



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 1 October 2018 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
 2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.32)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.
 3. **Chairman's Announcements** (7.34)
 4. **Minutes of the Parish Council Meeting 3 September 2018** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-6).
 5. **Co-option to Parish Council Vacancy (South Ward)** (7.40)
To allow all candidates to attend the appointment will be made at the November meeting.
 6. **Matters Arising From the Minutes** (7.42)
 - 6.1 Minute 3150/6.2 Franklin Drive Play Area. Some minor work is required, to be undertaken by MBC. Lease agreement still awaited from MBC.
 - 6.2 Minute 3150/6.3 OneDrive. Work outstanding.
 - 6.3 Minute 3150/6.4 End of World War 1 commemorative plaque. See report (page 6).
 - 6.4 Minute 3150/6.5 Stem School Public Inquiry. Sec of State decision Appeal allowed. See report (pages 6-7)
 - 6.5 Minute 3152/17.3 War Memorial, plaques and Beechen Hall ceremonies. A verbal update will be supplied at the meeting.
 - 6.6 Minute 3152/17.4 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. See report (page 7).
 - 6.7 Any other matters arising from the minutes which are not on the agenda.
 7. **Crime Report and Police Issues** (7.52)
Crime report 24 August 2018 – 23 September 2018. See report (page 7)
- Adjournment to enable members of the public to address the meeting** (8.00)
8. **Draft Minutes of Recent Committee Meetings** (8.20)
 - 8.1 Environment Committee 3 September 2018. See report (pages 7-10).
 - 8.2 F&GPC 11 September 2018. See report (pages 10-12).
 - 8.3 Environment Committee 17 September 2018. See report (pages 12-15).
 9. **Finance** (8.25)
 - 9.1 Payments made out of meeting 28.08.18 – 24.09.18. See report (pages 25-27).
 - 9.2 Receipts for the period 28.08.18 – 24.09.18. See report (pages 27-31).

9.3 Account balances report (pages 31-32).

- 10 **Annual Governance & Accountability Return for Year Ended 31 March 2018** (8.31)
To notify members of the successful completion of AGAR (annual audit). See report (pages 15-19).
11. **Walderslade Woodlands Section 106** (8.33)
To approve, by resolution, the signing of the Section 106 agreement, "Boxley Parish Council approves the signing of the Deed of Agreement (relating to Walderslade Woods including land off Wildfell Close) between Boxley Parish Council, Kent County Council and Maidstone Borough Council". See report (page 19).
12. **Policies and Procedures** (8.38)
Community Engagement Strategy (review). See report (pages 20-22).
13. **GDPR** (8.43)
Verbal report to be given at meeting.
14. **Reports from councillors/office** (8.48)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
15. **Reports from Borough and County Councillors** (8.52)
Our Ward councillors are invited to report and discuss matters affecting the parish.
16. **Matters for Decision** (9.00)
To consider any issues, such as attendance at meetings or as identified on the evening.
16.1 Friends of Weaving Heath and Woodlands. To receive their adopted constitution. See report (pages 22-24).
16.2 First Review of Local Plan & Housing Numbers. See report (page 24).
16.3 Draft Budget 2019/20 Councillors are asked to submit any projects that they wished to be considered.
17. **Correspondence** (9.10)
To consider any received.
18. **Matters for Information** (9.01)
To consider any received.
Freedom of Information Request received concerning parish council land. Clerk will provide an update at the meeting.
19. **Items for Next Agenda** (9.02)
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 29 September 2018.
20. **Next Meeting** (9.03)
5 November 2018 at European School of Osteopathy, Boxley

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 25 September 2018

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: Minute 3213/11.3 November Standing Orders.

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 1 October 2018
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 4. Minutes of the Meeting of the Parish Council held at European School of Osteopathy, Boxley Village on Monday 3 September 2018 commencing at 7.30 pm.

Present: Mr V Davies (Chairman), Mrs A Brindle, Ms L Clarke, Mr Ivor Davies, Mr T Harwood, Mr G Hayday, Mr D Hollands, Mrs K Macklin, Mr P Dengate, Mr P Sullivan and Mr J Willmott together with the Clerk Mrs P Bowdery, PCSO M Adlington and 13 members of the public/press.

1. **Apologies and absences**
Apologies: Cllr B Hinder, Cllr W Hinder. County Councillor Carter.
Absent: Cllr Constable.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None received.
3. **Chairman's Announcements**
None received.
4. **Minutes of the Parish Council Meeting 16 July 2018**
The minutes of the meeting were **agreed** and **signed** as a correct record.
5. **Co-option to Parish Council Vacancy (South Wards)**
Deferred until October meeting. **Noted.**

The Chairman took item 7 at this point in the meeting.

The Chairman took the adjournment at this point in the meeting.

6. **Matters Arising From the Minutes**
 - 6.1 Minute 3140/6.1 Honour Boards. Both boards have arrived and will be erected after the building work at the hall has been completed. **Noted.**
 - 6.2 Minute 3140/6.2 Franklin Drive Play Area. Installation of the play equipment and the repair of the fence has been completed. Some minor work is required, to be undertaken by MBC, some trimming back of overhead branches by the swings and replacement swing seats. **Noted.**
 - 6.3 Minute 3140/6.3 OneDrive. Work outstanding. **Noted.**
 - 6.4 Minute 3140/6.4 End of World War 1 commemorative plaque. MBC has still not given permission for the erection of the plaque at Grove Green. The Chairman asked Cllr Harwood if he would contact the officer for the parish council.
Action: Cllr Harwood.
 - 6.5 Minute 3140/6.5 Stem School Public Inquiry. Sec of State decision due 24 September 2018. **Noted.**
 - 6.6 Minute 3141 Adjournment. Old Chatham Road. The work has been completed but the installation of an addition bollard, by the bus stop, is being arranged as a foreign HGV squeezed along this area to park on the footway on the pedestrian and cycling side of the new work. **Noted.**
 - 6.7 Minute 3143/15 Coppicing at Wents and Five Acres Woods. Cllr Harwood reported that MBC was in discussion with a company to undertake the work. **Noted.**

- 6.8 Minute 3143/18.1 Bulky Refuse Freighter Service. The response from the Head of Environment and Public Realm was **received** and **noted**. Members expressed disappointment that the service was not being reinstated and felt that the explanation was unsatisfactory. It was **agreed** to defer the issue to the Environment Committee and to supply a copy of the response to Maidstone Committee of KALC with
- 6.9 Minute 3143/18.1 The Greensand Ridge. The request for it to be made into an AONB has been forwarded to Rob Jarman Head of Planning and Development. **Noted**.
- 6.10 Any other matters arising from the minutes which are not on the agenda.

7 **Crime Report and Police Issues**

Crime report 23rd June 2018 – 23 August 2018. None posted. **Noted**.

PCSO Adlington notified members that he would be using a speed gun in the parish in the near future. He had also been dealing with some anti-social behavior issues at Gleamingwood Drive. Possible drug use had been reported near the open space at Impton Lane and his visits had not uncovered any evidence, but he would be keeping an eye on the area.

The meeting was adjourned at 7.44 pm to allow members of the public to speak. Three issues were raised

- Parking, Sandling Village.
- Hedge landscapes, Sandling Village.
- Submission of Weaving Heath for Voluntary Village Green Status.

Discussions took place between residents and Parish Councillors on the issues and various actions were identified for the Clerk and parish office to undertake. The meeting reconvened at 8.10 pm.

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

- 8.1 Environment Committee 9 July 2018. **Received** and **noted**.
- 8.2 F&GPC 10 July 2018. **Received** and **noted**.
- 8.3 Environment Committee 13 August 2018. **Received** and **noted**.
- 8.4 Estates Committee 2018. **Received** and **noted**.

9. **Finance**

- 9.1 Payments made out of meeting 09.07.18 – 28.08.18. **Received** and **noted**.
- 9.2 Receipts for the period 09.07.18 – 28.08.18. **Received** and **noted**. The office to work towards only using codes for hall hire receipts. **Action: office**.
- 9.3 Account balances. **Received** and **noted**.
- 9.4 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. **Noted**.
- 9.5 Approval to amend signatory Mandates for any bank account e.g. Unity Trust Bank held by the parish council to take into account changes to Parish Councillor membership. The Chairman proposed that **the request be approved. Agreed**.

10 **Policies and Procedures**

- 10.1 The Clerk has undertaken a review of the Complaints Policy and the Draft Minutes on website Policy and they are considered still fit for purpose. **Noted**
- 10.2 Land and Building Purchase Policy (review). **Approved as still fit for purpose**.

11 **Call for Evidence Rural Economy**

Members **agreed** that the parish council's response would highlight that the rural economy was held back by;

- Poor/inadequate highway infrastructure.
- Poor/inadequate public transport.
- Slow broadband speeds.

Development on agricultural land reduced local employment opportunities and adversely impacted on the country's ability to grow enough food. **Action: parish office.**

- 12 **GDPR**
The building works at the hall had resulted in work not being undertaken but it was hoped to get back on schedule in the near future.
- 13 **Draft Statement of Principles – Gambling Act 2005**
The Draft Statement of Principles were supported. **Action: parish office.**
- 14 **Taxi Emission Policy MBC Consultation**
After lengthy discussion members **agreed** (2 against with 1 abstention) that the response would be.
The parish council agrees with the proposals but it was considered that MBC needed to act more urgently and have a shorter lead in time. Maidstone Borough has poor air quality and particulate pollution problems were increasing daily so the planned 15 years for action needed to be drastically reduced. MBC also needs to enforce its current air pollution regulations including the requirement for taxi drivers to turn off their engines when waiting for fares etc. **Action: Clerk.**
15. **Reports from councillors/office**
The report on recent student work experience placements was **received** and **noted**.
16. **Reports from Borough and County Councillors**
Cllr Bob Hinder's report was **received** and **noted**.
Cllr Wendy Hinder's report was **received** and **noted**.
17. **Matters for Decision**
 - 17.1 Event Announcement: Chairmanship Conference 2018, 13 December 2018. **Noted**
 - 17.2 Annual Finance Conference 2018, 18 October 2018. The Clerk was booked to attend. **Noted**
 - 17.3 War Memorial, additional names, WW1 Commemorative Plaque Grove Green, Beechen Hall Extension. After consideration members decided that the Chairman of the Parish Council would be asked to 'unveil' the new names and commemorative plaques/plinths at the War Memorial and Grove Green. It was **noted** that Armistice Day fell on a Sunday and whilst members did not wish to see a religious ceremony two churches (St Mary and All Saints and Grove Green Church) would be invited to attend. **Action: Assistant Clerk.**
The Mayor to be approached to undertake the official opening of the extension at Beechen Hall. **Action: Assistant Clerk.**
 - 17.4 Weaving Heath Village Green Status. Cllr Brindle, seconded by Cllr Harwood, proposed that **Maidstone Borough Council is contacted to request that it voluntarily submits Weaving Heath for Village Green status. Unanimously agreed. Action: Clerk.**
18. **Correspondence**
None submitted.
19. **Matters for Information**
 - 19.1 Change to Environment Committee meeting date from 10 to 17 September. **Noted.**
 - 19.2 Countryside Voice Summer 2018.
 - 19.3 KWT Magazine Summer 2018.
 - 19.4 Fruitful Gleaning Orchards Conference Wed 26 September 2018 at Bradbourne House East Malling.

19.5 Theft from Beechen Hall Walderslade Woodlands Group , heavy duty metal ramps. The matter has been reported to the Police along with vehicle registration number. **Noted.**

20. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 24 September 2018. **Noted.**

21. **Next Meeting**

Monday 1 October 2018 at St John's School, Provender Way, Grove Green ME14 5TZ.

Meeting closed at 8.45 p.m.

Item 6 Matters Arising from the Minutes.

6.3 Minute 3150/6.4 End of World War 1 commemorative plaque. The plinth adjacent to the War Memorial has been installed and the names and re-painting of the names will happen in mid-October.



CLlr Vic Davies will give a verbal update on the plinth at Grove Green, permission having been received for its installation.

6.4 Stem School Public Inquiry. Sec of State decision Appeal allowed. A number of conditions have been included and advice is being sought from KCC Highways as the conditions of the judgement, which was based on the Inspectors recommendation has not resulted in the applicant having to pay for Traffic Regulation Orders (TRO) for Grovewood Drive South and the adjacent closes. Any advice received will be notified to members.

The Inspectors report states "if there is any overspill [of parking from the school site], this could easily be accommodated in nearby residential streets, without danger, or alternatively restrictions could be imposed through a Traffic Regulation Order." The Inspector's conclusions state that the Highway Authority could "if significant problems were to arise.....it would be within the powers of the HA [Highway Authority – KCC] to consider some form of parking controls at a later date". The Inspector considers that the requirement for RTO for parking and reduction in speed limits is "unreasonable".

Legal situation. The validity of the Secretary of State's decision can be challenged but an application to the High Court must be made within 6 weeks from the date of the decision notice (24 September). The application would ask for leave to bring a statutory review under section 288 of the Town and Country Planning Act 1990.

Clerk's note: A challenge to the decision would be hugely expensive and as the purpose is to try to force payment for TROs to be put in place such expenditure is, in the opinion of the Clerk, not a prudent use of the public purse.

- 6.6 Minute 3152/17.4 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. William Cornall Director of Regeneration and Place has acknowledged receipt of the request for MBC to submit a Voluntary Village Green application for the sites and is taking legal advice.
- MBC has now also asked parish councils to identify land that might be suitable for Local Nature Reserve Status and as earlier this year the parish council had requested this status for these sites details have been submitted.

Item 7 Crime Report and Police Issues

Purpose of Item: Information.

Crime report 24 August – 23 September 2018.

On Sunday 23rd of September between 2:00am and 10:00am in Forstal Road. Damage was caused to a wing mirror on a vehicle while it was parked at a residential address.

On Friday 14th of September between 4:50pm and 5:10pm in Henley Fields. The door fitting had been jimmed causing the lock to fall off.

On Friday 14th of September between 4:00pm and 5:40pm in Blacksmith Drive. There has been an attempted burglary in this house but nothing seemed to be stolen.

On Thursday 13th of September between 12:00pm and 9:10pm in Horseshoe Close. A residential property was broken into and cash was stolen.

Between 6:10pm on Monday 10th of September and 8:45am on Tuesday 11th of September in Bearsted Road. Someone has broken into a shop and stolen Northface and other branded clothing.

On Monday 10th of September between 12:00pm and 2:30pm in Lock Lane. A handbag containing money, cards, a mobile phone and keys was stolen from a staff minivan.

Between 6:00pm on Friday 24th of August and 7:00am on Tuesday 28th of August in Revenge Road. A window was smashed in an industrial unit.

Item 8 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 8.1 Minutes of the Environment Committee on Monday 3 September 2018 at European School of Osteopathy, Boxley commencing at 8.50 pm.

Councillors present: Mrs A Brindle (Chair), Ms L Clarke, Mr D Hollands, Mr J Willmott, Mrs P Bowdery (Clerk) and 2 members of the public.

1. Apologies and absences

Cllrs Bob and Wendy Hinder (holiday), Ivor Davies (holiday), John Constable.

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.

The meeting was not adjourned as no members of the public requested to speak.

3. **Planning Applications for Consideration**
Ratifications

18/504202/TPO application to fell three Ash Trees. 2 Woodlands Walderslade ME5 9JX. Deadline 4 September 2018. **Ratified** the Clerk's decision after consulting members, do not wish to object defer to the views of the borough landscape officer.

18/504144/FULL Retrospective application for a replacement barn workshop. Cossington Fields Farm, North Bell Lane Walderslade. **Ratified** the Clerk's decision after consulting members;

Wish to see refused and reported to the Planning Committee for the following reasons:

Contrary to Policy DM37 Expansion of existing businesses in rural areas. Whilst the parish council recognises the need for diversification in rural areas this site is unsustainable. It cannot be reached by walking or public transport as it is at the end of an extremely long and narrow country lane with few vehicle passing places.

The design of the replacement building and increase in floor space will allow expansion of the business to 24 hours Monday to Saturday. This is a full two storey building replacing a smaller unit and the design is not of a traditional farm building or in fact a business type building it is essentially designed as a barn conversion style house.

Policy DM 37 requires buildings to be small in scale and that the increase in floorspace would not result in unacceptable traffic levels on nearby roads or significant increase in use of an existing substandard access. The Bell Lane junction with Harp Farm Road is substandard with poor vision splays and is located on a bend. The site, with retrospective planning permission also being applied for an illegally built workshop, is turning into a small industrial area which has poor supporting highway infrastructure. The applicant clearly wishes to expand his business which will increase traffic along Bell Lane and Policy DM 37 clearly states rural business requiring expanded premises should look to relocate to one of the Economic Development areas identified in policy SP 22.

18/500535 Retrospective application for erection of a detached garage, stores and workshop. Cossington Fields Farm North Bell Lane Boxley Maidstone Kent ME14 3EG. **Ratified** the Clerk's decision, after consulting members;

Wish to see refused and reported to the Planning Committee for the following reasons:

Contrary to Policy DM 37 Expansion of existing businesses in rural areas. Whilst the parish council recognises the need for diversification in rural areas this site is unsustainable. It cannot be reached by walking or public transport as it is at the end of an extremely long and narrow country lane with few vehicle passing places.

Policy DM 37 requires buildings to be small in scale and that the increase in floorspace would not result in unacceptable traffic levels on nearby roads or significant increase in use of an existing substandard access. The Bell Lane junction with Harp Farm Road is substandard with poor vision splays and is located on a bend. The garage, stores and workshop are quite substantial being built over two floors and the design is not of a traditional farm building or in fact a business type building it is essentially designed as a house.

The business use is quoted as restoration of classic vehicles and it would not, it is felt, be unreasonable to expect that some, if not most, of these vehicles would be brought to the site on low loaders adding to the highway safety issues surrounding the inadequate junction of Bell Lane/ Harp Farm Road.

The site is turning into a small industrial area which has poor supporting highway infrastructure and Policy DM 37 clearly states rural business requiring expanded premises should look to relocate to one of the Economic Development areas identified in policy SP 22.

If the Planning Committee is minded to approve the application then it is requested that a condition is applied that the structure cannot be used as residential accommodate and Permitted Development Rights are suspended for this building requiring any changes to use or internal layout must require planning permission. Business Class Usage should be assigned to the building so that it cannot be changed to residential use without Change of Use being applied for.

Boxley Parish Council considers that retrospective planning applications are an unacceptable abuse of the planning system as they take away the right of Planning Officers and Planning Committees to influence and guide development. This site was reported to Maidstone Borough Council in early 2016 as being developed without planning permission and building work should have been stopped immediately.

If permission is refused, then MBC is requested to take immediate enforcement action to have the building demolished.

18/503390, Chesterfield House 1 Longwood, Walderslade. **Ratified** the Clerk's decision after consulting members, to amend the original response to remove the request to have the application reported to the Maidstone Planning Committee. The following submission being made to MBC website.

"Having received additional information and having had two councillors undertake a site visit the parish council wishes to amend its response to remove the request for it to be reported to the Maidstone Borough Council Planning Committee and for the decision to be left to be made under Officer Delegated Powers. Members do however request a condition that the garage cannot be converted to residential accommodation and cannot be sold separately."

Decisions

Tree Preservation Order no 5008/2018/TPO Lordswood Urban Extension, Gleamingwood Drive. Members wish to support this application.

18/504235/TPO application to reduce Hazel Tree by 30% all round as the tree is overhanging the footpath and neighbours garden. 28 Forestdale Road Walderslade ME5 9NB. Do not wish to object, defer to the views of the Landscape Officer.

18/504380/TPO application Tree Preservation Order application - T1. Common ash (*Fraxinus excelsior*) - fell to ground level. Tree at rear of number 10 Abigail Crescent. Cavity and bark wound with decay at base. T2. Common ash (*Fraxinus excelsior*) - fell to ground level. Tree at rear of number 11 Abigail Crescent. Extensive bark wound with decay along stem. Major dead wood within crown. T3. Common ash (*Fraxinus excelsior*) - fell to ground level. Tree at rear of number 11 and 12 Abigail Crescent. Bark wounds along stem. Reason: health and safety. All trees could be infected by ash bacterial canker. Land to R/O 10,11 and 12 Abigail Crescent, Walderslade ME5 9DZ. Do not wish to object, defer to the views of the Landscape Officer.

18/504447/TPO application 1 x Hazel – fell to ground level and grind the stump reason: pushing the resident's fence. 3 Sylvan Glade, Walderslade ME5 9PW. Do not wish to object, defer to the views of the Landscape Officer.

4. **Next Meeting**

Next Environment Committee meeting 17 September 2018 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 9.10pm.

Item 8.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 September 2018 commencing at 7.30 p.m.

Councillors present: Mr I Davies (Chairman), Ms L Clarke, Mr V Davies, Mr P Dengate and Mr G Hayday together with the Assistant Clerk Mrs M Fooks.

1. **Apologies and non-attendance**

Apologies: Cllr B Hinder and Cllr W Hinder.

Absent: Cllr Brindle

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

None.

3. **Minutes of the meeting of 10 July 2018.**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3137/4.1 Charitable Incorporated Organisations (CIOs). The Chairman of Vinters Valley Trust confirmed that he is still waiting for one final document from MBC. The Parish Council has agreed to fund the legal costs of conversion, now estimated at £1,300. **Noted.**

4.2 Minute 3119/4.2 Public Works Loan. The Clerk's report confirming that the loan will be drawn down around the end of September and deposited initially with UTB was **noted**. Members **agreed** that the Clerk should recommend subsequent reallocation for agreement out of meeting. **Action Clerk.**

4.3 Minute 3138/5.6 & 5.7 to add or delete names from the accounts. Banks have requested a full set of signatures of all signatories. These are being gathered. **Noted and Actioned by Councillors present.**

4.4 Any other matters arising from the minutes, but not on the agenda. None.

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

5. **Financial report.**

5.1 Reconciliation of accounts reports

5.1.1 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. **Received and noted.**

5.1.3 Unity Trust Bank. **Received and noted.**

5.1.4 Santander Investment Bond. **Received and noted.**

5.1.5 Barclays Bank. **Received and noted.**

5.1.6 Lloyds A. **Received and noted.**

5.1.7 Lloyds B. **Received and noted.**

5.1.8 Nationwide Beechen Hall. **Received and noted.**

5.1.9 Nationwide PC. **Received and noted.**

5.2 Investments report. **Received and Noted.**

5.3 Income/Expenditure report as at 04.09.18. **Received and noted.** Cllr Hayday requested that in future the Budget spent percentage should be proportionate to the position in the financial year. After discussion it was **agreed** that this would not be very helpful as for most codes expenditure was not even throughout the

year, but that the relevant multiplier should be included in the Clerk's preamble to the report. **Action Chairman.**

5.4 Petty cash reconciliation. The Chairman informed members that this had not taken place due to staff holidays and building works at the Hall and undertook to conduct it on the Clerk's return. **Action: Chairman.**

6. **General Data Protection Regulation**

As the Clerk was not present a verbal update was unavailable. However, members discussed the procedures in place and in particular whether the Parish Council was too robust in reporting minor breaches and whether it could have the necessary internal controls to deal with such breaches locally. Members **agreed** that this item be returned to the next meeting. In answer to a question from Cllr Hayday asked about Satswana Ltd's GDPR audit the Assistant Clerk will bring back to the next meeting. **Action office.**

7. **Personnel matters**

7.1 TOIL, training, leave and sickness cover. Members **received** an update. A three-way meeting to discuss the Clerk's outstanding TOIL was **agreed**. **Action Clerk/Cllrs Bob Hinder and Ivor Davies.**

7.2 Annual Review of Accident book reports. No further action.

New Item Draft Section 106 Agreement - Solicitors Tender

Members **received** the tenders for legal advice on the draft Section 106 agreement relating to the enabling development at Wildfell Close. Of the five companies approached only three provided a quote. After due consideration and discussion Cllr Hayday proposed, seconded by Cllr Dengate, that Furley Page be commissioned to provide this advice. **Agreed** unanimously. **Action office.**

8 **Policies and Procedures: Reports and Reviews**

8.1 BACS payments. Authorisation from home computers. Member received the Clerk's report and **agreed** no change to the current policy that payments can only be authorised from the parish office computers.

8.2 Alcohol and Drugs (new). Members received the new policy and after making a few minor amendments adoption was proposed from the chair and **agreed** unanimously. This policy is to be included the staff handbook. **Action office.**

8.3 Public Use of Computers (review). Members reviewed the policy and agreed a minor adjustment and confirmed it was still fit for purpose. **Action office.**

8.4 Health and Safety Policy

- Compliance.
- Staff.
- Contractors and Visitors.

The above policy and procedures were reviewed and after a few minor adjustments adoption was proposed from the chair and **agreed** unanimously. **Action office.**

9 **Contingency Fund and Budget adjustments**

9.1 Honour Boards payment met from the F&GP Contingency budget. **Noted.**

9.2 Replacement of older laptop. As costs were not available, members **agreed** to decide out of meeting once these were available. **Action office.**

9.3 Encryption Software. Members **agreed** to purchase this for the laptops at a cost of £72 per annum. It was also agreed that a decision out of meeting could be made regarding costings for a new M drive. Cllr Dengate requested that he be kept informed when liaising with NorthStar about the software and M drive. **Action office.**

10 **Grant Requests**

Donation Royal British Legion for War Memorial Wreath – Members unanimously **agreed** to releasing £110.00. **Action office.**

11 **Matters for Information**

None received.

12 **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 2 November 2018. **Noted.**

13 **Date of Next Meeting**

Tuesday 13 November 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.22 p.m.

Item 8.3 Minutes of the Environment Committee on Monday 17 September 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder and Mr J Willmott, together with Mrs P Bowdery (Clerk) and two members representatives of Cobtree Golf Club.

1 **Apologies and absences**

Cllr D Hollands

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

None declared.

3. **Minutes of the Meeting 13 August 2018.**

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

The meeting was adjourned to allow members to receive a presentation on the proposed changes to the golf course which would enhance the facilities, including a new clubhouse, gym and studio. The aim was for it to become more of an activity centre. A planning application was submitted to MBC in August. The Chairman thanked the representatives for attending.

4. **Matters Arising from the Minutes**

4.1 Minute 3140/4.1 Ancient Woodland and TPOs. The issue will be taken to KALC/MBC meeting on 24 September 2018. **Noted**

4.2 Minute 3140/4.2 Traffic Speeds, Boxley Road/Beechen Bank Road. The Medway Council's response to Helen Whately MP that it would monitor the situation was **received and noted. No further action.**

4.3 Minute 3140/4.3 Fixed plate pedestrian crossing signs Grovewood Drive North. Installation planned for July/August. Cllr Brindle offered to check that these had been erected. **Action: Cllr Brindle.**

4.4 Minute 3140/4.5 Yellow lines at junctions along Provender Way. The Chairman had been informed that the lines would be installed on the junctions of Provender Way. She has raised the issue of the need for yellow lines at Franklin Drive Junction and the officer would investigate whether funding was available. **Noted.**

4.5 Minute 3141/4.6 Chatham Road Sandling new road layout. Work ordered to place another bollard to stop HGVs being able to squeeze in. **Noted.** The Chairman and Cllr Bob Hinder said they would check whether it had been installed. **Action Cllrs Bob and Wendy Hinder.**

4.6 Minute 3141/4.7 Speed cushions, Boxley Village. KCC is having to replace some of the cushions and the ramp outside the public house would be raised slightly higher. KCC had been questioned as to whether full width humps rather than cushions would be better. **Noted.**

4.7 Minute 3141/4.8 Parking hotline. Details were sent to Maidstone KALC with a request that this is considered by the committee. Cllr Davies will raise the issue if it is not included on the agenda. **Action Cllr Ivor Davies.**

- 4.8 Minute 3141/4.9 Junction 3 M2. Helen Whately meeting with Highway England. Response awaited. Cllr Bob Hinder notified the meeting that he had sent an e-mail to the MP requesting an update. **Noted.**
- 4.9 Minute 3141/4.10 Pothole app. County Councillor Carter has been contacted about reconsidering a mobile app for reporting potholes but no response has been received. **Agreed no further action unless a response is received.**
- 4.10 Minute 3144/7.1 Highway Flooding and Drainage Report. Dealt with at item 7.1
- 4.11 Minute 3144/7.2 Programmed Tree Work along Boxley Road/Beechen Bank Road. KCC Highways have requested that KCC Property Services undertake work on the trees on their land. **Noted.**
- 4.12 Minute 3144/8 M20 junction 7 Planned Improvements. KCC will be holding local events and providing newsletters for key stakeholders, Members, Parishes, businesses etc. As the promised further details had not materialised the Clerk was asked to contact KCC. **Action: Clerk.**
- 4.13 Minute 3144/8 Gidds Pond Cottages off street parking provision. The Clerk was asked to go back through old KIMS planning applications to try to find out what if any conditions were placed about providing off street car parking. **Action: Clerk.**
- 4.14 Any other matters arising from the minutes not on the agenda. None.

5. **Planning Applications for Consideration**

18/504679/TPO/PAHE TPO application to T1 Oak - Lift canopy to give 7m ground clearance, remove 1x limb @ 7m to SW which is rubbing main stem (Tree approx 18m tall), T2 Oak - Remove 1x pendulous limb growing directly towards bungalow, T3 Hornbeam group - Prune back sections of the canopy which overhang the garden by 3-4m (Leaving approx 2-3m). Cossington Road Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

18/504661/FULL Raising of roof height to rear together with a single storey extension at Weaving Street Weaving.
The parish council has no material planning reason to object.

18/504426/OUT Outline Application for a detached dwelling with access being sought. Matters of appearance, landscaping, layout and scale are reserved for further considerations. Land Adj To Red Roof Boxley Road Walderslade.
The parish council wishes to object and asks that the application is reported to the Planning Committee if this view is not shared by the planning officer. The reasons for objection are:

- The site, as far as the parish council is aware, has never had a commercial yard classification and is thus a greenfield site. If the site is considered part of a garden then it is excluded from the definition of a brownfield site.
- This development is contrary to Policy DM1. In the vicinity of this site the locality is characterised by sporadic frontage residential development separated by 'green' gaps and this area is one of those green gaps. The introduction of another large building close to the road will therefore result in further urbanisation and would have an adverse impact on the character of the streetscene.

18/504453/FULL Proposed single storey rear extension, including lowering of ground level in rear garden. Grove Green Lane Weaving.
The parish council has no material planning reason to object.

18/504667/FULL Garage conversion into habitable accommodation, including internal alterations. Woodlands Walderslade.
The parish council has no material planning reason to object.

18/504578/FULL Demolition of existing conservatory and erection of a new single storey rear extension at Meadowdown, Weaving.
The parish council has no material planning reason to object.

18/504580/TPO TPO Application T1 Oak, Crown reduce by 40% (tree is adjacent to 51 Bargrove Rd). Suspected root rot (*collybia fusipes*) at Bargrove Road, Maidstone. Do not wish to object defer to the views of the Landscape Officer.

Proposed Base Station Installation Grass Verge on Ashford Road, adjacent to bus stop, Grove, Green, Maidstone, Kent, ME14 5SY (NGR E: 577823 N: 155503) – The removal of the existing 12.5m slim-line monopole supporting 3 no shrouded antennas and 1 GPS module, 1 no additional side pod enclosure, 1 no replacement meter cabinet and ancillary development thereto.

Noted.

18/504735/FULL - Proposed single storey rear extension with internal alterations. Loft conversion with dormer to rear and 2 no. roof lights to front. Changes to fenestration of porch and side elevation. Highridge Close Weaving.

Wish to object, the length and size is disproportionate to the original dwelling and would have an adverse impact on neighbouring properties due to loss of visual amenity.

No details of a loft conversion with a dormer to the rear were included in the plans and the two roof lights to the front are actually to the rear.

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

18/500346 Lordswood Urban Extension, 115 dwellings on land adjacent to Gleamingwood Drive. REFUSED. Members **received** and **noted** Cllr Davies's report on his attendance at the 6th September MBC Planning Committee. The Chairman thanked him for attending on behalf of the parish council.

7. **Highways and Byways**

7.1 Drainage and Flooding Report. Cllr Bob Hinder informed members that he had been notified that the report would not be included on the MJTB agenda, but it had instead been sent directly to KCC with a request for the issues to be investigated. Members were informed that a Drainage Officer had contacted the parish office and other officers had been seen in the Walderslade area. KCC has ordered a CCTV investigation of a chamber and drain at the Boxley Road/Longwood flood site. **Noted.**

7.2 Speed Surveys Lidsing area. Members **received** and **noted** the Clerk's report that traffic surveys had been uncovered for the Lordswood and Walderslade area. In view of the available statistics the Chairman proposed that a traffic survey is organised for either the north or south of Boxley Village, members wanted to know the number of vehicle movements through the village. **Agreed. Action: Clerk.** Funding of the survey is to come from Street Maintenance Budget.

7.3 Grove Green and Weaving Informal Working Group. Cllr Constable gave a verbal report on a recent meeting and thanked councillors and the Clerk for information supplied to them. The members will now be making contact with other parishes to identify and share concerns. Information will then be collected and drawn together to create a report. Another meeting was being arranged for the end of September.

7.4 Parking issues at Sandling Village. Having discussed the issues some residents were facing members **agreed** to monitor developments. The Clerk confirmed that the PCSO was now involved and that residents had been asked to keep a log of any problems. **Noted.**

7.5 Hedge landscaping issue at Sandling Village. The Clerk was asked to investigate the planning condition and report any breach to MBC. **Action: Clerk.**

8. **Bulky Refuse Freighter Service**

Members **received** and **noted** the response from MBC that the service would not be reinstated. No further action was identified.

Cllr Bob Hinder informed members that KCC was undertaking a consultation on its proposal to bring in charges for disposing of some forms of waste e.g. hardcore at its

site. Members requested that this be placed on the next agenda for discussion and that residents be informed of the consultation. **Action: Clerk.**

9. **Policy and Procedures**

Pre application discussions, policy and procedure (review). **Approved.**

10. **Members Reports**

Cllr Bob Hinder notified members that the Boxley Warren Management Committee were looking to create a third pond in Boxley Warren. It has been suggested that the parish council could apply to the Old Chalk New Downs Project for a grant to create a new pond, the parish council would be responsible for managing the project. Members **agreed** that at the current time and with many outstanding projects it did not have the resources to undertake the work and Cllr Hinder was asked to reply to that effect. Cllr Hinder and the Clerk to liaise to see if there was any other way to get the work undertaken without the involvement of the parish council. **Action: Cllr Bob Hinder and Clerk.**

11. **Volunteer Groups**

No reports were received.

12. **Matters for Information**

There were none.

13. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 28 September 2018. Members are asked to submit any projects requiring budget provision in 2019/2020. **Noted.**

14. **New item. Daffodils**

Members **agreed** to purchase more daffodil bulbs for planting. Due to the poor showing of last year's native bulbs members requested commercial bulbs be purchased from the Street Maintenance Budget. After discussion it was **agreed** that commercial bulbs were not to be planted on Grove Wood Drive North verge where the wildflower seeding was due to take place. **Action: Office.**

15. **Next Meeting**

8th October 2018 at Beechen Hall commencing at 7:30pm.

In view of the confidential nature on the next item the Chairman excluded the public and press from the meeting.

16. **Land Adjacent to Impton Lane**

Members **received** and **noted** the Clerk's report. The situation to be monitored and reported back to members if there is any development.

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

There were none.

Meeting closed at 9.45 pm.

| |
|---|
| Item 10. Annual Governance & Accountability Return for Year Ended 31 March 2018. Purpose of Item: Information. |
|---|

The parish council has displayed the Notice of Conclusion of Audit and made it available on the website.

Boxley Parish Council

**Notice of conclusion of audit
Annual Governance & Accountability Return for the year ended 31 March 2018**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

- 1 The audit of accounts for **Boxley Parish Council** for the year ended 31 March 2018 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Boxley Parish Council** on application to:

Pauline Bowdery Clerk to Boxley Parish Council
Beechen Hall
Wildfell Close
Chatham
Kent ME5 9RU
Tel: 01634 861237
E-mail: Clerk@boxleyparishcouncil.org.uk

Office hours are 9.00- 3.00 Mon – Fri but the Parish Council will consider opening the office after hours if a resident is unable to attend during the normal times.

3. Copies will be provided to any person on payment of £* for each copy of The Annual Governance & Accountability Return. *The parish council would not normally charge for this service but reserves the right to do so.

A full copy of The Annual Governance & Accountability Return can be viewed on the parish council's website www.boxleyparishcouncil.org.uk

Announcement made by: Pauline Bowdery, Clerk to Boxley Parish Council.

Date of announcement: 24 September 2018.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BOXLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

| | Agreed | | 'Yes' means that this authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | YES | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | YES | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | YES | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | YES | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | YES | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | YES | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | YES | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | YES | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | N/A |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

3123/9 REFERENCE

dated

04/06/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

[Signature] REQUIRED

Clerk

[Signature] SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.boxleyparishcouncil.org.uk

Section 2 – Accounting Statements 2017/18 for

Boxley PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 348,152 | 338,004 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 98,481 | 107,437 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 71,293 | 63,358 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 77,806 | 80,018 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 102,116 | 82,919 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 338,004 | 345,862 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 337,732 | 350,236 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 451,172 | 457,065 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | No | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

BZ SIGNATURE REQUIRED

Date

04/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

04/06/18

and recorded as minute reference:

3123/9 REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **BOXLEY PARISH COUNCIL – KE0037**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

07/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Item 11. Walderslade Woodlands Section 106 Purpose of Item: Decision.

To approve, by resolution, the signing of the Section 106 agreement which will, subject to all the conditions in the agreement being met, result in the Parish Council taking ownership of the Walderslade Woodlands Open Space and the receipt of the enabling pot to allow for improvements and future maintenance of the Ancient Woodland. The agreement does allow the parish council to transfer the land to a charitable organisation that it sets up but this will require further discussions and resolutions from the parish council.

| |
|---|
| Item 12 Policies and Procedures Purpose of Item: Decision. |
|---|

Current **Community Engagement Strategy Statement.** (review)

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.

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.

Our commitment to you.

Boxley Parish Council is committed to working with its residents and communities so that they can be actively involved in decisions that affect them by:

- Being proactive in making information available on what decisions are being considered and how residents can influence or contribute to the discussion.
- Being receptive to any reasonable opportunities that support the above, especially assisting those residents that are difficult to reach e.g. the housebound and disabled. See also Appendix 1 Consultations and Petitions
- Having all meetings of the parish council and its committees open to the public and with a period set aside for residents to comment. See Appendix 2 How to Ask a Question.
- Ensuring that the parish office plays a neutral role so that residents can be confident that they are receiving unbiased information and support
- Using its website, Facebook, noticeboards, community e-mail alert, leaflets and monthly newsletter to keep residents informed.
- Going out to the community with locally held meetings, school fetes etc.
- Direct consultation with residents/communities on issues where it is appropriate to gain their views. Appendix 1 Consultations and Petitions.
- Being open and accountable in its dealings with residents and the community.
- Publishing its agenda, draft and approved minutes, policies and procedures on its website.
- Ensuring that, where appropriate, local people and communities are referred to the correct borough or county council department/officer/councillor and that they are aware of the ways that they can use the relevant systems to make their views known
- Meeting the requirements of the Open and Accountable Local Government legislation.

Appendix 1 – Consultations and Petitions

Parish Council Consultations, by local meeting, letter drop, e-mail alert, survey monkey etc. will be considered when:

- There is an issue identified by the Council, Councillors or office as controversial e.g. a large planning application; or
- There is a plan to significantly change an amenity or equipment on an amenity site.
- on receipt of a petition from residents.

Who should be consulted?

If agreed that a consultation is needed then the Council or relevant Committee will decide on its range, timescale and the method to be used. Issues to be considered in deciding the consultation are:

- What residents will be affected by the proposal;
- Whether to consult with all residents directly affected; and/or a wider range of residents
- Local groups or organisations who may be affected or benefit from the proposal/issue e.g. play groups, scouts, elderly people's clubs etc.

Petitions

The Council will consider petitions received on any issue. Residents/organisations submitting petitions will be required to: Have the wording of the petition on each page that has signatures; and

- Include the name and address (or post code) of all persons signing
- It is expected that signatures will be from people within the parish but at the discretion of the Council, signatures from outside the boundary may be accepted
- A petition can only be presented once to the Council

The Council in deciding whether to support the petitioned issue will take the decision in an open and accountable way by debating in a public meeting with the public allowed to speak.

How to Ask a Question

Boxley Parish Council welcomes visitors to its meetings and is happy to receive questions at the time indicated in the agenda.

The meeting will be adjourned to allow you to speak. Once reconvened you will not be allowed to join the general discussions of the meeting.

Three minutes are allowed per person. Councillors will only be allowed to ask any questions after you have finished.

Depending on the question or issues raised you may not get an answer at that meeting and the issue may be referred to a committee to deal with however this will be explained to you and you can leave your details with the Clerk to ensure you are kept updated.

The minutes will include a reference to your query/question but will not include your personal details.

Alternative arrangements, by contacting the Clerk, can be made for anyone unable to attend a meeting or who finds it difficult to talk to a public gathering.

It is possible to 'lobby' members before a meeting. If you wish to send a written explanation (at least 2 working days before a meeting) then this will be passed to members. You may still speak at the meeting if you do this.

The press and other members of the public may be present. You should not slander or make offensive comments about anyone.

Tips for helping you present your views

- Stand whilst you talk, acoustics can be a problem in some halls
- Open your speech by explaining the location of any problem, try to be as specific as possible, e.g. the piece of land at the junction of ... and ...
- Have a list of the relevant points you wish to make
- Try to be concise and not go off the point
- If you know what you want please ensure that you clearly inform the Council
- If you so wish a report can be read out on your behalf.
- The Parish Council may wish to send you information or keep you in touch with any developments, don't forget to supply your name and address to the Clerk who always has spare paper and pens.

Item 16. Matters for Decision. Purpose of Item: Decision

16.1 THE CONSTITUTION OF THE FRIENDS of WEAVERING HEATH & WOODLANDS (FWH&W)

1. The Name of The Group

The name of the Group shall be 'Friends of Weaving Heath & Woodlands', here after referred to as the Group, or as FWH&W.

2. Mission

To work with Maidstone Borough Council and other authorised organisations, to help protect and maintain the wildlife and the essential character of the heath and woodland areas in Grove Green; namely Weaving Heath, Grove Wood, Five Acre Wood and Wents Wood. To protect and enhance these areas as habitat for wildlife and appropriate flora and fauna. To encourage a sense of responsibility for them in the community and to further encourage their use and enjoyment by present and future generations. The areas are located within the Boxley Parish, and bordered by Bearsted Road, New Cut Road, Weaving Street and Grovewood Drive North, In Maidstone.

3. Aims

The aims of the Group are to:

- a. Encourage the use of the heath and woods for appropriate recreational and educational purposes
- b. Develop the conservation of wildlife, trees and plants
- c. Reduce litter and vandalism
- d. Promote community involvement in the management of the heath and woods
- e. Document and, when appropriate, publicise information about the wildlife, flora and fauna

4. Achievement of Aims

To fulfil these aims, the Group will undertake conservation work. Other activities in furtherance of the aims shall

also be undertaken from time to time as the members see fit. All activities undertaken by, or in the name of the Group will be approved at one of the regular Member's Meetings and when appropriate, after consultation or liaison with specialist or other organisations. No conservation work will be carried out without the authorisation of Maidstone Borough Council.

5. Membership

Membership shall be open to anyone who shares the aims of the Group, and is interested in taking an active part in its work. A person may become a member by registering their name and address with the Secretary of the Group. New members shall acquire voting rights at a Member's Meeting (MM) and Annual General Meeting (AGM) and an Extraordinary General Meeting (EGM), one month after becoming a member.

6. Characteristics of the Group

The Group shall be non-profit making, self-governing and have no political, commercial or religious affiliations.

7. Officers

- a. Officers shall be appointed as they are required, to conduct the administration of the Group. They will include a Chairperson, and a Secretary, who will be appointed by simple majority at the Group's AGM.
- b. Other officers may be appointed as needed at any MM, AGM or EGM by a simple majority vote. This shall include a Treasurer, if, at any time, the Group is required to manage funds.
- c. All officers will serve for a period of one year, which is renewable by a simple majority vote at the Group's AGM. These officers shall be in charge of the day-to-day running of the Group, but shall be answerable to meetings of the members, the Committee, the Chairperson and the Treasurer.

8. Members' Meetings

- a. The Group shall hold regular meetings (at least quarterly) for the purpose of discussing and taking decisions on current and future work, and other matters affecting the Group. All members shall be entitled to attend and meetings will be fully publicised.
- b. The Group shall hold an AGM as close as possible to September. All members shall be entitled to attend and meetings will be fully publicised.
- c. A quorum for all meetings shall be a minimum of three members, including the Chairperson.
- d. All decisions, except changes to the constitution, shall be taken on the basis of a simple majority vote amongst the attending members.
- e. Changes to the constitution will require a two-thirds majority of attending members.
- f. The Chairperson shall not vote except in the event of a tied vote, when he/she may cast a deciding vote.
- g. Should the Chairperson resign or be unable to continue the duties of the position, then an Extraordinary Meeting will be called to appoint a new Chairperson.

9. Expenditure and Accounts

- a. No expenditure shall be made in the name of the Group by any member unless a Treasurer has been Appointed and other conditions outlined in this paragraph have been adhered to.
- b. A Treasurer shall be appointed under the conditions of Section 7 should the Group at any time be required to manage funds.

- c. The Treasurer shall keep accounts that shall be submitted to an annual audit by a person nominated at an MM and the accounts approved at an MM.
- d. Expenditure shall be approved by and, if relevant, cheques signed by any two officers.

10. Insurance

The Group, whilst recognised by Boxley Parish Council as a community volunteer group, is covered by the Parish Council’s insurance when undertaking authorised Task Day work. Boxley Parish Council Insurer CAS Ltd (Zurich).

11. Dissolution

If the organisation shall, by general consent of its members, cease to exist, any assets shall be given or transferred to some other group or groups having aims similar to those of this Group. The Constitution of each such recipient must have similar restrictions on distribution of property in the event of its own dissolution. If that cannot be done, then distribution may be made to some charitable cause. If practicable, the beneficiaries shall be decided at a Members Meeting convened for that purpose.

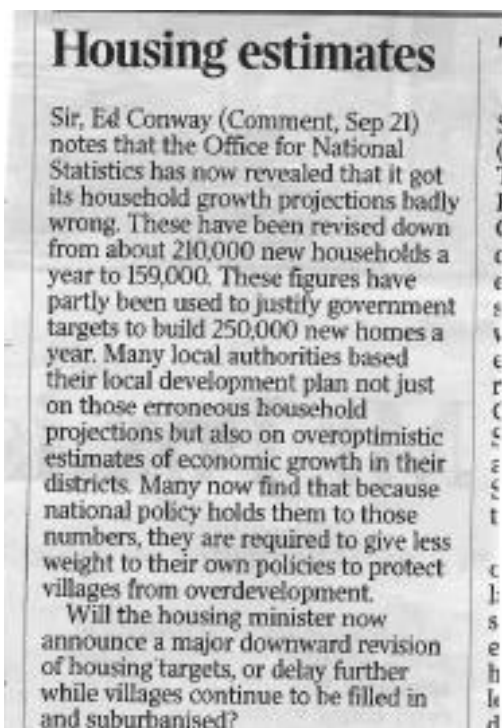
Notwithstanding the foregoing, any grant funds held in trust by the Group at the time of dissolution, shall be returned, where possible, to the grantor or failing that transferred to Boxley Parish Council to be used for Conservation purposes within the parish.

- 16.2 First Review of Local Plan & Housing Numbers. To allow members to make comments on the information supplied to them, via e-mail, concerning the review MBC is required to take. Extract taken from Maidstone KALC letter to MBC.

" MBC has to adopt its First Review of the Local Plan by April 2021 and has commenced preparation.

We understand that MBC is expecting to have to plan for an additional 7,000 homes, over-and-above the Local Plan’s 17,660. That additional 7,000 is derived by mechanically applying DCLG’s simplistic formula for additional housing requirement to address the national housing shortage."

A letter from in The Times, 22 September, seems to indicate that there may be an issue with the original figures. This has been passed on to Maidstone KALC.



Item 9.1 Payments made out of meeting 29.08.18 – 24.09.18.

No payments were made from the following accounts:

- Santander Investment Bond. Awaiting statement confirmation of transfer etc. Investment has been closed and transferred back to Cooperative Bank.
- Lloyds A
- Lloyds B
- Nationwide Parish Council
- Nationwide Beechen Hall

9.1.1 HSBC Payments

Date: 25/09/2018

Boxley Parish Council**Page 1**

Time: 09:42

HSBC General Account**List of Payments made between 28/08/2018 and 24/09/2018**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|---------------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/09/2018 | Maidstone Borough Council | 3073150/9 | 208.00 | | Rates |
| 14/09/2018 | Opus Energy - Electricity | DD64855764 | 175.55 | | Electricity Bill - Aug |
| 17/09/2018 | Buisness Stream | DD2746492/ | 206.67 | | Water Bill |
| 20/09/2018 | OPUS Energy - gas | DD23594603 | 27.10 | | Gass Bill - August |
| Total Payments | | | 617.32 | | |

9.1.2 Barclays Bank Payment

Date: 25/09/2018

Boxley Parish Council**Page 1**

Time: 09:44

Barclays Bank Account**List of Payments made between 28/08/2018 and 24/09/2018**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 21/09/2018 | Invicta Law | 100013 | 2,353.92 | | Legal Fees for CIO WVPT |
| Total Payments | | | 2,353.92 | | |

9.1.3 Coop Payments

Date: 25/09/2018

Boxley Parish Council**Page 1**

Time: 11:38

Co-Op General Account**List of Payments made between 29/08/2018 and 24/09/2018**

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------|------------------|--------------------|-----------------------|------------------------------|
| 03/09/2018 | Unity Trust Account | TR03/09 | 40,000.00 | | Top up funds for BHExtension |
| 03/09/2018 | Mail Publications Ltd | DD114515 | 507.50 | | Publicity |
| Total Payments | | | 40,507.50 | | |

9.1.4 Unity Trust Bank Payments

List of Payments made between 28/08/2018 and 24/09/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 28/08/2018 | RTF Networks | DD6732473 | 123.98 | | Telephone and Broadband Servic |
| 28/08/2018 | RTF Networks | DD6732473 | -123.98 | | Telephone and Broadband Servic |
| 28/08/2018 | RTF Networks | DD6732473 | 123.98 | | Telephone and Broadband Servic |
| 01/09/2018 | Northstar IT Services | DD16342/16 | 165.94 | | IT & Back Up Services |
| 03/09/2018 | Jessup Electrical Wholesale | C049990 | 9.53 | | Replacement Light Bulb |
| 03/09/2018 | The Sign Maker | 18E07.035L | 289.29 | | War Memorial Plaque |
| 03/09/2018 | PC01 | IMPREST 89 | 60.75 | Imprest 89 | Miscellaneous |
| 03/09/2018 | Brook Security | IMPREST 89 | 9.99 | Imprest 89 | Key Allotment gate |
| 03/09/2018 | Jewson | IMPREST 89 | 3.60 | Imprest 89 | Cable Ties |
| 03/09/2018 | Timpson Ltd | IMPREST 89 | 6.50 | Imprest 89 | Key for Hall Gate |
| 03/09/2018 | PC01 | IMPREST 89 | 6.77 | Imprest 89 | Consumables |
| 03/09/2018 | Aldi Stores Limited | IMPREST 89 | 3.56 | Imprest 89 | Greetings Cards |
| 03/09/2018 | Asda | IMPREST 89 | 25.60 | Imprest 89 | Consumables |
| 03/09/2018 | Boxley Village Society | 3014/8.1 | 130.00 | Minute 3014/8.1 | Grant for vegetation disposal |
| 03/09/2018 | KCC Commercial Services | I3210352 | 43.12 | | Stationery |
| 03/09/2018 | Robin Hood Service Station | IMPREST 5 | 47.63 | Rob Burrows | Miscellaneous |
| 03/09/2018 | B & Q | IMPREST 5 | 5.72 | Rob Burrows | Spout for petrol can |
| 03/09/2018 | Rob Burrows | IMPREST 5 | 2.99 | Rob Burrows | First Aid |
| 03/09/2018 | Bookers | IMPREST 5 | 26.77 | Rob Burrows | Insulated Cups |
| 03/09/2018 | Towing & Trailers Ltd | IMPREST 5 | 125.54 | Rob Burrows | Spare wheel for trailer |
| 03/09/2018 | Bookers | IMPREST 5 | -26.77 | Rob Burrows | Insulated Cups |
| 03/09/2018 | Bookers Ltd | IMPREST 89 | 26.15 | Rob Burrows | Insulated Cups |
| 21/09/2018 | PC01 | 21/09/PC01 | 2,230.62 | | Salary |
| 21/09/2018 | PC03 | 21/09/PC03 | 618.37 | | Salary |
| 21/09/2018 | PC06 | 21/09/PC06 | 34.56 | | Councillor Allowance |
| 21/09/2018 | PC07 | 21/09/PC07 | 34.56 | | Councillor Allowance |
| 21/09/2018 | PC08 | 21/09/PC08 | 25.76 | | Councillor Allowance |
| 21/09/2018 | PC02 | 21/09/PC02 | 1,236.74 | | Salary |
| 21/09/2018 | PC09 | 21/09/PC09 | 34.56 | | Councillor Allowance |
| 21/09/2018 | PC10 | 21/09/PC10 | 43.41 | | Chairman's Allowance |
| 21/09/2018 | PC11 | 21/09/PC11 | 34.56 | | Councillor Allowance |
| 21/09/2018 | PC04 | 21/09/PC04 | 60.00 | | Downs Mail Deilvery |
| 21/09/2018 | PC12 | 21/09/PC12 | 43.36 | | Councillor Allowance |
| 21/09/2018 | BH05 | 21/09/BH05 | 330.15 | | Wages |
| 21/09/2018 | BH02 | 21/09/BH02 | 321.38 | | Wages |
| 21/09/2018 | PC05 | 21/09/PC05 | 32.44 | | Litter Picking WDJO |
| 21/09/2018 | BH03 | 21/09/BH03 | 320.59 | | Wages |
| 21/09/2018 | PC18 | 21/09/PC18 | 83.00 | | Downs Mail Deilvery |
| 21/09/2018 | HMRC | 577PW00105 | 1,525.85 | | PAYE |
| 21/09/2018 | EFT Receipts Ac | IT00000068 | 223.64 | | Pension Contributions |
| 21/09/2018 | Kent Design Studio Ltd | 1740-05 | 1,080.00 | | Construction Phase Services |
| 21/09/2018 | Lordswood DIY | 183892 | 17.25 | BH02 | Screws and Drill bits |
| 21/09/2018 | PKF Littlejohn LLP | KE0037 | 480.00 | | 18/19 Annual Audit |
| 21/09/2018 | European School of Osteopathy | 4/9/18 | 80.00 | | Hall Hire |
| 21/09/2018 | RTF Networks | 6733769 | 119.62 | | Telephone and Broadband Servic |
| 21/09/2018 | Kent Association Local Council | 03913/6686 | 108.00 | | Councillor Course & Finance Co |
| 21/09/2018 | PC02 | DM DELIVER | 25.00 | | Downs Mail Delivery |

Continued on Page 2

List of Payments made between 28/08/2018 and 24/09/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 21/09/2018 | Waller Building Services | 13037 | 71,650.69 | | Valuation No 2 Building Works |
| Total Payments | | | <u>81,880.77</u> | | |

9.1.5 Lloyds Corporate Multipay Card Payments

List of Payments made between 28/08/2018 and 24/09/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 03/09/2018 | Lloyds Corporate Multipay Card | 0309 | 3.00 | | Monthly Fee |
| Total Payments | | | <u>3.00</u> | | |

Item 9.2 Receipts for the period 29.08.18 – 24.09.18.

No receipts were received for the following accounts:

- Santander Investment Bond (Closed)
- Barclays Bank
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds A
- Lloyds B
- Lloyds Corporate Multipay Card

9.2.1 HSBC Receipts.

HSBC General Account

Receipts received between 28/08/2018 and 24/09/2018

| | | Nominal Ledger Analysis | | | | | | |
|----------------------------------|--------------------|-------------------------|-----------|-------|------|--------|----------|--------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| | Banked: 29/08/2018 | 200.40 | | | | | | |
| 70 | Young | 200.40 | | | 520 | | -50.40 | C296D Young 30/9/18 |
| | | | | | 1230 | 260 | 98.80 | C296F Young 30/9/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Young |
| | | | | | 560 | | 150.00 | Damage Deposit Young |
| | Banked: 29/08/2018 | 150.00 | | | | | | |
| 71 | Kalifungwa | 150.00 | | | 520 | | -160.00 | C211D Kalifungwa 29/9/18 |
| | | | | | 1230 | 260 | 308.00 | C211F Kalifungwa 29/9/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Kalifungwa |
| | Banked: 05/09/2018 | 156.00 | | | | | | |
| 51 | Virdi | 156.00 | | | 520 | | 156.00 | C318D Virdi 15/12/18 |
| | Banked: 05/09/2018 | 110.00 | | | | | | |
| 72 | Montgomery | 110.00 | | | 520 | | 110.00 | C319D Montgomery |
| | Banked: 05/09/2018 | 110.60 | | | | | | |
| 73 | Brown | 110.60 | | | 1230 | 260 | 110.60 | C317F Brown 7/10/18 |
| | Banked: 05/09/2018 | 110.00 | | | | | | |
| 72 | Montgomery | 110.00 | | | 520 | | 110.00 | C319D Montgomery |
| | Banked: 05/09/2018 | 110.60 | | | | | | |
| 73 | Brown | 110.60 | | | 1230 | 260 | 108.60 | C317F Brown 7/10/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Brown |
| | Banked: 06/09/2018 | 335.21 | | | | | | |
| 74 | AACTS | 335.21 | | | 1235 | 260 | 335.21 | R2020 AACTS Sept/Oct |
| | Banked: 06/09/2018 | 223.30 | | | | | | |
| 75 | Tumbletons | 223.30 | | | 1235 | 260 | 223.30 | R2030 Tumbletons Sept |
| | Banked: 06/09/2018 | 232.88 | | | | | | |
| 76 | Yoga | 232.88 | | | 1235 | 260 | 232.88 | Yoga Sept invoice |
| | Banked: 07/09/2018 | 121.05 | | | | | | |
| 77 | Fitzmaurice | 121.05 | | | 520 | | 121.05 | C316D Fitzmaurice |
| | Banked: 07/09/2018 | 30.80 | | | | | | |
| 78 | Kidslingo | 30.80 | | | 1235 | 260 | 30.80 | R2025 Kidslingo Sept |
| | Banked: 10/09/2018 | 52.50 | | | | | | |
| REEVES18 | Reeves | 52.50 | | | 1280 | 280 | 52.50 | Allotment Rent Plots |
| | Banked: 10/09/2018 | 110.00 | | | | | | |
| 79 | Nye | 110.00 | | | 1230 | 260 | 108.00 | C320F Nye 27/10/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Nye |
| | Banked: 11/09/2018 | 478.16 | | | | | | |
| 80 | Kumon | 478.16 | | | 1235 | 260 | 478.16 | R2026 Kumon Sept Invoice |
| | Banked: 13/09/2018 | 325.25 | | | | | | |
| Subtotal Carried Forward: | | 2,856.75 | 0.00 | 0.00 | | | 2,531.50 | |

Receipts received between 28/08/2018 and 24/09/2018

| Nominal Ledger Analysis | | | | | | | |
|----------------------------------|-------------------------|-----------------|-----------|-------|------|--------|----------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount Transaction Detail |
| 53 | Sullivan | 35.00 | | | 1280 | 280 | 35.00 Sullivan Plots 7E & 8E |
| 54 | Age Concern | 290.25 | | | 1235 | 260 | 290.25 R2021 Age Concern Sept |
| | Banked: 13/09/2018 | 52.50 | | | | | |
| 52 | Reeves | 52.50 | | | 1280 | 280 | 52.50 Reeves Plots 11C,D & 13A |
| | Banked: 14/09/2018 | 23.10 | | | | | |
| 81 | Caterpillar Music | 23.10 | | | 1235 | 260 | 23.10 R2023 Caterpillar Music |
| | Banked: 14/09/2018 | 9.35 | | | | | |
| 82 | Kalifungwa | 9.35 | | | 1230 | 260 | 9.35 C211F Kalifungwa 29/9/18 |
| | Banked: 14/09/2018 | 27.00 | | | | | |
| 83 | Kalifungwa | 27.00 | | | 1230 | 260 | 27.00 C220F Kalifungwa 5/10/18 |
| | Banked: 14/09/2018 | 289.00 | | | | | |
| 84 | Kalifungwa | 289.00 | | | 520 | | -150.00 C220D Kalifungwa 6/10/18 |
| | | | | | 1230 | 260 | 437.00 C220F Kalifungwa |
| | | | | | 1231 | 260 | 2.00 PL Insurance Kalifungwa |
| | Banked: 14/09/2018 | 72.37 | | | | | |
| 85 | Williams | 72.37 | | | 520 | | 72.37 C322D Williams 27/1/19 |
| | Banked: 14/09/2018 | 101.90 | | | | | |
| 86 | Cook | 101.90 | | | 520 | | -101.90 C287D Cook 20/10/18 |
| | | | | | 1230 | 260 | 201.80 C287F Cook 20/10/18 |
| | | | | | 1231 | 260 | 2.00 PL Insurance Cook |
| | Banked: 14/09/2018 | 114.25 | | | | | |
| 87 | Pavalakanther | 114.25 | | | 520 | | -114.25 C249D Pavalakanther |
| | | | | | 1230 | 260 | 226.50 C249F Pavalakanther |
| | | | | | 1231 | 260 | 2.00 PL Insurance |
| | Banked: 16/09/2018 | 150.00 | | | | | |
| 88 | Brown | 150.00 | | | 560 | | 150.00 C317 Brown Damage |
| | Banked: 16/09/2018 | 81.20 | | | | | |
| 89 | Teenie Boppers | 81.20 | | | 1235 | 260 | 81.20 R2029 Teenie Boppers |
| | Banked: 17/09/2018 | 499.03 | | | | | |
| 55 | Balfour Short Mat Bowls | 255.23 | | | 1235 | 260 | 255.23 R2022 BSMB Sept Invoice |
| 56 | Movement as Therapy | 243.80 | | | 1235 | 260 | 243.80 R2027 MAT Sept Invoice |
| | Banked: 19/09/2018 | 24.70 | | | | | |
| 90 | Cook | 24.70 | | | 1230 | 260 | 24.70 C287F Cook 20/10/18 |
| | Banked: 19/09/2018 | 217.95 | | | | | |
| 60 | Karate | 217.95 | | | 1235 | 260 | 217.95 R2024 Karate Sept Invoice |
| | Banked: 19/09/2018 | 100.00 | | | | | |
| 57 | Iles | 100.00 | | | 520 | | 100.00 C323 Iles 3/11/18 |
| | Banked: 20/09/2018 | 62.25 | | | | | |
| Subtotal Carried Forward: | | 4,681.35 | 0.00 | 0.00 | | | 4,619.10 |

HSBC General Account

Receipts received between 28/08/2018 and 24/09/2018

| Nominal Ledger Analysis | | | | | | | | |
|-------------------------|--------------------|-----------------|-----------|-------|------|--------|----------|-----------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 91 | Klein | 62.25 | | | 520 | | 62.25 | C321D Klein 18/11/18 |
| | Banked: 20/09/2018 | 83.00 | | | | | | |
| 92 | Martin | 83.00 | | | 520 | | 83.00 | C333D Martin 16/12/18 |
| | Banked: 20/09/2018 | 82.50 | | | | | | |
| 93 | Stagg | 82.50 | | | 520 | | 82.50 | C327D Stagg 6/1/19 |
| | Banked: 20/09/2018 | 43.72 | | | | | | |
| 94 | Carter | 43.72 | | | 520 | | -57.08 | C308D Carter 14/10/18 |
| | | | | | 1230 | 260 | 98.80 | C308F Carter 14/10/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Carter |
| | Banked: 21/09/2018 | 38.05 | | | | | | |
| 95 | Owen | 38.05 | | | 520 | | -38.05 | C285D Owen 28/10/18 |
| | | | | | 1230 | 260 | 74.10 | C285F Owen 28/10/18 |
| | | | | | 1231 | 260 | 2.00 | PL Insurance Owen |
| | Banked: 24/09/2018 | 32.50 | | | | | | |
| 58 | Butler | 32.50 | | | 1280 | 280 | 17.50 | Butler Plot 1E |
| | | | | | 570 | | 15.00 | Butler Key Deposit |
| | Banked: 24/09/2018 | 268.50 | | | | | | |
| 59 | Tunbury School | 268.50 | | | 520 | | 268.50 | Tunbury School C328 |
| Total Receipts: | | 5,229.62 | 0.00 | 0.00 | | | 5,229.62 | |

9.2.2 Coop Receipts

| Nominal Ledger Analysis | | | | | | | | |
|-------------------------|---------------------------|------------------|-----------|-------|------|--------|-----------|-----------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| | Banked: 03/08/2018 | 76,568.65 | | | | | | |
| 03/08 | Santander Investment Bond | 76,568.65 | | | 220 | | 76,568.65 | Matured Bond |
| | Banked: 18/09/2018 | 30.00 | | | | | | |
| Simpson201 | Simpson | 30.00 | | | 1280 | 280 | 30.00 | Simpson Plots 8D & 9D |
| | Banked: 18/09/2018 | -30.00 | | | | | | |
| Simpson 20 | Simpson | -30.00 | | | 1280 | 280 | -30.00 | Simpson Plots 8D & 9D |
| | Banked: 18/09/2018 | 30.00 | | | | | | |
| Simpson201 | Simpson | 30.00 | | | 1280 | 280 | 30.00 | Simpson Plots 8D & 9D |
| Total Receipts: | | 76,598.65 | 0.00 | 0.00 | | | 76,598.65 | |

9.2.3 UTB Receipts

| | | |
|------------|---|----------|
| 25/09/2018 | Boxley Parish Council | Page 1 |
| 09:48 | Cashbook 2 | User: MF |
| | Unity Trust Account | |
| | Receipts received between 28/08/2018 and 24/09/2018 | |

| | | Nominal Ledger Analysis | | | | | | |
|-------------|------------------------|-------------------------|-----------|-------|------|--------|-----------|---------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| | Banked: 28/08/2018 | 35.00 | | | | | | |
| 5A, 5B | Alchome | 35.00 | | | 1280 | 280 | 35.00 | Allotment Rent Plots 5A & |
| | Banked: 28/08/2018 | 52.50 | | | | | | |
| 7C, 7D, 8C | Dengate | 52.50 | | | 1280 | 280 | 52.50 | Allotment Rent Plots |
| | Banked: 28/08/2018 | 35.00 | | | | | | |
| 2B & 7B | Hill | 35.00 | | | 1280 | 280 | 35.00 | Allotment Rent Plots 2B & |
| | Banked: 28/08/2018 | 17.50 | | | | | | |
| 3F | Rowett | 17.50 | | | 1280 | 280 | 17.50 | Allotment Rent Plots 3F |
| | Banked: 28/08/2018 | 70.00 | | | | | | |
| 3A,B,C,D | Wright | 70.00 | | | 1280 | 280 | 70.00 | Allotment Rent Plots |
| | Banked: 28/08/2018 | 525.00 | | | | | | |
| K1 | Georgiou | 525.00 | | | 1200 | 220 | 525.00 | Burial and Internment Fee |
| | Banked: 03/09/2018 | 40,000.00 | | | | | | |
| TR03/09 | Co-Op General Account | 40,000.00 | | | 210 | | 40,000.00 | Top up funds for |
| | Banked: 03/09/2018 | 17.50 | | | | | | |
| Cooch18 | Cooch | 17.50 | | | 1280 | 280 | 17.50 | Allotment Rent Plot 4E |
| | Banked: 05/09/2018 | 30.00 | | | | | | |
| Beckwith18 | Beckwith | 30.00 | | | 1280 | 280 | 30.00 | Allotment Rent Plot 6C,6D |
| | Banked: 06/09/2018 | -52.50 | | | | | | |
| Reeves18 | Reeves | -52.50 | | | 1280 | 280 | -52.50 | Allotment Rent Plots |
| | Banked: 07/09/2018 | 52.50 | | | | | | |
| Reeves18 | Reeves | 52.50 | | | 1280 | 280 | 52.50 | Allotment Rent Plots |
| | Total Receipts: | 40,782.50 | 0.00 | 0.00 | | | 40,782.50 | |

9.3 Account closing balances.

The instruction for producing these figures were that they were to be based on the last statement received. Currently there are outstanding statements due and there has been movement of money between accounts and where statements are awaited these have been identified.

A more up to date statement of accounts will be provided before the meeting.

| Date | BANK ACCOUNTS (closing balances at last statement) | |
|----------|--|------------|
| 20.09.18 | Coop General Account | £54,257.55 |
| 03.09.18 | HSBC Beechen Hall | £27,657.32 |
| 24.09.18 | Unity Trust Bank (UTB) | £19,139.32 |
| 20.04.18 | Barclays Bank | £81,439.25 |
| 08.08.18 | Lloyds A (matures 08/11/2018) | £51,109.34 |
| 25.07.18 | Lloyds B (matures 26/10/2018) | £25,089.83 |
| 04.06.18 | Nationwide Beechen Hall (95 day saver account which rolls over) | £1,208.99 |

| | | |
|----------|---|-------------|
| 31.03.18 | Nationwide Parish Council (now 95 day saver account which rolls over) | £20,249.78 |
| | Total | £280,151.38 |