



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☉ clerk@boxleyparishcouncil.org.uk

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 September 2016 at the European School of Osteopathy, Boxley, ME14 3DZ commencing at 7.30 p.m.

Time guide
(7.30)

1. **Apologies and absences**
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
3. **Minutes of the Parish Council Meeting 4 July 2016** (7.32)
To consider the minutes and if in order sign as a true record (pages 3-5).
4. **Matters Arising From the Minutes** (7.34)
 - 4.1 Minute 2889/4.1 Boxley Warren/Pilgrims Way entrances. To receive a verbal update on the situation. See report (page 5). As reports are also made to the Environment Committee do members wish to keep this item on the agenda?
 - 4.2 Minute 2889/4.2 Sandling entrance. The parish office is attempting to arrange liaison between the Borough Councillor, Sandling resident and KCC officers.
 - 4.3 Minute 2889/4.3 Parish Tour. The tour on Saturday 1st October has been cancelled and a new date will be sought.
 - 4.4 Minute 2889/4.4 Parish Councillor Allowances. Response awaited from Helen Whatley MP who has written to a minister.
 - 4.5 Minute 2889/4.5 Leaking drain Boarley Lane. To receive update.
 - 4.6 4.6 Any other matters arising from the minutes which are not on the agenda.
- 5 **Report from the PCSO and Police Issues** (7.35)
Crime statistics and report will be included on the agenda supplement if received.
- Adjournment to enable members of the public to address the meeting** (7.42)
- 6 **Draft Minutes of Recent Committee Meetings** (7.52)
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion. See reports (pages 5-14).
- 7 **Finance** (8.00)
 - 7.1 Payments made out of meeting 28.06 - 29.08.2016. See report (pages 19-21).
 - 7.2 Receipts for the period 28.06 - 29.08.2016. See report (pages 22-24).
 - 7.3 Account balances. See report (page 125).
 - 7.4 To authorise payment of accounts (list to be supplied at meeting).
 - 7.5 Draft budget 2017/2018. Councillors are reminded that they should notify the parish office of any projects that they wish to have considered for the budget.
- 8 **Policies and Procedures** (8.06)
 - 8.1 Land & Building Purchase Policy (Review). See report (pages 14-15).

- 8.2 Code of Practice for Handling Complaints against the Parish Council (Review). See report (pages 15-18).
- 8.3 Draft minutes on website policy and Dispensations policy. An internal review of these documents was undertaken and the Clerk considers that they are still fit for purpose.
9. **Walderslade Woods standing water/ponds** (8.11)
To consider a request from Walderslade Woodlands group. Report to follow.
10. **Civic Regalia** (8.25)
To consider the options including the cost for lapel badges. See report (page 18).
11. **Reports from councillors/office** (8.35)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
11.1 ESO graduation Cllr Macklin attended.
11.2 Allotment report Cllr Bob Hinder, see report (page 18).
12. **Reports from Borough and County Councillors** (8.40)
Our Ward councillors are invited to report and discuss matters affecting the parish.
13. **Matters for Decision** (8.48)
To consider any issues, such as attendance at meetings or as identified on the evening.
14. **Correspondence** (8.50)
To receive details of any correspondence received.
14.1 Thank you letter from Weaving Village Hall for the grant towards the purchase of a defibrillator.
14.2 Thank you from Friends of Boxley Church £870 was raised from their garden party, the parish council gives a grant towards the cost of their annual public liability insurance.
15. **Matters for Information** (8.51)
15.1 Allotments Magazine.
15.2 Kent Wildlife Trust Summer 2016
15.3 Medway NHW magazine Summer 2016 issue
16. **Next Meeting** (8.52)
3 October 2016 at the St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 September 2016.

In view of the possible personal confidential nature of the item to be transacted, the public and press may be excluded from the meeting for part of the following item.

17. **Civic Recognition Recommendations** (8.53)
Members may put forward details of any persons that they may wish to recommend for civic recognition. It is suggested that details be first supplied to the Clerk.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 30 August 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 5 September 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 Weaving Village Hall, The Street, Weaving on Monday 4 July 2016 commencing at 7.30pm.

Purpose of Item: Decision.

Councillors present: Mr B Hinder (Chairman), Mrs L Clarke, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mrs K Macklin, Mr R Martins, Mrs S Martins Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery and 3 members of the public/press.

1. Apologies and absences

Cllr Brooks (convalescing), Cllr W Hinder (MBC commitment), Cllr Hollands (holiday) and Cllr Radcliffe-Godfrey (work commitment). Borough Cllr D Butler (MBC commitment) and County Councillor Paul Carter (KCC commitment).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None received.

3. Minutes of the Parish Council Meeting 6 June 2016

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

4. Matters Arising From the Minutes

- 4.1 Minute 2878/5.1 Boxley Warren/Pilgrims Way entrances. The Chairman reported that there had been no change in the situation.
- 4.2 Minute 2878/5.4 Sandling entrance. Liaison between the resident and officers is being arranged. The Clerk was asked to remind the officer that this was still outstanding. **Action: Clerk.**
- 4.3 Minute 2879/14.1 Parish Tour. Will be arranged for Saturday 1st October. Cllr Clarke gave her apologies as she would be unable to attend. The Fox & Goose was suggested as a lunch stop. **Action: Clerk and Cllr Vic Davies.**
- 4.4 Minute 2879/10.1 Parish Councillor Allowances. The response from Helen Whately MP, that she was taking the issue up, was **received** and **noted**. Cllr Macklin spoke strongly about the need to get the legislation amended.
- 4.5 Leaking drain Boarley Lane by M20 bridge. Cllr Waller notified the meeting that this was still leaking. **Action: Office.**
- 4.6 Any other matters arising from the minutes which are not on the agenda.

5. Report from the PCSO and Police Issues

Members were notified that PCSO Adlington would not be available to attend for some time and the Clerk was contacting the Police about the cover for the parish.

The meeting was adjourned at 7.41 pm to allow a member of the public to speak about the lack of maintenance along Bearsted Road and on the Public Right of Way across Weaving Heath. After involving the parish office, it appeared that work would now be done. Another member of the public notified members that she was experiencing difficulties in getting land adjacent to her property in Sandling maintained by KCC. The meeting reconvened at 7.44 pm.

6. Draft Minutes of Recent Committee Meetings

- 6.1 Environment Committee meeting 6 June 2016. **Received** and **noted**.
- 6.2 Environment Committee meeting 13 June 2016. **Received** and **noted**.

6.3 Estates Committee meeting 14 June 2016. **Received** and **noted**.

7 Finance

- 7.1 Payments made out of meeting 07.06.16 – 27.06.2016. **Noted**.
- 7.2 Receipts for the period 01.06.16 – 27.06.16. **Noted**.
- 7.3 Account balances. **Noted**.
- 7.4 Payment of accounts. None submitted, The Chairman and Cllr Ivor Davies volunteered to attend the office to authorize payments. **Action: Cllr Bob Hinder and Cllr Ivor Davies.**
- 7.5. Members were 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 initialed by both signatures and they also need to keep their register of interest updated

8 Policies and Procedures

- 8.1 Review training needs. Cllr Clarke notified members that she had attended MBC Planning training and found it particularly helpful.
Three councilors were attending the KALC Conference on 7 July 2016. Members were reminded that available training courses were notified to them and that they should liaise with the parish office if they wished to attend any,
- 8.2 Press Policy and Media Management Strategy. The Clerk notified members that with the additional of the word Facebook on the Press Policy the document was considered still fit for purpose.

9. Weaving Orchard Park Run

The Clerks report was received and **noted**, discussion took place and identified:

- The request from the Scouts was for a regularly organized activity that all age groups could attend.
- Weaving community Orchard was too small to accommodate any large social event.
- Weaving Heath might be a better location for any such event and the parish council could liaise with MBC to obtain permission to use it.
- Whether the parish council should arrange something or act as a facilitator.

Members **agreed** that the parish council would liaise with the Scout Group and offer support and assistance for any event that was suggested but that it would not itself arrange an event. **Action: Clerk.**

10. Reports from councillors/office

- 10.1 Health and Safety Training. The Clerk's report on the recent training was **received** and **noted**.
- 10.2 Noticeboard Wardens. Councillors volunteered to keep local noticeboards up to date. **Action: Office, Cllrs Clarke, Ivor Davies, Vic Davies, Dengate, Harwood and Macklin. Mrs Dickenson for Sandling Village.**
- 10.3 KALC Maidstone Area AGM, 27 June 2016, report by Ivor Davies. **Received** and **noted**.
- 10.4 Work experience week, report from the Clerk. **Received** and **noted**.

11. Reports from Borough and County Councillors

None, any subsequently received would be circulated to members. **Action: Office.**

12. Matters for Decision

- 12.1 Walderslade Woodlands Licence to work. The draft, with spelling corrections, was **approved**. **Action: Clerk.**
- 12.2 Visit to pet crematorium at Maidstone Crematorium Thurs 7 July 2016 at 2.30pm.

13. Civic Regalia

Members considered the suggestion that a Chairman's badge of office is purchased. After consideration it was **agreed** that the cost of lapel badges would be investigated and the issue was to be returned to the agenda. **Action: Office.**

14. **Correspondence**

None submitted.

15. **Matters for Information**

None.

16. **Next Meeting**

5 September 2016 at the European School of Osteopathy, Boxley, ME14 3DZ commencing at 7.30pm.

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

Item 4.1. Boxley Warren/Pilgrims Way entrances. PCSO Kim Lidbury reported 7 August 2016. “Just to let you know I have issued a Section 59 ticket to an off road bike caught in Boxley Warren yesterday. Sunday, while I was there with the volunteers. Two bikes made off from me but I was able to stop one. Strong words of advice were also given not to return”.

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

Item 6.1 Minutes of the Environment Committee on Monday 4 July 2016 at Weaving Village Hall, Weaving Street commencing at 8.30 pm.

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

1 **Apologies and absences**

Cllr W Hinder (MBC commitment), Cllr Hollands (holiday) and Cllr Radcliffe Godfrey (work commitment).

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**

16/502883/FULL SGN High pressure gas rig to be rebuilt above ground in a new GRP kiosk and old gas rig (Below ground in pits) will be demolished and ground levelled off. Erection of a new letdown unit at Sgn Gas Site Located Near M20 Off Chatham Road Sandling.

Do not wish to object but members requested that the fencing be in green rather than brown paint.

16/504643/FULL Erection of a front porch. 6 Briar Fields Weaving.

Do not wish to object.

16/502803/FULL Erection of single storey and two storey rear extension. 13 Harvesters Way Weaving.

Do not wish to object.

16/505232/TPO TPO application to 1 no. Holme Oak – Fell. 95 Lombardy Drive Maidstone.

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

16/505304/TPO TPO application to 1no. Ash – Fell. 14 Sandstone Rise, Walderslade.

Do not wish to object defer to the views of the landscape officer

4 **Next Meeting**

Next full environment meeting 11 July 2016 at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.34 pm.

Item 6.2 Environment Committee meeting 11 July 2016. Minutes of the Environment Committee on Monday 11 July 2016 at Beechen Hall, Wildfell Close, Walderslade on commencing at 7.30 pm.

Councillors present: Mr P Dengate (Chairman), Ms L Clarke, Mr I Davies and Mr M Radcliffe-Godfrey together with the Clerk (until 8.28) and Assistant Clerk.

1. **Apologies and absences**

Cllrs W Hinder, B Hinder (holiday), Mr R Martins (convalescing) D Hollands (holiday).

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

None declared.

3. **Minutes of the Meetings of 6th and 13th June 2016**

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

4. **Matters Arising from the Minutes**

- 4.1 Minute 2882/4.1 HGV parking. Members **received** and **noted** the Clerk's report showing the breakdown of expenditure of KCC's budget. Cllr Dengate asked for the percentage of the consolidation pot that was given to KCC. The Clerk agreed to investigate further and bring it back to the next meeting whereupon it is to be decided on how to proceed with the information. **Action: Office.**
- 4.2 Minute 2882/4.2 Installation of hard standing/apron at Boxley Road noticeboard. The office has received a list of approved KCC contractors and a job specification will be drawn up and submitted to prospective companies for quotation. **Noted. Action office.**
- 4.3 Minute 2882/4.3 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 confirmed that an update had not been received and was asked to escalate the situation to Cllr Wendy Hinder on her return. **Action: Clerk/Cllr Wendy Hinder.**
- 4.4 Minute 2882/4.4. Bollards. Members **received** and **noted** the Clerk's report. Some general discussion took place, however as a majority of the committee were not present at the meeting it was **agreed** that this item would be deferred to the next meeting for decision. Members commented that health and safety was paramount at the junction especially as sight lines could be compromised by parked vehicles and so the four installed bollards will remain. They requested a draft policy concerning parking on verges in the parish is submitted at the next meeting. **Action Office.**
- 4.5 Minute 2882/4.5 Flytipping Sindal's Lane. Members **received** and **noted** the Clerk's report with the and were pleased the flytipping had been removed, Cllr Dengate pointed out that when he had driven passed the site recently the gate was open and could attract further fly tipping.
- 4.6 Minute 2882/4.6. Land to the rear of Tesco Grove Green. Cllr Radcliffe Godfrey confirmed that he had received an email from Broadgate Estates to confirm that this land is owned by British Land, the Clerk agreed to follow this up. **Action Clerk.**
- 4.7 Minute 2882/4.7 Parking issues. Residents are being asked to keep a log of the issues they experience. It was suggested that this item is dealt with under Highways and Byways in future when residents submit information to the office. **Noted.**
- 4.8 Minute 2882/4.8 Litter/flytipping signs. **Noted** the signs are on order. **Action MBC.**
- 4.9 Minute 2884/7.2 Flooding Boxley Road/Travertine Road. Members **received** and **noted** the Clerk's report and **agreed** no further action.

- 4.10 Minute 2884/7.2 Flooding Boxley Road (near Longwood) and Brownlowe Copse. Response from KCC awaited. **Noted.**
- 4.11 Minute 2885/12.2 TPO Cowbeck Wood Gleaming Wood Drive. Members **received** and **noted** MBC's response to keep it as a medium priority and that it needs to resurvey the land. Members have requested this item is returned to the agenda in three months to review the situation. **Action office.**
- 4.12 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**

16/505026/FULL Proposed single storey side extension with internal alterations. Sandhurst Grove Green Road Weaving Kent ME14 5JT. *Do not wish to object.*

16/505429/FULL Construction of 2 storey side extension. 31 Franklin Drive Weaving Kent ME14 5SY. *Do not wish to object.*

16/502179/FULL Raise roof to create second floor with attic conversion and rear dormer. Excavate area in front of property to create parking (revised landscaping plans) at Bethany, Boxley Road, Walderslade ME5 9JD. *Noted.*

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

None to report.

7. **Highways and Byways**

- 7.1 Highways England Route Strategies Consultation. **Ratified** the Clerk's response after consultation with members to the Highways England Route Strategies Consultation.
- 7.2 Bus shelter and bus service, Grovewood Drive North. Members **received** and **noted** the Clerk's report and sympathised with the residents. They **agreed** that this issue should be monitored and that residents keep a log of any further incidents and submit to the office. The Assistant-Clerk informed members that Cllr Wendy Hinder has contacted MP Helen Whately and will be meeting with her and Arriva to discuss this issue. Members asked for this to be returned to the next meeting for an update. **Action office.**
- 7.3 Bearsted Road Complaint. **Received** and **noted** the Clerk's report.
- 7.4 New Highways Maidstone Area Manager is Susan Laporte. **Noted.**
- 7.5 PROW Steps at Grove Green **Noted** a few issues have been raised by residents over the design and have been dealt with by the management company and a letter of thanks has been sent.
- 7.6 Flytipping in Boxley Road area. **Received** the Clerk's report and draft letter. Members felt that it was too wordy and not strong enough and asked for it to be re-drafted stating that it is illegal and that there are penalties if residents are caught flytipping with the relevant information being passed to the authorities to action. They **agreed** that it should be distributed in the vicinity of where the flytipping has been reported. **Action office.**

8. **Members Reports**

- 8.1 Feedback from members who attended the MBC planning training on 28 June. Cllr Clarke attended and found it very informative.
- 8.2 Feedback, specifically on the planning module training, from members attending the KALC Councillor Conference 7th July. Cllr Clarke attended and benefitted but found the planning training good but long and very involved.

9. **Empty Houses**

Members **received** and **noted** the Clerk's report and **agreed** with the suggested approach for advertising. **Action Office.**

10. **MBC Play Areas**

10.1 Timber Tops Play Area – Members welcomed the new play equipment and **agreed** that a request is sent to MBC to include a sign on the perimeter fence to inform residents who to contact in case of vandalism, injury etc. **Action office.**

10.2 Grovewood Drive North (new play area) Members **noted** the Clerk's report but felt that the offer for the PC to manage Shepherds Gate Drive play area should be referred to the Estates Committee for its August meeting. **Action office.**

11. **Volunteer Groups**

Cllr Ivor Davies's verbal report on the Walderslade Woodlands Group recent quarterly meeting, looking at installing all weather paths in the woodlands and first aid courses was **received and noted.**

12. **Policy and Procedures**

12.1 Annual Competency Review Statement. Deferred until next meeting after liaising with new Councillors who have undertaken recent training. **Noted.**

13. **Maidstone Local Plan** (This item was taken after item 4 whilst the Clerk was still present) Members **received** and **noted** the Clerk's report and having learnt that MBC had not taken on board the issues highlighted in the parish council response **agreed** to employ a professional to act on behalf of the PC at the public examination.

14. **Next Meeting**

8 August 2016 at Beechen Hall commencing at 7:30pm.

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

Updates were **received** and **noted** on three enforcements in the north of the parish.

Meeting closed at 9.05 pm.

Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 19 July 2016 commencing at 7.30 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs L Clarke, Mr Vic Davies, Mr Bob Hinder, Mrs Wendy Hinder and Mrs Martins together with the Clerk.

The chairman notified members that there would be a change in the presentation of the next F&GPC agenda. The lengthy Income/Expenditure report (see item 5.3 below) will now be annexed as a separate document to make it easier for members and the public to read and absorb the other reports on the agenda.

1. **Apologies and non-attendance**

Cllr Dengate, (holiday) and Cllr M Radcliffe-Godfrey (work commitment).

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

Cllr Vic Davies, as a Trustee of Grove Green Village Hall, declared a pecuniary interest in item 13.3.

3. **Minutes of the meeting of 17 May 2016**

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

4. **Matters Arising From the Minutes**

4.1 Minute 2853/4.1. Purchase of pdf software. The Clerk reported that the upgraded computer software appeared to have resolved the previous issue. **Agreed no further action.**

- 4.2 Minute 2853/4.2 Charitable Incorporated Organisations (CIOs). Two of the four organisations were close to completing the change with the other organisations continuing to work through the process. **Noted.**
- 4.3 Minute 2876/5.5 Closure of HSBC. The impact of the closure of the HSBC bank to be monitored by the parish office. Should problems arise the issue is to be reported back to the Estates Committee and F&GPC. Members asked that any recommendation concerning the acceptance of debit card payments should include comparisons with PayPal etc.
- 4.4 Minute 2876/5.7 Opportunities for Investment. To be reviewed once the decisions on the hall extension and the use of reserves have been taken. **Noted.**
- 4.5 Any other matters arising from the minutes, but not on the agenda. None.

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

5. **Financial report.**

- 5.1 Reconciliation of accounts.
 - 5.1.1 HSBC Beechen Hall. **Received and noted.**
 - 5.1.2 Unity Trust Bank . **Received and noted.**
 - 5.1.3 Unity Trust ALTO. **Received and noted.**
 - 5.1.4 Cooperative Bank. **Received and noted.**
 - 5.1.5 Santander Investment Bond. **Received and noted.**
 - 5.1.6 Barclays Bank. **Received and noted.**
 - 5.1.7 Lloyds 3 month **Received and noted.**
 - 5.1.8 Lloyds Bank 12 mths. **Received and noted.**
 - 5.1.9 Nationwide Beechen Hall. **Received and noted.**
 - 5.1.10 Nationwide Building Society PC. **Received and noted.**

Discussion took place on simplification of the presentation of this information. The RFO suggested that future agenda reports should state the cashbook balance for each account but no longer include a PDF copy of the reconciliation statement. At the meeting the Chairman would have before him/her the bank statements and original reconciliation statements so that members could check the reconciled amount with the sum shown in the agenda. **Approved for a trial at the September meeting. Action: office.**

- 5.2 Investments. After discussion, and in view of the outstanding Beechen Hall extension decision, members **agreed** that the maturing bonds should only be re-invested for six months. The Clerk to undertake the work and liaise with members if there were any difficulties in reinvesting the funds. The September agenda to include an item on financial advisers. **Action: Clerk and office.**
- 5.3 Income/Expenditure report as at 1 July 2016. **Received and noted.** Two minor issues were identified, double entry of insurance codes and a potential audit double entry, the Clerk to investigate and advise members. **Action: Clerk.**
- 5.4 Unity Trust Bank Alto prepaid credit card. This will cease to be available after 31 July 2016. The office is investigating alternatives. **Noted.**

6. **Reserves - review and presentation**

The reserves review report was **approved**. The cost of the maintenance of the south wall at Boxley Village Green is debited against the Long-term Liability Fund allocation. **Agreed. Action: Clerk.**

7. **Beechen Hall Extension – Financial Report**

This item had been deferred to a specially convened F&GPC meeting on 15 August August.

8. **Parish Councillor Internal Audit**

The Chairman thanked Cllr Clarke for undertaking the internal audit. A brief discussion took place on the possibility of simplifying the form and members were asked to provide any comments or thoughts to the parish office. The office staff were also asked to submit views. **Action: Councillors and office.**

9. **Beechen Hall lights**

The report on the problems being experienced with the Beechen Hall lights was **received** and **noted**. After discussion Cllr Wendy Hinder proposed, seconded by Cllr Clarke that **the project to replace the current hall units with LED panels be proceeded with, that up to £1,390 plus installation costs be released and that the office discusses further with the supplier concerning what units were best purchased. Agreed.**

10. **Telephone**

Members, having previously considered and accepted in principle a detailed report on the need for and cost of upgrading the office telephone system, now **received and noted** a report detailing the slight increase in monthly charges, against the current BT bill, and one-off payments to upgrade the telephone line and installation of a comms cabinet. After discussion Cllr Wendy Hinder proposed, seconded by Cllr Clarke that **the project to upgrade the telephone system be proceeded with. Agreed. Action: Office.**

11. **Policies and procedures reviews**

11.1 Review of policies and procedures: Public use of computers, Bullying and harassment, Health and Safety Policy and Risk Assessment. The Clerk's suggestion that these be deferred to September 2016 was **noted and agreed. Action: Office.**

11.2 Training needs. None identified.

12. **Personnel matters**

TOIL, training, leave and leave/sickness cover. An update on the current situation was supplied to members.

13. **Grant Requests**

13.1 Weaving Village Hall. The Clerk was asked to clarify that the defibrillator would be located at the hall and available to hirers. Subject to this being the case it was proposed by Cllr Clarke that £264, **being 50% of the cost of the defibrillator, be awarded. Agreed. Action: Office.**

13.2 Old Chalk New Downs Project. After discussion on the benefit of this project to Cllr Wendy Hinder, seconded by Cllr Vic Davies proposed **a £200 grant be awarded. Agreed.**

13.3 Grove Green Community Hall. It was noted that normally these grant applications would be submitted to the Estates Committee however in view of the tight timescale they were being presented to the F&GPC. Cllr Vic Davies Chairman of the Estates Committee informed members that he was happy with this situation.

Cllr Vic Davies, as a trustee of the hall, then left the meeting for the duration of the item. Redecoration. Cllr Bob Hinder, seconded by Cllr Clarke proposed **that a grant of £500 be awarded. Agreed.**

Replacement windows. Cllr Clarke, seconded by Cllr Wendy Hinder proposed **that a grant of £500 be awarded. Agreed.**

14. **Matters for Information**

Possible Beechen Hall extension. As Cllr Wendy Hinder might not be able to attend the meeting on 15 August she asked that some of the comments she had about the extension proposal should be noted for consideration at that meeting. **Action: Clerk.**

15. **Date of Next Meeting**

Monday 15 August (extra meeting) at Beechen Hall, Wildfell Close, Walderslade commencing at 4.00 pm.

Tuesday 13 September at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Meeting closed at 9.12 p.m.

Item 6.5 Minutes of the Estates Committee on Tuesday 9 August 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr M Radcliffe-Godfrey and Mr P Sullivan together with the Clerk and Cllr Hollands (visiting, left after item 9.4).

1. Declaration of Interest or Lobbying

Cllrs Clarke, Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotments items.

2. Apologies and absence

None as all members were present.

3. Minutes of Previous Meeting 14 June 2016.

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

As no members of the public were present the meeting was not adjourned. Cllr Hollands asked permission to speak at item 6, **granted**.

4. Matters Arising From Previous Minutes

- 4.1 Minute 2886/4.3 Kestrel Nesting Boxes. Members received notification that the project will be progressed when the decision from MBC, regarding placement of a kestrel box on Weaving Heath, was received. **Noted. Action office.**
- 4.2 Minute 2887/6.1 Damaged headstone. The stone mason now reports that the headstone is not repairable and would need replacing. The Clerk is liaising with the family and Kent Landscape Services. **Noted. Action Clerk.**
- 4.3 Minute 2887/11.3 WDJO safety review records, use of cloud. The parish office will action. **Noted. Action office.**
- 4.4 Minute 2888/12.1 Weed control at Boxley Village Green. Cllr Clarke notified members that the grassed area had recently been cut so there was no need for weed control. The Boxley Society were discussing other issues. **Noted.**
- 4.5 Minute 2888/12.2 Boxley Village Sign. Awaiting information from Cllrs Vic Davies and Clarke. **Noted. Action Cllr Clarke & Cllr Vic Davies.**
- 4.6 Minute 2888/13 Noticeboard at the Fox & Goose. It was not possible to change the polycarbonate glass however the outer clouded layer was chemically removed leaving clear polycarbonate. The Clerk was asked to check other noticeboards which might need similar treatment. **Noted. Action office.**
- 4.7 Any other matters arising from the minutes, not on the agenda. None.

5 Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment report. No report was submitted as the issues were being raised the following items.
- 5.2 Pest Purge report. **Received and noted.**
- 5.3 Moles report. **Received and noted.** After lengthy discussion members decided (one abstention) **no further action** but keep it under review.
- 5.4 Pestpurge contract. Members felt that they were receiving an excellent service from Pestpurge and it was **unanimously agreed that the contract be extended. Action office.**
- 5.5 Annual Presentation of Challenge Cup Sunday 14 August 2016, summary **received and noted.** Cllr Ivor Davies asked that the notes of the meeting be amended to show who had been present. **Action office.**
- 5.6 Agreed responsibilities for undertaking preparatory work, refreshments and the set up on the day. **Received and noted.**

6 Burial Ground Internments and Rules and Regulations

- 6.1 Internments. The response from the Parochial Church Council was **received and noted.** Cllr Hollands in his role as Chairman of the Parochial Church Council made comments on a number of issues. After discussion on the current criteria for interment in Boxley Parish Council Burial Ground members **agreed** that these should be

- Boxley Parish Council residents who lived within the parish boundary at the time of death.
- Boxley residents who had lived in the civil parish for more than 10 years but have recently been living outside the boundary for no more than five years, e.g. due to ill-health, will be considered for burial in the Parish Council Burial Ground.
- Non-Boxley Parish Council residents will be considered for burial in the Parish Council Burial Ground if they had regularly attended services, including Greek Orthodox services, at St Mary and all Saints and St John's, Grove Green churches. Regular attendance was agreed as twice a month in the immediately preceding 10 years. The Clerk was asked to liaise with the church to identify an administrative procedure by which they can record attendance. **Action Clerk & Cllr Hollands.**
- Non-Boxley (civic) parish residents who have attended the church for the required 10 years but have ceased to attend, e.g. due to ill-health, in the last 5 years, will be considered for burial in the Parish Council Burial Ground.
- A child will be deemed to qualify for burial only if the parent/guardian qualifies under the above.
- The Parish Clerk after consultation with the incumbent or their representative has delegated power to make the decision on any such applications.

6.2 Fees. After discussion members agreed.

- An increase in the burial plot fees, proposed by Cllr Clarke seconded by Cllr Dengate, from £274 to £350. **Agreed.**
- An increase in the burial of ashes fees, proposed by Cllr Clarke seconded by Cllr Dengate, from £111 to £150. **Agreed.**
- An increase in the erection of a headstone fee, proposed by Cllr Hinder seconded by Cllr Ivor Davies, from £116 to £150. **Agreed.**
- A surcharge of 50% to the above fees will apply where the deceased was resident outside the parish civil boundary at the time of death. Proposed by Cllr Ivor Davies seconded by Cllr Dengate. **Agreed.**

6.3 Rules and Regulations. The rules and regulations, with the changes identified at item 6.1 and with a few minor adjustments to grammar etc. were **agreed.**

7 Installation of Beechen Hall Noticeboard

Members **agreed** that planning permission would be sought to erect a sign board at the junction of Wildfell Close and Walderslade Woods Road. **Action Assistant Clerk.**

8 MBC Play area removal and refurbishment

Briefing report **received** and **noted**. The issue is to be returned to the agenda as the situation develops. **Action office.**

9. Matters for Information

- 9.1 Budget 2017/2018. Members were reminded that they need to inform the office of any projects they wish to be considered, deadline October meeting. **Noted. Action councillors.**
- 9.2 Grants. Members were informed that two grants were recently awarded by F & GPC for Village Halls totalling £1264.00. **Noted.**
- 9.3 Compliments. Since the last meeting the parish office has received compliments from hirers of the hall, the facilities and helpfulness of caretaking and office staff have all been commented on. Hirers have also placed photographs onto the Beechen Hall Facebook page. **Noted.**
- 9.4 WDJO Play Area RoSPA Inspection report. Members received a summary of the report which stated that the overall risk rating for the play area is **LOW**. Some minor maintenance was identified and this will be dealt with by the working group. **Action WDJO working group.**

A five minute comfort break was taken (8.55 – 9.00).

10. Assistant Clerk's Report

- 10.1 Hire fees income report. **Received** and **noted**.
- 10.2 Account balances. **Received** and **noted**.
- 10.3 Income and Expenditure report. **Received** and **noted**.
- 10.4 Accident Report. No accidents or incidences have been reported. **Noted**.

11. Beechen Hall Extension

The F&GPC will meet on 15 August to consider releasing funds for this project. **Noted**.

12. Replacement Ceiling Lights

Members **noted** that the project have been completed.

13. Beechen Hall Car Park Lights

An update on the project and the need for clarification on the design of the lights was **received** and **noted**. Cllr Radcliffe-Godfrey offered to liaise with the office concerning the design of the lights. **Action Cllr Radcliffe-Godfrey & office**.

14. Policies and Procedures

- 14.1 Clerk's delegated power Dove Hill Allotments (NEW). **Agreed**.
- 14.2 Risk Assessments for hall (Fire, Drink and Public Licence). The Clerk's opinion that the documents were still fit for purpose was **received** and **noted**.
- 14.3 Annual look at hall. Prior to the meeting members undertook a tour of the hall pointing out a few issues that they wish to see addressed, including replacement caps for the radiators and some minor maintenance.
- 14.4 Annual competency review. **Received** and **noted**.
- 14.5 WJDO Playground Inspection rota report. **Received** and **noted**. An amendment to the rota so that in the summer formal checks are undertaken every two weeks with an informal weekly check. In Winter the formal checks will be undertaken every four weeks with informal checks undertaken weekly. **Approved**.

15. Matters for Decision

There were none.

16. Date of Next Meeting.

Tuesday 11 October 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.05 pm

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Item 6.6 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Monday 15 August 2016 commencing at 4.00 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs L Clarke, Mr P Dengate, Mr Bob Hinder, Mrs S Martins and Mr M Radcliffe-Godfrey together with the Clerk and a member of the public.

The Chairman informed members that as the Estates Committee chairman was unable to attend and he himself was vice-chairman of that committee, Cllr Dengate would be answering questions on the project.

1. Apologies and non-attendance

Cllr Vic Davies (family commitment) and Cllr Wendy Hinder (family commitment).

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

None declared.

The meeting was not adjourned as the member of public was just visiting.

3. **Beechen Hall Extension – Financial Report**

Members received a briefing note on the procedural and financial background to the Estates Committee request that the F&GPC consider whether to recommend to full council that funds be made available for a possible extension to the committee room and associated works at Beechen Hall.

A lengthy discussion then took place covering

- Whether the demand for a larger room existed or had been properly investigated.
- The possible financial return from having a larger room available for hire.
- The additional costs in office time, consumables, heating etc, resulting from greater use of the facilities balanced against administrative savings elsewhere.
- The fact that the project was about investing for the future and providing better facilities for the local community rather than as being profit-making.
- The fairly urgent need to refurbish some of the existing facilities, e.g. the toilets and the front doors.
- The current general uncertainty due to Brexit and whether it was right to proceed with any large-scale projects at this time.
- Whether this was prudent use/allocation of parish council reserves.
- Whether there was a need to canvass community opinion before any decision was taken.

After due deliberation but before proceeding to vote on the matter, members thanked Cllr Dengate for the time and effort he had devoted to this project and for his invaluable reports which had greatly assisted members in reaching a decision.

The Chairman then proposed on behalf of Cllr Vic Davies seconded by Cllr Dengate **that the F&GPC recommends to full council that this project, Beechen Hall committee room extension, be considered financially sustainable and an appropriate use of parish funds and may be partly funded by a £60,000 Public Works Loan if available.** Voting, 2 in favour, 3 against and the Chairman abstaining. **Motion lost.**

4. **Date of Next Meeting**

Tuesday 13 September 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 4.50 p.m.

Item 8 Policies and Procedures

Item 8.1 Land & Building Purchase Policy (Review).

Current policy. The Council will consider purchasing or leasing land* or buildings** after careful consideration of the following;

Whether the use to which the land or building would be put would be primarily for the good of the parishioners. The judgment of what constitutes 'good' will be with the then Council but it is expected that the benefit to the parishioners would be allotments, recreational use, wildlife conservation or for environmental reasons either now or in the future.

The Parish Council will consider purchasing or leasing land to stop detrimental development.

Constitute good value for money in the context of the benefits (current or future), tangible and intangible, that would accrue, in the first instance, to our parishioners.

If the previous criterion is met, the Council will obtain a property valuation, prior to any decision to buy or lease. It must be able to justify the cost of any purchase or lease including future maintenance, site security, etc. Any decision on the purchase or lease of land or building will take place at an open meeting after careful deliberation. The Council will endeavour to identify, in advance, a wish list for areas where Council-held land or buildings would benefit local communities and the reasons why it is considered of benefit.

*Local Government Act 1972, ss 124,126,127 (Power to acquirement by agreement, to appropriate, to dispose of...) Local Government Act 1972, ss139 (Power to accept gifts of land).

** Local Government Act 1972, s133, s144. Local Government (Misc Prov) Act 1976, s19

Item 8.2 Code of Practice for Handling Complaints against the Parish Council. (Review).

Boxley Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council. The Parish Council is determined to conduct its business in a fair and equitable manner. To meet this standard the following complaints procedure has been adopted. Complaints or allegations will normally fall under one of three heads, namely:

- Misconduct by Parish Councillors.
- Misconduct by Council staff.
- The Parish Council's procedures, policy or administration.

Misconduct by Parish Councillors.

All councillors have to conform to the adopted Code of Conduct a copy of which is available on the parish council website (www.boxleyparishcouncil.org.uk) or from the parish office. The Code of Conduct details the behaviour and rules by which a Councillor has to work and details the seven principles of public life: **SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY** and **LEADERSHIP**.

Any member of the public, parish councillor or council personnel can make a complaint using The Maidstone Borough Council complaints procedure details of which can be found on the Maidstone Borough Council website (www.maidstone.gov.uk/complaints) or obtained from Maidstone Borough Council.

The Parish Council has a separate policy (Code of Conduct Complaints) detailing the process it would take if it was informed of a complaint to the Monitoring Officer at Maidstone Borough Council.

Misconduct by Council staff.

Any complaints should be made in writing to the Chairman of the Parish Council, the e-mail contact address and telephone number are on the parish website or are available from the parish office. If a letter is received at the parish office it will be passed onto the Chairman. The matter will come under the Parish Council's adopted Disciplinary Procedure of the Parish Council.

The Parish Council's procedures, policy or administration.

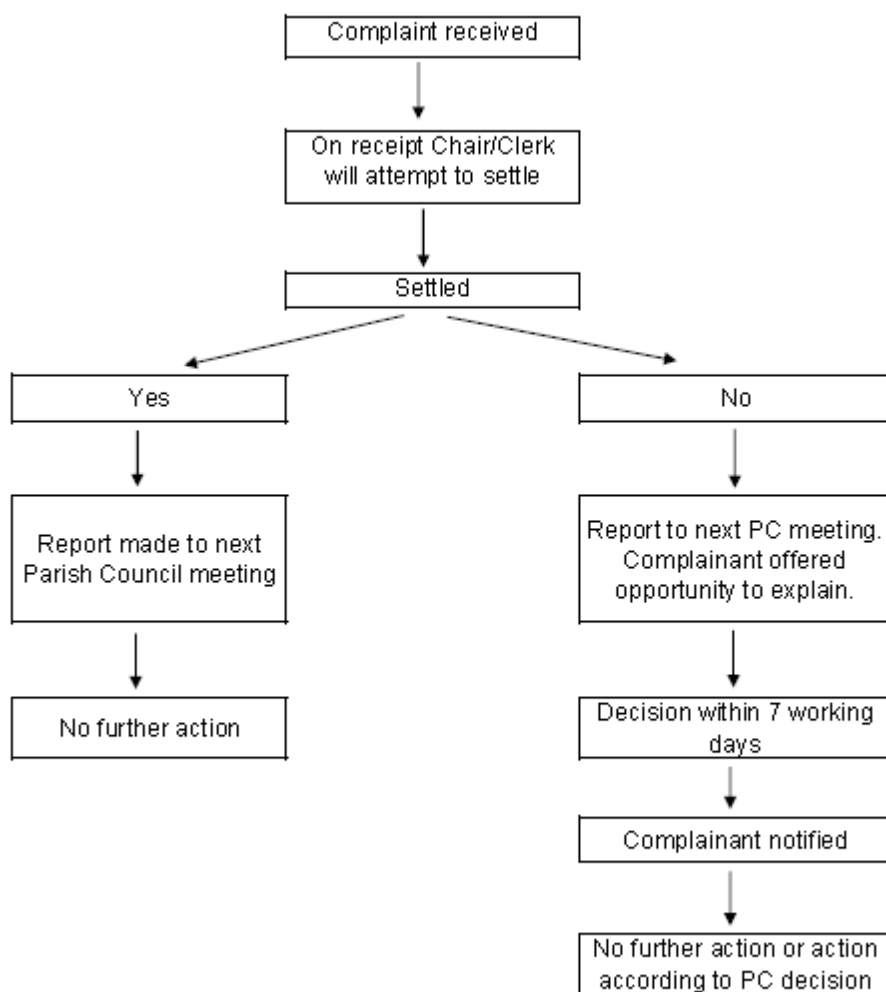
A complaint should not be made just because you do not agree with a decision of the Parish Council. You will need to show that the Parish Council did not follow correct procedure or policy and this has resulted in unfair treatment. The Parish Council has numerous policies and procedures and its minutes and most records are open for public scrutiny. This policy is in accordance with the Freedom of Information Act 2000 – Publication Scheme. A copy of the Freedom of information Act publication scheme and the Council's minutes and many other policies are on the Parish Council's website www.boxleyparishcouncil.org.uk or are available from the parish office.

It is in the particular interest of a Parish Council to settle a complaint because, even if it is unjustified, it will in the absence of a settlement be raised again. This is bad for the council since it wastes time and affects its reputation.

1. If a complaint about procedures or administration is notified orally to a councillor or clerk and they cannot satisfy the complainant forthwith the complainant shall be asked to put the complaint in writing to the clerk.
2. If the complainant prefers not to put the complaint to the clerk he/she shall be advised to put it to the chairman.

3. (a) On receipt of a written complaint the clerk or chairman, as the case may be, shall try to settle the complaint directly with the complainant but shall not do so in respect of a complaint about the behaviour of the clerk or of a councillor without first notifying that person and giving them an opportunity for comment on the manner in which it is intended to attempt to settle the complaint. The Parish Council shall not get involved with complainants about the misconduct of a councillor but will instead refer the complainant to the Local Monitoring Officer at Maidstone Borough Council.
(b) Where the chairman receives a written complaint about his or her own actions then he or she shall forthwith refer the complaint to the council.
(c) Where the clerk receives a written complaint about his or her own actions then he or she shall forthwith refer the complaint to the chairman.
4. The chairman or the clerk shall report to the next meeting of the Parish Council any written complaint disposed of by direct action with the complainant.
5. The chairman or clerk shall bring any written complaint that has not been settled to the next meeting of the Parish Council. The clerk shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint orally.
If the complainant is submitting documentation or evidence to which they will be referring to at the meeting then they should, 7 clear working days prior to the meeting, provide copies to the council. Similarly the Parish Council should supply the complainant with copies of any Parish Council documents, which are requested and available under the Freedom of Information Act - Publication Scheme.
6. The Parish Council shall consider whether the circumstances attending any complaint warrants the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Parish Council meeting in public. In the interest of openness and accountability there must be clear relevant reasons or a request from the complainant for the matter to be held without the presence of the press or public.
7. At the meeting the Chairman should
 - (a) Introduce everyone
 - (b) Explain the procedure
 - (c) Ask the complainant to outline the grounds of the complaint.
 - (d) Allow members to ask questions.
 - (e) Allow the Clerk or other Proper Officer to explain the council's position.
 - (f) Allow members to question the Clerk or Proper Officer.
 - (g) Members to decide whether or not the grounds for the complaint have been made.
8. Within 7 working days of the meeting the decision and the nature of any action to be taken shall be communicated in writing to the complainant.
9. The Parish Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

Note. The Local Government Ombudsman is unable to deal with complaints about Parish Councils as its legal remit only covers County, District and Borough Councils.



Complaints Form. *(Clerk's note: Complaints can also be submitted via the website).*

The parish council is sorry that you feel that there is an issue about which you wish to complain. In order to progress your complaint it would help if the following form could be completed and submitted (by e-mail or post) to Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Alternatively you can complete a submission via the Boxley Parish Council website www.boxleyparishcouncil.org.uk.

The parish council's complaint's procedure and deadlines for response are available from the website or office.

The parish council will endeavour to answer or resolve your complaint as soon as possible.
(Clerk's note: Each title has a box beside it into which information is placed, to save paper these boxes are not reproduced here)

Date

Full name

Address

Telephone number(s)

E-mail address

Please provide us with details of your complaint.

Ideally what would you like us to do about it?

Have you contacted us before? Yes/No

If yes who did you speak to?

Item 10. Civic Regalia.

At the July meeting members asked that the cost of lapel badges be investigated and that the issue be returned to the agenda to allow fuller consideration.

Civic Regalia.

A badge of office (non precious metal), hung on a cloth collar, and based on the parish council's logo would cost in the region of £900.

A badge of office (sterling silver with a hard gold plated finish), hung on a cloth collar, and based on the parish council's logo would cost in the region of £798.70.

A badge of office (9ct gold and enamelled pendant) £1,880.05.

Lapel badge - Domed Enamel (75mm x 38mm) costs in the region of £5.45 each with a one-off £39.95 design set up payment. The badge comes with a standard pin fixing or at an additional cost of £1.45 each for a magnet fixing. There is a slightly more expensive badge available (silver classic) at a cost of £6.45 plus the design set up costs, however the company recommended the Domed Enamel design as they felt that the gel finish was nicer and less likely to be scratched.

A smaller badge size is available for both designs.

Item 11. Reports from councillors/office

Item 11.2 Allotment report Bob Hinder, Chair of Allotment Working Group.

Open day and prize 15 August 2016

Firstly it was so nice to be blessed with excellent weather for the event. Quite a number of the allotmenters turned up with families which created a very pleasant atmosphere. The Mayor, Cllr Derek Butler together with the Mayoress, Mary, arrived and with the Donor of the Challenge Cup, Ann Spain MBE started to do the judging just after midday. They found this to be a much more daunting task than they originally anticipated because of the very high standards and variety within the plots. It was not just a case of seeing which vegetables were being grown but the layout of the plot, variety of produce together with floral displays and the use of recycling material that all had to be considered. Whilst this judging was taking place may I point out that everyone else got stuck into the barbecue that Vic Davies and Pat Sullivan very ably managed!

After much deliberation the judges ended up with a shortlist of five plots and eventually unanimously agreed that there were three winners but two other plot holders deserved high commendations.

Third place was awarded to Will Wrapson, second was Paul Dengate and the overall winner was Richard Dean. The cup and rosettes were presented by the mayor and floral gifts given to the Mayoress and Ann Spain together with a gift to a Parish Councillor, Pat Brooks who was present with her husband John in view of the long road to recovery following an unfortunate accident and making the effort to attend the event.

Hopefully this will now become an annual event and when an association is created it could perhaps develop further with prizes being awarded for the quality of produce being grown.

Item 7.1 Payments made out of meeting 28.06.16 – 29.08.2016

Item 7.1.1 The Cooperative Bank Payments

Date: 30/08/2016 **Boxley Parish Council** Page 1

Time: 09:41 Co-Op General Account

List of Payments made between 28/06/2016 and 29/08/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2016	Mail Publications Ltd	3DD7	490.14		Publicity
07/07/2016	British Telecommunications PLC	3DD8	91.81		Telephone Bill
01/08/2016	Mail Publications Ltd	3DD1007923	490.13		Publicity
01/08/2016	Mail Publications Ltd	3DD9	0.01		1p adjustment
06/08/2016	British Telecommunications PLC	3DD9	88.14		Telephone bill
10/08/2016	Maidstone Borough Council	MAYOR01	30.00		Donation
Total Payments			1,190.23		

7.1.2 HSBC Payments

Date: 30/08/2016 **Boxley Parish Council** Page 1

Time: 09:36 HSBC General Account

List of Payments made between 28/06/2016 and 29/08/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2016	Maidstone Borough Council	2DD11	545.00		Rates
06/07/2016	Unity Trust Account	102692	3,138.92		Payments made from Unity Bank
14/07/2016	Opus Energy - Electricity	2DD12	189.35		Electricity Bill
20/07/2016	OPUS Energy - gas	2DD13	38.55		Gas Bill 4/6/16 - 4/7/16
26/07/2016	Capital Cleaning (Kent) Ltd	164234	93.60		Taski Omni service
26/07/2016	Capital Cleaning (Kent) Ltd	164234	-93.60		Taski Omni Service
29/07/2016	Suez Recycling & Recovery UK L	DD30311281	225.55		Refuse Collection
01/08/2016	Maidstone Borough Council	2DD14	545.00		August rates
09/08/2016	Capital Cleaning (Kent) Ltd	102694	8.40		Consumables
14/08/2016	Opus Energy - Electricity	2DD6068279	196.88		Electricity Bill - July
17/08/2016	Nationwide Beechen Hall	17/08/16	15,000.00		Top up investment
Total Payments			19,887.65		

7.1.3 Unity Trust Bank Payments

Date: 30/08/2016	Boxley Parish Council	Page 1			
Time: 09:37	Unity Trust Account				
List of Payments made between 28/06/2016 and 29/08/2016					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/07/2016	Northstar IT Services	B11570/1	184.80		Monthly Hosting IT Services
06/07/2016	Olympic Electrical Supplies	68541	75.00		Emergency Light
06/07/2016	Kent Wildlife Trust	29016	49.00		Annual Subscription
06/07/2016	CPRE	78995	36.00		Annual Subscription
06/07/2016	Boxley Timber and Fencing	7059	708.00		Supply & install Bollards
06/07/2016	Sarah Lofthouse	C979	10.84		Hall Hire Refund
07/07/2016	Mrs M Fooks	DM DELIVER	115.00		Downs Mail Delivery July
20/07/2016	GJ & SJ Sands	4009	414.00		Light fitting repairs/call out
20/07/2016	Kent County Council	L2597570	103.50		Miscellaneous
20/07/2016	Capital Cleaning (Kent) Ltd	163097	36.60		Sanitary
20/07/2016	Mrs P Bowdery	IMPREST70	12.99	Mrs P Bowdery	Miscellaneous
20/07/2016	B & Q	IMPREST70	10.34	Mrs P Bowdery	B & Q
20/07/2016	C & A Building Plastics	IMPREST70	20.96	Mrs P Bowdery	Polycarbonate sheet
20/07/2016	Mrs P Bowdery	IMPREST70	25.00		Window Cleaner
20/07/2016	Asda	IMPREST70	24.02	Mrs P Bowdery	Consumables
20/07/2016	C & A Building Plastics	IMPREST70	-20.96	Mrs P Bowdery	Polycarbonate sheets
20/07/2016	C & A Building Plastics	IMPREST70	25.15	Mrs P Bowdery	Polycarbonate Sheets
20/07/2016	Poundland Ltd	IMPREST70	2.70	Mrs P Bowdery	Socket Covers
20/07/2016	Jessup Electrical Wholesale	JESSUPS	57.19	Mrs P Bowdery	Replacement Light Bulbs
20/07/2016	Asda	IMPREST70	-24.02	Mrs P Bowdery	Consumables
20/07/2016	Asda	IMPREST70	28.11	Mrs P Bowdery	Consumables
20/07/2016	OPUS Energy - gas	2DD13	38.55		Gas
20/07/2016	OPUS Energy - gas	2DD13	-38.55		Gas Bill
22/07/2016	Mrs P Bowdery	22/07/PC01	2,213.92		Salary - July
22/07/2016	Mrs A Candy	22/07/PC03	652.42		Salary - July
22/07/2016	Mr I Davies	22/07/PC06	35.09		Councillor Allowance
22/07/2016	Mr V Davies	22/07/PC07	35.00		Councillor Allowance - July
22/07/2016	Mr P Dengate	22/07/PC08	26.20		Councillor Allowance - July
22/07/2016	Mrs M Fooks	22/07/PC02	1,241.68		Salary - July
22/07/2016	Mr T Harwood	22/07/PC09	26.20		Councillor Allowance - July
22/07/2016	Mr R Hinder	22/07/PC10	42.19		Chairman's Allowance
22/07/2016	Mrs W Hinder	22/07/PC11	35.00		Councillor Allowance - July
22/07/2016	Mrs L Lake	22/07/PC04	60.00		Downs Mail Delivery
22/07/2016	Mrs K Macklin	22/07/PC12	43.80		Councillor Allowance - July
22/07/2016	Mrs M Smith	22/07/BH01	618.74		Wages - July
22/07/2016	Mrs M Waller	22/07/PC17	36.40		Councillor Allowance - July
22/07/2016	Mr B Douglas	22/07/BH05	277.20		Wages - July
22/07/2016	Mr D Odell	22/07/BH02	303.80		Wages - July
22/07/2016	Yuet Juen Tong	22/07/PC05	47.28		Litter Picking
22/07/2016	HMRC	5771056585	1,472.26		PAYE
22/07/2016	EFT Receipts Ac	IT687085	103.83		Pension Contributions - July
26/07/2016	Capital Cleaning (Kent) Ltd	164234	93.60		Taski Omni service
26/07/2016	Sevenoaks District Council	2043480/60	180.00		Premises Licence
26/07/2016	Weaving Village Hall	2897/13.1	264.00		Grant
01/08/2016	Northstar IT Services	DD11721	156.00		August Invoice
09/08/2016	Northstar IT Services	11164/65	184.80		May invoices
09/08/2016	RTF Networks	6702618	951.00		RTF Networks-telephones

Continued on Page 2

List of Payments made between 28/06/2016 and 29/08/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/08/2016	Choice Carpets	16/133	3,600.00		Choice Carpets
09/08/2016	KCC (KCS)	I2628751	42.06		Consumables
09/08/2016	Mr R Burrows	IMPREST86	24.75		WWWG
09/08/2016	Small Engine Services	IMPREST86A	15.55		WWWG
09/08/2016	B & Q	IMPREST86B	20.56		WWWG
09/08/2016	Poultons	IMPREST86C	32.50		WWWG
09/08/2016	Mrs P Bowdery	IMPREST71	35.20		Imprest account 71
09/08/2016	Asda	IMPREST71A	20.61		Imprest account
09/08/2016	Timpsons	IMPREST71B	49.00		For B/W plaque
09/08/2016	Homebase	IMPREST71C	72.96		Paint
09/08/2016	KCC (KCS)	PP7MD02750	237.49		Photocopier
09/08/2016	Commercial Services Trading Lt	LS173190	4,086.64		Grounds maintenance
09/08/2016	Pest Purge Ltd	1621	190.00		Vermin control
09/08/2016	Olympic Electrical Supplies	68772	1,332.00	Replace hall lights	Olympic Electrical Supplies
09/08/2016	D&S Construction	BH01/16	829.00		Fitting hall lights
19/08/2016	Playsafety Limited	024622	79.80		Annual Playground Inspection
19/08/2016	Grove Green Community Hall	BPC GRANT	1,000.00	Minute 13.3/2898	Grant
19/08/2016	Mrs M Fooks	DM DEL AUG	124.00		Downs Mail Delivery
19/08/2016	KCC (KCS)	FEM24950	36.00		Fire Extinguisher Maintenance
19/08/2016	Mail Publications Ltd	100708	1,080.00		Add Page Chairmans Report
19/08/2016	Gallagher Aggregates Ltd	13571	90.00		Ragstone Aggregate
22/08/2016	Mrs P Bowdery	22/08/PC01	2,233.93		Salary - August
22/08/2016	Mrs A Candy	22/08/PC03	574.24		Salary - August
22/08/2016	Mr I Davies	22/08/PC06	34.11		Councillor Allowance - August
22/08/2016	Mr V Davies	22/08/PC07	34.11		Councillor Allowance - August
22/08/2016	Mr P Dengate	22/08/PC08	25.71		Councillor Allowance - August
22/08/2016	Mrs M Fooks	22/08/PC02	1,241.24		Salary - August
22/08/2016	Mr T Hanwood	22/08/PC09	25.71		Councillor Allowance - August
22/08/2016	Mr R Hinder	22/08/PC10	41.14		Chairmans Allowance - August
22/08/2016	Mrs W Hinder	22/08/PC11	34.11		Councillor Allowance - August
22/08/2016	Mrs L Lake	22/08/PC04	60.00		Downs Mail Delivery
22/08/2016	Mrs K Macklin	22/08/PC12	42.51		Councillor Allowance - August
22/08/2016	Mrs M Smith	22/08/BH01	547.91		Wages - August
22/08/2016	Mrs M Waller	22/08/PC17	35.31		Councillor Allowance - August
22/08/2016	Mr B Douglas	22/08/BH05	228.04		Wages - August
22/08/2016	Mr D Odell	22/08/BH02	278.84		Wages
22/08/2016	Yuet Juen Tong	22/08/PC05	37.10		Litter Picking
22/08/2016	HMRC	5771056585	1,409.24		PAYE
22/08/2016	EFT Receipts Ac	IT00687085	99.48		Pension Contributions
Total Payments			30,975.48		

7.1.4 Unity Trust ALTO. This facility has been withdrawn and the money remaining on the card will be returned to the UTB account. The parish office is looking for a replacement facility.

Item 7.2 Receipts for the period 28.06.16 – 29.08.2016

7.2.1 The Cooperative Receipts

30/08/2016

Boxley Parish Council

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Cashbook 3

User: MJF

Co-Op General Account

Receipts received between 28/06/2016 and 29/08/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 05/07/2016	1.62					
8	Cooperative Bank	1.62			1090	130	1.62 Interest
	Banked: 04/08/2016	36.25					
Dean/Kay	Dean/Kay	36.25			1280	280	6.25 Allotment rent 11b
					1250	260	30.00 AEC Kay
	Banked: 04/08/2016	45.00					
Hinder5C	Hinder	45.00			1280	280	45.00 Allotment rent
	Banked: 04/08/2016	18.75					
R702	ABIT	18.75			1235	260	18.75 Hall hire
	Banked: 04/08/2016	30.00					
Gleeson9A	Gleeson	30.00			1280	280	30.00 Allotment rent
	Banked: 04/08/2016	18.75					
70	A Bead in Time	18.75			1235	260	18.75 R1702 ABIT August
	Banked: 05/08/2016	1.55					
Inter139	Cooperative Bank	1.55			1090	130	1.55 Interest
	Banked: 08/08/2016	30.00					
Murray11E	James Murray	30.00			1280	280	30.00 Allotment rent
Sullivan7E	Banked: 09/08/2016	15.00					
Sullivan7E	Pat Sullivan	15.00			1280	280	15.00 Allotment rent
Ransom3H	Banked: 16/08/2016	30.00					
Ransom3H	Ransom	30.00			1280	280	30.00 Allotment rent
	Banked: 22/08/2016	45.00					
Witapson1A	Witapson1A	45.00			1280	280	45.00 Allotment rent
	Banked: 22/08/2016	30.00					
Murray8A	Murray8A	30.00			1280	280	30.00 Allotment rent
	Banked: 22/08/2016	30.00					
Rank6A	Rank6A	30.00			1280	280	30.00 Allotment rent
	Banked: 22/08/2016	60.00					
Wright3A	Wright3A	60.00			1280	280	60.00 Allotment rent
	Banked: 25/08/2016	60.00					
Beckwith6C	Beckwith6C	60.00			1280	280	60.00 Allotment rent
Total Receipts:		451.92	0.00	0.00			451.92

7.2.2 Unity Trust Receipts

30/08/2016

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Boxley Parish Council

Cashbook 2

Unity Trust Account

Receipts received between 28/06/2016 and 29/08/2016

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User: MJF

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 06/07/2016	3,138.92						
102692	HSBC General Account	3,138.92			210		3,138.92	Payments made from
	Banked: 06/07/2016	-10.84						
C979	Lothouse	-10.84			1230	260	-10.84	Hall Hire Refund C979
	Banked: 01/08/2016	2,091.89						
4	HMRC	2,091.89			105		2,091.89	VAT refund
	Banked: 04/08/2016	60.00						
Peacock9E	Peacock	60.00			1280	280	60.00	Allotment rent
	Banked: 04/08/2016	30.00						
Price5E	Price	30.00			1280	280	30.00	Allotment rent
	Banked: 04/08/2016	30.00						
Allchome	Allchome	30.00			1280	280	30.00	Allotment rent
	Banked: 07/08/2016	30.00						
Perry7A	Perry	30.00			1280	280	30.00	Allotment rent
	Banked: 16/08/2016	30.00						
Giles10C	Giles10C	30.00			1280	280	30.00	Allotment rent
	Banked: 16/08/2016	15.00						
Green2C	Green2C	15.00			1280	280	15.00	Allotment rent
	Banked: 18/08/2016	30.00						
Dean13A	Dean13A	30.00			1280	280	30.00	Allotment rent
	Banked: 18/08/2016	60.00						
Shaw5F	Shaw5F	60.00			1280	280	60.00	Allotment rent
	Banked: 19/08/2016	15.00						
Monk2D	Monk2D	15.00			1280	280	15.00	Allotment rent
Total Receipts:		5,519.97	0.00	0.00	5,519.97			

7.2.3 HSBC Receipts.

30/08/2016 Boxley Parish Council Page 1
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 HSBC General Account
 Receipts received between 28/06/2016 and 29/08/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 28/06/2016	105.10					
48	Westover	86.35			520		86.35 C994 Westover 3/6/17
50	Cats Protection	18.75			1235	260	18.75 R1700 Cats Protection 11
	Banked: 28/06/2016	30.00					
49	Osifeso	30.00			1250	260	30.00 After Event Clean Osifeso
	Banked: 30/06/2016	554.89					
51	Burgesson	147.50			520		147.50 C992D Burgesson 27/5/17
52	NGREA	44.04			1235	260	44.04 R1684 NGREA June
53	Age Concern	290.25			1235	260	290.25 R1690 Age Concern July
55	Shelley	73.10			520		-47.00 C888D Shelley 31/7/16
					1230	260	118.10 C888F Shelley 31/7/16
					1231	260	2.00 PL Insurance Shelley
	Banked: 30/06/2016	162.90					
54	Movement as Therapy	162.90			1235	260	162.90 R1694 MAT July Invoice
	Banked: 30/06/2016	301.25					
45	Kumon	301.25			1235	260	301.25 R1693 Kumon July Invoice
	Banked: 01/07/2016	60.00					
46	Ugwu	60.00			1230	260	60.00 C974F Ugwu 2/7/16
	Banked: 04/07/2016	167.48					
47	Tumbletots	167.48			1235	260	167.48 R1698 Tumbletots July
	Banked: 04/07/2016	125.60					
48	Smith	125.60			1230	260	125.60 C1F Smith 23/7/16
	Banked: 04/07/2016	60.90					
49	Teenie Boppers	60.90			1235	260	60.90 R1697 Teenie Boppers
	Banked: 04/07/2016	38.15					
50	Fisher	38.15			520		-36.15 C978D Fisher 30/7/16
					1230	260	72.30 C978F Fisher 30/7/16
					1231	260	2.00 Fisher PL Insurance
	Banked: 05/07/2016	213.15					
55	Stevens	181.15			520		181.15 C999D Stevens 6/8/10/17
56	Ugwu	30.00			1250	260	30.00 C974 AEC Ugwu 2/7/16
57	Smith	2.00			1231	260	2.00 PL Insurance Smith
	Banked: 05/07/2016	374.75					
58	Karate	320.50			1235	260	320.50 R1692 Karate July Invoice
59	Powell	54.25			520		54.25 C998D Powell 26/11/16
	Banked: 05/07/2016	60.90					
51	NCT Stretch & Relax	60.90			1235	260	60.90 R1695 NCT July Invoice
	Banked: 06/07/2016	247.33					
52	Aitebi	247.33			1230	260	245.33 C3F Aitebi 30/7/16
Subtotal Carried Forward:		2,502.40	0.00	0.00			2,500.40

7.3 Account closing balances.

BANK ACCOUNTS (closing balances)

Date		
01.06.16	HSBC Beechen Hall	£28,778.34
01.08.16	Unity Trust Bank	£81,146.05
30.08.16	Unity Trust ALTO (prepaid debit card)	0.00
15.08.16	Coop General Account	£28,994.06
01.08.16	Santander Investment Bond (matures 01 Aug 2017)	£75,627.77
19.05.16	Barclays Bank	£64,639.25
04.08.16	Lloyds 3 mth (now 6 mths) (matures 05.08.16)	£50,378.93
11.08.16	Lloyds 12 mth (now 6 mths) (matures 11.08.16)	£25,263.22
17.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures Feb2017)	£55,558.47
29.03.16	Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00*
	Total	445,386.09
	Cash – Office Imprest account	150.00
	Unity Trust ALTO (prepaid debit card) Imprest Account	150.00
	GRAND TOTAL (Banks and Cash)	445,386.09
	2016 comparison	402,702.29

* Will be reinvested for 6 month.