting the parish.
10. **Reports from councillors/office.** (8.40)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
11. **Matters for Decision.** (8.48)
To consider any issues, such as attendance at meetings or as identified on the evening.
12. **Matters for Information.** (9.06)
12.1 Free Police event see report (page 21).
12.2 Open Space Summer 2015 vol 31 No 3
13. **Next Meeting.** (9.07)
Friday 11 September 2015 (note change of date) at European School of Osteopathy, Boxley, ME14 3DZ commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 1 September 2015.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

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

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.
Items to be returned to a future agenda: November 2015 Local Council Award Scheme.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 6 July 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 Monday 1 June 2015 commencing at 7.30 pm.

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler and PCSO Day.

1. **Apologies and absences.**

Cllrs Harwood (MBC meeting) and Mr G Smith (unwell).

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

None received.

Item 5 was taken at this point in the agenda.

The Chairman paused the meeting to present Cllr Robert Hinder with the 2015 KALC Community Award in recognition of his hard work and services to the community on leading the Dove Hill Allotment project and as Chairman of Friends of Boxley Warren.

3. **Minutes of the Annual Parish Council Meeting of 11 May 2015.**

The minutes of the meeting were, with an action point included at item 13, **agreed** and **signed** as a correct record.

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

4.1 Minute 2750/9.1 Boxley Warren *Awards for All* application. Clerk will complete work when possible, liaising with Cllr Harwood. **Noted.**

4.2 Minute 2750/9.2 Boxley Warren/Pilgrims Way. Road works to improve the junction planned for 22 July 2015. No further news. **Noted.**

4.3 Minute 2750/9.3 Code of Conduct Complaints 3 month deadline. Report **noted.**

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

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

Report and Crime statistics. **Received and noted.** Clarification was sought regarding lost property found by a member of the public and the offence of Theft by Finding. The PCSO will ascertain how long an item must be retained before it could be disposed of. Cllr Wendy Hinder asked that the Police try to deal with the issue of quad bikes on private land at Boxley Road adjacent to the M2.

Survey - National Rural Crime Network (NRCN) into rural crime and anti-social Behaviour (ASB). Councillors were encouraged to make their personal views known by completing the survey.

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

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

Received and noted.

- 6.1 Environment Committee meeting 11 May 2015.
- 6.2 Environment Committee meeting 18 May 2015.
- 6.3 F&GP Committee 19 May 2015.
- 6.4 Annual Meeting of the Parish.

7 **Finance.**

- 7.1 Payments made out of meeting 01.04.15 – 30.04.15. **Received and noted.**
- 7.2 Receipts for the period 01.04.15 – 26.05.15. **Received and noted.**
- 7.3 Account balances as at 26.05.15. As unavailable at the meeting they will be forwarded to members. **Action: Clerk.**
- 7.4 Payment of accounts. **Authorised.**
- 7.5 Internet Banking. The Clerk reported that the last of the mandates and signatures were being gathered.
- 7.6 Cllr Springate volunteered to undertake the next Parish Councillor Internal Audit (due in September).

8 **2014/2015 End of Year Return.**

The Chairman moved that **the parish council agree that the Chairman and Clerk sign the End of Year Return. Unanimously agreed.**

14. **Policies and Procedures.**

Lobbying and predetermination (review). With some minor adjustments **agreed.**

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

Cllr Wendy Hinder gave a report covering issues within the parish including the need, now that the trial period for the bollards were coming to an end, for Sandling residents to notify KCC of their views of their effectiveness and whether they want them to remain in position.

Cllr Butler notified the council that the new MBC Leader was Cllr Fran Wilson. He gave a brief report on the new decision system at MBC and informed members that he was on the Audit Committee and Cllr Hinder was a member of the Culture, Tourism and Leisure Committee.

16. **Reports from councillors/office.**

Received and noted.

- 16.1 Police/Parish Liaison Meeting Thursday 21 May 2015. Cllr Bob Hinder gave a report and notified members that the Sergeant in charge of the PCSOs will attend the next FoBW meeting.
- 16.2 Maidstone's Civic and Freedom Parade and Civic Service. Cllr Bob Hinder notified members that there had been a good turnout.

17. **Matters for Decision.**

- 17.1 Grove Green Community Hall. Proposed change of status to Charitable Incorporated Organisation. A brief discussion took place on the reasons the management committee is changing its status and Cllr Vic Davies notified members that the issue was being discussed at the AGM.
- 17.2 SMART (South Maidstone Action for Roads and Transport) meeting Thurs 11 June at 7.30. Councillors expressed no interest in attending.
- 17.3 Invitation to Helen Whately MP. Members welcomed her response and **agreed** that the Clerk should supply dates of future meetings and ask if she intended raising any specific matters. Clerk to ensure she is aware of current issues before she attends. **Action: Clerk.**
- 17.4 Nominations for the KALC Maidstone Area Committee executive. **Noted** but no nominations forthcoming.

18. **Matters for Information.**

- 18.1 KALC Parish News.

- 18.2 WWG has received a £3,800 grant (50% of costs) towards the purchase and installation of a storage unit at Beechen Hall.
- 18.3 Transport in Maidstone, alternatives to using the car, available from MBC website or parish office.

19. **Next Meeting.**

6 July 2015 at Weaving Village Hall, Weaving Street ME14 5JP commencing at 7.30 pm. Councillor requests for agenda items are to be submitted no later than 29 June 2015.

Meeting closed at 9.00 p.m.

Item 4. Matters Arising From the Minutes. *Purpose of item: information.*

4.2 Boxley Warren/Pilgrims Way road entrance work. Clerk's report: as members are aware the road surface work is planned for 22 July however she has so far been unable to ascertain when the actual new entrance work is planned.

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

Item 6.1 Minutes of the Environment Committee on Monday 1 June 2015 at the European School of Osteopathy, Styles Lane, Boxley commencing at 9.14 pm.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mr D Hollands, Mr M Hinchliffe, Mr A Springate and Mrs M Waller together with Mrs K Macklin (visiting councillor) and the Clerk.

1. **Apologies and absences**

None as all members were present.

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

None declared.

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

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

15/503636/TPO – TPO application to fell 1 Sweetchestnut at 6 Micawber Close, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

15/503486/FULL – Removal of current shed and construction of open fronted storage unit 30m x 9m x 4.5m high. Storage of banger racing cars at Broad View Farm, Blind Lane. *Objection due to insufficient and information being submitted by the applicant.*

4. **Next Meeting**

Next full environment meeting 8 June at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 1 June 2015.

Meeting closed at 9.18 pm.

Item 6.2 Minutes of the Environment Committee on Monday 8 June 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

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

5. **Apologies and absences**
Cllrs Brooks (holiday), Hollands (work commitment) and Waller (holiday).
6. **Declaration of Interests, dispensations, predetermination or Lobbying**
None declared.
7. **Minutes of the Meetings of 11th & 18th April 2015**
The minutes were **agreed** and **signed** as a correct record.

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

8. **Matters Arising From Minutes**

- 4.1 Minute 2753/4.3 Westfield Sole Road Not suitable for HGV signs. Signs were now erected. **Noted.**
- 4.2 Minute 2744/11 Installation of hard standing/apron at Boxley Road noticeboard. Members' **agreed** to allocate £250 to pay for the proposed work. Permission for the work was being sought from KCC. **Noted**
- 4.3 Minute 2753/5 15/503359/OUT. Land East Of Gleamingwood Drive Lordswood Kent. MBC had been contacted about the legal status of the trees in the area but this issue was still outstanding. KCC has been contacted about the traffic reports and a response was awaited. The lorry access and speed issue still needed clarification
Action: office.
- 4.4 Any other matters arising from the minutes not on the agenda. There were none.

5 **Planning Applications and Appeals for Consideration**

15/503623/FULL - Erection of a single storey rear extension, conversion of roof space to include roof extension with insertion of rear dormers and changes to fenestration. Installation of roof lights to front at Wilmarie and erection of front porch at Northdown at Wilmarie and Northdown, Chatham Road, Sandling.

Objection as this development would result in an unacceptable impact, due to its bulk and mass, on the visual amenity of the AONB.

The parish council previously considered 2 separate applications which when viewed in isolation did not appear to have such a detrimental impact but viewed as a joint application the impact becomes fully apparent.

Do not wish to see reported to the planning committee.

15/503902/TPO – TPO application to reduce 1 Field Maple by approx 50% at 23 Abigail Crescent, Walderslade.

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

15/503922/FULL. Gate and footpath leading onto Old Lordwood Lane within Maidstone boundary relevant to proposed detached house within the Medway boundary at Plot 6 Highview Farm Lordswood Lane Chatham Kent. Members asked for clarification on the need for planning permission for this path. Clerk to liaise with Chairman and vice chairman on planning officer's response.

15/503845/FULL. Amendments to planning permission 14/504888/FULL (Change of use of store to 2 x dwellings, 2-storey rear extension to provide 1 x dwelling (3 dwellings total); Provision of external stair cases to 3 x dwellings, new door way to lower ground floor (front elevation) and raising roof height of store) - Increase the floor area at The Pump House Forstal Road Aylesford.

Do not wish to object.

15/504140/TPO – TPO Application to fell – 1No. Hornbeam at 6 Violet Close, Walderslade.

Do not wish to object defer to the Landscape Officer's views.

15/504189/TPO - TPO application to 1 No. Cherry tree crown reduce by 25-30%, 1 No. Hornbeam – crown reduce by 30%, 1 No. Cherry tree prune back overhang by 1-1.5m at 12 Forestdale Road, Walderslade.

Do not wish to object defer to the Landscape Officer's views.

15/503705 – Construction of garage, stores and wagon shed at Court Lodge Farm, The Street, Boxley.
Do not wish to object.

15/504043/FULL – 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.
Do not wish to object.

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

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

7. **Highways and Byways**

7.1 Bike barrier, footpath linking Fitzwilliam Rd & Camomile Drive. Response awaited from County Councillor Paul Carter.

7.2 Household garden waste being tipped on verges. Discussion took place on the issue with councillors identifying problem areas. It was **agreed** that an article would be placed in the Downs Mail with a targeted letter drop on areas identified by councillors. The previous Walderslade Woodlands flytipping letter was to be used as a template. **Action: Councillors & Clerk.**

Cllr Bob Hinder notified the meeting that recently electrical and metal items that appear to have been collected by MBC were then dumped near the salt bin by Brownlow Copse. He had taken the items to the recycling depot but asked that it be investigated. **Action: office.**

7.3 HGV parking Old Chatham Road 6 month bollard scheme. Discussion took place on the temporary traffic restrictions and the Clerk was asked to KCC for clarification on the consultation period. **Action: office.**

8. **Volunteer Groups**

8.1 Walderslade Woodlands Group. No report received.

8.2 **Received** and **noted** a report from Friends of Boxley Warren Chairman, Bob Hinder reported that the BWAG day had been successful and that the Police would be present at the FoBW AGM when it was hoped to have a discussion about the off road bikes and Police presence at task days. Other local groups had been invited to attend.

9. **Policy and procedures review**

Training needs. Councillors asked to be notified of future KALC Planning Conference Days.
Action: Clerk.

10. **Matters for Information**

10.1 Green and Blue Strategy update and planning meeting. **Received** and **noted** Cllr Ivor Davies's verbal report on the meeting. It was **agreed** that Cllr Davies would liaise with the Clerk to give MBC feedback on the meeting as he had been disappointed in the content covered and the way it was run. **Noted** a form had been returned to MBC which included the issues that the parish council had raised in the Dec 2013 consultation.

10.2 Economic Development Strategy. **Agreed**, after discussion, a response along the lines of:

The EDS provides an overview of issues rather than tackle specifics however the success of this strategy strongly relies on improvements to the transport infrastructure including walking and cycling. There was concern that the need to utilise and expand the use of existing industrial areas (in the parish at Aylesford and Lordswood) was not identified in the document, this issue and tourism and rural opportunities need to be included.

11. **Next Meeting**

Next full environment meeting 13 July 2015 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 8.59 pm.

Item 6.3 Minutes of the Estates Committee on Tuesday 9 June 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr B Hinder, and Mr P Sullivan, together with the Clerk (until 8pm) and Assistant Clerk.

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

Dispensation notification for items 4.3, 5 and 12.2: Cllrs Vic Davies, Dengate, Hinder and Sullivan.

Cllr Vic Davies notified members that for one part of item 10.2, pay increase for litter picker, he declared a familial interest.

2. **Apologies and absence.**

Cllr P Brooks (holiday), Cllr A Spain and Cllr Ivor Davies (prior meeting), Cllr G Smith (absent)

3. **Minutes of Previous Meeting 21 April 2015.**

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

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

4. **Matters Arising From Previous Minutes**

4.1 Minute 2746/4.2 Kestrel nesting box and insect houses at allotments. Members **received** the Clerk's report. Cllr Dengate confirmed that dead vermin (possibly poisoned) had been found at the allotments. He also stated that if allotment holders were using poison to kill the vermin this could in turn poison the kestrel. He requested that advice is sought from KWT of the implications of using poison and whether to defer putting up the box. The Clerk also **agreed** to contact the environmental department at MBC for advice. **Action office.**

4.2 Minute 2746/4.4 WWG additional storage at Beechen Hall. The Awards for All bid was successful and the unit has been ordered and the WWG will be preparing the ground for its delivery. **Noted.**

4.3 Minute 2747/5 St Pauls Scout Water bill. South East Water is investigating the billing and meter ownership issues and an update is awaited from the Scouts. Action **office.**

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

5. **Dove Hill Allotments**

Members **received** and **noted** the Clerk's report Cllr Hinder gave a verbal report covering various issues including:

The opening of the allotments as part of Boxley Open Gardens weekend with 20 visitors being shown around.

Several plot holders had approached Cllr Hinder to find out when the allotments can be run by an association. The parish council had previously agreed that it would run the allotments for 2-3 years before considering this and the Clerk suggested that tenants start to work towards setting up an association. It was **agreed** that the Clerk would provide information to Cllr Hinder. **Action: Clerk.**

Cllr Hinder informed members that the pylons running thorough the site was not operational and that underground cables supplied electricity for the area.

6. **Weaving Diamond Jubilee Orchard**

A bat walk with a moth trapping night at the Orchard is proposed for Tues 14th July, **noted.** Members declined to provide tea or coffee due to the logistics and timing of the event.

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

This item was brought forward to the start of the meeting and taken at 7.35 to allow the clerk to answer any questions Councillors may have.

Councillors **received** and **noted** the clerks report and after discussion agreed to opt for the Clerk's first suggested option of doing the work piecemeal and setting a budget of £6,000.00, which was quoted by Goodsells, the company members **agreed** to use. The Chairman and Clerk to meet with the company on site to plan the work and it was recommended that the work first targets the area causing most concern then gradually move along the wall to the next collapsed part (about 4-5 metres in) and then review each section as it is repaired. **Action Chairman, Clerk and Goodsells**

8. **Matters for Information**

WDJO Annual Playground Inspection – **Noted** an inspection has been scheduled for July by ROSPA and minor surfacing repairs will be carried out by Cllrs Vic Davies and Pat Sullivan prior to the inspection.

9. **Assistant Clerk's Report**

9.1 Hire fees for April/May with previous year comparison. **Received**, the Assistant Clerk explanation to continue reporting in the previous format would require manual calculations. Members **agreed** that at the next meeting they would receive a report from the new system and decide on what they wished to do.

9.2 Income and Expenditure. **Noted** as the accounting system is in its infancy and information is still to be inputted this report would be available for the August meeting.

9.3 Account balance as at 31 May 2015. **Received** and **noted**.

9.4 Fixed Term Deposit Account. Members **received** an update indicating the current fixed term deposit bond with HSBC had expired and members have **agreed** to invest £40,000.00 into the Nationwide Building Society's fixed 12 month business bond offering a 1.4% return. Although it was deemed unlikely that the funds would be needed within 12 months in the event of an emergency the F&GP Committee would be approached to temporarily vire funds from the contingency budget. **Action Assistant Clerk.**

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

10. **Beechen Hall Extension.**

The Assistant Clerk confirmed that Faithdean had revisited the hall with a local conservatory company to take measurements in order to provide some ideas and ball park costs as per the working groups brief. Members' were advised that Faithdean offered architects services and could, for the tendering process, provide a 'bill of quantities' to accompany the invite to tender document. **Action: Working Group and office.**

11. **Staff Pay.**

This item was brought forward to follow item 7 whilst the Clerk was still present to answer any questions. Members considered the spreadsheet detailing the financial impact of creating and maintaining a pay buffer zone between the minimum wage and actual staff pay.

After consideration it was unanimously **agreed** that in the first year a 5% buffer zone and the second year a 7.5% buffer zone is implemented. At this point Cllr Vic Davies left the room as he had declared an interest and the remaining councillors unanimously **agreed** to a 3% buffer zone in the first year and 5% buffer zone in the second year for the WDJ Litter Picker. In both cases the first year's increase will be backdated to 1 April, 2015. **Action Clerk.**

12. **Policies and Procedures**

12.1 Village Hall Grant Policy – **Agreed** no change.

12.2 Dove Hill Allotments Review of Annual Rents – Members **received** and **noted** the Clerk's report and agreed to postpone a rent review for another year or two to allow things to settle down and also to tie it in with the possible set up of a tenants association to manage the allotments.

13. **Matters for Decision**

None.

14. **Budget Projects 2015/16**

14.1 Noticeboard at Beechen Hall – Update. **Noted** a design will be submitted to members at the August meeting, The office suggested for wording on the sign Beechen Hall – Venue for hire – 01634 861237 – www.boxleyparishcouncil.org.uk. The Assistant Clerk will be leading on this project.

14.2 Interpretation Board Impton Lane – Update. **Noted** a design, along the lines of what was identified on trees in 2014, will be presented to members at the next meeting. The Clerk/Assistant Clerk will jointly lead on this project.

15. **Date of Next Meeting.**

Tuesday 11 August, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 31 July 2015.

Meeting closed at 8.30pm

Item 7 Finance.

Item 7.1 Payments made out of meeting

Date: 30/06/2015 Boxley Parish Council
 Time: 12:46

Cash Book No : 3

User : MJF

Co-Op General Account

Payments made between 01/05/2015 and 28/06/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2015	Mail Publications Ltd	3DD3	490.13	54.95	4115	110	435.18	Publicity
07/05/2015	British Telecommunications Ltd	3DD4	81.31	13.55	4020	100	81.31	British Telecommunications Ltd
07/05/2015	Lloyds 3 mth	8189706LS	50,000.00		220		50,000.00	Transfer funds
07/05/2015	Cooperative Bank	CHAPS 1-5-	25		4020	100	25	Chaps Payment
11/05/2015	F Jamani	BACS C774	18		4656	260	18	Hire fee refund
11/05/2015	KCC (KCS)	CN139437	152.82	25.47	4610	260	60.44	Consumables
					4020	260	18.7	Administration
					4020	100	48.21	Administration
15/05/2015	Barclays Bank Account	8615	40,000.00		220		40,000.00	Transfer Funds
22/05/2015	Mrs M Waller	22/05/PC17	175.55		4160	120	175.55	Councillor Allowance overpayme
22/05/2015	HMRC	577PW001	1,433.46		4005	260	224.35	PAYE
					4160	120	70.4	PAYE
					4150	120	10.4	PAYE
					4005	100	1,128.31	PAYE
22/05/2015	Mrs M Smith	BBH01	641.92		4400	230	82.96	Litter picking
					4115	110	60	Publicity
					4001	260	498.96	Wages

22/05/2015	Mr D Odell	BBH02	336.01	4001	260	336.01	Wages
22/05/2015	Mr B Douglas	BBH05	212.29	4001	260	212.29	Wages
22/05/2015	Mrs P Bowdery	BPC01	2,206.41	4055	100	36.95	Mileage
				4000	100	2,169.46	Salary
22/05/2015	Mrs M Fooks	BPC02	1,215.41	4055	100	13.46	Salary
				4001	260	480.78	Salary
				4000	100	721.17	Salary
22/05/2015	Mrs A Candy	BPC03	596.39	4055	100	29.25	Mileage
				4000	100	567.14	Salary
22/05/2015	Mrs L Lake	BPC04	40	4115	110	40	Downs Mail Delivery
22/05/2015	Ms D Davies	BPC05	27.44	4400	230	27.44	Litter picking
22/05/2015	Mr I Davies	BPC06	42.3	4150	120	42.3	Chairman Allowance
22/05/2015	Mr V Davies	BPC07	33.94	4160	120	33.94	Councillor Allowance
							PAYE
22/05/2015	Mr P Dengate	BPC08	25.34	4150	120	25.34	Councillor Allowance
							PAYE
22/05/2015	Mr T Harwood	BPC09	33.94	4160	120	33.94	Councillor Allowance
							PAYE
22/05/2015	Mr R Hinder	BPC10	33.94	4160	120	33.94	Councillor Allowance
							PAYE
22/05/2015	Mrs W Hinder	BPC11	33.94	4160	120	33.94	Councillor Allowance
							PAYE
22/05/2015	Mrs K Macklin	BPC12	42.54	4160	120	42.54	Councillor Allowance
							PAYE
22/05/2015	Mr G Smith	BPC13	16.87	4160	120	16.87	Councillor Allowance
							PAYE
22/05/2015	Mrs A Spain/Colney	BPC15	33.94	4160	120	33.94	Councillor Allowance
							PAYE
22/05/2015	Mrs M Waller	BPC16	36.74	4160	120	36.74	Councillor Allowance
							PAYE
22/05/2015	EFT Receipts Ac	IT687085	100.62	4010	260	10.83	Employee
							Contribution April

					4010	100	35.23	Employee Contributions April
					4010	260	11.95	BH Pension Contributions April
					4010	100	42.61	PC Pension Contributions April
	British Telecommunications Ltd	3DD6	81.1	13.52	4020	100	67.58	Telephone Bill
01/06/2015	Mail Publications Ltd	3DD7	490.13	54.95	4115	110	435.18	Publicity
01/06/2015	CPRE	501300	36		4045	100	36	Subscription
01/06/2015	Kevin Funnell	B2015/49	120		4025	260	60	Kevin Funnell
					4025	100	60	Kevin Funnell
01/06/2015	Rialtas Business Solutions	B24365	620.28	103.38	4040	100	516.9	Rialtas Business Solutions
01/06/2015	Mrs P Bowdery	BIMPREST	67.01		4650	260	25	Window Cleaner
					4220	130	22.01	Stamps & refreshments
					4115	110	20	Downs Mail Delivery
01/06/2015	Asda	BIMPREST	8	1.33	4020	100	6.67	Rechargeable Batteries
01/06/2015	B & Q	BIMPREST	14.24	2.37	4650	260	11.87	Timber Stain
01/06/2015	Nigel Waters Hardware	BIMPREST	24	4	4650	260	20	Replacement Window Locks
01/06/2015	B & Q	BIMPREST	9.23	1.54	4650	260	7.69	Rollers
01/06/2015	Mrs P Bowdery	BIMPREST	45.7		4020	260	43.2	Stamps
					4155	120	2.5	Birthday Card
01/06/2015	Mrs P Bowdery	BIMPREST	25.88		4020	100	25.88	Stamps

01/06/2015	Asda	BIMPREST	2.58	0.43	4650	260	2.15	Rubble Sacks
01/06/2015	Howdens Joinery Co	BIMPREST	5.22	0.87	4650	260	4.35	Brass Hinges
01/06/2015	Mrs P Bowdery	BIMPREST	1.19		4020	100	1.19	Postage & Stamps
01/06/2015	B & Q	BIMPREST	60.25	10.04	4650	260	35.15	Timber Stain and Brushes
					4400	280	15.06	Timber Stain and Brushes
01/06/2015	Wickes	BIMPREST	11.94	1.99	4275	150	9.95	Foam Ear Plugs
01/06/2015	Robin Hood Service Station	BIMPREST	5.9	0.98	4275	150	4.92	Fuel for Task Day
01/06/2015	B & Q	BIMPREST	83.06	13.84	4275	150	69.22	Oil & Sealant
01/06/2015	Rob Burrows	BIMPREST	13.5		4275	150	13.5	Mileage
01/06/2015	Steve Wright	KEY	15		565		15	Steve Wright
		REFUND						
10/06/2015	Mrs T M Stanfield	BACS C715	250		560		250	Returned Damage Deposit
18/06/2015	John Hood	B91	425		4450	230	425	Remove Ivy & Tree Work inv 91
18/06/2015	Mr J Hood	B91	-425		4450	230	-425	Mr J Hood
18/06/2015	Robin Hood Service Station	BIMPREST	17.84	2.97	4275	150	14.87	Fuel for task day
18/06/2015	Robin Hood Service Station	BIMPREST	5.99	1	4275	150	4.99	WWG Imprest 78
18/06/2015	Stuart Daws & Co Ltd	BIMPREST	56.5	9.42	4275	150	47.08	Stuart Daws & Co Ltd
18/06/2015	Robin Hood Service Station	BIMPREST	-17.84		4275	150	-17.84	Robin Hood Service

18/06/2015	Stuart Daws & Co Ltd	BIMPREST	-56.5	-9.42	4275	150	-47.08	Station Stuart Daws & Co Ltd
18/06/2015	Rob Burrows	BIMPREST	18		4275	150	18	Mileage for task day
18/06/2015	Robin Hood Service Station	BIMPREST	-5.99	-1	4275	150	-4.99	Robin Hood Service Station
18/06/2015	Rob Burrows	BIMPREST	-18		4275	150	-18	Mileage for Task Day
22/06/2015	HMRC	577PW001	1,384.95		4005	260	203.85	Wages PAYE
					4160	120	68.6	Councillor Allowance PAYE
					4150	120	10.4	Chairmans Allowance PAYE
					4005	100	1,102.10	Salary PAYE
22/06/2015	Mrs M Smith	B22615BH0	545.13		4115	110	40	Mrs M Smith
					4001	260	505.13	Mrs M Smith
22/06/2015	Mr D Odell	B22615BH0	258.27		4001	260	30	After event Clean
					4001	260	228.27	Mr D Odell
22/06/2015	Mr B Douglas	B22615BH0	210.47		4001	260	210.47	Mr B Douglas
22/06/2015	Currys PC World	B22615PC0	46.99	7.83	4020	260	39.16	Currys PC World
22/06/2015	Mrs P Bowdery	B22615PC0	2,133.71		4000	100	2,133.71	Mrs P Bowdery
22/06/2015	Mrs M Fooks	B22615PC0	1,197.73		4001	260	479.09	Mrs M Fooks
					4000	100	718.64	Mrs M Fooks
22/06/2015	Mrs A Candy	B22615PC0	566.42		4055	100	17.55	Mrs A Candy

22/06/2015	Mrs L Lake	B22615PC0	50		4000	100	548.87	Mrs A Candy
					4055	100	50	Mrs L Lake
22/06/2015	Ms D Davies	B22615PC0	27.16		4400	230	27.16	Ms D Davies
22/06/2015	Mr I Davies	B22615PC0	40.94		4150	120	40.94	Mr I Davies
22/06/2015	Mr V Davies	B22615PC0	33.68		4160	120	33.68	Mr V Davies
22/06/2015	Mr P Dengate	B22615PC0	25.28		4160	120	25.28	Mr P Dengate
22/06/2015	Mr T Harwood	B22615PC0	33.68		4160	120	33.68	Mr T Harwood
22/06/2015	Mr R Hinder	B22615PC1	33.68		4160	120	33.68	Mr R Hinder
22/06/2015	Mrs W Hinder	B22615PC1	33.68		4160	120	33.68	Mrs W Hinder
22/06/2015	Mrs K Macklin	B22615PC1	42.08		4160	120	42.08	Mrs K Macklin
22/06/2015	Mr G Smith	B22615PC1	16.84		4160	120	16.84	Mr G Smith
22/06/2015	Mrs A Spain/Colney	B22615PC1	33.68		4160	120	33.68	Mrs A Spain/Colney
22/06/2015	Mrs M Waller	B22615PC1	36.48		4160	120	36.48	Mrs M Waller
22/06/2015	Mr J Hood	B91	425		4450	230	425	Tree Maintenance Boxley VG
22/06/2015	Mrs P Bowdery	BIMPREST	87.8		4650	260	25	Window Cleaner
					4610	260	2.8	Screwdriver
					4115	110	60	Downs Mail deliver
22/06/2015	Poundland Ltd	BIMPREST	1	0.17	4400	230	0.83	Dog Waste Bags

22/06/2015	Robert Dyas	BIMPREST	3.99	0.66	4610	260	3.33	Descaler
22/06/2015	Lordswood DIY	BIMPREST	16.5	2.75	4650	260	13.75	Cement & materials
22/06/2015	Capital Cleaning (Kent) Ltd	BIMPREST	8.4	1.4	4610	260	7	Capital Cleaning (Kent) Ltd
22/06/2015	Robin Hood Service Station	BIMPREST	23.83	3.97	4275	150	4.99	Fuel for task day
					4275	150	14.87	Grease for Chainsaws
22/06/2015	Stuart J Daws & Co Ltd	BIMPREST	56.5	9.42	4275	150	47.08	New chains for saws
22/06/2015	Rob Burrows	BIMPREST	18		4275	150	18	Mileage for task day
22/06/2015	EFT Receipts Ac	IT00687085	97.77		4010	100	41.96	PC Pension Contributions May
					4010	260	11.11	BH Pension Contributions May
					4010	100	34.71	Employee Contributions May
					4010	260	9.99	Employee Contributions May
		Total Payments :	107,566.10	332.38			107,247.27	
			Gross	VAT			Nett	

HSBC

Boxley Parish Council

HSBC General Account

1

Cash Book No : 1

Payments made between 01/05/2015 and 28/06/2015User :
MJF

Date: 12:44

Time: 30/06/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2015	Maidstone Borough Council	2DD3	541		4035	260	378.7	Hall Rates
					4035	100	162.3	Office Rates
29/05/2015	SITA UK Ltd	2DD4	348.29	58.05	4660	260	184	Recycling Bags
					4660	260	106.24	Refuse Collection
01/06/2015	Mr J S Bains	102680	130.4		520		130.4	Mr J S Bains
01/06/2015	Maidstone Borough Council	2DD5	541		4035	100	162.3	Maidstone Borough Council
					4035	260	378.7	Maidstone Borough Council
09/06/2015	Beechen Hall	100002	74.5		1230	260	4	Bank Charge Baldwin
					1230	260	70.5	C816 Baldwin unpaid cheque
18/06/2015	SITA UK Ltd	2DD6	80.64	13.44	4660	260	67.2	SITA UK Ltd Invoice
								2.98E+08
Total Payments :			1,715.83	71.49			1,644.34	
			Gross	VAT			Nett	

**Item 7.2 Receipts for the period
Cooperative Bank.**

Date: 30/06/2015 Boxley Parish Council
 Cash Book No :
 Time: 12:43 3 Receipts received between 01/05/2015 and 28/06/2015
 Co-Op General Account Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
14	Cooperative Bank	17.17	1090	130	17.17	Interest
7	Boxley Parochial Church Council	368	1200	220	110	Headstone Allibone
8	Boxley Parochial Church Council		1200	220	258	Burial Brook
9	Boxley Parochial Church Council	116	1200	220	116	Headstone Brook
1562	HMRC	463.94	105		463.94	VAT REFUND
10481	Maidstone Borough Council	7,007.00	1100	130	7,007.00	Parish Services Scheme
12	Beckwith	10.75	1280	280	10.75	Allotment Rent Beckwith 8c
13	Boxley Parochial Church Council	116	1200	220	116	Headstone - John Pearce
	Banked on : 22/06/2015					
15	Mrs M Waller	175.55	4160	120	175.55	CLlr Allowance -
	Total Receipts	8,274.41			8,274.41	

At: 13:50

HSBC General Account

Cash Received between 01/04/2015 and 30/04/2015

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/04/2015	Ramanandi	C721F	Hall Hire	169.50
01/04/2015	Reid	C789D	Hall hire	35.25
01/04/2015	Sing & Sign	R1488	Hall Hire	22.28
01/04/2015	Smith	C788D	Hall hire	41.12
02/04/2015	Pilates	R1487	Hall hire	92.40
02/04/2015	Short Mat Bowls	R1482	Hall hire	210.00
07/04/2015	Medway Council	C785D	Hall hire	143.00
07/04/2015	Thompson	C778F	Hall hire	37.25
08/04/2015	Kumon	R1484	Hall Hire	178.14
08/04/2015	Sing & Sign	R1485	Hall Hire	44.55
08/04/2015	Tumbletots	R1491	Hall Hire	108.90
09/04/2015	Beard	C792D	Hall Hire	35.25
09/04/2015	Beard	R1490	Hall Hire	39.60
09/04/2015	Coleman	C767F	Hall Hire	72.50
09/04/2015	Davies	C757F	Hall hire	86.15
09/04/2015	Mir	C796F	Hall hire	85.25
10/04/2015	A Bead in Time	R1480	Hall hire	145.75
10/04/2015	Age Concern	R1481	Hall hire	508.28
11/04/2015	Sing & Sign	R1489	Hall Hire	44.56
14/04/2015	Karate	R1483	Hall hire	212.40
16/04/2015	Davies	C759F	Hall Hire	170.30
16/04/2015	Padam	C738F	Hall hire	75.65
22/04/2015	Jamani	C774F	Hall Hire	305.00
22/04/2015	NGREA	R1486	Hall hire	42.90
27/04/2015	Beard	C792F	Hall Hire	37.25
27/04/2015	Scarrott	C799D	Hall hire	35.25
28/04/2015	Khan	C801F	Hall hire	193.80
Total Receipts				3,172.28

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

Item 8.1 Parish Councillor Allowances.

In July 2014 members decided

*Parish Councillor Allowances. After discussion it was proposed by Cllr Macklin **in principle for budgetary purposes to build in an annual 1% increase which would then allow members to review annually the financial implications.** Cllr Harwood seconded the proposal and it was **agreed** with three abstentions.*

A Parish Council has to submit details of its Allowance Scheme to the Joint Parish Independent Remuneration Panel (JPIRP) which has to 'approve' any increase. Members must therefore decide whether they wish to consider building in another 1% rise which will then be cleared with the JPIRP.

Members must therefore decide whether they wish to vary the automatic 1% 'budgetary' increase. Whatever is agreed, other than no increase at all, will then be cleared with the JPIRP.

MBC's template for parish councillors' allowances suggests 15% of the MBC members' rate (as at 1 April 2013 £4666). However a parish council can pay more as long as it is deemed reasonable and is not vetoed by the JPIRP.

Clerk's note: Currently BPC pays approximately 10.9% of the Borough Councillor Basic Allowance and so it is anticipated that there will not be a problem with an increase as long as it stays within the 15% recommended by MBC.

Item 8.4 Resilience and Emergency Plan for the Community (update).

Cllr Harwood supplied the relevant but recommended that any work is put on hold as both documents are undergoing a review.

Item 12 Matters for Information *Purpose of item: Information.*

12.1 Free Police event (E-mail 02/06 from KALC)

We are delighted to announce that that we will be running **2 FREE** events again this year with the Kent Police & Crime Commissioner, Chief Constable and SECAMB. The 2 events will be taking place as follows:

- Wednesday 22 July at Whitfield Village Hall, Manley Close, Whitfield, Dover, CT16 3LY
- Wednesday 23 September – **venue to be confirmed**

Registration, tea and coffee will be from 6.30pm, with the event starting at 7.00pm and ending around 9.15pm.

Our line-up of speakers is:

- Mrs Barnes - Kent Police & Crime Commissioner;
- Mr Alan Pughsley - Chief Constable, Kent Police;
- Cllr John Rivers - Member of South East Coast Ambulance Service SECAMB)
Inclusion Hub Advisory Group, KALC President, and Wittersham Parish Council;

A programme for both events will be circulated shortly. To register, please visit the KALC www.kentalc.gov.uk. The closing date for registering for the 22 July event is 15 July.

12.2 Open Space Summer 2015 vol 31 No 3