



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the Meeting of the Parish Council will be held on Monday 6 November 2017 at The European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30pm.

1. **Apologies and absences** (7.40)
To receive and accept apologies for absence.
 2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.41)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
 3. **Minutes of the Parish Council Meeting 2 October 2017** (7.42)
To consider the minutes and if in order sign as a true record (pages 3-5).
 4. **Matters Arising From the Minutes** (7.45)
 - 4.1 Minute 3028/4.1 Honour Boards. Work will be completed as soon as the opportunity arises.
 - 4.2 Minute 3028/4.3 HGV signage. The sign has been purchased and is awaiting installation by KCC, a delay has been caused by the need to obtain location approval from the Tonbridge & Malling Highways area.
 - 4.3 Minute 3028/4.4 Parish Tour 11 November 2017.
 - 4.4 Minute 3028/4.5. Local Nature Reserve Grove Green. See report (page 5).
 - 4.5 Any other matters arising from the minutes which are not on the agenda.
 5. **Crime Report and Police Issues** (7.50)
Crime statistics (pages 5-6).
- Adjournment to enable members of the public to address the meeting** (7.55)
6. **Draft Minutes of Recent Committee Meetings** (8.05)
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 9 October 2017 (pages 6-9).
 - 6.2 Estates Committee meeting 10 October 2017 (pages 9-11).
 7. **Finance** (8.00)
 - 7.1 Payments made out of meeting 26.09.17-26.10.17. See report (pages 14-16).
 - 7.2 Receipts for the period 6.09.17-26.10.17. See report (pages 16-18).
 - 7.3 Account balances (page 19).
 - 7.4 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** (8.06)
 - 8.1 Community Engagement Strategy /Protocol for attending PC and Committee Meetings (review). See report (pages 11-12).

9. **Reports from councillors/office** (8.16)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
 9.1 Old Chalk New Downs 15 October 2017. Cllr Bob Hinder. See report (page 12).
10. **Reports from Borough and County Councillors** (8.22)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
11. **Budget** (8.32)
 Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees.
12. **Matters for Decision** (8.33)
 To consider any issues, such as attendance at meetings or as identified on the evening.
 12.1 KALC Crime Prevention and Safety Conference 2017 (all day). Ditton Community Centre. Kilnbarn Road. Ditton. Aylesford. ME20 6AH on Thursday 7 December 2017. Member Council Price £60 plus VAT (e-mail 28.10.17). See report (pages 12-13).
13. **Correspondence** (8.35)
 13.1 Invitation to Maidstone & District Neighbourhood Watch AGM at Kent Police College, Sutton Road Wed 29/11/17 at 7.00pm-9.30pm.
14. **Matters for Information** (8.36)
 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. Please visit www.kent.gov.uk/budget to take part.
 14.3 MBC recommendation on closure of play areas. See report (page 13).
 14.4 Community workers. See report (page 13).
15. **Next Meeting** (8.37)
 4 December 2017 at St John's School, Provender Way, Grove Green ME14 5TZ. commencing at 7.30pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 30 October.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council.

Date 30 October 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: BT Phone Box Sandling, check whether it has been removed, March 2018/October 2018/May 2019.

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 November 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 Minutes of the Meeting of the Parish Council held on Monday 2 October 2017 at St John's School, Provender Way, Grove Green commencing at 7.30pm.

Present: Mr B Hinder (Chairman), Mrs P Brooks, Ms L Clarke, Mr J Constable, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery Borough Councillor Derek Butler and 5 members of the public/press.

The Chairman opened the meeting by thanking Cllr Clarke and Cllr Wendy Hinder for attending the MBC Planning Committee which had resulted in two planning applications being refused by the committee.

1. **Apologies and absences** Cllr
Constable (holiday) and Cllr D Hollands (holiday). Cllr Radcliffe Godfrey (absent).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.
3. **Minutes of the Parish Council Meeting 4 September 2017**
The minutes of the meeting were **agreed** and **signed** as a correct record.
4. **Matters Arising From the Minutes**
 - 4.1 Minute 3019/4.1 Honour Boards. It is planned to undertake another visit to the archives as soon as possible. **Noted.**
 - 4.2 Minute 3019/4.3 HGV signage. The sign has been taken by KCC arrangements having been made to install it. **Noted.**
 - 4.3 Minute 3019/4.4 BT box Sandling. BT has scheduled the box to be removed but it may take 1-2 years because of a back log of work. **Noted.**
 - 4.4 Minute 3020/12.2 Parish Tour 11 November 2017. **Noted.**
 - 4.5 Minute 3020/12.4. Local Nature Reserve Grove Green. Response awaited from MBC, the resident is liaising with the local community. **Noted.**
 - 4.6 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**. Members asked that a letter be sent to the Crime Commissioner about the drop in the service from PCSO. **Action: Chairman.**

The meeting was adjourned at 7.39 pm to allow a member of the public to comment on the damaged signage at Chatham Road/Tyland Lane. The Clerk reported that KCC and MBC had been contacted and arrangements were being made to replace them. The meeting reconvened at 7.40pm.

6. **Draft Minutes of Recent Committee Meetings**
 - 6.1 Environment Committee meeting 4 September 2017. **Received** and **noted**.
 - 6.2 Finance and General Purposes Committee meeting 12 September 2017. **Received** and **noted**.
 - 6.3 Environment Committee meeting 18 September 2017. **Received** and **noted**.

7. Finance

- 7.1 Payments made out of meeting 29.08.2017-25.09.17. **Received** and **noted**. Cllr Dengate raised a query over a missing grant payment the Clerk to check and confirm that the payment was made just outside of the timescale of the report. **Action: Clerk.**
- 7.2 Receipts for the period 29.08.2017-25.09.17. **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. It is planned to try to combine the two policies into one and a report will be provided to the next meeting. **Received** and **noted**. **Action: Clerk.**

9. Reports from councillors/office

- 9.1 Draft minutes of the Maidstone KALC Committee 11 September. Cllr Ivor Davies attended.
- 9.2 KWT AGM. Cllr Bob Hinder's written and verbal report were **received** and **noted**.
- 9.3 Licensing of New Vicar and the Team Missioner Captain at St Mary and All Saints. Cllr Bob Hinder's report was **received** and **noted**.

10 Reports from Borough and County Councillors

Cllr Butler informed members that he had attended an event, hosted by Golding Homes, for all the support services in the Borough. He mentioned the call in of the Local Plan by the two MPs which had temporarily stopped MBC adopting the plan.

Cllr Wendy Hinder notified members that she had attended a site visit to the Grovewood Drive North Play Area. She has raised concerns that the replacement play area only really catered for toddlers and not the larger age group as promised. She has therefore asked for more equipment to be installed. UKPower had still not undertaken additional work on Boxley Road, Walderslade and flytipping in the North Ward was really bad. The Clerk was asked to remind residents that if they see flytipping they should report it.

Action: Office.

Cllr Harwood spoke to Cllrs Butler and Hinder about the recent night closures on M20 which was pushing traffic onto local roads rather than drivers using the very long signposted diversion. He suggested a united approach to Highway England concerning the problems being caused. Cllr Dengate identified that the work on the SMART road system would also cause problems. The Borough Councillors to liaise about a meeting.

11 Budget

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

12 Matters for Decision

None submitted.

13 Correspondence

None submitted.

14 Matters for Information

- 14.1 Old Chalk New Downs Celebration 15 October 11.00-3.00 Leybourne Lakes Country Parks.
- 14.2 Daffodil Bulbs. The Chairman notified members that 13 areas had been identified throughout the parish and the bulbs were being distributed.
- 14.3 Local Nature Reserve Grove Green. The resident who had raised the issue was waiting to hear from the parish council on MBC's response to the request for LNR status before canvassing residents living around the woods. The Clerk was asked to chase MBC. **Action: Clerk.**

15 Next Meeting

6 November 2017 at The European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30pm.

Meeting closed at 8.14 p.m.

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

4.4 Local Nature Reserve Grove Green. Response from MBC (e-mail 4/10/17).

" MBC Parks and Open Spaces department does not currently have a manager. However, there will hopefully be a manager appointed by the end of this month. In the meantime, I will visit the site to see what management would suit this area from a volunteer group perspective. I will also start organising a contractor for coppicing Five Acres and Wents wood.

Kind Regards,

Jenny Nicholson

Parks Technical Officer".

The residents have been updated and the parish office is liaising with the original resident about setting up a litter pick group etc.

Item 5 Crime Report and Police Issues Purpose of Item: Information.

Theft From Motor Vehicle

Between 10:00pm on Tuesday 10th of October and 9:00am on Wednesday 11th of October in Old Chatham Road. The trailer of an articulated lorry parked in the road was broken into and packages were stolen. Crime Report No. YY/030489/17 - Posted 2017-10-21

Criminal Damage

On Wednesday 11th of October between 9:30am and 1:30pm in Bellgrove Court. A patio door glass window was smashed by an offender throwing a stone. Crime Report No. YY/029461/17 - Posted 2017-10-12

Between 5:30pm on Wednesday 4th of October and 6:20am on Thursday 5th of October in St. Michaels Close. An office window was smashed. Crime Report No. YY/028812/17 - Posted 2017-10-07

Burglary Of Public Or Commercial Property

Between 6:00pm on Thursday 28th of September and 5:45am on Friday 29th of September in Bearsted Road. Person/s removed tools from an outbuilding without consent . Crime Report No. YY/028107/17 - Posted 2017-10-01

Theft

Between 8:00am on Thursday 21st of September and 6:30pm on Saturday 23rd of September in Sandy Lane. A property name sign was taken without consent. Crime Report No. YY/027586/17 - Posted 2017-09-27

Theft From Motor Vehicle

On Sunday 24th of September between 12:01am and 1:00am in Green Sands. A VW Passat parked in a driveway was broken into. A sports bag, containing six badminton racquets, and a pair of sun glasses were stolen. Crime Report No. YY/027373/17 - Posted

Between 12:01am on Saturday 23rd of September and 1:20pm on Sunday 24th of September in Boxley Road. An MG parked in a driveway was broken into. An iPod and a photo album were stolen. Crime Report No. YY/027381/17 - Posted 2017-09-26

On Monday 25th of September between 6:00pm and 7:30pm in Speedwell Close. Both

number plates were stolen from a Toyota Avensis parked in the road.
Crime Report No. YY/027495/17 - Posted 2017-09-26

Between 6:00pm on Saturday 23rd of September and 12:30pm on Sunday 24th of September in Sandstone Rise. A Ford Transit and Ford Mondeo parked on a residential driveway had mobile phone and laptop stolen. Still awaiting full list of stolen property.
Crime Report No. YY/027345/17 - Posted 2017-09-25

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

Item 6.1 Minutes of the Environment Committee on Monday 9 October 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr D Hollands and Mr Bob Hinder, together with the Assistant Clerk and Mr Ben Crozier, Kitewood (until 8.05).

1 **Apologies and absences**

Mr P Dengate (holiday).

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

All members declared an interest in planning application 17/504882/FULL.

3 **Minutes of the Meetings 4 & 18 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 3028/4.2 Development Wildfell Close. Awaiting Planning Officer's report Cllr Bob Hinder gave a brief update following a meeting with the planning officer at MBC, the Clerk, Henry Clarke, Gen2 and Matthew Blythin, DHA. The application is progressing however there are three issues that need clarifying, and Cllr Hinder feels optimistic that a decision could be reached before Christmas. **Action Clerk/Gen2/DHA**

4.2 Minute 3028/4.6 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the next MBC liaison meeting. **Noted.**

4.3 Minute 3028/4.6 Highway issue Helen Whately MPs. Awaiting response on action taken by Helen Whately MP. **Noted.**

4.4 Minute 3030/7.2 Milestone Chatham Road. Sandling Residents Association has been contacted about undertaking the project to refurbish the milestone. Members were informed that Sandling Residents Association no longer exists and this project is being considered by the Sandling Hall Committee. **Noted**

4.5 Minute 3030/7.3 Daffodil planting. Daffodils have been distributed for planting. **Noted.**

4.6 Minute 3030/7.4 Dog Waste bins. MBC Officer will attend November meeting. **Noted.**

4.7 Minute 3030/10.1 Safer Crossing Point Grovewood Drive North survey results. Expected Oct/Nov. **Noted.**

4.8 Minute 3030/11.1 Boxley Road, Walderslade, KCC site visit. Awaiting date and details of maintenance work. UKPower must do its own maintenance first. **Noted.**

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

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

5. **Pre- Application Consultation** from Ben Crozier at Kitewood.

Ben gave a brief history of the site at Impton Lane since Kitewood had purchased it from KCC. He explained that there are 8 acres of Woodland of which 5 were Ancient

woodland. Approximately one year ago, they commissioned an assessment of the site and found the woodland to be in poor condition where it hadn't been managed over the years. Minor tree works were carried out on health and safety grounds. The report also told them that to get the Ancient Woodland back to a sound ecological state £100,000.00 would be needed. Their proposal is to build 2/3 units/houses on the non-ancient woodland part of the site and to sign over the 5 acres of Ancient Woodland to the Parish Council in perpetuity together with a sum of £100,000.00 secured as a section 106 agreement to manage it. Members listened to the proposals and the main question arising was regarding the access and egress as all prior applications had problems with this. Ben confirmed that this would be the existing one. All members felt positive about the proposal and thanked Ben for coming to talk to the Parish Council. Ben confirmed that he would return at a later date with some ideas.

6. **Planning Applications for Consideration**

17//503902/FULL – Two storey side and rear extensions, conversion of garage, ground floor front extension to porch and play room, new dormer to front elevation of roof, new roof and raising ridge height, removing existing conservatory at Millstream House, Boarley Lane, Sandling, Maidstone, Kent. **Ratified** the Clerk's decision after consultation with members, *Do not wish to object*.

17/504745/TPO – TPO Application for 1no. Hornbeam (T1) – Fell to ground level as tree has cracks on stem and extensive decay, and 1no. Hornbeam (T2) – Cut back growth to boundary line by approx. 1-2m leaving a final spread of approx. 3m at 21 Olivine Close, Walderslade ME5 9NQ. *Do not wish to object. Defer to the views of the Landscape Officer.*

17/504407/TPO – TPO Application for 2no. Hornbeam – reduce crown by no more than 40%. Reducing the height of tree ensuring it's no lower than 12m, leaving a radial crown spread where possible of no less than 3m at 9 Brownelow Copse, Walderslade, ME5 9JQ. *Do not wish to object. Defer to the views of the Landscape Officer.*

17/504748/TPO – TPO Application for 1 x Goat willow (*Salix caprea*) – Section fell to near ground level and poison the stump with ecoplugs or grind the stump at 9 Quinion Close, Boxley, Chatham, Kent, ME5 9JS. *Do not wish to object. Defer to the views of the Landscape Officer.*

17/504519/FULL. Erection of 2no. semi-detached two bed dwellings with associated vehicular access and additional 3no. parking spaces at 1A and 1B Vineholme Forstal Road Aylesford, ME20 7AE. *Do not wish to object.*

17/504882/FULL. Proposed single storey extension and associated external works at Beechen Hall Wildfell Close Boxley Chatham ME5 9RU. *Wish to see approved.*

17/504676/FULL. Proposed cycle shed and extended concrete slab for bin store at Grounds of 21-25 Gentian Close, Weaving. *Do not wish to object.*

MC/17/3109. Formation of a replacement paved lit runway and parallel grass runway (including landscaped bund), demolition of existing buildings, re-siting of helipads and construction of a new control tower and hub building at Rochester Airport, Maidstone Road, Chatham. *Noted. Leave the decision to Medway Council.*

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

7.1 MBC Planning Committee; 28 September meeting - 2 dwellings north of Forge Lane, Boxley MBC refused; Unit 33, Lordswood Industrial Area, Lords Wood MBC refused. **Noted.**

MBC Planning Committee October 5TH Meeting - Stem School application, the developer has referred this to appeal for non-determination by MBC. MBC were recommended to approve the application even though it had gone to appeal. There will be 27 conditions attached to this application which can be viewed on

MBC's website. A suggestion was made to change condition 27 (regarding parking restrictions) to read Grove Green rather than Grovewood Drive South which would encompass all roads on Grove Green for possible inclusion in future parking restrictions. It was suggested that a monitoring group was set up to oversee the conditions and monitor the travel plan and it was requested that Boxley PC be included on the panel to represent local residents, other members would include KCC Highways and a representative from each of the political groups on the committee.

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

7.3 Planning responses to applications. Members **received** the Clerk's report that a resident had notified the parish office that he considers the response it uses '*Do not wish to object*' is a negative for people opposing any planning application. Cllr Wendy Hinder made the following suggestions 'the parish council sees no material reason to object' or 'this application does not fit the planning criteria'. Members **agreed** to change from using 'Do not wish to object' to 'the parish council has no material reason to object' This response will be used on planning application received after 9 October 2017. **Action office.**

8. **Highways and Byways**

8.1 Traffic Speeds, Boxley Road/Beechen Bank Road. Members **received** the Clerk's report highlighting a resident's request for support for a speed camera in Boxley Road and Beechen Bank Road because of speeding vehicles to and from Walderslade village. After discussion members **agreed** to support the resident but suggested a meeting with members of Medway Council to see what support they could give. **Action office.**

8.2 KCC Highways Parish and Town Council Tracker Survey. Cllr John Constable has agreed to complete this survey. **Action Cllr Constable.**

8.3 Chatham Road, Sandling new road design. Members **received** and **noted** the Clerk's report that the final design is having a few tweaks and will be forwarded once finished and advance notice of programmed works was requested so that the PC can notify its residents. **Action KCC/Office.**

8.4 Yellow lines at the junction of Grovewood Drive South and New Cut Road was requested to stop parking immediately on the junction. This has been refused by Kent County Council. **Noted.**

9. **Maidstone Local Plan** – to receive any reports on Helen Whately MP's call in. Members were informed that the Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government has looked at the local plan, but is not prepared to call it in and will allow Maidstone Borough Council to adopt it but will monitor it.

10. **Policy and Procedures**

None for review.

11. **Members Reports**

There were none

12. **Planning for the right homes in the right places consultation proposals**

Members had **received** the clerk's report and **agreed** to hold a separate meeting to formulate a response to the consultation and this will be held on Monday 18 October at Beechen Hall at 6pm. **Action office/Cllrs.**

13. **Volunteer Groups**

13.1 Friends of Boxley Warren. Cllr Bob Hinder notified members that he would be attending a meeting on behalf of the group at County Hall with Old Chalk New Downs.

On 15 October he and John Brooks will be attending an open day at Leybourne Lakes, Old Chalk, New Downs with the aim of trying to recruit helpers.

He also reported that the area around the lime trees planted at the entrance to the warren has been cleared and one of the trees they thought was dead appears to be OK and is producing buds. They also cleared the glade area.

- 13.2 Walderslade Woodlands Group. Cllr Ivor Davies notified members that group had recently held their AGM and he would forward the minutes to the office the volunteers had recently cleared the area around the picnic benches and tables.

14. **Matters for Information**

14.1 Programmed tree works on highway verges. **Noted.** It was suggested that this information is sent out on a community alert. **Action office.**

14.2 Tonbridge and Malling BC Local Plan. Members **received** and **noted** the Clerk's report.

15. **Budget 2018/2019**

Members **agreed** to keep the street maintenance budget at £15,000.00 for 2018/19.

16. **Next Meeting**

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

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

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

Members **received** a response to a complaint it had made to MBC regarding the lack of effective action by MBC on enforcement issues, the inability to adhere to deadlines set for proposed enforcement action and failure to update on the progress of cases. Members were not impressed with the response and update provided on four outstanding issues but asked that the office write to James Bailey and thank him for his response and hope that the PC can be updated on a regular basis in future to avoid making another complaint.

Meeting closed at 9.29pm.

Item 6.2 Minutes of the Estates Committee on Tuesday 10 October 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mrs L Clarke, Mr Ivor Davies, Mr Bob Hinder and Mr P Sullivan together with the Assistant Clerk.

The meeting started with an inspection of the parish hall and office.

1. **Declaration of Interest or Lobbying**

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

2. **Apologies and absence**

Cllr Dengate (Holiday).

3. **Minutes of Previous Meeting 8 August 2017**

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

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

4. **Matters Arising from Previous Minutes**

4.1 Minute 3016/4.1 Damaged headstone. Insurance claim made to KCC. **Noted.**

4.2 Minute 3016/4.3 Additional lighting for entrance gate area at Beechen Hall. Members **received** the Assistant Clerk's report and **agreed** no further action on installing a light in this area. Members agreed to wait until the extension on the

committee room is completed as further cameras will be required and an upgrade to the system can be considered at the same time.

- 4.3 Minute 3016/4.4 Beechen Hall Floor. **Noted**, the work will be carried out between Christmas and New Year.
- 4.4 Minute 3016/4.5 Use of Beechen Hall Car Park by Spire Alexandra Hospital. Still awaiting a response. **Noted**.
- 4.6 Minute 3018/11.2 Tree Pruning at the orchard. Cllrs Vic Davies and Sullivan confirmed they had attended a pruning course at the orchard and felt confident to carry out this work on an annual basis. They also confirmed they would be submitting a request for equipment and would update the tree plan for this area. **Action Cllrs Vic Davies & Sullivan**.
- 4.7 Minute 3018/13.1 Boxley Village Noticeboard. This had been delivered to the office and will be installed shortly. **Noted. Action office**.
- 4.8 Minute 3018/9.6 Gas & Electricity usage at Beechen Hall – Deferred to December meeting. **Noted**.

5. Dove Hill Allotments

- 5.1 Cllr Bob Hinder's Allotment Report Cllr Hinder notified members that he had seen a large rabbit within the site and when trying to corner it with another plot holder he saw the rabbit escape through the fence along the perimeter. He has requested that Pest Purge are informed. Prizes for the best allotment were due to be awarded at the October PC meeting but due to unavailability of two of the plot holders this is now taking place at the December PC meeting. Cllr Hinder also stated that bottom gate needs adjusting again and will action this on his next visit to the allotments. It was reported that a dog has been seen at the allotments unleashed, a request for an email to plot holders reminding them dogs should be kept on a lead was made. **Action office**.
- 5.2 Pest Purge Report –**Received** and **noted**.
- 5.3 Allotment Water Bill. Members **received** the Assistant Clerk's report and agreed to monitor the use of water for the coming months and carry out regular meter readings to make sure there isn't any sign of a leak. The water has now been turned off for the winter period. **Action Cllrs Vic Davies/office**.
- 5.4 Dove Hill Allotment Rules and Regulations. Members **agreed** to adding the following rule (under conduct) to the rules and regulations:
'Unless authorised by the Parish Council, the use of air-rifles and firearms are prohibited on any part of the allotment site'.
Members also looked at the other rules within this section and made a few minor changes, but asked for the full set of rules and regulations to be brought back to the December meeting for reviewing. They also requested that once reviewed that a copy is placed on the Parish Council website. **Action office**.

6. Boxley War Memorial

The Clerk's report was **received** and **noted**. After discussion members **agreed** in principal for the cost of the names to be added to the war memorial and for this work to be carried out by no later than June 2018. Action: **Clerk**.

7. Matters for Information

- 7.1 VAT Issues. Members **received** and **noted** the response from HMRC.

8. Assistant Clerk's Report

- 8.1 Hire fees income. **Received** and **noted**.
- 8.2 Account and Investment Bond balances. **Received** and **noted**.
- 8.3 Income and Expenditure. **Received** and **noted**. The Assistant Clerk to investigate the expenditure shown under code 4040 and an explanation is to be sent to members. **Action: Assistant Clerk**.
- 8.4 Accident Report. No accidents had been reported since the previous meeting. **Noted**.
- 8.5 Gas and Electricity usage. Cllr Dengate Deferred to December as Cllr Dengate was not present. **Action Office**.

9. **Beechen Hall Extension**
 - 9.1 Notes of Meetings of the working group held on 8 August and 3 October 2017. **Received and noted.**
 - 9.2 The Assistant Clerk informed members that the Planning application for the extension had been considered by the Environment committee the previous night and had been approved.
10. **Weaving Diamond Jubilee Orchard**
 - 10.1 **Received and noted** the Clerk's report to replace the shackle pins on the Junior swings as advised by MBC and Zurich insurance company on the grounds health and safety at a cost of £75.00. The work will be carried out by MBC. **Action MBC.**
 - 10.2 Vandalism. Cllr Bob Hinder thanked Cllrs Vic Davies and Pat Sullivan for their work in repairing the vandalism caused to the litter bin and part of the safety surface.
11. **Policies and Procedures**
 - 11.1 Grounds Maintenance Tender Contract. **Agreed** with a few minor additions. **Action Office.**
12. **Matters for Decision**
 - 12.1 Relocation of Defibrillator. This item was deferred from BHEWG agenda Members **received** and **noted** the Clerk's report. After discussion, Cllr Hinder proposed to relocate the defibrillator to the outside Beechen Hall, Cllr Ivor Davies seconded the motion with all in favour. It was **agreed** that the Assistant Clerk would investigate all the associated costs for the relocation and bring to the next Finance and General Purposes meeting. **Action Assistant Clerk.**
13. **Draft Budget & Projects 2018/19**
 - 13.1 South Wall – Members **received** the Clerk's report and have requested an estimate from Goodsell Builders for repointing the wall and to return to the agenda for the December meeting. **Action office.**
 - 13.2 New Sink and Unit for parish office – A new sink to replace the existing faulty sink, a unit and work top has been requested. Cllr Ivor Davies proposed to set aside the sum of £500.00 in the budget, seconded by Cllr Hinder with all in favour. **Action office.**
 - 13.3 Estates General Budget – Agreed with further budget heading costs to be agreed at December Meeting. **Action Office.**
 - 13.4 Beechen Hall Budget - Agreed with further budget heading costs to be agreed at December Meeting. **Action Office.**
14. **Date of Next Meeting.**
 Tuesday 12 December 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 9.25 pm

Item 8. Policies and Procedures. Purpose of Item: Information.

8.1 Community Engagement Strategy /Protocol for attending PC and Committee Meetings (review).

Clerk's note: Last year the parish council chose to produce a statement which was supported by a more comprehensive explanation. This year the Clerk is suggesting combining the attendance at meetings statement with this strategy and has included, as an enclosure, a document showing the suggested changes. Large explanations of the methods the parish council is going to use have been removed as it is felt that they are no longer needed.

Community Engagement Strategy Statement.

The parish council values its individual residents and the numerous communities that make up the parish and it wishes to give everyone the opportunity to contribute their views and influence future decision making.

The parish council is committed to talking and listening to the people and so will do whatever is possible and reasonable to create opportunities for people to be kept informed, invited to participate and become actively involved in decisions and shaping the parish in which they live and work.

Details of how and what media the parish council will use to fulfil this commitment is available in the Community Inclusion Policy that is available on the parish council's website or from the parish office.

ADDED Parish Council meetings, including its committees, are open to the public with a time set aside for public comments. Details and advice are contained in the How to Ask a Question leaflet that is available on the parish council's website or from the parish office.

The parish council wishes to work for residents and the various communities and welcomes all views and comments.

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

- 9.1 Old Chalk New Downs 15 October 2017. The open day was held at Leybourne Lakes Country Park and there was a steady trickle of visitors throughout the day and a number expressed interest in becoming helpers. It was a pleasure meeting other volunteer groups throughout the area who appear to be suffering like us from a decreasing number of helpers. It was a real pleasure to be accompanied by John Brooks and Martin Nagler.

Item 12. Matters for Decision. Purpose of Item: Decision.

KALC Crime Prevention and Safety Conference 2017

Ditton Community Centre. Kilnbarn Road. Ditton. Aylesford. ME20 6AH on Thursday 7 December 2017. Member Council Price £60 plus VAT

9.30 am – Registration & Refreshments & Networking

9.50 am – Introductions from the Conference Chairmen: morning and afternoon sessions:
Cllr John Wilson, Vice President KALC & Mr. John Rivers, President KALC

10.00 am: **Mr. Matthew Scott, Kent Police & Crime Commissioner**, sets out his vision and priorities for policing and community safety, as set out in *his Safer in Kent: The Community Safety and Criminal Justice Plan*.

Assistant Chief Constable Jo Shiner, Kent Police, explores the new policing model for Kent and Medway

10.45 am – Q&A Panel session

11.25 am – Comfort break (no refreshments)

11.35 am: **Mr. Peter Rolington, Chairman of Kent Crimestoppers** will outline the work and role of *Kent Crimestoppers* and *Neighbourhood Watch* and explain the background and benefits of the *Country Eye App* for reporting crime.

12.30 – LUNCH & Networking

1.30 pm: **Kent Fire & Rescue Service** community safety Mr. Ian Thomson KFRS Assistant Director for Community Safety.

2.15 pm: **County Road Safety Partnership**, Mark Rist, Chair of the Kent & Medway Road Casualty Reduction Boards Delivery Group & Steve Horton, KCC Road Safety Manager, Chief Inspector Richard Smeed the Kent Police Road's Policing team manager.

3.00 pm – Comfort Break (no refreshments)

3.10 pm: **Ms. Katie Stewart (tbc), Director of Environment, Planning and Enforcement at Kent County Council** explains the public protection work being undertaken by KCC and its partners.

3.50 m – Closing remarks & 4.00pm - CLOSE

Item 14. Matters for Information. Purpose of Item: Information/guidance sought.
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- 14.3 MBC's Heritage, Culture and Leisure Committee will decide on 31 October whether to accept the officer's recommendation that non-strategic play areas, belonging to MBC, will be retained as green space and that play equipment in these areas will not be replaced when it is beyond economical repair, Franklin Drive and Shepherds Gate Drive Grove Green are deemed non- strategic.
- 14.4 Community Workers will start work in the parish on Wednesday 8 November and if work can be supplied will be attending every Wednesday. The Clerk will start them off in the Beechen Hall and local area whilst she attempts to line up other work. Councillors are encouraged to submit any work required on public/highway land to the parish office.

Item 7.1 Payments made out of meeting 29.08.2017-25.09.17.

No payments were made from the following accounts:

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

7.1.1 HSBC Payments

Date: 30/10/2017

Boxley Parish Council

Page 1

Time: 10:04

HSBC General Account

List of Payments made between 26/09/2017 and 26/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2017	Business Stream	DD2746492	169.32		Water Bill
01/10/2017	Maidstone Borough Council	DD 34/10	202.00		Rates
14/10/2017	Opus Energy - Electricity	DD62962102	171.42		Electricity Bill- Sept
20/10/2017	OPUS Energy - gas	DD22767860	49.84		Gas Bill - Sept
Total Payments			<u>592.58</u>		

7.1.2 Unity Trust Bank Payments

Date: 30/10/2017

Boxley Parish Council

Page 1

Time: 10:05

Unity Trust Account

List of Payments made between 26/09/2017 and 26/10/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/09/2017	Thomas Fattorini Ltd	I222742	23.92		Black Ribon Collarette
27/09/2017	Ms S Fielder	C188	150.00		Returned Damage Deposit
28/09/2017	RTF Networks	DD6719085	114.79		Telephone & broadband Services
30/09/2017	Unity Trust Bank	BPC	18.00		Quarterly Service Charge
01/10/2017	Northstar IT Services	DD1413841	165.94		IT Services & Back up
09/10/2017	KCC Commercial Services	I2983046	83.82		Various
09/10/2017	St John's C of E Primary School	255	30.00		Hall Hire 2/10/17
09/10/2017	Mr G N Hall	PLOT 2A	15.00		Refundable Key deposit
09/10/2017	Capital Cleaning (Kent) Ltd	201634	38.08		Sanitary
10/10/2017	Kent Design Studio Ltd	1740 - 01	3,072.50		Planning Application
10/10/2017	Pest Purge Ltd	1832	380.00		Pest Control Services
17/10/2017	Greenbarnes Ltd	13896	1,205.40		Boxley Village Noticeboard
17/10/2017	Tracy Duffy	C159	150.00		refunded damage deposit
19/10/2017	Mary Ewohime	C146	153.50		Hall Hire Cancellation
20/10/2017	Mrs M Fooks	DM DELIVER	115.00		Downs Mail Delivery - Oct
22/10/2017	Mrs P Bowdery	22/10/PC01	2,195.86		Salary
22/10/2017	Mrs A Candy	22/10/PC03	594.40		Salary
22/10/2017	Mr I Davies	22/10/PC06	34.33		Councillor Allowance
22/10/2017	Mr V Davies	22/10/PC07	34.33		Councillor Allowance
22/10/2017	Mr P Dengate	22/10/PC08	25.73		Councillor Allowance
22/10/2017	Mrs M Fooks	22/10/PC02	1,232.55		Salary
22/10/2017	Mr T Harwood	22/10/PC09	34.33		Councillor Allowance
22/10/2017	Mr R Hinder	22/10/PC10	43.07		Chairmans Allowance
22/10/2017	Mrs W Hinder	22/10/PC11	34.33		Councillor Allowance
22/10/2017	Mrs L Lake	22/10/PC04	60.00		Downs Mail Delivery - Oct
22/10/2017	Mrs K Macklin	22/10/PC12	42.93		Councillor Allowance
22/10/2017	Mrs M Smith	22/10/BH01	570.47		Wages
22/10/2017	Mrs M Waller	22/10/PC17	35.73		Councillor Allowance
22/10/2017	Mr B Douglas	22/10/BH05	237.64		Wages
22/10/2017	Mr D Odell	22/10/BH02	269.64		Wages
22/10/2017	Mr P Poon	22/10/PC05	30.80		Litter Picker
22/10/2017	HMRC	577PWO0105	1,393.25		PAYE
22/10/2017	EFT Receipts Ac	ITD0000068	100.71		Pension Contributions
22/10/2017	Mr D Odell	22/10/BH02	-269.64		Salary
22/10/2017	Mr D Odell	22/10/BH02	269.44		Salary October
Total Payments			12,685.85		

7.1.3 Coop Payments

Date: 30/10/2017

Boxley Parish Council

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Time: 10:06

Cashbook 3

User: PB

Co-Op General Account

Payments made between 26/09/2017 and 26/10/2017

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2017	Mail Publications Ltd	DD102886/7	490.14		54.95	4115	110	435.19	Downs Mail Page - Sept
Total Payments:			490.14	0.00	54.95			435.19	

7.1.4 Lloyds Corporate Multipay Card

Date: 30/10/2017

Boxley Parish Council

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Time: 10:10

Lloyds Corporate Multipay Card

List of Payments made between 26/09/2017 and 26/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2017	Lloyds Corporate Multipay Card	08	3.00		Monthly Fee
Total Payments			<u>3.00</u>		

Item 7.2 Receipts for the period 29.08.2017-25.09.17.

No receipts were received for the following accounts:

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

7.2.1 HSBC Receipts.

30/10/2017
10:05

Boxley Parish Council
Cashbook 1
HSB C General Account

Page 1
User: PB

Receipts received between 26/09/2017 and 26/10/2017

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 26/09/2017	50.40						
96	Amour	50.40			1230	260	50.40	C194F Amour 22/10/17
	Banked: 26/09/2017	38.05						
97	Klein	38.05			520		38.05	C201D Klein 26/11/17
	Banked: 28/09/2017	260.19						
80	Perry	216.15			520		216.15	C197F Perry 18-11-17
81	NGREA	44.04			1235	260	44.04	R1864 NGREA Sept
	Banked: 28/09/2017	120.00						
82	Bailey	120.00			520		120.00	C203D Tunbury Schl Prom
	Banked: 28/09/2017	37.50						
98	A Bead in Time	37.50			1235	260	37.50	R1869 ABIT Oct Invoice
	Banked: 29/09/2017	560.04						
99	Kumon	560.04			1235	260	560.04	R1874 Kumon Oct Invoice
	Banked: 30/09/2017	2.00						
100	Perry	2.00			1231	260	2.00	Perry PL Insurance
	Banked: 30/09/2017	223.30						
101	Tumbletots	223.30			1235	260	223.30	R1881 Tumbletots Oct
	Banked: 02/10/2017	189.45						
102	Singh	189.45			520		189.45	C205F Singh 16/12/17
	Banked: 02/10/2017	81.20						
103	Teenie Boppers	81.20			1235	260	81.20	R1880 Teenie Boppers
	Banked: 03/10/2017	23.10						
104	Caterpillar Music	23.10			1235	260	23.10	R1872 Caterpillar Music
	Banked: 03/10/2017	11.55						
83	Kent NUT	11.55			1230	260	11.55	C199F Kent NUT
	Banked: 03/10/2017	253.10						
84	Shofela	177.00			520		-180.00	C146D Shofela 11/11/17
					1230	260	355.00	C146F Shofela 11/11/17
					1231	260	2.00	PL Insurance
85	Townsend	76.10			520		76.10	C200F Townsend
	Banked: 04/10/2017	150.00						
105	Singh	150.00			560		150.00	Damage Deposit Singh
	Banked: 04/10/2017	31.15						
106	Singh	31.15			520		31.15	C205F Singh 16/12/17
	Banked: 04/10/2017	50.40						
107	Dennett	50.40			520		-50.40	C194D Dennett 28/10/17
					1230	260	98.80	C194F Dennett 28/10/17
					1231	260	2.00	PL Insurance Dennett

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/10/2017	25.50						
108	Agyeman-Duah	25.50			520		-100.00	C183D Agyeman-Duah
					1230	260	123.50	C183F Agyeman-Duah
					1231	260	2.00	PL Insurance Agyeman-
	Banked: 08/10/2017	53.15						
109	Yadav	53.15			520		-60.00	C167D Yadav 4/11/17
					1230	260	111.15	C167F Yadav 4/11/17
					1231	260	2.00	PL Insurance Yadav
	Banked: 09/10/2017	472.08						
86	Shirley	89.55			520		-89.55	C185D Shirley 28/10/17
					1230	260	177.10	C185F Shirley 28/10/17
					1231	260	2.00	PL Insurance Shirley
87	Balfour ShortMat Bowls	172.50			1235	260	172.50	R1871 B SMB Oct Invoice
88	Movement as Therapy	210.03			1235	260	210.03	R1877 MAT Oct Invoice
	Banked: 09/10/2017	256.95						
89	Singh	135.00			520		135.00	C208D Singh 7/4/18
91	Medway Leisure Stay & Play	121.95			1235	260	121.95	R1875 Medway Leisure
	Banked: 17/10/2017	12.35						
90	Green	12.35			1230	260	12.35	C166F Green 8/10/17
	Banked: 17/10/2017	580.85						
92	Karate	290.60			1235	260	290.60	R1873 Karate Oct Invoice
93	Age Concern	290.25			1235	260	290.25	R1870 Age Concern Oct
	Banked: 17/10/2017	76.25						
110	Simms	76.25			520		-76.25	C193D Simms 12/11/17
					1230	260	150.50	C193F Simms 12/11/17
					1231	260	2.00	PL Insurance Simms
	Banked: 19/10/2017	77.22						
111	Sing & Sign	77.22			1235	260	77.22	R1879 Sing & Sign Oct
	Banked: 19/10/2017	24.70						
112	Yadav	24.70			1230	260	24.70	C167F Yadav 4/11/17
	Banked: 19/10/2017	280.31						
113	Yoga	280.31			1235	260	280.31	R1882 Yoga Oct Invoice
Total Receipts:		3,940.79	0.00	0.00			3,940.79	

7.3 Account closing balances.

Item	Date	BANK ACCOUNTS (closing balances at last statement)	
7.3.1	29.09.17	Coop General Account	£23,592.94
7.3.2	01.10.17	HSBC Beechen Hall	£22,951.85
7.3.3	01.10.17	Unity Trust Bank	£44,412.32
7.3.4	10.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
7.3.5	19.07.17	Barclays Bank	£41,439.25
7.3.6	08.05.17	Lloyds A (matures 08/05/2018)	£50,646.27
7.3.7	22.08.17	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	05.04.17`	Nationwide Parish Council (now 95 day saver account which rolls over	£60,749.66
		Total	£400,876.59