



**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 4 April 2016 at Tyland Barn, Tyland Lane, Sandling ME14 3BD** commencing at **7.30 p.m.**

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|--|----------------------|
|  | Time guide<br>(7.30) |
| 1. <b>Apologies and absences</b><br>To receive and accept apologies for absence.   |                      |
| 2. <b>Declaration of Interests, Dispensations, Predetermination or Lobbying</b><br>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.   | (7.32)               |
| 3. <b>Minutes of the Parish Council Meeting 7 March 2016</b><br>To consider the minutes and if in order sign as a true record (pages 3-5).   | (7.35)               |
| 4. <b>Matters Arising From the Minutes</b><br>4.1 Minute 2844/4.1 Boxley Warren/Pilgrims Way entrances. To receive an update if one is available.<br>4.2 Minute 2844/4.2 Honour Boards. Work to be completed when office time allows.<br>4.3 Minute 2845/11 Walderslade Woodlands, KCC Licence to work. KCC has indicated that it will make the changes requested by the parish council and an updated version is awaited.<br>4.4 Any other matters arising from the minutes which are not on the agenda.  | (7.37)               |
| 5. <b>Report from the PCSO and Police Issues</b><br>Report and Crime statistics will be included on the agenda supplement if received.   | (7.39)               |
| <b>Adjournment to enable members of the public to address the meeting</b>  | (7.44)               |
| 6. <b>Draft Minutes of Recent Committee Meetings</b><br>For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.<br>6.1 Environment Committee meeting 7 March 2016. See report (pages 5-6).<br>6.2 Environment Committee meeting 14 March 2016. See report (pages 6-10).<br>6.3 F&GP Committee meeting 15 March 2016. See report (pages 10-11).  | (7.55)               |
| 7. <b>Finance</b><br>7.1 Payments made out of meeting 08.03.16 – 29.03.16<br>7.1.1 The Cooperative Bank. See report (page 12)<br>7.1.2 HSBC. See report (page 12).<br>7.1.3 Unity Trust Bank. See report (page 13).<br>7.1.4 Unity Trust ALTO (prepaid debit card. See report (page 13).<br>7.2 Receipts for the period 29.02.16 – 29.03.16.<br>7.2.1 The Cooperative Bank. See report (page 13).<br>7.2.2 HSBC. See report (pages 13-14).<br>7.3 Account balances as at 29.03.16. See report (page 15).<br>7.4 To authorise payment of accounts (list to be supplied at meeting). | (8.00)               |

8. **Policies and Procedures** (8.12)  
8.1 Standing Orders. See report (page 15).  
8.2 Financial Regulations. See report (page 15).
9. **Reports from councillors/office** (8.15)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.  
9.1 Community Talk Grove Green Scouts. See report (pages 15-16).
10. **Reports from Borough and County Councillors** (8.22)  
Our Ward councillors are invited to report and discuss matters affecting the parish.  
10.1 Borough Councillor Wendy Hinder report (page 16).
11. **Matters for Decision** (8.32)  
To consider any issues, such as attendance at meetings or as identified on the evening.  
11.1 Annual Meeting of the Parish. See report (page 16).  
11.2 Parish Council May meeting. See report (page 16).  
11.3 Parish Council presence at St John's School Fayre Saturday 14th May 2016.
12. **Correspondence** (8.42)  
12.1 Helen Whately MP. Thank you for the use of the committee meeting for her surgery.
13. **Matters for Information** (8.44)  
13.1 Two student work experience placements, each for one week, have been booked at the parish office for June and July.
14. **Next Meeting** (8.45)  
9 May 2016 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU after the Annual Meeting of the Parish. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 3 May 2016.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 29 March 2016

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: General Power of Competence May meeting; Dispensations May meeting.

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 4 April 2016.  
The Chairman will assume that these have been read prior to the meeting.**

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

**Item 3. Minutes of the Meeting of the Parish Council held at Weaving Village Hall, Weaving Street on Monday 7 March 2016 commencing at 7.30 pm.**

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Ms L Clarke, Mr V Davies, Mr P Dengate, Mr M Hincliffe, Mr T Harwood, Mrs W Hinder, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor Derek Butler, PCSO Matt Adlington and two members of the public/press.

**1. Apologies and absences**

Cllr B Hinder (unwell), Cllr Hollands (previous commitment), Cllr Macklin (unwell) and Cllr Spain (convalescing). Cllr Smith (absent). County Councillor Paul Carter (KCC commitment).

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

The Chairman notified members that he was a member of Walderslade Woodlands Group item 11.

**3. Minutes of the Parish Council Meeting of 25 January 2016**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2835/4.1 Boxley Warren/Pilgrims Way entrances. Report from Cllr Bob Hinder on his attendance at the Maidstone Joint Transport Board and a recent site visit with Matthew Balfour KCC Cabinet Member. **Received** and **noted**.

4.2 Minute 2835/4.2 Honour Boards The planned investigation into the details of previous Chairmen was **noted**. Work to be completed as office time allowed. **Action: office.**

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

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

5.1 PCSO report and crime statistics information. **Received** and **noted**. Discussion took place on the progress in identifying and stopping nuisance vehicles in Walderslade Woodlands, Boxley Road Walderslade and Boxley Warren. **Action: PCSO and Clerk.**

The meeting adjourned at 7.48 p.m. to allow a resident to comment on the Lower Thames Crossing consultation exhibition and to express her concern about the impact on the A229 and Sandling Village. Meeting reconvened at 7.50 pm.

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

6.1 Environment Committee meeting 25 January 2016. **Received** and **noted**.

6.2 Environment Committee meeting 8 February 2016. **Received** and **noted**.

6.3 Estates Committee meeting 9 February 2016. **Received** and **noted**.

**7. Finance**

7.1 Payments made out of meeting 26.01.16 – 29.02.16.

7.1.1 The Cooperative Bank. **Noted**. Cllr Dengate queried the numerous entries for a hall hirer and received an explanation of how this had occurred. A need to include in future a list of payments made with the Unity Trust ALTO (prepaid debit) card was identified. **Action: office**

- 7.1.2 HSBC. **Noted.**
  - 7.2 Receipts for the period 19. 01.16 – 29.02.16.
    - 7.2.1 The Cooperative Bank. **Noted.**
    - 7.2.2 HSBC. **Noted.**
  - 7.3 Account balances as at 18.01.16. **Noted.**
  - 7.4 Payment of accounts. **Authorised.**
  - 7.5 Members were reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheque stubs need to be initialed by both signatures. They also need to keep their register of interest updated. **Noted.** The Chairman asked that this statement be amended to reflect the fact that the parish council had now set up internet banking. **Action: Clerk.**
8. **Financial Regulations**  
Change to Financial Regulations to incorporate The Public Contracts Regulations 2015. After discussion on a few minor amendments the Chairman proposed that **the new regulations be adopted. Agreed unanimously.**
9. **Changes to Independent External Audit Regulations.**
- 9.1 The RFO's report on the proposed administrative changes was **received** and **noted.**
  - 9.2 The Chairman then proposed that "**Boxley Parish Council chooses to stay within the Sector-led body procuring audit contract system**". **Agreed unanimously.**
10. **Policies and Procedures**
- 10.1 Equal Opportunities Statement (review). The title was amended to read Equal Opportunities Policy. **Agreed.**
  - 10.2 Terms of Reference for Committees. Proposal to increase membership of the Estates Committee was proposed as 10 members. **Agreed** (with one abstention).
  - 10.3 Procedure on Engaging with Residents and Taking Photographs (new). **Agreed unanimously. Action: office.**
11. **Walderslade Woodlands – KCC Licence to Work**  
Cllr Dengate expressed concern that the draft licence, which appeared intended for a building rather than open woodland, required the holder to secure the premises on departure which was not possible. Members asked that the security paragraph be removed and for the addition of a footnote stating that the licence relates to woodland and not a specific building. **Agreed. Action: Clerk.**
12. **Reports from councillors/office**
- 12.1 Maidstone Local Plan public meeting, 11 February 2016, report from the Chairman. **Received** and **noted.**
  - 12.2 KALC (Maidstone Committee) meeting, 24 February 2016 report from the Chairman. **Received** and **noted.**
13. **Reports from Borough and County Councillors**  
Borough Cllr Wendy Hinder's report on dog waste bins, flytipping and the speed limit issue on Walderslade Woods road was **received.**  
Borough Cllr Butler gave a short report on issues relating to the parish. He specifically mentioned the excellent work undertaken by the Walderslade Woodlands Group.
14. **Matters for Decision**  
None submitted.
15. **Correspondence**
- 15.1 Thank you letter from the Select Committee on National Policy for the Built Environment for response to the consultation on 'Building Better Places'.

16. **Matters for Information**

16.1 Kent Devolution report. **Noted.**

16.2 Police/Parish Liaison meetings. The quarterly meeting was again cancelled as a volunteer is needed to organise and minute these meetings. **Noted.**

16.3 Post Office Network Transformation Programme Update. **Noted.**

16.4 Mid Kent Downs Countryside Partnership Work Area 2016 report. **Noted.**

17. **Next Meeting**

Monday 4 April 2016 at Tyland Barn, Tyland Lane ME14 3BD commencing at 7.30 pm.

Meeting closed at 8.43 p.m.

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

**Item 6.1 Minutes of the Environment Committee on Monday 7<sup>th</sup> March 2016 at Weaving Village Hall, Weaving Street commencing at 8.48 pm.**

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

1 **Apologies and absences**

Cllr B Hinder (unwell), Cllr Wendy Hinder (unwell) and Cllr Hollands (previous commitment).

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

None submitted.

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

3 **Planning Applications for Consideration**

16/500103/TPO TPO application to 1no. Hornbeam, 5no. Ash Trees - Cut back any overhanging branches to the boundary line. To the rear of 12, 13 and 14 Silver Tree Close at 7 - 14 Silver Tree Close Boxley Kent ME5 9ST.

**Ratified** Clerk's decision, after consultation with members, *do not wish to object defer to the views of the Landscape Officer.*

16/501065/TPO TPO application to 2no. Hornbeam - Fell at 14 Travertine Road Boxley Kent ME5 9LQ. Deadline 2 March 2016.

**Ratified** Clerk's decision, after consultation with members, *do not wish to object defer to the views of the Landscape Officer.*

16/501103/TPO TPO application to Hornbeam (T1) - fell. Hornbeam (T2) - reduce height by 30% ie from 22m to 15m at 8 Round Wood Close Walderslade Kent ME5 9UL.

**Ratified** Clerk's decision, after consultation with members, *do not wish to object defer to the views of the Landscape Officer.*

16/500889/FULL Variation of Condition (02) of planning permission MA/13/1348 - Demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 no. dwellings with access, parking and landscaping (to allow the use of handmade clay tiles in place of Kent peg tiles) at Street Farm The Street Boxley Kent ME14 3DR.

**Ratified** Clerk's decision, after consultation with members,

Wish to see refused. Permission for the traditional farmyard buildings to be converted to residential dwellings was granted in 2013 with the condition that handmade Kent peg tiles were used. MBC identified that this, and other conditions, was needed, "to ensure the appearance and character of the buildings, the setting of the listed buildings and the conservation area is maintained".

This development is immediately adjacent to the Boxley Village Conservation area and is on the edge of the village which is within the AONB. Street Farm is a prominent site and is visible from the North Downs and also as you approach/enter the village from the south; with its traditional courtyard layout and the large roofed structures the parish council considers that the original condition should be upheld.

The original planning application made much of the need to ensure a traditional look and to have a specific design with high grade materials. To now compromise on the roofing materials will make a mockery of the original permission and adversely impact on the visual amenity of the AONB, the conservation area and the appearance and character of the buildings. A quick search of the internet has found numerous sites that offer handmade and reclaimed Kent Peg Tiles and so the argument that they are difficult to source is not accepted.

If the planning officer is minded to permit this application the parish council wishes to have it reported to the Maidstone Planning Committee.

16/500966/FULL Proposed detached dwelling with integral garage at 811 Lordswood Lane Chatham Kent ME5 8JP.

**Ratified** Clerk's decision, after consultation with members, *Members decided not to make a comment.*

16/500943/FULL Demolition of existing conservatory and erection of replacement two storey rear extension at 1 Highridge Close Weaving Kent ME14 5XQ.

**Ratified** Clerk's decision, after consultation with members, *do not wish to object.*

16/500634/FULL Two storey side and rear extension at 18 Cinnabar Close Walderslade. *Do not wish to object however concerns were raised over the proximity of the extension to the neighbouring property.*

16/501210/FULL Erect conservatory to side of property at 11 Travertine Road Walderslade.

*Do not wish to object.*

16/501245/TPO TPO application to 1No. Hornbeam – reduce by 1/3 at 37 Forestdale Road, Walderslade,

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

16/501405/FULL Demolition of conservatory and erection of a single storey extension to north rear elevation at 63 Bargrove Road, Vinters Park.

*Do not wish to object.*

16/500259/FULL To move the existing fence out to a space previously occupied by 10no. Conifer trees at 10 Olivine Close Walderslade Kent ME5 9NQ. Deadline 14 March 2016.

*Do not wish to object.*

#### 4 **Next Meeting**

Next full environment meeting 14 March at Beechen Hall, Wildfell Close, Walderslade commencing at 7:30pm.

Meeting closed at 8.52 pm.

#### **Item 6.2 Minutes of the Environment Committee on Monday 14 March 2016 at Beechen Hall, Wildfell Close, Walderslade on commencing at 7.36 pm.**

Councillors present: Mr P Dengate (Chairman), Mrs P Brooks, Ms L Clarke, Mr I Davies, Mr M Hinchliffe (left the meeting at item 9), Mrs M Waller together with the Clerk and a member of the public.

- 3 **Apologies and absences**  
Cllr B Hinder (other meeting commitment), Cllr W Hinder (other meeting commitment) and Cllr Hollands (convalescing). Cllr Hinchliffe apologised that he would have to leave at 9.00pm.
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None submitted.
- 3 **Minutes of the Meetings of 8<sup>th</sup> February 2016**  
The minutes were **agreed** and **signed** as a correct record.
4. **Matters Arising from the Minutes**
- 4.1 Minute 2839/5.2 HGV parking update. **Received** and **noted**, members requested a further update on the issue regarding the criminalisation of parking fines to allow collection of fees before a foreign vehicle left the country. Helen Whately MP to be contacted for an update on her work. **Action Clerk.**
- 4.2 Minute 2839/5.3 Installation of hard standing/apron at Boxley Road noticeboard. **Received** and **noted** KCC had raised concerns about the root damage that would be caused from digging into the bank. **Action office to continue to peruse KCC for a decision.**
- 4.3 Minute 2839/5.6 Inconsiderate parking Provender Way. County Councillor Carter has been approached about using his devolved highway budget to install yellow lines at the junctions on Provender Way. **Noted.**
- 4.4 Any other matters arising from the minutes not on the agenda. None.

The meeting was not adjourned as the member of the public did not wish to speak.

- 5 **Planning Applications for Consideration**  
15/503458/TPO TPO application to crown reduce 1 Oak tree by 1-1.5m, remove two lowest limbs of 1 Hornbeam, crown reduction of 1 Pear tree by 3- 4ft. at 8 Travertine Road, Walderslade. APPEAL: Dismissed.
- 6 **Planning Decisions, Appeals and Appeals Decisions**  
MC/15/3781 Construction of a proposed 4 bedroom dwelling with detached garage and associated parking. Land adjacent to 803 Lordswood Lane, Lordswood, Chatham, ME5 8JP. Revised design details and positioning of proposed development. **Ratified** the Clerk's decision, made after consulting committee. *Noted.*
- 16/501479/FULL Single storey rear extension at 22 Restharrow Road Weaving. *Do not wish to object.*
- 15/510318/FULL Part Retrospective – Removal of diseased and dying hedge to side of property and erection of a fence with planting between fence and boundary line; erection of a wooden shed at 22 Gleaners Close, Weaving. *Do not wish to object but concerns as there was no substantive evidence that the hedge was diseased and dying.*
- 16/501664/FULL Two storey extension leading into single storey extension at rear, re siting of front door and rebuilding existing lean-to at Tuddleswell, Weaving Street, Weaving. *Do not wish to object.*
- 16/501556/TPO TPO application to 1no Oak - crown reduction 20% and thin 10% at 5 Sylvan Glade Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*
- 16501551/TPO TPO application to 1No Field Maple – 30% crown reductions at 7 Brownelow Copse, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

16/501844/TPO TPO application to 1no Yew – raise canopy by 12 feet at 42 Bargrove Road, Vinters Park. *Do not wish to object defer to the views of the Landscape Officer.*

16/500960/ADV Advertisement Consent for three internally illuminated fascia signs and one internally illuminated individual letters at Performance House Forstal Road Aylesford. *Do not wish to object.*

16/500727/FULL Erection of single storey side extension with internal alterations at Cadapatra Boxley Road Walderslade.

Members requested more time to consult the plans and it was **agreed** that a decision would be made out of meeting after the Clerk had received members' views. **Action Councillors and Clerk.**

16/502069/TPO TPO application to 1no Oak - crown lift up to 6m, reduce western branches from 6m to 3m over buildings. 4no. Sweet Chestnut - crown lift to 6m, remove dead wood. 1no Sweet Chestnut - crown lift up to 6m, reduce height by 5m at 1 Feldspar Close Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

16/502063/TPO TPO application to 1no Oak and 1no unknown species - Crown reduction of 30% to both 23 Celestine Close Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

16/501991/TPO TPO application to 2no Sweet Chestnut - fell, 1no. Sycamore – fell at 1 Burleigh Drive Boxley. *Do not wish to object defer to the views of the Landscape Officer.*

16/501752/FULL Two storey side and rear extension at The Firs Boxley Road Walderslade.

Members requested more time to consult the plans and asked that the immediate neighbours be contacted to give them an opportunity to supply their views to members before a decision is taken. It was **agreed** that a decision would be made out of meeting after the Clerk had received members views. **Action Councillors and Clerk.**

**Street Trading License** Mrs Lynn Kehily to sell hot and cold food/drinks from her catering trailer in St Michaels Close, Aylesford. *Do not wish to object.*

## 7 Highways and Byways

7.1 Bollards on verge adjacent to Boxley Rd/Travertine Rd junction. A site meeting was requested and a response is awaited. **Noted. Action Clerk.**

7.2 Yelsted Lane traffic movements and signage, returned to agenda as requested. After a brief discussion members decided **no further action.**

7.3 Highways and planning clarification on when KCC might consider objecting to planning applications. **Received and noted.**

7.4 Street lights. Update on the schedule for replacing units with LED street lights **received and noted.**

7.5 Nuisance vehicles log. The PCSO's report on the number of calls logged by the Police was **received** and **noted.** Members requested an item be placed in the Downs Mail encouraging the public to ring 101 when they saw or heard quad bikes in areas where they should not be. **Action office.**

## 8 Maidstone Borough Local Plan Publication (Reg. 19) February 2016 and Maidstone Integrated Transport Strategy 2011-2031.

The Clerk was thanked for her work on the two briefing notes that members had **received** and **noted.** After careful consideration and discussion members **agreed** that the parish council's response to the consultation on the draft Local Plan will include requests that it be changed to include:

- Protection for the Medway Strategic Gap, currently the gap at Lidsing, Bredhurst and Capstone Park is deemed as countryside but no additional protection to stop Lordswood and Walderslade joining up with Hempstead.
- More protection for the countryside.

- The addition as Landscapes of Local Value of Beechen Bank, Walderslade Woodlands, Cowbeck and Reeds Croft woods.
- The reference to new bus services at the proposed development at junction 7 to include the bus service serving Bearsted village and Bearsted train station.

Members raised concern that the Integrated Transport Strategy was very aspirational and appeared to ignore the likelihood that people will continue to prefer to use their cars in preference to other modes of transport. It was recognised that the position would only worsen with the proposed increase in housing. After consideration members **agreed** the parish council's response as

*Boxley Parish Council welcomes the document and aspirations to encourage people to get out of their private vehicles in favour of walking, cycling or using public transport however this document fails to address the issue that many residents face:*

- *They have large distances to travel.*
- *The infrastructure, especially footways in rural areas and bus services, do not exist.*
- *The closure of local facilities means that they have to use their vehicles to access shops, GPs etc.*

*With increased residential development and the number of commuter type car journeys within the Borough it is suggested that there is a need to consider creating 'highway corridors' for vehicles to quickly access motorway so as to free up local routes and make them more attractive for the sustainable traffic uses.*

*MBC'S Local Plan prioritises the allocation of s106 funding and Highways is second to affordable housing. As MBC is proposing a trigger threshold, for affordable housing provision, at 5 or above dwellings this will adversely impact on the ability for this strategy to be delivered.*

*It is noted that the KCC policies, Growth without Gridlock: a Transport Delivery Plan for Kent and Local Transport Plan (LTP) for Kent 2011-2016, are woefully out of date and were completed before the growth of residential development was identified.*

The parish council will be attending the public inquiry (date as yet unknown) to ensure that its views are presented in person to the planning inspector.

## 9 **Lower Thames Crossing Route Consultation 2016 – Have Your Say.**

The Clerk was thanked for her work on the briefing note that members had **received** and **noted**. Members were sympathetic to the residents and communities that would be directly affected by the proposed crossing and link and after careful consideration **agreed** the response

*It is anticipated that a significant percentage of the vehicles using the proposed crossing will use junction 3 of the M2 to access the M20 via the A229 and this will an adverse and severe impact on the highway infrastructure but more importantly on the local communities which will suffer from additional noise and air pollution.*

*Junction 3 of the M2 is already overloaded at peak times and it is unacceptable that this consultation has ignored this issue and in fact absolves itself from making a decision on Blue Bell Hill. An informal study of the congestion problem at the M2 junction road network is attached for your information. For the Lower Thames Crossing to work effectively and for all the improvement aims to be reached the adjacent supporting infrastructure needs to be updated at the same time. With additional traffic at junction 3 the situation will surely worsen so why defer the inevitable?*

*Boxley Parish Council recognises that there is a need for a lower Thames crossing however whilst the congested Dartford Crossing issue will be addressed congestion is being created further down the infrastructure e.g. Blue Bell Hill.*

*Safety may be improved at locations close to the current crossing but the issues experience there will be transported to this area.*

*Additional traffic movements and queues at junction 3 and on the A2045 and A229 will have an adverse impact on local community health and the local environment.*

## 10 **Volunteer Groups**

10.1 WWG February task report. **Noted.**

10.2 Friends of Boxley Warren report. **Noted.**

10.3 WWG March Task report. **Noted.**

11 **Policy and Procedures.**

Inconsiderate parking advice notes (review). After careful consideration members' **agreed** an advice notice that parish councillors could place on windscreen of vehicles that they identify as parking inconsiderately. **Action councillors.** When possible an item is to be placed in the Downs Mail. **Action office.**

12 **Matters for Information**

12.1 Old Chalk New Downs Project. Cllr Bob Hinder attended the consultation on 8<sup>th</sup> March. **Noted.**

12.2 Online petition to Parliament calling on government to give parish and town councils the right to appeal planning decisions to the Planning Inspectorate. The deadline for the petition is 19 April. **Noted.** Members requested that the link be circulated to them. **Action office.**

12.3 Saturday Freighter Service is coming to an end. MBC news release. **Noted.**

13 **Next Meeting**

Next Environment Committee meeting 11<sup>th</sup> April 2016.

In view of the confidential nature (personal details and data) on the Enforcement item the chairman proposed a motion that the public and press will be excluded from the meeting.

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

Members received a verbal update on the two outstanding issues.

Cllr Dengate asked that when possible could briefing notes be sent out prior to the agenda being issued. **Action Clerk and parish office.**

Meeting closed at 9.23 pm.

**Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 March 2016 commencing at 7.30 p.m.**

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

1. **Apologies and non-attendance**

Cllr Wendy Hinder (MBC commitment) and Cllr Geoff Smith (absent).

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

Cllr Vic Davies declared a pecuniary interest in items 5.4 and 8 Vinters Valley Trust grant application and grant award.

3. **Minutes of the meeting of 12 January 2016**

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

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

4.1 Minute 2832/4.1. Purchase of pdf software. This will be arranged once the new computer equipment for the office has been installed. **noted.**

4.2 Minute 2832/4.2 Charitable Incorporated Organisations (CIOs). All organisations have started work to change to CIOs. Cllr Vic Davies stated that Grove Green Community Centre should be converted by 31 March 2016.

4.3 Minute 2832 Trial Balance Sheet. It was agreed that submission to the committee should be scheduled for July and November each year.

4.4 Any other matters arising from the minutes. There were none.

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

5. **Financial report.**

- 5.1 Reconciliation of bank accounts report as at 29 February 2016. **Received and noted.**
- 5.2 Maturing Investments. **Received and noted.** Members **agreed** to reinvest the Lloyds 3 month bond when it matures in May for a further 3 months to coincide with the maturity of all long term investments in August. Members also **agreed** to include an agenda item at the May meeting to look at further opportunities for investment.
- 5.3 Income/Expenditure report as at 8 March, 2016. **Received and noted.** A number of entries were clarified by the Assistant Clerk and members asked that the spelling errors in the title be rectified if possible. The Assistant Clerk was asked for clarification on a grant awarded to FoBW. **Action: Assistant Clerk.**
- 5.4 Vinters Valley Trust grant. **Noted** that a sum of £438.10 previously agreed to be paid from the 16/17 budget would now be taken from the current budget.

6. **Policies and procedures reviews.**

- 6.1 Investments Strategy (review). Members **agreed** that it was still fit for purpose.
- 6.2 Insurance cover. This will be reviewed in time for the renewal of the policy on 1 June 2016. **Noted.** Members also **noted** that the current 3 year contract expires in 2017 at which point companies will be invited to tender.

7. **Personnel matters**

- 7.1 TOIL, training, leave and leave/sickness cover. **Noted.**

8. **Grant Requests**

Vinters Valley Trust grant award. Ratified the Clerks decision after e-mail consultation that the £2,250 grant awarded in December 2015 be used for footpath refurbishment and not a replacement flailer as previously agreed. **Agreed.**

9. **Matters for Information**

Office IT equipment. Cllr Dengate made a presentation on the need for upgrading the IT equipment in the parish office. He advised that there were a number of options which he would discuss with the staff before making a formal recommendation. **Noted.**

10. **Date of Next Meeting**

Tuesday 17 May, 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.30 p.m.

**Item 7.1 Payments made out of meeting 26.01.16 – 29.02.16.****Item 7.1.1 The Cooperative Bank**

Printed on : 29/03/2016

Boxley Parish Council

Page No 1

At : 08:52

Co-Op General Account

**List of Payments made between 08/03/2016 and 29/03/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/03/2016	Mrs N & Mr A Austen	C927	150.00		Damage Waiver Deposit Refund
15/03/2016	Amazon EU	BENQPROJEC	200.74	Mrs P Bowdery	Benq MS506 Projector
15/03/2016	Mrs P Bowdery	IMPREST67	137.55		Miscellaneous
15/03/2016	Kent County Council	L12512050	39.57		Consumables
15/03/2016	Northstar IT Services	10902	102.00		IT Support
22/03/2016	Mrs P Bowdery	22/03/PC01	2,176.55		Salary - Bowdery
22/03/2016	Mrs A Candy	22/03/PC02	584.12		Salary - Candy
22/03/2016	Mr I Davies	22/03/PC06	40.94		Chairman's Allowance
22/03/2016	Mr V Davies	22/03/PC07	33.48		Councillor Allowance PAYE
22/03/2016	Mr P Dengate	22/03/PC08	24.88		Councillor Allowance PAYE
22/03/2016	Mrs M Fooks	22/03/PC02	1,217.76		Salary - Fooks
22/03/2016	Mr T Harwood	22/03/PC09	33.48		Councillor Allowance PAYE
22/03/2016	Mr R Hinder	22/03/PC10	33.48		Councillor Allowance PAYE
22/03/2016	Mrs W Hinder	22/03/PC11	33.48		Councillor Allowance PAYE
22/03/2016	Mrs L Lake	22/03/PC04	40.00		Downs Mail delivery
22/03/2016	Mrs K Macklin	22/03/PC12	42.08		Councillor Allowance PAYE
22/03/2016	Mrs M Smith	22/03/BH01	571.88		Wages - Smith
22/03/2016	Mrs A Spain/Colney	22/03/PC15	33.48		Councillor Allowance PAYE
22/03/2016	Mrs M Waller	22/03/PC17	36.48		Councillor Allowance PAYE
22/03/2016	Mr B Douglas	22/03/BH05	214.67		Wages - Douglas
22/03/2016	Mr D Odell	22/03/BH02	238.47		Wages - Odell
22/03/2016	Yuet Juen Tong	22/03/PC05	27.60		Litter Picker
22/03/2016	HMRC	577PW00105	1,388.09		PAYE
22/03/2016	EFT Receipts Ac	IT00000068	98.89		Pension Contributions
22/03/2016	Building Design Studio	B1547	1,920.00		Architect Fee - BH Extension
22/03/2016	Wizard Systems	B035/BOXL/	269.47		Alarm
22/03/2016	Mrs A Candy	22/03/PC02	-584.12		Salary - Candy
22/03/2016	Mrs A Candy	22/03/PC03	602.87		Salary - Candy

<b>Total Payments</b>	9,707.89
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**7.1.2 HSBC.**

Printed on : 29/03/2016

Boxley Parish Council

Page No 1

At : 08:49

HSBC General Account

**List of Payments made between 08/03/2016 and 29/03/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/03/2016	British Gas	2DD32	458.88		Gas Bill
15/03/2016	Southern Electric	2DD33	198.14		Water Bill
15/03/2016	SITA UK Ltd	2DD34	189.60	30175791	Refuse Collections
15/03/2016	Southern Electric	2DD33	-198.14		Water Bill
15/03/2016	Southern Water	2DD33	198.14		Water Bill
22/03/2016	Southern Electric	2DD35	771.04		Electricity Bill - 4th Quarter

<b>Total Payments</b>	1,617.66
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### 7.1.3 Unity Trust Bank

Printed on : 29/03/2016

Boxley Parish Council

Page No 1

At : 08:50

#### List of Payments made between 08/03/2016 and 29/03/2016

	0.00
<b>Total Payments</b>	<b>0.00</b>

### 7.1.4 Unity Trust ALTO

Printed on : 29/03/2016

Boxley Parish Council

Page No 1

At : 08:59

Unity Trust ALTO

#### List of Payments made between 08/03/2016 and 29/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/03/2016	Bargainstocks	8169156	12.45		Dirt Stopper Carpet Runner
11/03/2016	Direct 4 Baby Ltd	0087535	50.49		Nappy Bin/Liners
11/03/2016	defibshop	1015926	161.51		Defibrilator Pads
	<b>Total Payments</b>		<b>224.45</b>		

### Item 7.2 Receipts for the period 29.02.16 – 29.03.16.

#### 7.2.1 The Cooperative Bank.

Date: 29/03/2016

Boxley Parish Council

Page No:

1

Receipts received between 29/02/2016 and 29/03/2016

0.00

Total Receipts : 0.00

#### Item 7.2.2 HSBC.

Date: 29/03/2016

Boxley Parish Council

Page No:1

Time: 9:10

Cash Book No : 1

HSBC General Account

Receipts received between 29/02/2016 and 29/03/2016

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
158	Kumon	180.75	1235	260	180.75	R1634 Kumon March
159	Sing & Sign	114.19	1235	260	114.19	R1640 Sing & Sign March
160	LD Training	60	1235	260	60	R1635 LD Training March
161	Teenie Boppers	60.9	1235	260	60.9	R1641 Teenie Boppers
162	Tumbletots	279.13	1235	260	279.13	R1642 Tumbletots March
163	Russell	98.4	1230	260	96.4	C945F Russell 26/3/16
			1231	260	2	PL Insurance Russell

164	Sing & Sign	68.51	1235	260	68.51	R1624 Sing & Sign Feb
165	A Bead in Time	75	1235	260	75	R1630 ABIT March invoice
196	Lake	15	1230	260	15	C860 Lake 27/2/16 Admin
197	Baker	22	520		-76.4	C914D Baker 1/4/16
			1230	260	96.4	C914F Baker 1/4/16
			1231	260	2	PL Insurance Baker 1/4/16
198	Cats Protection	18.75	1235	260	18.75	R1646 Cats Protection
199	Age Concern	599.85	1235	260	599.85	R1631 Age Concern
166	Garrett	74	520		-80	C933D Garrett 3/4/16
			1230	260	152	C933F Garrett 3/4/16
			1231	260	2	PL Insurance Garrett
200	Rochester Castle Lodge	67.5	1235	260	67.5	R1645 Mar/April Invoice
201	Karate	217.95	1235	260	217.95	R1633 March Invoice
202	Duncanson	110.45	520		110.45	C951D Duncanson 11/6/16
168	AACTS	35.53	1235	260	35.53	R1629 AACTS Feb
167	Williams	98.4	520		98.4	C949D Williams 18/9/16
169	Smith	76.3	1230	260	74.3	C950F Smith 17/4/16
			1231	260	2	PL Insurance Smith
170	AACTS	918.99	1235	260	918.99	R1615 AACTS Feb/Mar
171	Yoga	232.88	1235	260	232.88	R1643 Yoga March
172	Krauhaus	50.2	520		-48.2	C928D Krauhaus 16/4/16
			1230	260	96.4	C928F Krauhaus 16/4/16
			1231	260	2	PL Insurance Krauhaus
203	Gillingham	43.2	520		43.2	C952D Gillingham 15.05.16
204	Cats Protection	18.75	1235	260	18.75	R1647 Cats Protection
205	Hastrup	60.25	520		60.25	C955D Hastrup 22.05.16
206	Medway Council	146.6	520		146.6	C943D Medway Council
207	NCT	4	1130	130	4	Replacement key
173	NCT Stretch & Relax	45.68	1235	260	45.68	R1636 NCT March 2016
174	NCT Baby Massage	61.25	1235	260	61.25	R1614 NCT Baby
175	NCT Baby Massage	49	1235	260	49	R1637 NCT Baby Massage
176	Candy	36.15	520		36.15	C942D Candy 26.06.16
	Total Receipts :	3,939.56			3,939.56	

**Item 7.3 Account closing balances.****BANK ACCOUNTS (closing balances)**

Date	* Account in process of being opened.	
01.03.16	HSBC Beechen Hall	£21,140.72
29.03.16	Unity Trust Bank*	£9,750.00
29.03.16	Unity Trust ALTO (prepaid debit card)	5.55
01.03.16	Coop General Account	£40,607.58
29.03.16	Santander Investment Bond (matures Aug 2016)	£75,000.00
29.03.16	Barclays Bank	£64,638.25
29.03.16	Lloyds 3 mth (matures 05.05.16)	£50,225.94
29.03.16	Lloyds 12 mth (matures 11.08.16)	£25,000.00
29.03.16	Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00
29.03.16	Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00
29.03.16	<b>Total in Banks</b>	
	Cash	150.00
	<b>GRAND TOTAL (Banks and Cash)</b> 2015 comparison (not available)	<b>361,518.04</b>

**Item 8. Policies and Procedures**

8.1 Standing Orders. A copy can be found on the parish council website or if requested a copy can be supplied to members on request. As the NALC model standing orders have not been amended, the Boxley Parish Council Standing Orders document are considered still fit for purpose.

8.2 Financial Regulations. A copy can be found on the parish council website or if requested a copy can be supplied to members on request. At the March Parish Council meeting the regulations were updated to take into account the changes caused by The Public Contracts Regulations 2015. No other changes have been suggested by NALC/KALC.

**Item 9. Reports from councillors/office**

9.1 Report of visit to Grove Green Scouts Monday 14th March, 2016 - Weaving Village Hall. Boxley Parish Council was asked to send a speaker to a Scout meeting on Monday 14th March, 2016.

I offered to represent the council on this occasion and spoke to the young people about what they knew about Boxley Parish Council and was pleasantly surprised. The young people were aware there were Councillors and knew the Parish were involved in planning applications. The website was mentioned and I asked the young people to visit the site

I took along photos, provided by the office, of the allotments and the royal visit a few years ago. Several of the older scouts remember and were involved in the day and had never seen some of the photos of themselves.

I asked the young people what they liked / disliked about living where they do. All the children said:

- they liked living in the parish and felt safe
- their detailed knowledge of boundaries was a bit shakey, but in the main all the young people were residents of Boxley parish
- they disliked the graffiti by the Tesco
- many of them commented on the street lights which weren't working

The children had been working on a projects with regard to good mental health and well being and were sponsoring MIND. The leaders were working on the signs of poor or failing mental health to raise awareness of help that could be sourced. All the children agreed their physical environment impacted on mental well being.

I asked the young people what we could do to make their environments' better. All were pretty happy.

All the young people had visited Vinters Valley Nature Reserve.

The young people asked if the Chairman would consider: help with the purchase of an equipment store, building a go kart circuit organising Park Runs. I said I would ask him!

Kaz Macklin

## **Item 10. Reports from Borough and County Councillors**

Borough Councillor Wendy Hinder report.

I have been extensively reporting holes and litter as I am extremely concerned about the deterioration in the local area. Due to new health and safety regulations all litter collecting work immediately adjacent to highways has to be reassessed and evidently this is causing a backlog of work at MBC. I reported potholes along Boxley Road, Walderslade and these were repaired very quickly. A shed was flytipped in Boarley Lane and this will be dealt with.

Unfortunately it appears that people are increasingly dumping their rubbish in and around the countryside. Purdah has commenced at MBC and so things will go a little bit quiet until the elections are over. Helen Whately MP held a surgery at Beechen Hall, she was fully booked but I managed to talk to her assistant about the nuisance vehicle issue and arranged for the parish office to send on the statistics that had been presented to the Environment Committee.

## **Item 11. Matters for Decision**

- 11.1 Annual Meeting of the Parish. Members' views are sought on the date for the meeting it is suggested Mon 9 May, prior to the Annual Meeting of the Parish Council, with a commencement time of 7.00 pm.
- 11.2 Parish Council meeting 9 May. Members are reminded that this is the Parish Council's Annual Meeting and they had requested the presence of a photographer to take a full council photograph together with individual photographs for placement on the website, if the member concerned requested this. If the Annual Meeting of the Parish is set for 7.00 pm, councillors would have to attend at 6.30 pm for the photographs; advance warning is therefore given of the early start to the meeting.