



BOXLEY PARISH COUNCIL
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 July 2016** at **the Weaving Village Hall, The Street, Weaving ME14 5JP commencing at 7.30 p.m.**

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|---|----------------------|
| | Time guide
(7.30) |
| 1. Apologies and absences
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. | (7.31) |
| 3. Minutes of the Parish Council Meeting 6 June 2016
To consider the minutes and if in order sign as a true record (pages 3-6). | (7.32) |
| 4. Matters Arising From the Minutes | (7.34) |
| 4.1 Minute 2878/5.1 Boxley Warren/Pilgrims Way entrances. To receive a verbal update on the situation. | |
| 4.2 Minute 2878/5.4 Sandling entrance. Liaison between the resident and officers is being arranged. | |
| 4.3 Minute 2879/14.1 Parish Tour. Will be arranged for Saturday 1 st October. | |
| 4.4 Minute 2879/10.1 Parish Councillor Allowances. See report (page 6). | |
| 4.5 Any other matters arising from the minutes which are not on the agenda. | |
| 5. Report from the PCSO and Police Issues
Crime statistics and report will be included on the agenda supplement if received. | (7.38) |
| Adjournment to enable members of the public to address the meeting | (7.44) |
| 6. Draft Minutes of Recent Committee Meetings
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion. | (7.54) |
| 6.1 Environment Committee meeting 6 June 2016. See report (pages 6-7). | |
| 6.2 Environment Committee meeting 13 June 2016. See report (pages 7-10). | |
| 6.3 Estates Committee meeting 14 June 2016. See report (pages 10-13). | |
| 7. Finance | (7.57) |
| 7.1 Payments made out of meeting 07.06.16 – 27.06.2016. See report (page 14). | |
| 7.2 Receipts for the period 01.06.16 – 27.06.16. See report (pages 15-16). | |
| 7.3 Account balances. See report (page 17). | |
| 7.4 To authorise payment of accounts (list to be supplied at meeting). | |
| 7.5. Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations, cheque stubs need to be initialled by both signatures and they also need to keep their register of interest updated | |
| 8. Policies and Procedures | (8.05) |
| 8.1 Review training needs. | |

8.2 Press Policy and Media Management Strategy. An internal review of these documents was undertaken and with the addition of the word Facebook on the Press Policy the Clerk considers that they are still fit for purpose.

9. **Weaving Orchard Park Run** (8.10)
To consider the possibility of organizing a children's version for the Weaving Orchard. See report (pages 17-18).
10. **Reports from councillors/office** (8.20)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
10.1 Health and Safety Training. See report (page 18).
10.2 Noticeboard Wardens. See report (page 18).
11. **Reports from Borough and County Councillors** (8.23)
Our Ward councillors are invited to report and discuss matters affecting the parish.
12. **Matters for Decision** (8.30)
To consider any issues, such as attendance at meetings or as identified on the evening.
12.1 Walderslade Woodlands Licence to work. See report (pages 18-19).
13. **Civic Regalia** (8.35)
To consider a suggestion that a Chairman's badge of office is purchased. See report (page 19).
14. **Correspondence** (8.43)
To receive details of any correspondence received.
15. **Matters for Information** (8.48)
16. **Next Meeting** (8.50)
5 September 2016 at the European School of Osteopathy, Boxley, ME14 3DZ commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 30 August 2016.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 28 June 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. Items to be returned to agenda: Honour Boards (work to be completed when office time allows).

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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 4 July 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 Parish Council Meeting 6 June 2016. Purpose of Item: Decision.

Minutes of the Parish Council Meeting 6 June 2016 Minutes of the Meeting of the Parish Council held at the European School of Osteopathy, Boxley Village on Monday 6 June 2016 commencing at 7.30pm.

Councillors present: Mr B Hinder (Chairman), Mrs L Clarke, Mr I Davies, Mr V Davies, Mr P Dengate, Mrs W Hinder, Mr R Martins (after item 3), Mrs S Martins (after item 3), Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler, PCSO Matt Adlington and a member of the press.

1. Apologies and absences

Cllr Brooks (convalescing), Cllr Harwood (work commitment), Cllr Hollands (unwell), Cllr Macklin (convalescing) and Cllr Radcliffe-Godfrey (family commitment). County Councillor Paul Carter.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None received.

3. Co-option to Parish Council Vacancy (2 vacancies South Ward)

3.1 The two candidates for the two vacancies Mrs S Martins and Mr R Martins were invited to address the meeting.

Mrs S Martins's co-option to the council was **agreed unanimously**.

Mr R Martin's co-option to the council was **agreed unanimously**.

3.2 The declaration of acceptance of office was signed by Cllr Rob Martins and Cllr Sue Martins who then joined the meeting.

3.3 Cllr Rob Martins was appointed to the Environment and Estates Committees. Cllr Sue Martins was appointed to the F&GP Committee.

4. Minutes of the Parish Council Meeting 9 May 2016

The minutes of the meeting were **agreed** and **signed** as a correct record. *Postscript: After the meeting it was realised that Cllr Radcliffe-Godfrey's name was missing from the attendance list and the minutes, with the approval of the council, were amended to include his name.*

5. Matters Arising From the Minutes

5.1 Minute 2866/12.1 Boxley Warren/Pilgrims Way entrances. An update on recent nuisance vehicles was **received** and **noted**.

5.2 Minute 2866/12.1 Old Chalk, New Downs The bid parameters agreed with the HLF are £1.2 million and a bid has been submitted. **Noted**.

5.3 Minute 2866/12.2 Walderslade Woodlands: KCC Licence to work. This has been signed and returned to KCC. **Noted**.

5.4 Minute 2866 Sandling entrance. Liaison between the resident and relevant members and officers is being arranged. **Noted**. The Clerk was asked to contact the KCC Officer to request an update. **Action: Clerk**.

5.5 Minute 2866 Boxley Village entrance. Cllr Clarke was collating responses for a report. Matter deferred to Environment Committee. **Action: office, Cllr Clarke and Environment Committee**.

- 5.6 Minute 2868/21.1 KCC and Maidstone Gateway. The report on the replies to the consultation was **received** and **noted**.
- 5.7 Any other matters arising from the minutes which are not on the agenda. None.

6 **Report from the PCSO and Police Issues**

PCSO Adlington's report and the crime statistics were **noted and received**.

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

7 **Draft Minutes of Recent Committee Meetings**

- 7.1 Environment Committee meeting 9 May 2016. **Received** and **noted**.
- 7.2 Environment Committee meeting 16 May 2016. **Received** and **noted**.
- 7.3 FG&P Committee meeting 17 May 2016. **Received** and **noted**.

8 **Annual Return For The Year Ended 31 March 2016**

- 8.1 Section 1. The RFO signed the Annual Governance Statement.
- 8.2 Section 1. The recommendation of the RFO and the F&GP Committee that approval be given to signing the return was **received** and **noted**. The Parish Council **authorised** the Chairman to sign the Annual Governance Statement.
- 8.3 Section 2. Accounting Statement. The Chairman signed the statement.

9 **Finance**

- 9.1 Payments made out of meeting 03.05.16 -31.05.16. **Received** and **noted**. Members asked for some clarification on two payments, Imprest account 69 and a KCC invoice, and it was **agreed** that details would be sent on in an e-mail. **Action: Clerk**. An error in a transaction detail description relating to payment of an electricity bill, shown as Gas Bill No 1, was highlighted. **Action: Office**.
- 9.2 Receipts for the period 01.05.16 – 31.05.16. **Received** and **noted**.
- 9.3 Account balances. **Noted**.
- 9.4 Authorised payment of accounts.

10 **Policies and Procedures**

- 10.1 Parish Council allowances. **Received** and **noted**, the Clerk's recommendation that the Parish Councillor Allowance payment be increased by the 1% allowed for in the budget. Proposed from the chair and **agreed** (Chairman abstaining). After a brief discussion the Chairman was asked to write to KALC to clarify why co-opted members could not receive the allowance and why the Government had refused to amend the legislation. **Action: office, Clerk and Cllr Bob Hinder**.
- 10.2 Lobbying and Predetermination. **Approved** as still fit for purpose.

11. **Weaving Orchard Park Run**

As Cllr Macklin was not present it was agreed that the item be deferred to the next meeting. **Action: Office**.

12. **Reports from councillors/office**

- 12.1 Maidstone's Civic and Freedom Parade and Civic Service Saturday 21 May. Cllr Vic Davies informed members that it had been a very enjoyable day and he and his wife had been delighted to attend Cllr Butler's special day.
- 12.2 Kent Wildlife Trust Tuesday May 24th The Chairman reported that he had attended a press conference about the kestrel box and the 5 chicks. The Clerk notified members that she was obtaining quotes for the parish council's kestrel boxes to be installed at Weaving Diamond Jubilee Orchard and Dove Hill Allotments, it may not however be possible to have one installed at Beechen Hall. The Clerk would update the Estates Committee. **Action: Clerk**.

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

County Councillor Paul Carter's annual report, including details of a reduction in his devolved highway budget, was **received** and **noted**. Cllr Butler received complaints about the MBC website having poor information about the

proposed gyratory works in Maidstone town centre, he will pass the complaints on. Cllr Butler notified members that he would like to host a reception for his ward at the Town Hall. Members expressed pleasure at the idea and Cllr Butler will liaise with the Clerk about suitable dates. **Action: Cllr Butler and the Clerk.**

Cllr Wendy Hinder notified members that she was still dealing with MBC about litter, flytipping and a blocked PRow. It was agreed that the parish council would write a letter to KCC requesting that the blocked PRow at Grove Green be reopened immediately. **Action: Clerk.**

14. **Matters for Decision**

14.1 Parish tour. The Clerk was asked to circulate some dates for members to consider, also to arrange a lunch stop and if possible a visit to the Dove Hill Allotments. **Action: Clerk.**

14.2 Financial regulations. Members were notified of some minor adjustments to the wording of the Financial Regulations. Cllr Ivor Davies, Chairman of the F&GP Committee, recommended that any reference to BACs is amended to read electronic banking. **Approved. Action: Clerk.**

14.3 Maidstone Local Plan. The Maidstone KALC letter concerning the: programmed examination of the Local Plan; the need for a parish to notify the Program Officer that it wished to speak at the inquiry; and whether the parish council would contribute towards or itself obtain professional help was **received** and **noted**. After discussion members decided:

- The parish council representatives, Cllr Ivor Davies and Cllr Bob Hinder, would attend the Maidstone KALC meeting and were authorised to speak and vote on behalf of the council. **Action: Cllr Ivor Davies and Cllr Bob Hinder.**
- The parish council and/or Environment Committee would decide whether it wishes to offer a witness to attend to speak on the topics identified by Maidstone KALC. The matter was deferred to the Environment Committee. **Action: Environment Committee.**
- The parish council would, in principle, contribute to the cost of instructing a professional to act on behalf of Maidstone KALC, proposed by Cllr Wendy Hinder seconded by Cllr Dengate and **agreed unanimously.**
- The parish council should consider employing a professional to represent it at the examination, proposed by Cllr Dengate seconded by Cllr Rob Martins and **agreed unanimously.** Bredhurst Parish Council to be approached to see if it was considering employing someone and perhaps to share the costs. **Action: Clerk.**
- The program officer to be notified that the parish council wished to speak on specific issues related to Boxley Parish Council. **Action: Clerk.**

14.4 Sarsen Stones Walderslade Woods. The Clerk notified members of a request to protect the stones within a set of railings. After consideration of the location and the response from the Chairman of the Walderslade Woodlands Volunteer Group it was decided **no further action.**

15. **Correspondence**

None received.

16. **Matters for Information**

16.1 Weaving Diamond Jubilee Orchard project. Members received information on the grant and project planned for the orchard. **Noted.**

16.2 An updated version of the Members Handbook was available from the parish office. **Noted.**

17. **Next Meeting**

4 July 2016 at the Weaving Village Hall, The Street, Weaving commencing at 7.30pm.

Meeting closed at 9.06 p.m.

Item 4. Matters Arising From the Minutes. Purpose of Item: Information.

Item 4.4. Parish Councillor Allowances. The Government legislation, Local Authorities (Members Allowances) (England) regulations 2003, S 2003/1021 Reg 25 (10)). That allows the payment of parish councillor allowances refers to elected members and thus is not available to co-opted members.

Clarification from KALC (e-mail 15/06/16).

Many thanks for the e-mail. This issue has been rolling on for many years. It became NALC policy to lobby for a change in legislation to allow for the provision of allowances be extended to co-opted members back in 2005. Since then NALC has been periodically pursuing this Government. The most recent being in March this year. NALC will follow this up again with Government in the next few weeks and will copy me in to their letter to DCLG. I will let you know their response once it comes back.

Clerk's note. Whilst the parish council has Power of Competency it cannot use it in this case as the legislation clearly states elected.

Helen Whately has been contacted to ask for her support to get the legislation amended.

Item 6 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 6.1 Minutes of the Environment Committee on Monday 6 June 2016 at the European School of Osteopathy commencing at 9.09 pm.

Councillors present: Mrs W Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder and Mr R Martins together with the Clerk and Mrs S Martins.

1 **Apologies and absences**

Cllr Hollands (unwell and Cllr Radcliffe Godfrey (family commitment)).

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

Cllrs W Hinder, Clarke, Davies, Dengate and B Hinder declared that they had been lobbied on planning application 16/503863.

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

3 **Planning Applications for Consideration**

16/503863/FULL Construction of a Class A1 Retail Foodstore and associated servicing, parking, landscaping and access arrangements at Plot 9 Eclipse Park Sittingbourne Road North Maidstone. Deadline 9 June 2016.

After lengthy discussion members agreed with 1 abstention.

Do not wish to object but have the following concerns.

- The proposed landscaping should include indigenous trees and planting and designed to be wildlife friendly.*
- The size and nature of the roof makes it visible from the AONB and so a green roof should be used.*
- Buses should actually enter the site to serve the store and surrounding buildings rather than have a bus stop on Bearsted Road.*

16/504177/TPO TPO application 1no. Sweet Chestnut - remove epicorm growth on stem to height of crown break, 6m roughly. Cherries over hanging rear boundary to be reduced toward boundary by up to 2 metres. 11 Micawber Close Walderslade.

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

16/503532/FULL Retrospective - Use of roof area above garage as annexe to main house and erection of side porch to garage. Ajax Boxley Road Walderslade.

Do not wish to object.

16/504005/FULL Variation of condition 5 of 11/0342 (An application for a new planning permission to replace an extant permission MA/07/1578 (Erection of a detached four bedroom dwelling and garage) to extend the time limit) - to change landscape design. Land Adjacent 70 Bargrove Road Vinters Park.

Do not wish to object.

16/504407/TPO TPO application to 2no. Sweet Chestnut - Fell, 2no. Silver Birch - Fell, 1no. Hornbeam - Fell, 7no. Sweet Chestnut - Remove major deadwood. Trees Behind 42 Orbit Close Walderslade.

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

4 **Next Meeting**

Next full environment meeting 13 June 2016 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.41 pm.

Item 6.2 Minutes of the Environment Committee on Monday 13 June 2016 at Beechen Hall, Wildfell Close, Walderslade on commencing at 7.30 pm.

Councillors present: Mrs W Hinder (Chairman), Ms L Clarke (from item 4.2), Mr I Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands, Mr R Martins and Mr M Radcliffe-Godfrey together with the Clerk.

3 **Apologies and absences**

None as all members were present.

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

None declared.

3. **Minutes of the Meetings of 9th and 16th May 2016**

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

4. **Matters Arising from the Minutes**

4.1 Minute 2871/4.1 HGV parking. Members **received and noted** the Minister's response. KCC to be approached for information on how much it receives from the HM Treasury Consolidated Fund and how it spends that funding. **Action: office.**

4.2 Minute 2871/4.2 Installation of hard standing/apron at Boxley Road noticeboard. The KCC response to the request for a list of approved contractors is awaited. **Noted.**

4.3 Minute 2871/4.3 Inconsiderate parking Provender Way. County Councillor Carter has requested a report from the highway department on the possibility of paying for the yellow lines. The clerk was asked to obtain an update on the situation. **Action: Clerk.**

4.4 Minute 2871/4.4. Bollards. J Dowles will be undertaking the work towards the end of June. **Noted.**

4.5 Minute 2871/4.5 Flytipping Sindal's Lane. MBC is liaising with the owner to get the site cleared. **Noted.**

4.6 Minute 2871/4.7. Land to the rear of Tesco Grove Green. Cllr Radcliffe-Godfrey notified the meeting that Tesco own the area and were arranging to reinstate it. The area is to be managed by Broadgate Estates.

4.7 Minute 2872/7.1 and 7.4. Parking issues. The actions outlined by members are being undertaken and residents are being asked to keep a log of the issues they experience. **Noted.**

- 4.8 Minute 2873/7.3 Litter/flytipping signs. Members' comments had been passed to MBC. Members to be sent an update on the signs. **Action office.**
- 4.9 Any other matters arising from the minutes not on the agenda. **None.**

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

5. **Planning Applications for Consideration**

16/502179/FULL Raise roof to create second floor with attic conversion and rear dormer. Excavate area in front of property to create parking. Bethany Boxley Road Walderslade. **Ratified** the clerk's decision, after consultation with members.

The parish council strongly objects to this application and wishes to see it refused and reported to the planning committee for the following reasons:

The design combined with the height of the proposed structure will have an adverse and detrimental impact on the existing street scene.

The application exceeds the established building line.

The development of the front area, with major land engineering to facilitate four car parking spaces will be detrimental to the street scene and potentially could undermine the integrity of the front garden to the adjacent property (Peradiniya).

Concern is raised about the unlawful change of use and development of the existing garage into what might be a residential dwelling. The parish council requests that the garage is reinstated or a planning application is submitted for change of use.

Should permission be granted then the parish council seeks the following conditions:

- That the design is amended to be accommodated on the current footprint of the original property to ensure that the existing building line on Boxley Road is preserved.*
- That the ridge line is reduced, in keeping with the existing street scene.*
- That light tests are carried out to ensure no detrimental effect to adjacent properties.*
- Any provision for off street car parking should be reduced to lessen the impact on the street scene.*
- Plans for the engineering works to provide car parking spaces should be submitted to ensure there is no adverse impact on the adjoining property.*
- Hours of construction to be between 8.00 am and 5.00 pm Monday – Friday; 8.00 am and 1.00 pm Saturday's no work taking place Sunday or bank holidays.*
- No access to the site is to be allowed through Beechen Bank, to protect the ancient Woodland covered by TPOs.*
- That the highest sustainable standards of construction are applied and monitored by Maidstone control.*
- All materials are approved before commencement of any construction work.*
- That future Permitted Development Rights are removed.*

As Boxley Road is very narrow it is requested that advice is given to keep the road clear of any rubble and also cleaned any mud resulting development.

Concern has been raised over the unauthorised rear excavations and the PC would like the rear of the property reinstated as a garden.

The parish council has previously raised concerns with Maidstone Borough Council about unauthorised development at this site and also noise pollution due to construction being undertaken at what were considered unsocial hours. Should Maidstone Borough Council permit this application then it is asked to strictly monitor the work as it progresses and to ensure that it reacts promptly to investigate any complaints it receives.

16/504585/TPO TPO application to 2no. Hornbeam - approx. 40% reduction at 15 Iris Close, Walderslade.

Do not wish to object. Defer to the views of the landscape officer

16/504070/FULL Demolish existing rear porch and cupboard area and erection of replacement single storey rear extension. Lavender Cottage, Bearsted Road, Weaving.
Do not wish to object.

16/504064/FULL Single storey garden room extension. Conversion of existing bow window in sitting room to bay window. 70 Bargrove Road,
Do not wish to object. The planning officer is asked to investigate the situation with regards to the tree covered by a TPO. The tree surgery identified in an accompanying report is not mentioned in the planning application.

16/50421/FULL Demolition of existing conservatory and erection of replacement single storey rear extension. 1 Highridge Close, Weaving.
Do not wish to object.

16/504560 FULL Garage conversion. 9 Baron Close, Bearsted.
Do not wish to object.

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

None to report.

7. **Highways and Byways**

7.1 Lower Thames Crossing, update to the consultation. **Noted.**

7.2 Flooding Boxley Rd/Travertine Rd and Brownlowe Copse. Cllr Bob Hinder proposed seconded by Cllr Radcliffe-Godfrey that the Environment Committee purchase some sandbags and some signs stating *flood please slow down*. **Agreed.** Prior to the purchase the Clerk was asked to liaise with KCC highways see if they will provide these for free. A request to dig out the soak away on a regular basis to be made.
Action: Clerk.

Cllr Davies suggested that on highway land just before the Cossington Road/Brownlow Copse junction part of the curb is removed so that floodwater could soak onto the verge.

Flooding on Boxley Road at the junction with Beechen Bank Road was also to be reported to KCC with a request that the problem is investigated and resolved.

7.3 Removal of bus shelter Grove Green. The chairman reported that Maidstone Borough Council was replacing bus shelters and one would soon be erected at this site.

7.4 PRoW Grove Green. Cllr Hinder reports that the GG pathway has been repaired and steps installed and is now open. **Noted and welcomed.**

7.5 Boxley Village entrance. Cllr Clarke gave an update to members on response that she had received from her approaches to neighbours. Issues raised by residents Boxley included:

- litter and weeds
- overgrown vegetation on footways
- lack of drains maintenance leading to flooding and standing water impacting on residents and road users
- overgrown signs, request to move the old Boxley sign
- request for information on how to report problems and requests for information on work planned for the green
- disease trees
- maintenance required on the North wall at the village green.

Two issues relating to the village green will be taken to the Estates Committee.

The parish office and Cllr Clarke will work together to report problems and also update residents. It was suggested that a copy of actions proposed is supplied to County Councillor Carter. **Action: Cllr Clarke and office.**

7.6 Highways England Route Strategies consultation. After discussion it was **agreed** that the clerk will draft a response and circulated to members for their comments.
Action: Clerk.

7.7 Road name for new development at Sandling Village. Members **agreed** to the suggested name of Tyland Mews. **Action office.**

Members asked that future agenda a specific item is included for Members Reports. **Action: Clerk.**

8. **KCC Active Travel Strategy consultation-**

The briefing note and suggested responses was **received and noted.** With minor amendments the suggested responses were **agreed.** **Action: Clerk.**

9. **Volunteer Groups**

Cllr Bob Hinder's verbal report on the Friends of Boxley Warren's recent work in erecting a fence and the nuisance vehicles was **received and noted.**

10. **Policy and Procedures**

10.1 Laminated Material Planning Considerations advice. It was **agreed** that with the suggested amendments the document was still fit for purpose.

10.2 Traffic Management Advice. It was **agreed** that the document was still fit for purpose.

10.3 Planning rota. All members agreed to be part of the rota and new members were encouraged to view the Maidstone Planning Committee meetings on the MBC WebCam and other members volunteered to attend their first meeting with them. **Action office.**

11. **Maidstone Local Plan**

After discussion the following actions and approach to the Local Plan examination were agreed.

- The decision on the representations and attendance at the public enquiry, including the specific issues to be spoken upon will be taken by the Environment Committee.
- The Clerk is to produce a briefing note, after investigating whether Maidstone Borough Council has produced a list of revisions for the local plan, for the committee to consider.
- The employment of a professional adviser to represent the parish council at the enquiry to be considered after the briefing note was received.
- A special meeting or meetings to be arranged specifically to discuss local plan issues.

It was **noted** that the clerk had booked the parish council to speak at the examination. Councillors Ivor Davies and Bob Hinder had been mandated by the parish council to speak on its behalf at the Maidstone KALC meeting.

12. **Matters for Information**

12.1 KCC Highways and Transportation Tracker Survey report. **Noted.**

12.2 Tree Preservation Order request Cowbeck Wood etc. Gleaming Wood Drive. The MBC report that the original order had not been correctly served and now needed to be re-served was **noted.** MBC to be notified that with a new entrance having been created on Westfield Sole Road and with HGVs going onto the site to clear the fly tipping it is considered that the work to re-serve the order was now a priority. **Action: Clerk.**

13. **Next Meeting**

11 July 2016 at Beechen Hall commencing at 7:30pm.

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

None received.

Meeting closed at 8.59 pm.

Item 6.3 Minutes of the Estates Committee on Tuesday 14 June 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.37 pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies (arrived 7.50pm), Mr P Dengate, Mr M Radcliffe-Godfrey and Mr P Sullivan together with the Assistant Clerk.

1. Declaration of Interest or Lobbying.

Dispensation notification for item 5 Allotments received from Cllrs Lynn Clarke, Vic Davies, Ivor Davies, Dengate and Sullivan.

2. Apologies and absence.

Cllr B Hinder (previous engagement),

3. Minutes of Previous Meeting 12 April 2016.

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 2842/4.1 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council have indicated they would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. The Assistant Clerk confirmed she had recently attended a health and safety course and will undertake an informal survey, risk assessments and photographs of individual tombs and will present this information to the committee when it is complete. **Noted.**

4.2 Minute 2842/4.2 Burial Ground Internments (change to regulations) Members were informed that the Church had requested a meeting which would take place on Wednesday 15 June to clarify some minor details an update will be provided at the next meeting. **Noted.**

4.3 Minute 2825/4.3 Kestrel Nesting boxes. Members **received** the Clerk's report detailing the locations for the boxes as recommended by Medway Countryside Partnership. After consideration members **agreed** that the suggested site at Beechen Hall posed issues with underground cables and was happy for a flat area within the woodlands to be identified and a box installed with the help of WWG. They **agreed** to a box being located at the rear of WDJ0 and one by the perimeter fence to the rear of the allotments. Member also **agreed** that the spare box would be ideal for Weaving Heath but as the parish council is not responsible for this area that MBC is approached. **Action office.**

4.4 Any other matters arising from the minutes, not on the agenda.

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report. As Cllr Hinder was not present at the meeting the report was not available.

5.2 Pest Purge report – was **received** and **noted**. Cllr Dengate asked if Pest Purge could advise on eradicating moles as there appears to be an increase in holes at the site. **Action Office/Pest Purge.**

5.3 Allotment Fees Review – Members **received** and considered the allotment fee comparison chart and **agreed** to keep them at their present rate for another year.

5.4 Allotment Working Group. **Agreed** Cllr Lynn Clarke to join the working group.

5.5 Annual Presentation of Challenge Cup, Sunday 14 August. Members **received** the Assistant Clerk's report informing them that invitations had been submitted to Andy Garland, BBC Radio Kent's Sunday Gardening, Mayor of Maidstone, Derek Butler and Bob and Ann Spain to help judge and present the challenge cup. It was agreed that the presentation will be between 12-2.30pm. It was **agreed** that there would be runners up and each would receive a rosette including the winner. The chairman asked that an email is sent to all allotment holders to try and gauge attendance levels. A further working group meeting will be scheduled in July to finalise details. **Action office/AWG.**

6. Burial Ground.

6.1 Damaged Headstone – Members **received** and **noted** the Clerk's report. A quote has been received from the stone masons and Landscape Services have been informed.

Action office/Landscape Services.

6.2 Burial Plots – Members **received** the Clerk's report to consider the implications of continuing to use row L for future burials before utilising the remaining plots in the burial ground. A site visit has confirmed that row L tapers to the end and there are overhanging branches, possible large tree roots and a neighbouring bank which would need work carried out before being utilised. After consideration members **agreed** that the other available plots should be used before this row. **Action Clerk/Boxley PCC.**

7. Installation of Beechen Hall Noticeboard

Members received and noted the update. After discussion it appeared that there has been a misunderstanding with the location of the noticeboard and members have now requested that this is sited where the current banner is, an application will be made to MBC/KCC for permission and a new quote will be sought. **Action office.**

8. Matters for Information

There were none.

9. Clerk's Report

9.1 Hire fees income. **Received** and **noted**. Cllr Dengate congratulated staff for the marketing and maintenance of the hall.

9.2 Loss of Regular Hirer. Members **received** the Assistant Clerks report and were saddened to hear that Age Concern could no longer sustain the Friday session, but understood their decision. Cllr Dengate suggested that until new hirers are found that this time could be allocated to cleaning the hall and carrying out any outstanding maintenance jobs. **Action office/caretakers.**

9.3 Account balance as at 31 May 2016. **Received** and **noted**.

9.4 Income and Expenditure report. **Received** and **noted**.

9.5 Accident Report. Members **received** and **noted** the incident which occurred on 26 April 2016.

10. Beechen Hall Extension

Members **received** and **noted** the updated costings analysis. For the benefit of Cllr Matthew Radcliffe-Godfrey, the chairman and Cllr Dengate gave a brief history and explained the costings. After a brief discussion it was proposed from the Chair that a recommendation is submitted to the Finance & General Purposes Committee to consider the financial aspect for the extension. There were 5 in favour of the proposal with 1 abstention. A full report will be presented at the July meeting for F & GP committee. **Action Clerk/Assistant Clerk.**

11. Policies and Procedures

11.1 Staff pay rise and any need to amend hours. Members **received** the varying buffer zone options and agreed to award a 5% buffer zone for caretakers and a 3% buffer zone for the litter picker with both being backdated to 1 April 2016. **Action Clerk.**

11.2 Village/Community Hall Grants Procedure/Policy. **Agreed no change.**

11.3 Review Training needs. The Assistant Clerk confirmed that she had attended a Health & safety course which was very informative and confirmed that the practices and procedures the parish council has in place are correct. The Clerk will be attending the same course on 16 June. It was **agreed** that safety inspections at WDJO would be reviewed as to frequency they are carried out and the completion of the forms will be done on-line through cloud sharing. **Action office/Cllrs Vic Davies and Sullivan.**

12. Matters for Decision

12.1 Box Trees, Boxley Green – Cllr Clarke has inspected the box trees by the green and indicated that they are looking stressed and could be suffering with suspected box blight. Members carefully considered this fact and regrettably agreed to them being

removed. Cllr Clarke confirmed that the Boxley Society would be willing to remove the trees. They also asked if they could keep the weeds under control on the green. Members requested that the Clerk makes this decision under health and safety. **Action Clerk/Cllr Clarke/Boxley Society.**

12.2 Boxley Village Sign – Cllr Clarke informed members that a resident in Boxley had an ornate wrought iron frame which would fit around the Boxley sign on the green. Members **agreed** in principle to the suggestion, however they stipulated that the office would need to see it, to make sure that it would fit and that it is in keeping with the area. Cllr Vic Davies suggested taking photos of both the sign and frame and sending them to him and his wife Marion would be able to Photoshop them together to enable members to see what the finished product might look like. This would be circulated to members out of meeting. **Action Cllrs Clarke/Vic Davies and office.**

13. **Noticeboard at Fox & Goose** – Members received a report on the deterioration of The noticeboard doors and agreed for the office to source an alternative material as a replacement.

14. **Casual Hirers at Beechen Hall** – Members were notified of recent compliments from casual hirers viewing the hall about how impressed they were with the cleanliness, decoration and the facilities at Beechen Hall.

15. **HSBC Bank** – Members were notified that HSBC in Walderslade will be closing with effect from 22 July 2016. In the interim period the Parish Council will run a short term system whereby any cash received will be paid in the Cooperative/Post Office account. Adjustments will be made to the balancing payment which takes place every two months. The office is investigating the costs for using a cash card machine and the implications to the Hall. This information will be provided to the committee out of meeting. **Action office.**

16. **Date of Next Meeting.**

Tuesday 9 August, 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda to be received no later than Friday 5 August, 2016.

Meeting closed at 9.10 pm

Item 7.1 Payments made out of meeting 07.06.16 – 27.06.2016

Item 7.1.1 The Cooperative Bank. Nil payments made for period 07.06.16 – 27.06.2016

7.1.2 HSBC. Payments made for period 07.06.16 – 27.06.2016

Date: 27/06/2016	Boxley Parish Council	Page 1			
Time: 11:44	HSBC General Account				
List of Payments made between 07/06/2016 and 27/06/2016					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/06/2016	Unity Trust Account	102962	3,377.58		Payments made out of Coop/UTB
22/06/2016	Mrs M Smith	22/06/BH01	604.08		Wages
22/06/2016	Mrs M Smith	22/06/2016	-604.08		Wages
Total Payments			3,377.58		

7.1.3 Unity Trust Bank Payments made for period 07.06.16 – 27.06.2016

Date: 27/06/2016	Boxley Parish Council	Page 1			
Time: 11:45	Unity Trust Account				
List of Payments made between 07/06/2016 and 27/06/2016					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
08/06/2016	Northstar IT Services	11389	2,360.98		IT upgrade
14/06/2016	European School of Osteopathy	BPC/7-6-16	80.00		Hire of Hall 7-6-16
14/06/2016	KCC (KCS)	L2574496	67.80		Miscellaneous
14/06/2016	Business Services at CAS Ltd	YLL2720041	1,847.13	Policy YLL2720041953	Annual Insurance Premium
14/06/2016	Business Services at CAS Ltd	VVH2720392	1,714.79	VVH 2720392023	Annual Insurance Premium
14/06/2016	HSBC General Account	102692	3,377.58		Payments made coop/UTB bnk
14/06/2016	Kent Association Local Council	02059/60	144.00		Councillor Conference
22/06/2016	Mrs P Bowdery	22/06/PC01	2,140.51		Salary - June
22/06/2016	Mrs A Candy	22/06/PC03	589.26		Salary - June
22/06/2016	Mr R Hinder	22/06/PC10	41.14		Chairman's Allowance
22/06/2016	Mr I Davies	22/06/PC06	33.68		Councillor Allowance
22/06/2016	Mr V Davies	22/06/PC07	33.68		Councillor Allowance
22/06/2016	Mr P Dengate	22/06/PC08	25.28		Councillor Allowance
22/06/2016	Mrs M Fooks	22/06/PC02	1,257.19		Salary
22/06/2016	Mr T Harwood	22/06/PC09	25.28		Councillor Allowance
22/06/2016	Mrs W Hinder	22/06/PC11	33.68		Councillor Allowance
22/06/2016	Mrs L Lake	22/06/PC04	70.00		Downs Mail Delivery
22/06/2016	Mrs K Macklin	22/06/PC12	42.08		Councillor Allowance
22/06/2016	Mrs M Waller	22/06/PC17	34.88		Councillor Allowance
22/06/2016	Mr B Douglas	22/06/BH05	219.52		Wages
22/06/2016	Mr D Odell	22/06/BH02	246.32		Wages
22/06/2016	Yuet Juen Tong	22/06/PC05	28.80		Litter Picking
22/06/2016	HMRC	577P/000105	1,378.20		PAYE
22/06/2016	EFT Receipts Ac	IT00000068	98.95		Pension Contributions
22/06/2016	Mrs M Smith	22/06/BH01	604.08		Wages
22/06/2016	D. Halfpenny	C976	299.50		Returned Damage Waiver deposit
22/06/2016	Kent County Council	L2579916	16.68		Laptop Stand
22/06/2016	Ms Lynn Clarke	CLAIM 1	14.04		Councillor Mileage
Total Payments			16,825.03		

7.1.4 Unity Trust ALTO. Nil payments recorded for period 07.06.16 – 27.06.2016

Item 7.2 Receipts for the period 01.06.16 – 27.06.2016

7.2.1 The Cooperative

Date: 27.06/2016 Boxley Parish Council Page 1
 Time: 12:06 Cashbook 3 User: MJF
 Co-Op General Account
 Receipts received between 01.06.2016 and 27.06.2016

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked on : 06.06/2016	274.00						
5	Boxley Parochial Church Council	274.00			1200	220	274.00	Burial Fee Estratiadou Plot
Total Receipts:		274.00	0.00	0.00			274.00	

7.2.2 Unity Trust Receipts

Date: 27.06/2016 Boxley Parish Council Page 1
 Time: 12:06 Cashbook 2 User: MJF
 Unity Trust Account
 Receipts received between 01.06.2016 and 27.06.2016

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked on : 06.06/2016	1,350.49						
2	HMRC	1,350.49			105		1,350.49	VAT Refund
	Banked on : 14.06/2016	3,377.58						
102962	HSBC General Account	3,377.58			210		3,377.58	Payments made out of
Total Receipts:		4,728.07	0.00	0.00			4,728.07	

7.2.3 HSBC.

Date: 27/06/2016
Time: 12:02

Boxley Parish Council
Cashbook 1

Page 1
User: MJF

HSBC General Account
Receipts received between 01/06/2016 and 27/06/2016

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked on : 02/06/2016	25.30						
33	Candy	25.30			520		-36.15	C942D Candy 26/6/16
					1230	260	61.45	C942F Candy 26/6/16
	Banked on : 02/06/2016	144.50						
34	Ugwu	144.50			520		-148.50	C974D Ugwu 2/7/16
					1230	260	291.00	C974F Ugwu 2/7/16
					1231	260	2.00	PL Insurance Ugwu
	Banked on : 02/06/2016	18.75						
36	Cats Protection	18.75			1235	260	18.75	R1688 Cats Protection
	Banked on : 02/06/2016	50.20						
37	Candy	2.00			1231	260	2.00	PL Insurance
38	Hussain	48.20			1230	260	48.20	C 926 Hussain Addit Hall
	Banked on : 06/06/2016	172.50						
35	Meshe	172.50			520		172.50	C984D Meshe 1/7/17
	Banked on : 07/06/2016	1,280.94						
36	AACTs	1,280.94			1235	260	1,280.94	R1677 AACTs Jun/Jul
	Banked on : 07/06/2016	227.30						
37	Tumbletots	227.30			1235	260	227.30	R1681 Tumbletots June
	Banked on : 11/06/2016	297.00						
38	Ramanandi	297.00			520		297.00	C989F Ramanandi 3-9-16
	Banked on : 11/06/2016	310.50						
39	Yoga	310.50			1235	260	310.50	R1687 Yoga june invoice
	Banked on : 14/06/2016	3,377.58						
102692	Unity Trust Account	3,377.58			200		3,377.58	Payments made coop/UTB
	Banked on : 14/06/2016	871.10						
39	Age Concern	580.50			1235	260	580.50	R1687 Age Concern June
41	Karate	290.60			1235	260	290.60	R1680 Karate June invoice
	Banked on : 14/06/2016	42.18						
40	Shilston	42.18			520		42.18	C987F Shilston 5/11/16
	Banked on : 17/06/2016	25.00						
40	Halfpenny	25.00			1230	260	25.00	C976F Halfpenny 18/06/16
	Banked on : 17/06/2016	50.00						
41	Halfpenny	50.00			1230	260	50.00	C976F Halfpenny 18/06/16
	Banked on : 20/06/2016	197.50						
42	Alade AO	197.50			520		197.50	C931F Alade AO
	Banked on : 21/06/2016	328.27						
42	Clary	42.17			520		42.17	C985D Clary 21/08/16
45	Branson	87.30			520		-61.20	C903D Branson 16/07/16
Subtotal Carried Forward:		7,418.62	0.00	0.00			7,071.32	

7.3 Account closing balances.

BANK ACCOUNTS (closing balances)

Date		
31.05.16	HSBC Beechen Hall	£26,339.19
31.05.16	Unity Trust Bank	£100,069.55
31.05.16	Unity Trust ALTO (prepaid debit card)	*
31.05.16	Coop General Account	£29,847.88
29.03.16	Santander Investment Bond (matures Aug 2016)	£75,000.00
19.05.16	Barclays Bank	£64,639.25
05.05.16	Lloyds 3 mth (matures 05.08.16)	£50,296.53**
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
	Total	446,192.40
	Cash – Office Imprest account	150.00
	Unity Trust ALTO (prepaid debit card) Imprest Account	150.00
	GRAND TOTAL (Banks and Cash)	446,492.40
	2016 comparison not available	

*Unity Trust Alto will now be operated as an Imprest Account. Members will see payment details when a top application is made.

**Error report. At the June 2016 parish council meeting this figure was incorrectly shown, due to a typing error, as £57,296.53

Item 9 Weaving Orchard Park Run

Cllr Macklin's visit to the Grove Green Scouts bought forward a suggestion that the parish council has a park run for children at the Weaving Diamond Jubilee Orchard.

Parkrun is a volunteer led initiative that organises free weekly, 5 km timed runs around open spaces such as parks, along canals etc. the purpose of Parkrun is to encourage people to take up running and keep fit. Parkrun also has junior Parkruns which are 2 km long runs. The route for the runs are generally unsurfaced path sections of grass, the route is marked out by flags, signs etc. and volunteer stewards.

All Parkrun events are free and are organised to a specified template to ensure health and safety etc. of the people running. People taking part register with the organisation and receive a barcode that is specific to them. At the start of the event barcodes are scanned and as people finish they are re-scanned which gives them a run time. The idea behind this is that people can then monitor improvements to their times by using the Parkrun website.

Junior Parkruns are for children aged between 4 to 14 years old and anyone under 11 must be supervised at all times by a parent or guardian. Parents accompanying children can bring buggies and pushchairs on a junior Parkrun but dogs are not allowed. All participants in junior Park run receive colourful wristbands to encourage them to keep participating.

When taking part in Parkrun you can run, jog or walk the event and participation should be fun.

Weaving Diamond Jubilee Orchard is not a particularly big site and to accommodate a 2 km run would put a severe strain on the site as this would require numerous circuits and if many children turn up would inevitably be some damage to the grass paths and establishing trees. It is not clear from the initial briefing whether the Scouts wished to have a proper junior Parkrun or something for very small children (in effect a toddler Parkrun). If the request was for a junior Parkrun, it may be more suitable to refer the group or any interested child to the Maidstone Parkrun group.

If the request was to have an informal type event at Weaving Diamond Jubilee Orchard then the parish council can work with them but any exercise type event might be better suited to Weaving Heath as this is not only larger but it also has some keep fit equipment there.

Whilst it might not be possible to organise, due to logistical reasons, a Parkrun style event at the Orchard it may be possible to organise a nature trail/quiz event. The parish council might wish to contact Vinters Valley Trust to see if they have any ideas. The parish council is insured to organise 4 social events per annum.

Any interested party can apply to Park run to volunteer or set up local events. The parish council could not use the word Park run unless it does so.

Item 10. Reports from councillors/office

10.1 Health and Safety Training. The Clerk and Assistant Clerk attended training and have gained a Chartered Institute of Environmental Health Level 2 certificate in Health and Safety.

10.2 Clerk report. Noticeboard Wardens. It has been suggested, to keep noticeboards up to date and give a better impression of a dynamic council, that councillors could if they wish take on responsibility for a local noticeboard

At present notices are only changed near the end of the month by staff when the notice of the PC meeting goes up. But if members were involved then they could collect material whenever up at the hall for meetings etc. and thus keep the boards updated. The parish office, because of time, factors in one visit per month but if the weather is foul then sometimes it is a take-off what you can and get the agenda up quickly.

Item 12. Matters for Decision

12.1 Walderslade Woodlands Licence to work. Boxley Parish Council is a licensee to KCC for Walderslade Woodlands and now needs to issue a licence to WWG for the group to undertake work within the woodlands. External funders require such proof.

Draft

WALDESLADE WOODS VILLAGE GREEN LICENCE TO WORK WITHIN THE WOODLAND

Premises: Walderslade Woodlands Village Green
 Walderslade Woodlands
 Walderslade

Licensor: Boxley Parish Council
 Beechen Hall
 Wildfell Close
 Walderslade
 Chatham ME5 9RU

Licencee: Walderslade Woodlands Group

Purpose: To enable the Licensee to enter into the woodlands and undertake work in accordance with the Kent Wildlife Trust Woodland Management Plan (2014). This includes the right to:

- Remove cut wood from the woodland
- Burn diseased wood.

Agreement: This licence.

The Licencor hereby permits the Licensee to enter and occupy the premises on a non-exclusive basis for the Purpose, on the following terms:

Security: The Licencee is to ensure that any equipment used in the woodlands is stored in a secure condition at the end of the work period, and at other times if left unattended.

Statutory: The Licencee is required to have all necessary insurances to cover any work carried out including third party liability insurance.

The Licencee is to ensure that all works are adequately marked and protected to avoid threat or injury to third parties at all times during the licence period.

Licence Period: The Licence to commence at 09:00 on 1st April 2016 and expire at 18:00 on 31st March 2026

Indemnity: By signing and returning this Agreement to the Licencor the Licensee shall agree to indemnify the Licencor against all loss or liability due to:-

- a) death or personal injury or damage to real or personal property arising out of or in connection with or by reason of any act, omission or neglect on the part of the Licencee or its sub-licencees, employees or agents (including for avoidance of doubt the Surveyor) under or in connection with this Agreement save to the extent that such loss or liability is due to any act, omission or neglect of the Licencor
- b) any breach of the warranties in this Agreement.

Standard of Work:

- a) Work undertaken in the woodlands will conform to the KWT Management Plan (2014). The licencee will be responsible for obtaining any and all necessary consents in relation to the proposed works and the permission granted by this licence is only the permission of the licencor and carries no implication of planning permission or approval of the local authority in any other capacity.
- b) The Licencee is responsible for the health and safety of the volunteers and members of the public. The Licencee will conform to the Health and Safety at Work Act 1974 and all volunteers will receive safety training and where relevant hold the required licence to operate machinery.
- c) The Licencee is responsible for the tools and equipment used and must undertake the relevant maintenance, machine services and to ensure that all equipment is safe to use and in good condition.
- d) The Licencee to ensure that the works are carried out without unreasonable noise, odour and disturbance to neighbours, and that no machinery is left unattended.

Item 13. Civic Regalia.

A Parish Council Chairman is often invited to events and to wear their civic regalia. It has been suggested that perhaps the parish council should commission a badge of office, hung on a cloth collar. A company that supplies such regalia has indicated that a badge of office based on the parish council's logo would cost in the region of £900. There is no budget provision for such a purchase however funding could be allocated from the Contingency Fund.