



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 6 March 2017 at Weaving Street Village Hall, Weaving Street ME14 5JP 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. Minutes of the Parish Council Meeting 23 January 2017
To consider the minutes and if in order sign as a true record (pages 3-5). | (7.32) |
| 4. Matters Arising From the Minutes | (7.34) |
| 4.1 Minute 2953/4.1 Sandling entrance. To receive an update from Cllr Bob Hinder. | |
| 4.2 Minute 2953/4.2 Civic Regalia. See report (page 5). | |
| 4.3 Minute 2953/4.3 Kestrel Boxes. See report (page 5). | |
| 4.4 Minute 2953/4.4 Liaison with schools about sextexting education. See report (page 5). | |
| 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 | |
| 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. | |
| 5. Report from the PCSO and Police Issues
5.1 Crime statistics, will be provided at the meeting. | (7.40) |
| Adjournment to enable members of the public to address the meeting | (7.50) |
| 6. 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. | (8.00) |
| 6.1 Environment Committee meeting 23 January 2017 (pag5-6). | |
| 6.2 Estates Committee meeting 7 February 2017 (pages 6-8). | |
| 6.3 Environment Committee meeting 13 February 2017 (pages 8-13). | |
| 6.4 Environment Committee 23 February 2017 (pages 13-14). | |
| 7. Finance | (8.06) |
| 7.1 Payments made out of meeting 18.01.17 – 28.02.17. See report (pages 19-21). | |
| 7.2 Receipts for the period 18.01.17 – 28.02.17. See report (pages 21-24). | |
| 7.3 Account balances (page 25). | |
| 7.4 To authorise payment of accounts (list to be supplied at meeting). | |
| 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. | |

- 8 **Policies and Procedures** (8.25)
- 8.1 Equal Opportunities Statement (review). See report (pages 14-15).
- 8.2 Procedure for projects not managed by the parish office (review). See report (pages 15-16).
- 8.3 A review of the Terms of reference for committees have been undertaken and the Estates Committee has requested an amendment . See report (page 16)
- 8.4 Standing Orders. See report (page 16).
- 9 **Reports from councillors/office** (8.28)
- Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
- 9.1 Maidstone KALC meeting 6 February 2017. See report (pages 16-17).
- 9.2 Valley Schools Proposed New School. See report (page 18).
- 9.3 Arriva Bus seminar. See report (page 18).
- 10 **Reports from Borough and County Councillors** (8.33)
- Our Ward councillors are invited to report and discuss matters affecting the parish.
- 11 **Matters for Decision** (8.40)
- To consider any issues, such as attendance at meetings or as identified on the evening.
- 11.1 Parish Tour Saturday 11 March 2017. In view of the recent resignations members have supported the suggestion that the parish tour scheduled for 11 March is postponed. As the decision was taken before any vehicle or lunch was booked this has not caused any problems. A new date will be arranged after the co-option to the vacancies.
- 11.2 Parish/Police Liaison meeting. 24th May at 7pm at Maidstone Police Station.
- 11.3 MBC Parish Services Scheme. MBC Parish Services Scheme budget was raised by £100 to £13,711. To agree signature of the agreement for 2017/2018.
- 11.4 Councillor Internal Audit. To agree a volunteer to undertake an audit.
- 11.5 Parish Councillor Vacancies. See report (page 18).
- 11.6 KALC Planning Conference Thurs 23 March West Faversham Community Centre 9.30-4.30
- 12 **Correspondence** (8.45)
- 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.
- 13 **Matters for Information** (8.48)
- 13.1 KALC Parish News Feb 2017 (supplied to members).
- 14 **Next Meeting** (8.50)
- 3 April 2017 at Tyland Barn, Sandling ME14 3BD commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 27 March.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 28 February 2017

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: Honour Boards (work to be completed when office time allows).

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

**Supporting agenda papers for the Meeting of the Parish Council
Monday 6 March 2017
The Chairman will assume that these have been read prior to the meeting.**

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

Item 3. Minutes of the Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 23 January 2017 commencing at 7.30pm

Councillors present: Mr V Davies (Chairman), Mrs P Brooks, Mrs L Clarke, Mr I Davies, Mr P Dengate, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr R Martins, Mrs S Martins, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler, PCSO Adlington and 2 members of the public/press.

1. Apologies and absences

Cllr Harwood (MBC meeting). Cllr Radcliffe-Godfrey (absent).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3. Minutes of the Parish Council Meeting 5 December 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2936/4.1 Sandling entrance. Awaiting response from BWLNRMC concerning safety of volunteers working on the site. **Noted.**

4.2 Minute 2936/4.2 Civic Regalia. The Clerk's report on the delays at the current firm was **received and noted**. The parish office was asked to locate another firm to undertake the work. **Action: office.**

4.3 Minute 2936/4.4 Kestrel Boxes. Due to workload MBC has only just looked at the pre-application letter but will respond asap. **Noted.**

4.4 Minute 2937/13 Liaison with schools about sextexting education. This work is scheduled to be undertaken in February. **Noted.**

4.5 Minute 2937/14.1 Parish Tour Saturday 11 March 2017. Itinerary to be submitted to 6 March meeting for approval. **Noted.**

4.6 Minute 2938/16.1 K60 Telephone Boxley, Boxley Village. BT has stated that the telephone within the box will remain and asked for details of the condition. Cllr Clarke will be submitting a report for BT. **Noted.**

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

5. Report from the PCSO and Police Issues

5.1 Crime statistics **received and noted.**

5.2 PCSO cover. The officer vacancies had resulted in PCSO Adlington being asked to cover more parishes which may mean fewer attendances at parish council meetings. **Noted.** PCSO Adlington informed members he now had a body cam and he felt that it was a positive addition to the Police equipment. He notified members that he had noticed that the builders bags had disappeared from the site adjacent to the M2. Cllr Wendy Hinder responded that she had contacted the landowner who promised to put up a security fence before the end of next week and MBC will be monitoring the situation.

The meeting was adjournment at 7.46pm to enable a member of the public to notify the parish council that the decommissioned telephone box at Sandling was still lit at night. No action was decided as BT was responsible for the bill. The resident asked that the previously blacked out white arrows be redone as they were not fully covered. Meeting reconvened at 7.49 pm.

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

Received and noted.

- 6.1 Environment Committee meeting 3 December 2016.
- 6.2 Environment Committee meeting 13 December 2016.
- 6.3 Estates Committee meeting 14 December 2016.
- 6.4 Environment Committee meeting 9 January 2016.
- 6.5 F&GP Committee meeting 17 January 2017. An incorrect date in the title was identified.

7 **Finance**

- 7.1 Payments made out of meeting 29.11.16 – 17.01.16. **Received and noted.**
- 7.2 Receipts for the period 29.11.16 – 17.01.16. **Received and noted.**
- 7.3 Account balances. **Received and noted.**
- 7.4 Payment of accounts. None submitted.

8 **2017/2018 Precept and Budget.**

- 8.1 The F&GP Committee's budget and precept recommendation and the F&GPC Chairman's report were **received and noted.** The Chairman proposed "***This parish council agrees the 2017/2018 budget and that a precept of £107,437 be set***" **Unanimously agreed.**
- 8.2 The Chairman and Clerk were **authorised** to sign the relevant paperwork to apply for the precept.

9 **Policies and Procedures**

Policy and Procedures Review calendar. **Approved** with some minor amendments.

10 **Reports from councillors/office**

- 10.1 Death of Edward Eckley, local farmer and previously serving Parish Councillor. A minute's silence was held and members asked that the sympathy of the parish council be extended to the family.
- 10.2 Honour Boards. The update on the work was **received and noted.** Another visit to the archives was required. **Action: office.**

11 **Reports from Borough and County Councillors**

Cllr Wendy Hinder's report on the clearance of the drains at Cossington Lane and the recent meeting with County Councillor Paul Carter covering highway issues within the parish was **received and noted.**

Cllr Butler gave information on the Planning Inspector's Interim report on the Local Plan. He also informed members that a possible new school at Huntsman Lane was being considered. Cllr Wendy Hinder was due to attend a presentation about the issue and would do a report for the parish council.

The meeting was informed that County Councillor Carter was looking for areas that required white lining to be refreshed and members came up with several areas and also some highway issues that needed reporting. **Action: office.**

12 **Matters for Decision**

- 12.1 Keep Britain Tidy has confirmed the 3-5 March 2017 as the dates for The Great British Spring Clean, the follow-up event to Clean for the Queen. It was **agreed** to publicise the event to try to get residents interested in arranging community litter picks etc. **Action: office.**
- 12.2 The Lord Lieutenant of Kent, Viscount De L'Isle MBE Annual Civic Service at Rochester Cathedral on Tuesday 14 March 2017. Councillors Bob and Wendy Hinder to attend. **Action: Officer and Cllrs Hinder.**
- 12.3 Beechen Hall Extension Working Group Terms of Reference. In order to quickly progress the project the Clerk asked the parish council to delegate power to the Working Group to produce and sent out an invitation to tender to companies for the design, professional investigations and project manager contract. **Agreed.**

13 **Correspondence**

Grove Green Community Hall. Letter of thank you for the grant and notification that the boilers were successfully installed. **Noted.**

14 **Matters for Information**

14.1 KALC Parish News December 2016 (previously circulated to members).

14.2 2017/2018 Parish Council meeting dates. **Noted.** Cllr Dengate pointed out that the dates for the meetings of the Beechen Hall Extension Working Group had not been included. Office to rectify and reissue. **Action: office.**

15 **Next Meeting**

6 March 2017 at Weaving Street Village Hall, Weaving commencing at 7.30pm.

Meeting closed at 8.28 p.m.

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

4.2 Civic Regalia. Four additional companies were approached for a quotation (this bringing the total to eight) and one of them has come back with a quotation of £1151.98 plus VAT. In June and July 2016 two quotations, for the same design were obtained, £798.70 plus VAT and £900 plus VAT but these prices would have increased.

Members have previously set a budget, due to a quotation from a company that now cannot undertake the work, of £400. Members guidance is sought.

4.3 Kestrel Boxes. MBC has responded that if the structure is over 4m high planning permission, for each site, is required. Advice is being sought on whether a nesting box can be placed at 3.5m high rather than the 4.5 recommended.

4.4 Liaison with schools about sextexting education. Primary and Secondary schools have policies and procedures to deal with this so for example an Anti-Bullying policy for a school will also include reference to cyber-bullying. All schools are required to have E-safety policies and work on internet safety starts in the reception year in primary school. St John's School has advice for children, in the form of age relevant videos, advice for parents etc. The school has according to its website 6 scheduled curriculum visits per annum for each year group. Investigations show that schools are well organised in how they approach, educate, support and advise children and parents. In view of this it is suggested that the schools are already dealing with the issue and any offer of additional visits to discuss matters might not fit into the curriculum.

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

Item 6.1 Minutes of the Environment Committee on Monday 23 January 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 8.42 pm.

Councillors present: Cllr Wendy Hinder (Chairman), Cllr Clarke, Cllr Ivor Davies, Cllr Dengate, Cllr Bob Hinder, Cllr Hollands and Cllr Robert Martins together with the Clerk, visiting councillors Brooks and Waller and 1 member of the public.

1 **Apologies and absences**

Cllr Radcliffe Godfrey (absent).

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

None declared.

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

3 **Planning Applications for Consideration**

17/500042/FULL. Partial garage conversion to form new utility room. 3 Ash Tree Gardens Weaving. Do not wish to object.

17/500044/FULL. Creation of first floor side extension to include rooflights and rear dormer. 43 Timber Tops, Walderslade. Do not wish to object.

16/508698/TPO. TPO application for 1no mature multi-stem Willow - pollard at 8 metres from ground level; Ivy - to be severed at the base of the main stem and removed up to 1 metre from ground level, herbicide (Genoxone) is to be applied to the arising stump. The Malta Inn Sandling.

Cannot comment due to insufficient and inaccurate information in the paperwork. Content to leave to the Landscape Officer to decide.

17/500103/FULL Single storey side extension, first floor side extension and two storey rear extension. 13 Forestdale Road Walderslade.

Do not wish to object but have the following concerns. There is no provision for additional off road car parking. No available land to plant replacement trees. This is a potential overdevelopment of the site which will adversely impact on the street scene due to the design and bulk of the proposed extensions.

17/500133/TPO Application to fell and remove five Silver Birch trees and one Hornbeam. Longwood House 3 Longwood Walderslade. Wish to object but do not wish to see the application reported to the Planning Committee. These trees are established on a slope within an area where water run off contributes to road flooding. If they are removed there are concerns about the impact on the street scene, soil erosion and water run off adding to localized flooding. If the officer is minded to approve then replacement trees should be planted.

4 **Next Meeting**

Next full Environment Committee meeting 13 January 2017 at Beechen Hall Wildfell Close, Walderslade commencing at 7:30pm.

Cllr Bob Hinder asked that the Clerk be thanked for providing him with an excellent briefing note on Planning Enforcement issues relating to the parish which he will be taking to the next Maidstone KALC meeting to complain about the lack of action from MBC on dealing with planning breaches.

Meeting closed at 8.54pm.

Item 6.2 Minutes of the Estates Committee on Tuesday 7 February 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Declaration of Interest or Lobbying**

Cllrs Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

2. **Apologies and absence**

Cllr L Clarke, Cllr Radcliffe-Godfrey (absent).

3. **Minutes of Previous Meeting 14 December 2016.**

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

4. **Matters Arising From Previous Minutes**

- 4.1 Minute 2944/4.1 Kestrel boxes. Due to workload MBC has only just looked at the pre-application letter but will respond asap. The office was unable to provide an update for the meeting. **Noted.**
- 4.2 Minute 2944/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services, who have asked for an updated insurance claim form. **Noted.**
- 4.3 Minute 2944/4.4. Beechen Hall Car Park Lights. Members **received** and **noted** the update for the repairs made to the cabling which serviced two of the lanterns. The Assistant Clerk also confirmed that the project went over budget by £95.00 and not £9.00 as previously stated this was a typing error.
- 4.4 Minute 2945/6.2 Extension of Safety Play Surface at WDJO and installation of Apple Slide. Members **received** and **noted** the installation date of w/c 20 February 2017.
- 4.5 Minute 2945/7.1 North Wall Boxley Village Green. Members **received** and **noted** the Assistant Clerk's update on the removal of the two trees and contact will be made with the new Conservation Officer once they are in post. Action office.
- 4.6 Minute 2945/8 Boxley War Memorial – Cllr Bob Hinder confirmed he will visit the war memorials at the identified sites to check the names and will report back. **Action Cllr Bob Hinder.**
- 4.7 Any other matters arising from the minutes, not on the agenda. There were none.

5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment report. Cllr Hinder confirmed the recent burglary at the allotments and reported that it appeared that despite 13 sheds being broken into the only item taken was a petrol lawnmower. The incident was reported to the police.
- 5.2 Pest Purge report. Members **received** and **noted** the report and Cllr Dengate informed members that there was evidence of rodents near his plot as some of his crops had been eaten. Members confirmed they wanted to keep the budget set aside for the fence but will monitor the situation.

6. Matters for Information

There were none.

7. Assistant Clerk's Report

- 7.1 Hire fees income report. **Received** and **noted.**
- 7.2 Account balances. **Received** and **noted. Ratified** after a recommendation from F&GP and Clerk, agreed to reinvest the Nationwide maturing bond for a further 3 months into a 95 day saver account paying 0.55% variable interest. **Action office.**
- 7.3 Income and Expenditure report. **Received** and **noted.** Members had concerns over the gas entry budget being spent with further bills to come before the end of the year. The Assistant Clerk was asked to continue to keep a log of meter readings for all utilities ie gas, electricity and water, so that comparisons can be made. This information would be sent to Cllr Dengate who would convert into graphs. **Action office/Cllr Dengate.**
- 7.4 Accident Report. No accidents or incidences have been reported. **Noted.**
- 7.5 Beechen Hall Floor – Members **noted** the Assistant Clerk's update and agreed that a further update would be circulated out of meeting via email to members once the site visits have taken place and an idea of costings/course of action have been received. **Action office.**
- 7.6 Use of Beechen Hall car park by Spire Alexander Hospital. Members **received** the VAT update and have agreed to be consulted by email out of meeting if an update occurs before the next meeting. Members **agreed** that a charge of £400.00 per calendar months would be charged should there be an exemption for this service. **Action office.**
- 7.7 New Regular Hirers. Members **received** and **noted** the Assistant Clerk's report for new hirers.

8. Beechen Hall Extension

Members **received** and **noted** the report and minutes from the working group's follow up meeting. It was noted that the next meeting date within the draft notes from the meeting

was incorrect, the Assistant Clerk to make amend. The next working group meeting will take place on Tuesday 7 March at Beechen Hall.

9. **Policies and Procedures**

9.1 Policies and Procedures Review Calendar – **Received, reviewed and agreed.**

9.2 Terms of Reference – **Received, reviewed and agreed** with the following additions under Responsibilities:

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

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

10. **Matters for Decision**

There were none.

11. **Date of Next Meeting.**

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

Meeting closed at 8.35 pm

Item 6.3 Minutes of the Environment Committee on Monday 13 February 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, Mr D Hollands (arrived with apologies at item 7.8) and Mr Radcliffe-Godfrey together with the Clerk.

1 **Apologies and absences**

None as all members were present.

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

None.

3 **Minutes of the Meetings of 9th & 23rd January 2017.**

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

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

4. **Matters Arising from the Minutes**

4.1 Minute 2947/4.1 Inconsiderate parking Provender Way, yellow lines. Awaiting response from County Councillor Carter. **Noted.**

4.2 Minute 2947/4.2 Grovewood Drive South yellow lines. Awaiting response from County Councillor Carter. **Noted.**

4.3 Minute 2947/4.3. Land to the rear of Tesco Grove Green. British Land have responded that they do not own the land to the rear of Tesco, Grove Green. The parish office will attempt to locate the owner. **Action: office.**

4.4 Minute 2947/4.4 Litter/flytipping signs. It appears that MBC did install the signs by the Impton Lane junctions however they may have been stolen so new ones are being purchased. **Agreed no further action.**

4.5 Minute 2947/4.5 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.**

4.6 Minute 2947/4.8. Grovewood Drive North Crossing facility. The resident has informed the office that she will soon be submitting the petition. **Noted.**

4.7 Minute 2947/4.9. Parking at Grovewood Drive North, Shepherd's Gate Drive etc. Awaiting response from County Councillor Carter. **Noted.**

4.8 Minute 2947/4.10 Grounds Maintenance, identification of potential contractor. Action is being taken to identify a list of contractors. **Noted. Action: Clerk.**

- 4.9 Minute 2949/13.1 Tonbridge and Malling Borough Council Local Plan. Briefing note will be included on the March 2017 agenda. **Noted.**
- 4.10 Any other matters arising from the minutes not on the agenda. None.

5. **Planning Applications for Consideration**

17/500117/FULL Extension to the existing factory. Unit 33 Adjacent Lordswood Industrial Estate. Gleaming Wood Drive Lordswood.

Members strongly objected to the planning application and wish to see it refused and reported to the MBC Planning Committee.

Reasons for refusal.

Highway issues.

At a recent Planning Appeal concerning Gibraltar Farm (in Medway just north-east of the Maidstone boundary) it was identified that the Gleamingwood Drive/Lordswood Lane junction had reached capacity [details enclosed].

The Gibraltar Farm application, for 500 properties plus community infrastructure will, if allowed, add significantly to the traffic flows along Gleamingwood Drive to access Maidstone and the M2/M20. The Planning Inspector's decision is expected next month (March 2017). This would be in addition to the extra traffic generated by the Lordswood Urban Extension development of 84 properties plus bio-mass unit already approved (Maidstone planning application 13/1797). All these additional traffic movements along Gleamingwood Drive will further add to the problems of traffic congestion and pedestrian/cyclist safety at this dangerous and overloaded junction. Further west the complex junctions of the M2 with the A229/A2045 have exceeded their capacity and are unable to cope with any additional traffic generated by development in the Walderslade/Lordswood area, as confirmed in an e-mail of 20/1/17 from Toby Butler, Traffic & Network Solutions Asset Manager, Highways, Transportation & Waste. Kent County Council:

"These junctions [M2 and A229] have **greatly exceeded their design capacity and handle volumes of traffic for which they, and the surrounding road network, were never intended.** There are no suitable options for improving traffic flows through the adjustment of signal timings; physical works on the highway network are required. Some options are being considered but these have significant cost implications and take time to develop and implement".

Furthermore local rural roads are unsuitable for lorries and HGVs and inappropriate use by large vehicles is already causing safety issues for other drivers, cyclists and pedestrians.

Impact on the Ancient Woodland.

40% of the trees on the site will be lost and with no plans yet submitted outlining the proposed replanting the impact on the screening properties of the current bank of trees is uncertain. What is clear is that the area designated for the replanting is smaller than the area being developed and the limited space that would be available to replant suggests an unacceptably insufficient screening of the site.

The land taken for the proposed developed is Ancient Woodland - a finite resource that will be lost under hardstanding.

On-site car parking.

The planning application identifies an increase in car parking spaces by +12 for up to 40-60 additional staff. Whilst the parish council welcomes any increase in employment opportunities this amount of on-site car parking (34 in all) is totally inadequate. The extra car parking is at the detriment of the current lorry turning area which will be axed. Whilst the supporting document and plans state that there will be 'improved turning' this appears to only relate to cars and not lorries or HGVs.

Impact on protected species e.g. dormice and bats.

The loss of more land, especially Ancient Woodland, for foraging wildlife is unacceptable. The improvements to the site with the erection of bird and bat boxes and

the introduction of a woodland management plan are welcomed but these should have been part of the existing estates management plan rather than as a sweetener to obtain development permission. In an Ancient Woodland, especially one that is in danger of becoming fragmented by development, any reduction in the size of the existing woodland compartments is unacceptable.

If the development is permitted then the proposed tree replanting should be substantial trees and not whips so as to ensure that the food resources for the protected species are not diminished whilst waiting for small trees to mature.

Section 106 contribution.

No mention is made of Section 106 funding to improve the local infrastructure yet there is an urgent need for improvements at the hazardous Lordswood Lane/Gleamingwood Drive junction. The parish council would like to apply for a Section 106 contribution towards highway improvements at the Gleamingwood Drive/Lordswood Lane junction.

Pre-application consultation

I should record that the Environment Committee was saddened that the developer chose not to speak to the parish council prior to submitting the application. While not mandatory such exchanges are, in our experience, invariably helpful to both parties and are to be encouraged.

17/500520/FULL Construction of a single storey side and rear extension at 26 Briar Fields Weaving. Do not wish to object.

17/500292/TPO PROPOSAL: TPO Application - Acer campestre (Field Maple) – fell. 83 Lombardy Drive Maidstone. Do not wish to object defer to the views of the landscape officer.

Proposed development Forge Lane, Boxley. Extraordinary meeting of the Environment Committee arranged at The European School of Osteopathy, Boxley Village 23 February 2017 to consider this application.

17/500156/FULL Variation of Condition 9 of 15/506330/FULL (Erection of 3 bed detached house) - to vary approved plans to raise ridge line 450mm. Land Adjoining 35 Timber Tops, Walderslade. Do not wish to object. Members identified inconsistencies with some documents referring to a rise of 450mm and others 400mm.

*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. The Clerk was asked to clarify which buildings would be affected and the purpose of the extra height. **Action: Clerk.***

Decision to be taken out of meeting via an e-mail consultation.

6. Planning Decisions, Appeals and Appeals Decisions

*6.1 16/507776/OUT Willow Farm, Tyland Lane REFUSED. **Noted.***

*6.2 Gibraltar Farm appeal. As at 01/02/2017 the Planning Inspector had still not decided on the decision. **Noted.***

6.3 16/506229 15 Greensands. The Chairman and Cllr Bob Hinder gave a report on their attendance at the MBC Planning Committee. The development was permitted as Borough Councillors could not identify a material planning reason for a refusal. The Chairman notified members that on the evening the Chairman of the MBC Planning Committee had thanked the parish council for attending and subsequently he had telephoned her to thank the parish council again.

7. Highways and Byways

- 7.1 Report on meeting with County Councillor Paul Carter. The Chairman's report on the visit to County Councillor Carter was **received and noted**. The parish council's report to County Councillor Carter outlining the highway issues relating to the parish was **received and noted**. The report had been sent to County Councillor Carter and a response was awaited. Members **agreed** it's release to the public.
- 7.2 Westfield Sole Road and Yelsted Lane. After discussion members **agreed** that the issue should be taken to the Maidstone Joint Transport Board and that the parish council should meet with the local farmers and the Highway Steward about the situation on Yelsted Lane. **Action: Clerk**. Members **agreed** that the highway issues report provided to County Councillor Carter should be forwarded to the Maidstone Joint Transport Board with a request that it is placed on the agenda for discussion.
- 7.3 Junction 3 M2. Members **received and noted** the correspondence with KCC that showed that the M2 and A229 junctions "had greatly exceeded their design capacity" and currently there was no funds or plans to make changes. Members requested that this information is included in any responses to Local Plans, planning applications, KCC Highways Planning Officers, Bredhurst Parish Council etc. **Action: Clerk and office**.
- 7.4 General Reserve for Highway Safety improvement projects. Members **approved**, with minor amendments, the Funding for KCC Highway Projects leaflet. It was **agreed** that the leaflet would be published and residents invited to submit their ideas for funding with a deadline for responses set as 21 April 2017. An item to be included on the next agenda to consider and prioritise the current known outstanding problems. **Action: Clerk and office**.
- 7.5 Parking on verges. Members' **received and noted** the KCC template letter that could be placed on cars parking on verges or footways. With minor amendments and two different procedures identified for one-off and persistent offenders the Clerk was instructed to issue the letter as she deemed fit. Cllr Dengate asked that a log of which cars received the letters is kept. **Action: Clerk**.
8. **Grounds Maintenance**
Litter picking and maintenance. Members' **received and noted** the KCC template letter that could be sent to house or land owners asking them to cut back overhanging vegetation. It was **agreed** that parish councillors and residents would be asked to identify problem areas and the Clerk was instructed to issue the letter as she deemed fit. **Action: Clerk**.
Members **received and noted** the Clerk's report on the meeting with the Community Payback Services and **agreed** the plan of action proposed to use the service. **Action: Clerk**.
The Chairman notified the meeting that she and the office had received contact from a business man in the south ward about a verge that was just within the parish boundary. The Clerk was asked to respond that this might be a project that the CPS could take on. **Action: Clerk**.
9. **KCC Freight Action Plan consultation**
Members **received and noted** the Clerk's briefing note. After discussion the responses were **agreed**. **Action: Clerk**.
10. **Medway Council Local Plan consultation.**
Members **received and noted** the Clerk's briefing note. After discussion the responses were **agreed**. **Action: Clerk**.
- 11 **Policy and Procedures**
11.1 Funding for KCC Highway Projects. This issue was dealt with at item 7.4.
12. **Members Reports**
Cllr Bob Hinder gave a report on the recent Maidstone KALC meeting which he and Cllr Ivor Davies had attended. The issue of the lack of planning enforcement had been raised but this had not been included in the draft minutes. Cllr Bob Hinder would be contacting the secretary to request its inclusion. Boxley Parish Council's complaint about the lack of

enforcement was echoed and supported by many of the attending representatives of other parish councils.

The Chairman reported that she had raised concerns with MBC about dog waste being left at the old bin base in The Spinney. MBC would not replace the bin but would erect a sign directing residents to the bin located at the top of the steps. The Chairman felt that residents would not be willing to walk to this bin. It was **agreed** that the office would contact MBC to install a new bin or perhaps move the existing one from the top of the steps to the bottom as it would then be on the dog walkers route. **Action: office.**

The Chairman reported that the MBC Enforcement Officer had been called to one of the green fingers on Boxley Road as work was being undertaken by the owner. He was requesting that the tipping on the site is stopped and that the site to was cleared of the rubbish. The Clerk had also attended and the two persons there, who owned adjoining land, had indicated that planning applications would soon be forthcoming. The Clerk invited the developers to take advantage of the Pre-Application policy of the Environment Committee and to visit a meeting before the applications were submitted.

A fence was now being erected around the old KCC site adjacent to the M2 and it was hoped that this would stop the off-road vehicles using it.

13. **Volunteer Groups**

Cllr Ivor Davies reported that the WWG task day had been cancelled due to the snow. The Clerk reported that she had met, at the request of the Chairman of WWG, with representatives of Hadlow College. The college had offered to adapt the KWT Management Plan into work schedules. The information requested by the college was supplied. **Noted.** Cllr Bob Hinder notified members that a meeting of the FoBW was scheduled for 14 February to set out the work plans for the year. **Noted.**

14. **Matters for Information**

14.1 Concrete bus stop poles. Notification that there was a schedule to replace these was **noted.**

14.2 TPO Cowbeck and Reeds Bank Woods. Members **received and noted** the MBC correspondence that stated that MBC was not proactive in protecting Ancient Woodland. Members **agreed** to take this issue to the Maidstone KALC meeting. **Action: office, Cllr Bob Hinder and Cllr Ivor Davies.**

14.3 Spring clean Campaign 3-5 March. Members were reminded that if they wish to organise a local event that equipment is available to borrow from the parish office. **Noted.**

14.4 2017/2018 budget seat for Timber Tops. The request from MBC that any seat at the play area match the current one there was **noted.** Cllr Dengate expressed disappointment that MBC would not accept a stainless-steel bench and was concerned that people would sit on the seat back and put muddy feet on the seat, the MBC preferred location was also a disappointment. After discussion Cllr Bob Hinder proposed that **a black Phoenix seat with armrests is purchased and installed by MBC. Agreed. Action: office.**

Members' noted that MBC would be undertaking maintenance work on the footpath from Badger Road to the play area.

As it was 9.30pm the Chairman used her delegated powers to extend the meeting by 30 minutes.

15. **New item. Removal of the supply of paper plans to parish councils**

Members **received and noted** the MBC committee report concerning the proposals. The Chairman reported that the Maidstone BC Committee Members had been unhappy with some of the options and had agreed that the committee, not officers, would make the final decision. The proposal would be going out to consultation with Maidstone KALC.

16. **Next Meeting**

Thurs 23 February commencing at 7.30 pm at ESO, Boxley Village to discuss the planning application at Forge Lane, Boxley.

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

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

None.

Meeting closed at 9.40pm.

Item 6.4 Minutes of the Environment Committee on Monday 23 February 2017 at The European School of Osteopathy, Boxley Village commencing at 7.30 pm.

Councillors present: Cllr Wendy Hinder (Chairman), Cllr Clarke, Cllr Ivor Davies, Cllr Dengate and Cllr Bob Hinder together with the Clerk and 21 members of the public.

1 **Apologies and absences**

Cllr Hollands (holiday). Cllr Radcliffe Godfrey (absent).

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

All members declared that they had been lobbied.

The Chairman welcomed the residents.

3 **Planning Applications for Consideration**

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

After a brief discussion with members the Chairman adjourned the meeting (7.32pm) to allow residents to make their views known to members. Residents voiced strong objections to the planning application. The meeting was reconvened at 7.54pm.

Members **unanimously agreed** a response.

The Parish Council wishes to see the application refused and reported to the Planning Committee. The reasons for refusal are:

The development proposed will expand the built area of Boxley village into the countryside to the detriment and appearance of the Kent Downs Area of Outstanding Natural Beauty and the North Downs Special Landscape Area. As the development would represent an undesirable extension into the countryside it is contrary to policy ENV 28, ENV 31, ENV33 and ENV 34 of the adopted Local Plan and SP 17 of the draft local plan.

The site is immediately adjacent to the Boxley Village conservation area and the design of the proposed dwellings do not enhance the local, natural or historic character of the area, contrary to policy DM1 of the draft local plan. Whilst it is understood that the Kent design guide does not support 'inappropriate historic imitation' or 'a poor copy' design the dwellings should nevertheless enhance or respond positively to the character of the area and it is felt that this standard is not reached and therefore is contrary to policy DM 3 of the draft local plan.

Boxley Parish Council considers that whilst the car parking provision for the proposed properties may meet KCC parking standards it is insufficient to address overspill parking. The 2011 census data indicates an average of 1.8 cars per household and one unit only has 2 car parking spaces so any visitors will be required to park on the track thus blocking it. It is probable that the other unit's occupiers would, like so many other people, use their garage for storage rather than a car especially as modern vehicles do not generally fit into a 2 metre wide garage. Boxley Village already has a severe shortage of any parking facilities available for visitors.

There is no provision for vehicles using, visiting or delivering to the proposed dwellings to turn around if the available parking space at the properties is occupied.

The proposal is considered unsustainable as the occupiers of the dwellings would experience an over reliance on the private motorcar to access basic services. Public Transport information in the design and access statement is incorrect, there is only a limited bus service which is not as stated every 10 minutes but on average every 90 minutes during the day with no service in the evening or on a Sunday. This application therefore fails to satisfy the tests for sustainable development set out in the NPPF and DM24 of the draft Local Plan.

The KCC Highway's requirements during the build, as outlined in the 13 February letter, are fully supported by the Parish Council and if MBC is minded to permit the development must be included as conditions. With a strict condition that no contractor or construction vehicles should use Forge Lane. It is particularly important that there is a condition requiring the permanent retention of the vehicle parking spaces and garage. Permitted Development Rights should be removed from the garage so that it cannot be converted into residential use.

The Parish Council has grave concerns about the health and safety of pedestrians and other highway traffic at the junction at Street Farm. Concerns are also raised about the ability of any new residents being able to get into local schools as these are already oversubscribed.

If MBC is minded to permit the development that it should be a requirement that visitor parking is provided.

Discussion took place covering: the planning procedure; lobbying; and the MBC Planning Committee. The Chairman encouraged all residents to send in letters of objection and it was arranged that the Clerk would circulate copies of a resident's letter.

4 Next Meeting

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

Meeting closed at 8.12 pm.

Item 8 Policies and Procedures. Purpose of Item: Decision
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8.1 Equal Opportunities Statement (review).

Current policy.

The parish council values diversity and believes that it strengthens our community. The Council is committed to treating everyone fairly and with courtesy and respect. The aim in producing this statement is to ensure that the parish council eliminates discrimination in its own areas of responsibility and promotes anti-discriminatory practices in the wider community. The parish council wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community is able to develop their full potential. It is recognised that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, and sexual orientation*.

* Terms used are based on the Equalities Act 2010 definitions.

Note. In accordance with the Equality Act 2010 (specific duties) Regulations 2011 the Parish Council undertakes an annual review of its obligations to ensure that the services it supplies meets, at a minimum, the legislation.

Clerk's suggestion. The layout with the use of bullet points is used to refresh the policy and make it easier to read.

Refreshed version.

The parish council:

- Values diversity and believes that it strengthens our community.
- Is committed to treating everyone fairly and with courtesy and respect.
- Aims to eliminate discrimination in its own areas of responsibility and promote anti-discriminatory practices in the wider community.
- Wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community is able to develop their full potential.
- Recognises that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, and sexual orientation*.

* Terms used are based on the Equalities Act 2010 definitions.

Note. In accordance with the Equality Act 2010 (specific duties) Regulations 2011 the Parish Council undertakes an annual review of its obligations to ensure that the services it supplies meets, at a minimum, the legislation.

8.2 Procedure for projects not managed by the parish office (review)

Current policy.

If the parish council takes on a project that is not managed by the parish office or which deviates from the normal procedures already in place then a Replacement Procedure must be completed to ensure that the work is undertaken effectively and efficiently. Recommendations denoted by ** must be agreed by parish councillors at a meeting. Delegated powers can be given to members or staff to agree aspects of a Project Brief or Terms of Reference however a copy must be supplied to the next meeting of the Parish Council or relevant Committee. It is recommended that this document includes;

- Details of what the aims and objectives are or an identified outcome.** This to include details of any specifications of works etc.
 - Details of any delegated powers for decision making (i.e spending a budget).**
 - A named person who will manage/lead the project (project manager).**
 - The exact responsibilities of that person and whether they report back to the parish council or a committee.
 - If the parish office is to be partly involved then the exact duties that are required of it.
 - Deadlines/requirements for reports back to the parish council/committee, for the project to end and/or a review date to decide whether to continue with the project.
- **
- Project Plan to include dates for key milestones in the project and also any important/gateway decision dates.
 - What records will be kept and submitted to the parish council/office.
 - What, if any constraints, there are.**
 - Budget allowances or implications.

- Any administrative, standing orders or legal requirements that the 'project manager' is required to know and which will be supplied by the parish office.

Should, during the project, the work deviate from that which is agreed then the parish office and/or project manager will refer the issue back to the parish council or relevant committee.

8.3 Terms of Reference. The Estates Committee has requested a slight adjustment to its employment of a litter picker for the WDJO. The requested amendments are as follows:

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

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

8.4 Standing Orders. Members are reminded that there is a review of Standing Orders scheduled for the April meeting and if any member wishes to table an amendment to the current Standing Orders they should contact the Clerk.

Item 10. Reports from councillors/office

9.1 **Maidstone KALC meeting 6 February 2017.** (E-mail 12/02/17) Cllr Bob Hinder has requested an amendment as the discussion on Planning Enforcement has not been included in the draft minutes.

KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 6 February 2017.

Present: Councillors: Geraldine Brown (Chairman) Yalding, Cheryl Taylor Maggio (Vice Chairman) Langley, Helen Anderson (Secretary), Pat Marshall and Richard Ash Bearsted, Ron Galton Boughton Malherbe, Ivor Davies and Bob Hinder Boxley, Tina Clark Broomfield & Kingswood, Chris Webb and Mick Fitzgerald Chart Sutton, Keith Woollven Coxheath, Malcolm Ireland East Sutton, Fred Stanley Harrietsham, Nigel Pyman Headcorn, Bob China Leeds, Richard Greenwood Lenham, Robin Gardner Otham, Margaret Ashby Staplehurst, Eve Poulter and Lorraine Cook Sutton Valence, Peter Coulling and Chris Douglass Teston.

1. Apologies. Councillors: Robert Turner Boughton Malherbe, Mike Lovell Broomfield & Kingswood, John Clayton Detling, Anne Marie Butler Downswood, John Mather Headcorn, Gary Thomas Hunton, Bernard Cresswell Linton, Tony Oliver and Tim Oliver Loose, Lesley Mannington and Chris Childs Marden, Rory Silkin Staplehurst, Peter Titchener and Fiona Kenward Ulcombe, Nick Thompson Yalding.

2. Minutes. The minutes of the 30 November 2016 meeting were taken as read, confirmed as a correct record and signed by the Chairman.

3. Matters Arising. There were no matters raised.

4. Reports from Representatives:

4.1 Parish Liaison Group. Meetings continue with members of the Borough Council and details of these are listed in the reports below.

4.1.1 Parish Services Scheme Following notification to Parish Councils of a significant reduction in allocation of funds for the financial year 2017/18, urgent talks were held and it was agreed that contributions would be made to cover play areas and up to two noticeboards (must be dedicated to Council business). A survey is to take place in the coming year to assess open spaces and noticeboards in order to ensure easier accountability in 2018/19.

It was also noted that the LCTS funding has ceased being forwarded onto Parishes for 2017/18 but discussions would still continue for consideration of re-instatement in 2018/19.

4.1.2 Election Processes Notification has been received from Kathy Hildige, Electoral Services Manager that 3 Parish Councils have not followed the correct election procedure for filling a vacancy on the Council. This is a serious failing and has legal ramifications for not only the newly

co-opted member but also any decisions made by the Council after the signing of the declaration of acceptance of office. All Councils are urged to make sure that their clerk is aware of the procedures and if they are unsure they should seek clarification from Kathy Hildige, KALC or SLCC.

4.1.3 Litter Picking Litter continues to blight our roads and lanes and becomes more visible during the winter months. Maidstone Borough Council has now started to litter pick normally busy roads at 4am when it is quieter to try and mitigate insurance issues. Parish Councils are urged to report any areas for concern via the MBC portal or to Jennifer Shepherd.

4.1.4 Planning

4.1.4.1 Enforcement Due to ill health Alan Howell is currently absent which leaves just 3 officers to deal with complaints etc with Amanda Marks being the central contact point. Until the review is completed, no additional staff will be employed. Parish Councils are urged to report any complaints via the MBC portal as a reference number will be issued which can then be tracked more easily.

4.1.4.2 Conservation Mike Parkinson has retired and his post is being advertised; there is temporary cover for two days per week. Currently listed building issues are being dealt with.

4.1.4.3 Planning Review Maidstone Borough Council will be carrying out a whole review of the department.

4.1.4.4 Training Planning & Legal More training is to be made available to Parishes in the coming year.

4.2 KALC Executive Committee The following items were raised:-

4.2.1 Minutes of the last meeting were duly circulated.

4.2.2 Transparency Code Clerks should not be using their own PC to store Parish Council work. Parish Councils should ensure that their files are either stored on a dedicated laptop, a server or have cloud back up. Grants remain for smaller councils to apply to KALC to purchase a lap top/computer and associated equipment. Passwords should be held by the Clerk, Financial Officer and Chairman only.

4.2.3 Training Officer A volunteer is required to take on this role of co-ordinating training for this area committee. Please email maidstonekalc@gmail.com if you are interested or require further information.

4.2.4 Parish Survey 2017 This will be distributed to Parishes shortly and it is requested that the Chairman and Clerk complete this together.

4.2.5 Fire Hydrant Initiative A series of meetings have been scheduled throughout the County to highlight the excellent work that has been done so far on this project. A number of Councils at the meeting indicated that they are due to attend one of these and therefore it was felt that a further talk at a KALC Area Committee meeting would not be necessary in the immediate future but would be reviewed once feedback had been received.

4.3 Maidstone Joint Transportation Board Disappointment at the cancellation of the previous two meetings due to the lack of items put forward was noted and a request was made for agenda items. Councillors highlighted issues of Hermitage Lane congestion and how will new bus lanes work in the Borough? It was noted that a motion is still pending in relation to a request for a second KALC representative and voting rights.

5. Maidstone Borough Local Plan Cllr Coulling gave a brief synopsis of the interim findings of the Planning Inspector which was received in December. A further session has been called on Employment matters.

6. The Medway Flood Partnership Cllr Brown gave a brief overview of the staff structural changes at the Environment Agency and the impact that this has had, in addition to government funding cuts following results of the flood defence modelling with only the Leigh Flood Storage going ahead. A KCC grant of £1.5million is targeted at property level resilience.

7. KALC AGM 2017 This will be held on Saturday 18 November at Ditton Community Centre.

8. Any Other Business Cllr Wilson raised the subject of 'raising the profile of Parish Councils' He reported that meetings held with both Government officials and our local MP's had proved

to be a good starting point, both Helen Grant and Helen Whately have expressed an interest in attending a KALC Area Committee meeting on a semi-annual basis.

9. Time and date of the next meeting This will be held on Wednesday 22 March 2017 at the Town Hall, Maidstone starting at 7pm.
Meeting Closed at 8:35pm

9.2 Report on Valley Schools Proposed New School

Wendy and I attended an open evening concerning the proposals for a new STEM school to be built in the grounds of Valley Schools Academy in Vinters.

The school will be a 6 form entry and the emphasis will be educationally based on the education of children in Singapore.

The emphasis will be on Science, Maths Technology and English. In particular the Mathematics will be a Singapore curriculum.

We were given a talk by the Head teacher on the schools proposed ethos and why they are intending to follow it. There were plans of the new school on view but no internal views – I was interested in the Technology aspect as it was my line of teaching!

There were views available of the proposed entrance to the new school which will be from a new roundabout that they intend to create on New Cut at the junction with Grovewood Drive South. Children will be able to access the site from the junction of New Cut with the Ashford road which has a light controlled pedestrian crossing and then walk up inside the grounds on an improved footpath keeping them away from the traffic.

There were some local residents in attendance and the main issue they were raising was the distinct possibility of increased parking by parents and older students on Grove Green estate.

Cllrs Bob and Wendy Hinder

9.3 Report on Arriva Bus seminar

Wendy and I attended a seminar held by the Arriva Bus Company in the Hazlett Theatre in Maidstone. It concerned proposed new changes to be brought in by the company.

Firstly may I say how disorganised the event was with a lot of people including us going to the front entrance of the Hazlett to find it was closed. There were no signs indicating where it was being held and along with several other people we wandered around until we found it was at the back entrance – with no signs indicating it!

Representatives were available inside to explain the changes but they were very reluctant to part with any paperwork for one to keep showing the changes. I eventually persuaded one to let me have some copies to pass on to the parish office.

The main change affecting our parish seems to be the re-routing of the bus from Bearsted through Grove Green which they made a great deal of but when one looked closer these changes had increased the journey time from Bearsted to nearly three quarters of an hour. People were not pleased with this.

I also queried the bus service for Sandling or rather the lack of a service but was told that as the 101 was an express service it was not possible to divert it down Old Chatham Road to pick up any potential passengers from Sandling.

Cllrs Bob and Wendy Hinder

Item 11. Matters for Decision.

11.5 Parish Councillor Vacancies.

Two casual vacancies have been declared and arrangements are being made for advertised for filling by co-option at the April Parish Council meeting.

Item 7.1 Payments made out of meeting 18.01.17 – 27 February 2017

Item 7.1.1 The Cooperative Bank Payments

Date: 28/02/2017

Boxley Parish Council

Page 1

Time: 12:03

Co-Op General Account

List of Payments made between 18/01/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2017	Mail Publications Ltd	DD101783/4	490.14		Downs Mail January Edition
Total Payments			<u>490.14</u>		

7.1.2 HSBC Payments

Date: 28/02/2017

Boxley Parish Council

Page 1

Time: 12:01

HSBC General Account

List of Payments made between 18/01/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2017	OPUS Energy - gas	DD22164843	183.71		December Gas Bill
27/01/2017	KCC Commercial Services	L2777895	88.44		Consumables
27/01/2017	KCC Commercial Services	L2777895	-88.44		Consumables
31/01/2017	Suez Recycling & Recovery UK L	DD30525693	119.62		Refuse Collection
07/02/2017	Unity Trust Account	102698	4,217.88		Payments made from UTB
14/02/2017	Opus Energy - Electricity	DD61635043	188.42		Electricity Bill - January
20/02/2017	OPUS Energy - gas	DD22231518	269.52		January Gas Bill
28/02/2017	Suez Recycling & Recovery UK L	DD30560801	199.07		Refuse Collection - January
Total Payments			<u>5,178.22</u>		

7.1.3 Unity Trust Bank Payments

Unity Trust Account

List of Payments made between 18/01/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2017	Mrs P Bowdery	20/01/PC01	2,158.76		January Salary
20/01/2017	Mrs A Candy	20/01/PC03	584.61		January Salary
20/01/2017	Mr I Davies	20/01/PC06	33.91		Councillor Allowance January
20/01/2017	Mr V Davies	20/01/PC07	33.91		Councillor Allowance January
20/01/2017	Mr P Dengate	20/01/PC08	25.31		Councillor Allowance January
20/01/2017	Mrs M Fooks	20/01/PC02	1,213.82		January Salary
20/01/2017	Mr T Harwood	20/01/PC09	33.91		Councillor Allowance January
20/01/2017	Mr R Hinder	20/01/PC10	41.14		Chairmans Allowance January
20/01/2017	Mrs W Hinder	20/01/PC11	33.91		Councillor Allowance January
20/01/2017	Mrs L Lake	20/01/PC04	60.00		Downs Mail Delivery
20/01/2017	Mrs K Macklin	20/01/PC12	42.51		Councillor Allowance January
20/01/2017	Mrs M Smith	20/01/BH01	547.91		Wages - January
20/01/2017	Mrs M Waller	20/01/PC17	35.31		Councillor Allowance January
20/01/2017	Mr B Douglas	20/01/BH05	228.04		Wages January
20/01/2017	Mr D Odell	20/01/BH02	286.64		Wages January
20/01/2017	Mr P Poon	20/01/PC05	29.70		Litter picking
20/01/2017	HMRC	577PW00105	1,395.57		PAYE
20/01/2017	EFT Receipts Ac	IT00000068	98.91		Pension Contributions
20/01/2017	Mrs P Bowdery	IMPREST 77	72.30		Imprest Account
20/01/2017	Mrs P Bowdery	IMPREST 76	65.70	Imprest 76	Miscellaneous
20/01/2017	Asda	IMPREST 76	21.99	Imprest 76	Consumables
20/01/2017	Aldi Stores Limited	IMPREST 76	6.91		Consumables for hall
20/01/2017	Homebase	IMPREST 76	10.90		Weed Killer/Seeds
20/01/2017	ACRK	ACRK17/18	50.00		17/18 Membership
20/01/2017	Christiana Dawodu	C27	150.00		Damage Waiver Deposit
20/01/2017	Pest Purge Ltd	1694	380.00		Pest Control
20/01/2017	Mrs M Fooks	DOWNS MAIL	115.00		Downs Mail Delivery
20/01/2017	EFT Receipts Ac	IT00000068	-98.91		Pension Contributions
20/01/2017	EFT Receipts Ac	IT00000068	98.91		Pension Contributions
23/01/2017	Rob Burrows	IMPREST89	58.07	Imprest 89/90	Mileage
23/01/2017	Rob Burrows	IMPREST89/	11.59	Imprest 89/90	Petrol for task day
27/01/2017	RTF Networks	DD6709539	114.44		Telephone Bill
27/01/2017	EFT Receipts Ac	IT00000068	98.91		Pension Contributions
27/01/2017	H Goodsell & Son	A215498	9,938.23		Repairs to the South Wall
27/01/2017	KCC Commercial Services	L2777895	88.44		Consumables
01/02/2017	Northstar IT Services	DD12744/45	165.94		IT Services & back up
09/02/2017	Rob Burrows	IMPREST 91	13.50	Imprest 91	Mileage for Task Day
09/02/2017	B & Q	IMPREST 91	38.89	Rob Burrows Imp 91	Electrics for new wwg store
09/02/2017	Vivantage	IMPREST 91	43.14	Rob Burrows Imp 91	Litter Picking Equipment
09/02/2017	Screwfix Direct Ltd	IMPREST 91	12.99	Rob Burrows Imp 91	Bit Set for Screwdriver
13/02/2017	Mrs M Fooks	DM FEB	115.00		Downs Mail Delivery February
13/02/2017	Weaving Village Hall	CIO - BPC	1,524.00		Legal Fees for CIO Status
22/02/2017	Mrs P Bowdery	22/02/PC01	2,188.47		Salary & mileage
22/02/2017	Mrs A Candy	22/02/PC03	574.21		Salary
22/02/2017	Mr I Davies	22/02/PC06	34.11		Councillor allowance

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List of Payments made between 18/01/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2017	Mr V Davies	22/02/PC07	34.11		Councillor Allowance
22/02/2017	Mr P Dengate	22/02/PC08	25.71		Councillor Allowance
22/02/2017	Mrs M Fooks	22/02/PC02	1,237.20		Salary & mileage
22/02/2017	Mr T Harwood	22/02/PC09	34.11		Councillor Allowance February
22/02/2017	Mr R Hinder	22/02/PC10	41.14		Chairman's Allowance
22/02/2017	Mrs W Hinder	22/02/PC11	34.11		Councillor Allowance February
22/02/2017	Mrs L Lake	22/02/PC04	60.00		Downs Mail Delivery February
22/02/2017	Mrs K Macklin	22/02/PC12	42.51		Councillor Allowance February
22/02/2017	Mrs M Smith	22/02/BH01	547.91		Wages - February
22/02/2017	Mrs M Waller	22/02/PC17	35.31		Councillor Allowance February
22/02/2017	Mr B Douglas	22/02/BH05	228.04		Wages February
22/02/2017	Mr D Odell	22/02/BH02	254.64		Wages February
22/02/2017	Mr P Poon	22/02/PC05	23.88		Litter Picking - WDJO
22/02/2017	HMRC	577PW00105	1,393.27		PAYE
22/02/2017	EFT Receipts Ac	IT00000068	99.18		Pension Contributions
22/02/2017	Mrs A Candy	22/02/PC03	-574.21		Salary
22/02/2017	Mrs A Candy	22/02/PC03	574.24		Salary
22/02/2017	KCC Commercial Services	C210124	113.04		Various
22/02/2017	KCS Professional Services	PP7MD02957	203.09		Photocopier Lease
22/02/2017	Mark Robinson Gas & Heating Se	1044545	80.00		Gas Boiler Service
22/02/2017	Vinters Valley Nature Reserve	BPC GRANT	4,963.00		BPC Grant
28/02/2017	RTF Networks	DD6710714	113.99		Telephone Bill
Total Payments			<u>32,340.87</u>		

Item 7.2 Receipts for the period 18.01.17 – 27 February 2017

7.2.1 The Cooperative Receipts

Receipts received between 18/01/2017 and 28/02/2017

		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: 31/01/2017		98.91						
	NEST EFT Receipts Ac	98.91			4010	100	42.50	PC Pension Contribution
					4010	260	11.18	Hall Pension Contributi
					4010	100	35.18	Employee Pension Refund
					4010	260	10.05	Employee Pension Refund
Banked: 10/02/2017		13.00						
	Boyle I6 Boxley Parochial Church Council	13.00			1200	220	13.00	Headstone Inscription
Total Receipts:		111.91	0.00	0.00			111.91	

7.2.2 Unity Trust Receipts

28/02/2017

Boxley Parish Council

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Cashbook 2

User: MF

Unity Trust Account

Receipts received between 18/01/2017 and 28/02/2017

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 18/01/2017	20,000.00						
100010	Barclays Bank Account	20,000.00			210		20,000.00	Top up to Unity Trust Bank
	Banked: 03/02/2017	1,489.42						
6	HMRC	1,489.42			105		1,489.42	VAT Refund 3rd Quarter
	Banked: 07/02/2017	4,217.88						
102698	HSBC General Account	4,217.88			210		4,217.88	Payments made from UTB
	Total Receipts:	25,707.30	0.00	0.00			25,707.30	

7.2.3 HSBC Receipts.

HSBC General Account

Receipts received between 18/01/2017 and 28/02/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 18/01/2017	49.20						
140	Horwood	49.20			520		-49.20	C25D Horwood 18/2/17
					1230	260	96.40	C25F Horwood 18/2/17
					1231	260	2.00	PL Insurance Horwood
	Banked: 18/01/2017	40.00						
143	Dawodu	40.00			1250	260	40.00	C27 Dawodu After Event
	Banked: 18/01/2017	607.56						
141	Balfour Short Mat Bowls	283.61			1235	260	283.61	R1760 BSMB Jan Invoice
142	Booth	76.10			520		76.10	C79F Booth 19/3/17
144	Karate	247.85			1235	260	247.85	R1762 Karate Jan Invoice
	Banked: 22/01/2017	50.45						
141	Cade	50.45			520		-60.00	C56D Cade 19/2/17
					1230	260	108.45	C56F Cade 19/2/17
					1231	260	2.00	PL Insurance Cade
	Banked: 25/01/2017	358.25						
142	Low	358.25			520		-108.25	C52D Low 25/2/17
					1230	260	214.50	C52F Low 25/2/17
					1231	260	2.00	PL Insurance Low
					560		250.00	Low DWD 25/2/17
	Banked: 25/01/2017	76.10						
143	Singh	76.10			1230	260	74.10	C78F Singh 26/2/17
					1231	260	2.00	PL Insurance Singh
	Banked: 26/01/2017	491.63						
144	Kumon	491.63			1235	260	491.63	R1775 Kumon February
	Banked: 26/01/2017	60.90						
145	Teenie Boppers	60.90			1235	260	60.90	R1779 Teenie Boppers
	Banked: 27/01/2017	1,002.84						
145	Ellerker	50.40			520		50.40	C73D Ellerker 20/5/17
148	Shoda	357.00			520		357.00	C85F Shoda 20/5/17
149	Movement as Therapy	261.15			1235	260	261.15	R1776 MAT Feb Invoice
150	Age Concern	290.25			1235	260	290.25	R1759 Age Concern Jan
151	NGREA	44.04			1235	260	44.04	R1765 NGREA Jan Invoice
	Banked: 27/01/2017	49.20						
146	Blanchard	49.20			520		-49.20	C50D Blanchard 25/2/17
					1230	260	96.40	C50F Blanchard 25/2/17
					1231	260	2.00	PL Insurance Blanchard
	Banked: 27/01/2017	70.40						
146	Caterpillar Music	15.40			1235	260	15.40	R1761 Jan invoice
147	Thomas	55.00			520		55.00	C76D Thomas 8/4/17
	Banked: 29/01/2017	31.88						
147	Simpson	31.88			520		31.88	C91D Simpson 23/4/17
Subtotal Carried Forward:		2,888.41	0.00	0.00			2,888.41	

HSBC General Account

Receipts received between 18/01/2017 and 28/02/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 30/01/2017	17.25						
148	Ade-Kosoko	17.25			1230	260	17.25	C944D Ade-Kosoko 3-2-
	Banked: 31/01/2017	31.50						
149	Sing & Sign	31.50			1235	260	31.50	R1778 Sing & Sign Feb
	Banked: 01/02/2017	50.40						
150	Freeman	50.40			520		50.40	C80D Freeman 16/12/17
	Banked: 01/02/2017	-50.40						
150	Freeman	-50.40			520		-50.40	C80D Freeman 16/12/17
	Banked: 01/02/2017	50.40						
150	Freeman	50.40			520		50.40	C80D Freeman 16/12/17
	Banked: 01/02/2017	37.05						
151	Pressman	37.05			520		37.05	C94D Pressman 6/8/17
	Banked: 06/02/2017	167.48						
152	Tumbletots	167.48			1235	260	167.48	R1780 Tumbletots Feb
	Banked: 08/02/2017	63.90						
152	Iles	56.20			1230	260	54.20	C96F Iles 14/2/17
					1231	260	2.00	PL Insurance
156	Caterpillar Music	7.70			1235	260	7.70	R1773 Caterpillar Music
	Banked: 08/02/2017	607.70						
153	Balfour Short Mat Bowls	317.10			1235	260	317.10	R1772 BSMB Feb Invoice
154	Karate	290.60			1235	260	290.60	R1774 Karate Feb Invoice
	Banked: 11/02/2017	232.87						
154	Yoga	232.87			1235	260	232.87	R1781 Yoga February
	Banked: 18/02/2017	95.72						
153	Oguntoye	95.72			520		95.72	C92D Oguntoye 20/5/17
	Banked: 22/02/2017	416.85						
157	Age Concern	290.25			1235	260	290.25	R1771 Age Concern
159	Sharma	126.60			520		126.60	C87 Sharma 26/8/16
	Banked: 22/02/2017	276.95						
155	Caterpillar Music	15.40			1235	260	15.40	R1773 10/24 February
158	A Bead in Time	56.25			1235	260	56.25	R1770 ABIT February
160	Sharma	114.20			520		114.20	C87 Sharma 26/8/17
161	Ann	91.10			520		91.10	C95 Ann 30/4/17
	Banked: 24/02/2017	576.42						
155	Kumon	576.42			1235	260	576.42	R1789 Kumon March
	Banked: 24/02/2017	237.00						
156	Haastrup	237.00			1230	260	235.00	C100 Haastrup 23/3/17
					1231	260	2.00	PL Insurance Haastrup
Subtotal Carried Forward:		5,699.50	0.00	0.00			5,699.50	

Receipts received between 18/01/2017 and 28/02/2017

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Total Receipts:		5,699.50	0.00	0.00			5,699.50

7.3 Account closing balances.

Item	Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	07.02.17	Coop General Account	£26,745.95
5.1.2	03.02.17	HSBC Beechen Hall	£19,622.55
5.1.3	03.02.17	Unity Trust Bank	£30,475.17
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	16.09.16	Nationwide Parish Council 12 mth (now 6 mth matures 07.03.17)	£60,488.66
		Total	364,386.49