



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 the Meeting of the Parish Council will be held on Monday 2 October 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30 pm.

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
 2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
 3. **Minutes of the Parish Council Meeting 4 September 2017** (7.32)
To consider the minutes and if in order sign as a true record (pages 3-5).
 4. **Matters Arising From the Minutes** (7.35)
 - 4.1 Minute 3019/4.1 Honour Boards. It is planned to undertake another visit to the archives in September.
 - 4.2 Minute 3019/4.3 HGV signage. The sign has been purchased and is awaiting installation by KCC, a delay has been caused by the need to obtain location approval from the Tonbridge & Malling Highways area.
 - 4.3 Minute 3019/4.4 BT box Sandling. See report (page 5)
 - 4.4 Minute 3020/12.2 Parish Tour 11 November 2017.
 - 4.5 Minute 3020/12.4. Local Nature Reserve Grove Green. Response awaited from MBC, the resident is liaising with the local community.
 - 4.6 Any other matters arising from the minutes which are not on the agenda.
 5. **Crime Report and Police Issues** (7.40)
Crime statistics (page 6).
- Adjournment to enable members of the public to address the meeting** (7.45)
6. **Draft Minutes of Recent Committee Meetings** (7.55)
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 4 September 2017 (pages 6-9).
 - 6.2 Finance and General Purposes Committee meeting 12 September 2017 (pages 9-11).
 - 6.3 Environment Committee meeting 18 September 2017 (page 11-15).
 7. **Finance** (8.00)
 - 7.1 Payments made out of meeting 29.08.2017-25.09.17. See report (pages 17-19).
 - 7.2 Receipts for the period 29.08.2017-25.09.17. See report (pages 19-22).
 - 7.3 Account balances (page 23).
 8. **Policies and Procedures** (8.06)
 - 8.1 Community Engagement Strategy /Protocol for attending PC and Committee Meetings
-Combined policy – As this is to be a combined policy this will be deferred to the November meeting.

9. **Reports from councillors/office** (8.15)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
- 9.1 Draft minutes of the Maidstone KALC Committee 11 September and Cllr Ivor Davies attended. See report (page 15).
- 9.2 KWT AGM. Cllr Bob Hinder attended. See report (page 16).
- 9.3 Licensing of New Vicar at St Mary and All Saints. Cllr Bob Hinder attended. See report (page 16).
10. **Reports from Borough and County Councillors** (8.25)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
11. **Budget** (8.35)
 Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees.
12. **Matters for Decision** (8.36)
 To consider any issues, such as attendance at meetings or as identified on the evening.
13. **Correspondence** (8.45)
 None, to consider any received prior to the meeting.
14. **Matters for Information** (8.48)
 None, to consider any received prior to the meeting.
15. **Next Meeting** (9.03)
 6 November 2017 at The European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 30 October.

Pauline Bowdery
 Clerk to the Council.

Date 26 September 2017

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: None.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.
 Items to be returned to a future agenda: None.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 2 October 2017
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 on Monday 4 September 2017 at The European School of Osteopathy, Boxley commencing at 7.30pm.

Present: Mr V Davies (Chairman), Ms L Clarke, Mr J Constable, Mr I Davies, Mr P Dengate, Mr T Harwood (leaving at item 16), Mr G Hayday, Mr D Hollands, Ms K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery and 3 members of the public/press.

1. Apologies and absences

Cllrs Brooks (unwell), Bob and Wendy Hinder (holiday). Borough Councillor Derek Butler (MBC Mtg) and County Councillor Paul Carter. Cllr Radcliffe Godfrey (absent).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Councillors declared that they had been lobbied on items 12.3 and 12.4.

3. Minutes of the Parish Council Meeting 3 July 2017

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

4. Matters Arising From the Minutes

4.1 Minute 3007/4.2 Honour Boards. It is planned to undertake another visit to the archives in early September. **Noted.**

4.2 Minute 3007/4.3 Dog Waste. Cllr Wendy Hinder has asked that this issue is taken back to the Environment Committee. **Noted.**

4.3 Minute 3007/4.4 HGV signage. The sign has been purchased and is awaiting installation by KCC, a delay has been caused by the need to obtain location approval from the Tonbridge & Malling Highways area. **Noted.**

4.4 Minute 3007/4.5 BT box Sandling. BT are investigating why the kiosk was never removed. **Noted.**

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

5 Report from the PCSO and Police Issues

Members' **received and noted** A/Insp Rachel Cumberland about the changes to the PCSO coverage of parishes. Members expressed disappointment that PCSOs would not be attending parish council meetings or providing crime statistics. The parish office was asked to produce monthly crime statistics for the agenda. **Action: Office.**

The meeting was adjourned to allow a member of the public to comment on the BT box in Sandling (item 4.4). The meeting reconvened at 7.37pm.

6 Draft Minutes of Recent Committee Meetings

6.1 Environment Committee meeting 3 July 2017. **Received and noted.**

6.2 Environment Committee meeting 10 July 2017. **Received and noted.**

6.3 Finance and General Purposes Committee meeting 11 July 2017. **Received and noted.**

6.4 Estates Committee meeting 8 August 2017. **Received and noted.**

7 Finance

7.1 Payments made out of meeting 27.06.2017 – 29.08.2017. **Received and noted.** A

payment of £618.36 Boxley Fencing and Timber was queried. The Clerk thought it was a payment made for one of the volunteer groups an e-mail explaining the payment would be sent to members. **Action: Clerk.** Cllr Ivor Davies queried why the Chairman's Annual Report should cost so much.

7.2 Receipts for the period 27.06.2017 – 29.08.2017. **Received and noted.**

7.3 Account balances. **Received and noted.**

7.4 Parish Councillor Internal Audit. Cllr Hollands volunteered to undertake the audit. **Action: Cllr Hollands and Clerk.**

7.5 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories. **Noted.**

7.6 Successful Completion of End of Year Return 31 March 2017. An administrative error has been highlighted on the External Auditor Report, a number 8 was written instead of a number 6 in a sum in Section 2.4 (first column). A copy of the report and certificate will be issued with the F&GPC agenda. **Received and noted.**

8 Policies and Procedures

8.1 Adopted Code of Conduct Complaints (review). Members **approved the document and agreed** that future reviews would be part of the 'housekeeping' system.

8.2 Draft Minutes on Website and Dispensation policies: The Clerk, having reviewed, considers them still fit for purpose. **Noted.**

9. Reports from councillors/office

9.1 Old Chalk New Downs (OCND). Report from Cllr Bob Hinder. **Received and noted.**

9.2 Report on the ESO Graduation Service. Report from Cllr Bob Hinder. **Received and noted.**

9.3 Verbal report from Cllr Ivor Davis on the MBC Planning Committee concerning the STEM School Grove Green decision. **Received and noted.** The decision had been deferred to allow committee members to receive more information and clarification on issues relating to the proposed and alternative access and adjustments to the travel plan. Cllr Davies reported that many of the Planning Committee expressed concern over the traffic impact and the catchment area of the school. The Chairman asked that **Cllr Ivor Davies receive a vote of thanks** as he had curtailed his holiday to attend the meeting on behalf of the parish council.

10 Reports from Borough and County Councillors

There were none.

11 Budget

11.1 Highway Project Budget. The report on the work of the Environment Committee was **received and noted.** The Chairman proposed that **the parish council approve the expenditure on a proposed safer crossing point for Grovewood Drive North. Unanimously agreed.**

11.2 Beechen Hall Extension. The report on the work of the Estates Committee was **received and noted.** The Chairman proposed that **the plan to extend the meeting room at Beechen Hall is approved and progressed. Unanimously agreed.** Cllr Hayday was informed that the availability of grants would be investigated and a previous investigation into solar power had indicated that the site at Beechen Hall was unsuitable.

11.3 Draft Budget 2018/2019. Members were reminded to submit any suggestions or projects to the parish office/committees. **Noted.**

12 Matters for Decision

12.1 Civic Regalia. Members **approved** the procedure for storing, transporting and wearing the Chairman's pendant. The Clerk confirmed that the pendant was insured.

12.2 Parish Tour 11 November. Members were asked to notify the Clerk by 8th September if they would be attending. **Action: Councillors.** It was suggested that the Newnham Court pub might be a good lunch stop.

12.3 Tunbury Sarsen Stones Walderslade Woodlands. Member's welcomed Dr Shelley's

report and the interest he had shown in the stones. After discussion, it was **agreed** that no action that would draw attention to the stones would be taken and the situation would be monitored and kept under review. **Action: Office.**

- 12.4 Five Acre and Wents Woods Weaving. After lengthy discussion, it was **agreed:**
- MBC would be contacted about the possibility of having a wider Local Nature Reserve covering the two woods, Weaving Heath and the remaining remnant of Grove Wood on Grovewood Drive North.
 - The resident to be contacted about organizing local support.

It was recognized that MBC managed the area and that Anti-Social Behavior did occur and increase after some types of management.

- 12.5 KCC Highways, Transportation & Waste Parish Seminar 23rd October at Oakwood House, Oakwood Rd, Maidstone ME16 8AE. Councillors were asked to notify the office if they wished to attend. **Action: All councillors.**

13 Correspondence

- 13.1 Invitation to KWT AGM Sat 23 September. Cllr Bob Hinder had asked to attend. **Action: Cllr Bob Hinder and office.**
- 13.2 Maidstone KALC to be informed that Nu-Venture Bus Services serve Boxley Village (130) and Lords wood (155).

14 Matters for Information

- 14.1 CPRE Countryside Voice Summer 2017.
- 14.2 KALC Parish News. Supplied to councillors.
- 14.3 KWT Wild Kent Summer 2017.
- 14.4 DCLG Publication You've got the power: a quick and simple guide to community rights.
- 14.5 Medway Neighbourhood Watch Newsletter. Summer 2017.
- 14.6 MBC Planning Committee. 28th September 2017, the Forge Lane, Boxley planning application might be included on the agenda with a recommendation for permission to be given.

15 Next Meeting

2 October 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm.

In view of the confidential nature of the next items the Chairman moved that the public and press be excluded from the meeting.

Item 17 was taken at this point in the meeting.

16. Wildfell Close

Cllr Harwood, to ensure there was no conflict with his role as a member of the MBC Planning Committee left the meeting at this point.

The Clerk's report on the current situation regarding the planning application was **received and noted**. The Clerk was given guidance on the action to be taken as the situation develops.

17. Civic Recognition Recommendations

No names were submitted. The Chairman invited members to contact the Clerk if they wish to nominate anyone.

Meeting closed at 21.00 p.m.

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

4.3 BT box Sandling. The box is on a work list to have its electrical supply removed and it will then be dismantled. Currently there 15,000 work requests outstanding and this is not a priority so may take 1-2 years to happen.

Item 5 Crime Report and Police Issues

Purpose of Item: Information.

Theft

Between 12:01am on Sunday 1st of January and 4:30pm on Tuesday 19th of September in Briar Fields. Items have been removed from a property without consent. Crime Report No. YY/026822/17 - Posted 2017-09-20

Vehicle Interference

On Tuesday 19th of September between 12:01am and 3:40pm in Fir Tree Grove. A ford Focus was broken into. A window was smashed and the ignition lock was destroyed in an attempt to steal. Crime Report No. YY/026851/17 - Posted 2017-09-21

Criminal Damage

On Sunday 10th of September between 7:45pm and 9:10pm in Badger Road. A Citroen Berlingo van parked in the road had a window smashed. Crime Report No. YY/025962/17 - Posted 2017-09-11.

Theft Of Motor Vehicle

On Saturday 9th of September between 8:00am and 8:00pm in Bearsted Road. A Vauxhall Combo van was stolen from the road. Crime Report No. YY/025964/17 - Posted 2017-09-11.

Theft

Between 10:00pm on Sunday 27th of August and 7:30am on Monday 28th of August in Saddlers Close. Plant pots were stolen from a property. The pots contained conifers, shaped like a sphere. Crime Report No. YY/025564/17 - Posted 2017-09-07.

Theft

Between 5:30pm on Thursday 31st of August and 7:30am on Friday 1st of September in Grove Green Road. A skip full of rubbish from a refurbishment was stolen from outside the property. Crime Report No. YY/025038/17 - Posted 2017-09-02.

Criminal Damage

On Friday 25th of August between 5:00am and 6:00am in Bearsted Road. A vehicle was vandalised. Crime Report No. YY/024756/17 - Posted 2017-08-31.

Theft

Between 7:30pm on Monday 28th of August and 6:00am on Tuesday 29th of August in Saddlers Close. Plants and pots were removed from a garden without consent. Crime Report No. YY/024609/17 - Posted 2017-08-30.

Theft

Between 8:30pm on Sunday 27th of August and 9:25am on Monday 28th of August in The Hedgerow. Two red ceramic plant pots were stolen from outside a residential property. The pots are about 2ft high and contained triangular shaped topiary shrubs. Crime Report No. YY/024514/17 - Posted 2017-08-29.

Burglary Of Dwelling

On Friday 18th of August between 1:05pm and 2:40pm in The Street. A shed at a residential property was broken into and jewellery was stolen. Crime Report No. YY/023635/17 - Posted 2017-08-20

Item 6 Draft minutes of recent committee meetings. Purpose of Item: Information.**Item 6.1 Minutes of the Environment Committee on Monday 4 September 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 9.02 pm.**

Councillors present: Mr P Dengate (Chair), Ms L Clarke, Mr J Constable, Mr Ivor Davies, Dennis Hollands, Ms Kaz Macklin (visiting councillor), together with the Clerk.

Mr

1 Apologies and absences

Bob and Wendy Hinder (holiday).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3 **Planning Applications for Consideration**

17/500471/FULL. Erection of 2 no. dwellings with associated landscaping and car parking. Land North Of Street Farm Cottages Forge Lane Boxley.

Ratified: The parish council having considered the amended plans and having noted the reduction in the height and some of the bulk of the buildings still considers that its previous reasons for objection have not been fully addressed. It has been drawn to the parish council's attention that there are no retail or educational facilities in or near the village. The parish council therefore still wishes to object to the planning application and have it reported to the Planning Committee.

17/503537/FULL. Creation of car parking and installation of entrance barriers. Safeway Offices Beddow Way Aylesford. **Ratified:** Do not wish to object.

17/503510/REM. Approval of Reserved Matters for Access, Appearance, Landscaping, Layout and Scale following Outline Approval for 13/1687 - An outline application with all matters reserved for future consideration for a new 12 court sports hall and ancillary accommodation. To be completed in 2 phases. Valley Park Community School Huntsman Lane Maidstone. **Ratified:** Do not wish to object.

17/503505/FULL. Demolition of existing garages and erection of three detached garages. Elm Tree Cottages Lidsing Road Lidsing. **Ratified:** Do not wish to object.

17/503538/FULL. Car park reconfiguration, new entrance gates and installation of new access at St Michael's Close, Aylesford. **Ratified:** Do not wish to object.

17/503728/FULL. Change of use from two apartments into one dwelling house, including rear and side extension. Replacement of front door with window, internal alterations and demolition of existing summerhouse and erection of detached ancillary/granny annexe accommodation at Cla Mer Weaving Street Weaving. **Ratified:** Do not wish to object however members wish to see a condition that the ancillary/granny annexe is linked to the residential use of the main property and cannot be sold or rented as a separate unit.

17/503797/FULL. Construction of single storey rear extension. Conversion of existing garage into habitable room for use as single bedroom at 21 Galena Close, Walderslade. Cllr Kaz Macklin raised concern over loss of garage and where vehicles are going to be parked. **Ratified:** Do not wish to object.

17/502657/FULL Variation of Condition (02) of planning permission MA/13/1348 - Demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 no. dwellings with access, parking and landscaping (to allow the use of handmade clay tiles in place of Kent peg tiles). Street Farm The Street Boxley. **Ratified:** Wish to see refused. Permission for the traditional farmyard buildings to be converted to residential dwellings was granted in 2013 with the condition that handmade Kent peg tiles were used. MBC identified that this, and other conditions, was needed, "to ensure the appearance and character of the buildings, the setting of the listed buildings and the conservation area is maintained".

The 2016 application (16/500889) was refused by Maidstone Borough Council on the grounds that "The roof tiles which have been used are out of character and harmful to the appearance of the buildings and are inappropriate in the context of the setting of the Listed Buildings and Conservation Area, contrary to paragraphs 58, 60, 61, 64, 131 and 137 of the National Planning Policy Framework".

This development is immediately adjacent to the Boxley Village Conservation area and is on the edge of the village which is within the AONB. Street Farm is a prominent site and is visible from the North Downs and also as you approach/enter the village from the south;

with its traditional courtyard layout and the large roofed structures the parish council considers that the original condition and the 2016 refusal should be upheld.

If the planning officer is minded to permit this application the parish council wishes to have it reported to the Maidstone Planning Committee but would welcome contact with the planning officer prior to any referral so that this request can be confirmed.

17/503883/TPO Application for - 1 x Mature Field Maple in the rear garden - To remove to ground level. 12 Quinion Close Walderslade. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/503959/FULL Installation of sprinkler tank and pump house within perimeter boundary of existing store service yard. Tesco Stores Ltd Minor Centre Grovewood Drive North Weaving. **Ratified:** Do not wish to object.

17/503934/TPO application - 3 x Hornbeam trees - reduce the crown of the trees by 40%. 2 Olivine Close Walderslade. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/503678/FULL Erection of a two-storey side extension. Woodlands Boarley Lane Sandling Maidstone. **Ratified:** Do not wish to object but it was considered that the roofline is unsympathetic to the design of the original property due to its bulk and size.

17/502043/ADV REVISED DETAILS Advertisement consent for the insertion of 1no. illuminated logo board, 1no. illuminated totem sign, 2no. illuminated corex signs with trough light and 1no. externally illuminated post mounted double sided welcome sign. The Running Horse Chatham Road Sandling. **Ratified:** Reiteration of previous response which was Wish to object but not deferred to Planning Committee.

17/503953/FULL Change of use from office to D1 use of one office at this address to be used as an Ultrasound Studio for pregnant women on a part-time basis. The Nursery Restaurant Dunn Street Bredhurst. **Ratified:** Do not wish to object.

17/503984/TPO application for 1no. Hornbeam Tree - Coppice 10 stems. 25 Round Wood Close Walderslade. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/504127/ TPO Application for multi stem sweet chestnut (*Castanea sativa*) - Section fell to ground level. 6 Goldstone Walk Boxley Walderslade. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/504145/FULL Single Storey Rear extension. 8 Highridge Close Weaving. **Ratified:** Do not wish to object.

17/504280/TPO application to crown reduce 1 no. Hornbeam tree in front garden by 3-4ft from branch tips. General maintenance required to prevent overgrowth and tree spreading too far. 25 Micawber Close Walderslade **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/504284/TPO application - 2no. Quercus Rober - 3m crown lift and dead wood removal, 1no. Quercus Rober - Ivy and dead wood removal, 3m crown lift, 1no. Quercus Rober - Severe ivy, dead wood removal and 5m crown lift, 1no. Quercus Rober - Severe ivy and dead wood removal, 1no. Quercus Rober - 3m crown lift, dead wood removal and 3m clearance from security fence (prune), 1no. Quercus Rober - Dead wood removal, 3m clearance from existing fence line, 1no. Quercus Rober - Ivy removal, deadwood removal, 3m crown lift, 3m clearance away from building. The Maidstone Studios Vinters Business Park New Cut Road Maidstone. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/501758/TPO Tree Preservation Order application to reduce crown towards South over main drive by 2m leaving a crownspread of not less than 4m of 1no. Oak. 15 Galena Close Walderslade. **Ratified:** Do not wish to object defer to the views of the Landscape Officer.

17/504038/FULL Removal of dead orchard and convert to paddock and stable block to be erected. (2 stables and 1 storage hay barn), hardstanding in front of stable block and gravel or slate area for parking. Hedges to be re-instated. Land Adjacent The Pump House The Street Boxley. Do not wish to object.

4 **Road naming Maidstone Studio Development.**

Members **agreed** three names
Whatman Drive
Valley Heights (for the flats)
Parchment Close

In view of the work of Donal and Lida MacGrory in establishing the Nature Reserve members wished to name a road MacGrory Drive. Cllr Constable volunteered to contact Mrs MacGrory for permission to use the family name. If permission was declined then Fullers Drive would be submitted to Maidstone Borough Council. **Action: Cllr Constable and parish office.**

5 **Next Meeting**

Next full environment meeting 11 September 2017 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.20 pm.

Item 6.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 September 2017 commencing at 7.30 p.m.

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

1 **Apologies and non-attendance**

Cllrs Bob and Wendy Hinder (holiday).

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

None.

3 **Minutes of the meeting of 11 July 2017**

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

4 **Matters Arising From the Minutes**

4.1 Minute 2991/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that there had been some communication and advance in the paperwork and he would send the information on to the Clerk. **Action: Cllr V Davies.**

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

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

5. **Financial report.**

5.1 Reconciliation of accounts reports.

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

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

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

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

5.1.5 Barclays Bank. **Received and noted.**

- 5.1.6 Lloyds 3 month. **Received and noted.**
 - 5.1.7 Lloyds Bank 12 mths. **Received and noted.**
 - 5.1.8 Nationwide Beechen Hall. **Received and noted.**
 - 5.1.9 Nationwide PC. **Received and noted.**
 - 5.2 Investments. The maturity dates were **noted.**
 - 5.3 Bank Charges. The Chairman's report that the parish council would now be incurring bank charges was **received and noted.** Members **approved** the Chairman's recommendation **to remain with the Unity Trust Bank and incur the charges.**
 - 5.4 Income/Expenditure report as at 1 September 2017. **Received and noted.** Code 4150/120 was identified as needing explanation as it was significantly more than the budget. **Action: Clerk.** Discussion took place on the design of the report and the Chairman requested that printing the column titles on each page be investigated. **Action: Clerk.**
 - 5.5 Trial Balance. Lengthy discussion took place on the design and detail of this and other financial reports. For the benefit of councillors and the public, the Clerk was asked to include on each financial report in future a note explaining its purpose. **Action: Clerk.**
 - 5.6 Phased budgets. The Clerk's explanation on why the report had been produced in that format and the plan to start a phased budget in the next financial year was **received and noted.** Members gave suggestions for improvements. **Action: Clerk.**
 - 5.7 Completion of End of Year Return 31 March 2017. **Received and noted.**
- 6 **Contingency Fund and Budget adjustments**
None requested.
- 7 **Personnel matters**
- 7.1 TOIL, training, leave and leave/sickness cover. Members received an update.
 - 7.2 Staff appraisals. The Clerk's appraisal is to be completed by 4 October. **Action: Cllr B Hinder.**
- 8 **Budget 2018/2019**
Draft Budget 2018/2019. Members were reminded to submit any suggestions or projects to the parish office. **Action: All councillors.**
- 9 **Grant Requests**
- 9.1 Remembrance Day Wreath. The Chairman proposed seconded by Cllr Clarke that a **donation of £110 be made. Unanimously agreed. Action: Office.**
 - 9.2 Maidstone Community First Responders. After lengthy discussion Cllr Vic Davies proposed seconded by Cllr Clarke that a **donation of £100 be made. Unanimously agreed.** Were a further donation to be requested members would welcome information on how many incidents were responded to in the parish. **Action: Clerk.**
- 10 **Independent Internal Auditor Review.**
After discussion, it was **agreed** to review the appointment of the current auditor in time for the 2019/2020 financial year. **Action: Office.**
- 11 **Policies and Procedures: Reports and Reviews**
- 11.1 General. Risk Assessment. The Clerk was asked to recirculate electronically the document for members to submit any comments. **Action: All Councillors.** The document to be returned to the next meeting if significant changes were requested. **Action: Clerk.**
 - 11.2 Grievance Procedure. **Approved with no changes to the current document.**
 - 11.3 Disciplinary Procedure. **Approved with no changes to the current document.**
 - 11.4 Health and Safety Accident Book report for previous 12 months. One minor accident reported, advice and lightweight work gloves were issued to the Caretaker to ensure a similar incident did not recur. **Noted.**
 - 11.5 Competency Review. **Received and noted.**
 - 11.6 General Data Protection Regulation (GDPR). **Received and noted.** The Clerk to monitor the situation and take guidance from KALC. The Clerk confirmed that the

parish council worked to the Data Protection Requirements and would soon be issuing an advisory notification to persons whose personal information is retained by the council and which is processed in some way, this included councillors and members of the public who asked to be on the community alert system. **Action: Clerk.**

11.7 Legal Review. The Clerk's report on how the parish office keeps updated on legal issues was **received and noted.**

12 **Electronic Communication and Outreach**

Some discussion took place on the website and other methods of communication used by the council. The Clerk was asked to refresh the information on the website. **Action: Clerk.** As it was 9.30 pm the Chairman decided to close the meeting and deferred further discussion on the item until the next meeting.

The Clerk was asked to set out proposals for programme funding of the Beechen Hall Extension and advise on the requirements for a Public Works Loan. The Chairman approved the arrangement of an additional F&GPC meeting if it was considered necessary. **Action: Clerk.**

13 **Matters for Information**

None.

14 **Date of Next Meeting**

Tuesday 14 November 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.30 p.m.

Item 6.3 Minutes of the Environment Committee on Monday 18 September 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate Mr D Hollands and Mr Bob Hinder, together with the Clerk.

2 **Apologies and absences**

Cllr Constable (absent).

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

There were none.

3 **Minutes of the Meetings 3 & 10 July 2017**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3010/4.1. Land to the rear of Tesco Grove Green. Parish office will undertake the work when it is able. It was **agreed** that the item would be returned to the agenda when it had been progressed. **Action: Office.**

4.2 Minute 3010/4.2 Development Wildfell Close. The response from MBC to the argument that it should not take 40% of the enabling funds for affordable housing is awaited. Residents have been asked to write letters to the Planning Officer to support the parish council's wish to have the enabling fund to secure the long-term future of the woodlands. **Noted.** The Chairman encouraged councillors to write personal letters of support. Cllr Bob Hinder volunteered to speak at the MBC Planning Committee meeting. **Action: Cllr Bob Hinder.**

4.3 Minute 3010/4.4 Community Payback Service. The parish council has signed up to the scheme and is now awaiting notification of free slots. The parish office to put together a task list and liaise with residents about areas that needed work. **Received and noted. Action: Parish office.**

- 4.4 Minute 3010/4.6 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the next MBC liaison meeting. **Noted.**
- 4.5 Minute 3010/5 Pre-application visit from Kitewood, land at Impton Lane arranged for 9 October. **Noted.**
- 4.6 Minute 3011/8.3 Speed Reduction Walderslade Woods Road. County Councillor Carter will not be funding the speed reduction. **Noted.** Members expressed disappointment at the decision and lack of action from KCC. After discussion members **agreed no further action.** The issue to be reviewed in 12 months' time. **Action: Office.**
- 4.7 Minute 3011/8.3 Highway issues. Members **received and noted** the report on the meeting and that Helen Whately MP would be seeking to enlist the help of her neighbouring colleagues in raising the issues concerning junction 3 of the M2 and the A229. The Clerk was asked to chase for an update. **Action: Clerk.**
- 4.8 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**

17/504277/FULL Erection of detached garage. 46 Bargrove Road Maidstone.
Do not wish to object.

17/503989/FULL Replacement of existing temporary structure with a two storey portacabin to provide additional storage space and a conference room for The Veterinary Hospital, Newnham Court Veterinary Group Newnham Court Farm Bearsted Road Weaving.
DNWTO but concern about the loss of car parking spaces.

17/504449/TPO application to crown thinning by 50%-80% and crown reduction by 50% of one Oak Tree. 6 Abigail Crescent Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

17/504403/TPO application for 2 No Hornbeam to reduce crown by no more than 40% and reducing height of tree, ensuring tree is no lower than 12m and leaving a radial crown spread where possible of not less than 3m leaving a balanced symmetrical crown. 2 The Covert Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

17/504432/FULL. Erection of a single storey side and rear extension. 16 Birch Drive Walderslade.
Do not wish to object.

17/504380/FULL. Conversion of garage into a habitable space. 53 Franklin Drive Weaving.
Do not wish to object.

17/502985/FULL. Erection of a rear conservatory. Allenhurst Grove Green Lane Weaving.
Do not wish to object.

17/504517/TPO. Tree Preservation Order: To fell 1no. Oak. 25 Orbit Close Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

17/504481/FULL Erection of a single storey rear extension, conversion of garage into a study/storage area, and conversion of loft into a bedroom/ensuite. 1 Malus Close Walderslade.
Do not wish to object.

17/504014/TPO application for 1no. Maple - Cut back branch to boundary to clear fence line. 16 Greensands Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

17/504564/TPO application for 3no. Hornbeams - Reduce height by approx 15ft and crown thinning, 1no. Silver Birch - Reduce height by approx 15ft and crown thinning. 10 Cinnabar Close Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

17/503806 Erection single storey side extension. Hillside Harbourland Close Boxley. Do not wish to object but grave concerns were raised about access and egress to the property. A condition regarding onsite parking being provided prior to development starting is requested.

MBC Planning Committee. 28th September 2017.

Unit 33 Lordswood Industrial Area. The agenda item was withdrawn from the 5 September Planning Committee meeting as the Planning Officer required a report on the adjacent Ancient Woodland. It is likely to be taken to the 28 September meeting. The parish council had reported that the Ancient woodland adjacent to the site had been cleared and that a hard standing had also been put in place without permission. Cllr Clarke volunteered to attend on behalf of the parish council.

Action: Cllr Clarke.

Two dwellings at land adjacent to Forge Lane, Boxley. The planning application might be included on the agenda with a recommendation for permission to be given.

Cllr Clarke volunteered to attend on behalf of Boxley Parish Council. **Action Cllr Clarke.**

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

- 6.1 17/501471 Stem School Grove Green and 17/502100 Bredhurst Nursery Dunn Street. Cllr Ivor Davies's gave a brief report on his attendance at the MBC Planning Committee. **Noted.**
- 6.2 MBC Planning Committee 7 September. Unit 33 Industrial area. The application was withdrawn from the agenda at the request of the planning officer to allow further investigation into the Ancient Woodland issue. **Noted.**
- 6.3 Review of recent decisions that did not correspond with BPC responses. The item was deferred to the next meeting and the Clerk was asked to arrange for the plans to be projected onto a screen so that all members could review them. **Action: Office.**

7. **Highways and Byways**

- 7.1 Lidsing Road. Request for road painted chevrons at all its junctions. Members **received and noted** the KCC response that there were no crash statistics to support a request for the work. **Noted** but review in 6 months. **Action: Office.**
- 7.2 Milestone Chatham Road, Sandling. Request for refurbishment. Members' supported in principle the refurbishment and having noted the Residents' Association's offer to finance the refurbishment and asked the Clerk to liaise with the Association. The item to come back to the committee if the Residents' Association decided not to fund the refurbishment. **Action: Clerk.**
- 7.3 Bulbs. Members' **agreed** to release a budget of £300 to purchase native daffodils for planting in the parish. The Clerk was asked to circulate a list of areas that had been put forward for planting and to liaise with the Rotarians about their offer to plant crocus bulbs, members **agreed** to offer to purchase the bulbs from them. **Action: Clerk.**
- 7.4 Dog waste bin complaints. After discussion, it was **agreed** that John Edwards would be invited to a meeting to discuss the situation with regards to dog waste. **Action: Office.**
- 7.5 KCC Highways, Transportation & Waste parish Seminar 23rd October at Oakwood House, Oakwood Rd, Maidstone. **Noted.**
- 7.6 Maidstone Studio Development. Having obtained Mrs MacGrory's permission MacGrory Drive was put forward for one of the roads on the new development. **Noted.**

8. **Highway Projects Budget**

- 8.1 Safer Crossing Point Grovewood Drive North. Traffic and pedestrian flows surveys are scheduled to start on Tuesday 19 September for one week. The results of the survey will be available early October. **Noted.**
- 8.2 Decision to fund safer crossing point on Grovewood Drive North, resident's comments. After considering the resident's e-mails members **agreed** a response to

the resident stating that they felt it would have been irresponsible to spend public money on the legal expenses of a Road Traffic Order and yellow lines when there was a likelihood of this being funded by a planning application. Members' asked for a review of the situation regarding Grovewood Drive South next year once the decision on the school planning application is known. **Action: Clerk.**

9. Maidstone Local Plan

The update on the Inspector's final report and Helen Whately's MP request to the Government Minister to call in the Local Plan were **received and noted.**

10. Policy and Procedures

Planning reminder. Members **received and noted** the reminder on the procedure for making a decision on a planning application added to the supplement agenda.

11. Members Reports

11.1 Site visit Boxley Road, Walderslade. The Clerk's report was **received and noted.**

11.2 M2 Junction 5 Improvements (Sittingbourne Junction). After discussion members **agreed** the response as The parish council welcomed this much needed improvement to the local transport network to keep the traffic moving safely. It is hoped that this type of improvement is extended to other congested junctions like junction 3 of the M2.

The Clerk was asked to identify whether the A249 was intended to be the primary route for the Lower Thames Crossing. **Action: Office.**

12. Volunteer Groups

12.1 Friends of Boxley Warren. Cllr Bob Hinder would be attending the October meeting of the Boxley Warren Advisory Committee.

12.2 Walderslade Woodlands Group. Cllr Ivor Davies notified members that the volunteers had recently cleared the area around the picnic benches and tables.

13. Matters for Information

13.1 Proposed development Darland Farm, Pear Tree Lane, Gillingham (MC/17/2341). Medway Council has request a screening opinion for construction of a residential development; up to 500 dwellings at this site. **Received and noted. Action: Office to monitor.**

13.2 Planning Enforcement presentation. Electronic and paper copies were supplied to members.

13.3 Waitrose has withdrawn from the Eclipse Park site. **Noted.**

14 Budget 2018/2019

Draft Budget 2018/2019. Members were reminded to submit any suggestions or projects to the parish office/committees. **Noted. Action: All councillors.**

15 Next Meeting

Next Environment Committee meeting 9 October 2017 at Beechen Hall commencing at 7:30pm.

In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted the discussion was taken in confidence.

16. Enforcement and Section 106 updates from MBC

Cllr Ivor Davies gave a report on a recent Planning Enforcement Presentation he had been to which highlighted the lack of staff in the Enforcement Office.

Members **received and noted** the update on five outstanding issues. Members were extremely concerned that there was no effective enforcement and that Maidstone Borough Council was seen as a soft touch.

Meeting closed at 9.15pm.

Item 9. Reports from councillors/office Purpose of Item: Information.

Item 9.1 **KENT ASSOCIATION OF LOCAL COUNCILS**

Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 11 September 2017.

Present: Councillors: Geraldine Brown (Chairman) Yalding, Helen Anderson (Secretary), Fay Gooch Barming, Robert Turner and Ron Galton Boughton Malherbe, Ivor Davies Boxley, Keith Woollven Coxheath, Tim Turnhill East Sutton, Fred Stanley Harrietsham, Lyn Selby Headcorn, Bob China Leeds, John Perry Staplehurst, Eve Poulter and Janet Burnett (Clerk) Sutton Valence, Chris Douglass Teston.

1. Apologies. Councillors: Bob Hinder Boxley, Steve Bowring Bredhurst, Tina Clark and Mike Lovell Broomfield and Kingswood, Chris Webb and Mike Fitzgerald Chart Sutton, Malcolm Arnold East Sutton, Nigel Pyman Headcorn, Gary Thomas Hunton, Bernard Cresswell Linton, Lesley Mannington Marden, Robin Gardner Otham, Lorraine Cook Sutton Valence, Peter Couling Teston, Peter Titchener and Fiona Kenward Ulcombe.

2. Minutes. The minutes of the 7 June 2017 meeting were taken as read, confirmed as a correct record and signed by the Chairman.

3. Presentation by Sue King and Rebecca Prideaux from Maidstone Borough Council – An excellent presentation was received which was very informative and highlighted the issue of the lack of funding available for furthering 'direct action' cases. The power point slides will be distributed to Councils.

4. Matters Arising. No items were raised.

5. Reports from Representatives:

5.1 Parish Liaison Group.

5.1.1 Parish/Maidstone Borough Council Liaison A survey has been distributed to Councils regarding the Parish Services Scheme. The deadline for completion was the 4 September.

5.1.2 Planning A planning review has been carried out by the Borough Council in order to help streamline the department and to create and share roles.

5.1.3 Local Plan Review The Local Plan is going to Full Council on the 27 September for adoption. The Maidstone KALC Team have indicated that they will not seek to get the plan overturned at this stage but will seek confirmation from MBC that KALC will be involved from the early stages in the review to be completed by 2021.

5.2 KALC Executive Committee Draft minutes have been circulated to Councils.

5.3 Maidstone Joint Transportation Board No report received.

6. Any Other Business

It was sometimes felt that photographs shown at the planning committee do not truly represent the full site and it was asked whether Parishes could submit their own photographs or have the means to show them during the allotted 3 minutes. After much discussion, it was felt that this would be hard to implement and it was felt that the best way to address this was for councils to lobby the individual members directly.

Police Liaison Meeting – Councils are reminded that the next meeting is on Wednesday 20 September at Maidstone Police Station, Palace Avenue at 7pm where the issue of PCSO's new roles will be discussed.

7. Time and date of the next meeting This will be held on Monday 27 November 2017 at the Town Hall, Maidstone starting at 7pm.
Meeting Closed at 8.35pm

Item 9.2 Report on KWT AGM

Saturday 23rd September 2017

I attended this meeting as representative of the Parish Council And it was the first occasion on which I had the honour of wearing the new civic regalia – noticed on my arrival by the Trusts CEO who inadvertently was partially responsible for us getting the regalia in the first instance!

The meeting was held at the Bridgewood Manor Hotel and on arriving and turning in to the entrance I was met by about 2 dozen protesters brandishing placards, posters, leaflets and a hunting horn being blown. This turned out to be a campaign aimed at stopping Michael Bax being re-elected as Chairman of the Trust. A large amount of security was evident on the site and searches were made on entrance to the Hotel.

The AGM followed the customary routine but was overshadowed throughout by the issue of the re-election of the Chair. Quite a number of the protagonist's had entered the room and we were bombarded by many points of the issues regarding field sports. All Trustees were requested to stand one by one and give their reasons and assurance regarding their stance on all field sports and you can imagine this took an inordinate amount of time. The President of the meeting Mr Robin Leigh Pemberton was saved in the end by the arrival of 1.30pm and the need to close in order for them to go to lunch.

An interesting visit!

Bob Hinder

Item 9.3 Celebration of New Ministries, Diocese of Canterbury

Installation of New Vicars for Boxley Parish

Monday September 25th at Boxley Church

I was extremely pleased to attend together with Wendy the inauguration of Captain Graham Bibby and The Reverend Paul Kite representing Boxley Parish Council at this event.

The service was led and conducted by the Bishop of Dover, the Right Reverend Trevor Willmott and the church was at bursting point with attendees.

This is the first time in three and a half years that the Parish now has incumbent Ministers. Graham and Paul will apparently be working mainly on Grove Green with Paul based in the Pilgrim Way area.

I was invited after the conclusion of the service to officially welcome them both on behalf on the Parish Council. During this welcome I did extend to them an invitation in my role as Chair of Friends of Boxley Warren to come along sometime to see the work we do but then realised, causing much mirth from the congregation that we in fact meet on sundays !

The event was followed by a "party," as the Bishop described it, in a marquee in the grounds of the ESO.

It was with much pride that I was able at long last to wear the official chain of office (twice now in three days) and very favourable comments were received from a number of people.

Bob Hinder

Chairman Boxley Parish Council

Item 7.1 Payments made out of meeting 29.08.2017-25.09.17.

No payments were made from the following accounts:

- Santander Investment Bond
- Barclays Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council

7.1.1 HSBC Payments

Date: 22/09/2017

Boxley Parish Council

Page 1

Time: 13:04

HSBC General Account

List of Payments made between 29/08/2017 and 25/09/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-----------------------------|
| 30/08/2017 | Suez Recycling & Recovery UK L | DD30775671 | 196.60 | | Refuse Collection - July |
| 01/09/2017 | Maidstone Borough Council | DD34/09 | 202.00 | | Rates |
| 11/09/2017 | Unity Trust Account | 102702 | 12,124.28 | | Payments made from UTB Bank |
| 14/09/2017 | Opus Energy - Electricity | DD62798389 | 142.10 | | Electricity Bill August |
| 20/09/2017 | OPUS Energy - gas | DD22699798 | 29.31 | | Gas Bill - August |
| Total Payments | | | <u>12,694.29</u> | | |

7.1.2 Unity Trust Bank Payments

Time: 13:05

Unity Trust Account

List of Payments made between 29/08/2017 and 25/09/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/09/2017 | Northstar IT Services | DD14032/3 | 165.94 | | IT Hosting & Back Up Services |
| 11/09/2017 | PKF Littlejohn LLP | SB20170876 | 480.00 | | Annual Return 16-17 Audit |
| 11/09/2017 | Sevenoaks District Council | 2047664 | 180.00 | | Premises Licence Beechen Hall |
| 11/09/2017 | John Hood | 97 | 300.00 | | Tree Surgery - Impton Lane OS |
| 11/09/2017 | Mr L Richmond | C168 | 50.00 | | Damage Waiver Deposit - Refund |
| 21/09/2017 | South East Water | 302 659 18 | 458.05 | | Water Bill - Allotments |
| 22/09/2017 | British Legion Poppy Appeal | 30081575 | 110.00 | Minute 3014/9.1 | Memorial Wreath |
| 22/09/2017 | Robin Hood Service Station | IMPREST 98 | 12.87 | Rob Burrows | Petrol for task days |
| 22/09/2017 | B & Q | IMPREST 98 | 12.60 | Rob Burrows | Petrol Can |
| 22/09/2017 | HBK | IMPREST 98 | 16.90 | Rob Burrows | Wheels for trolley |
| 22/09/2017 | Langley Steelworks Limited | IMPREST 98 | 1.68 | Rob Burrows | Washers for trolley wheels |
| 22/09/2017 | DK Van | IMPREST 98 | 4.50 | Rob Burrows | Vernier Calipers |
| 22/09/2017 | Strood Cobbler | IMPREST 98 | 4.00 | Rob Burrows | Key Markers |
| 22/09/2017 | Rob Burrows | IMPREST 98 | 18.00 | | Mileage for task days |
| 22/09/2017 | KCC Commercial Services | L2962609 | 85.92 | | Various |
| 22/09/2017 | European School of Osteopathy | 4/9/17/BPC | 80.00 | | Hall Hire |
| 22/09/2017 | NSALG Ltd | S4401A | 66.00 | | Annual Membership |
| 22/09/2017 | Maidstone Community First Resp | BOXLEY PC | 110.00 | Minute 3014/9.2 | Donation |
| 22/09/2017 | Mrs M Fooks | DM DELIVER | 205.00 | | D M Delivery Sept/Leaflets |
| 22/09/2017 | KCC Commercial Services | FEM28389 | 96.00 | | Fire safety |
| 22/09/2017 | Mrs P Bowdery | 22/09/PC01 | 2,214.19 | | Salary & mileage |
| 22/09/2017 | Mrs A Candy | 22/09/PC03 | 634.57 | | Salary & mileage |
| 22/09/2017 | Mr I Davies | 22/09/PC06 | 34.33 | | Councillor Allowance |
| 22/09/2017 | Mr V Davies | 22/09/PC07 | 34.33 | | Councillor Allowance |
| 22/09/2017 | Mr P Dengate | 22/09/PC08 | 25.73 | | Councillor Allowance |
| 22/09/2017 | Mrs M Fooks | 22/09/PC02 | 1,252.58 | | Salary & mileage |
| 22/09/2017 | Mr T Harwood | 22/09/PC09 | 34.33 | | Councillor Allowance |
| 22/09/2017 | Mr R Hinder | 22/09/PC10 | 42.87 | | Councillor Allowance |
| 22/09/2017 | Mrs W Hinder | 22/09/PC11 | 34.33 | | Councillor Allowance |
| 22/09/2017 | Mrs L Lake | 22/09/PC04 | 60.00 | | Publicity |
| 22/09/2017 | Mrs K Macklin | 22/09/PC12 | 42.93 | | Councillor Allowance |
| 22/09/2017 | Mrs M Smith | 22/09/BH01 | 632.01 | | Wages |
| 22/09/2017 | Mrs M Waller | 22/09/PC17 | 35.53 | | Councillor Allowance |
| 22/09/2017 | Mr B Douglas | 22/09/BH05 | 317.44 | | Wages |
| 22/09/2017 | Mr D Odell | 22/09/BH02 | 269.64 | | Wages |
| 22/09/2017 | Mr P Poon | 22/09/PC05 | 30.80 | | Litter picking |
| 22/09/2017 | HMRC | 577PW00105 | 1,414.68 | | PAYE |
| 22/09/2017 | EFT Receipts Ac | IT00000068 | 101.98 | | Pensions |
| 22/09/2017 | Mrs P Bowdery | IMPREST 81 | 26.44 | | Imprest 81 |
| 22/09/2017 | Asda | IMPREST81A | 41.65 | | Imprest 81 |
| 22/09/2017 | Mrs P Bowdery | IMPREST81B | 15.60 | | Imprest 81b |
| 22/09/2017 | Maidstone Community First Resp | BOXLEY PC | -110.00 | Minute 3014/9.2 | Donation |
| Total Payments | | | 9,643.42 | | |

7.1.3 Coop Payments

Date: 22/09/2017

Boxley Parish Council

Page 1

Time: 13:06

Co-Op General Account

List of Payments made between 29/08/2017 and 25/09/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/09/2017 | Mail Publications Ltd | DD102786/7 | 490.14 | | Downs Mail Page |
| Total Payments | | | <u>490.14</u> | | |

7.1.4 Lloyds Corporate Multipay Card

Date: 22/09/2017

Boxley Parish Council

Page 1

Time: 13:06

Lloyds Corporate Multipay Card

List of Payments made between 29/08/2017 and 25/09/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 04/09/2017 | Argos Ltd | FT288721 | 19.99 | | Trolley - Downs Mail |
| Total Payments | | | <u>19.99</u> | | |

Item 7.2 Receipts for the period 29.08.2017-25.09.17.

No receipts were received for the following accounts:

- Santander Investment Bond
- Barclays
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds Corporate Multipay Card

7.2.1 HSBC Receipts.

HSBC General Account

Receipts received between 29/08/2017 and 25/09/2017

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|----------------------------------|-------------------------|-----------------|-----------|-------|------|--------|----------|-------------------------|
| | Banked: 29/08/2017 | 81.20 | | | | | | |
| 75 | Teenie Boppers | 81.20 | | | 1235 | 260 | 81.20 | R1866 Teenie Boppers - |
| | Banked: 29/08/2017 | 613.67 | | | | | | |
| 76 | Kumon | 613.67 | | | 1235 | 260 | 613.67 | R1861 Kumon Sept |
| | Banked: 30/08/2017 | 232.88 | | | | | | |
| 77 | Yoga | 232.88 | | | 1235 | 260 | 232.88 | R1868 Yoga Sept |
| | Banked: 31/08/2017 | 81.50 | | | | | | |
| 78 | Summers | 81.50 | | | 520 | | -81.50 | C170D Summers 23/9/17 |
| | | | | | 1230 | 260 | 161.00 | C170F Summerrs 23/9/17 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Summers |
| | Banked: 01/09/2017 | 357.00 | | | | | | |
| 79 | Sibanda | 357.00 | | | 520 | | 357.00 | C186F Sibanda 21/10/17 |
| | Banked: 01/09/2017 | 93.85 | | | | | | |
| 80 | George | 93.85 | | | 520 | | 93.85 | C187D George 27/1/18 |
| | Banked: 02/09/2017 | 100.80 | | | | | | |
| 81 | Waterson | 100.80 | | | 1230 | 260 | 98.80 | C184F Waterson 01/10/17 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Waterson |
| | Banked: 04/09/2017 | 223.30 | | | | | | |
| 82 | Tumbletots | 223.30 | | | 1235 | 260 | 223.30 | R1867 Tumbletots Sept |
| | Banked: 05/09/2017 | 549.99 | | | | | | |
| 67 | Shirley | 89.55 | | | 520 | | 89.55 | C185D Shirley 28/10/17 |
| 68 | Balfour Short Mat Bowls | 172.50 | | | 1235 | 260 | 172.50 | R1858 BSMB Sept Invoice |
| 69 | NGREA | 44.04 | | | 1235 | 260 | 44.04 | R1847 NGREA Sept |
| 70 | Movement as Therapy | 243.90 | | | 1235 | 260 | 243.90 | R1863 MAT Sept Invoice |
| | Banked: 05/09/2017 | 36.10 | | | | | | |
| 71 | Green | 36.10 | | | 520 | | -40.00 | C166D Green 8/10/17 |
| | | | | | 1230 | 260 | 74.10 | C166F Green 8/10/17 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Green |
| | Banked: 08/09/2017 | 290.25 | | | | | | |
| 72 | Age Concern | 290.25 | | | 1235 | 260 | 290.25 | R1849 Age Concern Aug |
| | Banked: 08/09/2017 | 60.00 | | | | | | |
| 73 | Pearson | 60.00 | | | 1250 | 260 | 60.00 | AEC C125 Pearson 2/9/17 |
| | Banked: 08/09/2017 | 61.60 | | | | | | |
| 83 | Caterpillar Music | 61.60 | | | 1235 | 260 | 61.60 | R1859 Caterpillar Music |
| | Banked: 09/09/2017 | 16.10 | | | | | | |
| 84 | Gough | 16.10 | | | 1230 | 260 | 16.10 | C158 Gough 9/9/17 |
| | Banked: 11/09/2017 | 226.10 | | | | | | |
| 85 | Fielder | 226.10 | | | 1230 | 260 | 74.10 | C188F Fielder 23/9/17 |
| Subtotal Carried Forward: | | 3,024.34 | 0.00 | 0.00 | | | 2,872.34 | |

HSBC General Account

Receipts received between 29/08/2017 and 25/09/2017

| Nominal Ledger Analysis | | | | | | | |
|-------------------------|----------------------------|-----------------|-----------|-------|------|--------|----------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount Transaction Detail |
| | | | | | 1231 | 260 | 2.00 PL Insurance Fielder |
| | | | | | 560 | | 150.00 Damage Deposit Fielder |
| | Banked: 11/09/2017 | 39.05 | | | | | |
| 88 | Nottage | 39.05 | | | 1230 | 260 | 39.05 C196D Nottage 24/9/17 |
| | Banked: 12/09/2017 | 38.05 | | | | | |
| 86 | Armour | 38.05 | | | 1230 | 260 | 38.05 C194D Armour 22/10/17 |
| | Banked: 12/09/2017 | 76.25 | | | | | |
| 87 | Simms | 76.25 | | | 520 | | 76.25 C193D Simms 12/11/17 |
| | Banked: 12/09/2017 | 37.05 | | | | | |
| 89 | Nottage | 37.05 | | | 1230 | 260 | 35.05 C196F Nottage 24/9/17 |
| | | | | | 1231 | 260 | 2.00 PL Insurance Nottage |
| | Banked: 12/09/2017 | 12.35 | | | | | |
| 90 | Nottage | 12.35 | | | 1230 | 260 | 12.35 C196 Nottage 24/9/17 |
| | Banked: 14/09/2017 | 38.05 | | | | | |
| 91 | Cade | 38.05 | | | 520 | | 38.05 C191D Cade 26/11/17 |
| | Banked: 14/09/2017 | 38.05 | | | | | |
| 92 | Cade | 38.05 | | | 520 | | 38.05 C192D Cade 17/2/18 |
| | Banked: 14/09/2017 | 56.25 | | | | | |
| 93 | A Bead in Time | 56.25 | | | 1235 | 260 | 56.25 R1865 ABIT Sept Invoice |
| | Banked: 15/09/2017 | 610.75 | | | | | |
| 78 | Karate | 320.50 | | | 1235 | 260 | 320.50 R1860 Karate Sept Invoice |
| 79 | Age Concern | 290.25 | | | 1235 | 260 | 290.25 R1857 Age Concern Sept |
| | Banked: 18/09/2017 | 275.87 | | | | | |
| 74 | Medway Leisure Stay & Play | 40.60 | | | 1235 | 260 | 40.60 R1862 ML Stay & Play |
| 75 | Duffy | 36.10 | | | 520 | | -40.00 C159D Duffy 14/10/17 |
| | | | | | 1230 | 260 | 74.10 C159F Duffy 14/10/17 |
| | | | | | 1231 | 260 | 2.00 PL Insurance Duffy |
| 76 | Sing & Sign | 77.22 | | | 1230 | 260 | 77.22 R1865 Sing & Sign Sept |
| 77 | Medway Leisure Stay & Play | 121.95 | | | 1235 | 260 | 121.95 R1862 ML Stay & Play |
| | Banked: 21/09/2017 | 150.00 | | | | | |
| 94 | Duffy | 150.00 | | | 560 | | 150.00 C159 Duffy Damage |
| Total Receipts: | | 4,396.06 | 0.00 | 0.00 | | | 4,396.06 |

7.2.2 Unity Trust Bank

Unity Trust Account

Receipts received between 29/08/2017 and 25/09/2017

| Nominal Ledger Analysis | | | | | | | |
|-------------------------|----------------------|-----------------|-----------|-------|------|--------|---|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount Transaction Detail |
| | Banked: 29/08/2017 | 30.00 | | | | | |
| MD9C | Max Diessner | 30.00 | | | 1280 | 280 | 15.00 Allotment rent Max 15.00 Key Deposit Diessner 9C |
| | Banked: 06/09/2017 | 15.00 | | | | | |
| Letts 17 | Mr A Letts | 15.00 | | | 1280 | 280 | 15.00 Allotment Rent 1E |
| | Banked: 07/09/2017 | 22.50 | | | | | |
| Highman17 | Highman | 22.50 | | | 1280 | 280 | 22.50 Allotment Rent |
| | Banked: 08/09/2017 | 15.00 | | | | | |
| Porter 17 | Lisa Porter | 15.00 | | | 1280 | 280 | 15.00 Allotment Rent - 3G |
| | Banked: 09/09/2017 | 15.00 | | | | | |
| Sullivan17 | Mr P Sullivan | 15.00 | | | 1280 | 280 | 15.00 Allotment Rent 3E |
| | Banked: 11/09/2017 | 12,124.28 | | | | | |
| 102702 | HSBC General Account | 12,124.28 | | | 210 | | 12,124.28 Payments made from UTB |
| | Banked: 11/09/2017 | 30.00 | | | | | |
| Alchome17 | Brian Allchome | 30.00 | | | 1280 | 280 | 30.00 Allotment Rent - 5A, 5B |
| Total Receipts: | | 12,251.78 | 0.00 | 0.00 | | | 12,251.78 |

7.2.3 Coop Bank

Co-Op General Account

Receipts received between 29/08/2017 and 25/09/2017

| Nominal Ledger Analysis | | | | | | | |
|-------------------------|--------------------|-----------------|-----------|-------|------|--------|----------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount Transaction Detail |
| | Banked: 16/09/2017 | 30.00 | | | | | |
| Gleeson 17 | Michael Gleeson | 30.00 | | | 1280 | 280 | 30.00 Allotment Rent Plots 9A, |
| | Banked: 18/09/2017 | 30.00 | | | | | |
| Clarke 17 | Lynn Clarke | 30.00 | | | 1280 | 280 | 30.00 Allotment Rent Plots 4A,4B |
| | Banked: 19/09/2017 | 30.00 | | | | | |
| Simpson 17 | Simpson | 30.00 | | | 1280 | 280 | 30.00 Allotment Rent 8D, 9D |
| Total Receipts: | | 90.00 | 0.00 | 0.00 | | | 90.00 |

7.3 Account closing balances.

| Item | Date | BANK ACCOUNTS (closing balances at last statement) | |
|-------|-----------|---|-------------|
| 7.3.1 | 08.09.17 | Coop General Account | £23,908.08 |
| 7.3.2 | 05.09.17 | HSBC Beechen Hall | £30,890.17 |
| 7.3.3 | 05.09.17 | Unity Trust Bank | £42,263.49 |
| 7.3.4 | 01.08.17 | Santander Investment Bond (matures 01.08.18) | £76,196.54 |
| 7.3.5 | 25.07.17 | Barclays Bank | £41,439.25 |
| 7.3.6 | 26.06.17 | Lloyds A (matures 08/05/2018) | £50,646.27 |
| 7.3.7 | 22.08.17 | Lloyds B (matures 26/10/2017) | £25,000.00 |
| 7.3.8 | 05.04.17 | Nationwide Beechen Hall (now 95 day saver account which rolls over | £55,873.90 |
| 7.3.9 | 05.04.17` | Nationwide Parish Council (now 95 day saver account which rolls over | £60,749.66 |
| | | Total | £406,967.36 |