



**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 the Meeting of the Parish Council will be held on Monday 4 December 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm.**

1. **Apologies and absences** (7.30)  
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
3. **Minutes of the Parish Council Meeting 6 November 2017** (7.32)  
To consider the minutes and if in order sign as a true record (pages 3-5).
4. **Matters Arising From the Minutes** (7.34)
  - 4.1 Minute 3041/1 Parish Councillor vacancy. See report (page 5).
  - 4.2 Minute 3041/4.1 Honour Boards. Work will be completed as soon as the opportunity arises.
  - 4.3 Minute 3041/4.2 HGV signage, Sandling. The sign has been installed. See report (page...).
  - 4.4 Minute 3041/4.4. Local Nature Reserve Grove Green. A response is still awaited from MBC.
  - 4.5 Minute 3041/5. Letter to Kent Police Crime Commissioner re PCSO service. Awaiting response.
  - 4.6 Any other matters arising from the minutes which are not on the agenda.
5. **Crime Report and Police Issues** (7.36)  
See reports (page 6).

**Adjournment to enable members of the public to address the meeting** (7.42)

6. **Draft Minutes of Recent Committee Meetings** (7.52)  
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
  - 6.1 Environment Committee meeting 6 November 2017 (pages 6-7).
  - 6.2 Environment Committee meeting 13 November 2017 (pages 7-10).
  - 6.3 F&GP Committee meeting 14 November 2017 (pages 10-13).
7. **Finance** (7.58)
  - 7.1 Payments made out of meeting 27.10.17-27.11.17. See report (pages 16-19).
  - 7.2 Receipts for the period 27.10.17-27.11.17. See report (pages 19-22).
  - 7.3 Account balances (page 23).
  - 7.4 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations, cheque stubs need to be initialled by both signatures and they also need to keep their register of interest updated

8. **Policies and Procedures** (8.05)  
None to review.
9. **Reports from councillors/office** (8.06)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.  
9.1 Parish Tour. To obtain feedback from members. See report (page 13).  
9.2 Cllr Bob Hinder meeting with Helen Whately MP 1 December 2017. Verbal report to be given at the meeting.
10. **Reports from Borough and County Councillors** (8.10)  
Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 13).
11. **Franklin Drive play area.** (8.20)  
Request from Borough Councillor Wendy Hinder to take on responsibility for the play area. See report (pages 13-14).
12. **Matters for Decision** (8.30)  
To consider any issues, such as attendance at meetings or as identified on the evening.  
12.1 KALC Community Award. Prior to the meeting Councillors are asked to supply to the Clerk the names of any nominees.  
In view of the confidential nature (personal details and data) on the above item the Chairman to decide whether it is advisable for public and press to be excluded from the meeting for the duration of or part of the item.  
12.2 KALC Police Liaison Meeting 17 January 2018.
13. **Budget** (8.42)  
13.1 Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees.  
13.2 End of World War 2 commemorative plaque. See report (page 14).  
13.3 Franklin Drive play area.
14. **Correspondence** (8.50)  
KWES Lottery Funding Woodland Web. See report (page 14).
15. **Matters for Information** (8.51)  
15.1 Educational support. See report (page 14).  
15.2 Medway Education Business Partnership. See report (pages 14-15).  
15.3 Old Chalk New Downs Update. See report (page 15).  
15.4 BT telephone box Sandling. Has now been removed by BT.  
15.5 Kent Wildlife Trust Wild Kent issue Winter 2017/18
16. **Next Meeting** (8.52)  
22 January 2017 at Beechen Hall, Wildfell Close, Chatham ME5 9RU commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 15 January 2017.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 27 November 2017

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: None.

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

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 4 December 2017  
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes including corrections to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 3. Minutes of the Meeting of the Parish Council held on Monday 6 November 2017 at European School of Osteopathy, Boxley commencing at 7.30pm.**

Present: Mr B Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mrs W Hinder, Mr D Hollands, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Councillor Derek Butler and 11 members of the public/press.

The Chairman welcomed all visitors to the meeting.

Prior to commencing the formal meeting the presentation of the Ann Spain MBE Allotment Cup for the best allotment plus two runners up rosettes were made by Mrs Spain to Lesley Shaw/Gill Watson, Sara Simpson (2nd place) and James Murray (3rd place).

The Chairman presented small commemorative cups to Councillors Vic Davies, Tony Harwood and Maureen Waller to mark and thank them for their 25 years service to the Parish Council. The Parish Clerk Pauline Bowdery was also presented with a cup and thanked for her 20 years service.

Members observed one minute's silence in memory of ex-parish councillor Geoff Smith who had recently died.

**1. Apologies and absences**

Cllr Clarke (family commitments) Cllrs Constable, Hayday and Macklin (work commitments) and County Cllr Paul Carter (previous engagement).

The Clerk notified members that as Cllr Radclyffe-Godfrey had not attended for 6 consecutive months and as apologies for absent had not been submitted or accepted in that period a casual vacancy would be notified to Maidstone Borough Council. **Noted. Action: Clerk.**

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

None declared.

**3. Minutes of the Parish Council Meeting 2 October 2017**

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

**4. Matters Arising From the Minutes**

4.1 Minute 3028/4.1 Honour Boards. Work will be completed as soon as the opportunity arises. **Noted.**

4.2 Minute 3028/4.3 HGV signage. The sign has been purchased and is awaiting installation by KCC, the Clerk was asked to check when the sign would be erected. **Action: Clerk.**

4.3 Minute 3028/4.4 Parish Tour 11 November 2017. Members were reminded that the tour started from Beechen Hall. **Noted.**

4.4 Minute 3028/4.5. Local Nature Reserve Grove Green.

The meeting was adjourned at 7.54pm to allow 2 members of the public to update members on the setting up of a volunteer group to work in the areas identified for a LNR. 26 local residents had expressed an interest and a litter picking task day had been arranged with MBC and volunteers. It was suggested that the volunteers now needed a name. The Chairman thanked the two residents for their hard work and initiative in galvanizing local residents. The meeting reconvened at 8.04pm.

The agenda report was **received and noted**. Members were notified that the newly formed volunteer group would be approaching the parish council about being recognised as a parish council sponsored volunteer group. **Noted**.

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

## 5. **Crime Report and Police Issues**

Crime statistics. **Received and noted**. Police Crime Commissioners Meet and Greet Meeting 18 January 2018 10am-12pm. **Noted**.

## 6. **Draft Minutes of Recent Committee Meetings**

6.1 Environment Committee meeting 9 October 2017. **Received and noted**.

6.2 Estates Committee meeting 10 October 2017. **Received and noted**.

## 7. **Finance**

7.1 Payments made out of meeting 26.09.17-26.10.17. **Received and noted**.

7.2 Receipts for the period 26.09.17-26.10.17. **Received and noted**.

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

## 8. **Policies and Procedures**

8.1 Community Engagement Strategy /Protocol for attending PC and Committee Meetings. Cllr Dengate would forward a few minor comments on wording etc. **Approved. Action: Cllr Dengate and Clerk**.

## 9. **Reports from councillors/office**

9.1 Old Chalk New Downs 15 October 2017. Cllr Bob Hinder's written report was **received and noted**.

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

Cllr Wendy Hinder's report on UK Power Networks and KCC tree maintenance was **received and noted**. She reported MBC's Parks and Leisure Officers were being asked to reinvestigate the recommended closure of non-strategically important play areas. Cllr Hinder had argued against the closure of the small areas and was particularly concerned about the loss of equipment at the Franklin Drive Open Space.

Cllr Butler raised concern about the Government's wish to see a 40% increase in housing development. Borough Councillors Butler, Wendy Hinder and Harwood all agreed that the local infrastructure could not cope with all the proposed development and there was concern that the Community Infrastructure Levy and Section 106's would be inadequate.

Cllr Butler reported that the Leeds/Langley Bypass meeting had been well attended but that many residents were angry at the proposals. The Chairman reported that the meeting had ended with MBC and KCC at loggerheads.

## 11. **Budget**

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

## 12. **Matters for Decision**

12.1 KALC Crime Prevention and Safety Conference 2017 Thursday 7 December 2017. **Noted**.

12.2 KALC AGM. Details would be sent to the parish representatives. **Noted**.

## 13. **Correspondence**

- 13.1 Invitation to Maidstone & District Neighbourhood Watch AGM at Kent Police College, Sutton Road Wed 29 November 2017. **Noted.**
- 13.2 MBC annual Volunteer Litter Pickers Lunch 1 December 2017. The invitation has been supplied to all known volunteer litter pickers. **Noted.**

**14. Matters for Information**

- 14.1 CPRE Kent Voice Autumn/Winter issue.
- 14.2 Kent County Council is consulting on its draft budget strategy for 2018/19 and the associated council tax proposals. This consultation closes on 3rd December.
- 14.3 MBC recommendation on closure of play areas. The Heritage, Culture and Leisure Committee had requested further information before taking a decision. **Noted.**
- 14.4 Community workers starting work in the parish 8 November 2017. Councillors to notify parish office of any work needed. **Noted. Action: Parish Councillors.**

**15. Next Meeting**

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

Meeting closed at 8.31 p.m.

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

4.1 Parish Councillor vacancy. Notice of a vacancy has been advertised and the deadline for residents to request a by-election is 8 December. If no by-election is requested then the parish council will advertise, after Christmas, that it will co-opt to the vacancy at its meeting on 22 January 2017. For members information three residents have already requested to be kept informed of when the parish council will consider filling the position.

4.3 HGV signage, Sandling. Has been erected, it has to be a little higher than normal (but can now be clearly seen from a HGV cab, because of the plan to have horses use the new pathway etc.



**Item 5 Crime Report and Police Issues**

Purpose of Item: Information.

**Item 5.1. Crime Statistics*****Criminal Damage***

On Sunday 19th of November between 3:00pm and 4:55pm in Grovewood Drive North. A Vauxhall Corsa was scratched on the rear bumper while parked in a supermarket car park Crime Report No. YY/034530/17 - Posted 2017-11-20

Between 10:00am on Thursday 9th of November and 6:55am on Friday 10th of November in Dogwood Close. The side window was smashed on a Fiat Ducato van parked in the road. Crime Report No. YY/034345/17 - Posted 2017-11-18

On Friday 13th of October between 10:00pm and 11:00pm in Impton Lane. Damage was caused to a vehicle parked in the road. Crime Report No. YY/031917/17 - Posted 2017-11-01

On Friday 13th of October between 9:30pm and 10:40pm in Coppice View. A BMW 520 parked in the road was keyed. Crime Report No. YY/030881/17 - Posted 2017-10-24

***Burglary Of Public Or Commercial Property***

6<sup>th</sup> of October between 12:01am and 1:30am in Bearsted Road. Four men broke into a store in the shopping centre and a large quantity of clothing was stolen. A second break in was attempted on the 28th at around 01:40 but the offenders were scared off by a security guard without gaining entry. On both occasions vehicles taken from a nearby unit were used to block the entrance to the centre. Crime Report No. YY/031766/17 - Posted 2017-10-31

***Burglary Of Dwelling***

Between 12:01am on Thursday 2nd of November and 8:30am on Friday 3rd of November in Harvesters Way. A residential property was broken into, nothing has been reported stolen. It appears that the intruders were disturbed and ran off. Crime Report No. YY/032617/17 - Posted 2017-11-05

Between 5:00pm on Friday 3rd of November and 7:00pm on Sunday 5th of November. A garage at a residential property was broken into. A strimmer, a hedge trimmer, a chain saw and other material was stolen. Crime Report No. YY/032700/17 - Posted 2017-11-07

**Item 5.2 Vandalism and theft Chapel Down Vineyards**

Helen Whately MP was contacted by the company about the thefts and damage being caused to property, the e-mail asked for her help and the parish council's help to try to get something done. The Clerk was provided with the contact details and has sent an e-mail to the company asking for more information and whether a representative wants to meet with the parish council.

**Item 5.3** HAVE YOUR SAY: Kent Police and Crime Commissioner's Annual Policing Survey. To find a volunteer to complete the survey. (e-mail 10/11/17).

**Item 6 Draft minutes of recent committee meetings.** Purpose of Item: Information.**Item 6.1 Minutes of the Environment Committee on Monday 7 November 2017 at the European School of Osteopathy commencing at 8.45 pm.**

Councillors present: Mrs Wendy Hinder (Chair), Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder and Mr D Hollands, together with the Clerk Mrs P Bowdery.

**1 Apologies and absences**

Cllr Clarke (family commitment) and Cllr Constable (work commitment).

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

None.

**3 Planning Applications for Consideration**

17/504947/FULL. Minor Material Amendment to condition 2 of 15/503845/FULL (Amendments to planning permission 14/504888/FULL (Change of use of store to 2 x dwellings, 2-storey rear extension to provide 1 x dwelling (3 dwellings total); Provision of external stair cases to 3 x dwellings, new door way to lower ground floor (front elevation) and raising roof height of store) to increase the floor area of the dwellings.) The Pump House, Forstal Road. **Ratified** the Clerk's decision, after consulting with members, *Wish to see refused, but not necessarily reported to the Planning Committee, for the following reason: The substantial increase in the height of the store greatly affects the appearance of the building and is therefore detrimental to the street scene.*

17/504675/TPO application for 1no Acer – Fell and grind as causing damage to property. 14 Bracken Hill, Walderslade. **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object. Defer to the views of the Landscape Officer.*

7/505250/TPO: TPO Application for 1 x Field Maple - raise canopy to 6-7metres, remove deadwood/crossing and rubbing branches and 15-20% canopy thin. 12 Quinion Close Walderslade. **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object. Defer to the views of the Landscape Officer.*

17/504944/FULL. Dropped kerb and driveway. 17 Briar Fields Weaving. *The Parish Council has no material reason to object*

17/505250/TPO: TPO Application for 1 x Field Maple - raise canopy to 6-7metres, remove deadwood/crossing and rubbing branches and 15-20% canopy thin. 12 Quinion Close Walderslade. **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object. Defer to the views of the Landscape Officer.*

17/501778/FULL - Application by Persimmon Homes South East Land West of Eclipse Park - Penenden Heath, Maidstone, Kent AMENDED PLANS. *Boxley Parish Council would prefer that the original plan for 48 houses is reinstated. There is concern that only two car parking spaces are provided for the additional two properties instead of the expected three spaces. There is insufficient car parking provision on the site with only 10 visitor parking spaces for 50 houses which is totally inadequate. There is also concern that the Chiltern Hundreds roundabout is not being improved and there is no indicative improvement in the current local infrastructure.*

#### 4 **Next Meeting**

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

Meeting closed at 9.06 pm.

### **Item 6.2 Minutes of the Environment Committee on Monday 13 November 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, together with the Assistant Clerk and Mr John Edwards, Maidstone Borough Council (until 8.30).

#### 1. **Apologies and absences**

CLrs Constable and Hollands (work commitments).

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

None.

#### 3. **Minutes of the Meetings 9 October 2017**

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

Item 5 was taken at this point.

#### 4. **Matters Arising from the Minutes**

- 4.1 Minute 3034/4.1 Development Wildfell Close. Awaiting Planning Officer's report.
- 4.2 Minute 3034/4.2 Ancient Woodland and TPOs. The issue was to be taken to Maidstone KALC to the next MBC liaison meeting. It was **agreed** that Cllr Bob Hinder would escalate this matter by writing to the Chairman of this committee. **Action Cllr Bob Hinder.**
- 4.3 Minute 3034/4.3 Traffic Impact North Ward - Helen Whately MPs. Awaiting response.
- 4.4 Minute 3034/4.4 Milestone Chatham Road. Sandling Village Hall Association has agreed a donation of £300.00 and the clerk is in communication with the group concerning commissioning the work. **Action office.**
- 4.5 Minute 3034/4.8 Boxley Road, Walderslade. KCC maintenance will take place after UK Power Networks have repaired electric cables scheduled for 14 November.
- 4.6 Minute 3036/8.1 Traffic Speeds, Boxley Road/Beechen Bank Road. Members **received** and **noted** the clerk's report. It was **agreed** that Cllr Bob Hinder would write to the Leader of Medway Council to see if there is any support they can give to help reduce speeding and to stop cars from driving on the pavement outside the garages on Boxley Road towards Walderslade Village. Action Office/Cllr Bob Hinder.
- 4.7 Minute 3036/8.3 Chatham road design, Sandling. The clerk's report that further information was awaited from KCC regarding costs was **received** and **noted.**
- 4.8 Minute 3030/7.3 Bulbs. 2000 daffodil bulbs have now been planted in locations around the parish and the Maidstone Rotarians are liaising with St John's School Gardening Club to plant the crocuses at the school. **Noted.**
- 4.9 Any other matters arising from the minutes not on the agenda. **None.**

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

#### 5. **John Edwards, Maidstone Borough Council, Street Cleansing.**

A discussion took place between members and John Edwards on issues affecting the parish including problems due to the removal of dog waste bins and the general cleansing of the area including litter and fly tipping. It was acknowledged that MBC has been working hard to keep the borough clean and tidy however the rural parts of the borough do not receive sufficient attention. It was confirmed that MBC would only install new co-mingle bins when there are new housing developments and only have a budget for 25 new bins a year. Previously enforcement against fly tipping and litter dropping was outsourced but due to costs this has been brought back in-house. At present there is only 1 enforcement officer to cover the whole borough, but it is planned that a further 3 officers will be recruited, and the borough will be split into 4 areas and each area will have a crime waste and cleansing team including an enforcement officer. A new state of the art sweeper is being purchased which will have more features than the existing sweeper. It was confirmed the schedule for when the sweeper is in the area will be forwarded to the PC so that it could notify residents.

#### 6. **Planning Applications for Consideration**

17/505437/FULL. Erection of a pitched roof first floor extension above existing garage. 3 Ploughmans Way Boxley Chatham Kent ME5 9DE. *The parish council has no material reason to object.*

17/505399/FULL. Garage/Store (works started). The Stables Street Farm, The Street Boxley Kent ME14 3DR. *The Parish Council wishes to object to this application and reported to the planning committee. The original development on this site was granted in 2010, with the permission emphasising the importance of retaining the character including the 'traditional courtyard' and open nature of the original farm. At the time*



*of granting MBC imposed conditions on materials to ensure this happened. The developer has ignored previous conditions and has now erected a structure that does not resemble or reflect the buildings that exist around it. The new structure has cedar shingles and not clay tiles used in the other buildings. It is therefore considered not in keeping with the character of the immediate area, and it will have a harmful effect on the visual impact as viewed from the AONB. The Parish Council is appalled to see this application submitted when the applicant has not complied with the conditions on the two-previous applications which has resulted in an appeal. The Parish Council does not approve of retrospective applications.*

17/505454/FULL Change of use from D1 to C3 residential dwelling. Linden Lea, Weaving Street Weaving Maidstone Kent. *The parish council has no material reason to object.*

17/505524/FULL Demolition of rear conservatory. Erection of rear extension with extension to existing roof and side dormers and Juliet Balcony. Ruby Chatham Road Sandling Maidstone Kent. *The parish council has no material reason to object.*

17/505748/TPO: TPO application for 1no. Hornbeam - Lift to 6m to clear vegetation within 2m of the property, 1no. Hornbeam - Lift to 6m to clear vegetation within 2m of the property, 1no. Birch - Fell to just above fence height, 1no. Cob Nut - Coppice to 1m above ground level. Land Adjoining Brownelow Copse & Aston Close, Walderslade Kent. *Do not wish to object.*

## 7. **Planning Decisions, Appeals and Appeals Decisions**

7.1 **Noted.** A written appeal has been lodged with the Planning Inspectorate Proposal: Variation of Condition (02) of planning permission MA/13/1348 - Demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 no. dwellings with access, parking and landscaping (to allow the use of handmade clay tiles in place of Kent peg tiles) Location: Street Farm, The Street Boxley. No action required as MBC has provided previous responses.

7.2 Review of recent decisions that did not correspond with BPC Responses. Deferred to next meeting, **Noted.**

## 8. **Highways and Byways**

8.1 Seetec Justice (Community Payback). Members **received** and **noted** the Clerk's report and have **agreed** to put forward areas for consideration. **Action Cllrs/Office.**

8.2 KIMS Enterprise Zone. New signals at A249 Bearsted Road and New Cut Road roundabouts for traffic from the Kent Medical Campus Enterprise Zone. DoT has agreed to provide £4 million to pay for the scheme. **Noted.**

8.3 Response to query on impact of Lower Thames Crossing. Members **received** the Clerk's report and asked for clarification of what percentage did the 22,000-24,000 of additional daily traffic by 2025 represent. **Action office.**

8.4 Safer Crossing Point Grovewood Drive North survey results. Members **received** the clerk's report and the statistical information and decided that it required further analysis as the case for the crossing has not been substantiated by the survey. Members asked for this item to be returned to the January meeting for decision. They asked for the resident driving this request to provide further information and evidence for that meeting. Members **noted** that DHA have also been invited to visit the area and provide a report (item 10.2), which will also be available for the meeting. **Action office/DHA/Resident.**

8.5 Community Infrastructure Levy. Members **received** and **noted** the clerk's report on the CIL which has been adopted by MBC and will come into effect from 1 October 2018.

## 9. **Policy and Procedures**

9.1 Boxley Parish Wishlist. Members considered the list and asked for 3 additions:

- Provision of pedestrian and cyclist facilities at the Gleaming Wood Drive/Lordswood junction.
  - Missing footway from Cossington Road – Woodlands Road on the west side.
  - The provision of, if not included in the section 106 agreement for the development at Maidstone Studios a crossing point on New Cut Road.
- Members also asked for the wish list to be numerically ordered. New items will have the date for inclusion added onto the spreadsheet. **Action office.**

#### 10. **Members Reports**

10.1 KCC Highways Parish and Town Council Tracker Survey. As Cllr John Constable was not present at the meeting this has been deferred to the December meeting.

10.2 Cllr Wendy Hinder update of meeting with Nick Yandle, Gallagher's. Cllr Wendy Hinder and the Clerk met with Nick Yandle to discuss two projects that could benefit from funding, the possible refurbishment of Franklin Drive play area and a safer crossing point at Grovewood Drive North.

He confirmed that funding and manpower would be given provided the Parish Council takes over maintaining the area currently owned by MBC. In principle members liked the idea however they requested a breakdown on the annual cost of taking on the responsibility. The Safer Crossing Point would be subject to a report from DHA. **Action Cllr Wendy Hinder, Clerk and DHA.**

#### 11. **Volunteer Groups**

**Received** reports from Rob Burrows, Walderslade Woods Group on:

- Old Chalk, New Downs Lottery Heritage Fund Initiative.
- Kent County Council – Gen 2, Tree Surveys.
- ADAFOR – LHF Initiative between Mid Kent Downs Partnership and Hadlow College.

#### 12. **Matters for Information**

12.1 Programmed tree works on highway verges. **Noted.**

12.2 Roadworks New Cut Road. **Received** and **noted** the KCC response to the complaint.

#### 13. **Budget 2018/2019**

There were no further projects identified.

#### 14. **Next Meeting**

Next Environment Committee meeting 11 December 2017 at Beechen Hall commencing at 7:30pm.

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

There were none.

Meeting closed at 9.25pm.

### **Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 November 2017 commencing at 7.40 p.m.**

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

#### 1. **Apologies and non-attendance**

Cllr Hayday (work commitments). Cllrs Bob and Wendy Hinder arrived at 8.10 pm (item 5.4) having been delayed at a previous meeting.

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

Cllrs Ivor Davies, Vic Davies, Clarke and Dengate declared an interest in item 6 due to possible discussion on subsistence payments.

### 3. Minutes of the meeting of 12 September 2017

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

### 4. Matters Arising from the Minutes

- 4.1 Minute 3025/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies informed members that MBC had completed its work but KCC had not yet finalised the changes to the lease agreements it had with VVPT. The Clerk informed members that MBC had been contacted about whether the ground lease for Grove Green Community Hall needed amending. A request for the land to be donated or purchased had again been lodged with MBC. **Action: Clerk.**
- 4.2 Minute 3026/12. Refreshing of website. This work has commenced and will be completed as office time allows. See also item 12 below. **Noted.**
- 4.3 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.
  - 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 Bank A 3 months. The report gave an incorrect pence figure against the actual statement, but members agreed that this was obviously a typing error. **Received and noted.**
  - 5.1.7 Lloyds Bank B 12 months. **Received and noted.**
  - 5.1.8 Nationwide Beechen Hall. **Received and noted.**
  - 5.1.9 Nationwide PC. **Received and noted.**
- 5.2 Investments. The RFO's report on the reinvestment of the Lloyds B funds and the actioning of a previously approved investment transfer was **received and noted.**
- 5.3 Income/Expenditure report as at 31 October 2017. **Received and noted.**

The meeting was adjourned for 10 minutes to allow members to read a report that had not been supplied to them with the agenda.

- 5.4 Parish Councillor Audit. Cllr Hollands audit was **received and noted.** The audit questioned the need for a Minimum Standards Check. Members felt that most of the tests were either covered by current audit, basic good management practice or were just for information. Members **agreed** that as this comprehensive check/document was no longer needed, it should be replaced by:
  - Petty cash. The F&GPC or PC chairman or a councillor to check and reconcile the petty cash prior to an F&GPC meeting.
  - Pay. Councillors authorising salary payments to be periodically reminded that they should be vigilant and satisfied that the supporting documentation and, if they wished to check, the payroll software calculations, were correct.
  - F&GPC to require the Clerk to confirm to each meeting that there has been at least a quarterly change to passwords/passphrases, or more frequently where required e.g. if a work experience person has been in the office.

#### **Action: Clerk and councillors.**

Cllr Dengate asked about periodic checks that the IT backup system, especially for the accounts, was working and could be restored. It was confirmed that the requirement to do this had been programmed in the office diary, but it would be added to the Review of Policies and Procedures Calendar that was submitted to members at the January meeting. **Action: Clerk.**

- 5.4 Financial Reports. After brief discussion and due to Cllr Hayday not being present deferred to next meeting. **Agreed. Action: Clerk.**

## 6. Contingency Fund and Budget adjustments

Parish Tour. Cost of coach to be paid from Contingency Fund. **Agreed.** Members commented on the success of the tour but asked for a discussion in depth at the next meeting. **Action: Clerk.**

Chairman's Civic Allowance. In view of this year's accrued exceptional expenditure, and after discussion with members, the committee Chairman moved that an additional £150 be vired from the Contingency Fund code 4210/130 to Chairman's Allowance Civic code 4155/120. **Agreed. Action: office.**

## 7. Personnel matters

7.1 TOIL, training, leave and leave/sickness cover. Members received an update.

7.2 Staff appraisals. Cllr Bob Hinder confirmed that the appraisal had now been completed and then added some complimentary comments on her performance with which the meeting concurred. The Clerk would now proceed with appraisals for the Assistant Clerk and the Administrative Assistant. **Action: Clerk.**

## 8 Budget 2018/2019

Members considered and made minor amendments to the first draft of the budget. Members were reminded to give the Clerk details of any other projects they wished to have considered.

## 9 Grant Requests

9.1 Heart of Kent Hospice. Cllr Wendy Hinder proposed seconded by Cllr Vic Davies that a **donation of £500 be made. Agreed.**

9.2 Friends of Boxley Church. The Chairman proposed that a **donation of £261, to pay for the Public Liability Insurance, be made. Agreed.**

As it was approaching 9.30pm the Chairman used his delegated power to extend the meeting by 30 minutes and he identified various items and identified those items he proposed deferring.

## 10. Parish Hall Extension: Possible Public Works Loan

Lengthy discussion took place covering: parish council's reserves; the unpredictability of the next few years; principles of taking out a loan; providing for the future needs of the community; the need to ensure that residents understood why a loan was being applied for and the fact that it was expected that the income from Beechen Hall would cover most of the repayments etc. Cllr Dengate reminded the committee of the various investigations undertaken by the Beechen Hall Extension Working Group and of the resulting business plan, which had been periodically reviewed. It was **noted** that the cost of the urgently needed replacement of the front doors and overdue refurbishment of the hall toilets had been included in the predicted cost so that advantage could be taken of the need to close the hall during the extension work.

After discussion on a possible Public Work Loan, Cllr Dengate proposed seconded by Cllr Vic Davies that **the F&GPC agrees, in principle, that Boxley Parish Council should apply for a Public Works Loan (PWL) for 50% of the cost of the project.**

Members agreed that they now needed a briefing report on the application process, the requirements for public consultation and the repayment schedule for 15, 20 and 25-year periods. **Action: Clerk.**

## 11. Policies and Procedures: Reports and Reviews

### **Agreed item deferred to next meeting**

11.1 Investment Strategy (review).

11.2 Grants policy & Procedure; and Electronic recording of meetings of the Parish Council and its committees. The Clerk, having reviewed, considers them still fit for purpose.

11.3. General Risk Assessment. Confirmation that no made changes or updating were requested after the F&GPC July meeting.

## 12 Electronic Communication and Outreach

To discuss the issues, including the website. **Agreed deferred to next meeting.**

**13 Matters for Information**

Franklin Drive. Cllr Wendy Hinder notified members that she would be approaching the Parish Council to take over management of the Franklin Drive play area for which she had obtained sponsorship for refurbishment. It was predicted that with local people litter-picking and looking after the area the annual cost to the parish council would be in the region of £675. Members **agreed** that Maidstone Borough Council should be approached about the issue. The Estates Committee draft budget would be amended to include the area. **Action: Cllr Wendy Hinder and the Clerk.**

**14 Date of Next Meeting**

Tuesday 16 January 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.58 p.m.

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

9.1 Parish Tour. Issues identified during the tour as requiring action have been actioned.

**Item 10. Reports from Borough and County Councillors.** Purpose of Item: Information.

Report from Borough Councillor Wendy Hinder.

I have recently been dealing with a number of issues and whilst temporary housebound I am continuing to chase and deal with residents' queries. I recently had a meeting with MBC and have been successful in getting the Parks Department to extend the recently refurbished play area at Grovewood Drive North so that an additional piece of play equipment, for slightly older children, can be installed. The issue of the play area at Franklin Drive is still unresolved but as members will see there is an additional report under a separate agenda item and I hope that its future can be assured through a bit of partnership working and with the generosity of Gallaghers.

UKPower have undertaken work along Boxley Road, Walderslade but I am still battling to get the promised additional maintenance from KCC completed in a more timely manner rather than March next year. Both organisations, KCC and UKPower, appear to be using delaying tactics as each organisation waits to see if the other will undertake the work. It has been made clear to KCC that this is not good enough and that the main problems have been caused by KCC delaying or not undertaking maintenance over the years which it has admitted to doing.

**Item 11. Franklin Drive play area.** Purpose of Item: Decision.

Report from Borough Cllr Wendy Hinder

As members are aware from my report to the parish council's November meeting I have been liaising with local residents who are fighting the MBC decision to run down Franklin Drive Play Area. Maidstone Borough Council's decision to close Franklin Drive was based on what I, and the parish council, considered was a flawed investigation in which officers decided whether the nearest strategic play area, in this case Grovewood Drive North, was within a 12-minute walk. As local members know the walk to the play area next to Weaving Street Village Hall would be along Weaving Street which in places has no footway and in any case for a carer and young child this is more than 12 minutes.

I am now approaching Boxley Parish Council to ask that, if I can arrange it, will it take on ownership or a long term lease from MBC to manage and maintain the area? I have sourced external funding from Gallaghers for a complete refurbishment of the area but there is a need to safeguard its long-term future as MBC considers it to be a non-strategic play area.

The parish office informs me that the on-going maintenance costs to the parish council will be in the region of £675 if local volunteers take on the shrub maintenance and litter picking, which I have no doubt they will do. This play area is geared mainly towards children aged 6 and under.

Gallaghers will cover the cost of approximately 3-4 nice pieces of equipment, safety surface where needed and also some additional landscaping which will not only improve the area but also benefit wildlife. Replacement swings have been requested as the existing ones will probably only last another 5 years. Local families have requested some landscaping to soften the area however they do not want too much as they feel it is very important to have enough green space for natural play and for kicking footballs etc.

A refurbished play will not just serve families at Franklin Drive but will also probably attract families from other nearby closes such as Harvesters, Gleaners, Wheatfields etc.

As members know I am unable to attend the meeting but would ask that you give sympathetic consideration to this request and the needs of the local families. Whilst I would love to predict that MBC will have a change of heart and will not run down and close the play areas that it has identified as non-strategic I think we all know that this is unlikely to be the case. MBC just does not have the money to refurbish them all hence my approach to Gallaghers.

**Item 13. Budget.** Purpose of Item: Decision.

**13.2 End of World War 1 commemorative plaque.** In 2014 to commemorate the start of World War 1 Boxley Parish Council erected a commemorative plaque at Boxley War Memorial. At the same time, to allow for them to mature and to be 'unveiled' in 2018, the council also planted an Oak and a Linden tree on the verge at Grove Green. At the time members asked that a budget be set aside to erect a suitable commemorative plaque to mark the end of World War 1. Members need to consider whether they still wish to have a plaque and if necessary to make provision in the budget.

**Item 14 Correspondence.** Purpose of Item: Information.

Kent Woodland Employment Scheme (KWES).

After consulting members, a letter of support was sent to KWES for inclusion in a Lottery funding application, called Woodland Web. The Woodland Web project would link a number of local woods with KWES working to support the various volunteer groups with essential training as well as providing opportunities for the groups to connect with each other to explore options such as a 'logs for labour scheme' and making vital improvements for wildlife.

This Woodland Web project also looks to provide opportunities to explore the heritage of the woodlands and to encourage use for forest school and other types of outdoor learning for local families and schools.

**Item 15. Matters for Information.** Purpose of Item: Information/guidance sought.

15.1 Educational support. Boxley Parish Council is currently supporting a resident who is doing a dissertation on Walderslade Woods. Information has been supplied and as part of the dissertation the resident will be carrying out a survey of local residents. The parish office treats requests for information as part of its day to day duties and councillors are informed when such approaches are made.

15.2 Medway Education Business Partnership. Boxley Parish Council, as part of the parish council's support to the community, is signed up to the MEBP to host work

experience students. The parish office, will be hosting two one-week placements for students at the parish office in 2018.

### 15.3 Old Chalk New Downs (e-mail 15/11/2017) update

*Dear Boxley Parish Council,*

*The Old Chalk New Downs Project has now been up and running for around 6 months, so I am writing to the councils within our project area to update you on what we might offer your members and parishioners.*

*To begin with, our initial project sites within your area include Boxley Warren. We also have a Connectivity Fund, with which it is hoped to regenerate and connect other pockets of chalk downland, creating a corridor for the benefit of the rare species that depend on this habitat. Our Habitat Connectivity Officer will be working to identify such sites over the four years of the project.*

*Volunteers within your parish may wish to avail of our training sessions, run over the four years of the project. This training ranges from Eco-systems Service workshops for parish councillors, land owners and managers, to help value our Natural Capital, through practical conservation skills training to species identification and survey skills courses. All are free of charge and open to anyone within our area. Details of some courses coming up soon are attached, but if any group members would like to be kept informed please let me know.*

*If you have a Heritage or History Group within your parish, we are planning a project called "Your Place in the Past" to share stories and pictures of the Kent Chalk Downland of yesteryear. Anyone who would like to contribute or get involved with this would be warmly welcomed and it would be terrific to receive contributions from your parish.*

*And finally, next year will see our "Walk the Chalk" walking festival take place at the start of May. We shall be promoting this widely and would like each parish to join in and to submit at least one walk, to take place between May 4<sup>th</sup> and 11<sup>th</sup>. This may be a self-guided walk, promoted through a downloadable leaflet, or Chalkland-themed guided walk led by one of your local volunteers. Any activity tying in with the festival will be heavily promoted, through our website, social media and traditional media.*

*I see from your website that you already have this walk online:*

*<http://boxleyparishcouncil.org.uk/userfiles/files/Boxley%20Village%20short%20walk.pdf>*

*And also this one:*

*[http://boxleyparishcouncil.org.uk/userfiles/files/Walderslade%20Woods%20Circular%20Walk\(1\).pdf](http://boxleyparishcouncil.org.uk/userfiles/files/Walderslade%20Woods%20Circular%20Walk(1).pdf)*

- I may use these on our site at <http://www.oldchalknewdowns.org.uk/action>, but if you wish me to exclude either please let me know.*

*If you would like any more information, please do not hesitate to give me a call. I look forward to hearing from you*

**Item 7.1      Payments made out of meeting 27.10.17-27.11.17.**

No payments were made from the following accounts:

- Santander Investment Bond
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall

**7.1.1      HSBC Payments**

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Date: 27/11/2017

**Boxley Parish Council**

**Page 1**

Time: 09:45

**HSBC General Account**

**List of Payments made between 27/10/2017 and 27/11/2017**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2017	Suez Recycling & Recovery UK L	DD30840573	196.60		Refuse Collection - Sept
31/10/2017	Suez Recycling & Recovery UK L	DD34015464	166.14		Refuse Collection - August
01/11/2017	Maidstone Borough Council	DD34/11	202.00		Rates
06/11/2017	Unity Trust Account	102703	40,750.00		Transfer of funds
14/11/2017	Opus Energy - Electricity	DD63125853	184.30		Electricity Bill
20/11/2017	OPUS Energy - gas	DD22836606	82.02		Gas Bill
<b>Total Payments</b>			<u>41,581.06</u>		



## 7.1.2 Unity Trust Bank Payments

Date: 27/11/2017

Boxley Parish Council

Page 1

Time: 09:46

Unity Trust Account

### List of Payments made between 27/10/2017 and 27/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2017	Barclays Bank Account	100012	20,000.00		To up Funds
30/10/2017	RTF Networks	DD6720187	124.42		Telephone & Broadband Bill
01/11/2017	Northstar IT Services	DD14326/14	165.94		IT Services and back up
09/11/2017	Robin Hood Service Station	IMPREST 99	11.79	Rob Burrows	Fuel for Task Days
09/11/2017	Rob Burrows	IMPREST 99	35.35		Mileage for task days
09/11/2017	KCS Professional Services	PP7MD03226	192.14		Photocopier lease & colours
09/11/2017	Mrs P Bowdery	IMPREST 82	56.92		Miscellaneous
09/11/2017	Bretts Trophy Centre	IMPREST 82	27.00	Pauline Bowdery	Long Service Trophies
09/11/2017	Wickes	IMPREST 82	14.96	Pauline Bowdery	Community Payback Equip
09/11/2017	Asda	IMPREST 82	6.95		Consumables
09/11/2017	Lordwood DIY	IMPREST 82	7.50	Pauline Bowdery	Lighting
09/11/2017	Asda	IMPREST 82	0.60	Pauline Bowdery	Storage Boxes
09/11/2017	Mr D Odell	INV 12	101.40		Installation of Noticeboard
09/11/2017	Wizard Systems	035/BOXL/0	1,129.49		Annual Service - CCTV-Intruder
09/11/2017	Maidstone Dawn Patrol Rotary C	CROCUSES	25.00	Minute 3030/7.3	Crocus Bulb - Donation
14/11/2017	Mrs J Mills	C193	53.70		Hall Hire Refund
14/11/2017	Vinters Valley Nature Reserve	LEGAL FEES	300.00		Legal Fees for CIO
22/11/2017	KCC Commercial Services	I3014941	125.28		Consumables
22/11/2017	European School of Osteopathy	7/11/17	80.00		Hall Hire
22/11/2017	Maidstone Borough Council	2016335	90.00	Zurich Insurance Rep	Repair to Swings WDJO
22/11/2017	Mrs M Fooks	DM NOV EDI	25.00		Downs Mail Delivery
22/11/2017	Mrs P Bowdery	22/11/PC01	2,186.64		Salary November
22/11/2017	Mrs A Candy	22/11/PC03	622.91		Salary November
22/11/2017	Mr I Davies	22/11/PC06	34.33		Councillor Allowance
22/11/2017	Mr V Davies	22/11/PC07	34.33		Councillor Allowance
22/11/2017	Mr P Dengate	22/11/PC08	25.73		Councillor Allowance
22/11/2017	Mrs M Fooks	22/11/PC02	1,235.19		Salary - November
22/11/2017	Mr T Harwood	22/11/PC09	34.33		Councillor Allowance
22/11/2017	Mr R Hinder	22/11/PC10	42.87		Chairman's Allowance
22/11/2017	Mrs W Hinder	22/11/PC11	34.33		Councillor Allowance
22/11/2017	Mrs L Lake	22/11/PC04	60.00		Downs Mail Delivery - Nov
22/11/2017	Mrs K Macklin	22/11/PC12	42.93		Councillor Allowance
22/11/2017	Mrs M Smith	22/11/BH01	606.19		Wages
22/11/2017	Mrs M Waller	22/11/PC17	35.73		Councillor Allowance
22/11/2017	Mr B Douglas	22/11/BH05	277.44		Wages
22/11/2017	Mr D Odell	22/11/BH02	333.44		Wages
22/11/2017	Mr P Poon	22/11/PC05	24.88		Litterpicking
22/11/2017	Ms H Fooks	22/11/PC18	72.00		Downs Mail Delivery
22/11/2017	HMRC	577PW00105	1,431.30		PAYE
22/11/2017	EFT Receipts Ac	IT00000068	101.25		Pension Contributions
<b>Total Payments</b>			<b>29,809.26</b>		

### 7.1.3 Coop Payments

Date: 27/11/2017

Boxley Parish Council

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Time: 09:46

Co-Op General Account

#### List of Payments made between 27/10/2017 and 27/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	Cooperative Bank	DD102989/9	490.14		Downs Mail Page
<b>Total Payments</b>			<u>490.14</u>		

### 7.1.4 Barclays Bank Payments

Members attention is also drawn to item 7.2.3 Barclays Bank Receipts.

A payment and a receipt transaction has been made to cancel the planned £20,000 transaction from this account, this is required because once an entry has been made it just cannot be erased. The following explanation was supplied to F&GPC 14 November.

*Nationwide Parish Council. Funds have been withdrawn to 'top-up' UTB. The maturing funds were actually credited to the HSBC account when it was anticipated that they would be returned to the Barclay's account. The funds will now be transferred from HSBC to UTB. The top up transfer was agreed at the Sept F&GPC meeting.*

Date: 27/11/2017

Boxley Parish Council

Page 1

Time: 09:47

Barclays Bank Account

#### List of Payments made between 27/10/2017 and 27/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2017	Unity Trust Account	5	20,000.00		Top up funds
<b>Total Payments</b>			<u>20,000.00</u>		

### 7.1.5 Nationwide Parish Council Payments

Date: 27/11/2017

Boxley Parish Council

Page 1

Time: 09:48

Nationwide Parish Council

#### List of Payments made between 27/10/2017 and 27/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2017	HSBC General Account	M3013/5.2	40,750.00		Transfer of funds
<b>Total Payments</b>			<u>40,750.00</u>		

## 7.1.6 Lloyds Corporate Multipay Card

Date: 27/11/2017

Boxley Parish Council

Page 1

Time: 09:50

Lloyds Corporate Multipay Card

### List of Payments made between 27/10/2017 and 27/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2017	Lloyds Corporate Multipay Card	09	3.00		Monthly Fee
03/11/2017	Rainham Coach Co Ltd	17/969	350.00		Parish Tour - Transport
10/11/2017	The Conservation Volunteers	96602	38.00		Membership Renewal
16/11/2017	Amazon EU	140779754/	34.92		Amazon EU
16/11/2017	Autosiliconehoses Ltd	160631	19.22		Consumables
<b>Total Payments</b>			<u>445.14</u>		

### Item 7.2 Receipts for the period 27.10.2017-27.11.17.

No receipts were received for the following accounts:

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

## 7.2.1 HSBC Receipts.

27/11/2017

Boxley Parish Council

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09:53

Cashbook 1

User: MF

HSBC General Account

Receipts received between 27/10/2017 and 27/11/2017

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 27/10/2017	76.10						
116	Woodley	76.10			1235	260	76.10	C207F Woodley 5/11/17
	Banked: 27/10/2017	-76.10						
116	Woodley	-76.10			1235	260	-76.10	C207F Woodley 5/11/17
	Banked: 27/10/2017	76.10						
116	Woodley	76.10			1230	260	74.10	C207F Woodley 5/11/17
					1231	260	2.00	PL Insurance Woodley
	Banked: 27/10/2017	50.00						
96	Dhillon	50.00			520		50.00	C210D Dhillon 13/11/18
	Banked: 30/10/2017	38.05						
117	Basson	38.05			520		38.05	C215D Basson 20/5/17
	Banked: 30/10/2017	40,750.00						
M3013/5.2	Nationwide Parish Council	40,750.00			200		40,750.00	Transfer of funds
	Banked: 31/10/2017	150.00						
118	Duah	150.00			560		150.00	C183 Duah Damage
	Banked: 31/10/2017	50.40						
119	Green	50.40			520		50.40	C214D Green 18/2/18
	Banked: 01/11/2017	527.04						
120	Kumon	527.04			1235	260	527.04	R1892 Kumon Nov Invoice
	Banked: 01/11/2017	38.05						
121	Klein	38.05			520		-38.05	C201D Klein 26/11/17
					1230	260	74.10	C201F Klein 26/11/17
					1231	260	2.00	PL Insurance Klein
	Banked: 02/11/2017	30.80						
122	Caterpillar Music	30.80			1235	260	30.80	R1890 Caterpillar Music
	Banked: 03/11/2017	6,855.00						
1426315	Maidstone Borough Council	6,855.00			1100	130	6,855.00	Parish Services Scheme
	Banked: 03/11/2017	-6,855.00						
1426315	Maidstone Borough Council	-6,855.00			1100	130	-6,855.00	Parish Services Scheme
	Banked: 03/11/2017	335.23						
123	AACTS	335.23			1235	260	335.23	R1887 AACTS Nov/Dec
	Banked: 03/11/2017	38.05						
124	Cade	38.05			520		-38.05	C191D Cade 26/11/17
					1230	260	74.10	C191F Cade 26/11/17
					1231	260	2.00	PL Insurance Cade
	Banked: 03/11/2017	81.20						
<b>Subtotal Carried Forward:</b>		42,164.92	0.00	0.00			42,083.72	

## HSBC General Account

Receipts received between 27/10/2017 and 27/11/2017

Nominal Ledger Analysis									
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
125	Teenie Boppers	81.20			1235	260	81.20	R1895 Teenie Boppers	
	Banked: 06/11/2017	<b>555.16</b>							
99	Movement as Therapy	277.78			1235	260	277.78	R1894 MAT Nov Invoice	
100	Balfour Short Mat Bowls	277.38			1235	260	277.38	R1889 BSMB Nov Invoice	
	Banked: 06/11/2017	<b>322.60</b>							
98	Kalifungwa	160.00			520		160.00	C211D Kalifungwa	
101	Medway Leisure Stay & Play	162.60			1235	260	162.60	R1893 Medway Leisure	
	Banked: 06/11/2017	<b>223.30</b>							
126	Tumbletots	223.30			1235	260	223.30	R1896 Tumbletots Nov	
	Banked: 06/11/2017	<b>38.05</b>							
127	Sa'adedin	38.05			520		38.05	C218D Sa'adedin 21/1/18	
	Banked: 07/11/2017	<b>126.60</b>							
128	Gaaru	126.60			520		-126.60	C131D Gaaru 02/12/17	
					1230	260	251.20	C131F Gaaru 2/12/17	
					1231	260	2.00	PL Insurance Gaaru	
	Banked: 08/11/2017	<b>139.95</b>							
129	Coake	139.95			520		-137.95	C106D Coake 9/12/17	
					1230	260	275.90	C106F Coake 9/12/17	
					1231	260	2.00	PL Insurance	
	Banked: 10/11/2017	<b>290.60</b>							
102	Karate	290.60			1235	260	290.60	Karate R1891 Nov Invoice	
	Banked: 13/11/2017	<b>65.40</b>							
130	Martin	65.40			520		65.40	C217D Martin 17/2/17	
	Banked: 13/11/2017	<b>38.05</b>							
131	Rice	38.05			520		38.05	C217D Rice 4/2/17	
	Banked: 14/11/2017	<b>178.50</b>							
132	Lawal	178.50			520		-178.50	C113D Lawal 25/11/17	
					1230	260	355.00	C113F Lawal 25/11/17	
					1231	260	2.00	PL Insurance Lawal	
	Banked: 17/11/2017	<b>50.00</b>							
103	Shofela	50.00			1250	260	50.00	After Event Clean	
	Banked: 17/11/2017	<b>118.50</b>							
104	Walters	118.50			520		118.50	C129F Walters 17/12/17	
<b>Total Receipts:</b>		44,311.63	0.00	0.00			44,311.63		

## 7.2.2 Unity Trust Bank Receipts

27/11/2017		Boxley Parish Council				Page 1	
09:53		Cashbook 2				User: MF	
		Unity Trust Account					
Receipts received between 27/10/2017 and 27/11/2017							
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 Transaction Detail</u>
	Banked: 27/10/2017	20,000.00					
5	Barclays Bank Account	20,000.00			210		20,000.00 Top up funds
	Banked: 03/11/2017	6,855.00					
1426315	Maidstone Borough Council	6,855.00			1100	130	6,855.00 Parish Services Scheme
	Banked: 06/11/2017	40,750.00					
102703	HSBC General Account	40,750.00			210		40,750.00 Transfer of funds
	Banked: 07/11/2017	2,341.98					
1562	HMRC	2,341.98			105		2,341.98 VAT Rebate 2 Quarter
	Banked: 07/11/2017	-2,341.98					
1562	HMRC	-2,341.98			105		-2,341.98 Vat Rebate 2nd Quarter
	Banked: 07/11/2017	2,341.98					
1562	HMRC	2,341.98			105		2,341.98 1562 2nd Quarter 17-18
<b>Total Receipts:</b>		69,946.98	0.00	0.00			69,946.98

## 7.2.3 Barclays Bank Receipts

See explanation at 7.1.4 Barclays Bank Payments

27/11/2017		Boxley Parish Council				Page 1	
09:54		Cashbook 6				User: MF	
		Barclays Bank Account					
Receipts received between 27/10/2017 and 27/11/2017							
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 Transaction Detail</u>
	Banked: 27/10/2017	20,000.00					
100012	Unity Trust Account	20,000.00			250		20,000.00 To up Funds
<b>Total Receipts:</b>		20,000.00	0.00	0.00			20,000.00

### 7.3 Account closing balances.

Item	Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
7.3.1	07.11.17	Coop General Account	£23,102.80
7.3.2	03.11.17	HSBC Beechen Hall	£66,595.19
7.3.3	03.11.17	Unity Trust Bank	£31,623.02
7.3.4	23.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
7.3.5	25.07.17	Barclays Bank	£41,439.25
7.3.6	08.05.17	Lloyds A (matures 08/05/2018)	£50,646.27
7.3.7	03.11.17	Lloyds B (matures 26/01/2018)	£25,013.86
7.3.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over	£55,873.90
7.3.9	08.11.17	Nationwide Parish Council (now 95 day saver account which rolls over	£19,999.66
		Total	£390,490.49