



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

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

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

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

**Members are hereby summoned and notice is given that a meeting of the Parish Council will be held on Monday 23 January 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.**

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|  | Time guide<br>(7.30) |
| 1. <b>Apologies and absences</b><br>To receive and accept apologies for absence.   |                      |
| 2. <b>Declaration of Interests, Dispensations, Predetermination or Lobbying</b> (7.31)<br>Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.  |                      |
| 3. <b>Minutes of the Parish Council Meeting 5 December 2016</b> (7.32)<br>To consider the minutes and if in order sign as a true record (pages 3-5).   |                      |
| 4. <b>Matters Arising From the Minutes</b> (7.34)  |                      |
| 4.1 Minute 2936/4.1 Sandling entrance. Awaiting response from BWLNRMC concerning safety of volunteers working on the site.   |                      |
| 4.2 Minute 2936/4.2 Civic Regalia. See report (page 5).  |                      |
| 4.3 Minute 2936/4.4 Kestrel Boxes. MBC are being chased for a response to the pre-application advice request as this is now overdue.   |                      |
| 4.4 Minute 2937/13 Liaison with schools about sextexting education. This work is scheduled to be undertaken in February.   |                      |
| 4.5 Minute 2937/14.1 Parish Tour Saturday 11 March 2017. Itinerary to be submitted to 6 March meeting for approval.  |                      |
| 4.6 Minute 2938/16.1 K60 Telephone Boxley, Boxley Village. BT has stated that the telephone within the box will remain and asked for details of the condition. Cllr Clarke will be submitting a report for BT. |                      |
| 4.7 Any other matters arising from the minutes which are not on the agenda.  |                      |
| 5. <b>Report from the PCSO and Police Issues</b> (7.44)  |                      |
| 5.1 Crime statistics, will be provided at the meeting.   |                      |
| 5.2 PCSO cover. See report (pages 5- 6).   |                      |
| <b>Adjournment to enable members of the public to address the meeting</b> (7.50)   |                      |
| 6. <b>Draft Minutes of Recent Committee Meetings</b> (8.00)<br>Minutes previously circulated with the Committee agenda and signed as a correct record.   |                      |
| 6.1 Environment Committee meeting 3 December 2016.   |                      |
| 6.2 Environment Committee meeting 13 December 2016.  |                      |
| For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.  |                      |
| 6.3 Estates Committee meeting 14 December 2016 (pages 6-8).  |                      |
| 6.4 Environment Committee meeting 9 January 2016 (pages 9-12).   |                      |
| 6.5 F&GP Committee meeting 17 January 2017. To be forwarded on.  |                      |

- 7 **Finance** (8.06)  
 7.1 Payments made out of meeting 29.11.16 – 17.01.16 See report (pages 15-16).  
 7.2 Receipts for the period 29.11.16 – 17.01.16. See report (pages 17-19).  
 7.3 Account balances (page 19).  
 7.4 To authorise payment of accounts (list to be supplied at meeting).
- 8 **2017/2018 Precept and Budget.** (8.12)  
 8.1 The F&GP Committee having agreed that *"The draft budget is recommended to the Parish Council and that a precept of £107,437 be set"*. The F&GPC Chairman's commentary and a briefing note are enclosed for members. After consideration of the above a proposal along the line of **"This parish council agrees the 2017/2018 budget and that a precept of £xxx be set"** will be placed before the meeting.  
 8.2 The Chairman and Clerk to then sign the relevant paperwork to apply for the precept.
- 9 **Policies and Procedures** (8.25)  
 Policy and Procedures Review calendar. See report (pages 12-13).
- 10 **Reports from councillors/office** (8.28)  
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.  
 10.1 Passing of Edward Eckley, local farmer and previously serving Parish Councillor.  
 10.2 Honour Boards update. See report (page 14).
- 11 **Reports from Borough and County Councillors** (8.33)  
 Our Ward councillors are invited to report and discuss matters affecting the parish.
- 12 **Matters for Decision** (8.40)  
 To consider any issues, such as attendance at meetings or as identified on the evening.  
 12.1 Keep Britain Tidy has confirmed the 3-5 March 2017 as the dates for **The Great British Spring Clean**, the follow-up event to Clean for the Queen.  
 12.2 The Lord Lieutenant of Kent, Viscount De L'Isle MBE, will be holding his annual Civic Service at Rochester Cathedral on **Tuesday 14 March 2017** commencing at 11.00am. Two tickets are available.
- 13 **Correspondence** (8.45)  
 Grove Green Community Hall. Letter of thank you for the grant and notification that the boilers were successfully installed.
- 14 **Matters for Information** (8.48)  
 KALC Parish News December 2016 (previously circulated to members).
- 15 **Next Meeting** (8.50)  
 6 March 2017 at Weaving Village Hall, Weaving ME14 5JP commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 27 February.

*Pauline Bowdery*

Pauline Bowdery  
 Clerk to the Council.

Date 18 January 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: Honour Boards (work to be completed when office time allows).

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

Items to be returned to a future agenda: None.

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 23 January 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 at St John's School,  
Provender Way, Grove Green on Monday 5 December 2016 commencing at 7.30pm.**

Councillors present: Mr B Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr V Davies, Mr P Dengate, Mrs W Hinder, Mr D Hollands, Mr R Martins, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler and 4 members of the public/press.

**1. Apologies and absences**

Cllr Clarke (unwell), Cllr Harwood (car issues), Cllr Macklin (holiday), Cllr S Martins (family commitment) and Cllr Radcliffe-Godfrey (family commitment). PCSO Adlington (Police meeting).

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

Cllr Vic Davies notified members that he was a Trustee at Grove Green Community Hall. Cllr Wendy Hinder notified members that she was a member of the MBC Licensing Committee (item 10).

**3. Minutes of the Parish Council Meeting 7 November 2016**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2926/4.1 Sandling entrance. The results of the KCC investigation into the options, including any designs are expected just after Christmas. The KCC project to install the cycle route into a shared cycle/pedestrian/horse route is planned for early in the 2017/18 financial year. Due to insufficient funding KCC had dropped the work planned for the parking area south of Grey Wethers. **Noted.**

Cllr Wendy Hinder notified the meeting that the next Environment Committee was discussing whether it applies to the parish council for a budget to contribute towards the dropped highways works. **Noted.**

4.2 Minute 2927/9 Civic Regalia. The work is being progressed but the two bars may have to be sourced from elsewhere. **Noted.**

4.3 Minute 2927 MBC Dog Waste Bins. Replacement bins. MBC had agreed to supply an additional 7 co-mingled bins including one for Lodge Road. **Noted.**

4.4 Minute 2928/17 Kestrel Boxes. The Chairman informed the meeting that he had taken the issue up with MBC but the response was that the parish council has to submit and pay for pre-application planning advice. The application had been submitted. **Noted.**

4.5 Minute 2926/4.8 Alan Springate Tree. The parish office is attempting to locate a tree or a company that has trees coming on (for planting 2017 winter) but so far has been unable to source the tree. **Action: Clerk.**

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

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

Crime statistics and report. **Received and noted.** Concern was raised by the spike in crime in the North Ward and members discussed how best to get the word out to residents. It was agreed:

- To undertake a push to sign up more residents to the community alert.
- To ensure that the noticeboards had details of the system and an article to be

included in the Downs Mail.

The Clerk was asked to supply members with the numbers of residents signed up within the four areas. **Action: Office.**

The meeting adjourned at 7.45 pm. Mr Monty Knight Olds Chairman of Grove Green Community Hall asked that members consider an emergency grant request as the heating at the hall had failed and the boiler urgently needed replacing at a cost of £3,500 plus VAT. The meeting temporarily reconvened and after discussion Cllr Holland proposed, seconded by Cllr Wendy Hinder that "a grant of up to £3,500 to replace the boiler be made". Cllr Ivor Davies proposed an amendment that "**the grant amount is for the cost and installation of a replacement boiler unit of up to a maximum of £3,500**" seconded by Cllr Dengate. The amended resolution was put to members and was **agreed**, with Cllr Hollands and Cllr Wendy Hinder agreeing the amendment, (8 votes for and 2 abstentions). The meeting adjourned to allow another resident to report that work on the faulty road arrows at Old Chatham Road had still not been undertaken by KCC. Cllr Wendy Hinder reported that the work had been scheduled. Meeting reconvened at 8.00 pm.

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

- 6.1 Environment Committee meeting 7 November 2016.
- 6.2 Environment Committee meeting 14 November 2016.
- 6.3 F&GPC Committee meeting 15 November 2016.

7 **Finance**

- 7.1 Payments made out of meeting 01.11.16 –28.11.16. **Received and noted.**
- 7.2 Receipts for the period 01.11.16 – 28.11.16. **Received and noted.**
- 7.3 Account balances 28.11.16. **Received and noted.**
- 7.4 Payment of accounts. **Authorised.**

8 **Policies and Procedures**

- 8.1 Beechen Hall Extension Working Group Terms of Reference. **Approved.**
- 8.2 Vision and Business Plan (review). **Approved.**

9 **Draft Budget 2017/2018**

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

10 **Draft, Statement of Licensing Policy consultation**

The report was **received and noted**. The response was **agreed** as **The consultation is welcomed and the draft supported**.

11 **Volunteer Support Warden Scheme**

Members' **received and noted** the background information. After discussion on the benefits and the current work of the office and councillors Cllr Wendy Hinder proposed seconded by Cllr Ivor Davies **no further action at the moment but keep under review**.

12 **Reports from councillors/office**

- 12.1 Cllr Bob Hinder's report on KALC AGM 19<sup>th</sup> November 2016. **Received and noted.** The Clerk was asked to monitor the progress of the Tonbridge and Malling Local Plan as there was concern about development on the boundary of the boroughs, which included the parish boundary. **Action: Clerk.**
- 12.2 Maidstone KALC Area Committee minutes, Cllrs Ivor Davies and Bob Hinder attending. **Received and noted.**
- 12.3 Cllr Dengate's verbal report on his attendance at the KALC Chairmanship Training Day was **received and noted**. He informed members that he had found it particularly valuable and had discussed with KALC about having a module specifically for Vice Chairpersons.

13 **Reports from Borough and County Councillors**

Cllr Wendy Hinder spoke about the increase in flytipping and the need for residents and councillors to report it. She gave a brief report on the support for vulnerable people now offered by UK Power Network when there were power cuts.

Cllr Butler notified the meeting that he had attended a Neighbourhood Watch AGM and they had received an excellent presentation about the need to protect youngsters from and education youngsters about the dangers of sextexting etc. The Clerk was asked to investigate whether local schools undertook such education and if not then to notify the council who might be willing to work in partnership with the schools to host such a presentation. **Action: Office.**

#### 14 **Matters for Decision**

- 14.1 Parish Tour. Members are asked to notify the office of any Saturday dates in March and April that they will not be available. **Noted. Action: Office to gather dates after Christmas, reminder e-mail.**

Item taken at the end of the meeting.

In view of the confidential nature (personal details and data) on the following item the Chairman excluded the public and press from the meeting.

- 14.2 KALC Community Award. One name was put forward and members **unanimously agreed** the nominee. **Action: Clerk.**

#### 15 **Correspondence**

- 15.1 Parish Liaison Officer. Notification that this post will come to an end on 21 December and the officer will revert to her previous position. **Noted.**

- 15.2 Alan Springgate pond, Cossington Lane. Members' were informed that since the creation of the pond the flooding of water down from the woods had lessened to the degree that in a recent downpour no water was observed flooding down the lane. A letter of thanks from a resident had been received and also copied on to the Walderslade Woodlands Group.

Local councillors were asked to monitor the situation with regards to flooding in Brownlowe Copse. **Action: Cllrs Ivor Davies, Bob and Wendy Hinder.**

#### 16 **Matters for Information**

- 16.1 K60 Telephone Box, Boxley Village. Cllr Clarke has asked that BT be contacted to paint the box. **Noted.**

- 16.2 New local history book author Robyn Ambrose, Vinters, Weaving & Grove Green Memories. The book was available from Vinters Valley Trust, via the Chairman Cllr Vic Davies. Books sold by the Trust generated a donation to the Nature Reserve.

#### 17. **Next Meeting**

23 January 2017 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30pm.

Meeting closed at 8.51 p.m.

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

Minute 2936/4.2 Civic Regalia. The company commissioned to undertake the work has notified the parish council that there is a backlog of work with the enameller and they cannot guarantee a delivery date. After discussion with the company it has become apparent that they have no idea of when or if the work can be completed. Members guidance is sought.

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

5.2 PCSO cover. Letter from the Police.

Dear all

I am a new sergeant in the CSU at Maidstone, working under Inspector Jody GAGAN-COOK. I am responsible for the rural wards, and the management of the PCSO's.

*I wanted to make contact with you all to firstly; introduce myself and secondly; inform you of some recent changes.*

*We have recently lost a few PCSO's by leaving the force for ventures new, or in order to join the 'regulars' as a police officer. We have three new PCSO's starting with Kent Police at the end of this month, that are coming to Maidstone sometime in March to be tutored, which will assist in providing better cover throughout the district, once fully trained.*

*In order to still provide a good service to all Parishes, we have joined PCSO's together for better cover of wards; so for instance RURAL WEST - Marden and Yalding / Coxheath, Hunton, East and West Farleigh, Linton / Staplehurst, Boughton and Chart Sutton will be covered by PCSO MORRIS and PCSO GARDNER, supported by PCSO WARING (OP POOL) and one of the new PCSO's when fully trained.*

*Each ward will still have a nominated PCSO, but due to the number of parishes owned, they can't guarantee to get to the same number of meetings they used to attend. They will of course provide you with crime figures for your meeting but will not be able to attend as regularly. I have informed them that they should aim to attend in person 3 meetings a year for each ward they cover, unless they are critical for a current and emerging issue that you need to discuss more openly, but they are of course available for you to call / email outside of meetings.*

*Please can you let me know if you have any questions or concerns? I am sorry for the changes, but I think this will provide better resilience, especially while we are waiting our new PCSO's. Insp GAGAN-COOK does hope to be able to update you all in person at our next meeting, as things develop.*

*Kind Regards  
Rachael*

*PS 11646 CUMBERLAND  
CSU Sgt, Maidstone*

Clerk report. PCSO Matt Adlington has informed the office that in addition to Boxley and Bredhurst he will now be covering Bearsted and Parkwood and will be unable to attend as many parish council meetings as before.

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

**Item 6.3 Minutes of the Estates Committee on Wednesday 14 December 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm**

*Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr B Hinder, and Mr P Sullivan together with the Assistant Clerk*

**1. Declaration of Interest or Lobbying**

*Cllrs Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Sullivan declared an interest on Item 10.5,*

**2. Apologies and absence**

*Cllr L Clarke (family commitments), Cllr Ivor Davies, Cllr Rob Martins (work commitments), Cllr Radcliffe-Godfrey (absent).*

**3. Minutes of Previous Meeting 11 October 2016.**

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

**4. Matters Arising From Previous Minutes**

- 4.1 Minute 2923/4.1 Kestrel boxes. Pre-planning advice and payment has been made to MBC the office received notification that it will take up to 21 days for a response.  
**Noted.**
- 4.2 Minute 2923/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services. Cllr Dengate requested KCC is notified of the timescale for payment. **Action office.**
- 4.3 Minute 2923/4.4 Boxley Village Sign. Ratified after receiving and considering the design, cost and need to adapt the sign agreed the Assistant Clerk's decision that no further action, was required. **Agreed.**
- 4.4 Minute 2925/13. Beechen Hall Car Park Lights. **Ratified** after consultation with the committee, the Assistant-Clerks decision to proceed with the quotation from Amey as no further quotations had been received to install 5 new LED units on the existing poles. These were installed on Friday 2 December, 2016, members were also informed that there is an underground cable fault leading to two of the lights and Amey will come and inspect and repair in the new year. The Assistant Clerk explained that there were funds in the budget that should cover the cost. It was **agreed** that approval for the cost of the repair will be sought by email once the investigation has identified the problem and the cost. **Action office.**
- 4.5 Any other matters arising from the minutes, not on the agenda. None.

## 5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment report. A brief report was given confirming all vacant plots were now taken. Cllr Dengate asked if an email could be sent to all tenants warning them not to leave garden implements/tools hanging around and to ask the owner of the shed propped up against the perimeter fence to remove it as it could encourage burglaries. **Action office.**
- 5.2 Pest Purge report. **Received and noted.** Members also **agreed** to include in the budget £1,000 to cover the cost of strong chicken wire for repair work and some cutters and for these to be left in the shed for Pest Purge when required. Members asked that Landscape Services be contacted with regards to strimming the grass close to the perimeter fence and requested that a 6" strip is treated with weed killer to help prevent further damage to the rabbit fencing whilst strimming. **Action Office.**

## 6. Weaving Diamond Jubilee Orchard

- 6.1 Installation of cameras, Members **received** and **noted** the Clerk's report and **agreed** to further security precautions to be actioned and monitored by the office. **Action office**
- 6.2 Relocation of new 'Apple' slide. **Ratified** after consulting with members of the committee **agreed** the Assistant Clerk's decision to change the location of the slide to incorporate it into the existing play and to extend the safety surface to enable installation. A tender was sent to prospective companies to quote for this work and this was dealt with under item 15.1.

## 7. Walls, Boxley Village Green

- 7.1 North Wall. Members **received** and **noted** the Assistant Clerk's report she added that approval had been received from MBC for the removal of the two trees and this would be organised in the new year. She also confirmed that an acknowledgement had been made by the conservation officer to re-visit the wall. **Action office.**
- 7.2 South Wall. Members **received** the Clerk's report, a further update was given at the meeting informing members that upon further investigation of the wall it appeared the corner section only needed repointing which meant the cost was within budget and would be finished by w/e 17 December. **Action Office.**

8. **Boxley War Memorial** – Members **received** and **noted** the Clerk's report and Cllr Bob Hinder **agreed** to visit the war memorials in Brenchley Gardens, Lockmeadow and the Clock at Penenden Heath to check that the two service men are not included on them. Members have also **agreed** for them to be added to the War Memorial if they are not elsewhere and

have asked the office to set aside a budget for doing so. **Action office.**

#### 9. **Matters for Information**

There were none.

#### 10. **Assistant Clerk's Report**

10.1 Hire fees income report. **Received and noted.**

10.2 Account balances. **Received and noted.**

10.3 Income and Expenditure report. **Received and noted.**

10.4 Accident Report. No accidents or incidences have been reported. **Noted.**

10.5 Cancellation of Hire - Request to transfer date. Members **received** the request and after discussion agreed to allow the transfer of the date to May 2017 because of the extenuating circumstances. However members stipulated that should the new date be cancelled the hirer would not be entitled to a refund and a further admin charge of £25.00 would be added. **Action office.**

10.6 Use of Beechen Hall car park by Spire Alexander Hospital. Members considered the Assistant Clerk's report and **agreed** in principal to make 10 spaces available subject to the implications with VAT. **Action office.**

10.7 WWG Trailer. Members **received** the request for the storage of a donated trailer. The Assistant Clerk updated members explaining that the group have requested it is stored behind the sheds with a lockable barrier installed to deter theft. Members **agreed** to the request provided there was enough room to manoeuvre it and to ask if the wooden gate would require moving to allow access.

10.8 Review of hall hire fees. Member **received** the Assistant Clerk's report and possible suggestions and after consideration Cllr Hinder proposed seconded by Cllr Dengate to increase casual hire fees by 2.5% with no increase to regular hirers. **Action office.**

#### 11. **Beechen Hall Extension**

Members **received and noted** the minutes from the working group's first meeting which included the groups terms and conditions. The next working group meeting will take place on 12 January at Beechen Hall.

#### 12. **Budget 2017/2018**

12.1 Appraisal of Reserves. Members **received and noted** the Clerk's report.

12.2 Draft Budget – Members agreed the draft budget and included budget for the repair of the hall floor and pre extension work.

#### 13. **Policies and Procedures**

14.1 Clerk's Delegated Powers – **Received and agreed.**

#### 14. **Matters for Decision**

There were none.

#### 15. **Date of Next Meeting.**

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

In view of the confidential nature (financial) on the following items, the chairman proposed a motion to exclude the public and press from the meeting for the duration of or part of the following items.

#### 16. **Tenders**

16.1 WDJO Safety Surface Extension. Members **received** 3 tenders and after considering all factors Cllr Vic Davies proposed seconded by Cllr Hinder to award the contract to Barge Group Ltd. This was subject to weed barrier terram being laid before laying the wet pour. **Action office.**

16.2 Electrical Safety/PAT Testing work at Beechen Hall. Only 1 tender was received despite it being sent to 8 companies, this was opened by Cllr Vic Davies. Cllr Hinder proposed to award the 3 year contract to D & S Construction seconded by Cllr Dengate.

Meeting closed at 9.35 pm



**Item 6.4 Minutes of the Environment Committee on Monday 9 January 2017 at Beechen Hall, Wildfell Close commencing at 7.30 pm.**

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

**1 Apologies and absences**

Cllr Hollands (charity commitment). Cllr Radcliffe-Godfrey (absent). The Chairman notified members that unless apologies are received prior to the meeting councillors not attending will be marked in the minutes as absent.

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

None.

**3 Minutes of the Meetings of 5<sup>th</sup> & 13<sup>th</sup> December 2016**

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

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

**4. Matters Arising from the Minutes**

4.1 Minute 2940/4.1 Inconsiderate parking Provender Way, yellow lines. Meeting with County Councillor Carter arranged for 18 January. **Noted.**

4.2 Minute 2940/4.2 Grovewood Drive South yellow lines. MBC, as it deems it to be a safety issue, has referred the issue to KCC which has refused to fund the work. Meeting with County Councillor Carter arranged for 18 January and MBC to be approached to ask that their decision criteria be reviewed to allow MBC to install the yellow lines. **Action: Clerk. Noted.**

4.3 Minute 2940/4.3. Land to the rear of Tesco Grove Green. The company that owns the land has been contacted about maintenance. **Noted.**

4.4 Minute 2940/4.4 Litter/flytipping signs. It appears that MBC did install the signs by the Impton Lane junctions however they may have been stolen so new ones are being purchased. **Noted.**

4.5 Minute 2940/4.6 Development Wildfell Close. As the planning officer had not receive all of the additional requested information the application has not been submitted to the January MBC Planning Committee. Clarification is being sought from KCC as to when its report will be submitted to MBC. **Noted.**

4.6 Minute 2940/4.7. Litter picking and flytipping. Community Payback Scheme has indicated that it can undertake work and the office has started to compose the application and is obtaining the required photographs. **Noted.**

4.7 Minute 2940/4.8. Grovewood Drive North Crossing facility. The resident organising the petition is not yet ready to submit it. Meeting with County Councillor Carter arranged for 18 January. **Noted.**

4.8 Minute 2941/7.3. Parking at Grovewood Drive North, Shepherd's Gate Drive etc. Meeting with County Councillor Carter arranged for 18 January. **Noted.** The Clerk was asked to book Boxley Parish Council to speak at the MJTB and Cllr Clarke volunteered to attend. **Action: Cllr Clarke and Clerk.**

4.9 Minute 2942/8 Parish Maintenance, identification of potential contractor. Action will be taken once draft budget is approved. **Noted.**

4.10 Minute 2942/9.1 General Reserve for Highway Safety improvement projects. Action will be taken once the draft budget is approved. **Noted.**

4.11 Minute 2932 TPO for Cowbeck Wood, MBC's failure to process the TPO order. After discussion members agreed that every three months the office should send MBC, copies to all landscape officers, a reminder that the TPO Order is still outstanding and stressing that waiting until the trees are in imminent danger is not good practice. **Action: office.**

4.12 Any other matters arising from the minutes not on the agenda.

## **5. Planning Applications for Consideration**

16/507840/TPO1no. Multi-stemmed Hornbeam - Coppice (maintenance), 1no. Sweet Chestnut - Fell to ground (unhealthy specimen), 1no. Sweet Chestnut - Coppice (maintenance) (previously coppiced). 1 Brockbank Close Walderslade. **Ratified** the Clerk's decision, after consulting with the committee, Do not wish to object defer to the views of the landscape officer.

16/508148/FULL: Minor material amendment to 14/0659 change the roof of the porch extension from the flat roof to a pitched and tiled roof (to match the existing house) with a roof window (velux or similar). 22 Gleaners Close Weaving. **Ratified** the Clerk's decision, after consulting with the committee, Do not wish to object.

16/507793/FULL Side extension to detached garage to provide an additional bay to provide secure storage and workshop and dry storage for bikes.1 Mayfield Close Walderslade. Ratified the Clerk's decision, after consulting with the committee, Do not wish to object.

16/508290/FULL. Proposed front entrance gates and boundary wall at Stone House Sandy Lane Maidstone ME14 3DJ. Deadline 5 January 2017. **Ratified** the Clerk's decision, after consulting with the committee, Do not wish to object.

16/508452/FULL Demolition of existing dwelling, attached garage, outbuildings and garage and erection of a replacement dwelling and garage. 2 Riverside Cottages Forstal. Do not wish to object.

16/508515/FULL Demolition of existing garage, removal of greenhouse, erection of single storey side and rear extension and creation of front bay window. Pen Dean Weaving Street Weaving. Do not wish to object but members have concerns about the loss of car parking spaces.

16/508445/FULL Proposed side and rear extensions and loft conversion with internal alterations. 5 Gean Close Walderslade. Do not wish to object but the proposed development was felt to be unbalanced in appearance and the development is right up to the boundary at one point.

16/508533/TPO TPO application - 4 no. Goat Willows - fell to near ground level. Goat Willow - cut back growth to boundary or appropriate pruning. points. Goat Willow - remove major deadwood over gardens. Common Ash - cut back growth to boundary or appropriate points. Land Adj 11 - 12 Trotwood Close Walderslade. Do not wish to object defer to the views of the Landscape Officer.

16/508568/FULL Erection of a single storey side extension with proposed chimney stack. 27 Franklin Drive Weaving. Do not wish to object.

16/508685/TPO Oak Tree in front garden - cut off all branches from the main trunk that are within 5 metres of the ground and trim tree canopy by 25%; Hornbeam in rear garden - trim tree canopy by 30%. 6 Cinnabar Close Walderslade. Do not wish to object defer to the views of the Landscape Officer.

16/507292/OUT - AMENDED DETAILS. Outline Application with access matters sought for development of medical campus comprising up to 98,000 sqm of additional floorspace (including additional hospital facilities, clinics, consultation rooms and a rehabilitation centre (classes C2/D1); education and training facilities with residential accommodation (class C2/D1); keyworker accommodation for nurses and doctors (class C3); pathology laboratories (class B1); business uses (class B1); ancillary retail services (class A1, A2, A3); and up to 116 bed class C2 neuro-rehabilitation accommodation; internal roads and car parks, including car park for residents of Gidds Pond Cottages; hard and soft landscaping including creation of a nature reserve (to renew existing consent 13/1163). KIMS Newnham Park, Bearsted Road, Weaving. **Noted.**

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

None.

7. **Highways and Byways**

7.1 *Westfield Sole Road and Yelsted Lane.* Members gave examples of recent situations that they had experienced when travelling along the local rural roads. Cllr Bob Hinder notified members that Councils attending the KALC Maidstone Area Committee meetings were raising similar complaints concerning HGVs on rural roads. Discussion took place concerning possible options: restricting lorries for access only; introduction of a one way system etc. After discussion it was **agreed** that the issue would be taken to the next Maidstone Joint Transport Board with a request "Boxley Parish Council would like to bring to the MJTB's attention that there is a major safety and congestion issue caused by HGVs using Westfield Sole Road and Yelsted Lane. BPC requests that the MJTB arranges for an investigation and identifies action to deal with the issue".

**Action: Clerk and Cllr Clarke.** On receipt of the response to the investigation the public to be informed of the situation.

Cllr Dengate asked whether it could be investigated whether it is possible to obtain insurance company reports to identify the shunts and crashes that are occurring but going unreported to the Police.

7.2 *Walderslade Woods Road.* KCC Officers have been instructed to proceed with the reduction in in the speed limit from 60mph to 50mph. No timescale for the work has yet been received. **Noted.**

8. **Parish Maintenance .**

It was **agreed** to change the title to read Parish rather than Grounds Maintenance. The Clerk was notified of other areas that would require additional maintenance and councillors were asked to contact the office with any additional areas. **Action: All councillors.**

9. **Budget 2017/2018**

The amalgamation of the Grounds Maintenance and Street Maintenance (code 4800) budgets was, with a budget of £15,000, **agreed.**

10. **Policy and Procedures**

10.1 *Funding for KCC Highway Projects, introduction to the leaflet.* **Approved.**

10.2 *Policy and Procedures Review calendar.* **Approved.**

11. **Members Reports**

11.1 *Boxley Village Springclean.* Cllr Clarke had been approached by a resident about undertaking a springclean around the village and it has been highlighted that something like a skip will be needed to dispose of the large amount of soil and vegetation that would result. Cllr Clarke to be supplied with a Street Maintenance Application to submit details to members for funding. **Action: office and Cllr Clarke.** The office to liaison with Cllr Clarke about any other support needed.

12. **Volunteer Groups**

Cllr Ivor Davies notified members that the WWG had undertaken work in the hall car park as a thank you for the parish council's annual support. The Chairman asked that the thanks of the parish council is formally minuted.

13. **Matters for Information**

13.1 *Tonbridge and Malling Borough Council Local Plan.* The Clerk's report on the planned Reg 18 consultation was **noted and received.** The Clerk was asked to produce a briefing note on the potential impact on the parish from the proposed development adjacent to the boundary. The focus to be on impact on local resources including schools, health etc. housing and traffic impact on current infrastructure.

13.2 *Medway Council Local Plan.* The Clerk's report on the planned Reg 18 consultation was **noted and received.** The Clerk was asked to produce a briefing note on the potential impact on the parish from the proposed development adjacent to the

boundary. The focus to be on impact on local resources including schools, health etc. housing and traffic impact on current infrastructure.

13.3 Maidstone Local Plan. The Planning Inspectors interim report was **noted**.

13.4 Volunteer litter picking Sandling Village. The loan of the hi vis jackets and the liaison between the residents and office was **noted**.

14. **Next Meeting**

The next meeting to be rearranged as it clashes with the KALC Maidstone Area Committee. Members to be contacted to organise and alternative date.

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

The MBC's update on the local issue was **noted**. Cllr Bob Hinder requested permission to take the issue of lack of enforcement to the KALC Maidstone Area Committee. **Agreed**. Clerk to supply a briefing note on all the outstanding enforcement issues.

Meeting closed at 9.14pm.

**Item 8 Policies and Procedures.** Purpose of Item: Decision

**8.1 Parish Council – Review of policies and procedures 2017/2018.**

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

<b>January</b> (F&GPC meets)	<b>H</b>	Review of this document to allow adjustments. Member numbers for committees (in time for change at May meeting).
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check, find Councillor volunteer for an internal audit Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
<b>February</b> (Estates meets)		No meeting
<i>Office note</i>		<i>Photocopier lease expires June 18- review.</i>
<b>March</b> (F&GPC meets)	<b>O</b> <b>H</b>	Equal Opportunities Statement. Replacement Procedure (for project not managed by parish office). Terms of Reference for Committees.
<i>Office note</i>		<i>Place reminder in agenda about Standing Orders to remind members of the planned review in April. Include on agenda. "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."</i>
<b>April</b> (Estates meets)		Standing Orders, Terms of Reference and Financial Regulations
<i>Office note</i>		<i>Chair to do minimum standards check.</i>

		<i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
<b>May</b> (F&GPC meets)	<b>E</b>	Complaints re Code of Conduct.
<b>June</b> (Estates meets)		Lobbying and predetermination. <i>Combine with Engaging with Residents statement or is this better with Oct review of Community Engagement Strategy?</i>
<i>Office note</i>		<i>Hall Electricity supply contract with Southern Electric ends Appliance service contract for boiler and oven expires July 2014. Find Councillor volunteer for an internal audit.</i>
<b>July</b> (F&GPC meets)	<b>H</b> <b>H</b>	Parish Councillor Allowances. Press Policy. Media Management Strategy. Review training needs.
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check. Include on agenda. 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.”</i>  <i>Allotment invoices need doing for posting in August.</i>
<b>August</b> (Estates meets)		No meeting
<i>Office note</i>		<i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
<b>September</b> (F&GPC meets)	<b>O</b> <b>E</b> <b>E</b> <b>H</b> <b>H</b>	Adopted Code of Conduct – complaints. Land & building purchase policy. Code of Practice for handling complaints against the PC. Draft Minutes on website. Civic recognition recommendations (take in confidence if needed) Dispensations
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i> <i>Early August do Allotment invoices for 17/18.</i>
<b>October</b> (Estates meets)	<b>O</b> <b>E</b>	Protocol for attending p.c. and committee meetings. Community Engagement Strategy. <i>17/18 look at combining this will the member’s engaging with Residents advice note</i>
<b>November</b> (F&GPC meets)	<b>H</b> <b>H</b>	Freedom of Information. Records Management Policy. KALC Civic Recognition Awards (nomination for)
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check. Remind members about 20 day deadline for F of I. Include on agenda. 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.”</i>
<b>December</b> (Estates meets)	<b>E</b>	Vision & Business Plan
<i>Office note</i>		

## Item 10. Reports from councillors/office

### 10.2 Honour Boards. Report from Angie Candy.

#### **Past Chairpersons of Boxley Parish Council for Honour Board – Angie Candy**

On 11 January 2016 I visited the Kent Archives at the Kent History and Library Centre in Maidstone, to determine past Chairpersons of Boxley Parish Council. By viewing the Declarations of Accepting Office for 1897 – 1979 my findings were inconclusive, unfortunately, due to the declarations not showing which of the Councillors over the years were Chairperson until 1958.

Together with my recent visit and studying the Annual Meeting of the Parish Minute book held in the office, I can report the following:

#### **1894-1946**

- It is not clear from the Minute Book whether the 'Chairman' stated is that of the meeting or of the Parish Council
- Some years within this timeframe are absent from the book of Declarations
- There is no or extremely limited evidence in either book for 1914-1918 and 1939-1945 within war time.

#### **1946-1951**

- Chairmen identified

#### **1952-1954**

- Insufficient evidence of Chairmen

#### **1955-present**

- Chairpersons identified

**Action** – I will need to plan further visits to the Kent Archives to view the actual Parish Council Minutes for the month of May for the years 1894-1946 and 1952-1954. I presume this may be a lengthier task and propose a deadline of findings for 31 March 2017.

## Item 7.1 Payments made out of meeting 29.11.16 – 17.01.16

### Item 7.1.1 The Cooperative Bank Payments

Date: 17/01/2017

**Boxley Parish Council**

Page 1

Time: 11:15

Co-Op General Account

List of Payments made between 29/11/2016 and 17/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	Mail Publications Ltd	1014170/60	490.14		Publicity
01/01/2017	Mail Publications Ltd	101551/2	490.14		Publicity
Total Payments			980.28		

### 7.1.2 HSBC Payments

Date: 17/01/2017

**Boxley Parish Council**

Page 1

Time: 11:14

HSBC General Account

List of Payments made between 29/11/2016 and 17/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2016	Suez Recycling & Recovery UK L	30465720	146.10		Refuse Collections
30/11/2016	Suez Recycling & Recovery UK L	DD30465720	-146.10		Refuse Collections
30/11/2016	Suez Recycling & Recovery UK L	DD30465720	225.55		Refuse Collections
01/12/2016	Maidstone Borough Council	2DD18	545.00		Rates
14/12/2016	Opus Energy - Electricity	61316053	208.60		Electricity Bill - November
15/12/2016	Unity Trust Account	Oct/Nov Pa	4,796.78		Oct/Nov Payments
20/12/2016	OPUS Energy - gas	DD72210063	203.75		Gas Bill - November
30/12/2016	Suez Recycling & Recovery UK L	30492549	172.58		Refuse Collections
30/12/2016	Suez Recycling & Recovery UK L	DD30492549	-172.58		Refuse Collections
30/12/2016	Suez Recycling & Recovery UK L	DD30492549	92.13		Refuse Collections
30/12/2016	Suez Recycling & Recovery UK L	DD30492549	-92.13		Refuse Collections
31/12/2016	Suez Recycling & Recovery UK L	DD30492549	-172.58		Refuse Collection - November
31/12/2016	Suez Recycling & Recovery UK L	DD30492549	93.13		Refuse Collection November
31/12/2016	Suez Recycling & Recovery UK L	DD30492549	172.58		Refuse Collection
01/01/2017	Maidstone Borough Council	2DD19	545.00		Rates
01/01/2017	Southern Water	7110013473	223.24		Water Bill
14/01/2017	Opus Energy - Electricity	DD61476970	181.57		Electricity Bill
Total Payments			7,022.62		

### 7.1.3 Unity Trust Bank Payments

Date: 17/01/2017

Boxley Parish Council

Page 1

Time: 11:15

Unity Trust Account

List of Payments made between 29/11/2016 and 17/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2016	Society of Local Council Clerk	10349	235.00		Annual Subscription 2017
05/12/2016	European School of Osteopathy	78/14/11/16	160.00		Hire of Hall
05/12/2016	Northstar IT Services	12398/9	156.00		IT Services and backup
05/12/2016	Mrs M Fooks	DM DECBMBE	115.00		Downs Mail Delivery
05/12/2016	Mrs P Bowdery	041478	48.00		Pre-planning Advice
05/12/2016	Welham Jones Ltd	ALLIBONE	510.80		Replacement Headstone Allibone
15/12/2016	Capital Cleaning (Kent) Ltd	0000175287	144.00		Quadrasan Annual Contract
15/12/2016	St John's C of E Primary School	139	30.00		Hall Hire 5/12/16
15/12/2016	Brook Security	000542	99.99		New Allotment Keys
15/12/2016	Christina Osondu	C959	150.00		Returned Damage Waiver Deposit
22/12/2016	Mrs P Bowdery	22/12/PC01	2,163.95		Salary December
22/12/2016	Mrs A Candy	22/12/PC03	588.50		Salary December
22/12/2016	Mr I Davies	22/12/PC06	34.11		Councillor Allowance December
22/12/2016	Mr V Davies	22/12/PC07	34.11		Councillor Allowance December
22/12/2016	Mr P Dengate	22/12/PC08	25.71		Councillor Allowance
22/12/2016	Mrs M Fooks	22/12/PC09	1,213.82		Salary December
22/12/2016	Mr T Harwood	22/12/PC02	102.11		Councillor Allowance December
22/12/2016	Mr R Hinder	22/12/PC10	40.94		Chairmans Allowance December
22/12/2016	Mrs W Hinder	22/12/PC11	34.11		Councillor Allowance December
22/12/2016	Mrs L Lake	22/12/PC04	60.00		Downs Mail Delivery - December
22/12/2016	Mrs K Macklin	22/12/PC12	42.51		Councillor Allowance December
22/12/2016	Mrs M Smith	22/12/BH01	615.02		Wages - December
22/12/2016	Mrs M Waller	22/12/PC17	35.31		Councillor Allowance December
22/12/2016	Mr B Douglas	22/12/BH05	228.04		Wages December
22/12/2016	Mr D Odell	22/12/BH02	318.64		Wages December
22/12/2016	Mr P Poon	22/12/PC05	29.70		Litter Picking
22/12/2016	HMRC	577PWO0105	1,337.92		PAYE
22/12/2016	EFT Receipts Ac	IT00000068	100.09		Pension Contributions
28/12/2016	RTF Networks	DD6708373	116.51		Telephone Bill
31/12/2016	Unity Trust Bank	SERVICE CH	18.00		Quarterly Service Charge
01/01/2017	Northstar IT Services	DD12558/9	165.94		IT Services & Back Up
10/01/2017	Cube Plumbing & Heating Ltd	9989	4,200.00	Minute 2936/Adjoumm	Replacement Boiler
10/01/2017	Capital Cleaning (Kent) Ltd	0000177708	37.70		Sanitary
10/01/2017	Boxley PCC	ADMIN FEE	250.00		Burial Admin Fee
10/01/2017	Commercial Services Trading Lt	LS181420	4,528.27		Grounds Maintenance Contract
10/01/2017	Flooring Sales Ltd	130861	72.44		Floor Cleaners
10/01/2017	Mildred Chirairo	C964	76.80		Hall Hire Refund
10/01/2017	Kent County Council	L27564474	77.04		Miscellaneous
10/01/2017	The Carpet Cleaning Guy	1133	225.00		Carpet Cleaning
10/01/2017	Mrs VJ Thompson	C48	44.35		Hall Hire Refund
Total Payments			18,465.43		



## Item 7.2 Receipts for the period 29.11.16 – 17.01.16

### 7.2.1 The Cooperative Receipts

17/01/2017 **Boxley Parish Council** Page 1

11:22 **Co-Op General Account**

Cash Received between 29/11/2016 and 17/01/2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/12/2016	Boxley Parochial Church Council	Brock L1	Brock Headstone Inscription	13.00

### 7.2.2 Unity Trust Receipts

17/01/2017 **Boxley Parish Council** Page 1

11:19 **Unity Trust Account**

Cash Received between 29/11/2016 and 17/01/2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/12/2016	Barry Obree	Obree 10B	Allotment Rent	27.50
08/12/2016	Barry Obree	Plot 10b	Allotment Rent/Key	27.50
12/12/2016	Barry Obtree	Plot 10b	Allotment Rent	-27.50
15/12/2016	HSBC General Account	Oct/Nov Pa	Oct/Nov Payments	4,796.78
<b>Total Receipts</b>				<b><u>4,824.28</u></b>

### 7.2.3 HSBC Receipts.

17/01/2017 Boxley Parish Council Page 1  
 11:18 Cashbook 1 User: MF  
 HSBC General Account  
 Receipts received between 29/11/2016 and 17/01/2017

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount Transaction Detail
	Banked: 01/12/2016	79.75					
114	Bakoshi	79.75			520		79.75 C63D Bakoshi 12/2/17
	Banked: 01/12/2016	60.90					
115	Teenie Boppers	60.90			1235	260	60.90 R1755 December Invoice
	Banked: 03/12/2016	210.75					
116	Kumon	210.75			1235	260	210.75 R1752 Kumon Dec invoice
	Banked: 05/12/2016	173.50					
117	Nakpo - Sijuade	173.50			520		173.50 C59D Nakpo-Sijuade
	Banked: 07/12/2016	40.50					
126	Opoku	40.50			1250	260	40.50 C21 AEC Opoku
	Banked: 07/12/2016	150.50					
118	Tsatsaklas	150.50			520		-148.50 C34D Tsatsaklas 21/1/17
					1230	260	297.00 C34F Tsatsaklas 21/1/17
					1231	260	2.00 PL Insurance Tsatsaklas
	Banked: 07/12/2016	44.04					
126	NGREA	44.04			1235	260	44.04 R1743 NGREA November
	Banked: 08/12/2016	55.83					
119	Tumbletots	55.83			1235	260	55.83 R1756 Tumbletots
	Banked: 11/12/2016	63.80					
120	Plesanu	63.80			520		63.80 C61D Plesanu 25/3/17
	Banked: 13/12/2016	42.00					
121	Sing & Sign	42.00			1235	260	42.00 R1744 Sing & Sign Nov
	Banked: 13/12/2016	21.00					
122	Sing & Sign	21.00			1235	260	21.00 R1745 Sing & Sign Dec
	Banked: 13/12/2016	55.23					
123	Baker	55.23			520		-55.22 C35D Baker 7/1/17
					1230	260	108.46 C35F Baker 7/1/17
					1231	260	2.00 PL Insurance Baker
	Banked: 14/12/2016	150.00					
124	Dawodu	150.00			560		150.00 C27 DawodDamage
	Banked: 15/12/2016	87.50					
129	A Bead in Time	37.50			1235	260	37.50 R1748 ABIT December
131	Osondu	40.00			1250	260	40.00 C959 Osondu AEC
133	Medway Leisure	10.00			1230	260	10.00 C67 Medway Leisure
	Banked: 15/12/2016	506.06					
127	Balfour Short Mat Bowls	129.38			1235	260	129.38 R1750 BSMB December
128	Charles	38.15			520		38.15 C41D Charles 28/1/17
130	Movement as Therapy	163.33			1235	260	163.33 R1753 MAT December

Receipts received between 29/11/2016 and 17/01/2017

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
132	Karate	175.20			1235	260	175.20	R1751 Karate December
	Banked: 19/12/2016	135.00						
125	Singh	135.00			520		-135.00	C36D Singh 22/1/17
					1230	260	270.00	C36F Singh 22/1/17
	Banked: 19/12/2016	-135.00						
125	Singh	-135.00			520		135.00	C36D Singh 22/1/17
					1230	260	-270.00	C36F Singh 22/1/17
	Banked: 21/12/2016	135.00						
134	Singh	135.00			520		-135.00	C36D Singh 22/1/17
					1230	260	268.00	C36F Singh 22/1/17
					1231	260	2.00	PL Insurance Singh
	Banked: 21/12/2016	150.00						
135	Mudavanhu	150.00			1230	260	150.00	C946F Mudavanhu
	Banked: 25/12/2016	100.00						
126	Nurudeen	100.00			520		100.00	C64D Nurudeen 13/5/17
	Banked: 31/12/2016	279.13						
127	Tumbletots	279.13			1235	260	279.13	R1768 Tumbletots Jan
	Banked: 02/01/2017	89.20						
128	Teenie Boppers	89.20			1230	260	89.20	R1767 Teenie Boppers
Total Receipts:		2,494.69	0.00	0.00			2,494.69	

### 7.3 Account closing balances.

Item	Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	09.01.17	Coop General Account	£27,137.18
5.1.2	01.01.17	HSBC Beechen Hall	£15,305.31
5.1.3	06.01.17	Unity Trust Bank	£38,094.68
5.1.4	22.08.16	Santander Investment Bond (matures 01.08.17)	£75,627.77
5.1.5	23.09.16	Barclays Bank	£39,639.25
5.1.6	22.08.16	Lloyds 3 mth (now 6 mths) (matures 6.02.17)	£50,378.93
5.1.7	22.08.16	Lloyds 12 mth (now 6 mths) (matures 13.02.16)	£25,263.22
5.1.8	22.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures 17.02.17)	£55,558.47
5.1.9	16.09.16	Nationwide Parish Council 12 mth (now 6 mth matures 07.03.17)	£60,488.66