



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 16 July 2018 at Weaving Street Village Hall, Weaving Street ME14 5JP 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 4 June 2018** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-6).
 5. **Co-options to Parish Council Vacancies (South Wards)** (7.40)
 - 5.1 To consider co-options to the two South Ward vacancies. See report (page 5) and confidential enclosure.
 - 5.2 To accept declaration acceptance of office successful candidate/s.
 6. **Matters Arising From the Minutes** (7.55)
 - 6.1 Minute 3122/5.1 Honour Boards. See report and enclosure (page 6).
 - 6.2 Minute 3122/5.2 Franklin Drive Play Area. See report (page 6).
 - 6.3 Minute 3122/5.3 OneDrive. Work outstanding.
 - 6.4 Minute 3122/5.4 End of World War 1 commemorative plaque. See report (page 6)
 - 6.5 Minute 3123/13.1 Stem School Public Inquiry. As at 5 July the Inspector's decision still shown as outstanding on the Planning Inspectorate's website.
 - 6.6 Any other matters arising from the minutes which are not on the agenda.
 7. **Crime Report and Police Issues** (8.04)
See report (page 7).
- Adjournment to enable members of the public to address the meeting** (8.08)
8. **Draft Minutes of Recent Committee Meetings** (8.15)
 - 8.1 Environment Committee 11 June 2018. See report (pages 7-8).
 - 8.2 Estates Committee 12 June 2018. See report (pages 7-8).
 - 8.3 Environment Committee 9 July 2018. To be forwarded.
 - 8.4 F&GPC 10 July 2018. To be forwarded.
 9. **Finance** (8.19)
 - 9.1 Payments made out of meeting 29.05.18 – 09.07.18 See report (page 19-21).
 - 9.2 Receipts for the period 29.05.18 – 09.07.18. See report (pages 22-24).
 - 9.3 Account balances report (page 22 - 25).
 - 9.4 Pay Increases. See report (page 25).

10. **Terms of Reference** (8.26)
 To consider the draft Terms of Reference.
 10.1 Walderslade Woods Working Group. See report (pages 14-15).
 10.2 Boxley Burial Ground Working Group. See report (page 15).
11. **Committee Membership for non-parish councillors.** (8.32)
 Deferred from last meeting. See report (pages 15-16).
12. **Policies and Procedures** (8.40)
 12.1 Training needs. To identify any and also to remind councillors that training opportunities do exist.
 12.2 The Clerk has undertaken a review of the Press Policy and Media Management Strategy and they are considered still fit for purpose.
13. **GDPR** (8.42)
 See report (page 16).
14. **Reports from councillors/office** (8.45)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary. See report (page 17)
15. **Reports from Borough and County Councillors** (8.50)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
16. **Matters for Decision** (8.56)
 To consider any issues, such as attendance at meetings or as identified on the evening.
 13.1 Photocopier Lease. See report (page 17).
17. **Correspondence** (8.58)
 To consider any received.
18. **Matters for Information** (9.00)
 18.1 Maidstone KALC minutes 11 June meeting. See report (pages 17-18).
 18.2 Kent Wildlife Trust Wild Kent Spring 2018 issue.
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 28 August 2018.
20. **Next Meeting** (9.03)
 3 September 2018 at the European School of Osteopathy, Boxley Village ME14 3DZ.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council.

Date 9 July 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 September 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 16 July 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 4 June 2018 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr Ivor Davies, Mr V Davies, Mr T Harwood (arrived at item 3), Mrs W Hinder, Mr D Hollands, Mrs K Macklin and Mr P Sullivan together with the Clerk Mrs P Bowdery and two members of the public/press.

1. Apologies and absences

Apologies: Cllr Dengate.

Absent: Cllrs Constable and Hayday.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None received.

3. Chairman's Announcements

Members were notified that 6 June Medway Council Planning Committee would be considering a Gibraltar Farm application for renewal of planning permission. Any councillor who was available to attend to object should notify the Clerk. **Action: all councillors.**

Councillors were reminded of the date of the funeral of John Munson.

The Chairman thanked all the councillors serving on the Beechen Hall Extension Working Group.

4. Minutes of the Parish Council Meeting 21 May 2018

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

5. Matters Arising From the Minutes

5.1 Minute 3116/9.1 Honour Boards. The Chairs honour board, after discussions covering board size, display of dates and title was with 2 abstentions, **agreed as quote 2**. Further discussion on the community awards honour board was required, **noted. Action: parish office.**

5.2 Minute 3117/9.2 Franklin Drive Play Area. Awaiting delivery and installation of play equipment. **Noted.**

5.3 Minute 3117/9.4 OneDrive. Work outstanding. **Noted.**

5.4 Minute 3117/9.7 End of World War 1 commemorative plaque. The Clerk's report was **received** and **noted**. Members agreed to a stone 'plinth' and Cllr Vic Davies offered to supply some Ragstone and if the plaque/s were supplied then Cllrs Vic Davies and Sullivan could arrange installation. The Clerk was asked to liaise with the councillors. Members **noted** that the Estates Committee would be considering whether to replace the plaque by the War Memorial at their next meeting. Details of the style and materials available for a plaque would be supplied to members. **Action parish office, Cllrs V Davies, Sullivan and Clerk.**

5.5 Minute 3116/13 Declaration of Casual Vacancies. The required notification of resignations posters have been displayed. **Noted.** The timeline for appointment was discussed and as there was no meeting planned for August members were warned that an extra meeting might be organised to allow the positions to be appointed to.

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

6 **Crime Report and Police Issues**

The crime statistics report was **received** and **noted**.

The meeting was adjourned at 7.50pm. Old Chatham Road roadworks, it was reported that nobody had been working on the site for a week, Cllr Wendy Hinder to take this up with KCC. It was reported that the removal of the speed bumps in The Street Boxley Village had resulted in increase speeds but currently no noticeable increase in the volume of vehicles using the road. The meeting reconvened at 8.03pm.

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

- 7.1 Environment Committee 14 May 2018, with a slight amendment. **Received** and **noted**.
- 7.2 Finance and General Purposes Committee 21 May 2018. **Received** and **noted**.
- 7.3 Finance and General Purposes Committee 22 May 2018. **Received** and **noted**.

8. **Finance**

- 8.1 Payments made out of meeting 14.05.18 - 29.05 18. **Received** and **noted**.
- 8.2 Receipts for the period 01.05.18 – 29.05.18. **Received** and **noted**.
- 8.3 Account balances report. **Received** and **noted**.

9. **Annual Governance and Accountability Return for the Year Ended 31 March 2018**

- 9.1 BPC Governance Statement. The Clerk's report summarising the various methods, procedures and policies put in place by the Council to ensure it complied to the various regulations regarding management and audit of its finances was **unanimously approved by members**.
- 9.2 AGAR Section 1. The signature of the Annual Governance and Accountability Return Statement by the Responsible Financial Officer was **noted**.
- 9.3 AGAR Section 1. Members' having accepted the recommendation of the RFO and the F&GP Committee, **agreed** that the Chairman should sign Section 1 of the return.
- 9.4 Section 2. Accounting Statement. The RFO and Chairman signed Section 2 of the return.
- 9.5 AGAR Annual Internal Audit Report. The completion of the report was **noted**. The report of the Independent Internal Auditor was **received** and **noted**.

The Clerk was thanked for her work.

10 **Committee Membership for non-parish councillors.**

The Clerk's report on the possibility of allowing non-parish councillors onto committees, except for F&GPC, and working groups was **received** and **noted**. Lengthy discussion took place on the options available.

10.1 Cllr Vic Davies proposed seconded by Cllr Macklin that **non-parish councillors should be allowed to serve on a committee. Agreed** with one abstention.

10.2 Cllr Vic Davies proposed seconded by Cllr Clarke that **committees are responsible for inviting/approving an appointment of a non-member. Unanimously agreed.**

10.3 Cllr Wendy Hinder proposed seconded by Cllr Clarke that a maximum of two non-parish councillors could be invited to join a committee. The proposal was not put to a vote as Cllr Wendy Hinder then requested a review of the decision taken at 10.1.

After further discussion it was **agreed** that the item would be deferred to the next meeting to allow a possible revisit to 10.1. **Action: Clerk.**

11 **Policies and Procedures**

- 11.1 Complaints re Code of Conduct (review). **Agreed.**
- 11.2 Lobbying and Predetermination (review). **Agreed.**

- 11.3 Standing Orders (additions). The Clerk's report on potential amendments being presented by KALC was **received** and **noted**. The item deferred to the September agenda. **Action: Clerk.**
12. **GDPR**
Members' **received** and **noted** the Clerk's progress update and advice.
13. **Reports from councillors/office**
- 13.1 STEM School Public Inquiry. The Chairman's report on his attendance and speech was **received** and **noted**. The applicant had agreed to accept a condition to fund the Road Traffic Orders required for Grove Green.
- 13.2 MBC Planning Meeting land at Wildfell Close. Cllr Ivor Davies gave a report on his attendance and speech. The Chairman thanked Cllr Davies and also the Chairman of Walderslade Woodlands Group for attending and speaking in support of the planning application which, subject to conditions, had been granted.
- 13.3 The Clerk notified members that there was an item in the Environment Committee agenda concerning the suggestion of a school on land adjacent to the KIMS site. Concern was raised that the land being considered was allocated as a Nature Reserve in the Local Plan. Concern was also raised that the press releases etc. referred to the land being in Bearsted, the Environment Committee was asked to take this up with Helen Whately MP. **Action: Environment Committee.**
14. **Reports from Borough and County Councillors**
Borough Councillor Wendy Hinder had nothing to add to her report given 2 weeks previously.
Borough Councillor Bob Hinder reported that he was currently attending MBC training events.
15. **Matters for Decision**
Walderslade Woodlands. As planning permission had been granted members **agreed** to the creation of a working group to take the project forward. The group to report directly to the Parish Council and non-parish councillors would be invited to join the group. The Chairman and Cllr Ivor Davies specifically mentioned inviting the Chairman of Walderslade Woodlands Group onto the working group. Draft Terms of Reference was requested for the July meeting. **Action: Clerk.**
16. **Correspondence**
None submitted.
17. **Matters for Information**
- 17.1 Draft minutes Annual Meeting of the Parish. **Noted.**
- 17.2 Spring/Summer update from the Mid Kent Downs Countryside Partnership. **Noted.**
- 17.3 Kent Association of Local Councils Annual Councillors' Conference 2018 "Developing Partnerships". Further details to be forwarded on to councillors. **Action: Clerk.**
- 17.4 Country Eye and a new highway problem app. KCC response that its website adequately supported mobile devices was **noted**.
- 17.5 Kent Police Rural Liaison Team Report and Rural Matters magazine. **Noted.**
18. **Items for Next Agenda**
None suggested.
19. **Next Meeting**
2 July 2018 at Weaving Street Village Hall, Weaving Street, Grove Green ME14 5JP.

As no confidential issues needed to be discussed the meeting remained open to the public/press.

20 **Beechen Hall Extension and Toilet Refurbishment Project**

Members **received** and **noted** the various reports and updates on the situation. Cllr Vic Davies reported that the quotations were now within the allocated budget and very similar in price. After negotiations with two companies and taking the advice of Kent Designs the decision was taken by the BHEWG to recommend one company to the parish council. Cllr Vic Davies proposed seconded by Cllr Ivor Davies that **the contract for the Beechen Hall extension and toilet refurbishment work is awarded to Waller. Agreed** with 1 abstention. **Action: Clerk.**

Cllr Wendy Hinder proposed seconded by Cllr Hollands that **The Clerk is authorised to arrange for the £90,000 PWL to be paid into the Parish Council's account. Agreed.** The Clerk was asked to liaise with the PC & F&GPC Chairmen if there are any issues regarding the draw down of the loan. **Action: Clerk, Cllrs Bob Hinder and Ivor Davies.**

Meeting closed at 9.00 p.m.

Item 5 Co-option to Parish Council Vacancy. Purpose of Item: Decision

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

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

Item 6 Matters Arising from the Minutes.

6.1 Honour Boards. Mock-ups of the boards are enclosed for members approval. Total costs for the boards will be £980.00.

6.2 Franklin Drive Play Area.

On 3 July the Maidstone Borough Council's Heritage, Culture and Leisure Committee (HCLC) agreed to dispose of the land on a 99 year lease parish council so that it can be improved and maintained. MBC now has to publish an advert in the Kent Messenger for two consecutive weeks, it is not yet known when this advert will appear. Should objections be received by MBC then the issue will have to be returned to the HCLC.

The lease agreement has yet to be produced by MBC however subject to documentation being produced by the installers MBC's Parks and Open Spaces department is happy for the parish council to proceed with installation of any equipment but this would be at its own risk. *Clerk's note: should installation go ahead and should MBC receive objections then BPC might be required to have the equipment removed if MBC so decides. It is considered that this risk is low as local residents requested that the parish council take action to safeguard it.*

Local residents are being kept updated via the community e-mail alert system. As the advertisements will state MBC will be 'disposing' of the land this might cause concern so it is suggested that a sign be placed at the site explaining the situation to residents who may not be on the e-mail alert system.

6.4 End of World War 1 commemorative plaque. The Estates Committee has suggested that the Grove Green plaque should reflect the plaque (without the BPC logo) that currently exists at the War Memorial. Cllr Vic Davies has offered ragstone mounts.



Item 7 Crime Report and Police Issues

Purpose of Item: Information.

Crime report 25/05/18 – 23rd June 2018**Theft**

Between 6:00pm on Saturday 23rd of June and 7:00am on Monday 25th of June in The Street. An Auger Torque X250 drill (an attachment to a digger to drill holes in the ground for posts) was stolen from a vineyard.

Theft From Motor Vehicle

Between 12:01am on Wednesday 20th of June and 8:20pm on Thursday 21st of June in Lidsing Road. Number plates have been removed from a vehicle without consent

Between 10:30pm on Sunday 10th of June and 9:00am on Monday 11th of June in Pinewood Drive. A roofing ladder (hooked end) was stolen from the roof of a car parked in a driveway.

Criminal Damage

On Monday 18th of June around 9:48am in Grovewood Drive North. A Vauxhall Insignia parked in a supermarket car park was keyed along one side. A woman was seen damaging the car. She left in a Vauxhall Vectra.

Between 12:01am on Sunday 27th of May and 3:00pm on Friday 1st of June in Henley Fields. Damage has been caused to a residential garden fence

Theft Of Motor Vehicle

Between 10:00am on Wednesday 30th of May and 9:00am on Thursday 31st of May in Lidsing Road. A Peugeot 207 had been stolen from the road

Item 8 Draft minutes of recent committee meetings. Purpose of Item: Information.**Item 8.1 Minutes of the Environment Committee on Monday 11 June 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Mr Bob Hinder, Mr D Hollands together with Mrs P Bowdery (Clerk)

1 Apologies and absences

Apologies accepted: Cllr Constable and Cllr Ivor Davies (Maid KALC meeting).

Absent: Cllr Clarke.

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllrs Brindle, Bob Hinder and Wendy Hinder stated that they knew the applicant for 18/502214 but had not been lobbied.

3. Minutes of the Meeting 14 May 2018

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

4. Matters Arising from the Minutes

*4.1 Minute 3110/4.1. Development Land Adjacent Wildfell Close. The update was **noted**. The parish council will be setting up a Working Group to take on responsibility for progressing the project. **No further action**.*

*4.2 Minute 3110/4.2 Ancient Woodland and TPOs. Cllr Ivor Davies will be bringing up the issue at the KALC meeting that he was attending. **Noted**.*

*4.3 Minute 3110/4.3 Boxley Road, Walderslade. The parish office had reported that the streetlights along the road were obscured by trees. **Noted**.*

*4.4 Minute 3110/4.4 Traffic Speeds, Boxley Road/Beechen Bank Road. Helen Whately MP has written to Neil Davies CEO Medway Council. **Noted**.*

*4.5 Minute 3110/4.6 Fixed plate pedestrian crossing signs Grovewood Drive North. Will be installed in July/August. **Noted**.*

*4.6 Minute 3110/4.7 Yellow lines at junctions along Provender Way. Junction names submitted to KCC. Response awaited from County Councillor Paul Carter. **Noted**.*

- 4.7 Minute 3110/4.8 Chatham Road Sandling new road layout. The Chairman reported that the work already completed looked really good. **Noted.**
- 4.8 Minute 3113/12.2 Litter bins. Response awaited from MBC. Request made to Parks Department for better bins. **Noted.**
- 4.9 Any other matters arising from the minutes not on the agenda. None.

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

5. **Planning Applications for Consideration**

18/502507/TPO - TPO Application for works to one Beech Tree - Reduce crown by 50%, crown thin remainder by 50%. Crown lifting by approximately 1 metre & reduction in width of the crown by approximately 3 metres at Fagus Close Walderslade. **Ratified** the Clerk's decision, after consulting members Do not wish to object defer to landscape officer's views.

18/502239/FULL – Proposed single storey side extension with internal alterations. Demolition of conservatory (Amendment to 16/505026/FULL) at Grove Green Road, Weaving. **Ratified** the Clerk's decision, after consulting members The Parish Council has no material planning reasons to object.

18/5021456/FULL – Erection of a building to provide office accommodation to existing factory and creation of additional parking facilities at 33 Lordswood Industrial Estate, Gleamingwood Drive, Lordswood. **Ratified** the Clerk's decision, after consulting members The Parish Council wishes to see the application refused. It is considered that the proposed car parking spaces, to serve the office accommodation, will create on and off site road safety issues. Future HGV and van deliveries to the site will have nowhere to park or wait and there appears to be insufficient turning provisions for HGVs. Close to the applicant's site is Revenge Road, which serves the main area of the Lordswood Industrial development, it is completely saturated with on-street car and van parking leading to a reduction in vision sight lines and dangerous conditions for pedestrians and drivers. This saturation has led to HGVs waiting and parking in the adjacent Badger Road which is residential.

The loss of on site lorry and HGV parking will potentially force HGVs onto Gleamingwood Drive and Badger Road. If there is insufficient on-site HGV turning provision then vehicles will be forced to reverse onto Gleamingwood Drive which with its proximity to the Revenge Road and Badger Road junctions is unacceptable.

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

18/502370/FULL Garage conversion & single storey side extension at Henley Fields, Weaving. **Ratified** the Clerk's decision, after consulting members The Parish Council has no material planning reasons to object

18/502560/TPO Application to Remove Any Deadwood, Any Crossing, Rubbing or Diseased Branches on T12, T13, T14 and T16 (Oaks) and T19 (Lime) and T23 (Beech) at The Medlars Maidstone. **Ratified** the Clerk's decision, after consulting members Do not wish to object defer to landscape officer's views.

18/502319/FULL - Variation of Conditions 2 and 4 of application MA/09/1280 (Change of use to children's indoor activity centre with alterations to the external appearance of the building and associated works including single storey extension to south-west elevation and car parking as shown on drawing nos. 09.03.01, 09.03.02, 09.03.03, 09.03.05 RevC, 09.03.06 RevC and 09.03.07 RevC received on 20th July 2009 and 09.03.09 Rev C and DHA/7215/01 RevA received on 11th August 2009). - To allow the use of the site as a children's gymnastics centre and to extend the opening hours to between 8.00am and 10.00pm at Units 30 & 32 Newnham Court Shopping Village

*Bearsted Road Weaving. **Ratified** the Clerk's decision, after consulting members The Parish Council has no material planning reasons to object.*

*18/502213/FULL - Retrospective construction of a detached Garage to the front of the property at The Firs Boxley Road Walderslade. **Ratified** the Clerk's decision, after consulting members*

The Parish Council wish to see this refused for the following planning reasons:

- The structure has an adverse and unacceptable impact on the streetscene.*
- The structure brings forward the build line on Boxley Road. There is concern that if is allowed this will set an unacceptable precedent in the area.*

The Parish Council considers that the right of the Borough Council to object or manage a planning application is seriously eroded by the legislation allowing retrospective planning applications.

If the Planning Officer is minded to grant permission then the Parish Council asks that the application is reported to the Planning Committee.

18/502715/FULL Loft conversion with front and rear dormers and extension of existing side dormer. Pine Lodge Boxley Road Walderslade.

The Parish Council has no material planning reasons to object.

18/502214/FULL Erection of a single storey rear extension to provide kitchen/family room, together with minor internal alterations. Camomile Drive Weaving.

The Parish Council has no material planning reasons to object.

18/502621/FULL Erection of a first floor dormer extension to existing double garage for general purpose loft room. The Spinney Walderslade. Cllrs Brindle and Hollands led the consideration of the planning application.

The parish council wishes to see this refused and reported to the Planning Committee for the following reasons:

- The development, due to its mass and size will not be subservient to the original or adjacent dwellings.*
- The design of the structure will have an adverse impact on the character of the close.*
- There will be an adverse impact on the current street scene due to the infilling of the space between the existing two properties.*
- It is considered that it will have a detrimental impact on the adjacent property due to loss of light.*
- It is considered that properties to the rear of the development will have a loss of privacy, with potential overlooking of habitable rooms from the steps.*
- The height and design of the access steps are considered unacceptable. The metal design is out of keeping with the character of the close.*

18/502525/FULL Demolition of conservatory and erection of a two storey side extension and a rear single storey addition. Grove Green Road Weaving.

The Parish Council has no material planning reasons to object.

18/502780/FULL Variation of Condition (14) of planning permission MA/12/2314 - Erection of Class A1 retail development (with ancillary cafe) and associated servicing, car parking, landscaping and access arrangements. (The net internal sales area of the store hereby permitted shall not exceed 3,722 sq metres (net) of which no more than 1,797 sq metres (net) shall be used for the sale of fashion goods and no more than 1,841 sq metres (net) shall be used for the sale of home goods. No more than 74 sq metres (net) shall be used for the sale of stationery, greeting cards and wrapping paper within a concession ancillary to the sale of fashion and home items. No more than 53 sq metres (net) shall be used as a travel agent as a concession ancillary to the main retail use. No more than 198 sq metres (net) shall be used as a cafe and this will be ancillary to the main retail use). Next Eclipse Park Sittingbourne Road.

The parish council wishes to see this refused and reported to the planning committee. It is considered that the proposed change will have an adverse impact on the vitality of the Town Centre.

18/502733/FULL Proposed single storey rear extension, with rooflights and insertion of window at ground floor level. Fagus Close Walderslade.
The Parish Council has no material planning reasons to object.

18/502880/TPO/PAHE TPO Application to T1 Oak - (1) Remove epicormic growth from main stem up to crown break. Reason: To control the development of the lower canopy so as to improve light to the garden and house. (2) Evenly thin throughout canopy by up to 20% of foliar volume, to be achieved through the removal of branches <100mm dia., maintaining an even distribution and balance of internal growth with branch ends. Reason: To promote the development of an open and balanced branch structure and improve light to the garden and house. (3) Crown lift the eastern and western canopy to up to 9m over ground level, through the removal of pendulous secondary growth only. Reason: To create a balanced lower canopy and improve light to the garden and house. Lombardy Drive Grove Green.
Do not wish to object defer to the views of the Landscape Officer.

18/502630/FULL Minor material amendment to condition 1 of application 17/503510/REM
(Approval of Reserved Matters for Access, Appearance, Landscaping, Layout and Scale following Outline Approval for 13/1687 [An outline application with all matters reserved for future consideration for a new 12 court sports hall and ancillary accommodation.]) to include alterations to scale and layout of entrance/changing areas, and additional ancillary accommodation at first floor level. Valley Park Community School Huntsman Lane.
The Parish Council has no material planning reasons to object.

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

- 6.1 STEM School Public Inquiry. Cllr Bob Hinder had given a verbal report at the parish council meeting. **Noted.**
- 6.2 Outstanding Appeal Decision for Forge Lane and the Pump House, the Clerk reported that there was still no decision dates shown on the Planning Inspectorate website. **Noted.**

7. **Highways and Byways**

- 7.1 Speed bumps Boxley Village, petition for their removal. Response still awaited from KCC Highways. Cllr Hollands reported that the speed of vehicles going through the village had definitely increased and concerns were raised about how residents might be able to safely exit their properties. **Noted.**
- 7.2 Roundabout sponsorship. The Clerk was asked to chase for a response. **Action: Clerk.**
- 7.3 Parking Hotline. The report on Medway Council's enforcement of parking regulations through a hotline was **received** and **noted**. Maidstone KALC Committee to be approached to see if they would consider making the suggestion for a similar scheme to MBC. **Action: Clerk and MKALC reps.** If not taken up by MKALC then the issue to be referred to Maidstone Joint Transport Board. **Action: Clerk.**
- 7.4 Flooding in parish. Lengthy discussion took place on the recent flooding and whilst rainfall had been excessive the same areas were always effected. It was **agreed:**
 - "Liable to flooding" signs would be requested for the Boxley Road/Longwood Close area.
 - A copy of the drain inspection/cleaning schedule would be obtained.
 - Concern was raised that areas liable to regular flooding were not being considered for remedial road works to stop or control the problem. The

concerns are to be taken to Maidstone Joint Transport Board. **Action: office.**

7.5 Junction 3 M2. Helen Whately MP is arranging a meeting with Highway England, probably early June, about plans to tackle congestion. **Noted.**

7.6 Pothole App. KCC's response that its website was mobile device friendly was **noted.** Members were disappointed that an app was not being considered as reporting issues via the KCC website was very time consuming and it was thought that this put people off. KCC to be asked to reconsider. **Action: office.**

8. **Franklin Drive Play Area.**

The donation from Gallagher's for the play equipment has been received and the equipment has been ordered with a delivery date approx. first two weeks of July. **Noted.** The Clerk was asked to contact Gallagher's about the installation date as the Chairman wanted it installed before the school holidays. **Action: Clerk.**

9. **Policy and Procedures**

None submitted for consideration.

10. **Members Reports**

None submitted for consideration.

11. **Volunteer Groups**

Cllr Bob Hinder reported that a meeting of Friends of Boxley Warren was being arranged.

12. **Matters for Information**

12.1 School KIMS site. Concern was raised about the potential extra traffic should another school be built at the site. Helen Whately MP to be written to about the site being referred to as in Bearsted when in fact it was Weaving and thus in Boxley Parish and Boxley Ward. **Action: office.**

12.2 M2 Junction 5 Improvements. Report on another consultation **received and noted.**

13. **Items for Next Agenda**

None submitted for consideration.

14. **Next Meeting**

Next Environment Committee meeting 9 July at Beechen Hall commencing at 7:30pm.

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

None submitted for consideration.

Meeting closed at 8.40 pm.

Item 8.1 Minutes of the Estates Committee on Tuesday 12 June 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Declaration of Interest or Lobbying**

Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllrs Vic Davies and Sullivan declared they had been lobbied on Shepherds Gate Drive Play Area.

2. **Apologies and absence**

Mr D Hollands (holiday) Mrs L Clarke (Absent)

3. **Minutes of Previous Meeting 17 April 2018**

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 3107/4.1 North Wall – Boxley Green - No further update had been received deferred to the August meeting. **Noted.**
- 4.2 Minute 3107/4.2 South Wall – Repairs to final part of the wall have now been completed. **Noted.**
- 4.3 Minute 3079/12.5 Provision of Playgrounds within the Parish Members **received** the Clerk's report and were relieved the swings were being replaced at Shepherds Gate Drive play area. Cllr Bob Hinder confirmed that Maidstone Borough Council has changed its stance on play areas within the borough and Cllr Vic Davies requested further clarification from MBC as to their new approach and more specifically which play areas will be saved within the parish. **Action office.**

5. **Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment Report. **Received** and **noted** Annual Report previously circulated. Cllr Dengate reported that whilst no activity has been sighted from Kestrels, four Buzzards have been seen at the site. A tick has also been reported and an email to plot holders warning them of the situation was requested by the committee. Reports of minor vandalism issues at the site have been reported and it was suggested that an email to all plot holders warning them and to ask them to report any unusual or suspicious activity whilst they are visiting their allotment. **Action office.**
- 5.2 Pest Purge Report –**Received** and **noted.**

6. **Boxley War Memorial**

- 6.1 Members **received** and **noted** the Clerk's report regarding the inclusion of the final name. Members then considered the job specification for inscribing the additional names onto the war memorial and for cleaning it. After a couple of minor amendments, it was agreed that the job specification will contain 4 quotations as follows:

- The inscription of the new names onto the middle drum
- Cleaning the lower drum
- Cleaning of the step below lower drum
- All of the above.

- 6.2 Memorial plaque at St Mary & All Saints Church sign. Members **agreed** with the suggestion for this plaque to replicate the stone one that has been agreed for the commemorative trees at Grove Green by reusing the current plaque and wooden plinth and mounting it onto Kentish ragstone. **Action Cllrs Vic Davies/Sullivan.**

7. **Burial Ground**

- 7.1 Notes of Burial Ground meeting 3 May 2018. **Received** and **noted.**
- 7.2 Burial Ground Regulations. Members **received** the clerk's report and after a lengthy discussion agreed to delegate powers to the Clerk and a working group comprising Cllr Bob Hinder and Ivor Davies to recommend revised burial ground regulations for consideration by the Estates Committee. **Action Clerk/Cllrs Hinder and Ivor Davies.**
- 7.3 Burial Ground Fees. Members **received** and **noted** the Clerk's report and **agreed** to the suggestions made by Rev Kite subject to further clarification from him on the cost for committal fee for people living outside the civil church boundary. **Action Clerk/Rev Kite.**
- 7.4 Overall authority to make decisions in the burial ground. Members **received** the Clerk's report and unanimously **agreed** that BPC should retain overall responsibility for the Burial Ground. The Minister may administer the burial

ground but any deviation from the agreed rules and regulations must be first agreed with the Clerk. **Action further investigation by working group.**

- 7.5 Procedure for St Mary and All Saints to manage the burial ground. Members **received** the Clerk's report and **agreed** to delegate this procedure to the working group. **Action Clerk/Cllrs Hinder and Ivor Davies.**

8. **Matters for Information**

There were none.

9. **Assistant Clerk's Report**

- 9.1 Hire fees income. **Received and noted.**
9.2 Account and Investment Bond balances. **Received and noted.**
9.3 Income and Expenditure. **Received and noted**
9.4 Profit and Loss report. **Received and Noted.**
9.5 Accident Report. One accident was reported and had been recorded in the accident book.

10. **Beechen Hall Extension**

- 10.1 Notes from BHEWG meeting held on 10 and 24 May were **agreed.** Cllr Vic Davies confirmed that at the meeting on 4 July the working group **agreed** to recommend Waller to take on the project as their revised quotations and timeline met the requirements of the Parish Council in terms of timeframe and budget. The meeting on 11 June was cancelled as the representative from Waller was unable to attend and this has been rescheduled for Tuesday 18 June at 8.30am. **Action office/BHEWG.**

11. **PA/Hearing Loop System – Beechen Hall**

Members **received** and **noted** the Assistant Clerk's update and will be brought back to the agenda at a later date for consideration. **Action office.**

12. **Policies and Procedures**

- 12.1 Business Continuity Plan – Deferred to August meeting. **Agreed.**
12.2 Hall Hire Cancellation fees and deadlines. Members **reviewed** and **amended** the policy to read:

NOTICE OF CANCELLATION

Less than one month
Between 1 and 4 months
Between 4 and 6 months
More than 6 months

PAYMENT RETAINED

Full balance of hire fee.
75% of hire fee
50% of hire fee
Administration Fee of £50.00

- 12.3 Late arrival, departure and early opening for casual hirers Members **received** and **agreed** these policies with minor grammatical changes. **Action office.**

12.4 Village Hall Grant Policy. **Reviewed** and **agreed** no change.

12.5 Review training needs. None were identified.

12.6 Dove Hill Allotment rents and rules and regulations – Deferred to August meeting. **Agreed.**

12.7 Clerk's Delegated Powers – Beechen Hall and Dove Hill Allotments this has been reviewed by the office and is still fit for purpose. **Agreed.**

13. **Matters for Decision**

There were none.

14. **Date of Next Meeting.**

Tuesday 14 August 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

15. **Caretaker Update**

- 15.1 Caretaker On call Payment. After consulting with members out of meeting it was proposed from the Chair to pay an On-Call Annual Allowance, equivalent to 3%

(£125.00) of the Part-time Cleaner/Caretaker's annual salary paid monthly. The existing arrangements for when a call out is made will remain. Pro rata payments will start 1 June 2018. **Action office.**

15.2 Caretaker Update. Members **received** and **noted** the Chairs report on the employment of a new part-time cleaner/caretaker.

Meeting closed at 9.20 pm

Item 9. Finance. Purpose of Item: Information and decision.

9.4 Pay Increases.

The NALC pay award for the office staff has been approved, with effect from 1 April 2018, and adjustments have been made to the staff salaries.

The Budget also allows for a 1% increase in the Parish Councillor and Chairman's allowances. The RFO is recommending that this increase, back dated to 1 April 2018 is approved by members.

Item 10 Terms of Reference. Purpose of Item: Decision.

Purpose of report: It is current council policy that Terms of Reference for working groups have to be reported to the parish council.

Item 10.1 Draft Terms of Reference and Reporting Procedure for Walderslade Woodlands Working Group.

Purpose. To progress the project to take over ownership of Walderslade Woodlands and to create a Charitable Incorporated Organisation (CIO) to take on responsibility for future management and enhancement of the woodlands.

Membership. **Decision required.** *Clerk's comment: as the work will entail recommendations covering legal contracts and finances it is suggested that the PC and F&GPC Chairmen should be on the working group. As decisions will also affect the future management of the woodlands it is further suggested that the Chairman of the WWG (and perhaps one other member of that group) are invited onto the working group. Guidance on other members is required.*

Quorum. **Decision required.**

Working Group responsible to:

- Parish Council
- F&GPC may need to be consulted on financial issues and would then make a recommendation to the Parish Council.

Record of meetings: A record of all meetings shall be made and included on the parish council agenda.

The working group's responsibilities are identified as:

- To work closely with KCC and external advisors to progress the project.
- To consider and review any conditions or agreements relating to the planning permission or transfer of the land and enabling funds from KCC to BPC.
- To make recommendations to the parish council on agreeing any conditions or agreements.
- To make recommendations on the employment of any external advisors e.g. solicitors required to advise the parish council. **Decision required. Does the parish council wish to approve devolved powers to incur expenditure on employing a solicitor?**

- Investigate and make recommendation to the parish council on the setting up of a Charitable Incorporated Organisation, including number of Trustees.
- To consider the 25 year management plan and make comment/recommendation to the parish council.
- When authorised by the parish council to undertake the work in setting up a CIO.
- To monitor and advise the parish council on the impact on the office and staff, making any recommendations as they consider fit. *Clerk's note: there is concern about what will happen when residents realise that the parish council will have ownership (even for a short time) of the land and will be responsible for tree maintenance. It is anticipated that until the CIO is up and running then will be an increased workload for the Clerk and office.*
- To make recommendations on insurance cover, temporary arrangements that might be needed between receiving the land/finance and setting up a CIO etc.
- To produce a timeline for setting up a CIO and make any recommendations about supporting the new organisation for the first [?] year/s.

Decisions required

What is the role of the Clerk, will she be a member of the Working Group or a facilitator?

Press releases and publicity. Is there to be any change to the current policy of PC chairman approving any drafts?

Are members happy for the OneDrive to be used?

Item 10.2 Draft Terms of Reference and Reporting Procedure for Boxley Burial Ground Working Group

Purpose. To review the current Burial Ground Regulations and make recommendations to the Estates Committee.

Membership. Cllr Bob Hinder, Cllr Ivor Davies and the Clerk Pauline Bowdery.

Working Group responsible to:
Estates Committee

Record of meetings: A record of all meetings shall be made and included on the parish council agenda.

Item 11. Committee Membership for non-parish councillors. Purpose of Item: Decision.

To consider whether a non-parish councillor (non-member) could be allowed to serve on a committee or whether service should be confined to sub-committees or advisory groups.

Revisit to the decision at 10.1

The required four signatures have been received to request a review of a decision taken 10.1 Cllr Vic Davies proposed seconded by Cllr Macklin that **non-parish councillors should be allowed to serve on a committee. Agreed** with one abstention.

Clerk's note. As this issue has been discussed a number of times the following information contains a list of potential options for members to consider. The revisit is dealt with under the Decisions to be considered section of this report.

Agreed policies and procedures.

At the April and May Parish Council meetings certain policies and principles for a non-parish councillor (non-member) to serve with the council were agreed:

- Sharing of confidential information.

- Non-member cannot be Chairman of a working group nor can they instruct the parish office.
- Guidance Note for a member of the public serving on a parish council (committee/working or advisory group [deleted as necessary]).
- Committees are responsible for inviting/approving an appointment of a non-member.

Legal situation.

Clerk's note: In the following the use of the word 'serve' or 'serve on' is meant that the non-member will be part of/work with a group, it does not imply that they are an elected member.

The parish council has the following powers:

- The power to appoint committees. With the exception of the F&GPC, only parish councillors can be on this committee, a non-member can be appointed to serve on a committee but apart from a few cases (land management, tourism functions and management of festivals) they cannot vote.
- The power to appoint working/advisory groups.
- The power to appoint and pay for specialist advisors/advice.

Committees have the following powers which include delegated authority, via Standing Orders, from the parish council:

- The power to appoint sub-committees and working/advisory groups. Sub-committees can consist of members and non-members. Advisory and Working Groups can be made up solely from non-members. The F&GPC can appoint a sub-committee/advisory group.
- If it is within the delegated powers in its Terms of Reference it has the power to appoint and pay for specialist advisors/advice.

Decisions to be considered

1. Whether to revisit/change the decision taken at the last meeting "**non-parish councillors should be allowed to serve on a committee. Agreed**".
2. Limit on number of non-members invited to join a group. Cllr Dengate proposed two but no vote was taken.

Clerk's note: The Parish Council, committees and sub-committees can invite anybody to address them, they can seek views from non-members and gather information from outside sources.

When undertaking large projects the parish council/committees generally set up a Working/Advisory Group, a sub-committee can also be set up and each of these options allow for non-member's of the parish council to be invited to serve.

As non-members, with the exception of the areas listed above, have no voting rights on a committee and as on large projects the parish council would set up a smaller group it is not clear what benefit would be obtained by having non-members formally appointed to a committee?

Future decisions

Depending on members decisions some adjustment will need to be made to Standing Orders, which are being reviewed at the September Parish Council Meeting and the Clerk can organise this.

<h3>Item 13. General Data Protection Regulations Purpose of Item: Information.</h3>
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Clerk's report: Due to the Beechen Hall extension project and annual leave it has not been possible to undertake much additional GDPR work however the new systems that have been put in place to ensure that the parish council complies with GDPR appear to be working. The parish office is currently working towards ensuring that the previous 6 financial years of Beechen Hall hire forms are converted into a GDPR compliance format. It is anticipated that work will commence on the remaining GDPR backlog during the extension work during the July/August period.

Item 14. Reports from councillors/office Purpose of Item: Information

Beechen Hall Extension, report from Cllr Vic Davies.

The work for the extension and refurbishment of the toilets at Beechen Hall commenced today and will be going on until 21st September. Whilst this is only the beginning of the end I would like to take this opportunity to thank the Beechen Hall Extension Working Group, Paul, Bob, Ivor, Lynn, Pat, Kaz, Mel and Pauline for the hard work. The hall has partial closure but the parish office will remain at work and open but very much in the middle of a building site so arrangements will be made to have a temporary entrance and new bell system. Some regular hirers have opted to continue using the hall and this has and will cause extra work to office staff as they juggle working in a building site, with all the accompanying noise and disturbance, and continuing their day to day work.

There are of course health and safety issues around any building work and professional advice has been sought on this but the day to day management around the hall and hirers falls on our Clerk and office staff the less pressure placed on them the better so I request that councillors don't turn up to view the work and if you need to come to the office please phone to see if it is convenient as for some periods there may be no electricity or it may be extremely noisy. Throughout the build office staff and hirers will have access to a toilet and water.

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

Photocopier Lease. To ratify the Clerk's decision, after consulting members to sign a new lease agreement, for 4 years, with Konica Minolta. Four quotations were supplied by Kent County Supplies. Note. Councillors Bob and Wendy Hinder notified an interest to the Clerk.

Item 18. Matters for Information. Purpose of Item: Information.

18.1 KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Annual General Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 11 June 2018.

Present: Councillors: REDACTED
Apologies. Councillors: REDACTED

2. Minutes. The minutes of the 16 April 2018 meeting were taken as read, confirmed as a correct record and signed by the Chairman.

3. Matters Arising. Cllr Brown reported that she hoped to have further clarity on the issue of Farmers Markets and Ancient Woodlands at the next meeting.

4. Election of Representatives

4.1 Chairman: Councillor Geraldine Brown was re-elected as Chairman for the year 2018-2019.

4.2 Vice Chairman: Councillor Cheryl Taylor-Maggio was re-elected as Vice Chairman for the year 2018-2019.

4.3 KALC County Executive: Councillors Geraldine Brown and Cheryl Taylor-Maggio were elected to serve as representatives for the year 2018-2019.

4.4 Joint Transportation Board: Councillors John Wilson and Geraldine Brown were elected as representatives for the year 2018-2019. Councillor Taylor-Maggio was duly elected as substitute member for the year 2018-2019.

5. Reports from Representatives:

5.1 Parish Liaison Group.

5.1.1 Parish/Maidstone Borough Council Liaison The next meeting is scheduled for 9 July. The following topics are to be raised:-

- Reminder to Parishes to ensure that on any planning applications where deferment to the planning committee is required that this must be included within the text of the Parish Council response.
- Rural parishes would like to see the Bulky Refuse Freighter re-introduced.
- Changes to the Parking charges in Maidstone Town Centre/Park and Ride are not helping the local business economy or attracting rural shoppers.
- Support required to tackle anti-social behaviour in parishes that have seen a rise of local needs housing tenants through major developments.

2.1.2 Police Liaison Report No date has currently been set for the next meeting. Geraldine Brown is currently in negotiations with the Chief Constable regarding the format/requirement for this.

6. Allocation of S106 Monies (Headcorn) The issue was raised regarding the identifying and claiming of S106 monies from local major development. It was noted that there is some £300m of unclaimed S106 monies still in the pot. It was agreed that this issue would be raised at the next Parish/Maidstone Liaison Group and it was felt that perhaps a database could be established to help parishes identify any money allocated and left unspent. It is unknown what will happen to the pot once CIL is introduced but it was also noted that a CIL workshop is being held by MBC Strategic Planning Team on 20 June and is open to one parish representative per parish.

7. Electoral Roll The lack of post codes has now been rectified and will appear on the next issue.

8. Any Other Business

1. Councils should be aware of 'Big Conversation' consultations on rural transport. There is a public meeting at KCC Sessions House on 19 July and a seminar for Parish Council reps at the Mecure Great Danes Hotel on the 18 July. Comments can be submitted from the 13 June.

2. The co-ordinating team has recently responded to the government consultation on unauthorised gypsy sites.

3. Five parishes have expressed an interest to explore air quality diffuser tubes further. Peter Coulling will be making contact with those parishes in due course. Any other Parishes still interested should contact the KALC Maidstone Committee at maidstonekalc@gmail.com

4. Cllr Titchener (Ulcombe) circulated an article from a recent KM Maidstone edition regarding Maidstone Borough Councillor Harwood's idea to make the Greensand Ridge an AONB. Parish Councils are asked to consider placing this on their next agenda's and sending letters of support to both Alison Broom at MBC and cc'ing Cllr Tony Harwood into this.

5. Attendance by Parish Council members at these quarterly meetings appears to be hit and miss. It was agreed for Cllr Ash to conduct a poll.

9. Time and date of the next meeting This will be held on Monday 24 September 2018 at the Town Hall, Maidstone starting at 7pm.
Meeting Closed at 9pm

Item 8.1 Payments made out of meeting 29.05.18 – 09.07.18

No payments were made from the following accounts:

- Santander Investment Bond
- Barclay's Bank
- Lloyds A
- Lloyds B
- Nationwide Parish Council

8.1.1 HSBC Payments

Date: 09/07/2018

Boxley Parish Council

Page 1

Time: 10:44

HSBC General Account

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2018	Suez Recycling & Recovery UK L	DD31113629	174.46		Refuse Collection - April
01/06/2018	Maidstone Borough Council	3073150/3	208.00		Rates
12/06/2018	Maidstone Borough Council	102706	475.00		Refund of hall hire overpayment
14/06/2018	Opus Energy - Electricity	DD64313195	220.30		Electricity Apr-May
15/06/2018	Buisness Stream	DD2746492/	216.77		Water Mar-May
20/06/2018	OPUS Energy - gas	DD23355764	67.06		Gas May-June
29/06/2018	Suez Recycling & Recovery UK L	DD31146300	302.38		Refuse Collection
Total Payments			<u>1,663.97</u>		

8.1.2 Unity Trust Bank Payments

Date: 09/07/2018

Boxley Parish Council

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Time: 10:34

Unity Trust Account

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29.05/2018	RTF Networks	DD6728729	139.26		Telephone & broadband
31.05/2018	KCC Commercial Services	L31384154	62.40		Miscellaneous
31.05/2018	Kent County Council	900066801	668.11		Signage for Grovewood Drive N
31.05/2018	Chloe Fuller	C270 BH	150.00		Refundable Damage Deposit
31.05/2018	KCC Commercial Services	L3131219	5.16		Latex Gloves
31.05/2018	Miss Julie Drew	C256BH	250.00		Refundable Damage Deposit
01.06/2018	Northstar IT Services	DD1570098	165.95		IT services & backup
01.06/2018	Northstar IT Services	DD1570098	-165.95		IT Services & Back Up
01.06/2018	Northstar IT Services	DD1570098	165.94		IT services and back up
14.06/2018	Asda	IMPREST88	4.98	Mrs P Bowdery	First Aid
14.06/2018	Paydens Ltd	IMPREST88	1.50	Mrs P Bowdery	First aid supplies
14.06/2018	Timpson	IMPREST88	10.00	Mrs P Bowdery	Key for allotment shed
14.06/2018	Mrs P Bowdery	IMPREST88	120.99		Imprest AC 88
14.06/2018	Playdale Playgrounds	31662	3,153.60		Frank Dr Equipment
14.06/2018	European School of Osteopathy	ESQJUNE	80.00		June room hire
14.06/2018	Lionel Robbins	IAA	75.00		Internal audit fee
14.06/2018	KCC Commercial Services	DD13150616	78.96		Consumables
14.06/2018	Mr D Odell	INV24	500.54		Hall maintenance - sink unit
14.06/2018	Wickes	IMPREST4	19.99	Mr R Burrows	Wood Preserver
14.06/2018	Shell Services	IMPREST4	35.00	Mr R Burrows	Diesel
14.06/2018	Robin Hood Service Station	IMPREST4	24.88	Mr R Burrows	Diesel & petrol
14.06/2018	Mr R Burrows	IMPREST4	10.00		Mileage
14.06/2018	Venture	IMPREST88	12.99	Pauline Bowdery	Nappy Bin Liner Refill
18.06/2018	Lloyds Corporate Multipay Card	Trs18/6/18	62.95		Credit Card top up funds
22.06/2018	PC01	22/06/PC01	0.01		Salary - June
22.06/2018	PC01	22/06/PC01	-0.01		Salary - June
22.06/2018	KCC Commercial Services	L3159974	30.18		Consumables
22.06/2018	Kent Wildlife Trust	29016	50.00		Annual Membership
22.06/2018	Business Services at CAS Ltd	YLL2720041	1,523.49	YLL2720041953	Annual Insurance Premium
22.06/2018	Business Services at CAS Ltd	V\H2720392	1,476.98	V\H2720392023	Annual Insurance Premium
22.06/2018	PC01	22/06/PC01	2,167.78		Salary - June
22.06/2018	PC03	22/06/PC03	682.46		Salary - June
22.06/2018	PC06	22/06/PC06	34.33		Councillor Allowance - June
22.06/2018	PC07	22/06/PC07	34.33		Councillor Allowance - June
22.06/2018	PC08	22/06/PC08	25.73		Councillor Allowance - June
22.06/2018	PC02	22/06/PC02	1,247.27		Salary June
22.06/2018	PC09	22/06/PC09	34.33		Councillor Allowance - June
22.06/2018	PC10	22/06/PC10	42.87		Chairman's Allowance June
22.06/2018	PC11	22/06/PC11	34.33		Councillor Allowance June
22.06/2018	PC04	22/06/PC04	60.00		Downs Mail Delivery June
22.06/2018	PC12	22/06/PC12	42.93		Councillor Allowance June
22.06/2018	BH05	22/06/BH05	546.78		Salary June
22.06/2018	BH02	22/06/BH02	347.00		Salary June
22.06/2018	PC05	22/06/PC05	39.50		Litter Picking WDUO
22.06/2018	BH03	22/06/BH03	1,352.94		Salary June

Date: 09/07/2018

Boxley Parish Council

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Time: 10:34

Unity Trust Account

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/06/2018	PC18	22/06/PC18	83.00		Downs Mail Delivery June
22/06/2018	HMRC	577PW00105	376.13		PAYE
22/06/2018	EFT Receipts Ac	IT00000068	224.26		Pension Contributions - May
22/06/2018	Satswana Limited	BPC15618	600.00		GDPR One Year DPO Service
22/06/2018	PC02	DM DELIVER	25.00		Downs Mail Delivery June
26/06/2018	G Gweme	C288	230.00		Damage Deposit Refund
28/06/2018	RTF Networks	DD6729971	116.62		Telephone & Broadband Services
30/06/2018	Unity Trust Bank	SC 30/6/18	34.65		Quarterly service charge
05/07/2018	UK Power Networks	3100106749	1,456.32	Angie Candy	Re-siting of Electricity Meter
06/07/2018	Dennis Pasipanodya	C298BH	250.00		Refundable Hall Damage Deposi
Total Payments			<u>18,601.46</u>		

8.1.3 Coop Payments

Date: 09/07/2018

Boxley Parish Council

Page 1

Time: 10:34

Co-Op General Account

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2018	Mail Publications Ltd	DD114109/1	490.14		Downs Mail Page - May
01/07/2018	Mail Publications Ltd	DD114213/4	490.14		Boxley Page - June
Total Payments			<u>980.28</u>		

8.1.4 Lloyds Corporate Multipay Card

Date: 09/07/2018

Boxley Parish Council

Page 1

Time: 10:35

Lloyds Corporate Multipay Card

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2018	Lloyds Corporate Multipay Card	04/06	3.00		Monthly fee - June
Total Payments			<u>3.00</u>		

8.1.5 Nationwide Beechen Hall

Date: 09/07/2018

Boxley Parish Council

Page 1

Time: 10:35

Nationwide Beechen Hall

List of Payments made between 29/05/2018 and 09/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2018	HSBC General Account	State 7	55,000.00		Maturing Bond
Total Payments			<u>55,000.00</u>		

Item 8.2 Receipts for the period 29.05.18 – 30.06.18

No receipts were received for the following accounts:

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

8.2.1 HSBC Receipts.

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Boxley Parish Council
Cashbook 1
HSBC General Account

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Receipts received between 29/05/2018 and 30/06/2018

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/05/2018	606.17						
33	Kumon	606.17			1235	260	606.17	R1993 Kumon June
	Banked: 29/05/2018	283.80						
34	Chigidi	283.80			1230	260	281.80	C288F Chigidi 23/6/18
					1231	260	2.00	PL Insurance Chigidi
	Banked: 29/05/2018	45.00						
29	Ironside	45.00			520		45.00	C290D Ironside 24/11/18
	Banked: 29/05/2018	101.90						
30	Khan	101.90			520		101.90	C292D Khan 14/7/18
	Banked: 31/05/2018	81.20						
35	Teenie Boppers	81.20			1235	260	81.20	R1999 Teenie Boppers
	Banked: 01/06/2018	50.40						
37	Pozzetti	50.40			520		50.40	C294D Pozzetti 10/11/18
	Banked: 03/06/2018	223.30						
38	Turnletots	223.30			1235	260	223.30	R2000 Turnletots June
	Banked: 04/06/2018	50.40						
31	Glass	50.40			520		-50.40	C259D Glass 30/6/18
					1230	260	98.80	C259F Glass 30/6/18
					1231	260	2.00	PL Insurance Glass
	Banked: 04/06/2018	55,000.00						
State 7	Nationwide Beechen Hall	55,000.00			200		55,000.00	Maturing Bond
	Banked: 04/06/2018	-50.40						
31	Glass	-50.40			1230	260	-50.40	C259D Glass 30/6/18
	Banked: 05/06/2018	61.60						
39	Caterpillar Music	61.60			1235	260	61.60	R1990 Caterpillar Music
	Banked: 07/06/2018	47.10						
40	Shearer	47.10			1230	260	47.10	C255F Shearer 10/6/18
	Banked: 07/06/2018	50.40						
41	Foyster	50.40			520		-50.40	C262D Foyster 8/7/18
					1230	260	98.80	C262F Foyster 8/7/18
					1231	260	2.00	PL Insurance Foyster
	Banked: 08/06/2018	310.50						
42	Yoga	310.50			1235	260	310.50	R2001 Yoga June Invoice
	Banked: 13/06/2018	165.05						
31	Glass	50.40			520		-50.40	C259D Glass 30/06/18
					1230	260	98.80	C259F Glass 30/06/18
					1231	260	2.00	PL Insurance Glass
Subtotal Carried Forward:		57,026.42	0.00	0.00			56,911.77	

Receipts received between 29/05/2018 and 30/06/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
34	Bailey	114.65			520		-144.70 C203D Bailey 07/07/18
					1230	260	257.35 C302F Bailey 07/07/18
					1231	260	2.00 PL Insurance Bailey
	Banked: 13/06/2018	993.69					
31a	NGREA	44.04			1235	260	44.04 R1981 NGREAMay
32	Balbur Short Mat Bowls	172.50			1235	260	172.50 R1989 BSMB June Invoice
33	Movement as Therapy	243.80			1235	260	243.80 R1996 MAT June Invoice
35	Karate	320.50			1235	260	320.50 R1991 Karate June Invoice
36	Age Concern	212.85			1235	260	212.85 R1986 Age Concern June
	Banked: 14/06/2018	154.00					
43	Henking	154.00			520		154.00 C297D Henking 1/12/18
	Banked: 18/06/2018	174.90					
44	Hembron	174.90			1230	260	172.90 C295F Hembron 15/7/18
					1231	260	2.00 PL Insurance Hembron
	Banked: 18/06/2018	320.00					
45	AACTs	320.00			1235	260	320.00 R1988 AACTs Jun/Jul
	Banked: 18/06/2018	487.45					
46	Pasipanodya	487.45			1230	260	235.45 C298F Pasipanodya
					1231	260	2.00 PL Insurance Pasipanodya
					560		250.00 C298 DWD Pasipanodya
	Banked: 18/06/2018	50.40					
47	Young	50.40			520		50.40 C296D Young 30/8/18
	Banked: 18/06/2018	101.90					
37	Khan	101.90			520		-101.90 C292D Khan 14/07/18
					1230	260	201.80 C292F Khan 14/07/18
					1231	260	2.00 PL Insurance Khan
	Banked: 18/06/2018	189.70					
38	Medway Leisure Stay & Play	189.70			1235	260	189.70 R1994 Medway Leisure
	Banked: 19/06/2018	100.00					
48	Kalifungwa	100.00			520		100.00 C220D Kalifungwa 6/10/18
	Banked: 19/06/2018	102.96					
49	Sing & Sign	102.96			1235	260	102.96 R1998 Sing & Sign June
19044	Banked: 20/06/2018	735.10					
19044	Maidstone Borough Council	735.10			1230	260	735.10 Hall - elections
	Banked: 20/06/2018	250.00					
50	Chigidi	250.00			560		250.00 Damage Waiver Deposit
	Banked: 29/06/2018	75.60					
51	Hadris	75.60			520		75.60 C299D Hadris 12/5/19
	Banked: 30/06/2018	138.00					
Subtotal Carried Forward:		60,900.12	0.00	0.00			60,762.12

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
52	A Bead in Time	138.00			1235	260	138.00 R2015 ABIT July Invoice
Total Receipts:		60,900.12	0.00	0.00			60,900.12

8.2.2 UTB Receipts

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Boxley Parish Council

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Cashbook 2

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Unity Trust Account

Receipts received between 29/05/2018 and 30/06/2018

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Cooch4E	Banked: 12/06/2018	20.08						
Cooch4E	Cooch	20.08			1280	280	5.08	Rent 4E
					565		15.00	Key Deposit Cooch4E
	Banked: 19/06/2018	19.09						
Patel 18	Digant Patel	19.09			1280	280	4.09	Allotment Rent Patel 4B
					565		15.00	Keydeposit Patel 4B
	Banked: 20/06/2018	24.15						
Rowett 18	Andrew Rowett	19.50			1280	280	4.50	Allotment Rent Rowett 3F
					565		15.00	Rowett 3F Key Deposit
Hill 18	Kevin Hill	4.65			1280	280	4.65	Allotment Rent 7B Hill
	Banked: 20/06/2018	15.00						
Gleeson	Michael Gleeson	15.00			565		15.00	Key Deposit (2) Gleeson
Total Receipts:		78.32	0.00	0.00			78.32	

8.2 Account closing balances.

Statement Date	BANK ACCOUNTS (closing balances at last statement)	
18.05.18	Coop General Account	£19,671.82
31.05.18	HSBC Beechen Hall	£32,587.83
31.05.18	Unity Trust Bank (UTB)	£95,659.02
01.09.17	Santander Investment Bond (matures 01.08.18)	£76,219.50
19.04.18	Barclays Bank	£81,439.25
08.05.18	Lloyds A (matures 08/08/2018)	£51,051.44
31.01.18	Lloyds B (matures 26/07/2018)	£25,058.59
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	£403,146.22