



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that a meeting of the **Parish Council** will be held on **Monday 9 May 2016 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU** commencing after the Annual Meeting of the Parish, i.e. at approximately **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 Acceptance of Office | (7.31) |
| Members to complete the necessary declaration or if a councillor is absent to confirm the date it will be signed. See report (page 3). | |
| 3. Declaration of Interests, Dispensations, Predetermination or Lobbying | (7.36) |
| Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that fresh registers of interest must be submitted to the Monitoring Officer by 31 May. | |
| 4. Election of Chairman. | (7.39) |
| To elect a Chairman and receive their Declaration of Acceptance of Office. | |
| 5. Election of Vice-Chairman | (7.44) |
| To elect a vice-chairman. | |
| 6. Co-option to Parish Council Vacancy | (7.48) |
| To consider co-option of the unelected North Ward candidate. | |
| 7. To Appoint Committees, Committee Chairmen and Vice-Chairmen | (7.52) |
| 7.1 | Environment Committee (up to 10 members). |
| 7.2 | Environment Committee, appointment of Chairman and Vice-Chairman. |
| 7.3 | Estates Committee (up to 10 members). |
| 7.4 | Estates Committee, appointment of Chairman and Vice-Chairman. |
| 7.5 | Finance and General Purposes Committee, up to 8 members. Membership is made up of the Chairmen and Vice-Chairmen of the parish council and of its committees plus at least one additional councillor. |
| 7.6 | F&GP Committee, confirmation of chairman and appointment of Vice-Chairman. |
| 8. To Appoint Representatives to External Bodies | (8.02) |
| See attached report (page 3). | |
| 9. Inspection of Deeds and Trust Documents | (8.06) |
| Originals are stored at the Solicitors; copies can be made available at the meeting. | |
| 10. General Power of Competence | (8.07) |
| To consider the following resolution " Boxley Parish Council, having met the criteria (Localism Act 2010 s8) of having a qualified Clerk and two thirds of its 15 Councillors elected at the May 2016 elections, adopts The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. " See briefing note (pages 3-4). | |

11. **Minutes of the Parish Council Meeting 4 April 2016** (8.09)
To consider the minutes and if in order sign as a true record (pages 4-5).
12. **Matters Arising From the Minutes** (8.11)
See report (page 6).
13. **Report from the PCSO and Police Issues** (8.15)
Report (page 6). Crime statistics will be included on the agenda supplement.
- Adjournment to enable members of the public to address the meeting** (8.20)
14. **Draft Minutes of Recent Committee Meetings** (8.30)
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 report (pages 7-12).
15. **Finance** (8.35)
15.1 Payments made out of meeting 30.03– 30.04.16. See report (pages 12-14).
15.2 Receipts for the period 30.03 – 30.04.16. See report (pages 14-15).
15.2 Account balances. See report (pages 15-16).
15.3 To authorise payment of accounts (list to be supplied at meeting).
15.4 To pass resolutions to allow the updating of all banking mandates with the removal and addition of councillors. See report (pages 16-17).
16. **Policies and Procedures** (8.42)
16.1 Travel and Subsistence Allowances (review). See report (pages 17-18).
16.2 Code of Conduct complaints (review). See report (pages 18-19).
17. **Reports from councillors/office** (8.47)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
18. **Reports from Borough and County Councillors** (8.50)
Our Ward councillors are invited to report and discuss matters affecting the parish.
19. **Matters for Decision** (9.00)
To consider any issues, such as attendance at meetings or as identified on the evening.
19.1 Maidstone's Civic and Freedom Parade and Civic Service will be held on Saturday 21 May (e-mail (14.04.16). See report (page 19).
19.2 ESO Graduation All Saints Church Maidstone on Friday 8th July 2016 at 1pm. (e-mail 21.04.16).
20. **Correspondence** (9.08)
To receive details of any correspondence received.
21. **Matters for Information** (9.09)
See report.
22. **Next Meeting** (9.10)
6 June 2016 at the European School of Oestopathy, Boxley House, Boxley Village, ME14 3DZ after the Annual Meeting of the Parish. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 31 May 2016.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 3 May 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: General Power of Competence May meeting;
Dispensations May meeting.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 9 May 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 2 Declaration of Acceptance of Office Purpose of Item: Decision

ALL COUNCILLORS are reminded that they must send their declaration concerning elections expenses to the Returning Officer by Thursday 2 June, **even if they have nil expenditure.**

Item 8 Appoint Representatives to External Bodies. Purpose of Item: Decision

The relevant organisations and current post holders are:

Grove Green Community Association	Cllr Vic Davies.
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Dennis Hollands and Cllr Wendy Hinder (reserve).
Action on Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees) (meets first Tuesday in every month)	Cllr Waller and Cllr Dennis Hollands
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Mid Kent Steering Group	Vacant

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the relevant committee agenda.

Item 10. General Power of Competence. Purpose of Item: Decision

Power of Competency.

Clerk's briefing note.

The general power of competence is a statutory power (Localism Act 2011 sections 1 – 8) which provides an eligible council with "*the power to do anything that individuals may do*".

However the Parish Council cannot undertake an activity that is already restricted by another specific power, for example:

- The power cannot be used to obtain loans or set a precept as there are specific procedures in place relating to borrowing.
- A parish council cannot just go ahead and install a seat on a highway verge because existing legislation states it must first obtain the permission of the highway authority.
- In providing a service the parish council must comply with the Crime & Disorder Act 2006 section 17, The Natural Environment and Communities Act 2006 s23(1), Equalities Act 2010, Health & Safety Legislation, Employment Law, Planning Law etc.

In using the general power a parish council still needs to have adequate funding, community support etc. but if it has these it only really needs to ask itself the question "Is there any power restricting the action/activity being implemented?"

What is the advantage of having the power? The most obvious is that it allows the Parish Council to set up a company and make a profit from that company.

What is the immediate benefit of the power? At the moment none however it does mean the Parish Council can react quickly to any opportunity that might arise.

Item 11. Minutes of the Meeting of the Parish Council held at Tyland Barn, Tyland Lane, Sandling on Monday 4 April 2016 commencing at 7.36 pm.

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Ms L Clarke, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mrs A Spain, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor Derek Butler and two members of the public/press.

1. Apologies and absences

Cllr Hinchliffe (holiday). Cllr Smith (absent). PCSO Matt Adlington (duty call out).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None submitted.

3. Minutes of the Parish Council Meeting 7 March 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2844/4.1 Boxley Warren/Pilgrims Way entrances. Cllr Bob Hinder informed members that the planned security measures at the A229 entrance had been cancelled due to a complaint by a member of the public. There had been an increased Police presence in the local area on Sunday 3 April 2016 targeting nuisance drivers. The volunteer group had seen 2 vehicles driving along Pilgrims Way. **Noted.**

4.2 Minute 2844/4.2 Honour Boards. Work to be completed when office time allows. **Noted.**

4.3 Minute 2845/11 Walderslade Woodlands, KCC licence to work. KCC has indicated that it will make the changes requested by the parish council and an updated version is awaited. **Noted.**

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

5. Report from the PCSO and Police Issues

Office to ask PCSO Adlington for a report and crime figures for circulation to members.

Action: office. Cllr Vic Davies asked that the PCSO be contacted concerning people sleeping rough in the nature reserve. **Action: office.**

As no members of the public wished to speak the meeting was not adjourned.

6. Draft Minutes of Recent Committee Meetings

6.1 Environment Committee meeting 7 March 2016. **Received** and **noted.**

6.2 Environment Committee meeting 14 March 2016. **Received** and **noted.**

6.3 F&GP Committee meeting 15 March 2016. **Received** and **noted.**

7. Finance

7.1 Payments made out of meeting 08.03.16 – 29.03.16

7.1.1 The Cooperative Bank. **Noted.**

7.1.2 HSBC. **Noted.**

7.1.3 Unity Trust Bank. **Noted.**

- 7.1.4 Unity Trust ALTO (prepaid debit card). **Noted.**
- 7.2 Receipts for the period 29.02.16 – 29.03.16.
 - 7.2.1 The Cooperative Bank. **Noted.**
 - 7.2.2 HSBC. **Noted.**
- 7.3 Account balances as at 29.03.16. **Noted.**
- 7.4 Payment of accounts. None submitted.

8. **Policies and Procedures**

- 8.1 Standing Orders. Clerk's report that the current document was still fit for purpose was **received** and **noted**.
- 8.2 Financial Regulations. The Chairman to complete the minor adjustment work so the document will be up to date. **Noted. Action: Chairman.**

9. **Reports from councillors/office**

Community Talk: Grove Green Scouts. Cllr Macklin's report on her visit to the group was **received** and **noted**. The Chairman thanked her for attending and engaging so successfully with the young people. They had asked the parish council to look into arranging a park-run at the community orchard (**Action: office**) and for a storage unit, but Cllr Hollands stated that the Weaving Village Hall Committee was already considering providing such a unit, for which it may shortly submit a grant application.

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

- 10.1 Borough Councillor Wendy Hinder report covering local issues such as litter and nuisance vehicles. **Received** and **noted**.
Cllr Waller notified Cllr Hinder that the drain under the M20 on Boarley Lane was still flooding the road. Cllr Vic Davies raised concern about the closed PRow at Tesco and suggested that the slope be changed into steps to stop the accidents. Cllr Hinder agreed to follow up the issues.
- 10.2 Cllr Butler informed members of the results of a recent MBC borough-wide survey in which 70 Boxley Ward residents were questioned about MBC services etc. Members felt that the survey was statistically flawed in that 70 was not a big enough sample and no information was given on how they were selected or contacted.
Cllr Bob Hinder raised the issue of MBC's overly positive response to the Lower Thames Crossing Consultation apparently without consultation with Ward members most affected. The Borough Councillors were asked to take back to MBC the parish council's grave concerns about the impact on residents of Walderslade, Lordswood and Sandling of increased traffic flows on the gyratory systems at M2 junction 3 and M20 junction 6. A copy of the parish council's own response to the consultation is to be sent to the members of the Strategic Planning and Transportation Committee. **Action: Clerk.**

11. **Matters for Decision**

- 11.1 Annual Meeting of the Parish. Monday 9 May, prior to the Annual Meeting of the Parish Council, commencing at 7.00 pm. **Agreed.**
- 11.2 Parish Council May meeting. Members were asked to be at Beechen Hall at 6.30 pm for a photographer to take a group photograph for the website. Councillors not wishing to have additionally a head-and-shoulders photo on the website should inform the Clerk.
- 11.3 Parish Council presence at St John's School Fayre Saturday 14th May 2016. Cllrs Macklin, Sullivan and Vic Davies agreed to attend. The parish office to arrange a suitable display.

12. **Correspondence**

- 12.1 Helen Whately MP. Thank you for the use of the committee meeting for her surgery. **Noted.**
- 12.2 Helen Whately MP. Copy of her response to MBC following the Local Plan Consultation public meeting she jointly hosted with Helen Grant MP. **Received** and **noted.**

13. **Matters for Information**

- 13.1 Two student work experience placements, each for one week, have been booked at the parish office for June and July. **Noted.**
- 13.2 Review of KCC Funded Bus Services. Members were invited to participate and will be sent the relevant link to do so. **Action: office.**
- 13.3 KWT March e-newsletter.
- 13.4 Kent Downs AONB has a new e-newsletter and members can sign up to receive it electronically.
- 13.5 Additional Finance and General Purposes Committee meeting arranged for Tuesday 12 April commencing at 7.00 pm. Location: Beechen Hall.
- 13.6 KWT magazine.
- 13.7 The Chairman notified members with considerable regret that Cllr Spain had decided that after 21 years of service she would not be standing for re-election. Members expressed their thanks and gratitude for all she had done with a round of applause.

14. **Next Meeting**

Monday 9 May 2016 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU after the Annual Meeting of the Parish.

Meeting closed at 8.37 p.m.

Item 12. Matters Arising From the Minutes. Purpose of Item: Decision

- 12.1 Minute 2855/4.1 Boxley Warren/Pilgrims Way entrances. To receive an update if one is available.
- 12.2 Minute 2855/4.3 Walderslade Woodlands: KCC Licence to work. KCC has indicated that it will make the changes requested by the parish council and an updated version is awaited.
- 12.3 Minute 2856 Weaving Orchard Park Run. Office to investigate and submit possibilities and opportunities to the council.
- 12.4 Any other matters arising from the minutes which are not on the agenda.

Item 13. Report from the PCSO and Police Issues. Purpose of Item: Information

PCSO Report

On Tues 26 April I stopped two off road bikers in the woods at the top of Boxley Hill, strong words of advice were given and if they are reported again their bikes will be seized. I have been reporting flytipping via country eye smartphone application and one of the pictures, entrance to Boxley Warren, was actually used by the Daily Mail in a flytipping item <http://www.dailymail.co.uk/news/article-3554684>

I will continue to report flytipping as I see it.

I will be setting up another nuisance vehicle operation for some time before the summer holidays but it is important that people still report nuisance vehicles. Since the Gasket Operation reports of nuisance vehicles appear to be slowing when we might have expected them to be rising.

I have been asked by the parish office to monitor small children riding on bikes on the highway and I will continue to do this. I am investigating a report concerning vehicles visiting the Lordswood Industrial area which appear suspicious.

Due to a member of public's report I visited the lakes off of Boarley Lane and recovered items from a series of burglaries in Gillingham and Maidstone.

Item 14 Draft Minutes of Recent Committee Meetings

14.1 Minutes of the Environment Committee on Monday 4th April 2016 at Tyland Barn, Tyland Lane, Sandling commencing at 8.46 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Mrs P Brooks, Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands, Mrs M Waller together with the Clerk and Cllrs Vic Davies, Spain and Sullivan.

1 **Apologies and absences**

Cllr M Hinchliffe (holiday).

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

None submitted.

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

3 **Planning Applications for Consideration**

16/500727/FULL Erection of single storey side extension with internal alterations at Cadapatra Boxley Road Walderslade. **Ratified** Clerk's decision, after consultation with members *Do not wish to object.*

16/501541/TPO TPO application to 2no. Hornbeam - Pollard to approximately 50% of current height at 24 Celestine Close Walderslade.

Do not wish to object defer to the Landscape Officer's views.

16/502433/TPO TPO application to 5no. Sweet Chestnut - Crown lift to 6m above base, 1no. Sweet Chestnut - Crown lift to 6m above base and remove height by 5-6m, 1no. Sweet Chestnut - Crown lift to 6m above base and reduce branches over house by 3-6m, 1no. Oak - Crown lift to 6m above base and reduce branches over house by 3-6m at 1 Feldspar Close Walderslade.

Do not wish to object defer to the Landscape Officer's views.

16/502026/FULL Proposed first floor side extension at 89 Badger Road Lordswood.

Do not wish to object.

Attendance at MBC Planning Committee Thursday 7th April. Cllr Bob Hinder to attend to speak on 16/500889, Street Farm, The Street, Boxley. **Action: Cllr Hinder and Clerk to book attendance.**

4 **Next Meeting**

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

Meeting closed at 8.50 pm.

14.2 Minutes of the Environment Committee on Monday 11th April 2016 at Beechen Hall, Wildfell Close, Walderslade on commencing at 7.30 pm.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr P Dengate, Mr M Hinchliffe, Mr D Hollands, Mrs M Waller together with the Clerk.

1 **Apologies and absences**

Mr B Hinder (attending KALC/MBC meeting for parish council). Ms L Clarke (absent).

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

None submitted.

3 **Minutes of the Meetings of 7th and 14th March 2016**
The minutes were **agreed** and **signed** as a correct record.

4 **Matters Arising from the Minutes**

- 4.1 Minute 2849/4.1 HGV parking. Helen Whately MP's report on the foreign HGV's levy was **received and noted**. Cllr Dengate asked for information on how much of the levy has gone back into maintaining and improving KCC roads. **Action: Clerk.** The issue regarding assisting local authorities to collect the debts from foreign lorries was still outstanding and this was again to be raised with the MP. **Action Clerk.**
- 4.2 Minute 2849/4.2 Installation of hard standing/apron at Boxley Road noticeboard. The Clerk has written to KCC complaining about the lack of a decision being taken and highlighting that the request was now over six months old. **Noted. Action: Clerk.**
- 4.3 Minute 2849/4.3 Inconsiderate parking Provender Way. County Councillor Carter has been reminded about the parish council's approach about using his devolved highway budget to install yellow lines at the junctions on Provender Way.
- 4.4 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**

16/502819/TPO TPO application to 4no Oak, 1no. Lime and 1no. Beech - remove any deadwood, cross rubbing or diseased branches and epicormic growth at 3 The Medlars Vinters Park. *Do not wish to object defer to views of the Landscape Officer.*

16/502040/FULL Provision of 2 parking spaces with associated means of access at The Pump House Forstal Road Aylesford. *Do not wish to object.*

16/502200/FULL Retrospective application fort wooden shed in front garden at Glenside Boxley Road Walderslade. *Do not wish to object. The parish council does not approve of retrospective applications.*

16/502703/TPO TPO application to 2no. Hornbeam - Crown lift to give maximum ground clearance of 3m, crown thin by 15% max, cut back branches to give 5m max clearance from rear elevation at 7 Bellgrove Court Walderslade. *Do not wish to object defer to views of the Landscape Officer.*

Court Lodge Farm, The Street, Boxley site visit. Cllr Hollands report on a recent visit to the site, in his role as Chairman of the Parochial Church Council was **received and noted**. Members' **agreed** that they would welcome a visit to the site to see what the owner was proposing and the office was asked to arrange this at an appropriate time. **Action office.**

16/501281/LAWPRO Lawful Development Certificate (Proposed) for erection of a single storey rear extension. Alterations to fenestration including two new windows at Bethany Boxley Road Walderslade.

Members' raised questions about the meaning of LAWPRO and the use of 'proposed' within the description of the development. The Clerk was asked to obtain clarification and notify members. **Action: Clerk.** Subject to clarification on the reason that this was a Lawful Development Certificate (proposed) application and not a general planning application. Members' were minded not to object but to ask for conditions and concerns to be identified and included.

- No future permitted development rights to be allowed, to protect the character of the area.
- No access to the site is to be allowed through Beechen Bank, to protect the Ancient Woodland covered by TPO.
- Hours of construction to be between 8.00am and 5.00pm Monday-Friday; 8.00am and 1.00pm on Saturdays with no work taking place on a Sunday or Bank holidays.

- Prior to commencement of work a landscaping plan to be approved by MBC.
- Prior to commencement of work details of materials to be used to be approved by MBC.
- The windows to the side walls are to be frosted and fixed close to prevent overlooking of adjacent properties.

Concerns are raised about the current state of the front garden and it is requested that this needs clearing and all materials resulting from the development need to be removed from the site. As Boxley Road is very narrow it is requested that advice is given on the need to keep the road clear of any rubble and also cleaned of any mud resulting from the development.

16/502442/TPO TPO application to 1no. Large Hornbeam Group.- One of the stems leans heavily towards the property and needs to be removed. 1no large Oak - Reduce back large stem by 15-18ft on the south side to remove the weight and mitigate the leverage towards the road. 4no. Cherry trees - Fell. On the northern side there 1no Cherry, 2no Birch - fell, 1no Ash - reduce height by 12ft at Alexandra Hospital Impton Lane Walderslade. *Do not wish to object defer to views of the Landscape Officer.*

16/502988/TPOTPO application to 2no Sweet Chestnut - Fell, 6no Sweet Chestnut/Maple - Cut back to boundary line, 1no. Maple reduce height of stem to 3m, 1no Birch – Fell at 2 - 4 Saracen Fields Walderslade. *Do not wish to object defer to views of the Landscape Officer.*

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

Parish council attendance at MBC Planning Committee meeting 7 April 2016. 16/500889 Variation of condition 2 to allow handmade clay tiles rather than Kentish peg tiles.

The Chairman informed members that Cllr Bob Hinder had attended the meeting and planning permission had subsequently been refused. Whilst at the meeting Cllr Hinder notified the relevant officer that the downpipe from the guttering also contravened the conditions of the original planning permission. Cllr Hinder was thanked for his work. **Noted.**

TPO application to crown reduce 1 Oak tree by 1-1.5m, remove two lowest limbs of 1 Hornbeam, crown reduction of 1 Pear tree by 3- 4ft at 8 Travertine Road, Boxley, Kent, ME5 9LQ. APPEAL: Dismissed. **Noted.**

15/509444/FULL PROPOSAL: Conversion of existing garage to habitable room, internal alterations, erection of first floor side extension and attached garage - resubmission of 15/506684 ADDRESS: 2 Lombardy Drive Maidstone Kent ME14 5TA
Members were informed that their previous decisions to object to the planning applications due to the size and impact on the street scene were supported by MBC and the Planning Inspectorate on appeal. **Noted.**

7 **Highways and Byways**

Bollards on verge adjacent to Boxley Rd/Travertine Rd junction. After consideration of the issue and quotations received members **agreed** (with Cllr Davies abstaining) **that a maximum of £1,300 is made available to install up to 16 bollards on the verge to stop the parking. Action: Clerk.**

8 **Technical consultation on implementation of planning changes**

The Clerk was thanked for her work on the briefing note. After consideration it was **agreed** that Cllr Dengate and Cllr Davies would submit their remarks to the Clerk who could, if the comments and suggestions did not contradict what was already agreed, amend the responses. The Clerk is to liaise with members if any of the submitted comments or suggestions radically changed an already suggested response. **Action: Cllrs Ivor Davies, Dengate and the Clerk.**

9 **Volunteer Groups**

Walderslade Woodlands Group April Task Day. Cllr Davies notified members that the volunteers undertook ground clearance by the underpass at Cossington Lane. He also reported that the blue bells were starting to come out.

10 Policy and Procedures

BPC planning information leaflet. Deferred to next meeting. **Action: Clerk.**

11 Matters for Information

11.1 Flytipping Boxley Road, entrance to Old KCC site. The chairman informed members that she had reported the flytipping.

11.2 Concern was raised about possible flytipping in Bell Lane. The Clerk was asked to get an update from MBC on the situation of flytipping and possible car storage along Bell Lane. **Action: Clerk.**

11.3 Flytipping off of Sindal's Lane. Members were notified that the parish office had been liaising with MBC about the terrible flytipping and MBC was going to arrange to clear it but currently had to investigate the access for large vehicles to get on and move around the site.

11.4 Overloaded skip outside a residential property. The Clerk as asked to contact the property owner about having an overloaded skip emptied/removed. It was noted that the skip had been there for months. **Action: Clerk.**

11.5 Over grown vegetation Peverel Drive. Following a complaint the Clerk had sent a letter concerning the need to have vegetation cut back from a footway. The parish council has now received an e-mail which states the work had taken place and thanking the parish council for intervening.

11.6 Land at the rear of Tesco Grove Green. Members identified that this had become so badly littered that it was an eyesore. The Clerk was asked to get MBC involved to try to get it maintained. The issue of ownership was also raised. **Action: Clerk.**

12 Next Meeting

Next Environment Committee meeting 16th May 2016 at Beechen Hall commencing at 7:30pm.

13 Enforcement and Section 106 updates from MBC

None submitted.

The Chairman thanked Cllr Hinchliffe, who due to other commitments had decided not to stand for re-election, for his work for and on the Environment Committee

Meeting closed at 8.49 pm.

14.3 Minutes of the Estates Committee on Tuesday 12 April 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.41 pm

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Clerk (until 8.28pm) and Assistant Clerk.

1. Declaration of Interest or Lobbying.

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

2. Apologies and absence.

Cllr Smith (absent) Cllr Spain (convalescing) and Cllr Clarke (absent).

3. Minutes of Previous Meeting 9 February 2016.

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

The Chairman requested that Item 10 Beechen Hall Extension was brought forward and taken at this point to enable the Clerk as RFO to answer any questions.

As there were no public or press present the meeting was not adjourned

4. **Matters Arising From Previous Minutes**

- 4.1 Minute 2825/4.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. The Assistant Clerk confirmed this information would be available at the June meeting. **Noted.**
- 4.2 Minute 2825/7.1 Burial Ground Internments (change to regulations) Cllr Hollands apologised for the delay and has confirmed that these would be presented at the next PCC meeting on 17 May and a response will be sent in time for the next meeting. **Noted.**
- 4.3 Any other matters arising from the minutes, not on the agenda.

5. **Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. Cllr Hinder added that the water board had been at the site to repair a leak from the Scouts water source. It appeared they had turned off the wrong water tap however all had now been resolved. Cllr Hinder requested that the Kestrel boxes are moved from the FOBW shed to the allotments for installation. It was suggested that KWT is contacted to confirm where they are placed and how high and to check with Pest Purge the bait that is used is non-toxic. It was also reported that a tree from the woodland adjacent to the site had fallen across the path at the entrance. This was removed but it was suggested that an email is sent to MBC to raise concern about the damage that could potentially happen especially to parked cars belonging to allotment holders. Cllr Spain and her husband asked if they could donate an annual challenge cup for the best attended allotment. Members **agreed** this was a good idea and could be presented on 21 August as this would coincide with the time of year of the official opening of the allotments in 2014. Members requested that the day should resemble the opening with a bbq, presentation of the challenge cup and asked whether Andy Garland presenter of Radio Kent's Sunday Gardening programme could be approached to do the judging and presentation as he officially opened the allotments in 2014. Members also suggested that the Mayor of Maidstone was also invited. **Action office.**
- 5.2 Pest Purge report – was **received** and **noted**. Cllr Dengate confirmed he had evidence of a rodent near his plot and wondered if Pest Purge should place a bait box there. **Action Office/Pest Purge.**
- 5.3 Beehive Suggestion – Members **received** and **noted** the request to amend the rules and regulations to allow a beehive to be placed at the allotment. Members **agreed** to give dispensation to an allotment holder if he is an experienced bee keeper and **agreed** to change conditions to this effect. **Action office.**

6. **Weaving Diamond Jubilee Orchard/Weaving Street .**

- 6.1 Safety Barrier –Ratified the Clerk's decision after consultation with members to award First Highways Ltd, the contract for installing the safety barrier. Members have become concerned with the length of time this is taking and has asked that a deadline for installation of 30 April 2016 is given to First Highways. **Action office.**

7. **Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane –**

Members **received** and **noted** the Clerk's update that as there hasn't been a response to emails the matter has been escalated to a senior member at KCC however there has not been a response to report back.

8. **Matters for Information**

There were none.

9. **Clerk's Report**

- 9.1 Hire fees income. **Received** and **noted**.
- 9.2 Account balance as at 31 March 2016. **Received** and **noted**
- 9.3 Income and Expenditure report. **Received** and **noted**.

9.4 Accident Report. No Accidents to report **Noted**.

10. Beechen Hall Extension

As some members had not seen the full report it was **agreed** that the decision regarding recommendation would be considered at the June meeting. Members were asked to forward any questions to the Clerk/Assistant Clerk by 30th April. **Action Councillors.** Cllr Dengate provided an explanation for the costs worksheet to allow members to ask any questions at the meeting. A few anomalies were identified which, it was agreed, would be amended and a new worksheet submitted to members. The Clerk was also asked to gather information on a works loan for members to consider. **Action Clerk/Assistant Clerk.**

11. Policies and Procedures

- 11.1 Staff pay rise and any need to amend hours. Members **received** the Clerk's report and requested that this item is brought back to the June meeting showing varying buffer zones for consideration. **Action Clerk.**
- 11.2 Staff discount for hiring Beechen Hall. Members **received** the Assistant Clerk's report and **agreed** to a new policy offering Staff a 15% discount on the cost of hiring Beechen Hall. This motion was proposed by Cllr Dengate, seconded by Cllr Bob Hinder with 5 in favour and 1 abstention.

12. Matters for Decision

Hire discount for a fundraising event at Beechen Hall. Members **received** and considered this request and in this instance Members **agreed** not to reduce the cost of hiring the hall but to give a donation of £25.00 to the hirer's charity the event was in aid of. Rather than setting a policy for an agreed discount for such events, members asked that each request is considered on its own merit.

13. Date of Next Meeting.

Tuesday 14 June, 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda to be received no later than Friday 3 June, 2016.

Meeting closed at 9.15 pm

Item 15.1 Payments made out of meeting 30.03– 30.04.16.

Item 15.1.1 The Cooperative Bank

List of Payments made between 30/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2016	British Telecommunications PLC	3DD26	84.26		Telephone Bill
31/03/2016	Olympic Electrical Supplies	67055	21.24		Light Bulbs
31/03/2016	Kent County Council	L2522877	253.04		Miscellaneous
31/03/2016	GB Sport & Leisure UK Ltd	16-449-MR	46.80		Replacement Swing Seat
31/03/2016	EFT Receipts Ac	IT687085	98.89		Pension Contributions
Total Payments			504.23		

At : 10:01

Payments Entered into Cash Book No 3

NEXT YEAR

Co-Op General Account

User : MJF

Nominal Analysis Details

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/04/2016	Kevin Funnell	2015/91	120.00			4025	260	60.00	Interim Internal Audit
						4025	100	60.00	Interim Internal Audit
05/04/2016	ICCM	4584/2016-	90.00			4045	220	90.00	ICCM subscription
05/04/2016	Performing Rights Society Ltd	4782035	260.60		43.43	4040	260	217.17	Music License - Hall
05/04/2016	Kent Association Local Council	B4241	1,482.00		247.00	4045	100	1,235.00	Annual Subscription
05/04/2016	Rialtas Business Solutions	SM16477	282.00		47.00	4040	100	235.00	Omega Annual Software Licence
13/04/2016	Capital Cleaning (Kent) Ltd	155176	36.60		6.10	4650	260	30.50	Sanitary
13/04/2016	Kent County Council	263670	165.10		27.52	4040	100	107.38	Photocopier Lease
						4020	100	30.20	Photocopies
13/04/2016	Mail Publications Ltd	490.14	490.14		54.95	4115	110	435.19	Publicity Mar Edition
13/04/2016	Olympic Electrical Supplies	67158	111.00		18.50	4650	260	92.50	Lamp unit & bulbs
13/04/2016	Jessup Electrical Wholesale	IMPREST68	1.30		0.22	4610	260	1.08	Starter lightbulb
13/04/2016	Lordswood DIY	IMPREST68	17.00		2.83	4650	260	14.17	Toilet Seat
13/04/2016	Homebase	IMPREST68	30.47		5.08	4610	260	25.39	Consumables/materi
13/04/2016	Mrs P Bowdery	IMPREST68	92.98			4155	120	1.99	Card (A Spain)
						4650	260	28.99	Window Cleaner/pop up tidy
						4115	110	50.00	Downs Mail Delivery
						4020	100	12.00	Stamps & Postage
Total Payments			3,179.19	0.00	452.63			2,726.56	

15.1.2 HSBC.

List of Payments made between 30/03/2016 and 31/03/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
31/03/2016	Suez Recycling & Recovery UK L	2DD36	164.38		Refuse Collection
31/03/2016	Co-Op General Account	102891	5,750.67		Payments made out of coop acct
31/03/2016	Suez Recycling & Recovery UK L	2DD36	-164.38		Refuse Collections
31/03/2016	Suez Recycling & Recovery UK L	2DD36	164.38		Refuse Collection
Total Payments			5,915.05		

At : 09:58

Payments Entered into Cash Book No 1

NEXT YEAR

HSBC General Account

User : MJF

Nominal Analysis Details

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2016	Maidstone Borough Council	2DD1	547.54			4035	260	383.28	Hall Rates
						4035	100	164.26	Office Rates
Total Payments			547.54	0.00	0.00			547.54	

15.1.3 Unity Trust Bank

At : 09:25

Unity Trust Account

List of Payments made between 01/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2016	F R Jones and Son	1321458574	129.09	Pauline Bowdery	Forestry Swords
31/03/2016	Moneysoft Ltd	U16354	72.00	Pauline Bowdery	Moneysoft Ltd
Total Payments			<u>201.09</u>		

At : 09:34

Unity Trust Account

Cash Received between 01/04/2016 and 30/04/2016

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
05/04/2016	Maidstone Borough Council	1	Precept 16-17	100,543.00

15.1.4 Unity Trust ALTO. No transactions

Item 15.2 Receipts for the period 30.03– 30.04.16.

15.2.1 The Cooperative Bank.

At : 09:29

Co-Op General Account

Cash Received between 30/03/2016 and 31/03/2016

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
31/03/2016	HSBC General Account		Payments made out of coop acct	5,750.67
31/03/2016	NEST PENSIONS	67	Returned Payment for March	98.89
Total Receipts				<u>5,849.56</u>

Item 15.2.2 HSBC.

At : 09:28

HSBC General Account

Cash Received between 30/03/2016 and 31/03/2016

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
31/03/2016	A Bead in Time	181	Hall Hire regular	37.50
31/03/2016	NGREA	210	Hall Hire Regular	44.04
31/03/2016	Osondu	180	Hall Hire Casual	172.50
31/03/2016	Whistles	211	Hall Hire Regular	30.00
Total Receipts				<u>284.04</u>

HSBC General Account

Cash Received between 01/04/2016 and 30/04/2016

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/04/2016	Kumon	1	Hall Hire Regular	301.25
03/04/2016	Hogan	2	Hall Hire Casual	59.32
04/04/2016	Saunders	3	Hall Hire Casual	100.05
04/04/2016	Teenie Boppers	4	Hall Hire Regular	60.90
05/04/2016	Brown	1	Hall Hire Casual	110.45
06/04/2016	Ryan	5	Hall Hire Casual	200.20
08/04/2016	AACTS	6	Hall Hire Regular	1,309.30
08/04/2016	Omyett	2	Hall Hire Casual	50.00
11/04/2016	Age Concern	3	Hall Hire Regular	677.25
11/04/2016	Karate	3	Hall Hire Regular	320.50
11/04/2016	Movement as Therapy	4	Hall Hire regular	115.90
11/04/2016	Sing & Sign	7	Hall Hire regular	58.36
12/04/2016	NCT Stretch & Relax	8	Hall Hire Regular	45.68
13/04/2016	George	5	Hall Hire Casual	44.55
13/04/2016	George	6	Hall Hire Casual	106.10
14/04/2016	Balfour Short Mat Bowls	7	Hall Hire Regular	172.50
14/04/2016	Walderslade FC	8	Hall Hire Casual	86.35
14/04/2016	Yoga	9	Hall Hire Regular	310.50
18/04/2016	Archer	11	Hall Hire Casual	60.00
18/04/2016	Grewal	9	Hall Hire Casual	169.50
18/04/2016	Tumbletots	10	Hall Hire regular	111.65
20/04/2016	Barrow	10	Hall Hire Casual	98.00
20/04/2016	Mudavanhu	12	Hall Hire Casual	115.32
21/04/2016	NGREA	12	Hall Hire Regular	44.04
25/04/2016	Cats Protection	13	Hall Hire Regular	18.75
25/04/2016	Haastrup	14	Hall Hire Casual	62.25
25/04/2016	Trivedi	11	Hall Hire casual	170.70
27/04/2016	Gillingham	16	Hall Hire Casual	79.30
27/04/2016	King	13	Hall Hire Casual	38.15
27/04/2016	Sing & Sign	14	Hall Hire Regular	84.26
27/04/2016	Teenie Boppers	15	Hall Hire Regular	60.90
Total Receipts				5,241.98

Item 15.3 Account closing balances.**BANK ACCOUNTS (closing balances)**

Date	* Account in process of being opened.	
01.04.16	HSBC Beechen Hall	£23,479.12
22.04.16	Unity Trust Bank	£102,612.00

29.03.16	Unity Trust ALTO (prepaid debit card)	244.00
01.04. 16	Coop General Account	£27,767.98
29.03.16	Santander Investment Bond (matures Aug 2016)	£75,000.00
29.03.16	Barclays Bank	£64,638.25
29.03.16	Lloyds 3 mth (matures 05.08.16)	£57,296.53
29.03.16	Lloyds 12 mth (matures 11.08.16)	£25,000.00
29.03.16	Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00
29.03.16	Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00
	Total	
	Cash	150.00
	GRAND TOTAL (Banks and Cash) 2015 comparison £446,382.83	451,187.88

15.4 Banking Mandates.

To pass resolutions to allow the updating of all banking mandates with the removal and addition of councillors.

Clerk's note: To update mandate for signatures, existing and new councillors have to sign a new mandate.

Unity Trust Bank.

To remove two councillors from the internet banking mandate:

FIRST resolution as required by the bank.

It is resolved that:

1. The amendments to the Mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate.
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it:
3. The Bank will be notified in writing of any changes to the organisation as per items and conditions of the account.

To add councillors to the internet banking mandate:

SECOND resolution. It is resolved that new parish councillors (elected or co-opted) are mandated to undertake authorisations of payments via internet banking with the access level of VA (view and authorise).

THIRD resolution as required by the bank.

It is resolved that:

1. The amendments to the Mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate.
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;

3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3;
4. The Bank will be notified in writing of any changes to the organisation as per items and conditions of the account.

Item 16. Policies and Procedures

Item, 16.1 Travel and Subsistence Allowances.

Legislation governing payment of parish councillor allowances does not allow an allowance to be paid to a co-opted member. This was challenged by Local Council Associations but the Government decided not to amend the legislation.

This restriction, however, does not cover the payment of travel and subsistence allowances. In view of the number of venues in the parish that the parish council uses for its meetings the Clerk is suggesting that Co-opted members be allowed to claim mileage for attending parish council meetings within the parish.

Current Policy.

Travel Cars and vans 45p per mile
 Motorcycles 24p per mile
 Bicycles 20p per mile

Breakfast £5.37
 Dinner £9.53

Lunch £7.70

Tea £3.04

Travel and subsistence allowances "Payment of any costs (fuel/taxi – inc. a reasonable gratuity paid) will only be paid to previously authorised Councillors i.e. the appointed members of external bodies or who have accepted an invitation to attend a meeting at the express permission of the full Parish Council.

Taxi costs will only be paid to those that wish to claim it and are on an authorised journey conducting Parish Council business (but not Boxley Parish Council meetings or any of its committees) if the journey in any part is between the hours of 1800 – 0800 hours. A receipt which can include a reasonable tip must be submitted.

Reasonable subsistence payments for refreshments will only be paid when the Councillor is away from home for more than 5 hours.

Clerk's suggestion.

Firstly, legislation governing payment of parish councillor allowances does not allow an allowance to be paid to a co-opted member. This was challenged by Local Council Associations but the Government decided not to amend the legislation.

This restriction, however, does not cover the payment of travel and subsistence allowances. In view of the number of venues in the parish that the parish council uses for its meetings the Clerk suggests that co-opted members be allowed to claim mileage for attending parish council meetings and meetings of its committees unlike members in receipt of a Councillor or Chairman's Allowance.

Elected parish councillors can receive a parish councillor allowance which is paid to cover their expenses. It is therefore suggested that if an allowance is not claimed or is not available then that councillor can claim car mileage to attend parish council meetings and meetings of its committees within the parish.

It is also suggested that councillors not in receipt of an allowance who are asked to attend the office to undertake council business e.g. authorising payments, internal audit etc. are allowed to claim mileage.

Secondly, the current 45p per mile allowance is the maximum that can be paid without incurring a tax liability. If members were to wish to increase this figure then tax will be charged on the difference between 45p and the larger sum. Currently office staff receive the higher KALC and SLCC agreed mileage rate related to the cc of the car with a maximum of 65p per mile and income tax charged on the 20p difference.

If members wish to amend the travel and subsistence allowance to take this into account it could read as.

New

Travel Cars and vans [45p or 62p] per mile

Motorcycles 24p per mile

Bicycles 20p per mile

Breakfast £5.37

Lunch £7.70

Tea £3.04

Dinner £9.53

Travel and subsistence allowances "Payment of any costs (fuel/taxi – inc. a reasonable gratuity paid) will only be paid to previously authorised Councillors i.e. the appointed members of external bodies or who have accepted an invitation to attend a meeting at the express permission of the full Parish Council.

Taxi costs will only be paid to those that wish to claim it and are on an authorised journey conducting Parish Council business (but not Boxley Parish Council meetings or any of its committees) if the journey in any part is between the hours of 1800 – 0800 hours. A receipt which can include a reasonable tip must be submitted.

Councillors not receiving a parish councillor allowance may claim car mileage to attend meetings of the parish council and meetings of its committees or if they are asked to attend the office to undertake council business e.g. authorising payments, internal audit etc. are allowed to claim mileage.

Reasonable subsistence payments for refreshments will only be paid when the Councillor is away from home for more than 5 hours.

Councillors claiming car mileage will be required to submit a car mileage forms.

Item 16.2 Policy on dealing with Code of Conduct Complaints (review)

Clerk's note: KALC has not identified that there has been any change to the legislation so it is considered that the policy is still fit for purpose.

Current document.

Boxley Parish Council attempts to always work in an open and accountable way. While it is recognised that there may occasionally be complaints against individual Parish Councillors, in order to be fair to members, the Parish Council will not publicly acknowledge such a complaint until the independent Maidstone Borough Council Monitoring Officer decides that there is a case to investigate. The Parish Council will take no action that interferes with the investigation or which may inflame the situation. It has however no control over what the complainant makes public.

If a member or officer of the Parish Council receives a complaint that may fall within the Code it shall be immediately passed on to the Clerk or Chairman/Vice-Chairman for referral to the MBC Monitoring Officer.

On receipt of a complaint the Chairman* will write a **confidential** briefing note to all councillors simply stating that Councillor X is the subject of a complaint which has been referred to the Monitoring Officer. In the interests of fairness the issue/complaint will not be discussed at any Parish Council meeting.

If the Monitoring Officer decides to take no further action then the Chairman* will write a

confidential briefing note to all councillors stating no further action is being taken. The issue/complaint will not be discussed at any Parish Council meeting and it is up to Councillor X whether he/she wishes to have the complaint acknowledged publicly as unfounded.

If the Monitoring Officer notifies the Parish Council of a decision to further investigate the complaint, the Chairman* will write a **confidential** briefing note to all councillors stating this. The issue/complaint will not be discussed at any Parish Council meeting** however the Chairman and Vice-Chairman will draft a press release for use if the complaint becomes public. The press release will stick to the facts and not comment on the actual complaint. If subsequently the Monitoring Officer's decision is to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken.

On notification that the Monitoring Officer considers that there is substance to the complaint, which is when it is likely that the complaint will become public, the Chairman* will again write a briefing note to inform all councillors of the situation. Advice will be sought from the Monitoring Officer on whether the issue should be acknowledged as an item at the next Parish Council Meeting. The Parish Council (and individual councillors if approached) will stick to the facts and not comment on the actual complaint. The press release will be reviewed and, if necessary, released.

At the conclusion of the investigation the Parish Council will prepare, if necessary, another press release acknowledging any decision made by the Monitoring Officer. A draft of this press release will be supplied to all councillors. If it is felt necessary an emergency Parish Council meeting will be arranged.

*or if necessary the Vice-Chairman or Clerk.

** If there is a recommendation from the Monitoring Officer that Councillor X or the Parish Council might require some training then the Parish Council will need to discuss generalities (i.e. need for and cost of training) but specifics of the complaint/decision will not be discussed.

Item 17. Reports from councillors/office

17.1 'Your Army' presentation, Kent Event Centre, 28 April 2016. Report by Cllr Ivor Davies to follow.

Item 19. Matters for Decision

Item 19.1 Maidstone's Civic and Freedom Parade and Civic Service will be held on Saturday 21 May. The parade will provide the opportunity to welcome our new Mayor, Cllr Derek Butler, to office and for 36 Engineer Regiment to exercise their Honorary Freedom of the Borough by marching through the Town with bayonets fixed. The parade will pass the Town Hall at 11.45 on its way to All Saints Church for the Civic Service, which commences at 12.00.

The Mayor-Elect is pleased to invite your Parish to attend the Civic Service. If your Parish would like to be represented at the service I would be grateful if you would reply by 11 May so that tickets for seating in the Church can be posted out to you.

Item 21. Matters Information

- 22.1 KCC and Maidstone Gateway (e-mail 11.04.206) KCC will be relocating its services to other KCC properties with the work completed by October 2016.
- 22.2 KALC Parish News (circulated to members).
- 22.3 Wild Kent. KWT Spring 2016 magazine.
- 22.4 CPRE Countryside Voice Spring 2016 magazine.
- 22.5 Medway Neighbourhood Watch Spring 2016 magazine.