



BOXLEY PARISH COUNCIL
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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 7 November 2016 at the European School of Osteopathy, Boxley, ME14 3DZ commencing at 7.30 p.m.

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| | Time guide
(7.30) |
| 1. Apologies and absences
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. | (7.31) |
| 3. Minutes of the Parish Council Meeting 3 October 2016
To consider the minutes and if in order sign as a true record (pages 3-5). | (7.32) |
| 4. Matters Arising From the Minutes
4.1 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.
4.2 Minute 2916/4.3 Parish Councillor Allowances. Response awaited from Helen Whatley MP who has written to a minister.
4.3 Any other matters arising from the minutes which are not on the agenda. | (7.34) |
| 5. Report from the PCSO and Police Issues
5.1 Crime statistics and report (pages 5-6)
5.2 Body cam. To consider the possibility of sponsoring a body cam for the PCSO. Further information to be supplied once received from members. | (7.35) |
| Adjournment to enable members of the public to address the meeting | (7.42) |
| 6. Draft Minutes of Recent Committee Meetings
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 3 October 2016 (pages 6-7).
6.2 Environment Committee meeting 10 October 2016 (pages 7-10).
6.3 Estates Committee meeting 11 October 2016 (pages 11-13). | (7.52) |
| 7. Finance
7.1 Payments made out of meeting 27.09.2016 – 31.10.2016 See report (pages 18-20).
7.2 Receipts for the period 27.09.2016 – 31.10.2016 See report (pages 20-23).
7.3 Account balances 31.10.2016 (page 23).
7.4 To authorise payment of accounts (list to be supplied at meeting). | (7.56) |
| 8. Policies and Procedures
8.1 Community Engagement Strategy. See report (page 13)
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. | (8.03) |

- 9 **Civic Regalia** (8.10)
Another quote has been sourced. See report (page 13).
- 10 **Beechen Hall Extension** (8.20)
Cllr Vic Davies, having submitted the required 4 signatures to review a decision, has submitted a written statement and enclosure (pages 13-15) about the need to consider extending Beechen Hall.
- 11 **Draft Budget 2017/2018** (8.35)
Councillors are reminded that they should notify the parish office of any projects that they wish to have considered for the budget.
- 12 **Community Litter Picks** (8.44)
To consider the issue, deferred from 13 October Environment Committee. See report (page 16).
- 13 **Consultations** (8.49)
Consultation on Proposed Changes to the Admissions Arrangements of Tunbury Primary School – Deadline for response to consultation 7 December (pages 15-17).
- 14 **Reports from councillors/office** (8.55)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
- 15 **Reports from Borough and County Councillors** (9.00)
Our Ward councillors are invited to report and discuss matters affecting the parish.
- 16 **Matters for Decision** (9.05)
To consider any issues, such as attendance at meetings or as identified on the evening.
16.1 Annual Competency Reviews. To consider whether the Clerk’s reviews are still relevant. See report (page 18).
16.2 Dog Waste Bin consultation. See report (page 18).
- 17 **Correspondence** (9.10)
To receive any information.
- 18 **Matters for Information** (9.12)
18.1 CPRE Kent Voice Autumn/Winter 2016 issue.
19. **Next Meeting** (9.13)
5 December 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 28 November 2016.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 1 November 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). Parish Tour December 2016. KALC Community Award Dec 2016.

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 7 November 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 St John's School, Provender Way, Grove Green on Monday 3 October 2016 commencing at 7.30pm.

Councillors present: Mr B Hinder (Chairman), Mrs P Brooks, Mrs L Clarke, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mrs W Hinder, Mrs K Macklin, Mr R Martins, Mrs S Martins, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, PCSO Adlington and 2 members of the public/press.

1. Apologies and absences

Mr D Hollands (holiday) and Cllr Radcliffe-Godfrey (work commitment). Borough Cllr D Butler and County Councillor Carter.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3. Minutes of the Parish Council Meeting 5 September 2016

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

The meeting adjourned at 7.35 to allow a resident to speak on item 17.2 Grovewood Drive South. She has contacted County Councillor Carter about the poor crossing facilities and asked the parish council for its help to get the situation improved. Councillors spoke in support of the resident and it was **agreed** to defer the issue to the Environment Committee which was asked to contact County Councillor Carter and liaise with the resident who was encouraged to set up a petition. **Action: Environment Committee.**

A resident asked whether the parish council had heard of any planning application being put in for Sandling Village, it had not but would contact the resident if the situation changed. Meeting reconvened at 7.46 pm.

Item 5 was taken at this point in the meeting.

4. Matters Arising From the Minutes

18.1 Minute 2903/4.2 Sandling entrance. The results of the KCC investigation into the options is awaited. **Noted**

18.2 Minute 2903/4.3 Parish Tour. Rearrange for March 2017. **Noted**

18.3 Minute 2903/4.4 Parish Councillor Allowances. Response awaited from Helen Whately MP who has written to a minister. **Noted.**

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

19 Report from the PCSO and Police Issues

PCSO Adlington reported that it had been a fairly quiet time in the parish with some vehicle crime and theft. There were reports of nuisance vehicles in Walderslade Woods and they have been sighted by the PCSO who was attempting to trace them. Cllr Vic Davies raised the issue of Grovewood Drive South commuter car parking, PCSO Adlington had visited the area and vehicles were parked sensibly. The problem of burnt out cars on Harp Farm Road was being investigated. Cllr Dengate suggested that the parish council sponsor a body cam for PCSO Adlington. It was agreed that this would be an agenda item for the next meeting and PCSO Adlington was asked to investigate the possibility with the Police. **Action: PCSO Adlington and office.**

- 20 **Draft Minutes of Recent Committee Meetings**
Received and noted.
 20.1 Environment Committee meeting 5 September 2016.
 20.2 Environment Committee meeting 12 September 2016.
 20.3 Finance and General Purposes Committee meeting 13 September 2016.
- 21 **Finance**
 7.1 Payments made out of meeting 30.08.2016- 26.09.2016. **Received and noted.**
 7.2 Receipts for the period 30.08.2016- 26.09.2016. **Received and noted.**
 7.3 Account balances 26.09.2016. **Received and noted.**
 7.4 Payment of accounts. **Authorised.**
 7.5 Alto Prepaid card. The refund from the card has been received. **Noted.**
 7.6 Completion of the Annual Return for 2015-16, Auditor's Report. **Received and noted.**
- 22 **Policies and Procedures**
 Community Engagement Strategy (Review). After discussion members **agreed** that the current document, with some minor adjustments, should be an internal working document, and that a much shorter statement confirming the parish council's commitment should be produced. **Action: office for next meeting**
- 23 **Civic Regalia**
 After discussion it was agreed that another company should be approached for a quotation, the word Chairman to be incorporated in the design. **Action: office.**
- 24 **Beechen Hall**
 Cllr Vic Davies made a statement to members about the recent F&GPC decision not to release funds to extend the committee room. He identified the need to refurbish areas of the hall and to progress the replacement of the front doors with the creation of an air gap to conserve heat. Some discussion took place on the need to soundproof the committee room so that it was more useable. Cllr Vic Davies then asked members whether there was support for a resolution for the parish council meeting to revisit the F&GPC decision. Due to the support shown Cllr Vic Davies indicated that he would now submit a resolution to the November Parish Council meeting.
- 25 **Draft Budget 2017/2018**
 11.1 Councillors are reminded that they should notify the parish office of any projects that they wish to have considered for the budget. **Noted.**
 Cllr Ivor Davies proposed, seconded Cllr Dengate that a tree be planted in memory of Councillor Alan Springate. A possible position at Beechen Hall was identified. Cllr Harwood suggested a True Service tree (*Sorbus domestica*). It was **unanimously agreed** that Cllrs Ivor Davies and Harwood would liaise with the office to plant a tree this year. **Action: Cllrs Ivor Davies, Harwood and parish office.**
 11.2 2017/2018 draft budget. **Received.**
- 12 **Reports from councillors/office**
 KALC Maidstone 26 September Meeting draft minutes. KALC had highlighted at the meeting that Boxley Parish Council was one of only two parishes to be represented at the hearing, the parishes were thanked for this decision. The Chairman and Cllr Ivor Davies notified the meeting that they will be attending the opening session of the Public Inquiry.
- 13 **Reports from Borough and County Councillors**
 Cllr Wendy Hinder notified the meeting that she had been receiving complaints about poor maintenance and the Environment Committee had scheduled an item at the next meeting to look at the issue. She and the Clerk would be attending the Gibraltar Farm Public Inquiry at Medway Council.
- 14 **Matters for Decision**

- 14.1 Terms of Reference and Reporting Procedure for Investments Working Group. **Agreed.**
- 14.2 Mayors reception at Maidstone Town Hall on Friday 14 October. Councillors were reminded to notify the Clerk of their attendance.
- 14.3 Annual Meeting of the KALC Sat 19 November 2016 at Ditton Community Centre. Attendees identified as Cllr B Hinder and Cllr I Davies. **Action: Cllrs B Hinder, Cllr I Davies and the office.**
- 14.4 Seat at Cossington Valley by proposed pond. Members welcomed the idea.

15 The 2017/18 Local Government Finance Settlement -Technical Consultation Paper.

After consideration members **agreed** a response to the consultation that supported the use of a referendum for the larger councils but not for smaller town and parish councils. **Action: Office.**

16 Correspondence Received and noted.

- 16.1 Thank you e-mail from Penenden Heath Bowls Club for the grant awarded.
- 16.2 Thank you letter from Sandling Village Hall for the grant awarded.

17 Matters for Information

- 17.1 Maidstone Local Plan Public Inquiry Programme. **Received and noted.**
- 17.2 Grovewood Drive North crossing facilities. The issue was deferred to the Environment Committee. **Action: Environment Committee.**
- 17.3 Festival of Weaving Fruit. Members were reminded of the event and encouraged to attend. **Action: All councillors.**
- 17.4 Cllr Ivor Davies drew member's attention to an article in the Downs Mail about the House of Commons debate, arranged by Helen Whately MP, on HGVs parking in residential areas an issue brought to her attention by the Environment Committee.

18 Next Meeting

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

Meeting closed at 8.57 p.m.

Item 5. Crime statistics and report

Boxley Crime Figures 3rd October – 28th October 2016

3x Nuisance Vehicle Calls

10/10/2016 – 13:51 – 4 quad bikes and a motorbike were seen going into Cuckoo Woods churning up the area.

12/10/2016 – 15:25 – Motorbike seen riding on the footpath near Valley Park School. S59 issued.

27/10/2016 – 16:33 – Motorbikes seen riding around Pinewood Drive without helmets.

Date	Location	Crime
04/10/2016	OUTSIDE AYLESFORD HIGHWAYS DEPOT ST MICHAELS CLOSE AYLESFORD	THEFT FROM MOTOR VEHICLE – Oil filter cap and radiator cap stolen from a lorry.
05/10/2016	DRIVEWAY OF BOXLEY ROAD CHATHAM	THEFT FROM MOTOR VEHICLE – Two number plates stolen from a vehicle.
10/10/2016	MARLOW COPSE WALDESLADE, CHATHAM	BURGLARY OTHER THAN DWELLING – THEFT – Entry was gained to a garage in a communal garage area.

11/10/2016	NEXT LTD ECLIPSE PARK SITTINGBOURNE ROAD A249 MAIDSTONE	THEFT FROM SHOP - SHOPLIFTING
16/10/2016	ON THE DRIVEWAY OF VIOLET CLOSE CHATHAM	CRIMINAL DAMAGE TO PROPERTY VALUED UNDER £5000 – Garage storage box damaged and opened.
14/10/2016	ENGLISH WINES STREET FARM THE STREET BOXLEY, MAIDSTONE	BURGLARY OTHER THAN DWELLING – THEFT – Anti-vandal cabin broken into and keys to farm vehicles stolen.
16/10/2016	TYRE WORK UNIT 2 OLD MILL LANE AYLESFORD	AGGRAVATED VEHICLE TAKING - (INITIAL TAKER) AND PROPERTY DAMAGE £5000 OR OVER – Van stolen and found using a tracker in the middle of a field empty.
24/10/2016	FORFEL THE STREET BREDHURST, GILLINGHAM	ATTEMPT BURGLARY DWELLING WITH INTENT TO STEAL – Attempt was made to gain entry to a property. Damage was caused to 3 doors and windows.

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

Item 6.1 Minutes of the Environment Committee on Monday 3 October 2016 at St John's School, Provender Way, Grove Green commencing at 9.08 pm.

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

1 Apologies and absences

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

16/502669/FULL Erection of steel framed livestock barn for agricultural use and refurbishment of existing building. Kent Life Lock Lane Sandling Kent ME14 3AU.

Do not wish to object.

16/506848/TPO Tree Preservation Order to crown lift up to 5m above tree base to 1No Oak; reduce canopy by 25% to previous prune points; reduce height to 5m to 1No Leylandii; re comprise Hornbeam group; coppice 1No Hornbeam; coppice 1No Oak, heavily suppressed by adjacent Oak; crown lift up to 6m above tree base of 1No Oak and thin canopy by 10% focusing on dead wood and conflicting branches; crown lift up to 6m above tree base of 1No Sweet Chestnut and thin canopy by 10% focusing on dead wood and conflicting branches. 16 Round Wood Close Walderslade Kent ME5 9UL.

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

16/506683/TPO TPO application. 1 x Oak tree, deadwooding and 10% crown reduction on the west side, 1 Lime tree, full pollard, 1 x Sycamore, crown lift up to 7 metres above ground level and 20% crown reduction. 40 Bargrove Road Maidstone Kent ME14 5RT.

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

16/506913/TPO TPO application - Crown lift up to 7 metres above ground level and 20% crown reduction of Sycamore. 40 Bargrove Road Maidstone Kent ME14 5RT.

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

16/506777/TPO TPO application - 1 x Oak, crown reduce by 3m and remove trunk suckers, 1 x Hornbeam, coppice. 20 Round Wood Close Walderslade Kent ME5 9UL. Deadline 30 September 2016. **Ratified** the Clerk's decision after consulting with members Do not wish to object. Defer to the views of the landscape officer.

4 **Next Meeting**

Next full environment meeting 10 October 2016 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.10 pm.

Item 6.2 Minutes of the Environment Committee on Monday 10 October 2016 at Beechen Hall, Wildfell Close, Walderslade on commencing at 7.32 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr Bob Hinder and Mr Rob Martins together with the Clerk, Mr Vic Davies (visiting councillor) and a member of the public.

1 **Apologies and absences**

Cllrs P Dengate (convalescing), Cllr Hollands (work commitment) and Cllr Radcliffe-Godfrey (work commitments). The Chairman reminded members that advance apologies should be sent if members were unable to attend the meeting.

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

There were none.

3 **Minutes of the Meetings of 5th and 12th September 2016**

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

16/506571/OUT The Granary Court Lodge Farm, The Street, Boxley was taken at this point to allow the member of the public to answer any questions.

The meeting was adjourned at 7.43 pm to allow the member of public to make comment on the flooding/drainage issue at Boxley Village. He confirmed that in heavy rain there was localised flooding caused by the raised cushion outside the Kings Arm diverting water towards residential properties. The Chairman notified members of a pre application approach concerning potential small scale development at Forge Lane, Boxley Village. In view of this the 14 November meeting was being moved to the European School of Osteopathy at Boxley Village. The resident was invited to attend as it would be logical to further consider the drainage issue at that meeting as it was likely to be well attended by villagers. The meeting reconvened at 7.50pm.

4. **Matters Arising from the Minutes**

4.1 Minute 2908/4.2 Installation of hard standing/apron at Boxley Road noticeboard. After discussion on the cost, potential damage to the adjacent tree and whether there was an urgent need for the work members decided **no further action**. The Clerk was asked to inform members if the office received any complaints from members of the public.

4.2 Minute 2908/4.3 Inconsiderate parking Provender Way. The Chairman notified members that she had approached KCC and because there had been no injuries at the site she had been advised to contact MBC. She would again attempt to speak to County Councillor Carter. The Clerk was asked to again contact MBC about the possibility of yellow lines. **Action: Cllr W Hinder and Clerk.**

4.3 Minute 2908/4.4 Grovewood Drive South yellow lines. Members **noted** the KCC response that as there have been no accidents at the site and due to lack of funds the request will not be progressed unless the County Councillor or parish council pays for the project. The Chairman notified members that she would again attempt to speak to County Councillor Carter. **Action: Cllr W Hinder.**

- 4.4 Minute 2908/4.5. Land to the rear of Tesco Grove Green. Work will be undertaken, when time allows, to contact the owners concerning maintenance. **Noted.**
- 4.5 Minute 2908/4.6 Litter/flytipping signs. MBC reports that the signs are on order. The Clerk was asked to obtain an update. **Action office.**
- 4.6 Minute 2908/4.7 Flooding Boxley Road (near Longwood) and Brownlowe Copse. Response from KCC awaited. The Clerk was asked to obtain an update. **Action office.** was **agreed** that should no response be received then the next action would be a formal complaint to KCC.
- 4.7 Any other matters arising from the minutes not on the agenda. Cllr Ivor Davies asked for an update on the Wildfell Close Planning Application. Members were informed that the MBC planning officer would be taking the application to either the November or December meeting of the MBC and that the parish council would attend. **Action: Environment Committee attendance.**

5. **Planning Applications for Consideration**

16/507009/TPO Tree Preservation Order to fell 2 no. Common Ash to ground level, prune back to boundary 1 no. Field Maple, prune back to boundary 1 no. Common Ash, to prune back to boundary 1 Field Maple and to cut back other vegetation growing over trees to boundary. 9 Saracen Fields Walderslade.

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

16/506571/OUT Outline application for one detached dwelling (All matters reserved for future consideration). The Granary Court Lodge Farm The Street Boxley.

Do not wish to object.

16/506967/TPO Tree preservation order application to coppice 1 no. Sweet Chestnut by 95%. To prune to boundary line, removing up to 4m leaving a radial spread of 1m on 1 no. Hornbeam. 11 Greensands Walderslade.

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

16/506791/TPO Tree Preservation Order application to remove a limb of hornbeam, to reduce length of a branch on an oak tree and to cut back a domestic magnolia tree. 6 Sylvan Glade Walderslade.

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

16/507119/FULL Erection of a first floor extension over existing garage, including fenestration revisions at 70 Bargrove Road, Maidstone.

Do not wish to object.

16/507070/FULL Erection of a first floor rear addition and internal alterations at The Saffrons, 23 Restharrow Road, Weaving.

Do not wish to object.

16/506782/FULL Extension of existing car parking facility including additional disabled parking, Creation of new parking area adjacent to existing offices and creation of new wheel chair access, Creation of a new single storey building housing a pet cremation facility, Removal of existing wheelchair access ramp at Vinters Park Crematorium Bearsted Road Weaving.

Wish to see approved.

16/502179/FULL Two storey front extension, roof extension to create a second floor including rear dormer. Excavate area in front of property to create parking. Excavation works to the rear garden (part-retrospective) and additional of pitched roof to garage/outbuilding (retrospective) at Bethany, Boxley Road, Walderslade.

Wish to see refused. The Parish Council cannot find any material difference between this application and the previous one that was refused by MBC. The applicant is still developing the site without planning permission and without any apparent enforcement. The 'garage' still remains as an outbuilding/office which brings the residential building line forward to almost on the road.

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

Planning Appeal (written) for non-determination in the required timescale. 16/502026/FULL Proposed first floor side extension at 89 Badger Road, Lords Wood. As the Environment Committee's response to the original planning application was Do not wish to object. **Noted.**

7. **Litter and flytipping**

Members received feedback on responses received and **approved**, with a few minor adjustments, the draft letters/invitation and posters that could be used to publicise litter picks and to try to stop littering. The Clerk was asked to contact MBC to find out how much litter picking costed the Borough. **Action: office.** The issue was deferred to full council to identify which councillors would be willing to lead local litter picking events. The Clerk was asked to again contact the Community Payback Organisation to try to get them involved. **Action office.**

It was suggested that there should be an article included in the Down Mail to ask residents to wash the street names plates. **Action office.**

8. **Highways and Byways**

8.1 KCC Parish Highways Seminar. Cllr Bob Hinder volunteered to attend. **Action: Cllr Hinder and office.**

8.2 Grovewood Drive North Crossing facility. Members were informed that the resident was setting up a petition and the office was liaising with her and the school about publicising the issue and petition. **Noted.**

8.3 KCC Highway Tracker Survey. Cllr Clarke volunteered to complete the survey. The Clerk was asked to pass the link on to her. **Action: Cllr Clarke and office.**

8.4 Raised cushion outside of Kings Arms, Boxley Village. Cllr Clarke briefed members on the situation concerning localised flooding and the grit and debris swept down The Street. Cllr Clarke would notify the residents to make complaints via the KCC website. The issue to be placed on the next agenda. **Action: Cllr Clarke and office.**

8.5 MBC dog bin removal programme. Members **received** and **noted** that MBC would be approaching parish councils about the removal and replacement programme. Cllr Vic Davies raised concerns about the impact on Vinters Valley Nature Reserve as MBC had recently stopped emptying the dog waste bins. It was **agreed** that the e-mail would be forwarded to Cllr Davies and that the Trust would make contact directly with MBC. **Action: Cllr Vic Davies and office.**

9. **Maidstone Local Plan**

Cllr Ivor Davies's report had been sent to members. Helen Whately MP had attended the first day and raised issues that had been notified to her by members of public. Cllr Davies notified members that the Inspector was not going to discuss the Integrated Transport Plan.

10. **Policy and Procedure**

10.1 Pre application discussions procedure (review). **Approved.**

10.2 Annual Competency report. **Received** and **noted.** After discussion of the Clerk's suggestion that there might not be a need to continue the annual reviews it was **agreed** that the issue would be referred to the parish council. **Action: Parish Council.**

11. **Grounds Maintenance**

After discussion on the need to obtain the views of every councillor it was **agreed** to defer the item to the next meeting. **Action: Office to obtain outstanding questionnaires.** The possibility of employing a maintenance person, the costs and possible duties were discussed. It was **agreed** that the item be placed on the next agenda and the Clerk was asked to supply examples of job descriptions. **Action: Clerk and Environment Committee.**

12. **Budget 2017/2018**

12.1 Members were reminded that they need to inform the office of any projects they wish to be have considered.

12.2 Cllr Dengate Timber Tops Play area seats and bins. Cllr Dengate's submission for budget provision was **received** and **noted**. After discussion it was proposed by Cllr Ivor Davies and **agreed** that £3,000 be placed in the budget. Members asked for more information on the seat design and suggested stainless steel for the seats. Cllr Dengate and MBC to be approached about having a metal seat. **Action: office.**

13. **Members Reports**

13.1 Verbal report on the presentation concerning residential development (Binbury Park) on Detling Hill. The Chairman notified that a small town of at least 1100 dwellings with all the facilities such as schools, shops, surgery was being proposed. The proposal also included a country park, a Park and Ride and a hotel. She had raised concerns about traffic impact on junction 7 of the M20. MBC officers had appeared surprised at times about information being supplied as it appears that the developer had added things since the initial meeting with Planning.

13.2 Gibraltar Farm Public Inquiry. The Clerk's written report was **received** and **noted**. Members expressed disappointment that MBC had not attended the public inquiry and it was **agreed** that the Chairman Bob Hinder would write to the Chief Executive about this. **Action: Cllr Bob Hinder.**

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

14. **Volunteer Groups**

Cllr Ivor Davies notified members that the Walderslade Woodlands Group had undertaken work at Round Wood and that they had decided that the second planned pond would be named Alan's Pond.

15. **Kent County Council Local Transport Plan 4: Delivering Growth without Gridlock 2016 – 2031 consultation.**

The Clerk's briefing report was **received** and **noted**. After discussion members **agreed** the response including reference to their concerns about the lack of specific commitment to upgrading junction 3 of the M2 and the increased air pollution that would be experienced at the junction due to increased traffic movements caused by potential traffic from the proposed Lower Thames Crossing. Members supported the HGV overnight parking provision and asked that it be noted that the parish council had taken up the issue with its MP. The need for a roundabout at the Detling Showground entrance was to be highlighted. KCC and Medway Councils are to be asked to work closely together to improve junction 3 of the M2.

16. **Matters for Information**

There were none.

17. **Next Meeting**

Next Environment Committee meeting 14 November 2016 at the European School of Osteopathy, Boxley Village commencing at 7:30pm.

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

Members received notification of MBC's decision to no longer supply Enforcement updates to parish councils who would only be notified when action had been taken. Concern was raised that due to the length of time MBC currently took to look into reported breaches they could become lost in the system and not followed up. Cllr Bob Hinder raised an outstanding case where MBC Planning Committee had refused an application for a change to a condition and it now appeared that the Enforcement department would decide to take no action. It was **agreed** that the issue would be brought to the attention of the MBC Planning Chairman and Maidstone KALC. **Action: Cllr Bob Hinder.**

Meeting closed at 9.40pm.

Item 6.3 Minutes of the Estates Committee on Tuesday 11 October 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 B Hinder, and Mr P Sullivan together with the Assistant Clerk

1. Declaration of Interest or Lobbying

Cllrs Clarke, Ivor Davies, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotments items. Cllr Ivor Davies had been lobbied on Item 10.5, Cllr Clarke had been lobbied on Item 7.

2. Apologies and absence

Cllr Dengate (convalescing), Cllr Radcliffe-Godfrey (work commitments).

3. Minutes of Previous Meeting 9 August 2016.

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

4. Matters Arising From Previous Minutes

4.1 Minute 2899/4.1 Kestrel Nesting Boxes. Members **received** the response from MBC and Cllr Hinder agreed to escalate this matter and write directly to Alison Broom. **Action Cllr B Hinder.**

4.2 Minute 2899/4.2 Damaged headstone. The stone mason now reports that the headstone is unrepairable as the work to eradicate the chips would make the stone unbalanced. The Clerk is liaising with the family and Kent Landscape Services. **Noted. Action Clerk.**

4.3 Minute 2899/4.3 WDJO safety review records, use of cloud. **Noted. Action office/Cllr Vic Davies.**

4.4 Minute 2899/4.4 Boxley Village Sign. Cllr Clarke forwarded photos of the ornate iron surround to the office and it was **agreed** that these would be sent to Cllr Vic Davies to photoshop Boxley Village sign onto the surround to show members what it could potentially look like. Once this has been completed it will be sent to the committee by email for consideration and if members are happy with the outcome a quotation would be sought for the work. **Action Office/Cllr Vic Davies.**

4.5 Minute 2899/4.6 Treatment of Glass on noticeboards. **Noted. Action office.**

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

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report. A brief report was given including approaching WWG for the loan of their leaf blower. It was **agreed** that Cllr Vic Davies would turn off the water at the end of October for the winter period. The Assistant Clerk reported that a water bill had been received for the past 6 months totalling £31.71. Action Cllr Vic Davies.

5.2 Pest Purge report. **Received and noted.** Cllr Clarke reported she had been informed by another tenant that there were rats present and what looked like rat runs. The Assistant Clerk asked for her to confirm their location so that Pest Purge could be notified. **Action Cllr Clarke/Office.**

6. Weaving Diamond Jubilee Orchard

6.1 Installation of cameras, Members **received** and **noted** the Clerk's report and requested further investigation on the G3 License. **Action office**

6.2 Repairs to Safety Surface. This has now been completed. **Noted.**

6.3 New Litter Picker – Members **received** and **noted** the change in personnel.

6.4 Location of new 'Apple' slide. **Ratified** after consulting with members of the committee **agreed** due to the urgency (unveiling of the slide by the Mayor of Maidstone on Saturday 15 October) the location would be amongst the trees above the current enclosed play area. This subject to further investigation. However, members raised concerns about vandalism, misuse and damage to the trees in the orchard.

- 7 **North Wall Boxley Village Green** – Cllr Clarke addressed members outlining the villagers concerns about the condition of the North Wall and its state of repair. The Clerk’s briefing report with a timeline of the issues and actions to date was received and noted. The report included details that showed that the Parish Council does not own the wall and therefore has no legal responsibility to repair the wall. After a lengthy discussion and taking into consideration the various options presented to them members **agreed** to the following:
- Write to MBC asking them to remove the heras fencing which is covering part of the wall.
 - Commission another Land Registry search to determine ownership of the boundary wall.
 - Apply for planning permission to fell two trees on Boxley Green outside of the wall which are growing at a 45 degree angle and are deemed dangerous to passing traffic and pedestrians.
- 8 **Installation of Beechen Hall Signboard**
Received and **noted** the Assistant Clerk’s report. Members **agreed** in light of the report that a signboard would not be suitable in this location and to keep with what is already in situ. This was proposed by Cllr B Hinder, seconded by Cllr Clarke four in favour and one abstention.
9. **Matters for Information**
- 9.1 Thank you letter from Lullaby Trust for donation **received** and **noted**.
- 9.2 South Wall Boxley Green. **Received** and **noted** dates for removing trees and ivy and repairs to the wall.
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** with a couple of queries on budget codes. **Action Assistant Clerk**.
- 10.4 Accident Report. No accidents or incidences have been reported. **Noted**.
- 10.5 A request for a discount for hiring the hall for a school prom in July 2017. Members **received** the request and after discussion members declined the request stating that this was not a charitable event. **Action office**.
- 10.6 Notification to members that a new minimum wage came into effect from 1 October, the caretaking and litter picking staff will have their salaries increased, in accordance with the Estates Committee’s policy to pay above the minimum wage. The new wage is now £7.20, **Noted**.
- 10.7 Review of Hall Capacity – Members **received** the Clerk’s report and **agreed** with the recommendations to increase the capacity to read between 155 -180 for tables and dancing.
11. **Beechen Hall Extension**
Members **received** the report, and the decision the F & GP committee declined to release funding for project. The decision not to proceed has been called in by Cllr Vic Davies and is subject to a revisit resolution at the next full Parish Council Meeting.
12. **Budget 2017/2018**
Members reviewed the draft budget and amended where necessary. The following items were considered for replacement in 17/18 and it was **agreed** that these would be returned to December agenda with costings, where the budget will be agreed.
Height barrier – Current barrier is showing deterioration and is beyond further repair.
Hall floor – Has been damaged and will need monitoring.
Hall chairs – Are showing wear and tear. **Action Office**.
13. **Beechen Hall Car Park Lights**
An update was given by the Assistant Clerk who informed members that a further quote had been sought and another company would be approached when office time allows for a final quote. Once all quotes have been received it was agreed these would be circulated by email to members for decision out of meeting. **Action Office**.

14. Policies and Procedures

- 14.1 Clerk's Delegated Powers – This item was deferred to the December meeting.
- 14.2 Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO).
Agreed.
- 14.3 Review Electrical Safety/maintenance contract for 2017. **Agreed.**

15. Matters for Decision

There were none.

16. Date of Next Meeting.

Tuesday 14 December 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.40 pm

Item 8 Policies and Procedures

Community Engagement Strategy (New).

At the October meeting the parish council asked for a draft statement of intent regarding its commitment to community engagement.

Draft.

The parish council values its individual residents and the numerous communities that make up the parish and it wishes to give everyone the opportunity to contribute their views and influence future decision making.

The parish council is committed to talking and listening to the people and so will do whatever is possible and reasonable to create opportunities for people to be kept informed, invited to participate and become actively involved in decisions and shaping the parish in which they live and work.

Details of how and what media the parish council will use to fulfil this commitment is available in the Community Inclusion Policy that is available on the parish council's website or from the parish office.

The parish council wishes to work for residents and the various communities and welcomes all views and comments.

Item 9. Civic Regalia.

A quote of £325 plus vat, has been received however further information has been requested on the metal that would be used and whether the price included the collar etc. Further information will be supplied at the meeting.

Item 10. Beechen Hall Extension

Report from Cllr Vic Davies, Chairman Estates Committee

Committee room extension - facility improvements

The parish council has been approached to reconsider the case for extending the small committee room at Beechen Hall. An earlier report produced by the Estates Committee mainly highlighted the financial situation and possible design and it is felt that there was insufficient information supplied to members concerning the actual improvements to facilities and the advantage of this. This report has been produced to rectify that error.

In 1994 Beechen Hall was open to provide a facility for the local community and as members are aware even today there are few facilities within this part Walderslade. Beechen Hall meets the needs of the local and wider community for a place to hold parties, attend clubs etc.

Currently the hall is doing well, it is well used and has a loyal customer base with some of the regular hirers being with the hall since it was built and casual hirers frequently returning.

Beechen Hall is meeting the current need but without adding to or improving its facilities it is very much stuck in the now with no future flexibility for expansion of hires. With the smaller room expanded there would be provision to meet some current and likely future needs.

The small room is no longer used for parish council meetings due to noise issues, its small size and shape that it is underused in comparison to the hall.

The meeting room is little used due to the noise problem between the room and the main hall. When certain groups use the main hall they are disturbed by noise from the meeting room and visa versa. This makes the room unsuitable for certain hires and because of this even the parish council does not use it for its committee meetings. This means that to accommodate committee meetings staff have to clear the desks of all equipment to turn the office into a meeting room, the next day they have to return all the equipment before they can start work. This not only wastes a lot of office time it is possibly a health and safety issue and there is a risk that valuable equipment could be damaged during its movement. The office is also used by local community groups, Walderslade Woodlands Group and Friends of Boxley Warren and on each occasion the office has to be reconfigured. The office is only available to these groups if a member of the parish council is present and willing to take responsibility for the security of the office. Under current policy and insurance arrangements should no member of staff or a parish councillor be attending these meetings then the office cannot be used.

If the committee room was enlarged and used for meetings it would be more suited to accommodate members of the public attending parish council meetings. Currently if more than five or six members of the public attend a meeting held in the office there are accommodation issues. It is not possible to really comfortably accommodate more than three to four additional people in the current committee room. Due to the lack of space and the shape of both rooms councillors often have their backs to visitors which can create communication problems, especially if people present have hearing problems or are softly spoken and of course it is impolite. The planned extension to the committee room would include a screen, possibly a built-in projector and facilities to make hot drinks which would made it more marketable for meetings.

As stated above even the parish council finds the small room cannot accommodate or meet its needs so there is a clear indication that there is a problem. The main hall meets current community needs and in any case there is limited possibility for increasing the hall footprint. It is however possible to extend the small committee room and provide facilities that not only the parish council but other groups would welcome. It is not possible to forecast with any great degree of accuracy future use of the small room or future community needs for additional meeting places. It is however possible to forecast that if the parish council does go ahead with the work needed (sound proofing, new doors, air gap, refurbished toilets etc.) to maintain the hall to a good standard then at some point it will revisit the issue of the small meeting room.

Two issues that have not so far been identified or addressed can be generally entitled staff welfare. Staff have tried to create a quiet desk area at one end of the office for when they have to undertake complicated and/or financial work. Staff will be more comfortable, effective and efficient if, to deaden noise, buffer boards could be installed but if the room is to be used for a meeting this would be impractical.

Staff do not have a suitable room to withdraw to for lunch or a few quiet moments. The small room is used for ad-hoc meetings and the staff can use it but as it often cold and is uninviting it is not an obvious place to retire to with a laptop to do some quiet work.

It is understood that by the New Year MBC will have taken its decision on the Wildfell Close and should this application be successful then the parish council will be setting up a CIO which will need meeting space.

It should be noted that Beechen Hall does generate a good profitable income and so any money spent on improvements does not come entirely from the taxpayer. The parish office has been at the hall for 22 years and it was only five years ago that an informal agreement was reached whereby the office pays a small contribution towards lighting and heating. Whilst the parish council's office does not get its accommodation for free its contribution towards the costs of the hall are certainly nowhere near commercial rates.

As stated, it is impossible to predict how much income an improved meeting room would raise with new business but at least it would make it much more marketable.

The estimated cost as of about 12 months ago to enlarge the room, make it sound proof, create an air gap and replace the main doors was between £80,000 and £100,000. To allow for inflation and building costs increase it is felt prudent to increase the estimate by £10,000.

Item 12. Community Litter Picks

The Environment Committee has been considering encouraging individuals and local communities to become involve in localised litter picking events. The Environment Committee is asking that councillors who wish to become involved and who wish to arrange or lead such events provide their names and areas that they are willing to cover.

Item 13. Consultations

13.1 Consultation on Proposed Changes to the Admissions Arrangements of Tunbury Primary School.

KCC has a legal obligation to ensure that it can provide a school place for every child resident in Kent whose parents want to access one. Its pupil number forecasts indicate that Tunbury PS will not be able to meet all the demand for places in future years. This situation may be exacerbated by housing development in the locality, both on the Kent and Medway sides of the county border. Access to alternative Kent schools for Kent residents in Tunbury and Blue Bell Hill Village is problematic, been some distance away and in many cases accessed by country roads. It is more natural for families to look to Midway schools as alternatives. If a Kent resident is not able to secure a place in Tunbury, nor at one of their preferred schools in Medway, it is Kent's responsibility to allocate the school place. Should a place not be available in a Kent school then it is only after Medway Council has discharge its own duty to place all its resident children that a place may become available in a Medway school. In light of this, it is KCC's proposal to change the administrative arrangements of Tunbury PS, to create two priority intake areas. Oversubscription criteria, which are applied if there are more applications than places available, would be altered to be as follows:

1. Children in Local Authority Care or Previously in Local Authority Care
2. Current Family Association
3. Children who live within a 0.5 mile radius of the school
4. Children who live in the Parish of Aylesford or Boxley and who are also within a 1.5 mile radius of the school
5. Health and Special Access Reasons
6. Nearness of children's homes to school

The criteria are the same as they are currently, with the exception that criteria 3 and 4 are proposed to be added. The rationale for these are:

- Tunbury PS is the nearest school for children living within a half mile radius of it, regardless of whether they live in Kent or Medway, and we want children to be able to access their nearest school.
- Children resident in Medway, who are more than 0.5 miles from Tunbury PS live closer to alternative schools in Medway.
- Tunbury PS is the closest Kent school for children living in the northern parts of Aylesford and Boxley parishes in Kent. This applies to those living within a 1.5 mile radius.

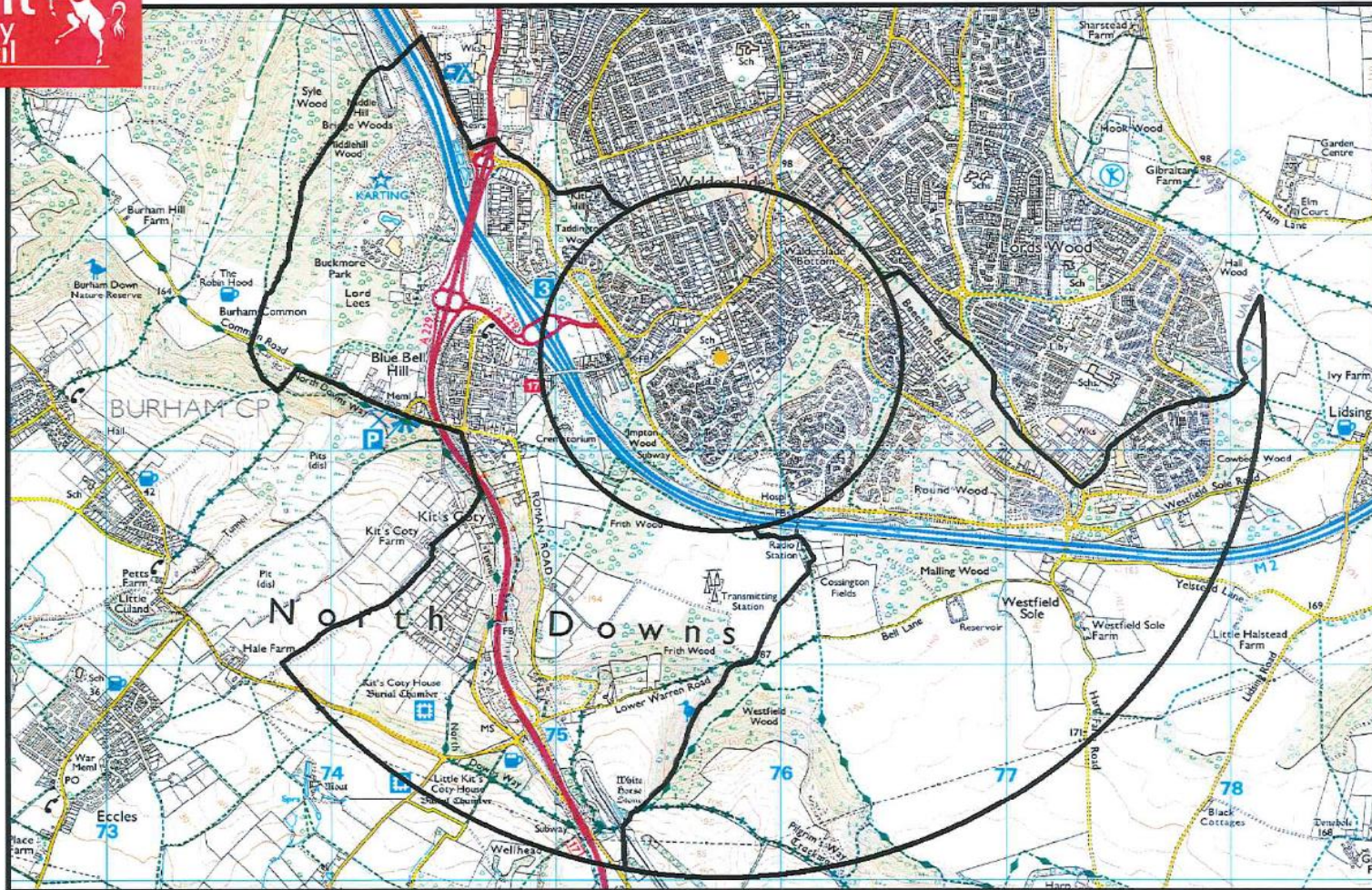
Response question.

Do you agree with the proposal to change the administrative arrangements of Tunbury Primary School.

Clerks note: the deadline is down as 7th November, with the form handed into the school however arrangements can be made for this to be delivered first thing the next morning



Tunbury Primary, half mile zone and 1.5 mile (Boxley & Aylesford only)



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Dated

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Item 16. Matters for Decision

16.1 Annual Competency Reviews. Request from the Clerk for a review of the need.

For a number of years I have been undertaking an annual review of the work of the committees and the parish council and reporting back to the meetings on the strengths and weaknesses and possible areas of improvement. This has allowed the parish council to produce a statement that having undertaken the reviews it feels that it is working in a competent manner. This statement is not required by any legislation and does not have to be produced. In the past two years I have become aware that I am effectively repeating what was produced before and that in reality any issues could easily be taken up with the chairman and then the committee as they occur. In view of this I am approaching full parish council to gain its views on whether the annual review is necessary or whether it has outlived its purpose.

16.2 Dog waste bin consultation by MBC.

MBC has submitted a removal program to the parish office which shows that from 01.11 – 05.11.2016 the Parish Council will be provided with a list of new locations of co-mingled bins and allowed two weeks consultation period/provide feedback. As this information has not yet been received it will be brought parish council meeting or referred to the Environment Committee meeting on 14 November. Should the information not be available at the meeting and members are encouraged to make their views known to the parish office so that they can be taken to the Environment Committee meeting.

Details will be provided to members as they are received.

Item 7.1 Payments made out of meeting 27.09.2016- 31.10.2016

Item 7.1.1 The Cooperative Bank Payments

Date: 31/10/2016

Boxley Parish Council

Page 1

Time: 12:16

Co-Op General Account

List of Payments made between 27/09/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2016	Mail Publications Ltd	DD101041/2	490.14		Publicity
07/10/2016	British Telecommunications PLC	3DD12	87.98		Telephone Bill
Total Payments			<u>578.12</u>		

7.1.2 HSBC Payments

Date: 31/10/2016

Boxley Parish Council

Page 1

Time: 12:14

HSBC General Account

List of Payments made between 27/09/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2016	Suez Recycling & Recovery UK L	DD30385132	146.10		Refuse Collection
01/10/2016	Maidstone Borough Council	2DD16	545.00		Rates
11/10/2016	Unity Trust Account	102696	8,591.69		Payments made from UTB & Coop
14/10/2016	Opus Energy - Electricity	DD60997782	177.49		Electricity Bill - Sept
20/10/2016	OPUS Energy - gas	DD21980127	38.34		Gas Bill - Sept
Total Payments			<u>9,498.62</u>		

7.1.3 Unity Trust Bank Payments

Date: 31/10/2016

Boxley Parish Council

Page 1

Time: 12:15

Unity Trust Account

List of Payments made between 27/09/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2016	Unity Trust Bank	DD/SC	18.00		Quarterly Service Charge
03/10/2016	Rectella Ltd	100020351	92.00	Pauline Bowdery	Curtains
03/10/2016	KCC (KCS)	C210124	97.26	I2676448/I26730	Miscellaneous
03/10/2016	PKF Littlejohn LLP	KE0037	480.00		End of Year 15/16 Audit Fees
03/10/2016	Rob Burrows	IMPREST87	13.50	Imprest 87	Mileage for task day
03/10/2016	Robin Hood Service Station	IMPREST87	22.53		Petrol for task days
03/10/2016	Stuart J Daws & Co Ltd	IMPREST87	227.88		Chain Links and Silky Saws
03/10/2016	Robin Hood Service Station	IMPREST87	-22.53		Petrol for task days
03/10/2016	Robin Hood Service Station	IMPREST87	22.53	Mrs P Bowdery	Petrol for task days
03/10/2016	Olympic Electrical Supplies	69942	48.00		Replacement Light Bulbs
03/10/2016	Royal British Legion Industrie	8,170 RBLI	61.78	Pauline Bowdery	CCTV Signs
03/10/2016	GB Sport & Leisure UK Ltd	16-1571-MR	72.30		Paint - Railings at WDJO
03/10/2016	Northstar IT Services	DD12040/41	156.00		IT Support & Back up
03/10/2016	Mrs M Fooks	DM DELIVER	115.00		Downs Mail Delivery - October
17/10/2016	Kent County Council	L2681805	359.70		Miscellaneous
17/10/2016	South East Water	30265918-8	31.71		Allotment Water Bill
17/10/2016	Capital Cleaning (Kent) Ltd	0000170214	37.70		Sanitary Disposal
17/10/2016	St John's C of E Primary Schoo	139	30.00		Room Hire
17/10/2016	Royal British Legion Industrie	004	61.78		CCTV Signs
17/10/2016	Mr Robert Martins	BPCMILEAGE	89.80		Councillor Mileage Claim
17/10/2016	Mr D Odell	DO/WD01/16	600.00		Painting Railings WDJO
17/10/2016	Wizard Systems	OBS/BOXL/0	1,129.49		Annual Service - CCTV
17/10/2016	Lindsay Frost Consulting	028	2,340.00		Local Plan Representation
17/10/2016	Haynes Bros Ltd	1005	1,532.40		Miscellaneous Tools
17/10/2016	Mrs P Bowdery	IMPREST 73	63.80		Miscellaneous
17/10/2016	Jessup Electrical Wholesale	IMPREST 73	8.98		Replacement Light Bulbs
17/10/2016	Asda	IMPREST 73	6.00		Bleach
17/10/2016	Lordswood DIY	IMPREST 73	2.00		Grout
17/10/2016	Argos Ltd	IMPREST 73	25.98		Curtain Tracks
17/10/2016	Business Services at CAS Ltd	VVH2720392	7.06		Insurance Premium
17/10/2016	Business Services at CAS Ltd	YLL2720041	98.74		Insurance Premium
21/10/2016	Mrs P Bowdery	21/10/PC01	2,214.10		Salary - October
21/10/2016	Mrs A Candy	21/10/PC03	591.74		Salary - October
21/10/2016	Mr I Davies	21/10/PC06	34.11		Councillor Allowance - Oct
21/10/2016	Mr V Davies	21/10/PC07	28.91		Councillor Allowance - Oct
21/10/2016	Mr P Dengate	21/10/PC08	25.71		Councillor Allowance - Oct
21/10/2016	Mrs M Fooks	21/10/PC02	1,256.17		Salary - October
21/10/2016	Mr T Harwood	21/10/PC09	25.71		Councillor Allowance - Oct
21/10/2016	Mr R Hinder	21/10/PC10	41.14		Chairmans Allowance - Oct
21/10/2016	Mrs W Hinder	21/10/PC11	34.11		Councillor Allowance - Oct
21/10/2016	Mrs L Lake	21/10/PC04	60.00		Downs Mail Delivery - Sept
21/10/2016	Mrs K Macklin	21/10/PC12	42.51		Councillor Allowance - Oct
21/10/2016	Mrs M Smith	21/10/BH01	547.91		Wages - October
21/10/2016	Mrs M Waller	21/10/PC17	35.31		Councillor Allowance - Oct
21/10/2016	Mr B Douglas	21/10/BH05	228.04		Wages - October
21/10/2016	Mr D Odell	21/10/BH02	302.92		Wages - October

Continued on Page 2

List of Payments made between 27/09/2016 and 31/10/2016

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/10/2016	Mr P Poon	21/10/PC05	29.70		Litter Picking
21/10/2016	HMRC	577PW00105	1,422.19		PAYE - October
21/10/2016	EFT Receipts Ac	IT00000068	99.55		Pension Contributions
28/10/2016	RTF Networks	DD6706044	157.25		Telephone Bill
28/10/2016	RTF Networks	DD6706044	-157.25		Telephone Bill
28/10/2016	RTF Networks	DD6706044	154.05		Telephone Bill
28/10/2016	The Local Group Ltd	1181	384.00	Rob Burrows	Digger Services for Ponds
28/10/2016	John Hood	36	400.00		Tree Surgery - Boxley Green
28/10/2016	Argos Ltd	66434	25.98	Melanie Fooks	Curtain Rails for Comm Room
28/10/2016	Kent County Council	L2701515	35.88		Miscellaneous
29/10/2016	The Conservation Volunteers	96602	38.00		Membership Subscription
Total Payments			15,887.13		

Item 7.2 Receipts for the period 27.09.2016- 31.10.2016

7.2.1 The Cooperative Receipts

31/10/2016

Boxley Parish Council

Page 1

12:17

Cashbook 3

User: MJF

Co-Op General Account

Receipts received between 27/09/2016 and 31/10/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 27/09/2016	37.15					
96	Wilkes	37.15			1230	260	35.15 C28F Wilkes 30/10/16
					1231	260	2.00 PL Insurance Wilkes
	Banked: 27/09/2016	-37.15					
96	Wilkes	-37.15			1230	260	-35.15 C28F Wilkes 30/10/16
					1231	260	-2.00 PL Insurance Wilkes
Total Receipts:		0.00	0.00	0.00			0.00

7.2.2 Unity Trust Receipts

31/10/2016

Boxley Parish Council

Page 1

12:18

Cashbook 2

User: MJF

Unity Trust Account

Receipts received between 27/09/2016 and 31/10/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 11/10/2016	8,591.69					
102696	HSBC General Account	8,591.69			210		8,591.69 Payments made from UTB
	Banked: 14/10/2016	29.43					
	Plot 3G Lisa Porter	29.43			1280	280	14.43 Allotment Rent Porter 3G
					565		15.00 Allotment Key Deposit
	Banked: 28/10/2016	7,007.00					
10481	Maidstone Borough Council	7,007.00			1100	130	7,007.00 2nd Instalment Parish
Total Receipts:		15,628.12	0.00	0.00			15,628.12

7.2.3 HSBC Receipts.

31/10/2016		Boxley Parish Council				Page 1	
12:18		Cashbook 1				User: MJF	
HSBC General Account							
Receipts received between 27/09/2016 and 31/10/2016							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 27/09/2016	299.20					
95	Age Concern	212.85			1235	260	212.85 R1712 Age Concern Sept
97	Lawes	86.35			1230	260	84.35 C29F Lawes 29/10/16
					1231	260	2.00 PL Insurance Lawes
	Banked: 27/09/2016	37.15					
96	Wilkes	37.15			1230	260	35.15 C28F Wilkes 30/10/16
					1231	260	2.00 PL Insurance Wilkes
	Banked: 29/09/2016	310.50					
87	Yoga	310.50			1235	260	310.50 R1736 Yoga Oct Invoice
	Banked: 03/10/2016	328.75					
88	Kumon	328.75			1235	260	328.75 R1729 Kumon Oct Invoice
	Banked: 03/10/2016	44.17					
89	Shilston	44.17			520		-42.18 C987D Shilston 5/11/16
					1230	260	84.35 C987F Shilston 5/11/16
					1231	260	2.00 PL Insurance Shilston
	Banked: 04/10/2016	81.20					
90	Teenie Boppers	81.20			1235	260	81.20 R1734 Teenie Boppers
	Banked: 05/10/2016	56.22					
91	Nye	56.22			520		-54.23 C10D Nye 19/11/16
					1230	260	108.45 C10F Nye 19/11/16
					1231	260	2.00 PL Insurance NYE
	Banked: 05/10/2016	167.48					
92	Tumbletots	167.48			1235	260	167.48 R1735 Tumbletots Oct
	Banked: 06/10/2016	311.00					
99	Kulmapayi	15.70			1230	260	15.70 C31F Kulmapayi 1-10-16
100	Esacsaklas	148.50			520		148.50 C34D Esacsaklas 21/1/16
101	Huffam	146.80			520		-50.00 C997D Huffam 29/10/16
					1230	260	196.80 C997F Huffam 29/10/16
	Banked: 06/10/2016	439.59					
98	NGREA	44.04			1235	260	44.04 R1719 NGREA Sept
102	Movement as Therapy	162.60			1235	260	162.60 R1730 MAT Oct Invoice
103	Snowden	110.45			1230	260	108.45 C38F Snowden 12/11/16
					1231	260	2.00 PL Insurance Snowden
104	Gillingham	122.50			520		122.50 C33F Gillingham 11/12/16
	Banked: 07/10/2016	216.50					
93	Panton	216.50			1230	260	214.50 C45F Panton 19/11/16
					1231	260	2.00 PL Insurance Panton
	Banked: 07/10/2016	135.00					
94	Singh	135.00			520		135.00 C36D Singh 22/1/17
	Banked: 10/10/2016	237.35					
Subtotal Carried Forward:		2,664.11	0.00	0.00			2,426.76

HSBC General Account

Receipts received between 27/09/2016 and 31/10/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
95	Smith	237.35			520		-87.35 C19D Smith 12/11/16
					1230	260	172.70 C19F Smith 12/11/16
					1231	260	2.00 PL Insurance Smith
					560		150.00 C19 DWD
	Banked: 11/10/2016	30.45					
96	NCT Stretch & Relax	30.45			1235	260	30.45 R1731 NCT Oct Invoice
	Banked: 11/10/2016	42.00					
97	Sing & Sign	42.00			1235	260	42.00 R1733 Sing & sign Oct
	Banked: 12/10/2016	145.68					
98	Thompson	145.68			520		145.68 C48D Thompson 11/2/17
	Banked: 12/10/2016	250.00					
99	Panton	250.00			560		250.00 C45 Panton Damage
	Banked: 14/10/2016	99.10					
105	A Bead in Time	75.00			1235	260	75.00 R1710 ABIT Sept Invoice
110	Snell	24.10			1230	260	24.10 C969F Snell 23/10/16
	Banked: 14/10/2016	1,016.00					
106	Balfour Short Mat Bowls	232.75			1235	260	232.75 R1727 BSMB Oct Invoice
107	Karate	333.35			1235	260	333.35 R1728 Karate Invoice
108	Dennett	123.50			520		123.50 C47D Dennett 11/3/17
109	Age Concern	290.25			1235	260	290.25 R1726 Age Concern Oct
111	Charles	36.15			520		36.15 C41D Charles 28/1/16
	Banked: 15/10/2016	55.90					
100	Holts	55.90			520		55.90 C42F Holt 23/12/16
	Banked: 17/10/2016	101.05					
101	Crump	101.05			520		101.05 C43D Crump 29/1/17
	Banked: 17/10/2016	48.20					
102	Sedge	48.20			1230	260	46.20 C51F Sedge 28/10/16
					1231	260	2.00 PL Insurance Sedge
	Banked: 25/10/2016	38.15					
103	Groves	38.15			520		-36.15 C986D Groves 27/11/16
					1230	260	72.30 C986F Groves 27/11/16
					1231	260	2.00 PL Insurance Groves
	Banked: 25/10/2016	24.10					
104	Snell	24.10			1230	260	24.10 C989 Snell Late departure
	Banked: 26/10/2016	102.65					
105	Medway& District Caledonian So	102.65			520		-100.65 C982D Med & Dist
					1230	260	201.30 C982F Med & Dist
					1231	260	2.00 PL Insurance
	Banked: 28/10/2016	49.20					
Subtotal Carried Forward:		4,666.59	0.00	0.00			4,617.39

HSBC General Account

Receipts received between 27/09/2016 and 31/10/2016

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
106	Blanchard	49.20			520		49.20 C50D Blanchard 25/2/17
	Banked: 29/10/2016	34.30					
107	Klein	34.30			520		-40.00 C9D Klein 20/11/16
					1230	260	72.30 C9F Klein 20/11/16
					1231	260	2.00 PL Insurance Klein
	Banked: 30/10/2016	1,492.48					
108	AACTS	1,492.48			1235	260	1,492.48 R1737 AACTS Nov/Dec
	Banked: 31/10/2016	221.80					
113	Gray	66.10			1230	260	64.10 C46F Gray 27/10/16
					1231	260	2.00 PL Insurance Gray
115	Thompson	140.00			520		140.00 C48D Thompson 11/2/17
116	Sutcliffe	15.70			1230	260	15.70 C30F Sutcliffe 30/10/16
	Banked: 31/10/2016	100.24					
114	Powell	56.20			520		-54.25 C998D Powell 26/11/16
					1230	260	108.45 C998F Powell 26/11/16
					1231	260	2.00 PL Insurance Powell
117	NGREA	44.04			1235	260	44.04 R1732 NGREA Oct invoice
	Banked: 31/10/2016	5.67					
109	Thompson	5.67			520		5.67 C48F Thompson 11/2/17
Total Receipts:		6,521.08	0.00	0.00			6,521.08

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

Date		
05.10.16	HSBC Beechen Hall	£19,627.59
05.10.16	Unity Trust Bank	£48,281.19
11.10.16	Coop General Account	£28,789.57
22.08.16	Santander Investment Bond (matures 01 Aug 2017)	£75,627.77
23.09.16	Barclays Bank	£39,639.25
22.08.16	Lloyds 3 mth (now 6 mths) (matures 06.02.17)	£50,378.93
22.08.16	Lloyds 12 mth (now 6 mths) (matures 11.08.17)	£25,263.22
22.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures Feb 2017)	£55,558.47
16.09.16	Nationwide Parish Council 12 mth (now 6 mths) (matures March 2017)	£60,488.66
	Total	403,654.65
	Cash – Office Imprest account	150.00
	GRAND TOTAL (Banks and Cash)	403,804.65
	2015 comparison	386,230.08