



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that a meeting of the Parish Council will be held on Monday 3 April 2017 at Tyland Barn, Sandling ME14 3BD commencing at 7.30 p.m.

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| | Time guide
(7.30) |
| 1. Apologies and absences
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. | (7.31) |
| 3. Co-option to Parish Councillor Vacancies (2 South Ward)
3.1 To consider co-option to the two South Ward vacancies. See report (page 3).
3.2 To accept declaration acceptance of office successful candidate/s.
3.3 To appoint to committees. | (7.32) |
| 4. Minutes of the Parish Council Meeting 6 March 2017
To consider the minutes and if in order sign as a true record (pages 3-5). | (7.52) |
| 5. Matters Arising From the Minutes
5.1 Minute 2962/4.2 Civic Regalia. An up to date quotation from a company is awaited.
5.2 Minute 2962/4.3 Kestrel Boxes. See report (page 5).
5.3 Minute 2962/4.5 K60 Telephone Boxley, Boxley Village. See report (page 5).
5.4 Minute 2962/4.6 Honour Boards. See report (page 5).
5.5 Minute 2962 Dog Waste. Cllr Bob Hinder has put forward a question for the 12 April MBC Council meeting.
5.6 Minute 2963/9.2 Proposed new school at Vinters Valley. Parish office to arrange a presentation.
5.7 Minute 2963/10 HGV signage. KCC has agreed to a sign being placed into the verge and a quotation for the production of the sign is being sought.
5.8 Any other matters arising from the minutes which are not on the agenda. | (7.53) |
| 6. Report from the PCSO and Police Issues
6.1 Crime statistics, will be provided on the supplement agenda or at the meeting.
6.2 Report (pages 5-6). | (8.03) |
| Adjournment to enable members of the public to address the meeting | (8.10) |
| 7. Draft Minutes of Recent Committee Meetings
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
7.1 Environment Committee meeting 6 March 2017 (pages 6-7).
7.2 Environment Committee meeting 13 March 2017 (pages 7-11).
7.3 Estates Committee 14 March (page 11).
7.4 F&GPC meeting 14 March 2017 (pages 11-13). | (8.20) |

- 8 **Finance** (8.28)
8.1 Payments made out of meeting 28.02.17 – 28.03.2017. See report (pages 16-18).
8.2 Receipts for the period 28.02.17 – 28.03.2017. See report (pages 19-21).
8.3 Account balances (page 21-22).
8.4 To authorise payment of accounts. See report (page 22).
- 9 **Policies and Procedures** (8.34)
9.1 Standing Orders. See report (page 13).
9.2 Financial Regulations. See report (pages 13-14).
- 10 **Reports from councillors/office** (8.44)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
10.1 KALC meeting. Verbal report to be supplied by representatives, draft minutes of the meeting are attached. See report (pages 14-16).
10.2 History in Walderslade. Cllr Macklin to give a verbal report on a recent meeting.
- 11 **Reports from Borough and County Councillors** (8.50)
Our Ward councillors are invited to report and discuss matters affecting the parish.
- 12 **Matters for Decision** (9.00)
To consider any issues, such as attendance at meetings or as identified on the evening.
12.1 Date of Annual Meeting of the Parish to be identified.
- 13 **Correspondence** (8.45)
To consider any received.
- 14 **Matters for Information** (8.48)
14.1 Parish Tour. Councillors will be contacted and asked to submit dates that they would not be available for a parish tour.
14.2 Proposed Main Modifications to the Maidstone Borough Local Plan will be published on 31st March 2017 for public consultation. See report (page 16).
- 15 **Next Meeting** (8.50)
8 May 2017 at commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 2 May.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 28 March 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: Parish/Police Liaison meeting 24th May. Cllr Clarke to give a report.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 3 April 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. Co-option to Parish Council Vacancy. Purpose of Item: Decision

Letters of application or CVs that have been received from parishioners interested in standing for the casual vacancies will be provided to members after 30 March.

Each candidate is given up to 3 minutes to address the parish council and no candidate/s remains in the room whilst another candidate makes an address. Candidates do not have to address members if they do not wish to do so.

If there are more candidates than positions the parish council appoints using an absolute majority vote of those present and voting (LGA Act 1972, s 86).

Item 4. Minutes of the Meeting of the Parish Council held at Weaving Street Village Hall, Weaving on Monday 6 March 2017 commencing at 7.32pm.

Councillors present: Mr V Davies (Chairman), Mrs P Brooks, Mrs L Clarke, Mr I Davies, Mr P Dengate, Mr T Harwood, Mr B Hinder, Mrs W Hinder, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler, PCSO Adlington and 4 members of the public/press.

1. **Apologies and absences**
Cllr Hollands (holiday) and Cllr Radclyffe-Godfrey (work commitment).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the Parish Council Meeting 23 January 2017**
The minutes of the meeting were **agreed** and **signed** as a correct record.
4. **Matters Arising From the Minutes**
 - 4.1 Minute 2953/4.1 Sandling entrance. Cllr Bob Hinder notified members that there had been no change in the security but the volunteer group were continuing to work on the site.
 - 4.2 Minute 2953/4.2 Civic Regalia. The report was received. Cllr Dengate proposed seconded by Cllr Wendy Hinder **that a budget of £1,000 be released for the purchase of the regalia. Agreed** (5 for, 3 against and 3 abstentions).
 - 4.3 Minute 2953/4.3 Kestrel Boxes. Arrangements are being made for the installation of the boxes, which if kept under 4.5m do not require planning permission. **Action: office.**
 - 4.4 Minute 2953/4.4 Liaison with schools about sextexting education. Members' **received** and **noted** the report. **No further action.**
 - 4.5 Minute 2953/4.6 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. **Action: Cllr Clarke.**
 - 4.6 Minute 2954/10.2 Honour Boards. Additional work is required to identify correct dates

of service, **Action: office.**

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

5. Report from the PCSO and Police Issues

Crime statistics **received and noted.**

The PCSO asked for potential locations for undertaking Police speed checks. Walderslade Woods Road, Grovewood Drive North, Sandling Lane, Boxley Village, Lower Boxley Road Walderslade and Gleamingwood Drive were put forward.

The van parked on Grovewood Drive South had been reported to the PCSO but as it was taxed and legally parked no action would be taken.

The meeting was adjourned at 7.45pm to enable a member of the public to speak on the issue of dog waste and the removal of the MBC dog waste bins. It was **agreed** that a written question would be put to the Maidstone Borough Council Meeting. **Action: office.** The Treasurer of Weaving Street Village Hall thanked the parish council for its financial support for the conversion to Charitable Incorporated Organisation. The meeting reconvened at 7.55 pm.

6. Draft Minutes of Recent Committee Meetings

Received and noted

6.1 Environment Committee meeting 23 January 2017.

6.2 Estates Committee meeting 7 February 2017.

6.3 Environment Committee meeting 13 February 2017.

6.4 Environment Committee 23 February 2017.

7 Finance

7.1 Payments made out of meeting 18.01.17 – 28.02.17. **Received and noted**

7.2 Receipts for the period 18.01.17 – 28.02.17. **Received and noted**

7.3 Account balances. **Received and noted**

7.4 Payment of accounts. None submitted.

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.**

8 Policies and Procedures

8.1 Equal Opportunities Statement (review). **Approved** with some minor amendments. **Action: Clerk.**

8.2 Procedure for projects not managed by the parish office (review). **Approved** with some minor amendments. **Action: office.**

8.3 An amendment to the Terms of Reference for the Estates Committee was **agreed**, with the addition of

To undertake the recruitment and appointment of a litter picker for Weaving Diamond Jubilee Orchard.

Add to the end of the sentence 'and to determine salaries and hours'.

Action: office.

8.4 Standing Orders. The scheduled review due at the April meeting was **noted.**

9 Reports from councillors/office

9.1 Maidstone KALC meeting 6 February 2017. The Chairman gave a report and notified members that the draft minutes were inaccurate as they failed to record the lengthy discussion on the lack of MBC Planning Enforcement. **Noted.**

9.2 Valley Schools Proposed New School. The report was **received and noted.** Members welcomed the idea of a specialized Science, Technology, Engineering and Maths school but expressed concern over the additional traffic and parking issues that would come with the development of the site. It was **agreed** to invite the Headteacher to address the parish council. **Action: Clerk.**

9.3 Arriva Bus seminar. The Chairman's and Cllr Wendy Hinder's report was **received and noted.**

10 Reports from Borough and County Councillors

Borough Councillor Butler gave a report on some recent undertakings.

Borough Councillor Hinder raised concerns over flytipping and notified members that HGVs were appearing in Chatham Road again. The Clerk was **authorised** to purchase signs and lockable A frames in the different languages to advertise that this was not allowed. **Action: office.**

11 Matters for Decision

11.1 Parish Tour Saturday 11 March 2017. A new date will be arranged after the co-option to the vacant parish councillor positions. **Agreed.**

11.2 Parish/Police Liaison meeting, 24th May at 7pm at Maidstone Police Station. Cllr Clarke volunteered to attend. **Action: Cllr Clarke.**

11.3 MBC Parish Services Scheme. The Chairman and Clerk were **authorised** to sign the agreement.

11.4 Councillor Internal Audit. Cllr Vic Davies volunteered. **Action: Cllr Vic Davies and the Clerk.**

11.5 Parish Councillor Vacancies. As no poll had been requested arrangements would be made to advertise the vacancies and to co-opt at the April meeting. **Action: Clerk.**

11.6 KALC Planning Conference Thurs 23 March West Faversham Community Centre. **Noted.**

11.7 Lord Lieutenant's Service of Thanks Giving. The Chairman notified members that he was now unable to attend and anyone who wished to take his place should contact the Clerk. **Action: Clerk.**

12 Correspondence

12.1 Weaving Street Village Hall. Letter of thank you for the grant for conversion to CIO and notification that the hall had also changed its name. **Noted.**

13 Matters for Information

13.1 KALC Parish News Feb 2017. **Noted.**

14 Next Meeting

3 April 2017 at Tyland Barn, Sandling ME14 3BD commencing at 7.30pm.

Meeting closed at 8.38p.m.

Item 5. Matters Arising From the Minutes. Purpose of Item: Information/decision.

5.3 Kestrel Boxes. A £400 quotation for purchasing and installing the poles for the three boxes has been approved and MBC's permission on the suggested location on Weaving Heath is waited. As soon as the MBC decision is received work will take place to erect the poles and boxes. Maps showing the proposed locations will be available at the meeting if members wish to view them.

5.4 K60 Telephone Boxley, Boxley Village. BT has responded that the box will not be repainted in the 2017 season (June – September) as in the opinion of the Commercial Field Officer it doesn't need it just yet but it might be put on the 2018 list for repainting.

5.5 Honour Boards. Some progress has been made however the parish council minutes for the years prior to 1932 were not available from archives. Another visit is being arranged with the Parochial Church Council's records being requested to check that, as the Archivist has found in some cases, the minutes were not submitted by the Incumbent for archiving.

Item 6. Report from the PCSO and Police Issues. Purpose of Item: Information.

Item 6.2. Officers from Kent Police have been working hard in Maidstone to tackle nuisance and illegal vehicles.

Patrols, including PCSO's and officers from the Rural Liaison Team on motorbikes and unmarked cars visited Bredhurst Woods, Boxley Warren and Walderslade Woods during the weekend of 11th and 12th March.

They worked with Boxley and Bredhurst Parish Councils, Kent County Council, Boxley Warren Nature Reserve Management Committee and Bredhurst Woodland Action Group to help tackle the problem.

The highlights were -

- A total of 16 vehicles were stopped, with drivers insurance details checked.
- Three motorbikes were stopped on Scragged Oak Lane, Detling and the riders were found to not have a valid driver's licence and had no insurance.
- A stolen motorbike was recovered Sunday after being stopped near the petrol station on Blue Bell Hill and found to be driving on false number plates and had a false chassis number stamped on the frame.

The Police understand the concerns of local residents and officers will continue to carry out patrols in Maidstone where concerns have been raised.

We are always grateful to members of the public who have provided us with any information and we continue to urge people to report any issues and where possible take down registration numbers. This will assist us in taking action should we identify these vehicles driving in an anti-social way.

The parish office, myself and Medway Police are working on a problem in Walderslade Woods. At least one dog has been made violently ill by something and local dog owners have taken to Facebook to comment about dead foxes and dogs and we are trying to locate the actual facts behind all the posts. I know the Clerk is trying to get information out to frightened residents but it is not yet clear whether there is more than one or possibly two dogs that might have been taken ill.

Item 7. Draft minutes of recent committee meetings. Purpose of Item: Information.

Minutes of the Environment Committee on Monday 6 March 2017 at Weaving Street Village Hall, Weaving Street commencing at 8.50 pm.

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

1 Apologies and absences

Cllr Hollands (holiday). Cllr Radcliffe Godfrey (work commitment).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

As no members of the public were in attendance the meeting was not adjourned

3 Planning Applications for Consideration

17/500628/FULL Bedroom extension over existing garage and convert small bedroom to walk in shower and access to new bedroom at 31 Lombardy Drive Maidstone.

Do not wish to object.

17/500619/FULL Ground floor rear extension and internal alterations at 52 Restharrow Road Weaving.

Do not wish to object.

The Clerk was asked to notify MBC that some of the elevation drawings were not available to view on-line.

17/500779/FULL Demolition of existing garage and conservatory, erection of single storey extension to form enlarged kitchen and annex accommodation for elderly parent at Vine

House Weaving Street Weaving.

Do not wish to object but the parish council has serious concerns about the loss of 2 car parking spaces whilst the property is increased to 5 bedrooms. Weaving Street is very narrow at this point and there is no possibility of off-site car parking as this would either block Weaving Street or create safety problems for pedestrians and other road users.

17/500127/FULL Erection of a detached garage at Rendlesham Chatham Road Sandling.

Do not wish to object but the parish council is concerned that this substantial garage could become a separate dwelling. If the Planning Officer is minded to permit the application then the parish council requests a condition that this garage must remain part of the original property and is not converted into residential use or a separate dwelling.

4 Next Meeting

Next full environment meeting 13 March 2017 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.00 pm.

Minutes of the Environment Committee on Monday 13 March 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,) together with the Assistant Clerk and 3 members of the public.

1 Apologies and absences

Cllr Hollands (Holiday) Cllr Radcliffe-Godfrey (Absent).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3 Minutes of the Meetings of 6th & 13th February 2017.

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

The meeting was adjourned at 7.40pm to allow the members of the public to ask any questions. The 3 members of the public were from Grove Green and had attended the meeting to echo their concerns with the parking issues around Grove Green. The committee sympathised with them and encouraged them to lobby County Councillor Paul Carter with their concerns as the Parish Council has done and to lobby and attend the Joint Maidstone Transport Meeting due to be held on Tuesday 21 March as it is hoped these issues will be discussed.

The meeting reconvened at 7.55pm.

4. Matters Arising from the Minutes

*4.1 Minute 2955/4.1 Inconsiderate parking Provender Way, yellow lines. Awaiting response from County Councillor Carter. **Noted.***

*4.2 Minute 2955/4.2 Grovewood Drive South yellow lines. Awaiting response from County Councillor Carter. **Noted.***

*4.3 Minute 2955/4.3. Land to the rear of Tesco Grove Green. Parish office is still attempting to locate the owners. **Noted.***

*4.4 Minute 2955/4.5 Development Wildfell Close. The planning officer has requested information on drainage and it is not yet clear when this application will be submitted to the MBC Planning Committee. **Noted**, however Members asked for clarification of what type of drainage the planning officer is referring to.*

*4.5 Minute 2955/4.6. Grovewood Drive North Crossing facility. The resident has informed the office that she will soon be submitting the petition. **Noted.***

*4.6 Minute 2955/4.7. Parking at Grovewood Drive North, Shepherd's Gate Drive etc. Awaiting response from County Councillor Carter. **Noted.***

- 4.7 Minute 2955/4.8 Grounds Maintenance, identification of potential contractor. Various contractors have been identified and action will be taken to contact them all for quotations. **Noted.**
- 4.8 Minute 2955/4.9 Tonbridge and Malling BC Local Plan. **Noted**, the timetable has now changed and consultation will begin in the Autumn. The Clerk will bring the item back to committee at that point. **Action office.**
- 4.9 Minute 2957/7.1 Highway report supplied to County Councillor Paul Carter. Response not yet received. **Noted.**
- 4.10 Minute 2958/12 Co-mingled bin The Spinney. MBC was approached with a request for a bin to be installed. **Noted.**
- 4.11 Any other matters arising from the minutes not on the agenda.

5. **Planning Applications for Consideration**

17/500388/FULL/ANJO Minor material amendment (variation of condition 2 drawing numbers) of planning permission 14/500290/FULL (Demolition of a number of disused temporary structures associated with Maidstone Studios and erection of 77 dwellings together with access, parking, garaging, landscaping and ancillary works on land to east of Maidstone Studios) - to introduce a 0.5 storey increase in height to 28 of the dwellings within the approved scheme. The Maidstone Studios Vinters Business Park New Cut Road Maidstone Kent. **Ratified** Clerk's decision, after consulting with committee members.

Wish to see refused and reported to the Planning Committee.

This proposed amendment to the original planning application will result in a fundamental change to the balance of properties on the development. 13 x 3 bed dwellings will now convert to 4 x bed units so despite what the Persimmon letter, dated 23 February, states there will be an addition of at least 13 additional bedrooms.

The 2014 planning application originally had 145 vehicle spaces with 14 visitor spaces. Visitor spaces, at the request of KCC, were increased to 20. A study of the plot layout and car parking shows that allocated visitor car parking spaces are tucked away and very oddly placed. Examples: 2 visitor spaces are directly opposite 2 x 3 bed houses in what could be seen as a private area and in an area serving 14 properties there are no visitor spaces.

As visitor spaces are dotted about they would be difficult to locate and it is also considered that there is an insufficient number to serve such a large development. The Kent Design Guide Review - Residential Parking recommends visitor car parking spaces at 20% (0.2 per unit) of the number of dwellings. Therefore an additional 9 spaces should be sought. The parish council considers that these additional parking spaces be placed in a dedicated visitor car park close to the main entrance, a request made by KCC Highway in 2014. Since the 2014 permission the Park & Ride at Old Sittingbourne Road has closed and whilst Maidstone Studios currently has a private arrangement to use the site, coaching ticket holders to the studios, this cannot continue for much longer. Even with this arrangement large events at the Studios do cause huge parking problems at Grove Green and this will increase as the proposed development is on the main Studio car park.

Failure to provide sufficient car parking spaces will result in on-street car parking and the design of the development provides few opportunities that do not cause problems for residents accessing and egressing junctions and their own allocated parking areas.

17/500951/FULL Construction of two semi-detached one bedroom houses with associated vehicular access and a total of 5 car parking spaces for both the existing apartments and the new dwellings. 1A and 1B Vineholme Forstal Road Aylesford Kent ME20 7AE. **Do not wish to object.**

17/501066/TPO Tree Preservation Order: Sweet Chestnut group (G1) - reduce encroaching South West branches back to rear boundary. 23 Silver Tree Close Walderslade Kent ME5 9ST. **Do not wish to object.**

17/500979/FULL Erection of two storey side extension with internal and external alterations. Sandhurst Grove Green Road Weaving Kent ME14 5JT. **Do not wish to object.**

17/501083/TPO Application - Hornbeam x 3 - Reduce canopies (height 15m, removing 5m, leaving 10m). Thin canopies by no more than 10%, Willow Tree - Pollard tree at approx. 4.5m (height 7.5m, removing 3m, leaving at 4.5m). 7 Cinnabar Close Walderslade Kent ME5 9PF. **Do not wish to comment – Defer to the views of the Landscape Officer.**

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

6.1 Gibraltar Farm appeal. GRANTED. **Noted.**

6.2 16/506065 1A & 1B Vineholme Forstal Road. Erection of single storey extension to existing apartment along with 2 storey etc.

Members did not object but raised concern over parking. MBC refused on the grounds that its height and projection from the rear of the building would have a detrimental impact on the neighbouring property. **Noted.**

6.3 16/506571 The Granary, Court Lodge Farm, The Street, Boxley, outline application for one detached dwelling. Members did not object but MBC refused because a new dwelling was unsustainable and would distract from the group of converted buildings and would fail to conserve, maintain or enhance the countryside. **Noted.**

6.4 16/502179 Bethany, Boxley Road. To ratify the Clerk's decision, after consulting with committee members that the parish council would amend its response, and thus not attend the MBC Planning Committee meeting, to Do not wish to object. An amendment to the plans dealt with the parish council's main reason for objecting. The MBC minutes are not yet displayed on the Council's website. **Noted.**

6.5 Willow Farm, Tyland Lane 2 x 3no bedroom bungalows. Written Appeal deadline 5 April 2-17. Residents have been notified by a community alert e-mail. The parish council's objections have been submitted to the Planning Inspectorate by MBC. As the parish council's reasons for objecting reflect the MBC decision to refuse the Clerk suggests that there is no need to send another letter. **Noted.**

6.6 TPO application. Members are notified that an application to fell a sycamore tree at 20 Spenlow Drive was refused as the Landscape Officer identified it as an Ash Tree which makes a positive contribution to local landscape and environment. **Noted.**

7. **Highways and Byways**

7.1 MJTB. Members received the clerk's report that the parish councils has been successful in getting its Highways Issues Report placed on the MJTB agenda as a standard item under 'Questions/Statements from members of the public. A statement or question will need to be submitted by 17 March latest so that the proper officer can decide whether it is appropriate for the question/statement to be asked. The date of the meeting will be Tuesday 21 March, members **agreed** that Cllr Bob Hinder would attend and speak on behalf of the Parish Council. A statement is to be drafted. **Action: Cllr Bob Hinder/Clerk.**

8. **Grounds Maintenance**

8.1 Springclean. **Noted** two KCC operatives have been working in the parish undertaking the tasks identified on the task list. MBC has also undertaken the footpath clearance between Badger Road and the Timber Tops Play Area. The plan is now to try to get the Community Payback Service to work in the parish and maintain/improve areas.

8.2 Community Payback Service. Still no response received to the meeting and submission of documents however the Clerk was warned that there would be a delay in getting back to the parish council. **Noted.**

8.3 Volunteer litter picking. The parish office was unsuccessful in attracting any volunteers to arrange a large litter picking event. However, the residents who undertake volunteer litter picking have been out and about. The Environment Committee had purchased some litter picking equipment and members **agreed** to allow the Clerk to loan equipment ie litter pickers and fluorescent jackets to regular volunteers keeping a list of where it is. The Clerk also regularly issues the MBC green Volunteer Clean bags.

9. **Highway Projects**

9.1 Short list and criteria form. Members deferred this item to the April meeting to allow

- them time to consider the form and shortlist. **Action: Environment Committee,**
- 9.2 Crowdfunding. Members **noted** the Clerk's reference to an article in The Clerk's Magazine, that Frome Town Council also appears to be looking at releasing funds for highway work and is encouraging residents to consider using Crowdfunding to part fund projects that the Town Council has approved. The article will be considered by the F&GP Committee at its 14 March meeting.
- 9.3 Verge Boxley Road/Travertine Road Verge. Members requested that one of the KCC/BPC letters concerning parking on verges should be placed on cars parking on verges and delivered to local properties. This was undertaken at this junction and a resident's letter had been received with their suggestions for alternative solutions. Also received was an e-mail expressing support of the letter being sent out. Members **agreed** that a response should be sent to the resident thanking them for their letter and observations which have been noted and to respond appropriately to each suggested point. Members requested that in future they would like to see all correspondence both positive or negative as this gives a more realistic picture. **Action: office**
- 9.4 Cllr Bob Hinder proposed the purchase of spring bulbs (approx. 4 sacks) for planting in public areas this autumn. It was **agreed** that residents are approached for suggestions of suitable planting areas and to find volunteers to carry out the planting. **Action: office.**
10. **Policy and Procedures**
- 10.1 Sale of Public Land – Members **agreed** with the Clerk's suggestion that this is dealt with under housekeeping and should the occasion arise when it is required the Clerk will check that it is still fit for purpose.
11. **Members Reports**
- 11.1 Maidstone KALC Ancient Woodlands – As the next meeting is being held on 22 March members asked for this to be included as an agenda item. **Action: office.**
12. **2017/2018 Budget Project**
- To agree the cost of installing a seat at Timber Tops Play Area. Members **agreed** to the total cost of £829.85 which includes the supply and installation of a phoenix seat with arm rests. Cllr Dengate passed on thanks to the Clerk for her hard work on this item.
13. **Volunteer Groups**
- Cllr Bob Hinder reported that the FoBW task day had taken place on Sunday 12 March which involved clearing the area around the memorial seat. He also stated that Section 1 of the bunding was about to take place with the removal of a Sycamore tree. He also met officers from the 'Off Road Bike' team who were undertaking an operation to catch illegal bike users in the area.
14. **Matters for Information – Received.**
- 14.1 Article on Foreign Truckers parking in lay-bys in Sunday Times - to be scanned and circulated to members. **Action: office.**
- 14.2 Email from Resident – Olivine Close. Cllr Bob Hinder informed members that he had received an email from a resident in Olivine Close who is concerned that possible drug dealing/taking is occurring close to the Open Space in Impton Lane, cars are parked up with loud music being played and smoking of illegal substances. The Police have been notified and the resident has been asked to keep a log of activity and to encourage other residents to report this activity to the police.
- 14.3 Planning Rota – Cllr Bob Hinder has requested that the rota is altered so that Councillors are not tied to a date to attend and that members attend as and when needed taking it in turns on the list. **Action: office.**
15. **Next Meeting**
- Next full Environment Committee meeting 10 April 2017 at Beechen Hall commencing at 7:30pm.

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

Members **noted** the Clerk's report on outstanding MBC Section 106 Payments which no longer included £40,000 for Weaving Heath.

Meeting closed at 9.10pm.

Minutes of the Estates Committee on Tuesday 14 March 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.10 pm

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

1. **Declaration of Interest or Lobbying**

None.

2. **Apologies and absence**

Cllr Radcliffe-Godfrey (work commitment) and Cllr Sullivan.

3. **BHEWG recommendations for consideration.**

Members' **received, noted and approved** the Beechen Hall Extension Working Group's Requirements Documents.

- 3.1 Acoustic & Thermal Insulation
- 3.2 Electrical
- 3.3 Front and Inner Doors
- 3.4 General
- 3.5 Plumbing
- 3.6 Miscellaneous

Four documents needed further work and it was **agreed** that these would be finalised as soon as possible. **Action Cllr Clarke and the Clerk.** All councillors were asked to go on line to approve them. The need for speed was stressed.

3.7 Tender Specification

3.8 Tender Instructions and Information

3.9 Tender Invitation Letter

3.10 Landscaping. The Clerk was asked to place the notes into a Requirements Document. Members' **agreed** the proposal that **the F&GPC approve the Requirements Documents; Acoustic & Thermal Insulation, Electrical, Front and Inner Doors, General, Plumbing, Miscellaneous. That delegated power is given to the BHEWG to make decisions, out of meeting, on the outstanding documents; Tender Specification, Tender Instructions and Information, Tender Invitation Letter and Landscaping.**

It was identified that the final document pack needed to be presented to the BHEWG for approval and the Clerk was asked to collate a list of potential companies, as provided by Cllr Clarke and place this on the OneDrive. **Action: Clerk.**

Cllr Clarke raised the issue of public consultation but after some discussion members decided **no action.**

Members were reminded that no other councillor, outside of the working group had yet seen the Requirements Documents.

4. **Date of Next Meeting.**

Tuesday 11 April, 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 7.31pm

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 March 2017 commencing at 7.35 p.m.

Councillors present: Mr I Davies (Chairman until item 8.1), Mrs L Clarke (Chair from item 8.1), Mr V Davies, Mr P Dengate, Mr B Hinder together with the Clerk.

1. **Apologies and non-attendance**
Cllr W Hinder (family commitment) and Cllr Radcliffe-Godfrey (work commitment).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Nature Reserve.
3. **Minutes of the meeting of 17 January 2017**
The minutes of the meeting were **agreed** and **signed** as a correct record.
4. **Matters Arising From the Minutes**
 - 4.1 Minute 2934/4.1 Charitable Incorporated Organisations (CIOs). To register the changes at the Land Registry letters were needed from the lease holder. Grove Green Community Hall was still awaiting such a letter from MBC and Cllr Vic Davies informed members that Vinters Valley Trust was also waiting for letters from MBC and KCC. The Clerk, who had arranged for the letters to be provided, will would contact MBC and KCC to try to resolve the issue. **Action: Clerk.**
 - 4.2 Minute 2935/8 Prepayment Direct Debit Card. The Clerk reported that the card had been received and activated. **Noted.**
 - 4.3 Minute 2934/12 Independent Internal Auditor. Dealt with at item 12.
 - 4.4 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. Nationwide PC had been reinvested as a 95 day saver account. **Ratified.**
 - 5.3 Income/Expenditure report as at 6 March 2017. The RFO gave explanations on codes, such as Licences and Leases and refuse collections, which had been overspent. **Received and noted.** Cllr Bob Hinder requested that an item be placed on the Estates Committee agenda to consider approaching hirers about recycling more of their waste. **Action: Office/Estates Committee.**
A question was asked about the apple harvest at the WDJO. After discussion it was agreed to review the tree pruning and general care situation and obtain advice. **Action: Office/Estates Committee.**
 - 5.4 Trial Balance. The parish council's accounts had balanced. **Received and noted.**
6. **Contingency Fund and Budget adjustments**
Play Area Safety Surface. The additional £295 expenditure to remove some underground concrete was **approved.**
7. **Personnel matters**
Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.** Members then considered the impact that the recent number of additional meetings and current extra work was having on the parish office and the council's Duty of Care. In discussion the consensus was that steps should be taken to reduce the workload if possible. It was also agreed that the Clerk and Assistant Clerk should have the choice of taking either TOIL or remuneration for attending meetings in excess of the agreed annual 10 Parish Council, 12 Environment, 6 Estates and 6 F&GPC per annum. Payment to be at the

employee's hourly rate. TOIL would remain subject to the existing cap (35 and 25 hours respectively). The change to be effective from 1 January 2017 with retrospective substantiated payments being approved to reduce current TOIL levels. Cllr Bob Hinder then proposed **that the Clerk and Assistant Clerk are paid for attending extra meetings over and above those scheduled in Standing Orders. Such additional meetings are to be paid for at the staff member's hourly rate or can be taken as TOIL subject to staff not exceeding their TOIL cap.** Cllr Dengate seconded the proposal which was **unanimously agreed. Action: Chairman and Clerk.**

Cllr Ivor Davies left the meeting at this point.

8 **Grant Requests**

- 8.1 Grove Green Scouts. Grant request for a mess tent. After lengthy discussion Cllr Bob Hinder proposed that **a grant of £1,100 is provided for the parish council to purchase the tent and gift it to the Scouts.** Cllr Vic Davies seconded the proposal. **Agreed** (3 for 1 against). **Action: Clerk.**
- 8.2 Penenden Heath Bowls Club. The club had now managed to purchase a second-hand machine from their own funds so would no longer require the grant, the parish council was thanked for its support. **Noted.**

9 **Matters for Information**

None received.

10. **Policies, Procedures, Reports and Reviews**

- 10.1 Insurance Cover. The Clerk is contacting other insurance providers to obtain quotes. **Noted.**
- 10.2 Terms of Reference (review). No changes were requested.

11 **Crowdfunding.**

The explanation on how Crowdfunding worked and how residents could use it to support improvements within the parish was **received and noted.** Members were not in principle against this form of fundraising and for the right project might consider partnership working but currently only required the office to keep the possibility under review.

12 **Independent Audit Report**

The Interim Report stating that no issues had been identified was **received and noted.**

13 **Beechen Hall Extension**

The Chair proposed that the recommendation from the Estates Committee be accepted and that **the F&GPC approve the Requirements Documents: Acoustic & Thermal Insulation, Electrical, Front and Inner Doors, General, Plumbing, Miscellaneous. That delegated power is given to the BHEWG to make decisions, out of meeting, on the outstanding documents; Tender Specification, Tender Instructions and Information, Tender Invitation Letter and Landscaping. Unanimously agreed.**

14 **Date of Next Meeting**

Tuesday 16 May 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.30 p.m.

Item 9. Policies and Procedures. Purpose of Item: Decision

9.1 Standing Orders. NALC and KALC have not recommended any changes to Standing Orders so they are considered still fit for purpose.

9.2 Financial Regulations. The RFO's review of the Financial Regulations has identified a duplication of item 5.1 at 5.5 *No project shall be submitted for approval to the Parish Council unless it has a Parish Councillor 'owner'; that it can be demonstrated that the proposed expenditure is commensurate with the benefit to the community; and is supported by*

adequate capital and revenue information. The only exception to this rule shall be proposals for feasibility studies.

Permission is sought for the next meeting of the F&GPC to make a deletion without having to report back to the Parish Council.

The Regulations also have a referral to signatures and permission is also sought to allow the F&GPC to add, if it considers it appropriate, a reference to authorisation. Reason: The majority of payments are now electronically authorised.

None of the suggested changes will alter the principles of the Financial Regulations.

Item 10. Reports from councillors/office

Item 10.1 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 22 March 2017.

Present: Councillors: Geraldine Brown (Chairman) Yalding, Cheryl Taylor Maggio (Vice Chairman) Langley, Helen Anderson (Secretary), Pat Marshall and Richard Ash Bearsted, Robert Turner and Ron Galton Boughton Malherbe, Ivor Davies and Bob Hinder Boxley, John Clayton Detling, Fred Stanley Harrietsham, Nigel Pyman Headcorn, Jill Williams Langley, Bob China Leeds, Richard Greenwood Lenham, Bernard Cresswell Linton, Lesley Mannington Marden, Robin Gardner Otham, Peter Coulling and Chris Douglass Teston, Fiona Kenward Ulcombe.

1. Apologies. Councillors: Fay Gooch Barming, Steve Bowring Bredhurst, Tina Clark and Mike Lovell Broomfield & Kingswood, Mike Fitzgerald (Chart Sutton), Keith Woollven Coxheath, Malcolm Ireland East Sutton, John Mather Headcorn, Gary Thomas Hunton, Tony Oliver and Tim Oliver Loose, Chris Childs Marden, Rory Silkin Staplehurst, Eileen Riden and Lorraine Cook Sutton Valence Peter Titchener Ulcombe. John Perry Maidstone Borough Council.

2. Minutes. The minutes of the 6 February 2017 meeting were taken as read, confirmed as a correct record and signed by the Chairman following amendments to the following items:-

Item 3 Bearsted requested an update on Farmers Markets (26 September Item 6), an answer from Maidstone Borough Council was still awaited.

Item 4.1.4.1 Boxley Parish Council raised a number of enforcement issues relating to their area.

3. Matters Arising. Cllr Brown has received a response from Maidstone Borough Council regarding the charging levy imposed on some Farmers Markets stating that certain Borough's have a Charter and therefore there is a charge. Cllr Brown felt that this did not apply to Bearsted's particular issue and would endeavour to clarify the issue further.

The deadline for the completion of the Parish Survey is 31 March 2017 and a reminder has been sent to all Parish Clerks.

4. Reports from Representatives:

4.1 Parish Liaison Group.

4.1.1 Parish Services Scheme A meeting is scheduled on the 8 May to start dialogue at looking at a better system for all concerned.

4.1.2 Planning

4.1.2.1 Planning Review The following correspondence has been received by Parish Clerks dated 13 March 2017.

Review of Maidstone Borough Council Planning Service

iESE has been asked by Maidstone Borough Council to carry out a high level review of their Planning Service. As part of the review we are consulting with key stakeholders and customers of the Service. Parish Councils fall into both categories and as such we are keen to

talk to you about your experiences. We hope you will be interested in participating in this consultation, which will help inform the recommendations we make to Maidstone BC about the future direction of the Service.

The consultation will be in the form of a telephone interview to take place in April. If your Parish would like to be involved please consider who would be best placed to answer questions about this Service, it should be someone who has had contact or been involved with the Service either in respect of Development Management i.e. submitting or commenting on applications, reporting of or involvement with enforcement issues, or Planning Policy i.e. Local Plan, Neighbourhood Planning. Please advise me of the name and telephone number of the person to contact and the most convenient time of day to contact them.

I look forward to hearing from you.

Kind regards,

Debbie Bird (debbie.bird@iese.org.uk)

07803 589887

www.iese.org.uk

The Enforcement Department is under intense pressure due to staff sickness and is currently staffed by just one fulltime member and one part time consultant. It was agreed that the Committee would write to Rob Jarman to express concern that any issues raised by Parishes may go un-investigated.

4.1.2.2 Training – Planning and Legal No further report was given.

4.2 KALC Executive Committee The following items were raised:-

4.2.1 Transparency Code It should be noted that the KALC grant available for smaller Councils to purchase computer equipment ceases on the 31 March.

4.3 Maidstone Joint Transportation Board A meeting was held on Tuesday 21 March with 22 items coming forward for consideration on the agenda, many were deferred including item 17 'Amendments to the Maidstone Joint Transportation Board Agreement' which relates to this Committees request to have two voting representatives on the board. It is expected to be approved at the next meeting.

Much discussion was had on item 12 Maidstone Integrated Transport Package, areas that have been identified as 'congestion hotspots' within the Borough and KCC have received funding from the Local Growth Fund to deliver improvements, starting to commence in Autumn 2017. Details can be found at the following link:-

<https://services.maidstone.gov.uk/meetings/ieListDocuments.aspx?MIId=2787&x=1>

Item 11 related to changes to the Arriva Bus Services and their effect on Rural Areas. It was reported that much discussion was had with the Arriva representative and he has now taken away a number of questions that he will feedback on in due course.

Item 9 related to a report submitted by Boxley on their parking issues within the Parish and their offer to fund some of the remedial work required. It was noted that Officers have now been instructed to contact Boxley Parish Council to discuss this issue further.

The next meeting of the JTB is on 19 April at the Town Hall starting at 5pm.

5. Maidstone Borough Local Plan Cllr Coulling reported that input had been given to the Inspector on Employment matters and it was felt that a MBC commissioned consultant report, was not really strategically sensible for the area. The full report has not yet been published by the Inspector but it has been noted that in order to make the plan sound 61 main modifications are required to be made which will go out to consultation sometime in the near future. Parish Councils are encouraged to respond.

A meeting is to be held with Tonbridge and Malling KALC as they start to embark on their Local Plan.

6. The Medway Flood Partnership Cllr Brown reported that the Practioner's Group continues to meet and includes representatives of all the major partners. Various Parishes are continuing to meet to look at both Community Level and Property Level Resilience.

7. Any Other Business

Ancient Woodland Boxley Parish Council raised the issue of how to protect Ancient Woodland when a planning application is submitted. It was agreed to take this issue to the next Parish Liaison meeting.

Neighbourhood Plan Funding Lenham Parish Council raised the issue of the considerable costs to putting together a plan and having used up all available grants on offer seek to see whether the Borough Council can help offer any further financing streams. It was agreed to take this to the next Parish Liaison meeting.

8. Time and date of the next meeting This will be the AGM and is to be held on Wednesday 7 June 2017 at the Town Hall, Maidstone starting at 7pm. Nominations for the posts of Chairman, Vice Chairman, Secretary, 2 representatives on the County Executive, 2 representatives on the MBC Audit Standards and Governance Committee and two representatives and one substitute on the Joint Transportation Board. All nominations should be received in writing and sent to the Secretary at 16 Chaplin Drive, Headcorn, TN27 9TN or via email maidstonecalc@gmail.com by 31 May 2017 and these must be proposed and seconded and with the written consent of the nominee.

Meeting Closed at 9pm

Item 14. Matters for Decision

- 14.2 Proposed Main Modifications to the Maidstone Borough Local Plan will be published on 31st March 2017 for public consultation. The consultation will run for 7 weeks. Representations must be received in writing by 5pm on Friday 19th May 2017. A briefing note will be submitted to the 10 April Environment Committee.

Item 8.1 Payments made out of meeting 28.02.17 – 28.03.17

8.1.1 The Cooperative Bank Payments

Date: 28/03/2017

Boxley Parish Council

Page 1

Time: 09:32

Co-Op General Account

List of Payments made between 28/02/2017 and 28/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2017	Mail Publications Ltd	101905/6	490.14		Downs Mail Feb Edition
Total Payments			<u>490.14</u>		

8.1.2 HSBC Payments

Date: 28/03/2017

Boxley Parish Council

Page 1

Time: 09:31

HSBC General Account

List of Payments made between 28/02/2017 and 28/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2017	Suez Recycling & Recovery UK L	DD30560801	199.07		Refuse Collection - January
01/03/2017	Southern Water	7011015472	286.87		Water Bill - Dec-Mar 17
14/03/2017	Opus Energy - Electricity	61798930	198.73		Electricity Bill - February
20/03/2017	OPUS Energy - gas	DD22297403	188.56		Gas Bill -February
28/03/2017	Suez Recycling & Recovery UK L	DD30595972	146.10		Refuse Collections - February
Total Payments			<u>1,019.33</u>		

8.1.3 Unity Trust Bank Payments

List of Payments made between 28/02/2017 and 28/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2017	RTF Networks	DD6710714	113.99		Telephone Bill
01/03/2017	Northstar IT Services	DD12914/5	165.94		IT Services Support & Back Up
02/03/2017	Northstar IT Services	12795	180.00		Diagnose and dispose PC Tower
02/03/2017	European School of Osteopathy	BPC/24/2/1	50.00		Hall Hire 24/2/17
02/03/2017	Clair Low	C52 LOW	250.00		Returned DWD Deposit
02/03/2017	Zip Heaters UK Ltd	590243/ZIP	28.24	Mrs P Bowdery	Parts for Zip Hydroboil
02/03/2017	KCC Commercial Services	FEM26581/L	24.90		Miscellaneous
02/03/2017	Mrs P Bowdery	IMPREST 78	37.61	Mrs P Bowdery	Miscellaneous
02/03/2017	B & Q	IMPREST 78	42.39	Mrs P Bowdery	Allotment Shed Clasps
02/03/2017	Robin Hood Service Station	IMPREST 78	6.88	Mrs P Bowdery	Petrol for Strimmers
02/03/2017	SPPS PVC Centre	IMPREST 78	7.18	Mrs P Bowdery	Noticeboard cleaner
02/03/2017	Sandy's Hardware Store	IMPREST 78	20.99	Mrs P Bowdery	5 Litre Spray Bottle
02/03/2017	Johnstones	IMPREST 78	5.85	Mrs P Bowdery	Algae Cleaner
02/03/2017	Olympic Electrical Supplies	72711	12.60		Replacement Bulbs/Lamps
02/03/2017	Pilgrims Way Magazine	2017/19	25.00		Beechen Hall Advertisement
02/03/2017	SPPS PVC Centre	IMPREST 78	-7.18	Mrs P Bowdery	Noticeboard Cleaner
02/03/2017	SPPS PVC Centre	IMPREST 78	7.19	Mrs P Bowdery	Noticeboard Cleaner
08/03/2017	John Hood	31	140.00		Tree Surgery
08/03/2017	Lionel Robbins	2017/7	125.00		Internal Audit
08/03/2017	Wickes	SHED REPAI	49.98		Felt/Adhesive Shed Repairs
08/03/2017	Vinters Valley Nature Reserve	BPC GRANT	270.00		BPC Grant
21/03/2017	David Oguntoye	C92	4.27		Hall Hire Refund
21/03/2017	A S Bell	13425	187.56		Supply and fit new mirror
21/03/2017	KCC Commercial Services	C210124	94.08		Miscellaneous
21/03/2017	Cube Plumbing & Heating Ltd	10221	72.00		Gas Safety Certificate - Oven
21/03/2017	Barge Group Ltd	8245	3,799.20	Minute 2952/7.2	Safety Surface Extension WDJ0
22/03/2017	Mrs P Bowdery	22/03/PC01	2,187.19		Salary March
22/03/2017	Mrs A Candy	22/03/PC03	585.90		Salary March
22/03/2017	Mr I Davies	22/03/PC06	33.91		Councillor Allowance March
22/03/2017	Mr V Davies	22/03/PC07	33.91		Councillor Allowance March
22/03/2017	Mr P Dengate	22/03/PC08	25.31		Councillor Allowance March
22/03/2017	Mrs M Fooks	22/03/PC02	1,252.88		Salary March
22/03/2017	Mr T Harwood	22/03/PC09	33.91		Councillor Allowance March
22/03/2017	Mr R Hinder	22/03/PC10	40.94		Chairmans Allowance March
22/03/2017	Mrs W Hinder	22/03/PC11	33.91		Councillor Allowance March
22/03/2017	Mrs L Lake	22/03/PC04	60.00		Downs Mail Delivery March
22/03/2017	Mrs K Macklin	22/03/PC12	42.51		Councillor Allowance March
22/03/2017	Mrs M Smith	22/03/BH01	547.91		Wages - March
22/03/2017	Mrs M Waller	22/03/PC17	35.31		Councillor Allowance - March
22/03/2017	Mr B Douglas	22/03/BH05	228.04		Wages - March
22/03/2017	Mr D Odell	22/03/BH02	278.04		Wages - March
22/03/2017	Mr P Poon	22/03/PC05	29.70		Litter Picking
22/03/2017	HMRC	577PW00105	1,401.91		PAYE
22/03/2017	EFT Receipts Ac	IT00000068	99.34		Pension Contributions
22/03/2017	Mrs M Fooks	DM DELIVER	115.00		Downs Mail Delivery March
Total Payments			12,779.29		

Item 8.2 Receipts for the period 28.02.17 – 28.03.17

8.2.1 Unity Trust Receipts

28/03/2017	Boxley Parish Council		Page 1					
09:34	Cashbook 2		User: MF					
Unity Trust Account								
Receipts received between 28/02/2017 and 28/03/2017								
Nominal Ledger Analysis								
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 13/03/2017	274.00						
	Plot 16 Boxley Parochial Church Council	274.00			1200	220	274.00	Burial Fee - Thomas Boyle
	Total Receipts:	274.00	0.00	0.00			274.00	

8.2.2 HSBC Receipts.

HSBC General Account

Receipts received between 28/02/2017 and 28/03/2017

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 28/02/2017	81.20					
157	Teenie Boppers	81.20			1235	260	81.20 R1792 Teenie Boppers
	Banked: 02/03/2017	224.22					
158	AACTS	224.22			1235	260	224.22 R1784 AACTS March
	Banked: 02/03/2017	193.60					
159	Seal	193.60			520		193.60 C110D Seal 26-5-18
	Banked: 06/03/2017	223.30					
160	Tumbletots	223.30			1235	260	223.30 R1793 Tumbletots Mar
	Banked: 07/03/2017	397.05					
167	Caterpillar Music	38.50			1235	260	38.50 R1787 Caterpillar Music
168	Karate	320.50			1235	260	320.50 R1788 Karate March
169	Bliss	38.05			520		-38.05 C77D Bliss 25/3/17
					1230	260	74.10 C77F Bliss 25/3/17
					1231	260	2.00 PL Insurance Bliss
	Banked: 07/03/2017	45.80					
170	Thomas	45.80			520		-55.00 C76D Thomas 8/4/17
					1230	260	98.80 C76F Thomas 8/4/17
					1231	260	2.00 PL Insurance Thomas
	Banked: 07/03/2017	63.90					
161	Plesanu	63.90			520		-63.80 C61D Plesanu 25/3/17
					1230	260	125.70 C61F Plesanu 25/3/17
					1231	260	2.00 PL Insurance Plesanu
	Banked: 07/03/2017	1.00					
162	A Bead in Time	1.00			1235	260	1.00 R1783 ABIT Mar Invoice
	Banked: 07/03/2017	55.25					
172	A Bead in Time	55.25			1235	260	55.25 R1783 ABIT Mar Invoice
	Banked: 09/03/2017	102.65					
163	Medway & District Caledonian	102.65			520		-100.65 C981D Medway & District
					1230	260	201.30 C981F Medway & District
					1231	260	2.00 PL Insurance Medway &
	Banked: 09/03/2017	178.50					
171	Lawal	178.50			520		178.50 C113D Lawal 25/11/17
	Banked: 10/03/2017	50.00					
164	Starbuck	50.00			520		50.00 C115D Starbuck 16/7/17
	Banked: 13/03/2017	100.80					
165	Creegan	100.80			520		100.80 C116F Creegan 30/4/17
	Banked: 15/03/2017	32.35					
166	Mrs A Candy	32.35			520		32.35 C108D Candy 2/7/17
Subtotal Carried Forward:		1,749.62	0.00	0.00			1,749.62

HSBC General Account

Receipts received between 28/02/2017 and 28/03/2017

								Nominal Ledger Analysis	
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>	
	Banked: 15/03/2017	72.93							
167	Mrs A Candy	72.93			520		72.93	C109D Candy 13/5/17	
	Banked: 16/03/2017	52.50							
168	Sing & Sign	52.50			1235	260	52.50	R1791 Sing & Sign March	
	Banked: 17/03/2017	100.00							
169	Oguntoye	100.00			520		100.00	C92F Oguntoye 20/5/17	
	Banked: 19/03/2017	17.27							
170	Dennett	17.27			1130	130	17.27	Payment for damaged	
	Banked: 20/03/2017	31.87							
171	Simpson	31.87			520		-31.88	C91D Simpson 23/4/17	
					1230	260	61.75	C91FR Simpson 23/4/17	
					1231	260	2.00	PL Insurance Simpson	
	Banked: 20/03/2017	150.20							
172	Yousaf	150.20			1230	260	148.20	C119F Yousaf 15/4/17	
					1231	260	2.00	PL Insurance Yousaf	
	Banked: 21/03/2017	340.69							
173	Yoga	340.69			1235	260	340.69	R1794 Yoga March	
	Banked: 22/03/2017	215.63							
173	Balfour Short Mat Bowls	215.63			1235	260	215.63	R1789 Balfour SMB Mar	
	Banked: 22/03/2017	20.00							
174	Dennett	20.00			1250	260	20.00	C47 Dennett AEC 11/3/17	
Total Receipts:		2,750.71	0.00	0.00			2,750.71		

8.3 Account closing balances.

Item	Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	07.03.17	Coop General Account	£26,268.81
5.1.2	02.03.17	HSBC Beechen Hall	£17,923.39
5.1.3	02.03.17	Unity Trust Bank	£22,053.57
5.1.4	22.08.16	Santander Investment Bond (matures 01.08.17)	£75,627.77
5.1.5	23.02.17	Barclays Bank	£19,639.25
5.1.6	10.02.17	Lloyds 3 mth (now 6 mths) (matures 08.05.17)	£50,583.21
5.1.7	23.02.17	Lloyds 12 mth (now 6 mths) (matures 15.05.16)	£25,366.21
5.1.8	23.02.17	Nationwide Beechen Hall 12 mth (now 95 day saver account)(matures 22.05.17)	£55,837.72
5.1.9	22.03.17`	Nationwide Parish Council 12 mth (now 6 mth matures 12.06.17)	£60,727.69
		Total	354,027.62

8.4 To authorise payment of accounts.

Clerk's note: Permission is sought to remove this item from the agenda as it is no longer relevant. Boxley Parish Council's pays the majority of its bills via electronic means. On the rare occasion when cheques are used they are submitted to the two councillors who have attended the office to authorise electronic payments and these payments are subject to the same type of checks. Electronic and cheques payments are then reported to the parish council in the lists shown at item 7.1.