



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

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

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

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

**Members are hereby summoned and notice is given that a meeting of the Parish Council will be held on Monday 5 December 2016 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30 p.m.**

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|---|----------------------|
|   | Time guide<br>(7.30) |
| 1. <b>Apologies and absences</b><br>To receive and accept apologies for absence.  |                      |
| 2. <b>Declaration of Interests, Dispensations, Predetermination or Lobbying</b> (7.31)<br>Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. |                      |
| 3. <b>Minutes of the Parish Council Meeting 7 November 2016</b> (7.32)<br>To consider the minutes and if in order sign as a true record (pages 3-5).  |                      |
| 4. <b>Matters Arising From the Minutes</b> (7.34)   |                      |
| 4.1 Minute 2926/4.1 Sandling entrance. See report (page 5). Cllr Wendy Hinder has asked to speak about the need to support KCC/local residents to get the permanent and fully worked out design put in place. |                      |
| 4.2 Minute 2927/9 Civic Regalia. The word is being progressed but the two bars may have to be sourced from elsewhere.   |                      |
| 4.3 Minute 2927 MBC Dog Waste Bins. Replacement bins. See report (page 5).  |                      |
| 4.4 Minute 2928/17 Kestrel Boxes. The parish council has submitted an application for pre-application planning advice.  |                      |
| 4.5 Any other matters arising from the minutes which are not on the agenda.   |                      |
| 5. <b>Report from the PCSO and Police Issues</b> (7.37)<br>Crime statistics, will be provided at the meeting and report (page 6).   |                      |
| <b>Adjournment to enable members of the public to address the meeting</b> (7.45)  |                      |
| 6. <b>Draft Minutes of Recent Committee Meetings</b> (7.55)<br>For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.          |                      |
| 6.1 Environment Committee meeting 7 November 2016 (pages 6-7).  |                      |
| 6.2 Environment Committee meeting 14 November 2016 (pages 7-10).  |                      |
| 6.3 F&GPC Committee meeting 15 November 2016 (pages 10-12).   |                      |
| 7. <b>Finance</b> (7.59)  |                      |
| 7.1 Payments made out of meeting 01.11.16 –28.11.16 See report (pages 19-21).   |                      |
| 7.2 Receipts for the period 01.11.16 – 28.11.16. See report (pages 22-23).  |                      |
| 7.3 Account balances 28.11.16 (page 24).  |                      |
| 7.4 To authorise payment of accounts (list to be supplied at meeting).  |                      |
| 8. <b>Policies and Procedures</b> (8.05)  |                      |
| 8.1 Beechen Hall Extension Working Group Terms of Reference. See report (pages 12-13)   |                      |
| 8.2 Vision and Business Plan (review). See report (pages 12-15).  |                      |

- 9 **Draft Budget 2017/2018** (8.11)  
Councillors are reminded that they should notify the parish office of any projects that they wish to have considered for the budget.
- 10 **Draft, Statement of Licensing Policy consultation** (8.15)  
To consider whether to make a response. See report (pages 15-16).
- 11 **Volunteer Support Warden Scheme** (8.19)  
To consider the scheme. See report (pages 16-17) and enclosure for members.
- 12 **Reports from councillors/office** (8.25)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.  
Bob Hinder Report on KALC AGM 19<sup>th</sup> November 2016 (pages 17-18).
- 13 **Reports from Borough and County Councillors** (8.28)  
Our Ward councillors are invited to report and discuss matters affecting the parish.
- 14 **Matters for Decision** (8.38)  
To consider any issues, such as attendance at meetings or as identified on the evening.  
14.1 Parish Tour. Members are asked to notify the office of any Saturday dates in March and April that they will not be available.  
14.2 KALC Community Award. Prior to the meeting Councillors are asked to supply to the Clerk the names of any nominees.
- In view of the confidential nature (personal details and data) on the above item the Chairman to decide whether it is advisable for public and press to be excluded from the meeting for the duration of or part of the item.
- 15 **Correspondence** (8.46)  
Parish Liaison Officer. Notification that this post will come to an end on 21 December and the officer will revert to her previous position.
- 16 **Matters for Information** (8.48)  
16.1 K60 Telephone Box, Boxley Village. Cllr Clarke has asked that BT be contacted to paint the box.
17. **Next Meeting** (8.50)  
23 January 2017 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 16 January.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 29 December 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: Report on Annual Meeting of the KALC Sat 19 November.

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 5 December 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 the European School of Osteopathy, Boxley Village on Monday 7 November 2016 commencing at 7.30pm.**

Councillors present: Mr B Hinder (Chairman), Mr I Davies, Mr V Davies, Mr P Dengate, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr R Martins, Mrs S Martins, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler and 2 members of the public/press.

**1. Apologies and absences**

Cllr Brooks (unwell), Cllr Clarke (convalescing), Cllr Harwood (work commitment) and Cllr Radcliffe-Godfrey (unwell). County Councillor Carter and PCSO Adlington.

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

There were none.

**3. Minutes of the Parish Council Meeting 3 October 2016**

The minutes of the meeting were, with a spelling amendment, **agreed** and **signed** as a correct record.

**4. Matters Arising From the Minutes**

4.6 Minute 2916/4.1 Sandling entrance. The results of the KCC investigation into the options is awaited. This project now appears on the Maidstone JTB Works Programme list as being investigated. **Noted.**

4.7 Minute 2916/4.3 Parish Councillor Allowances. Helen Whatley MP response from the Minister of Local Government was read to members. The legislation which stops co-opted members from receiving a parish councillor allowance will not be amended. **Action: copies to be supplied to co-opted members.**

4.8 Any other matters arising from the minutes which are not on the agenda. Cllr Ivor Davies asked for an update on the Sorbus Domestica tree. Clerk reported that she was waiting for a quote from a company.

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

5.1 Crime statistics. **Received and noted.**

5.2 Body cam. The parish council was thanked for their kind offer but the Police would be unable to accept it sponsoring a body camera for the PCSO. The Police were attempting to find and issue one to PCSO Adlington.

The meeting adjourned at 7.49 for a resident to notify members that the road directional arrows on Chatham Road, Sandling were still visible and pointing the wrong way in the one-way part of the road. Parish office to contact KCC. Meeting reconvened at 7.50 pm.

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

6.1 Environment Committee meeting 3 October 2016.

6.2 Environment Committee meeting 10 October 2016. A spelling error was highlighted.

6.3 Estates Committee meeting 11 October 2016.

**7 Finance**

- 7.1 Payments made out of meeting 27.09.2016 – 31.10.2016. **Received and noted.** A possible double entry on the Poppy Wreath was highlighted. Clerk to investigate and report back to members via e-mail. **Action: Clerk.**
- 7.2 Receipts for the period 27.09.2016 – 31.10.2016 **Received and noted.**
- 7.3 Account balances 31.10.2016. **Received and noted.**
- 7.4 Payment of accounts. **Authorised.**

## 8 **Policies and Procedures**

- 8.1 Community Engagement Strategy. **Approved.**
- 8.2 The Clerk, having undertaken a housekeeping review of the Freedom of Information and Records Management Policies reports that they are, with some minor refreshing still fit for purpose. **Noted.**

## 9 **Civic Regalia**

The cost for a badge of office and collar (£325) was **noted.** Members approved the suggestion that Chairman and Vice Chairman bars be purchased. Cllr Macklin proposed, seconded by Cllr Hollands, that the badge plus 2 bars be purchased. Cllr Dengate proposed an amendment that £400 be identified as an expenditure limit, if more than this the issue to be returned to members. Cllr Rob Martins seconded and this was **agreed** (8 for, 2 against and 1 abstention). An amended resolution was placed before members that **A badge of office, collar, a Chairman bar and a Vice Chairman bar to be purchased. A budget of £400 was identified. Agreed** (9 for, 2 abstentions). **Action: office.**

## 10 **Beechen Hall Extension**

The Chairman thanked Cllr Vic Davies for his report on the benefits of having an extension to the hall. Clarification on possible cost, in the region of £90,000 - £110,000, was supplied and was followed by a discussion covering the need for architect plans, appointment of a project manager and issues relating to finance and Public Works Loans. Cllr Macklin proposed **that the parish council enlarge and update the small meeting room, make it soundproof, create an external airgap and replace the main doors.** Cllr Dengate seconded **agreed** (9 for, 1 against and 1 abstention). The Estates Committee to set up a Working Group and manage the project. **Action: Estates Committee.**

## 11 **Draft Budget 2017/2018**

Councillors were reminded that they should notify the parish office of any projects that they wish to have considered for the budget. **Noted.**

## 12 **Community Litter Picks**

The office is to contact volunteer groups and known litter pickers and invite them to attend the Clean Sweep Volunteers' Thank You Lunch. **Action: Clerk.** Members asked for a notice to be placed on noticeboards encouraging volunteer litter pickers to make themselves known to the office so support can be offered. **Action: office.**

## 13 **Consultations**

Consultation on Proposed Changes to the Admissions Arrangements of Tunbury Primary School. After discussion members **agreed** to support the creation of two priority intake areas. **Action: office.**

## 14 **Reports from councillors/office**

There were none.

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

Cllr Butler thanked the council for inviting him to the open day at the orchard and he reminded members of the Maidstone Town Remembrance Day Parade and Service. Cllr Hinder thanked Cllr Butler for the reception at the Town Hall. She notified members that funding for the refurbishment of the cycle route at Chatham Road had been secured but there was no funding available for the lower part of the road or for redesigning the bollarded area. The drains at The Street in Boxley and Cossington Lane had still not been cleared and the Environment Committee was taking this up with KCC. She had also made

a complaint about the poor condition of the resurfacing along Boxley Road/Beechen Bank Road.

**16 Matters for Decision**

- 16.1 Annual Competency Reviews. Members agreed that annual reviews were no longer required instead the Clerk will liaise with the relevant Chairman should an issue arise.
- 16.2 Dog Waste Bin consultation. No information had yet been received from MBC. The Clerk to circulate to councillors MBC's proposal so that if necessary a decision could be taken out of meeting. Cllr Ivor Davies raised concern about the proposed 2-week consultation period and requested that this be raised with MBC. **Action: Clerk.**
- 16.3 Red Telephone Box, Boxley Village. As Cllr Clarke was not present the issue to be deferred to the next meeting. **Action: PC agenda.**

**17 Correspondence**

The Chairman notified members that he had taken up the issue of MBC requiring the parish council to pay for pre-application advice on whether the erection of kestrel boxes on telegraph poles required planning permission. Members expressed frustration at the bureaucracy.

**18 Matters for Information**

- 18.1 CPRE Kent Voice Autumn/Winter 2016 issue.
- 18.2 Maidstone Budget Roadshow and consultation.

**19. Next Meeting**

5 December 2016 at the St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm.

Meeting closed at 8.49 p.m.

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

- 4.1 The results of the KCC investigation into the options, including any designs are expected just after Christmas. The KCC project to install the cycle route into a shared cycle/pedestrian/horse is planned for early in the 2017/18 financial year. Additional work to make the current provisions permanent has been subject to a financial cutback (a loss of £25,000) and so the focus of the work will be around the old lorry parking area and if there is sufficient funding remaining some provisions will be made for the residential area. From Cossington Service station to Grey Wethers there will be no parking provision as to include any would weaken the current restrictions response from KCC " there were some plans drawn up enabling parking at an angle, the issue with this as a solution was that drivers views are restricted when exiting these bays due to other adjacent vehicles. Additionally drivers find it difficult to align with angled bays. We considered this but have favoured breaking the existing linear arrangement up with non-movable features. This is still being designed". A suggestion for large planters has also been ruled out due to safety issues.  
KCC wishes to have physical restrictions in the proposed linear parking arrangements however without additional funding this may be unlikely or of an insufficient number to prove totally successful.
- 4.3 MBC Dog Waste Bins. MBC, after receiving a survey and report from the parish council, has agreed to the request of an additional seven co-mingled bins at the sites requested by the members and office. An additional bin has also been requested for Woodlands, Grove Green.

**Item 5. Crime statistics and report.** Purpose of Item: Information.

**Crime Report.**

Maidstone Studio Parking. I attended after a complaint and found lots of abysmal parking on Grovewood Drive North, Shepherd's Gate Drive, The Malting and Provender Way. Vehicles were parked on verges and inconsiderably at junctions due to filming of Take Me Out at Maidstone Studios. Without parking restrictions being put in place there is little that can be done and in reality whilst the Police could remove some of the vehicles causing an obstruction the cost to do so would, unfortunately, make this an unrealistic option. I will continue to monitor.

Flytipping Old Chatham Road, Sandling. Whilst dealing with another incident on Bluebell Hill a call came in about two lorries flytipping. I attended and found that two companies, involved in the work to change street lighting over to LED, were using Old Chatham Road as a safe equipment transfer area and were not actually involved in flytipping. They were strongly advised to find somewhere else. They have found a more suitable spot to undertake such transfers.

I am aware of a male living rough on New Cut Road.

I am patrolling Provender Way during school pick up hours.

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

**Item 6.1 Minutes of the Environment Committee on Monday 7 November 2016 at The European School of Osteopathy, Styles Lane, Boxley commencing at 8.50 pm.**

*Councillors present: Cllr Wendy Hinder (Chairman), Cllr Ivor Davies, Cllr Paul Dengate, Cllr Bob Hinder Cllr Hollands and Cllr Robert Martins together with the Clerk.*

**1 Apologies and absences**

*Mr Radcliffe Godfrey (work commitment). Ms Lynn Clarke (convalescing)*

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

*None declared.*

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

**3 Planning Applications for Consideration**

*16/507292/OUT - Outline Application with access matters sought for development of medical campus comprising up to 98,000 sqm of additional floorspace (including additional hospital facilities, clinics, consultation rooms and a rehabilitation centre (classes C2/D1); education and training facilities with residential accommodation (class C2/D1); keyworker accommodation for nurses and doctors (class C3); pathology laboratories (class B1); business uses (class B1); ancillary retail services (class A1, A2, A3); and up to 116 bed class C2 neuro-rehabilitation accommodation; internal roads and car parks, including car park for residents of Gidds Pond Cottages; hard and soft landscaping including creation of a nature reserve (to renew existing consent 13/1163) at Newnham Park, Bearsted Road, Weaving, Kent. Do not wish to object.*

*16/507456/TPO - TPO Application - for the removal to ground level of 3 x stems of Sweet Chestnut. For the coppicing to ground level of two stands of Sweet Chestnut (approx. 22 stems) at 1 Brockbank Close, Boxley, Kent. ME5 9US. Do not wish to object defer to the views of the Landscape Officer.*

*16/507309/TPO - TPO application - reduce height of group of trees by approximately 3 metres (current height 10m) and remove any overhanging branches (finished height 7m) at Rear Of The Hedgerow/Greenways, Weaving, Kent. Deadline 1 November 2016. **Ratified** the Assistant Clerk's decision, after consultation with members. Do not wish to object. Defer to the views of the Landscape Officer.*

16/506883/TPO – TPO application - an application for consent to: *Prunus cerasus* - cherry: to be Crown thinned by 1 metre; *Prunus padus* - bird cherry: Crown lifted to a height of 5 metres; *Quercus petraea* - Sessile Oak - Crown lifted to a height of 5 metres; *Betula pendula* - Silver Birch: Crown lifted to a height of 8 metres; *Prunus padus* - bird cherry: Crown lifted to a height of 6 metres; *Prunus padus* - bird cherry: Crown lifted to a height of 6 - 7 metres; *Fraxinus excelsior* - ash: Crown lifted to a height of 8 metres; *Quercus petraea* - Sessile oak: Crown lifted and crown thinned by 15% maximum. Neighbouring trees - *Pyrus communis* - pear: Crown reduced by 1.5 metre from branch tips; *Malus domestica* - apple: Crown reduced by 1.5 metres from branch tips at 12 Bellgrove Court, Boxley, ME5 9PQ. **Ratified** the Assistant Clerk's decision, after consultation with members. Do not wish to object. Defer to the views of the Landscape Officer.

16/506880/FULL – Two storey side/rear extensions at 1 Ploughmans Way, Boxley, ME5 9DE. **Ratified** the Assistant Clerk's decision, after consultation with members. Do not wish to object.

#### 4 **Next Meeting**

Next full environment meeting 14 November 2016 at The European School of Osteopathy, Styles Lane, Boxley commencing at 7:30pm.

Meeting closed at 8.58 pm.

### **Item 6.3 Minutes of the Environment Committee on Monday 14 November 2016 at European School of Osteopathy, Styles Lane, Boxley on commencing at 7.30 pm.**

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands together with the Clerk, Assistant Clerk, Mrs P Brooks and Mrs Maureen Waller (visiting councillors) 40 members of the public and 3 representatives from Savills.

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

Cllrs Rob Martins (unwell) and Radcliffe-Godfrey (family commitments).

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

All Councillors had been lobbied on planning application 16/507776/OUT. Cllr Clarke declared she had been lobbied on the development on land at Forge Lane.

#### 3. **Minutes of the Meetings of 4<sup>th</sup> and 10<sup>th</sup> October 2016**

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

#### 4. **Pre Application presentation** by Savills on behalf of Rochester Bridge Trust on development proposed for land at Forge Lane.

The meeting was adjourned at 7.35 pm to allow members of the public to make comments on the proposed plans. Many questions were raised by residents and the following points were recorded as major concerns.

- Access via Forge Lane unable to cope with additional traffic and construction traffic.
- Loss of privacy
- Loss of view
- Outside the conservation area but within the AONB.
- Excessive height of proposed dwelling.
- A Resident at Street Farm indicated that the access road to the rear of Street Farm is unsuitable for the proposed traffic.

The meeting was reconvened at 7.55 to allow Councillors to ask questions. Concerns raised by Councillors included:

- Difficulty with parking
- Light Pollution
- Increase in traffic and construction traffic.

- *Impact on AONB.*
- *Health & Safety issue at junction of Forge Lane and the Street.*

*The agent was asked to take back to his client the comments made and that if they revise the plans to come back for a further pre-app presentation.*

*The Parish Council also identified for following:*

- *If there is legal access over Forge Lane by the developer that a before and after survey is undertaken so that any damage can be repaired.*
- *Ideally no construction to use Forge Lane.*
- *Should the Planning Officer be minded to approve then a condition is placed on this application that no permitted development rights to expand into the roof space.*

## **5. Matters Arising from the Minutes**

- 5.1 Minute 2919/4.2 Inconsiderate parking Provender Way. The parish office is in contact with residents to gain evidence however, with County Cllr Paul Carter away for several weeks it is not possible to establish the progress.*
- 5.2 Minute 2919/4.3 Grovewood Drive South yellow lines. MBC Parking was contacted about possible yellow lines and will be undertaking a survey/investigation. **Noted.***
- 5.3 Minute 2919/4.4. Land to the rear of Tesco Grove Green. Work will be undertaken, when time allows, to contact the owners concerning maintenance. **Noted.***
- 5.4 Minute 2919/4.5 Litter/flytipping signs. MBC has taken delivery of the signs which will be placed by the Impton Lane junctions this area is currently most affected by litter. **Noted.***
- 5.5 Minute 2919/4.6 Flooding Boxley Road (near Longwood) and Brownlowe Copse. Response from KCC awaited. A complaint has been made to the Maidstone Area Manager who is undertaking an investigation. The Street drains due to be cleared on 8 November, had not been cleared. **Action Clerk to chase Area Manager for an update.***
- 5.6 Minute 2919/4.7 Development Wildfell Close. The planning application will be reported to MBC Planning in either November or December. **Noted.***
- 5.7 Minute 2920/7 Litter picking and flytipping. Members received the Clerk's update report detailing the work and areas the Community Payback Service could possibly undertake subject to a H&S assessment. Cllrs asked for a couple of additions to the specification and a further area was put forward for consideration. **Action Clerk to liaise with CPS to confirm the maintenance and areas the CPS will cover.***
- 5.8 Grovewood Drive North Crossing facility. Contact has been made with Tesco about applying for a grant towards the cost. The office is waiting to hear from the resident with regards to the petition. **Noted.***
- 5.9 Minute 2922/13.2 Gibraltar Farm Public Inquiry. MBC responded to the question as to why no MBC officer had attended. MBC were not asked to do so by Medway and as it has no Section 106 requests it was felt that there was no need. Cllr Dengate voiced his concern and dissatisfaction that MBC appears not to be interested in the impact on the Maidstone residents who live locally and will be affected by this development.*

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

## **6. Planning Applications for Consideration**

*16/507460/FULL. Erection of a two storey side extension at Melverley The Street Boxley Kent ME14 3DX. Do not wish to object.*

*16/507776/OUT Outline application for demolition of existing commercial structures and erection of 2 no. 3 bedroom bungalows (All Matters Reserved). Willow Farm Tyland Lane Sandling Kent ME14 3BL. Wished to see refused and reported to the Planning Committee for the reasons set out below.*

- *The proposal would amount to unacceptable development in the open countryside and would therefore be contrary to the provisions set out in the Maidstone Borough*



*Wide Local Plan Saved Policy ENV28. It would amount to unsustainable development in terms of the environmental harm and the lack of local services available to future occupiers and would therefore be contrary to the requirements set out in the NPPF.*

- *The development would amount to the urbanisation of this protected area north of Maidstone, and would therefore be contrary to the Maidstone Borough Wide Local Plan Saved Policy ENV31 and the sustainability requirements of the NPPF.*

*If the planning officer is minded to approve members requested a condition is placed on the development for a vehicular passing place on the narrow access road is constructed before occupancy of the dwellings.*

*16/507144/TPO – TPO Application – overgrown hornbeam to be pruned back by 40% at 34 Spenlow Drive, Boxley, Kent, ME5 9JT. Do not wish to object, defer to the views of the Landscape Officer.*

*16/507566/TPO – TPO application to fell 1 No Multistem Hornbeam and 1 No Elder to near ground level at 8 Aston Close, Boxley, Kent, ME5 9JW. Do not wish to object, defer to the views of the Landscape Officer.*

*The Clerk informed members that the Waitrose Development at Eclipse Park was being considered by the Planning Committee at MBC on Thursday 17 November. The planning officer is recommending approval subject to a legal agreement concerning contributions and as the parish council had not objected there was no requirement for representation.*

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

*There were none.*

## **8. Highways and Byways**

- 8.1 Flooding and the raised cushion outside of Kings Arms, Boxley Village. It was agreed that this item is deferred to the December meeting.*
- 8.2 MBC dog bin removal programme. The Clerk informed members that 19 dog waste bins were being removed across the parish and what appeared to be only 1 co-mingle bin being installed. She informed members that both herself and the Assistant Clerk would be investigating all locations being proposed to make sure there is a litterbin/co-mingle bin within a reasonable distance of the proposed removal. **Action Office.***
- 8.3 TPO Cowbeck Wood Gleaming Wood Drive. MBC has still not progressed this work and have again confirmed that it will only escalate the work if the trees come under imminent threat. Cllr Dengate asked for this to be returned to the agenda in January. **Action Office.***
- 8.4 Westfield Sole Road and Yelsted Lane one way system. Members **received** the Clerk's report and Cllr Wendy Hinder reiterated the problems with the volume of traffic both roads are having to cope with. It was agreed that the Clerk would contact KCC to ask for an investigation into the problem and to advise what steps could be taken. **Action Clerk/KCC.***
- 8.5 Averanches Road. Members **received** and **noted** the Clerk's report that Thurnham Parish Council had no wish to see the road opened.*
- 8.6 HGV parking. MP Helen Whately's report was **received** highlighting her efforts to gain the Government's commitment to tackle fly parking which has become a blight on parts of Kent. Members **agreed** that a letter of thanks and she is invited to a site visit at Old Chatham Road. **Action Office.***

## **9. Grounds Maintenance**

*After considering the information in front of them members **agreed** in principal to look to employ a contractor on an ad hoc basis. To apply for a budget which is to be agreed and to pay for the work. Members requested draft policy and procedures for identifying and approving maintenance around the parish. **Action office.***

As the time was approaching 9.30pm the Chairman used her prerogative to extend the meeting by 30 minutes.

10. **Budget 2017/2018**

10.1 Members received and agreed the draft budget however they requested more time to consider the reasons for increasing the budget by including £40,000.00 from earmarked reserves and requested this was deferred until the December meeting. **Action Office.**

10.2 Timber Tops Play area seat and bin. Members were given the choice of wooden and metal seats and agreed a budget of £3,000.00 for 2 x metal benches + installation costs. **Action Office.**

11. **Members Reports**

11.1 KCC Parish Highways Seminar. A representative was unable to attend.

12. **Volunteer Groups**

12.1 FoBW – Report **received** and **noted**.

12.2 Walderslade Woodlands Group - Cllr Ivor Davies notified members that the Walderslade Woodlands Group had made good progress on the ponds at Round Wood.

13. **Matters for Information**

There were none.

14. **Next Meeting**

Next Environment Committee meeting Tuesday 13 December 2016 at Beechen Hall commencing at 7:30pm.

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

Members **received** and **noted** the updates

Meeting closed at 9.58pm.

**8.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 November 2016 commencing at 7.32 p.m.**

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr P Dengate, Mr B Hinder together with the Clerk.

1. **Apologies and non-attendance**

Cllr W Hinder (unwell) and Cllr Radcliffe-Godfrey (work commitment). Cllr S Martins (absent).

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

Cllr Clarke notified members that she was a member of Boxley Society, item 11.

3. **Minutes of the meeting of 13 September 2016**

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

4. **Matters Arising From the Minutes**

4.1 Minute 2913/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies notified members that wef 31 December 2016 VVNR would be a CIO and asked that the Clerk resupply to resupply him the contact details for the MBC Officer. The Clerk was asked to obtain updates from the other organisations. **Action: Clerk.**

4.2 Minute 2913/4.3 Parish Councillor Internal Audit checklist. A review by the Assistant Clerk will be undertaken before the January 2017 meeting. **Noted.**

4.3 Minute 2913/4.4 Office telephone system. The new comms cabinet has been installed but there had been and still were a few problems. Cllr Dengate gave an update to

members and notified them that he would be attending the office to put things right. The Chairman thanked him for his hard work. **Action: Cllr Dengate.**

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

Beechen Hall extension. Following the decision at the Parish Council meeting a Working Group to advance the project was to be set up. A number of councillors put their names forward. **Action: Clerk.**

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

5. **Financial report.**

5.1 Reconciliation of accounts.

5.1.1 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. **Received and noted.**

5.1.3 Unity Trust Bank. **Received and noted.**

5.1.4 Santander Investment Bond. **Received and noted.**

5.1.5 Barclays Bank. A typing error was identified with the correct figure being £39,639.25. **Received and noted.**

5.1.6 Lloyds 3 months. **Received and noted.**

5.1.7 Lloyds Bank 12 months. **Received and noted.**

5.1.8 Nationwide Beechen Hall. **Received and noted.**

5.1.9 Nationwide PC. **Received and noted.**

5.2 Investments. Maturity dates **received and noted.**

5.3 Income/Expenditure report as at 3 November. **Received and noted.**

6. **Investment Opportunities**

After consideration members decided to keep the review of Investment Opportunities within the committee. The draft Terms of Reference for a Working Group were then amended to serve as a guide for the review. **Action: Clerk.** The Chairman will review the returned questionnaires and produce a summary for the next meeting. **Action: Cllr Ivor Davies.**

7. **Contingency Fund and Budget adjustments**

Proposed by the Chair **should KCC Highways not undertake the work, £1,000 be vired from the contingency budget to pay for the removal of an invasive plant adjacent to the Walderslade Woodlands". Agreed. Action: RFO.**

8. **Prepayment Debit Card.**

The RFOs report on the availability of prepaid cards was **received and noted.** Cllr Dengate proposed seconded by Cllr Vic Davies that **the Unity Trust Bank prepaid card be applied for with a £500 limit. Agreed. Action: RFO.**

9. **2017/2018 Draft Budget**

9.1 To receive details of any projects members wish to submit for the next financial year. Other committees are taking similar action. None submitted.

9.2 Land at Bearsted Road/New Cut Road. After lengthy discussion covering the parish council's policy on purchasing land, site planning application history, the last appeal (dismissed), benefit to the community and environment etc. Cllr Bob Hinder proposed with Cllr Dengate seconding **"at this moment in time do not proceed with consideration of the request to purchase the land due to major costs in the future with regards to maintenance. Agreed (3 for, 1 against and 1 abstention).**

10. **Personnel matters**

Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.**

11. **Grant Requests**

Grant request from Boxley Village Society. Cllr Vic Davies proposed seconded by Cllr Bob Hinder **£200 be granted. Agreed (with 1 abstention).**

12. **Matters for Information**

Independent Internal Auditor. Members received notification of the resignation of Mr Kevin Funnell. The Chairman to liaise with the Clerk about a temporary replacement with a view

to requesting tenders for the position for 2017/2018. **Action Cllr Ivor Davies and the Clerk.** Cllr Dengate suggested having two agreed IIAs so that they could alternate with the audit.

### 13. **Policies, Procedures and Reports Reviews**

13.1 Grants Policy & Procedure (Review). With some minor amendments **approved.** Document to be reviewed as part of office housekeeping schedule and returned to committee if it becomes unfit for purpose. **Agreed.**

13.2 Acceptable Use of Computer Facilities, e-mail and the Internet (Review). With minor adjustments **approved.** Document now to be reviewed every two years unless there is an identified need for an earlier review.

13.3 A review of the policy on Electronic Recording of Meetings of the Parish Council and its Committees has been undertaken by the Clerk and found still fit for purpose. **Noted.**

13.4 Members asked that the parish council be more proactive in advertising that recording can take place at parish council meetings. Clerk to liaise with meeting Chairmen. **Action: Chairmen and Clerk.**

### 14 **Date of Next Meeting**

Tuesday 17 January 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.10 p.m.

<b>Item 8 Policies and Procedures.</b> Purpose of Item: Decision
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### 8.1 **Terms of Reference and Reporting Procedure for Beechen Hall Extension Working Group.**

Purpose. To progress the proposed enlargement, updating and soundproofing of the small meeting room *together with the creation of an air-lock at the main entrance with two sets of double doors meeting DDA requirements, new flooring in foyer and remodelling of the outside area to allow for the extension work and following its completion.*

Members. Lynn Clarke, Ivor Davies, Vic Davies (Chairman), Paul Dengate (Vice Chairman), Bob Hinder, Kaz Macklin, Pat Sullivan,

Quorum – 4 councillors.

Working Group responsible to:

Estates Committee for design, obtaining planning permission, project management and day to day decisions.

Parish Council through F&GPC when considering use of general reserves, application for a Public Works Loan, etc. FGPC's involvement solely to make a recommendation to the PC after consideration of the facts.

Parish Council and/or F&GPC for approval of the Project Manager, tender document and procedure.

Record of meetings: A record of all meetings, which may be in summary form, shall be made and circulated to all group members, with reports going to the Parish Council and the Estates Committee.

To progress this the following bullet points of work have been identified.

- Identify membership
- For the first meeting the office to produce a working folder for each group member. As the cost would be over £60,000 the RFO to put together a briefing

note on issues concerning the tender requirements. Requirements of planning applications for extensions for businesses to be investigated.

- Review current proposed design plans for suitability, possible further improvement, etc.
- Review the need to upgrade the electrical circuits and boards within the electrical cupboard
- Review and draft a progress timetable.
- Agree the work to progress planning application, project manager, tender etc.

## **8.2 Boxley Parish Council Vision and Business Plan.** (review even years)

The Parish Council is committed to working solely for and with its residents and a strong self-awareness of its role within its communities and also its position within the local government system.

To achieve this the Council will produce and regularly review its approach, policies and procedures to ensure that the work of the Council is:

1. **RELEVANT** – The Council will work for the short and long term welfare and improvement of the parish and its communities through projects that are of tangible benefit to all or part of the parish.
2. **RESPONSIVE** – it will respond positively and promptly to all requests, complaints<sup>1</sup> and queries from residents and other organisations. It will identify and respond to pertinent consultation from Government and other bodies.
3. **INCLUSIVE** - the Council welcomes local input and will work to its Community Inclusion Policy which actively seeks to involve its residents. It will work not only to serve but to empower its residents by working to attract people from diverse backgrounds to stand for election or co-option to the Council<sup>2</sup>.
4. **SUPPORTIVE** - The Council will give fair and unbiased consideration to applications for financial support, in the form of grants, from parish groups and organisations related to the well-being of the parish and its residents<sup>3</sup>.
5. **ACCESSIBLE** – The Council will ensure that the parish office<sup>4</sup> is open and welcoming to its residents. Opening times and contact details of staff and parish councillors will be widely publicised.
6. **INTERACTIVE** – The Council will offer all residents the opportunity to speak at its meetings<sup>5</sup> and will offer support and guidance on how to do this<sup>6</sup>. The Council actively canvasses and welcomes residents' views via its website, noticeboards, social media and public consultations. In accordance with its Community Involvement Policy it particularly encourages such interaction when major projects are under consideration.
7. **DEMOCRATIC** – The Council will listen to its residents and communities. The Council will also campaign to ensure contested parish elections to allow electors to choose their own representatives. Between elections casual vacancies for co-option to the Council will be

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<sup>1</sup> Complaints Policy.

<sup>2</sup> To achieve this it will, where possible, make available a parish allowance and subsistence allowances so that no member is 'out of pocket'

<sup>3</sup> Budget provisions are made. Budget document shows legislation under which payment is made etc.

<sup>4</sup> Beechen Hall, Wildfell Close ME5 9RU

<sup>5</sup> Public Bodies (admission to meetings) Act 1960.

<sup>6</sup> Leaflets on: the right to attend and address a meeting; how best to present an issue; and alternative methods of providing information to the meeting are available. Office staff are also briefed on the need to be neutral and helpful.

widely advertised and CVs invited. These will be considered at a full meeting of the council open to residents, where a decision will be made.

8. PROACTIVE – The Council will always attempt to plan ahead and have the financial ability to respond to unforeseen circumstances<sup>7</sup>. It will keep and regularly review a 'wish list' of improvements that it wishes to see in the parish. This list will be drawn up in an open and accountable way to allow residents to suggest/identify local needs<sup>8</sup>.
9. PARTNERSHIP WORKING – The Council will openly consider opportunities to work in partnership with its residents, parish based Charitable Trusts/organisations and the local business community, including financial involvement if needed providing that the proposal meets identified needs/aims/local commitments.
10. OPEN AND ACCOUNTABLE – The Council will endeavour to take all its decisions in open session and to supply in advance adequate information to allow residents to be become involved in an informed way. It will publish a monthly newsletter, maintain an up to date website and publish the chairman's annual report including an End of Year Statement. It will have clear and understandable policies and procedures so residents can see how the Council makes decisions.
11. EFFECTIVE AND EFFICIENT – The Council will undertake constructive reviews of its work and projects to learn from its successes or failures. It will willingly consider changes to the way it works if it will make it more effective and/or efficient or allow its service to be improved.
  - TRAINING: The Council will give relevant training to new councillors and staff, as this leads to a stronger and more knowledgeable team.<sup>2</sup> It will offer supplementary training as and when necessary to the same ends.
  - TEAMWORK: The Council will ensure that staff are allowed and remunerated for sufficient hours to ensure that work and projects can be completed<sup>2</sup>. The Council will also ensure that the parish office is provided with adequate and up to date equipment/facilities and will operate with a minimum of paperwork while remaining cost effective.
  - PROJECTS: All Projects will be parish councillor led with support from the parish office and with due deference to the role of the Responsible Financial Officer<sup>9</sup>. Projects and work will have a reasonable deadline with a timeline produced to enable progress to be monitored.
  - THE ESTATE – The Council will be a responsible manager of its property. It will have clear plans for maintenance, replacement and repair of all the Council's buildings, open spaces and other property, both movable and immovable.
12. FINANCIAL – The Council will continue to have robust management and auditing regimes when dealing with its finances.
  - Audit – The Council will continue to meet the legal requirements relating to the audit of its accounts.<sup>10</sup>
  - Financial management - Strong financial checks and risk assessments will be undertaken periodically and investments and reserves will be reviewed regularly.
  - Budgeting – An annual budget and precept will be agreed. The budget will include forecasts for 3-4 years in the future. The budget will be supported by an information

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<sup>7</sup> Budget provisions, Reserves Policy, forward planning etc.

<sup>8</sup> Wish List policy

<sup>9</sup> Financial Regulations.

<sup>10</sup> Accounts and Audit (England) Regulation 2011.

document that gives details of maintenance programmes, contract finish dates and other information relevant to forward planning. The Council will include in this budget a healthy reserve so that it can be proactive in its service to the community.<sup>8</sup>

- Grants - Grant support for community organisations will be considered after relevant conditions are met and such organisations will also be encouraged, and supported, to apply for grants from other bodies.<sup>11</sup>

### 13. **SWOT ANALYSIS**

An analysis of current **s**trengths, **w**eaknesses, **o**pportunities and **t**hreats to the Council:

#### 13.1 **Strengths**

- Proactive, qualified, experienced and attentive office personal
- An engaged and co-operative Council with strong leadership exercised by the Chairman.
- Positive image
- Excellent policies and systems
- Reasonable financial reserves

#### 13.2 **Weaknesses**

- Serving four widely separated communities with lack of a single heart to parish
- Lack of knowledge by residents of what the Council does
- Age and demographic of current councillors
- Inability to attract input from residents

#### 13.3 **Opportunities**

- Using the Council's website, community alerts and Facebook presence to consult with residents (including possible on-line petition facility and discussion forums)
- Four-yearly elections have the potential to attract new blood
- MBC adoption of Community Infrastructure Levy.

#### 13.4 **Threats**

- Loss of key staff.
- If MBC fails to adopt Community Infrastructure Levy (loss of potential income)
- Apathy of residents
- Failure to continue to attract new councillors
- Sudden loss of several experienced councillors
- Cuts in local authority services with the expectation that the parish council will take on or pay for them.
- Loss of the council tax support grant because MBC decides not to pass it on or the government withdraws it

### 14. **OBJECTIVES**

- Increase knowledge of the Parish Council and its work in the parish by being proactive in implementing the Community Involvement Policy.
- To continue to produce relevant documents and leaflets that explain the work and systems of the Parish Council
- To maintain and further develop the website
- To maintain a presence on Facebook and develop other communication opportunities.
- To continue to work for a better Boxley in all possible ways

## **Item 10. Statement of Licensing Policy consultation.**

### **Briefing note.**

The full draft policy consultation is available at [www.maidstone.gov.uk/business/licensing-and-permits/gambling-licences](http://www.maidstone.gov.uk/business/licensing-and-permits/gambling-licences)

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<sup>11</sup> Budget and Grants Policy.

The Gambling Act 2005 ('The Act') requires that licensing authorities must have regard to the licensing objectives as set out in section 1 of the Gambling Act 2005. To meet its legal obligations MBC is undertaking a review and consultation on its Statement of Licensing Policy.

### **1. The Licensing Objectives**

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;**
- Ensuring that gambling is conducted in a fair and open way;**
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.**

*It should be noted that the Gambling Commission (the Commission) has stated "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".*

A Licensing Authority works to: a) the Gambling Commission's code of practice; b) the Guidance to local authorities; c) the Licensing Authority's own statement of principles; d) the three licensing objectives.

To guide it in its decision making Licensing Authorities produce local area profiles identifying, so as to assess potential risk, schools, sixth form colleges, youth centres etc., hostels or support services for vulnerable people, the surrounding night time economy, and possible interaction with gambling premises; patterns of crime or anti-social behaviour in the area, and specifically linked to gambling premises. Licensing Authorities can also take into account the density of different types of gambling premises in certain locations. Clerks note: an authority cannot stop planning applications for gambling establishments unless it has proof that to allow more establishments would contravene the Licensing Objectives. Some Licensing Authorities have entered into voluntary agreements with local establishments and the Government is currently looking at the issue of addiction and whether stakes should be pegged. Changes to any legislation, objectives or guidance will require an amendment to any approved policy.

MBC's consultation document states

*"In drafting this document relevant bodies and organisations were contacted for evidence of existing problems. However, information at the time of drafting this Statement of Principles was unavailable. This Licensing Authority does not have evidence that there are specific issues at the moment to support the assertion that any part of the Borough had or is experiencing problems from gambling activities."*

"This position will be kept under review, and in the event that it changes, further research will be undertaken.

The document clearly states what actions MBC will take etc.

**Suggested response. The consultation is welcomed and the draft is supported.**

### **Item 11. Volunteer Support Warden Scheme.**

Summary.

KCC and KALC have approached parish councils about an expansion of the Kent Community Warden Scheme which will require interested councils to pay for a Warden, details enclosed for members.

KCC did not, previously, choose to provide BPC with a Kent Community Warden as it was not seen as a village nor an area that could benefit from the scheme. KCC did however lend four community wardens to the parish council for the 2012 opening of the WDJO and they worked tirelessly to help make it a success.

The cost of £1,660 (over 2 years) will give 5 hours per week Warden cover and this will include all travel time.

The benefits as explained in the brochure - quite a few do not currently relate to BPC but issues like dog fouling with the removal of dog waste bins may become relevant. The parish councillors and staff report litter.

It is apparent that the Clerk/parish office plays a part in this system and identifying problems.



Would more than one warden be needed to actually get any benefit in the parish? If a volunteer warden is tasked for one area per week then it would take 3 weeks to cover the parish.

## **Item 12. Reports from councillors/office**

### **Bob Hinder Report on KALC AGM 19<sup>th</sup> November 2016**

Attendees :- Bob Hinder and Ivor Davies

The first session of the day was given by Matthew Scott Kent who is the Kent Police and Crime Commissioner. It was wide ranging and included details of new initiatives being brought in as part of his 6 point plan.

1. To be a net rise in the number of Police Constables.
2. To have a net rise in the number of PCSO's.
3. New initiative of creating volunteer Police Cadets.
4. Police and Crime plan which is out for consultation (I have completed this and posted on behalf of the parish Council).
5. Creating Volunteer PCSO's
6. Possible changes to the "powers" held by the PCSO's. They have 20 standard powers with another 22 that are discretionary. However he emphasized that the final choice of delegated powers is given by the Chief Constable not the PCCC. Informed that a PCSO may detain a suspect for 30 minutes but has no power of arrest.

Discussions during a question / answer session included moves toward more technology being introduced such as more "apps" to inform the public of incidents within a 10 – 15 mile radius.

Questions on roles of PCSO's, Operation Stack, illegal flyparking of lorries, Apps, Education, Special Constables, Twitter (follow Kent Police Rural Team, 101 response times. All were recommended to use countryeye.com for reporting crime.

Session 2 John Connell – Head of Communities Policy at the Department for Communities and Local Government.

He spoke about the Vision for the next 5 years, the Fire Service and how local authorities can assist with getting people to have safety visits. Neighbourhood Planning – now states that this is achievable within 12 months as against 2 years.

Devolution and forming new partnerships.

Parish Councils giving assistance in identifying those within its parish who need help such as the vulnerable and tackling isolation. Perhaps we could use our Community alert system to do this.

Where to go to get a Vision – mycommunity.org.uk [Clerk's note: see following briefing note]

Use of the community payback scheme – we have already made moves on this one thanks to Pauline.

He spoke about "capping" of PC's Precept and that there does not appear to be any plans at present to impose this.

He stressed that you must not take on something that you feel you have no realistic chance of achieving or sustaining in the future – leave it alone!

Code of conduct – frustration that it now appears to have no teeth.

After lunch the session was devoted to routine voting matters followed by a number of motions.

1. Rural Post Offices retention – motion unanimously carried.
2. Flyparking – bringing in more enforcement measures- unanimous approval.
3. Motion from Pembury regarding verges and roundabouts heated discussion and it was rejected. This included having a county wide policy to allow advertising on roundabouts to ensure that they are kept tidy!

## **Clerk's briefing note on [mycommunity.org.uk/take-action/local-services/](http://mycommunity.org.uk/take-action/local-services/)**

This website is set up to support and encourage local communities to play a bigger role within the 'system'. Such a website did not exist before the Localism Act 2010.

The website lists the ways a parish council/local community can influence decisions and take on services, see below. The site has downloadable resource packs on: Community Right to Challenge; Community Ownership and Management of Parks and Open Spaces; Understating the Community Right to Challenge; Neighbourhood Planning etc.

It also contains case studies.

### **Ways to influence decisions**

#### Community Right to Challenge

The Community Right to Challenge is one of the ways that communities that can play a bigger role in shaping and running local services.

The right allows relevant organisations to submit an expression of interest in running a local service. If the expression of interest is accepted, the local authority must run a procurement exercise (a tender process) for the service. The interested organisation, and other local organisations, then have the opportunity to bid to run the service for the community.

#### Supporting legislation

**Social Value Act:** The Public Services (Social Value) Act 2012 places a legal duty on public bodies to consider the social, economic and environmental well being of an area in making decisions on commissioning and procurement.

**Best value statutory guidance:** Local authorities have a duty to consider what might be 'best value' under the Local Government Act 1999 and the Best Value Statutory Guidance.

#### Keep it Local for better services

Locality's **Keep it Local** campaign calls for locally-commissioned and delivered public services which provide substantially better outcomes and value than standardised, one-size-fits-all services.

Community-focused services commissioned and delivered at a local level and built around the needs of local people are more responsive to local and individual needs and provide more cost-effective solutions.

#### Past programmes

##### **Our Place programme**

The Our Place programme looked at transforming local services by 're-shaping' them or providing them differently where a gap had been identified.

Communities and local partners worked together to develop a plan for how services could be delivered with increased community involvement and control.

##### **First Steps programme**

First Steps gave small community groups the freedom to develop action plans to improve their neighbourhood.

They received the support to decide upon practical actions to make positive changes in their community. 115 communities were given the opportunity to work together to decide what they do and don't like and what can be changed.

## Item 7.1 Payments made out of meeting 08.11.2016- 31.11.2016

### Item 7.1.1 The Cooperative Bank Payments

Date: 28/11/2016

**Boxley Parish Council**

Page: 42

Time: 09:02

Cashbook 3

User: PAB

Co-Op General Account

For Month No: 8

Payments for Month 8				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2016	Mail Publications Ltd	DD101294/5	490.14		54.95	4115	110	435.19	Publicity
Total Payments for Month			490.14	0.00	54.95			435.19	
Balance Carried Fwd			28,134.28						
Cashbook Totals			<u>28,624.42</u>	<u>0.00</u>	<u>54.95</u>			<u>28,134.28</u>	

### 7.1.2 HSBC Payments

Date: 28/11/2016

**Boxley Parish Council**

Page: 54

Time: 08:59

Cashbook 1

User: PAB

HSBC General Account

For Month No: 8

Payments for Month 8				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2016	Maidstone Borough Council	2DD17	545.00			4035	100	163.50	Office Rates
						4035	260	381.50	Hall Rates
14/11/2016	Opus Energy- Electricity	DD61158848	183.60		30.60	4615	260	153.00	Electricity Bill - October
20/11/2016	OPUS Energy- gas	DD22041648	106.68		5.08	4620	260	101.60	Gas Bill - October
Total Payments for Month			835.28	0.00	35.68			799.60	
Balance Carried Fwd			15,619.94						
Cashbook Totals			<u>16,455.22</u>	<u>0.00</u>	<u>35.68</u>			<u>16,419.54</u>	

### 7.1.3 Unity Trust Bank Payments

Date: 28/11/2016	<b>Boxley Parish Council</b>	Page: 29
Time: 09:01	Cashbook 2	User: PAB
	Unity Trust Account	For Month No: 8

Payments for Month 8			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2016	Northstar IT Services	DD12233/34	156.00			4040	100	156.00	IT Support & back up
07/11/2016	The Conservation Volunteers	96602	38.00			4275	150	38.00	Membership subscription
07/11/2016	Mrs M Fooks	B&Q/DMAIL	153.00		6.33	4650	260	31.67	Leaf Power Vac
						4115	110	115.00	Downs Mails Delivery November
07/11/2016	Zurich Insurance Plc	24121105	685.50			4275	150	685.50	WWG Insurance
07/11/2016	Mr P Dengate	COMMS EQUI	6.50			4020	100	3.25	Nuts & Bolts
						4020	260	3.25	Nuts & Bolts
07/11/2016	Sounds Electric London Ltd	15.99	15.99		2.66	4020	100	6.66	Power Distribution Rack
						4020	260	6.67	Power Distribution Rack
07/11/2016	Lincom UK Ltd	COMMS EQUI	25.98		4.33	4020	100	10.82	2 X Cantilever Shelves
						4020	260	10.83	2 X Cantilever shelves
07/11/2016	Datazone Direct	COMMS EQUI	5.89		0.98	4020	100	2.46	Verticle Cable Management Bar
						4020	260	2.45	Verticle Cable Management Bar
07/11/2016	DNA Outlet	COMMS EQUI	14.99		2.50	4020	100	6.25	24 Port and ethernet switch
						4020	260	6.24	24 Port and ethernet switch
07/11/2016	Kent County Council	L2706634	24.78		4.13	4610	260	20.65	Consumables
07/11/2016	Sound Electrical London Ltd	COMMS EQUI	-15.99		-2.66	4020	100	-6.66	Power Distribution Rack
						4020	260	-6.67	Power Distribution Rack
07/11/2016	Sounds Electric London Ltd	COMMS EQUI	15.99		2.00	4020	100	6.99	Power Distribution Rack
						4020	260	7.00	Power Distribution Rack
22/11/2016	Mrs P Bowdery	22/11/PC01	2,158.76			4000	100	2,158.76	Salary - November
22/11/2016	Mrs A Candy	22/11/PC03	574.24			4000	100	574.24	Salary - November
22/11/2016	Mr I Davies	22/11/PC06	33.91			4160	120	33.91	Councillor Allowance PAYE
22/11/2016	Mr V Davies	22/11/PC07	33.91			4160	120	33.91	Councillor Allowance PAYE
22/11/2016	Mr P Dengate	22/11/PC08	25.31			4160	120	25.31	Councillor Allowance PAYE
22/11/2016	Mrs M Fooks	22/11/PC02	1,264.50			4000	100	724.93	Salary - PC November
						4001	260	483.29	Salary BH - November
						4055	100	56.28	Mileage
22/11/2016	Mr T Harwood	22/11/PC09	25.31			4160	120	25.31	Councillor Allowance PAYE
22/11/2016	Mr R Hinder	22/11/PC10	41.14			4150	120	41.14	Chairman's Allowance PAYE
22/11/2016	Mrs W Hinder	22/11/PC11	33.91			4160	120	33.91	Councillor Allowance PAYE
22/11/2016	Mrs L Lake	22/11/PC12	60.00			4115	110	60.00	Downs Mail Delivery October
22/11/2016	Mrs L Lake	22/11/PC12	-60.00			4115	110	-60.00	Downs Mail Delivery October
22/11/2016	Mrs L Lake	22/11/PC04	60.00			4115	110	60.00	Downs Mail Delivery October
22/11/2016	Mrs K Macklin	22/11/PC12	42.51			4160	120	42.51	Councillor Allowance PAYE
22/11/2016	Mrs M Smith	22/11/BH01	547.91			4001	260	547.91	Salary November
22/11/2016	Mrs M Waller	22/11/PC17	35.31			4160	120	35.31	Councillor Allowance PAYE
22/11/2016	Mr B Douglas	22/11/BH05	228.04			4001	260	228.04	Salary - November
22/11/2016	Mr D Odell	22/11/BH02	254.84			4001	260	254.84	Salary November
22/11/2016	Mr P Poon	22/11/PC05	29.70			4400	230	29.70	Litterpicking WDUO
22/11/2016	HMRC	577PMD0105	1,403.84			4005	100	1,112.52	PC PAYE
						4005	260	206.32	BH PAYE

Payments for Month 8				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
						4160 120	67.40 Councillors PAYE
						4150 120	10.20 Chairman's PAYE
						4400 230	7.40 Litterpicker PAYE
22/11/2016	EFT Receipts Ac	IT00000068	99.16			4010 100	42.57 Employer Pension Contributions
						4010 260	11.26 Employer Pension Contributions
						4010 100	35.22 Employee Pension Contributions
						4010 260	10.11 Employee Pension Contributions
22/11/2016	Boxley Village Society	GRANT	200.00			4270 150	200.00 Boxley Parish Council Grant
22/11/2016	KCC Commercial Services	L2720159	123.72		20.62	4020 260	25.00 Stationery
						4610 260	78.10 Consumables
22/11/2016	KCS Professional Services	PF7MD02856	202.61		33.77	4040 260	53.69 Photocopier Lease BH
						4040 100	53.69 Photocopier Lease PC
						4020 260	30.73 Photo copies B&W & Colour
						4020 100	30.73 Photo copies B&W & Colour
22/11/2016	Mrs A Smith	C19	150.00			560	150.00 Returned Damage Waiver Deposit
22/11/2016	Mrs P Bowdery	MPREST 74	64.97			4165 120	8.30 Lunch Public Inquiry
						4020 100	39.08 Postage/Refreshments/Sta
						4155 120	10.99 Flowers
						4020 260	0.60 Parking for Banking
						4610 260	6.00 Key Cutting Kumon
22/11/2016	Lordswood DIY	MPREST 74	8.50		1.42	4610 260	7.08 Decorating materials
22/11/2016	Homebase	MPREST 74	29.00		4.83	4705 270	24.17 Decorating Materials
22/11/2016	Aeda	MPREST 74	10.50		1.75	4610 260	8.75 Consumables
22/11/2016	Ryman Stationery	MPREST 75	13.48		2.25	4020 100	11.23 Stationery
22/11/2016	B & Q	MPREST 75	21.60		3.60	4650 260	18.00 Power Cable
22/11/2016	Mrs Julie Panton	C45	250.00			560	250.00 Returned Damage Waiver Deposit
Total Payments for Month			9,093.31	0.00	88.51		9,004.80
Balance Carried Fwd			43,675.50				
Cashbook Totals			52,768.81	0.00	88.51		52,680.30

## Item 7.2 Receipts for the period 01.11.2016- 28.11.2016

### 7.2.1 The Cooperative Receipts

Date: 28/11/2016 **Boxley Parish Council** Page: 41  
 Time: 09:02 Cashbook 3 User: PAB  
Co-Op General Account For Month No: 8

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		28,624.42					28,624.42	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		28,624.42	0.00	0.00			28,624.42	

### 7.2.2 Unity Trust Receipts

Date: 28/11/2016 **Boxley Parish Council** Page: 28  
 Time: 09:01 Cashbook 2 User: PAB  
Unity Trust Account For Month No: 8

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		49,566.20					49,566.20	
Banked:02/11/2016		3,174.65						
5	HMRC	3,174.65			105		3,174.65	VAT Refund 2nd Quarter JUL-SEP
Banked:18/11/2016		27.96						
Plot 2A	Graham Hall	27.96			1280	280	12.96	G Hall Plot 2A,Allotment Rent
					565		15.00	Allotment Key Deposit Hall 2A
Total Receipts for Month		3,202.61	0.00	0.00			3,202.61	
Cashbook Totals		52,768.81	0.00	0.00			52,768.81	

### 7.2.3 HSBC Receipts.

Date: 28/11/2016

Boxley Parish Council

Page: 6

Time: 08:59

Cashbook 1

User: PA

HSBC General Account

For Month No

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	13,866.13					13,866.13	
	Banked:02/11/2016	279.13						
103	Tumbletots	279.13			1235	260	279.13	R1746 Tumbletots Nov Invoice
	Banked:03/11/2016	108.25						
104	Low	108.25			520		108.25	C52D Low 25/2/16
	Banked:03/11/2016	175.00						
105	Badhan	175.00			520		175.00	C40D Badhan 29/7/16
	Banked:05/11/2016	174.50						
106	Osondu	174.50			520		-172.50	C959D Osondu 10/12/16
					1230	260	345.00	C959F Osondu 10/12/16
					1231	260	2.00	PL Insurance Osondu
	Banked:05/11/2016	150.00						
106	Osondu	150.00			560		150.00	Damage Waiver Deposit C959
	Banked:06/11/2016	81.20						
107	Teenie Boppers	81.20			1235	260	81.20	R1740 Teenie Boppers Nov Invoi
	Banked:10/11/2016	93.75						
108	A Bead in Time	93.75			1235	260	93.75	R1725 ABIT Oct/Nov Invoice
	Banked:10/11/2016	1,045.73						
118	Balfour Short Mat Bowls	336.13			1235	260	336.13	R1739 BSMB Nov Invoice
119	Movement as Therapy	271.00			1235	260	271.00	R1742 MAT Nov invoice
121	Karate	290.60			1235	260	290.60	R1740 Karate Nov Invoice
122	Opoku/Kent Christian Radio	148.00			520		-148.50	C21D Opoku 3/12/16
					1230	260	295.00	C21F Opoku 3/12/16
					1231	260	1.50	PL Insurance Opoku 3/12/16
	Banked:10/11/2016	60.00						
120	Cade	60.00			520		60.00	C56D Cade 19/2/16
	Banked:16/11/2016	86.70						
109	Carers First	86.70			1230	260	84.70	C58 Carers First 22/12/16
					1231	260	2.00	PL Insurance
	Banked:16/11/2016	173.50						
110	Dawodu	173.50			520		173.50	C27F Dawodu 14/1/17
	Banked:17/11/2016	161.33						
111	Mudavanhu	161.33			520		-115.32	C964D Mudavanhu 17/12/16
					1230	260	274.65	C964F Mudavanhu 17/12/16
					1231	260	2.00	PL Insurance
Total Receipts for Month		2,589.09	0.00	0.00			2,589.09	
Cashbook Totals		16,465.22	0.00	0.00			16,465.22	

**7.3 Account closing balances.****BANK ACCOUNTS (closing balances) as at last bank statement.**

Date		
31.10.16	Coop General Account	£28,103.02
31.10.16	HSBC Beechen Hall	£16,330.84
31.10.16	Unity Trust Bank	£48,078.18
01.08.16	Santander Investment Bond (matures 01 Aug 2017)	£75,627.77
19.09.16	Barclays Bank	£39,639.25
05.08.16	Lloyds 3 mth (now 6 mths) (matures 06.02.17)	£50,378.93
11.08.16	Lloyds 12 mth (now 6 mths) (matures 13.02.17)	£25,263.22
18.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures 17 Feb 2017)	£55,558.47
08.09.16	Nationwide Parish Council 12 mth (now 6 mths) (matures 08 March 2017)	£60,488.66
	<b>Total</b>	<b>£399,468.34</b>
	Cash – Office Imprest account	150.00
	<b>GRAND TOTAL (Banks and Cash)</b>	<b>£399, 618.34</b>
	2015 comparison £390,429.21	