



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 22 January 2018 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30pm.

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
- 3 **Chairman's Announcements** (7.33)
4. **Minutes of the Parish Council Meeting 4 December 2017** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-5).
5. **Co-option to Parish Councillor Vacancy (North Ward)** (7.40)
 - 5.1 To consider co-option to the North Ward vacancy. See report (page 5) and confidential enclosure.
 - 5.2 To accept declaration acceptance of office successful candidate/s.
6. **Matters Arising From the Minutes** (8.00)
 - 6.1 Minute 3051/4.1 Honour Boards. See report (pages 5-6).
 - 6.2 Minute 3051/4.4. Local Nature Reserve Grove Green. A response is still awaited from MBC. See report (page 6).
 - 6.3 Minute 3052/11 Franklin Drive Play Area. A verbal update will be supplied at the meeting.
 - 6.4 Any other matters arising from the minutes which are not on the agenda.
7. **Crime Report and Police Issues** (8.05)
See reports (pages 6-7).
- Adjournment to enable members of the public to address the meeting** (8.15)
8. **Draft Minutes of Recent Committee Meetings** (8.25)
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
 - 8.1 Environment Committee meeting 4 December 2017 (pages 7-8).
 - 8.2 Environment Committee meeting 11 December 2017 (pages 8-11).
 - 8.3 Estates Committee meeting 12 December 2017 (pages 11-13).
 - 8.4 Environment Committee meeting 8 January 2018 (pages 13-16).
 - 8.5 Estates Committee meeting 16 January 2018 (will be forwarded onto members).
 - 8.6 F&GPC meeting 16 January 2018 (will be forwarded onto members).
9. **Finance** (8.30)
 - 9.1 Payments made out of meeting 28.11.17-15.1.18. See report (pages 27-29).
 - 9.2 Receipts for the period 28.11.17-15.1.18 See report (pages 29-32).
 - 9.3 Account balances 15.01.2018 (page 33).

10. **2018/2019 Precept and Budget.** (8.38)
10.1 The F&GP Committee having agreed that "*The draft budget is recommended to the Parish Council and that a precept of [to be confirmed at F&GPC 16/01/18] be set*". After consideration of the above a proposal along the line of "***This parish council agrees the 2018/2019 budget and that a precept of £xxx be set***" will be placed before the meeting. Draft budget and F&GPC Chairman briefing note will be forwarded to members before the meeting.
10.2 The Chairman and Clerk to then sign the relevant paperwork to apply for the precept.
11. **Parish Hall Extension: Public Works Loan** (8.45)
To receive the F&GPC recommendation on applying for a £90,000 Public Works Loan. A proposal to apply for a loan will be placed before members. See report (page 34)
- 12 **Policies and Procedures** (8.55)
12.1 Policies and Procedures Review Calendar (review). See report (pages 16-18).
12.2 Member numbers for committees. No request for changes to the current numbers have been received.
- 13 **Reports from councillors/office** (9.00)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary. See report (page 18).
- 14 **Reports from Borough and County Councillors** (9.05)
Our Ward councillors are invited to report and discuss matters affecting the parish.
15. **Matters for Decision** (9.10)
To consider any issues, such as attendance at meetings or as identified on the evening.
15.1 2018/2019 Meeting dates. See report (pages 18-19).
15.2 End of World War 1 commemorative plaque. See report (page 20). Item deferred from last meeting.
16. **Correspondence** (9.20)
See report (page 20).
17. **Matters for Information** (9.21)
17.1 KALC Parish Council News Dec 2017 (circulated to members).
17.2 Gift of a Christmas Food Hamper. See report (page 20).
17.3 ASDA Chatham donation. See report (page 20).
17.4 Draft Minutes of the Meeting of the KALC Maidstone Area Committee meeting 27 November 2017. See report (pages 20-21).
17.5 Draft Minutes of the 2017 KALC AGM 18 November 2017. (email 15/12/2017). See report (pages 21-26).
17.6 Local Government Financial Settlement NALC update. See report (page 26).
17.7 Community Policing Volunteers being recruited (e-mail 08/01/17).
18. **Items for Next Agenda** (9.22)
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 February 2018.
19. **Next Meeting** (9.23)
5 March 2018 at Weavering Street Village Hall, Weavering Street, Grove Green ME14 5JP commencing at 7.30pm.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 15 January 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: None.

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

**Supporting agenda papers for the Meeting of the Parish Council
Monday 22 January 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 Minutes of the Meeting of the Parish Council held on Monday 4 December 2017 at St John's School, Provender Way, Grove Green commencing at 7.30pm.

Present: Mr B Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr D Hollands, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Assistant Clerk Mrs M Fooks, Borough Councillor Derek Butler and 3 members of the public/press.

1. Apologies and absences

Cllr W Hinder (convalescing), Cllrs Clarke and Constable (unwell) and Hayday (family bereavement). County Cllr Paul Carter (previous engagement).

The Chairman asked for a new item, Chairman's Announcement to be added to the agenda between current items 2 & 3. **Action: Office.**

The Chairman also requested a members' signing in system be operated starting from January 2018 which was agreed by those members present. **Action: Office.**

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared.

3. Minutes of the Parish Council Meeting 2 November 2017

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

4. Matters Arising from the Minutes

4.1 Minute 3041/1 Parish Councillor vacancy. The Clerk's report was **received and noted** with the timetable for the possible appointment by co-option on 22 January 2017 being **noted**. **Action: Clerk.**

4.2 Minute 3041/4.1 Honour Boards. Work will be completed as soon as the opportunity arises. **Noted.**

4.3 Minute 3041/4.2 HGV signage, Sandling. The sign has been installed. **Noted.**

4.4 Minute 3041/4.4. Local Nature Reserve Grove Green. A response is still awaited from MBC. **Noted.**

4.5 Minute 3041/5. Letter to Kent Police Crime Commissioner re PCSO service. Cllr Bob Hinder received a call from Inspector Hedges stating that 6 new PCSOs had been recruited and it was expected that the previous service of PCSOs attending meetings and being in more contact with the parish office will return in the New Year.

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

5 Crime Report and Police Issues

Crime statistics. **Received** and **noted**. Members **noted** that Councillor Bob Hinder volunteered to undertake the Police survey.

The meeting was adjourned to allow a resident to notify members that the Sandling obsolete telephone box in Sandling had been removed.

6. Draft Minutes of Recent Committee Meetings

- 6.1 Environment Committee meeting 6 November 2017. **Received and noted.**
- 6.2 Environment Committee meeting 13 November 2017. **Received and noted.**
- 6.3 F&GP Committee meeting 14 November 2017. **Received and noted.**

7. Finance

- 7.1 Payments made out of meeting 27.10.17-27.11.17. **Received and noted.**
- 7.2 Receipts for the period 27.10.17-27.11.17. **Received and noted.**
- 7.3 Account balances. **Received and noted.**
- 7.4 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations, cheque stubs need to be initialled by both signatures and they also need to keep their register of interest updated **Noted.**

8. Policies and Procedures

None to review.

9. Reports from councillors/office

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

- 9.1 Parish Tour. Members who attended gave positive reviews of the day but suggested that it would be helpful in future to have a route map issued to councillors. Members **agreed** that a letter of thanks should be sent to the company as the driver was particularly good. **Action: Office.**
- 9.2 The Chairman gave a verbal report to members regarding his meeting with Helen Whately MP concerning the traffic issues in the North of the parish. The parish council had produced a briefing report for the MP who would be liaising with three fellow MPs Tracey Crouch, Helen Grant and Tom Tugendhat concerning the shared problems.
The Chairman informed members that the latest information from KCC was that improvements, due to funding issues, were on the back burner. Helen Whately would now be taking up the issue with the Minister responsible for highways.
- 9.3 The Chairman notified members that he had attended the Maidstone KALC meeting which received a presentation from Nu Venture highlighting the problems of traffic congestion and the effects on timetables. **Noted.**

10 Reports from Borough and County Councillors

Borough Councillor Derek Butler gave a report covering his attendance at an exhibition on the new Smart Motorway between junctions 3-5, where there will be 4 lanes with average speed cameras in operation which would start in the New Year. He reported the opening of a new gallery aimed at children at the Maidstone museum. Rochester Bridge Trust currently has a display on at Rochester Cathedral.

A report from Borough Councillor Wendy Hinder was given which gave an update on the recent work by UKPower and KCC on Boxley Road. Further work was still needed.

11 Franklin Drive play area.

The report from Borough Councillor Wendy Hinder was **received and noted.** Members' discussed her request, subject to external funding for a full refurbishment of the play area being obtained, that the parish council consider taking on ownership or a long-term lease of Franklin Drive Play Area. Cllr Ivor Davies proposed seconded by Cllr Dengate **the parish council agrees in principle, subject to suitable funding becoming available, to take on responsibility of Franklin Drive Play Area. Unanimously agreed. Action Cllr Wendy Hinder and Clerk.**

12 Matters for Decision

Item 12.1 was taken at the end of the meeting.

In view of the confidential nature (personal details and data) on the next item the Chairman decided to exclude the public and press from the meeting for the duration of or part of the item.

12.1 KALC Community Award. Members **approved** the nomination. **Action: Chairman and office.**

12.2 KALC Police Liaison Meeting 17 January 2018. **Action: Chairman to attend. Office.**

13 Budget

13.1 Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees. **Noted.**

13.2 End of World War 1 commemorative plaque. Discussion took place on the suitable wording of a plaque. Cllr Hollands proposed seconded by Cllr Macklin that **budget provision is made for a plaque to be erected at the site. Unanimously agreed.** To enable members to consider suitable poems and words the item was deferred to next meeting. **Action: All councillors.**

13.3 Franklin Drive play area. Cllr Vic Davies proposed seconded by Cllr Ivor Davies that provision **is made in the budget for the maintenance and running of Franklin Drive Play Area. Unanimously agreed. Action: Clerk.**

14 Correspondence

KWES Lottery Funding Woodland Web. **Noted**

15 Matters for Information

15.1 Educational support for a resident doing a dissertation on Walderslade Woods. **Noted.**

15.2 Medway Education Business Partnership. Parish Council signed up to receive two students in 2018. **Noted.**

15.3 Old Chalk New Downs Update. **Noted.**

15.4 BT telephone box Sandling. Has now been removed by BT.

15.5 Kent Wildlife Trust Wild Kent issue Winter 2017/18. **Noted**

15.6 Countryside Voice CPRE. **Noted.**

15.7 Speeding and traffic issues Boxley Road/Walderslade Village. A letter had been sent to the Leader of Medway Council Cllr Jarrett to see if anything could be done. **Noted.**

16 Next Meeting

22 January 2017 at Beechen Hall, Wildfell Close, Chatham ME5 9RU commencing at 7.30pm.

Meeting closed at 8.35 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.

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. Purpose of Item: Information.

6.1 Honour Boards. Chairman from 1933 onwards have been identified however minutes pre-1933 are missing from the archives. A visit to the archives will be arranged for February with a check of the parochial church council minutes being made to check a) whether the parish council minutes are wrongly archived or b) whether for whatever reason the PCC and

PC minutes are combined

6.2 Local Nature Reserve Grove Green. The volunteer group is now working towards creating a constitution and the Clerk is working with the volunteers to supply templates for risk assessments. Members are reminded that if the group applies to be a formally recognised Boxley Parish Council volunteer group, in order to be covered by insurance then its health and safety, risk management etc. has to be signed off by the Clerk.

Item 7 Crime Report and Police Issues
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Purpose of Item: Information.

Item 5.1. Crime Statistics 19/11/2017- 12/01/2018

Theft

On Saturday 30th of December between 9:50am and 5:00pm in Sandling Lane. A parcel of clothing was stolen from outside a residential property

On Wednesday 13th of December around 8:32pm in Bearsted Road. A three ton trailer and a number plate had been taken from the rear of the Veterinary Group

On Thursday 7th of December between 1:30am and 2:30am in Woodlands. Christmas Goods have been stolen from a residential garden

Between 6:00pm on Wednesday 6th of December and 8:00am on Thursday 7th of December in Boxley Road. A Caravan got stolen with all its content from the yard.

Between 11:00pm on Tuesday 5th of December and 6:00am on Wednesday 6th of December in Autumn Glade. Christmas decorations were stolen from the garden of a property.

Between 11:10pm on Tuesday 5th of December and 6:30am on Wednesday 6th of December in Yew Tree Close. Christmas lights were stolen from a front garden.

On Tuesday 5th of December between 2:00am and 8:00am in Timbertops. Christmas lights were stolen from a garden.

Between 10:00pm on Tuesday 5th of December and 6:30am on Wednesday 6th of December in Sandbourne Drive. A Christmas light projector was stolen from outside a property.

Theft From Motor Vehicle

Between 7:00am on Monday 11th of December and 3:00pm on Thursday 14th of December in Forstal Road. Both number plates were stolen from a Vauxhall Vivaro van parked in a commercial compound.

Between 5:00pm on Sunday 10th of December and 4:52am on Monday 11th of December in The Covert. A secured vehicle was broken into. Gift bags were stolen.

Between 5:00pm on Sunday 10th of December and 4:52am on Monday 11th of December in The Covert. A Land Rover was broken into. A cigarette lighter was stolen

Between 1:00pm on Wednesday 6th of December and 7:45am on Thursday 7th of December in Sandbourne Drive. Some vehicle body parts have been stolen from a Mercedes Benz E220 which was parked front of the building on the driveway.

Between 8:00pm on Wednesday 29th of November and 7:00am on Thursday 30th of November in Forstal Road. A cylinder, ladder & a ceiling light was stolen from a Mercedes Benz Sprinter. The vehicle was parked in the yard.

Between 12:00am on Saturday 25th of November and 7:10am on Monday 27th of November in The Hedgerow. A vehicle was broken into.

Between 6:15pm on Sunday 26th of November and 7:15am on Monday 27th of November

in Highridge Close. A BMW 440i coupe was broken into and the electrical system was ripped out while parked in a driveway.

Between 5:00pm on Saturday 25th of November and 1:30pm on Monday 27th of November in Harrow Way. A BMW X3 parked in the road was broken into and the central console, including the radio and the screen, has been stolen.

Between 8:00pm on Friday 24th of November and 10:00am on Saturday 25th of November in Impton Lane. A vehicle parked in the road was broken into

Burglary Of Dwelling

Between 12:00pm on Saturday 9th of December and 9:15am on Friday 15th of December in Tyland Lane. A shed at a residential property was broken into. Two chainsaws, a hedge trimmer and a strimmer were stolen.

On Tuesday 28th of November between 4:30pm and 5:00pm in Timbertops. A garage en-block was broken into

Criminal Damage

Between 12:00am on Friday 8th of December and 12:00pm on Saturday 9th of December in Lock Lane. A Mini Cooper had been keyed in the car park.

Vehicle Interference

Between 7:00pm on Tuesday 5th of December and 8:30am on Wednesday 6th of December in Saracen Fields. A BMW 645 Coupe had been damaged on the driveway.

On Friday 24th of November between 6:00pm and 8:00pm in Leybourne Close. Damage was caused to a vehicle parked in the road.

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

Item 8.1 Minutes of the Environment Committee on Monday 4 December 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 8.45 pm.

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

1 Apologies and absences

Cllr Hinder (convalescing) Cllr Clarke (unwell) and Cllr Constable (hospital).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3 Planning Applications for Consideration

17/505836/FULL – Conversion of a garage to form a games room. Alterations to fenestration at 1 Tufa Close, Boxley ME5 9LU.

The parish council can see no material reason to object.

However, members have concerns that this room could become a habitable dwelling.

If the officer is minded to approve this application members would like to request a condition is placed that would tie this building to the primary property and not be allowed to be let or sold as a separate entity.

17/503360/FULL – Single storey front extension at 1 Mayfield Close, Boxley ME5 9QZ.

The parish council can see no material reason to object.

4 Next Meeting

Next full environment meeting 11 December 2017 at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.50 pm.

Item 8.2 Minutes of the Environment Committee on Monday 11 December 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Mr P Dengate (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies (arrived with apologies at item 4.3), Mr Bob Hinder, together with the Clerk and two members of the public who left after the public session.

1 Apologies and absences

Cllr Wendy Hinder (convalescing) and Cllr Hollands (work commitment).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

17/506011 Cllr Bob Hinder declared that knew the applicants but was not predetermined.

17/505898 all councillors declared that they had been lobbied.

3 Minutes of the Meetings 6 & 13 November 2017.

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

4. Matters Arising from the Minutes

4.1 Minute 3034/5 Kitewood Land Impton Lane. Kitewood will attend the 5 February meeting to update members on a proposal. **Noted.**

4.2 Minute 3045/4.1 Development Wildfell Close. Awaiting Planning Officer's report. **Noted.** The Clerk was asked to get an update for the next meeting. **Action: Clerk.**

4.3 Minute 3045/4.2 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the 15/01/18 MBC liaison meeting. **Noted.**

4.4 Minute 3045/4.4 Milestone Chatham Road. Sandling Village Hall Association will take on and fund the project to refurbish the stone. **Noted.**

4.5 Minute 3045/4.5 Boxley Road, Walderslade, KCC tree/verge maintenance. Cllr Bob Hinder notified members that maintenance work had been undertaken by UKPower and KCC and more maintenance was planned. Cllr Bob Hinder had identified that a resident was keeping a large compost bin on the verge and would supply the address so that the office could send a letter asking for its removal. **Action: Cllr Bob Hinder and office.**

4.6 Minute 3045/4.6 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from Medway Council. **Noted.**

4.7 Minute 3045/4.7 Chatham Road design, Sandling. Awaiting update from KCC on the costs and whether the whole design will be funded. **Noted.** The Clerk was asked to get an update for the next meeting. **Action: Clerk.**

4.8 Any other matters arising from the minutes not on the agenda. None.

The meeting was adjourned at 7.36pm to allow the two members of the public to explain their objections to planning application 17/505898. The meeting reconvened at 7.45pm.

5. Planning Applications for Consideration

17/505898/FULL - Change of use of waste/common land to rear of property to residential garden land. 1 Yew Tree Close Lordswood Chatham. Members were notified that MBC had confirmed that if planning consent is given then the parish council would be asked for its views on the sale of the land. Borough Councillor Wendy Hinder had objected to the planning application and was still attempting to find out whether MBC had felled the three trees. After discussion on the importance of green screening in large residential developments and the importance of retaining amenity land.

The parish council wishes to see the application refused on the grounds that this would be a loss of public amenity land which would have an adverse impact on the street scene and character of the area. If the Planning Officer is minded to

recommend that the application is permitted then the parish council asks that the application is reported to the Planning Committee.

To ensure the remaining trees are protected Boxley Parish Council requests a condition, should the application be approved, that any erection of a fence or wall shall not commence until full details of tree protection measures have been submitted and approved by MBC.

Boxley Parish Council has been assured that it will be consulted before MBC makes any decision on whether to sell the land.

*17/506025/FULL - New garage to replace existing. New roof to existing extension, with this roof to extend over a new raised patio area, which itself is replacing an existing conservatory. 102 Chatham Road Sandling Maidstone.
The Parish Council has no material reasons to object.*

*17/505654/FULL - Removal of existing single-storey sun room and scullery structures, and replacement with proposed two-storey extension to side of existing dwelling house. Curlews Boarley Lane Sandling, Maidstone.
The Parish Council has no material reasons to object.*

*17/506039/ TPO - Application to fell 7 trees (four Leyland Cypress trees, two Ash trees and one Field Maple tree) to the ground level. Sandhurst Grove Green Road Weaving Maidstone.
Do not wish to object, defer to the views of the landscape officer. The parish council would like to see the felled trees replaced with indigenous species.*

*17/506003/FULL - Construct brick built electricity substation to serve the 77 units. The Maidstone Studios Vinters Business Park New Cut Road Maidstone.
The Parish Council has no material reasons to object to the substation. The parish council expects, as the actual planning application title does not include reference to it, that a separate application is made for the tree work.*

*17/506037/FULL - Erection of three buildings subdivided into seven individual units consisting of 3839 sq.m of floor space for B1(b) B1(c), B2 & B8 employment uses with ancillary yards, parking and landscaping. Land at St Michaels Close Aylesford Kent.
The Parish Council has no material reasons to object.*

*17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving.
Members asked for information on why this was resubmitted. The decision to be taken out of meeting. **Action: Office.***

*17/506084/FULL - Conversion of garage into habitable space with external alterations at Ronnville 21 Harrow Way Weaving Maidstone.
The Parish Council has no material reasons to object.*

*17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving.
The Parish Council has no material reasons to object.*

*17/506084/FULL - Conversion of garage into habitable space with external alterations at Ronnville 21 Harrow Way Weaving.
The Parish Council has no material reasons to object.*

*17/506011/LBC - Listed Building Consent for essential repairs to failing plaster finishes and reinstatement of rotting joinery, minor alterations to modern internal partitions and conversion of existing single storey conservatory into a habitable garden room at Barn Cottage, Boxley Road, Boxley.
The Parish Council has no material reasons to object.*

17/506277/FULL - Erection of a single storey side and rear extension at Halcyon, Grove Green Road, Weaving, Maidstone.
The Parish Council has no material reasons to object.

17/506168/FULL – Single storey rear extension, single storey side extension above existing single storey garage at 13 Grey Wethers, Sandling, Maidstone.
The Parish Council has no material reasons to object.

17/506011/LBC - Listed Building Consent for essential repairs to failing plaster finishes and reinstatement of rotting joinery, minor alterations to modern internal partitions and conversion of existing single storey conservatory into a habitable garden room at Barn Cottage, Boxley Road Boxley, Maidstone.
The Parish Council has no material reasons to object.

17/506277/FULL – Erection of a single storey side and rear extension at Halcyon, Grove Green Road, Weaving, Maidstone.
The Parish Council has no material reasons to object.

17/506168/FULL – Single storey rear extension, single storey side extension above existing single storey garage at 13 Grey Wethers, Sandling, Maidstone.
The Parish Council has no material reasons to object.

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

- 6.1 STEM School, Land at Valley Park School, New Cut Road. The appeal will be decided at a Public Inquiry with Cllrs Bob and Wendy Hinder indicating that they would wish to attend to represent the parish council. **Noted.**
- 6.2 Review of recent decisions from MBC that did not correspond with BPC responses. **Noted.**
- 6.3 17/504882/FULL Proposed single storey extension and associated external works at Beechen Hall, Wildfell Close ME5 9RU. **Granted.**

7. **Highways and Byways**

- 7.1 M2 junction 3 and A229 and surrounding highway infrastructure. KCC had responded that due to lack of funding there were no improvements planned, and Helen Whately MP is now taking the case up directly with the Minister responsible for Highways. **Noted.** The Clerk was asked to release the report to residents via the website and community e-mail alert system. **Action: Office.**
- 7.2 Flooding Boxley Road Walderslade. The report was **received and noted.** Members wished to obtain a map of the discharge pipe for the Bell Lane reservoir and also asked for an update on the replacement of the faulty valves. **Action: Office.**
- 7.3 Lower Thames Crossing. Traffic information. The report was **received and noted.** Members asked for clarification on the figures supplied about total usage. **Action: Clerk.**

8. **Safer Crossing Point Grovewood Drive North**

Members were notified that KCC would not approve a zebra crossing at the Grovewood Drive North site as it was considered that the removal of the pedestrian refuge would result in an increase in the speed limit along the road. After lengthy discussion members asked for an investigation into whether interactive illuminated signs could be installed in addition to what other measures could be considered. **Action Clerk.** Cllr Constable asked whether it was possible to have a 20mph speed limit throughout Grove Green. A briefing report on the KCC policy for 20mph speed limits was requested for the next meeting. **Action: Clerk.**

9. **Policy and Procedures**

- 9.1 BPC Wish List. Clarification on crossing point for new development. **Received and noted.**

- 9.2 Cllr Bob Hinder's request for the wishlist to be amended to include the construction of a footway beside Beechen Bank Road from Cossington Valley to Woodlands was considered. Cllr Dengate requested a dual use cyclist/pedestrian footway if it was possible **agreed. Action: Office.** Cllr Hinder notified members that he was going to approach the parish council to request it consider funding the provision of the footway and would be submitting the relevant paperwork once he had undertaken further investigation. **Noted.**

10. **Members Reports**

There were none.

11. **Volunteer Groups**

- 11.1 Community working. Cllr Bob Hinder notified members that a resident was very complimentary about the work the group had done in Leybourne Close.
11.2 Friends of Boxley Warren. Cllr Bob Hinder gave a verbal report.

12. **Matters for Information**

- 12.1 Programmed Tree Work. The report was **received and noted.**
12.2 Yellow lines Provender Way. The repainting of the yellow lines by MBC was welcomed however the decision not to paint a bus stop box, because it was only a request bus stop, was deemed not acceptable to members. The Clerk was asked to respond to the officer with the details from the school and cc in Paul Carter. **Action: Office.**

13. **Next Meeting**

Next Environment Committee meeting 15 January 2018 at Beechen Hall commencing at 7:30pm.

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

There were none.

Meeting closed at 9.04pm.

Item 8.3 Minutes of the Estates Committee on Tuesday 12 December 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Declaration of Interest or Lobbying**

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

2. **Apologies and absence**

Cllr Davies (family engagement) Cllr Sullivan (prior engagement).

3. **Minutes of Previous Meeting 10 October 2017**

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

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

4. **Matters Arising from Previous Minutes**

- 4.1 Minute 3016/4.1 Damaged headstone. Insurance claim made to KCC which has confirmed that it is now being processed. **Noted.**
4.2 Minute 3016/4.5 Use of Beechen Hall Car Park by Spire Alexandra Hospital. Members **agreed** that this item is returned to the agenda if and when a response is received. **Action office.**

- 4.3 Minute 3018/11.2 Tree Pruning at the orchard. Cllr Vic Davies confirmed that pruning had been carried out at the orchard and they were awaiting compost to be bagged up at Beechen Hall for collection. **Action office.**
- 4.4 Minute 3018/9.6 Electricity, Gas & water usage at Beechen Hall – Spreadsheets and graphs were **received** and **noted**. The utilities usage will continue to be monitored.

5. **Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment Report Cllr Hinder notified members that there was very little to report apart from the gate at the top needs adjusting and he will look at it when he is next up there. He stated the site looked very tidy, however Cllr Dengate pointed out that there are still items being stacked against the perimeter fence and has requested an email is sent to plot holders to ask them to remove the items. Cllr Dengate also reported that there was no evidence of rabbit droppings within the site. **Action office.**
- 5.2 Pest Purge Report –**Received** and **noted**.
- 5.3 Dove Hill Allotment Rules and Regulations. Members **agreed** that the current rules and regulations were adequate and did not require any changes or summarising. These will be placed on the PC website as requested in October.
Action office.

6. **Boxley War Memorial**

The Clerk's report was **received** and **noted**. Members **agreed** that if no further information comes forward on Fred Dennis by April his details would not be added to the war memorial.

7. **Matters for Information**

There were none.

8. **Assistant Clerk's Report**

- 8.1 Hire fees income. **Received** and **noted**.
- 8.2 Account and Investment Bond balances. **Received** and **noted**.
- 8.3 Income and Expenditure. **Received** and **noted**
- 8.4 Accident Report. Members were informed of a minor slip on a wet floor in the kitchen by a member of staff and requested that hazardous signs are left in the kitchen so they can be used by regular hirers in the event of a spillage. Members were also informed of an incident during a Regular hirers class which was dealt with by the hirer. **Noted**.
- 8.5 Hall Hire Fees Review. **Received** and **noted** the Clerks report. After discussion Cllr Dengate proposed that the hire fees remain unchanged for 2018, seconded by Cllr Vic Davies with all in favour. It was **agreed** that the next review would be considered at the October meeting. He suggested that the newly extended committee room rate would be agreed later in the year as the extension progresses. Members requested that hirers are informed by letter. **Action office.**

9. **Beechen Hall Extension**

- 9.1 The Assistant Clerk reported that the planning application for the extension had been approved subject to conditions on landscaping. It was confirmed that the working group would be meeting with David Tindall on Tuesday 19 December to discuss the tender specification for both the extended committee room and toilet refurbishment. Members **received** the additional fee for including the toilet refurbishment within the tender process but have requested a breakdown of how this figure was reached. **Action office/David Tindall.**

10. **Weaving Diamond Jubilee Orchard**

- 10.1 Request from resident to cut back overhanging trees. Members **received** the Clerk's report and after discussion **agreed** in principle to allow the resident to cut back 2 self-seeded cherry trees, 3 chestnut trees (cob trees) and some hawthorn at his own cost. However, members would like to specify the amount that they can be coppiced by and requested further clarification. **Action office/Cllr Vic Davies.**

11. **Boxley Green**

11.1 South Wall – Members **received** the report and quotation from Goodsell's outlining the remedial work required for the final part of the wall and **agreed** to put the cost of £4617.00 for the final repair to the wall into the budget for 2018/19. **Action office.**

11.2 North Wall – Members **received** and **noted** the Clerk's report and requested that contact was made with MBC again with regards to the condition of the wall. **Action office.**

12. **Policies and Procedures**

12.1 Lost Property Procedure. **Reviewed** and is still fit for purpose. **Noted.**

12.2 Disposal of Lost property. **Reviewed** and Still fit for purpose. **Noted.**

12.3 Provision of playgrounds by the parish council this was deferred to February's meeting in light of the Parish Council taking on responsibility for Franklin Drive play area. **Action Office.**

12.4 Beechen Hall. Late arrivals, departures and early opening. Members **received** and **agreed** the suggested amendments to the early opening policy so that it reads: **Beechen Hall early opening of hall.**

If the Duty Caretaker agrees, the hall will be opened earlier. This will result in additional enhanced pay for the Duty Caretaker, to be charged, per hour, that the hall is opened prior to normal opening times.

13. **Matters for Decision**

There were none

14. **Draft Budget & Projects 2018/19**

Agreed.

15. **Date of Next Meeting.**

Tuesday 13 February 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

In view of the confidential nature (personal details and data) the following item was taken with the exclusion of the public and press for the duration of the item.

16. **Caretaker contracts and working conditions**

Members **received** and **noted** the Clerk's report and the current situation and the need to plan for possible changes due to the new extension etc. After lengthy discussion it was agreed to set up a working group comprising of Cllrs Clarke and Vic Davies to investigate the issues and source possible external professional advice. This advice to include; possible on-call payment at weekends; how to manage any changes to systems and employment legislation. The Clerk to notify staff of the situation. **Action office.**

Meeting closed at 9.10 pm

Item 8.4 Minutes of the Environment Committee on Monday 8 January 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

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

1 **Apologies and absences**

Cllrs Dengate (work commitment), Clarke (unwell) and Constable (holiday).

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

None.

3 **Minutes of the Meetings 4 & 11 December 2017**

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

4. **Matters Arising from the Minutes**

- 4.1 Minute 3045/5 Kitewood Land Impton Lane. Kitewood will attend the 5 February meeting to update members on a proposal. **Noted.**
- 4.2 Minute 3045/4.1 Development Wildfell Close. An amended planning application was being prepared for submission to the Planning Officer. **Noted.**
- 4.3 Minute 3045/4.2 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the 15/01/18 MBC liaison meeting. **Noted.**
- 4.4 Minute 3045/4.5 Boxley Road, Walderslade, KCC tree/verge maintenance. The Chairman notified members that KCC's final stage of maintenance work was planned for February 2018. **Noted.** Cllr Bob Hinder would identify the property storing a compost bin on the verge in order that the office could send a letter asking for its removal. **Action: Cllr Bob Hinder and office.**
- 4.5 Minute 3045/4.6 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from Medway Council. **Noted. Action: Clerk was asked to send a reminder that a response was still outstanding.**
- 4.6 Minute 3045/4.7 Chatham Road design, Sandling. KCC has insufficient funds to complete the whole design. Issue to be taken to the 16th January scheduled meeting with Paul Carter. **Action: Cllr Wendy Hinder.**
- 4.7 Minute 3057/7.1 Junction 3 M2. The issue is being taken up with the Minister responsible for Highways. Response awaited from Helen Whately MP. **Noted.**
- 4.8 Minute 3057/7.2 Flooding Boxley Road. Awaiting response from Southern Water. After brief discussion it was decided **no further action on the reservoir issue.** Cllr Davies raised the issue of the flooding on Boxley road near the junction of Longwood. The issue to be raised with the Highway Inspector to see if some minor local work could allow excess water to drain away to the side. **Action: Clerk.**
- 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**

17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object.

17/506340/FULL. Proposed detached double garage. Hillside Harbournland Close Boxley. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material reasons to object however there are concerns about the parking and access/egress on and at the junction of Harbournland Close.

17/506339/FULL. Single storey side extension. Hillside Harbournland Close Boxley. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material reasons to object however there are concerns about the parking and access/egress on and at the junction of Harbournland Close.

17/506384/FULL Two storey front/side extension combined with first floor side extension above existing ground floor extension and external alterations. 6 The Covert Walderslade.

Wish to see refused but not reported to the Planning Committee. Members felt that due to the topology of the site there will be a loss of privacy to the neighbours and there would be an adverse impact on the street scene due to over development of the site.

17/506439/FULL. Amendments to existing car park to provide 29 additional spaces. Towergate House Eclipse Park Sittingbourne Road.
The Parish Council has no material reasons to object.

17/506440/FULL. Variation of condition 3 to application MA/07/1773 with amendment to allow the provision of additional 29 parking spaces. Townergate House Eclipse Park Sittingbourne Road.

The Parish Council has no material reasons to object.

18/500039/TPO PROPOSAL: TPO application to reduce the crown of two Ash trees by 30% and to thin the crown on one Hazel tree by 25-30%. 14 Trotwood Close Walderslade.

Do not wish to object, defer to the views of the landscape officer.

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

17/505399/FULL. Garage/Store (works started). The Stables, Street Farm, The Street, Boxley, Kent, ME14 3DR. Cllr Bob Hinder attended the MBC meeting. GRANTED. Cllr Bob Hinder gave a verbal report on his attendance. He had highlighted to the meeting that by continually allowing retrospective planning applications they were depriving themselves of the right to set conditions to mitigate any harm.

7. **Highways and Byways**

7.1 Yellow lines at junctions on Provender Way. The report on the problems faced by parents parking inconsiderably and dangerously and the lack of support from other organisations was **received** and **noted**. After discussion it was **agreed** that the issue is taken to the Paul Carter meeting and the school was to be approached about involving South East Today. **Action: Cllr Wendy Hinder and office.**

7.2 Yellow lines Provender Way. MBC's failure to yellow line a bus stop box. It was **agreed** to write to Alison Broom cc ARRIVA. **Action: Clerk.**

7.3 Yellow lines Boxley Road/Travertine Close. Request from resident to have yellow lines installed to stop vehicles parking on the small verge by the junction of Travertine Road. Members thanked the resident for bringing the issue to their attention but currently it was felt that his request could not be taken further. **Action: Clerk.**

7.4 Gleamingwood Drive/verge to rear of Yew Tree Close. The MBC explanation as to why the trees had been felled was **received** and **noted**.

7.5 Councillor Wendy Hinder has a scheduled meeting on 16 January with County Councillor Paul Carter concerning outstanding or new highway issues. Issues identified for discussion were

- Old Chatham Road new design, the parish council has just been notified that there is insufficient funding to do all the work.
- Junction 3 of the M2 and the local North Ward traffic issues.
- Yellow lines Provender Way.

7.6 Maidstone Pantomime at Maidstone Studios. A couple of complaints have been received about the parking on Grovewood Drive North and Provender Way however two known families attending the pantomime (from outside the area) managed to easily park within Maidstone Studios. A resident and Cllr Hollands reported that the parking on the verge had not appeared to have damaged it. **Noted.**

7.7 Cllr Hollands reported that almost all the signage in Boxley Village was obscured by vegetation. **Action: Office to report.**

7.8 Solar powered sign south of M2 bridge Lidsing Road. KCC to be asked what the sign, which has never been seen working, was for. **Action: Office.**

8. **Safer Crossing Point Grovewood Drive North**

The information on the fixed electronic signs was **received** and **noted**. After discussion members **agreed** that KCC would be approached to put up fixed plate warning signs for pedestrians crossing. **Action: Clerk.** No further action was identified, the Clerk was thanked for her work on the issue.

9. **20mph speed limits**

As Cllr Constable was not present the item was deferred until the next meeting. **Action: office.** Cllr Bob Hinder notified members that a recent press report on a Bath City audit of its recently installed 20 mph limit zones highlighted the fact that in the year after they were installed there were more accidents. A copy of the audit report to be located. **Action: office.**

10. **Street Maintenance Budget**

Barrier the Spinney, Walderslade. The report on the issue of quad bikes using footpaths was **received** and **noted**. After discussion it was **agreed** that the situation would be monitored. The Chairman thanked Cllr Davies for delivering the letter to residents.

11. **Policy and Procedures**

Policies and Procedures Review Calendar (review). **Agreed.**

12. **Members Reports**

None.

13. **Volunteer Groups**

Friends of Boxley Warren. The sudden death of Steve Wright was reported with Cllr Bob Hinder saying that the group and many people had been devastated by the news.

14. **Matters for Information**

Maidstone Joint Transportation Board 17 January 2018 5.00 pm Town Hall.

15. **Next Meeting**

Next Environment Committee meeting 5 February 2018 at Beechen Hall commencing at 7:30pm.

16. **Enforcement and Section 106 confidential updates from MBC**

Members **received** and **noted** updates on the outstanding issues.

Meeting closed at 8.33pm.

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

Item 12.1 Parish Council – Review of policies and procedures 2018/2019.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January (F&GPC meets)	H	Review of this document to allow adjustments. Member numbers for committees (in time for change at May meeting).
Office note		Find Councillor volunteer for an internal audit Downs Mail page – reminder concerning website, Facebook and community alerts.

February (Estates meets)		No meeting
<i>Office note</i>		<i>Photocopier lease expires June 18– review.</i>
March (F&GPC meets)	O H O	<ul style="list-style-type: none"> • Equal Opportunities Statement • Replacement Procedure Checklist for project management if not managed by parish office • Terms of Reference for Committees (review if requested) • Escalation Procedure
<i>Office note</i>		<p><i>Place reminder in agenda about Standing Orders to remind members of the planned review in April.</i></p> <p><i>Include on agenda. "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."</i></p>
April (Estates meets)	H	<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Dispensation
May (F&GPC meets)	E E	<ul style="list-style-type: none"> • Complaints re Code of Conduct • Acceptable reasons for absence
June (Estates meets)		<ul style="list-style-type: none"> • Lobbying and predetermination. <i>Combine with Engaging with Residents</i>
<i>Office note</i>		<i>Hall Electricity supply contract with Southern Electric ends Find Councillor volunteer for an internal audit.</i>
July (F&GPC meets)	H H	<ul style="list-style-type: none"> • Parish Councillor Allowances. • Press Policy. • Media Management Strategy. • Review training needs.
<i>Office note</i>		<p><i>Downs Mail page – reminder concerning website, Facebook and community alerts.</i></p> <p><i>Include on agenda. 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."</i></p> <p>Allotment invoices need doing for posting in August.</p>
August (Estates meets)		No meeting
September (F&GPC meets)	H E E H	<ul style="list-style-type: none"> • Complaints Policy • Land & building purchase policy • Code of Practice for handling complaints against the PC • Draft Minutes on website • Civic recognition recommendations (take in confidence if needed)
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i>
October (Estates meets)	E	<ul style="list-style-type: none"> • Community Engagement Strategy
November (F&GPC meets)	H H	<ul style="list-style-type: none"> • Freedom of Information • Records Management Policy KALC Civic Recognition Awards (nomination for)
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check. Remind members about 20 day deadline for F of I.</i>

		<i>Include on agenda.</i> 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."
December (Estates meets)	E	<ul style="list-style-type: none"> Vision & Business Plan
<i>Office note</i>		Hall Gas & Electricity contract runs out May 2018. DM article for Jan re salt bins

Item 13. Reports from councillors/office Purpose of Item: Information.

From Old Chalk New Downs (e-mail 15/12/17) . As no parish councillors indicated that they wished to attend the workshop (08/02/17) in Ecosystem Services to understand how to get "the best from your land in an environmentally-friendly way. The parish office arranged for the Chairman of Walderslade Woodlands Group to attend.

Item 15. Matters for Decision. Purpose of Item: Information.

15.1

Meeting Dates for Boxley Parish Council 2018/2019

April 2018

Monday 9 th (Tuesday 3 rd April, agenda deadline)	Parish Council and Environment	Tyland Barn, Sandling ME14 3BD
Tuesday 10 th	BHEWG	Beechen Hall
Monday 16 th	Environment	Beechen Hall
Tuesday 17 th (Monday 9 th , agenda deadline)	Estates	Beechen Hall ME5 9RU

May 2018

Tuesday 1 st	BHEWG	Beechen Hall
Monday 14 th (Tuesday 8 th Agenda Deadline)	Parish Council and Environment	Beechen Hall ME5 9RU
Monday 21 st	Environment	Beechen Hall
Tuesday 22 nd (Monday 14 th , agenda deadline)	F & GP	Beechen Hall ME5 9RU

June 2018

Monday 4th (Tuesday 29 th May Agenda Deadline)	Parish Council and Environment	ESO, Boxley Styles Lane ME14 3DZ
Tuesday 5 th	BHEWG	Beechen Hall
Monday 11 th	Environment	Beechen Hall
Tuesday 12 th (Monday 4 th , agenda deadline)	Estates	Beechen Hall ME5 9RU

July 2018

Monday 2 nd (Monday 25 th June Agenda Deadline)	Parish Council and Environment	Weaving Village Hall ME14 5JP
Tuesday 3 rd	BHEWG	Beechen Hall
Monday 9 th	Environment	Beechen Hall
Tuesday 11 th (Monday 2 nd , agenda deadline)	F & GP	Beechen Hall ME5 9RU

August 2018

Tuesday 7 th	BHEWG	Beechen Hall
Monday 13 th	Environment	Beechen Hall
Tuesday 4 th (Monday 6 th August, agenda deadline)	Estates	Beechen Hall ME5 9RU

September 2018

Monday 3rd Parish Council and Environment
(Tuesday 28th August, agenda deadline)
Tuesday 4th BHEWG
Monday 10th Environment
Tuesday 11th F & GP
(Monday 3rd, agenda deadline)

ESO, Boxley, Styles Lane
ME14 3DZ
Beechen Hall
Beechen Hall
Beechen Hall
ME5 9RU

October 2018

Monday 1st Parish Council and Environment
(Monday 24th September, agenda deadline)
Tuesday 2nd BHEWG
Monday 8th Environment
Tuesday 9th Estates
(Monday 1st, agenda deadline)

St Johns School, Grove Green
ME14 5TZ
Beechen Hall
Beechen Hall
Beechen Hall
ME5 9RU

November 2018

Monday 5th Parish Council and Environment
(Monday 29th October, agenda deadline)
Tuesday 6th BHEWG
Monday 12th Environment
Tuesday 13th F & GP
(Monday 5th, agenda deadline)

ESO, Boxley Styles Lane
ME14 3DZ
Beechen Hall
Beechen Hall
Beechen Hall
ME5 9RU

December 2018

Monday 3rd Parish Council and Environment
(Monday 26th November, agenda deadline)
Tuesday 4th BHEWG
Monday 10th Environment
Tuesday 11th Estates
(Monday 3rd, agenda deadline)

St Johns School, Grove Green
ME14 5TZ
Beechen Hall
Beechen Hall
Beechen Hall

January 2019

Monday 7th Environment
(Wednesday 2nd agenda deadline)
Tuesday 15th F & GP
(Monday 7th, agenda deadline)
Monday 28th Parish Council and Environment
(Monday 21st, agenda deadline)

Beechen Hall
ME5 9RU
Beechen Hall
Beechen Main Hall

February 2019

Monday 4th Environment
Tuesday 5th Estates
(Monday 28th January agenda deadline)

Beechen Hall
Beechen Hall
ME5 9RU

March 2019

Monday 4th Parish Council and Environment
(Monday 25th February, agenda deadline)
Monday 11th Environment
Tuesday 12th F & GP
(Monday 4th, agenda deadline)

Weaving Village Hall
ME14 5JP
Beechen Hall
Beechen Hall
ME5 9RU

April 2019

Monday 1st Parish Council and Environment
(Tuesday 25th March, agenda deadline)
Monday 8th Environment
Tuesday 9th Estates
(Monday 1st, agenda deadline)

Tyland Barn, Sandling
ME14 3BD
Beechen Hall
Beechen Hall
ME5 9RU

15.2 Deferred from last meeting .End of World War 1 commemorative plaque. In 2014 to commemorate the start of World War 1 Boxley Parish Council erected a commemorative plaque at Boxley War Memorial. At the same time, to allow for them to mature and to be 'unveiled' in 2018, the council also planted an Oak and a Linden tree on the verge at Grove Green.

At the time members asked that a budget be set aside to erect a suitable

commemorative plaque to mark the end of World War 1. Members need to consider whether they still wish to have a plaque and if necessary to make provision in the budget.

Item 16 Correspondence. Purpose of Item: Information.

16.1 Thank you letter from Heart of Kent Hospice for the donation.

6Thank you from Poppy Appeal. The poppy box in the office raised £45.09.

Item 17. Matters for Information. Purpose of Item: Information.

7Gift of a Christmas Food Hamper. This was with the provider's permission re-gifted to Kent Surrey Sussex Air Ambulance. A letter of thanks was sent to the company and KSSAA has written a letter of thanks to the parish council. The parish council is required to keep a list gifts valued over £25.00. A Register of Gifts book has been sent up and these items (at 16.2 and 16.3) have been registered.

17.3 ASDA Chatham gave the parish office some small items (non-perishable) to dispose of to local charities within the area. They have been donated to the Tunbury School Association.

17.4 KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 27 November 2017.

Present: Councillors: Geraldine Brown (Chairman) Yalding, Cheryl Taylor Maggio (Vice Chairman), Helen Anderson (Secretary), Fay Gooch Barming, Pat Marshall and Richard Ash Bearsted, Robert Turner and Ron Galton Boughton Malherbe, Bob Hinder Boxley, Chris Webb and Mike Fitzgerald Chart Sutton, Keith Woollven Coxheath, John Wilson East Farleigh, Nigel Pyman Headcorn, Gary Thomas Hunton, Henny Shotter Lenham, Lesley Mannington Marden, Robin Gardner Otham, Tom Burnham Staplehurst, Eve Poulter Sutton Valence, Peter Coulling Teston, Peter Titchener Ulcombe. John Perry Maidstone Borough Council.

Apologies. Councillors: Ivor Davies Boxley, Peter Beasley East Farleigh, Fred Stanley Harrietsham, Bernard Cresswell Linton, Rory Silkin Staplehurst, Lorraine Cook Sutton Valence, Chris Douglass Teston, Fiona Kenward Ulcombe, West Farleigh Parish Council, Nick Thomson Yalding.

2. Minutes. The minutes of the 11 September 2017 meeting were taken as read, confirmed as a correct record and signed by the Chairman.
3. Norman Kemp of Nu Venture Buses – Mr Kemp addressed the meeting and spoke about the issues that he faces on a day to day basis regarding traffic congestion and the knock-on effect to his services and the passengers that such delays cause. He felt that the problem has started to be exacerbated following recent planning approval decisions of large developments which have not taken fully into account the poor highway infrastructure (Yalding Bridge used as an example) during peak rush hour periods.
Mr Kemp also urged Parish Councils to be made aware of a KCC Public Consultation that is due to start in January 2017 on £4 million of savings that need to be made to services which are currently subsidized by them. It is due to be discussed at the KCC Highways and Transportation Committee on 30 November 2017. See link below.
<https://democracy.kent.gov.uk/ielistDocuments.aspx?CId=831&MId=7547>
It was also agreed that the following actions were to be taken:
 1. A letter is to be written from this committee to Mr Balfour at KCC.
 2. Ensure that KALC Head Office is aware and to ensure that any correspondence on this issue is circulated to all Parish Councils.

3. To ask that Mr Kemp address the Joint Transportation Board members at their next meeting.
4. Matters Arising. The KALC Committee is to write to Denise Joy, Chairman of the Licensing Committee regarding the unfair charges incurred for holding outdoor Farmers Markets.
5. Reports from Representatives:
 - 5.1 Parish Liaison Group.
 - 5.1.1 Parish Services Scheme It was reported that no decision has yet been made on the level of funding to be made available to parishes for the financial year 2018/19. However, it was felt that Parishes should make allowances in their annual budget for a small percentage reduction.
 - 5.1.2 Planning Referrals Process A long discussion was held on this issue, and it was agreed that a letter from the KALC Co-ordination team be sent to Maidstone Borough Council stressing that planning should not be lost at appeal based purely on cost factors.
 - 5.1.3 Local Plan Review The Local Plan has now been adopted by the Borough Council. It is expected that the review process which needs to be completed by 2021 will be underway shortly. It is the intention of the coordination team to meet with the Council at the earliest opportunity in the New Year to begin discussions for early involvement.
 - 5.2 KALC Executive Committee Draft minutes dated 30 September 2017 have been circulated to Councils.
 - 5.3 Maidstone Joint Transportation Board Ratification of the 2 voting rights for this Committee will be on the next Full Council agenda.
6. Proposal for Parliamentary Boundary Changes Parish Councils are advised to review this public consultation. <https://www.bce2018.org.uk/>. Deadline is 11 December.
7. Any Other Business
None was recorded.
8. Time and date of the next meeting This will be held on Monday 5 February 2018 at the Town Hall, Maidstone starting at 7pm.
Meeting Closed at 8.35pm

17.5 Draft Minutes of the 2017 KALC AGM 18 November 2017.

MINUTES of the 70th ANNUAL GENERAL MEETING held on 18th November 2017 at Ditton Community Centre.

PRESENT: 138 people from 85 Councils, including members of the Executive Committee.

APOLOGIES: Representatives from Boxley, Broadstairs & St Peters, Eastling, Halstead, Lynsted with Kingsdown, Marden, Newington (Swale), Sholden, Sevenoaks, Tonge, Tunstall, Wickhambreaux, Wouldham.

Apologies were also received from the following Executive Committee members: Richard King (Vice President), Nigel Whitburn (Vice President), Gurminder Sandher (Vice President), Ms Caroline Shaw (Vice President), Dr Hilary Moorby (Ashford), Ms Cheryl Taylor-Maggio (Maidstone) and Tom King (Thanet).

IN ATTENDANCE: Chief Executive, Local Councils Adviser and Learning & Development Manager and Finance & Administration Manager.

1. PRESIDENT'S INTRODUCTION: The President welcomed delegates to the Annual Meeting and introduced the Chairman, Vice Chairman, Chief Executive and the Vice Presidents in attendance: Bob Scruton, Andrew Bowles, John Wilson and Richard Parry. The President then reminded members to sign the attendance sheets, to wait for the microphone if they wished to speak and state their name and Council and to note that only those holding pink papers were eligible to vote.

Finally, he reminded delegates of the usual rules of debate and only the proposer and seconder could speak twice on an issue, and that members should make up their own minds when voting. He also reminded members of paragraph 4(i) of the KALC Constitution on amendments "Amendments to such motions should normally be submitted in writing to the Chief Executive at least seven running days prior to the Annual General Meeting. Extraordinary motions may be submitted to the Finance & General Purposes Sub-Committee no later than fourteen clear running days before the date of the Annual General Meeting for a decision on whether it is sufficiently important to warrant being put forward for urgent debate at the Annual General Meeting. The President reported that no extraordinary motions or amendments had been received within the deadline.

2. MINUTES OF THE 69th ANNUAL GENERAL MEETING: The Minutes of the last meeting, which had been circulated with the Agenda, were AGREED as a true record and signed by the President.
3. MATTERS ARISING: Members NOTED the paper dealing with actions taken on the resolutions carried at the 2016 AGM, which covered: lobbying Government to request that they consider an appropriate programme of continuing and realistic revenue support for the Sub Post Office network, including PO Local and Outreach, to ensure the long-term survival and success of the smaller elements of the network; and lobbying Government to ensure that enforcement measures were in place to ensure HGVs use the lorry parks. There was a discussion on HGVs, where several points were raised including: that the purpose of the HGV overnight parking enforcement trial in Ashford was to ensure HGVs paid to use lorry parks; KCC should be pressed to come forward with their proposals for small lorry parks in appropriate places; and lorry parks needed to be in place before stronger enforcement measures were introduced across the county.

4. ANNUAL REPORT AND AUDITED ACCOUNTS FOR 2016/2017: The Annual Report had been circulated with the agenda. The KALC Chairman thanked Cllr Evison for all his hard work and excellent handling of KALC's affairs during his three years as KALC Chairman, which he completed in January 2017.

The KALC Chairman then introduced the Report and Audited Accounts. At the beginning of the year, devolution was one of the Government's key drivers and discussions had been taking place across the county about what that might mean at principal authority level and also at Parish and Town Council level. However, since the General Election Government had been concentrating on Brexit, although at the NALC Conference on 31 October 2017, the Secretary of State for Communities and Local Government had said that Localism and devolution remained a Government priority.

On Referendum Principles, KALC and NALC had been actively lobbying Government and MPs not to introduce referendum principles. The KALC Chairman reported that, at the NALC Conference on 31 October 2017, the Secretary of State for Communities and Local Government said that "At the moment I am not going to introduce referendum (council tax capping) principles for local councils as you have been fiscally responsible." The Chairman also reported that KALC was lobbying Government on planning and had responded to DCLG Consultation on Planning for the Right Homes in the Right Places. The KALC Chairman thanked the KALC Planning Advisory Committee for drafting the KALC response.

On HGV fly parking and HGVs using unsuitable roads, the KALC Chairman reported that KALC was working closely with Kent and Medway MPs, Kent County Council and Kent Police in pursuing this at county and national level. The KALC Chairman thanked Cllr Wilson, Chairman of the KALC Transport Advisory Committee, and the other Transport Advisory Committee members for their work on this important issue.

On Learning & Development (L&D) the KALC Chairman reported that KALC provided an excellent L&D Programme, which included running bespoke training on demand around the county. The KALC Executive Committee strongly recommended that Local Councils should formally adopt an L&D Policy or Training Policy and Plan and to also

set a realistic training budget. KALC would be undertaking a review of its L&D Programme during 2018.

The KALC Chairman reminded members that the 2015 AGM had agreed a balanced budget for 2016/17, although it had been recognised that this did not fully take into account the increase in the NALC affiliation fee, which would need to be absorbed from KALC reserves. The overall deficit of £1,640 was therefore lower than had originally been anticipated, largely due to additional income from training and for administering the Transparency Fund. Overall expenditure was significantly higher than anticipated, which primarily related to Courses and seminars that was proportionate to the increase in training income, IT hardware and software and NALC's affiliation fee.

The 2016/17 Annual Accounts showed that there was £69,243 in reserves. There was a contingent liability note to the Accounts relating to debt on withdrawal for The Pensions Trust of £21,031 at 31 March 2017. This would only be triggered if all KALC staff members left the scheme and no new employees entered the scheme within 12 months, although the Trustee had discretion to extend the period of grace facility from 12 months to up to 36 months. All KALC staff were enrolled with The Pensions Trust. The KALC Finance and General Purposes Sub-Committee had invested £40,349 of the reserves into the CCLA Local Authorities Property Fund, which was showing a steady rate of return, as evidenced by the £2,039 dividend income, although the unrealised gain on the CCLA investment had reduced by £708 and was valued at £44,585 at 31 March 2017. As previously agreed by the KALC Executive Committee, £1,500 had been placed into the Relocation/Redevelopment Fund in case KALC needed to move offices at the end of the lease with Dover District Council, which had 2 and a half years left to run.

On the proposal of the KALC Chairman and the seconding by the KALC Vice Chairman, the meeting then UNANIMOUSLY AGREED to receive and adopt the Annual Report and Accounts for 2016/2017.

5. ELECTION OF OFFICERS FOR THE ENSUING YEAR: Members NOTED that the President had been elected in 2015 for a 3-year term of office and that the 7 existing Vice Presidents (Richard King, Bob Scruton, Nigel Whitburn, Andrew Bowles, Gurvinder Sandher, Ms Caroline Shaw and Richard Parry) had also been elected in 2015 for three-year terms of office. Members NOTED that Cllr John Wilson had been elected in 2016 for a three-year term of office.

Members NOTED that Kreston Reeves had been appointed as Auditor in 2015 for a 3-year term and would therefore continue to undertake an audit of KALC and produce the Accounts for 2018/2019.

6. APPOINTMENT OF THE EXECUTIVE COMMITTEE: The President reported that since 31 March 2017 many Area Committees had held their own Annual Meetings where they elected their two representatives for the Executive Committee. As a result of the Area Committee Annual Meetings, members NOTED the following changes to the Executive Committee that had been set out in the Annual Report:

Dartford R Lees position was now Vacant

Dover Mrs C Pickaver had been replaced by Ms J Harris

Maidstone J Wilson had been replaced by Mrs C Taylor-Maggio

Tonbridge & Malling H Rayner and Mrs S Barker had been replaced by P Thomas and T Shaw

Tunbridge Wells C Woodley had been replaced by C Mackonochie

7. SUBSCRIPTION SCALE FOR 2018/2019: Papers were previously circulated with the agenda, including the draft Budget for 2018/2019 and Explanatory Notes. The KALC Chairman proposed the motion and explained that, after careful consideration, the KALC Executive Committee had decided to recommend that the membership subscription fee should be increased by raising the maximum/cap by £25 from £1,190 to £1,215. The subscription fees for 2018/2019 would be based on Band D equivalent property figures for 2017/2018. The 58p per band D equivalent property figure would remain the same, as would the Standing Charge of £60. £2,083 would

then be used from reserves to cover the anticipated deficit, unless of course KALC could generate additional income from other sources during the year. The KALC Vice Chairman then seconded the motion. There were no questions from the floor.

The President then put the motion to the vote that for 2018/2019 the subscription rate be based on equivalent Band D properties for 2017/2018 as set out below. "58p per equivalent band D property subject to a maximum of £1,215, plus a standing charge of £60, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 1p per equivalent band D property". and the motion was AGREED by a large majority, with 1 ABSTENTION. 8. KALC STRATEGIC PLAN: John Rivers, Chairman of the Membership Survey and Strategic Plan Working Group, explained that the main changes to the Strategic Plan were predominantly around changing some of the dates and tidying up. There was a new addition in Training on page 14 to consider the possibility of other training channels, such as e-learning. There was also a new addition in Partnerships on page 20 with reference to Kent and Medway MPs, who KALC had been actively lobbying on issues such as HGVs, referendum principles and planning. The motion was proposed and seconded from the floor. There were no questions from the floor. The President then put the motion to the vote that the Strategic Plan should be adopted and was UNANIMOUSLY AGREED.

9. MOTION FROM WINGHAM PARISH COUNCIL: The motion had been circulated with the Agenda. The proposer, Cllr Bryan Curtis – Chairman of Wingham Parish Council, introduced the motion as set out below. Cllr Curtis explained that it was a simple and direct motion to help make towns, villages, communities and hamlets safer for Kent's residents. The motion was resident-led. Parish Councils should have the right to impose a 20mph limit without the permission of higher authorities and the cost would be borne by Parish Councils. Without being monitored it would be unenforceable, but this would also apply to 30mph speed limits. Speedwatch monitored speed limits and if Councils did impose a limit then they would need to enforce it and not rely on others. The whole of the London Borough of Lewisham was now a 20mph limit and Sandwich now had a 20mph limit.

The motion was seconded by Cllr Mike Gallagher, Chairman of the KALC Canterbury Area Committee, who explained that the motion had been discussed by the A257 Group, which was a collection of Parish Councils and community groups along the A257, District and County councillors and 2 MPs. The aim of the motion was to provide assistance to Parish Councils who, through their residents, wished to control speeding in their area. Parish Councils could fund the 20mph speeding signs but there was no pressure or compulsion on Parish Councils to introduce 20mph speed limits. However, it would provide Parish Councils with an opportunity to respond to residents wishes if speeding traffic was a problem in their area. 20mph speed limits was not a new issue – "20 is plenty" slogan had been used for many years and DfT Circular 01/2013 covered guidance on 20mph speed limits.

There were a wide range of views from the floor either in support or against the motion, which included: the motion was welcomed as it would put power into the hands of local people; the motion was clear and simple; all villages should be 20mph, although many Parish Councils would not have the expertise to do this; some supported the sentiment of the motion around pushing for greater influence for Parish Councils on speed limits but had a problem with the wording, for example who should be given the power to impose 20mph speed limits, who would cover the insurance, who would enforce it? It was pointed out that Norfolk had 20mph speed limits and that KALC should make contact with the Norfolk Association to find out how it was introduced there. It was explained that KCC did not have to install or supply the speed limit signs, but introducing a speed limit would have to be agreed by Kent County Council.

The President then put the motion to the vote:

That KALC take action to ensure that all rural villages and isolated communities in Kent have the right to impose 20 mile an hour limits.

and the motion was AGREED by a majority, with 82 FOR, 28 AGAINST and 10 ABSTENTIONS.

10. CALENDAR OF MEETINGS AND TRAINING/INFORMATION DAYS FOR THE REMAINDER OF 2017/2018 AND FOR 2018/2019: A paper which had been circulated with the Agenda was NOTED.

11. ANY OTHER BUSINESS: There was no other business.

The President then thanked members for attending and the meeting closed at 12.30pm

17.6 Local government finance settlement

- Further to my bulletin earlier today I wanted to share with you the relevant section from the consultation which confirms the government intends to **defer the setting of referendum principles for town and parish councils for three years**:

3.4 Town and parish councils

3.4.1 Since the introduction of council tax referendums in 2012-13, no referendum principles have been set for local precepting authorities such as town and parish councils ("parishes"), although the Government has made it clear that it would keep this under review and take action if necessary.

3.4.2 Ahead of the 2017-18 round of council tax setting, the Government issued a challenge to parishes to demonstrate restraint when setting precept increases that were not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The average increase set by the sector in 2017-18 was 6.3% and the Government indicated that continued deferral of referendum principles would be dependent upon it receiving clear evidence of how the sector is responding to the challenge.

3.4.3 In response, the sector provided details of a range of activities around fiscal responsibility, transparency and engagement, the promotion of good practice and use of other sources of income, county-level engagement regarding significant precept increases' and publishing the Good Councillors' Guide to Finance and Transparency.

3.4.4 Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;

- the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

- In NALC's response to the local government finance technical consultation we said if the sector is to respond effectively and efficiently to the range of fiscal challenges and onward devolution that the same confidence and certainty afforded to principal councils should be extended to local councils, calling for a multi-year initiative within which timeframe council tax referendum principles would not be extended to the sector, this would provide not only much needed financial certainty but also sufficient breathing space needed by the sector to re-dress the imbalance caused by changes to the tax base and loss/reduction of local council tax support grant.
- The full settlement consultation is attached, you can also [read](#) or [watch](#) (12.44.46 – 12.55.57) the full speech from the secretary of state.
- A short statement from our chairman Cllr Sue Baxter in response to the settlement which we have issued to media outlets is below for your information and use:

“The government’s decision not to extend council tax referendum principles to parish or town councils for three years is hugely welcome and significant.

“In his recent [speech](#) to NALC’s annual conference the secretary of state was full of support and praise for the sector, in particular the important and growing role of parishes in both rural and urban areas in tackling the big challenges facing our communities, from housing to health and well being to economic development.

“NALC called for a multi-year settlement to give our councils – who account for just 1.7% of overall council tax – financial certainty and help them plan for the future, and the government has listened and acted on the sector’s concerns.

“While today’s decision is a confidence boosting shot in the arm for our most local level of democracy, I am urging councils to continue to be fiscally responsible and consider ways to mitigate the need for precept increases such as the use of reserves, ‘invest to save’ projects which will lower on-going costs and other sources of income.

“I look forward to continuing to work with the Government on the important issue of parish funding, including exploring ways in which we can together help communities to help themselves through flexible and diverse funding.”

JONATHAN OWEN

CHIEF EXECUTIVE

NATIONAL ASSOCIATION OF LOCAL COUNCILS

Item 17.6 Report from Cllr Sue Baxter Chairman of NALC.

*I was really pleased before Christmas that the Secretary of State Rt Hon Sajid Javid MP announced that there was **no intention to apply referenda principles (or “capping”)** to the sector for the next three years.*

Item 9.1 Payments made out of meeting 28.11.17-15.1.18

No payments were made from the following accounts:

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

9.1.1 HSBC Payments

Date: 15/01/2018

Boxley Parish Council

Page 1

Time: 11:53

HSBC General Account

List of Payments made between 28/11/2017 and 15/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2017	Suez Recycling & Recovery UK L	DD30864998	196.60		Refuse Collections
01/12/2017	Maidstone Borough Council	34/12	202.00		Rates
12/12/2017	Unity Trust Account	102704	9,929.40		Payments made out of UTB
14/12/2017	Opus Energy - Electricity	DD63294823	206.57		Electricity Bill - November
20/12/2017	OPUS Energy - gas	DD22907884	204.06		Gas Bill - November
30/12/2017	Suez Recycling & Recovery UK L	30899723	287.96		Refuse Collections
01/01/2018	Maidstone Borough Council	DD34/10	202.00		Rates
04/01/2018	Buisness Stream	DD27464927	225.27		Water Bill Sept-Dec 17
14/01/2018	Opus Energy - Electricity	DD63460268	192.06		Electricity Bill December
Total Payments			11,645.92		

9.1.2 Unitary Trust Bank

List of Payments made between 28/11/2017 and 15/01/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/11/2017	RTF Networks	DD6721408	124.39		Telephone & Broadband Services
01/12/2017	Northstar IT Services	DD14499/14	165.94		IT Support & Back up
08/12/2017	Capital Cleaning (Kent) Ltd	0000207578	144.00		Quadrasan Service Contract
08/12/2017	Commercial Services Trading Lt	LS186397	297.10		Verge Maintenance - Fox & Goos
08/12/2017	Mrs P Bowdery	IMPREST83	63.46		Imprest Account
08/12/2017	Asda	IMPREST83	0.70		Nappy Sacks
08/12/2017	Homebase	IMPREST83	27.60		Brooms - CPS
08/12/2017	B & Q	IMPREST83	41.00		Pruning Equipment
08/12/2017	Asda	IMPREST83	2.40		Consumables
08/12/2017	Wilkinsons	IMPREST83	10.00		Consumables
08/12/2017	Zurich Insurance Plc	626366941	1,197.99		VWVG Brushmower/Tractor Insuran
08/12/2017	KCC Commercial Services	L3028493	44.82		Consumables
08/12/2017	Society of Local Council Clerk	P BOWDERY	233.00		Clerk Annual Membership
08/12/2017	M agyeman-duah	C183	150.00		Returned Damage Deposit
08/12/2017	Kent Association Local Council	03177	36.00		Data Protection Workshops
08/12/2017	Heart of Kent Hospice	BOXLEY PC	500.00	Minute 3049/9.1	Grant
13/12/2017	St John's C of E Primary Schoo	277	30.00		Hire of Library/Dec PC Meeting
13/12/2017	Friends of Boxley Church	BOXLEY PC	261.00		Grant for PL Insurance
18/12/2017	Lloyds Corporate Multipay Card	12	464.02		Top up of funds
20/12/2017	Mrs P Bowdery	20/12/PC01	2,212.01		Salary
20/12/2017	Mrs A Candy	20/12/PC03	594.40		Salary
20/12/2017	Mr I Davies	20/12/PC06	34.33		Councillor Allowance
20/12/2017	Mr V Davies	20/12/PC07	34.33		Councillor Allowance
20/12/2017	Mr P Dengate	20/12/PC08	25.73		Councillor Allowance
20/12/2017	Mrs M Fooks	20/12/PC02	1,245.54		Salary
20/12/2017	Mr T Harwood	20/12/PC09	34.33		Councillor Allowance
20/12/2017	Mr R Hinder	20/12/PC10	42.87		Chairmans Allowance
20/12/2017	Mrs W Hinder	20/12/PC11	34.33		Councillor Allowance
20/12/2017	Mrs L Lake	20/12/PC04	60.00		Downs Mail Delivery - December
20/12/2017	Mrs K Macklin	20/12/PC12	42.93		Councillor Allowance
20/12/2017	Mrs M Smith	20/12/BH01	570.47		Wages
20/12/2017	Mrs M Waller	20/12/PC17	35.53		Councillor Allowance
20/12/2017	Mr B Douglas	20/12/BH05	237.44		Wages
20/12/2017	Mr D Odell	20/12/BH02	269.44		Wages
20/12/2017	Mr P Poon	20/12/PC05	30.80		Litterpicking
20/12/2017	Miss H Fooks	20/12/PC18	82.80		Downs Mail Delivery
20/12/2017	HMRC	577PW00105	1,400.90		PAYE
20/12/2017	EFT Receipts Ac	IT00000068	100.70		Pension Contributions
20/12/2017	Mrs M Fooks	DM DELIVER	25.00		Downs Mail Delivery December
20/12/2017	KCC Commercial Services	L3044070	119.70		Consumables
20/12/2017	Jagmohan Singh	C205	120.40		Refunded Damage Deposit
29/12/2017	RTF Networks	6722645	123.83		Telephone & Broadband Services
31/12/2017	Unity Trust Bank	S/C 1	28.20		Service Charge for transaction
01/01/2018	Northstar IT Services	DD14680/14	165.94		IT Services and Back Up
08/01/2018	Mark Robinson Gas & Heating Se	3924	82.00		Boiler Repair
08/01/2018	Ajax Flooring Company	29070	4,080.00		Sand & varnish Hall Floor
08/01/2018	Commercial Services Trading Lt	LS186464	1,984.75		2nd Instalment Grounds Mainten

Continued on Page 2

Date: 15/01/2018

Boxley Parish Council

Page 2

Time: 11:54

Unity Trust Account

List of Payments made between 28/11/2017 and 15/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2018	Capital Cleaning (Kent) Ltd	209517	38.08		Sanitary
08/01/2018	Ajax Flooring Company	29070	-4,080.00		Sand & varnish hall floor
08/01/2018	Ajax Flooring Company	29070	4,080.00		Sand & Varnish Hall Floor
Total Payments			17,650.19		

9.1.3 Coop Payments

Date: 15/01/2018

Boxley Parish Council

Page 1

Time: 11:54

Co-Op General Account

List of Payments made between 28/11/2017 and 15/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Mail Publications Ltd	DD113225/6	490.14		Boxley Page
01/01/2018	Mail Publications Ltd	DD113334/5	490.14		Downs Mail Page Dec Edition
Total Payments			980.28		

9.1.4 Lloyds Corporate Multipay Card

Date: 15/01/2018

Boxley Parish Council

Page 1

Time: 11:57

Lloyds Corporate Multipay Card

List of Payments made between 28/11/2017 and 15/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2017	Post Office Ltd	1-350951	18.88		Postage for PC
31/12/2017	Unity Trust Account	09	3.00		Monthly Card Fee Nov
Total Payments			21.88		

Item 9.2 Receipts for the period 28.11.17-15.1.18

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

9.2.1 HSBC Receipts.

15/01/2018

Boxley Parish Council

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11:58

Cashbook 1

User: PB

HSBC General Account

Receipts received between 28/11/2017 and 15/01/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 28/11/2017	367.65					
106	Age Concern	367.65			1235 260	367.65	R1888 Age Concern Nov
	Banked: 28/11/2017	38.05					
135	Simpson	38.05			520	38.05	C222D Simpson 10/2/18
	Banked: 30/11/2017	51.80					
136	Gaaru	51.80			1230 260	51.80	C131F Gaaru 2/12/17
	Banked: 05/12/2017	50.40					
137	O'Connor	50.40			520	50.40	C224D O'Connor 25/2/18
	Banked: 05/12/2017	23.10					
138	Caterpillar Music	23.10			1235 260	23.10	R1901 Caterpillar Music
	Banked: 05/12/2017	239.45					
139	AACTs	239.45			1235 260	239.45	R1910 AACTs Dec/Jan
	Banked: 05/12/2017	60.90					
140	Teenie Boppers	60.90			1235 260	60.90	R1907 Teenie Boppers
	Banked: 06/12/2017	417.91					
141	Kumon	417.91			1235 260	417.91	R1903 Kumon Dec Invoice
	Banked: 06/12/2017	37.50					
142	A.Bead in Time	37.50			1235 260	37.50	R1898 ABIT Dec Invoice
	Banked: 06/12/2017	44.04					
107	NGREA	44.04			1235 260	44.04	R1885 NGREA November
	Banked: 06/12/2017	155.00					
114	Saavas	155.00			520	155.00	C223D Saavas 3/2/18
	Banked: 08/12/2017	111.65					
143	Tumbletots	111.65			1235 260	111.65	R1908 Tumbletots Dec
	Banked: 08/12/2017	62.75					
144	Stokes	62.75			520	62.75	C225D Stokes 17/2/18
	Banked: 10/12/2017	77.63					
145	Yoga	77.63			1235 260	77.63	R1909 Yoga Dec Invoice
	Banked: 11/12/2017	242.30					
146	Soares	242.30			1230 260 1231 260	240.30 2.00	C226F Soares 20/1/18 PL Insurance Soares
	Banked: 13/12/2017	62.75					
147	Soares	62.75			520	62.75	C225F Stokes 11/2/18
	Banked: 13/12/2017	629.58					
108	Pettitt	50.40			520 1230 260 1231 260	-50.40 98.80 2.00	C198D Pettitt 6/1/18 C198F Pettitt 6/1/18 PL Insurance Pettitt
Subtotal Carried Forward:		2,672.46	0.00	0.00		2,093.28	

HSB C General Account

Receipts received between 28/11/2017 and 15/01/2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount	Transaction Detail
110	Movement as Therapy	361.23			1235	260	361.23	R1905/1917 Dec/Jan
111	Karate	217.95			1235	260	217.95	R1902 Karate Dec Invoice
	Banked: 13/12/2017	130.05						
109	Dhillon	130.05			520		-150.00	C210D Dhillon 13/1/18
					1230	260	278.05	C210F Dhillon 13/1/18
					1231	260	2.00	PL Insurance Dhillon
	Banked: 19/12/2017	93.85						
148	George	93.85			520		-93.85	C187D George 27/1/18
					1230	260	185.70	C187F George 27/1/18
					1231	260	2.00	PL Insurance George
	Banked: 19/12/2017	121.95						
112	Medway Leisure Stay & Play	121.95			1235	260	121.95	R1904 Medway Leisure
	Banked: 20/12/2017	25.74						
149	Sing & Sign	25.74			1235	260	25.74	R1906 Sing & Sign
	Banked: 20/12/2017	77.22						
150	Sing & Sign	77.22			1235	260	77.22	R1919 Sing & Sign Jan
	Banked: 22/12/2017	150.20						
151	Branton	150.20			1230	260	148.20	C227F Branton 14/1/18
					1231	260	2.00	PL Insurance Branton
	Banked: 28/12/2017	38.05						
152	Rice	38.05			520		-38.05	C219D Rice 4/2/18
					1230	260	74.10	C219F Rice 4/2/18
					1231	260	2.00	PL Insurance Rice
	Banked: 30/12/2017	280.31						
153	Yoga	280.31			1235	260	280.31	R1922 Yoga
	Banked: 05/01/2018	1,012.08						
113	Sa'adedin	38.05			520		-38.05	C218D Sa'adedin 21/1/18
					1230	260	74.10	C218F Sa'adedin 21/1/18
					1231	260	2.00	PL Insurance Sa'adedin
115	Balfour Short Mat Bowls	86.25			1235	260	86.25	R1900 BSMB Dec Invoice
116	Balfour Short Mat Bowls	287.93			1235	260	287.93	R1912 BSMB Jan Invoice
117	Age Concern	599.85			1235	260	599.85	R1899/1911 Age Concern
Total Receipts:		4,601.91	0.00	0.00			4,601.91	

9.2.2 Unity Trust Bank Receipts

15/01/2018	Boxley Parish Council	Page 1
11.59	Cashbook 2	User: PB
	Unity Trust Account	
	Receipts received between 28/11/2017 and 15/01/2018	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 12/12/2017	9,929.40						
102704	HSBC General Account	9,929.40			210		9,929.40	Payments made out of
	Banked: 18/12/2017	513.00						
G Smith	Boxley Parochial Church Council	513.00			1200	220	513.00	Burial - [REDACTED]
	Banked: 21/12/2017	12.00						
Smith	Boxley Parochial Church Council	12.00			1200	220	12.00	Balance of [REDACTED]
	Banked: 31/12/2017	3.00						
09	Lloyds Corporate Multipay Card	3.00			210		3.00	Monthly Card Fee Nov
Total Receipts:		10,457.40	0.00	0.00			10,457.40	

9.2.3 Lloyds Corporate Multipay Card Receipts

15/01/2018	Boxley Parish Council	Page 1
12.01	Cashbook 12	User: PB
	Lloyds Corporate Multipay Card	
	Receipts received between 28/11/2017 and 15/01/2018	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 18/12/2017	464.02						
12	Unity Trust Account	464.02			211		464.02	Top up of funds
Total Receipts:		464.02	0.00	0.00			464.02	

9.3 Account closing balances.

Item	Statement Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	04.01.18	Coop General Account	£22,122.52
5.1.2	04.01.18	HSBC Beechen Hall	£21,330.55
5.1.3	04.01.18	Unity Trust Bank (UTB)	£71,037.64
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	22.10.17	Lloyds B (matures 26/01/2018)	£25,013.75
5.1.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over)	£55,873.90
5.1.9	31.10.17	Nationwide Parish Council (now 95 day saver account which rolls over)	£19,999.66
		Total	£383,660.08

Item 11. Parish Hall Extension: Public Works Loan Purpose of Item: Decision

To consider the F&GPC recommendation on the application for a Public Works Loan. A full report was submitted to the 16 January 2018 F&GPC With the following being the information regarding interest rates and repayments

Interest Rates as at 05/01/2018 (these fluctuate daily, but only slightly in normal circumstances).

Amount of Advance £90,000 (as an example, rate increases with size of loan)

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Cost (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 15 not over 15½	2.12	3,421.53	106,067.43	2.10	3,848.23	30.48	105,120.00
Over 20 not over 20½	2.36	2,781.45	114,039.45	2.32	3,239.12	25.46	111,924.00
Over 25 not over 25½	2.56	2,413.81	123,104.31	2.51	2,894.21	22.15	119,367.00

There are three repayment methods open to Parish, Town and Community Councils (more information will be found in the attached Technical Note):

Annuity: half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

Equal Instalments of Principal (EIP): half yearly payments where each payment consists of a constant instalment of principal

Maturity: half-yearly payments of interest only, with a single repayment of principal at the end of the term (it is assumed this will not be of interest to members).

For information, the Hall's net surplus revenue over the past three years has been:

2013/14 £8,751
 2014/15 £6,983
 2015/16 £11,447 *[is this comparable as there is no mention of office expenses in Mel's figures]*

For 2017/18 £>10,000 (£7,588 as at 31/12/17)

Annuity: half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

Equal Instalments of Principal (EIP): half yearly payments where each payment consists of a constant instalment of principal