



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 3 December 2018 at Function Room (upstairs) The Early Bird, Grove Green Shopping Centre, Grovewood Drive North ME14 5TQ commencing at 7.30pm

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.32)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.
3. **Chairman's Announcements** (7.34)
4. **Minutes of the Parish Council Meeting 5 November 2018** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-5).
5. **Presentation from DHA on the 2 schools proposed for land adjacent to Popes Wood.** (7.40)

Adjournment to enable members of the public to address the meeting

6. **Grove Green Traffic** (8.20)
 - 6.1 Cllr Bob Hinder report on meeting with County Councillor Paul Carter. See Report (pages 5-6).
 - 6.2 Grove Green Informal Working Group update. See report (page 6).
7. **Matters Arising From the Minutes** (8.35)
 - 7.1 Minute 3174/6.1 Franklin Drive Play Area. Lease agreement still outstanding, Cllr Wendy Hinder was to contact MBC.
 - 7.2 Minute 317.4/6.3 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Sites have been put forward for Local Nature Reserve Status and will be submitted for local green space status in the upcoming review of the MBC Local Plan. **Action: Office.**
 - 7.3 Minute 3175/11.1 OneDrive Training. It is suggested that training should be programmed for the New Year. **Action: Office.**
 - 7.4 Any other matters arising from the minutes which are not on the agenda.
- 8 **Crime Report and Police Issues** (8.37)
Crime report 13 October– 26 November 2018. See report (pages 6-7).
 - Draft Minutes of Recent Committee Meetings** (8.42)
 - 9.1 Environment Committee 5 November 2018. See report (pages 7-8).
 - 9.2 Environment Committee 12 November 2018. See report (pages 8-13).
 - 9.3 F&GP Committee 13 November 2018. See report (pages 13-15).
 - 9.4 F&GP Committee 20 November 2018. See report (pages 15-17).

10. **Finance** (8.46)
 10.1 Payments made out of meeting 30.10.18 – 26.10.18. See report (pages 22-23).
 10.2 Receipts for the period 30.10.18 – 26.10.18. See report (pages 24-27).
 10.3 Account balances report (pages 27).
- 11 **Draft Budget 2019/20** (8.50)
 Councillors are asked to submit any projects that they wished to be considered.
12. **Policies and Procedures** (8.55)
 12.1 Vision and Business Plan (review). See report (pages 17-20).
13. **GDPR** (9.02)
 To receive update. See report (page 20).
14. **Community Infrastructure Levy** (9.07)
 To consider the F&GPC recommendation that “**Boxley Parish Council approaches Maidstone Borough Council to sign up to receive the Community Infrastructure Levy.**”
15. **Reports from councillors/office** (9.10)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
16. **Reports from Borough and County Councillors** (9.15)
 Our Ward councillors are invited to report and discuss matters affecting the parish.
17. **Matters for Decision** (9.20)
 17.1 Parish Councillor Internal Audit. Volunteer required to undertake the audit in December or January.
 17.2 Walderslade Woodlands Working Group. To notify members that this will be referred to in future documents with the abbreviation to 3WG.
 17.3 Long Term Investment Working Group. See report (pages 20-21).
 17.4 NALC/KALC Model Standing Orders. See report (page 21).
18. **Correspondence** (9.26)
 To consider any received. See report (page 21).
19. **Matters for Information** (9.27)
 To consider any received. See report (page 21).
20. **Items for Next Agenda** (9.29)
 Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 21 January 2018.
21. **Next Meeting** (9.30)
 28 January 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council.

Date 27 November 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 3 December 2018
The Chairman will assume that these have been read prior to the meeting.**

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

Item 4. Minutes of the Meeting of the Parish Council held at European School of Osteopathy, Boxley on Monday 5 November 2018 commencing at 7.34 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr Ivor Davies, Mr V Davies, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mr D Hollands, Mrs K Macklin and Mr J Willmott together with the Assistant Clerk Mrs M Fooks, PCSO's Matt Adlington and Zoe Turner and 3 members of the public/press.

1. Apologies and absences

Apologies: Cllrs Constable, Dengate, and Sullivan.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllrs Bob and Wendy Hinder and Harwood (known to one of the candidates for co-option).

3. Chairman's Announcements

The Chairman urged members to attend a presentation for 750+ houses to be built off North Dane Way which is being held at Lordswood Leisure Centre on Thursday 8 November.

Thanks, was given to the Beechen Hall Extension Working Group members who turned out to turf the area in front of the entrance to the hall on Sunday 4 November. Special thanks were given to Cllr Vic Davies for the bacon sandwiches at the end of the session. A reminder and invitation were extended to all Councillors to attend the remembrance service on Sunday 11 November at St Mary's and All Saints Church where the new names will be unveiled on the War Memorial directly after the service which starts at 10am.

4. Minutes of the Parish Council Meeting 1 October 2018

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

5. Co-option to Parish Council Vacancy (South Ward)

Two applications had been submitted and both candidates attended and addressed the meeting. After discussion it was **agreed** to co-opt Pat Huntingford to the parish council. However, the Chairman commended the other candidate and concluded that he was a valuable asset to the parish within the Grove Green area.

6. Matters Arising from the Minutes

6.1 Minute 3163/6.1 Franklin Drive Play Area. Members **received** and **noted** the Clerk's report. Cllr Wendy Hinder was rather concerned that the lease agreement was taking so long and agreed to chase MBC. **Action Cllr W Hinder.**

6.2 Minute 3163/6.5 War Memorial, plaques and Beechen Hall ceremonies. Members **received** and **noted** the Clerk's report. Some members asked about where to park for the unveiling of the Grove Green plaque and Cllr Vic Davies suggested Provender Way.

6.3 Minute 3163/6.6 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Members received the Clerk's report. Cllr Bob Hinder confirmed that this is being considered at the HCL meeting on Tuesday 6 November for LNR (local nature reserve) status. After discussion Cllr Harwood

proposed, seconded by Cllr Ivor Davies with all in favour for these areas to be put forward for inclusion in the local plan as local green space. **Action office.**

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

7 **Crime Report and Police Issues**

This item was taken after item 4. Crime report 23 September - 13 October 2018 **Received** and **noted**. PCSO Adlington confirmed that he had been busy in the Grove Green area on Halloween night with youths causing a nuisance in the vicinity of Tesco's. He also confirmed that the travellers had now left the site in Sandling and the landowner has secured the site. He confirmed the Sandling parking issue seems to be resolved as he has heard nothing further from residents. Cllr Willmott informed members and the PCSO that the gates to Chapel Down land were unlocked and a motor bike was seen driving around the area. Cllr Willmott had notified Chapel Down.

The meeting was adjourned at 18.18 to allow a member of the public to ask a question regarding St Andrew's Chapel and the council responded with some local information. The meeting reconvened at 18.20.

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

8.1 Environment Committee 1 October 2018. **Received** and **noted**.

8.2 Environment Committee 17 September 2018. **Received** and **noted**.

8.3 Estates Committee 9 October 2018. **Received** and **noted**.

9. **Finance**

9.1 Payments made out of meeting 24.09.18 – 30.10.18. **Received** and **noted**.

9.2 Receipts for the period 24.09.18 – 30.10.18. **Received** and **noted**.

9.3 Account balances report **Received** and **noted**.

10 **Draft Budget 2019/20**

Councillors are asked to submit any projects that they wished to be considered. **Noted**.

11. **Policies and Procedures**

11.1 OneDrive. Members **received** the Clerk's report after discussion members **agreed** in principle to trial this new procedure however Cllr Vic Davies suggested that all Councillors would benefit from a training session on how to use the OneDrive before trialling it. It was **agreed** to circulate dates to members. **Action office**

11.2 Stem School Road Traffic Orders. Members **received** and **noted** the Clerk's report. Cllrs Bob and Wendy Hinder confirmed that they have a meeting with County Cllr Paul Carter on Thursday 15 November and will talk to him about a contribution towards funding the RTO's if the company declines to pay. Lots of discussion took place on the current situation and the ramifications and impact of traffic on Grove Green from the high level of development taking place in the near future. It was finally **agreed** to ask the informal working group to submit their ideas in bullet point format to be circulated to councillors and then brought back to the next parish council meeting where a decision can be made on how best to take this forward. Cllr Hayday informed members that many residents were not happy with the closure of the M20 as traffic is now being diverted through Grove Green. **Action informal working group and office.**

12. **GDPR**

No update could be given, deferred to next meeting.

13. **Reports from councillors/office**

Cllrs Brindle, Constable, Vic Davies, Hayday and Willmott attended the A249 Bearsted Road, drop in briefing on 23 October and gave their views to members.

14. **Reports from Borough and County Councillors**

14.1 Cllr Bob Hinder's report covering various issues in the parish was **received** and **noted**.

14.2 Cllr Wendy Hinder's report covering various issues in the parish was **received** and **noted**.

15. **Matters for Decision**

15.1 Chairmanship Conference 2018, 13 December 2018. **Noted**.

15.2 KALC AGM 17 November. Cllrs Anne Brindle and Wendy Hinder booked to attend. **Noted**.

15.3 95th Annual Meeting of Action with Communities in Rural Kent on Tuesday 13th November 2018 Teynham Village Hall, starting at 2.00pm. **Noted**.

15. **Correspondence**

None received.

16. **Matters for Information**

16.1 Freedom of Information request concerning trees at Weaving Diamond Jubilee Orchard was received and answered. **Noted**

16.2 CPRE Kent Voice issue Autumn/Winter. **Noted**

16.3 Updated Boxley Warren LNR Management Plan (e-mail 15/10) **Noted**. Cllr Harwood confirmed that he had obtained the materials for the new pond at Boxley Warren and was sourcing the clearance and the labour at no cost to the parish council.

16.4 Land at Wildfell Close. Notification from KCC "*We are currently going through a selection process for marketing agents with a view to instruct towards the end of the year and launch marketing in early 2019*". **Noted**. Cllr Bob Hinder informed members that he attended a meeting with members of WWG and the Clerk on Friday 2 November to discuss the management plan and the CIO and to bring them up to date with the development and proposals.

16.5 KWT Wild Kent issue Winter 2018. **Noted**.

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 November 2018.

18. **Next Meeting**

3 December 2018 at St John's School, Provender Way, Grove Green, ME14 5TZ.

Item 6. Grove Green Traffic Purpose of Item: Decision

6.1 Report on meeting at County Hall regarding traffic issue.

Present - Paul Carter leader KCC, Susan Laporte highways, Councillors Bob Hinder, Wendy Hinder, Val Springate (Bearsted)

The meeting was convened at the request of BPC to discuss the perceived major traffic problems that exist in the Grove Green / Bearsted area.

It was made clear by SL that all of the needed improvements could not be done at one go, this was logistically impossible and not all sources of funding had yet been identified. The proposed improvements at New Cut has to be recognised as step one in a process that will take several years to complete. It is recognised that the improvements to the M20 are also needed but this is under the direct control of Highways England and KCC cannot influence their decisions but are closely liaising to try and ensure that diversions, etc.. are properly coordinated and identified. With regard to these it was felt by PC that better, bigger signs that are legal (explanation needed - warning signs to HGVs about low bridges but do not specify the actual height restriction) were needed and to be much bigger than had been used before. Try and stop HGVs using unsuitable routes. It was agreed however that New Cut is a route that will be used until the end of the motorway works. A major issue identified is the stretch of Ashford road from its junction with New Cut along to Willington Street. This is a bottleneck that to solve will involve major finance

and possible movement of the wall bounding Mote Park and the - sensitive issue of possible removal of some trees.

Possible additional measure may include the use of mobile speed cameras but it must be recognised by local residents that there is no local alternatives routes whilst this work is being undertaken. It is logically the safest and most direct route to divert the traffic and get it out of the area.

I am prepared to give a more detailed analysis verbally if required at the meeting.
Cllr Bob Hinder.

6.2 Grove Green Informal Working Group update.

Report From Cllr Hayday on behalf of the group.

The informal working group has met on a number of occasions and has contacted other interested parties, including Thurnham and Bearsted Parish Councils, to ascertain their interest. The group is currently gathering evidence to support 'on the ground' observations and experiences with a view to drawing together a report outlining issues, as the informal working group see it, and this can then be used as the basis of opening discussion with a Working Party and other agencies. A first draft has been produced but needs further work before it can be presented to members. If members agree to the recommendation to set up a Working Group then it is requested that the Terms of Reference are agreed out of meeting as there is a wish to immediately progress this issue in January.

Other recommendations

- The Chairman to write to the Chairpersons of adjacent/interested Parrish Councils to invite them to participate in a joint working group to further investigate and take the issues forward.
- Terms of reference for the proposed joint working group are to be agreed.
- Pending the inauguration of the above working group, Paul Carter & Helen Whately to be invited to a PC meeting to enable them to be updated with the above concerns.

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

I have supplied the parish office with details of the contact numbers of the Rural Officer team, a member of which will be on duty every day, I will also ensure that the parish office receives the news sheets and other information issued by the rural team.

As members will be aware I do liaise with the parish office about sending out Community e-mail alerts to notify communities of any particular issue and I am also pleased to see that the parish council's website and Facebook often carry details of scams etc. A recent incident near Grove Green where Police dog handlers were tasked to track down a suspect burglar caused some alarm to a few nearby residents. With Christmas approaching it is a time for residents to be particularly vigilant about home and car security as presents and gifts on display will tempt criminals so please ensure no valuables are kept on-show in vehicles.

Crime report 13 October – 26 November 2018.

On Saturday 13th of October between 1:00pm and 1:20pm in Henley Fields. A gate and fencing was damaged at a residential property by someone attempting to gain entry to the garden. They ran off when challenged by the resident.

Between 6:30pm on Wednesday 31st of October and 5:00am on Thursday 1st of November in Grovewood Drive South. Someone attempted to break into a Ford Transit van parked in the road damaging the door locks. No access gained.

Between 5:15pm on Wednesday 7th of November and 7:30am on Thursday 8th of November in Lock Lane. A window has been smashed at an office block. No access gained.

On Friday 2nd of November between 7:00pm and 7:30pm in Olivine Close. A van parked in the road has been broken into and tools has been stolen.

On Monday 12th of November between 7:30pm and 9:00pm in Wildfell Close. A Vauxhall

Vivaro van parked in the road was broken into and tools were stolen.

On Friday 9th of November between 7:30pm and 8:25pm in Olivine Close. A vehicle has been broken into and carious tools have been taken

Between 3:00pm on Monday 19th of November and 8:30am on Tuesday 20th of November in Forstal Road. Sheds on the allotments were broken into. Still awaiting list of stolen property.

Between 12:01am on Tuesday 20th of November and 10:00am on Thursday 22nd of November in Bearsted Road. Someone attempted to steal a Jaguar XJ parked in a car park.

On Tuesday 13th of November between 11:54am and 12:14pm in Old Mill Lane. Someone attempted to break into a Ford Transit van causing damage. No access gained.

On Thursday 22nd of November around 12:00am in Grange Lane. A group of youths have taken fire extinguishers from a farm and set them off.

Item 9 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 9.1 Minutes of the Environment Committee on Monday 5 November 2018 at European School of Osteopathy, Boxley commencing at 9.00 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr D Hollands, Mr J Willmott and Mrs M Fooks (Assistant Clerk). Visiting Councillors Mr V Davies and Mr D Hollands.

1. **Apologies and absences**
Apologies: Cllr Constable
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.

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

3. **Planning Applications for Consideration**

Ratification

TPO Application to Oak (T12) Crown reduction (20% of foliage branches) to a height of 12 metres with a radial spread of 5 metres. 3 The Medlars Maidstone ME14 5RZ. **Ratified** the Clerk's decision, after consulting members
Do not wish to object defer to the views of the Landscape Officer.

18/505216/TPO Application - Silver Birch (T1) - remove lowest northern branch. Crown lift
to achieve ground clearance of 5.5m Silver Birch (T2) - Crown lift to achieve ground clearance of 5.5m Oak (T3) - Crown lift to achieve ground clearance of 5.5m
Reasons for work - excessive shading.3 Violet Close Boxley ME5 9ND. **Ratified** the Clerk's decision, after consulting members
Do not wish to object defer to the views of the Landscape Officer.

TPO application to remove T1 Oak. 14 Forestdale Road Boxley Chatham Kent ME5 9NB. **Ratified** the Clerk's decision, after consulting members
Do not wish to object defer to the views of the Landscape Officer.

18/505251/LBC Listed Building Consent for proposed shower room to first floor. The Old Vicarage The Street Boxley Maidstone Kent. **Ratified** the Clerk's decision, after consulting members
The parish council has no material planning reasons to object.

Decisions

18/505302/TPO application to 1x Cherry & 2x Sweet chestnut trees - Reduce height by Approx. 4m to a total height of approx 17m. 11 Sandstone Rise Boxley Chatham Kent ME5 9DH.

Do not wish to object, defer to the views of the Landscape Officer.

18/505264/FULL Retrospective application for retention of a car parking area. Unit 33 Adjacent Lordswood Industrial Estate, Gleamingwood Drive Lordswood Chatham.

Boxley Parish Council strongly objects to the loss of ancient woodland and this position is also supported by the recent amendment to NPPF (118) which gives additional protection. If this was not a retrospective planning application, it would no doubt be refused by MBC as it is contrary to NPPF 118. MBC's decision for the previous application for this site 17/500117 was refusal due to 'an unacceptable and unjustified loss of ancient woodland, which would have adverse effects upon an irreplaceable habitat and the ecological importance of the site'. Despite the woodland flora and fauna already being compromised the parish council wishes to object to this application.

The applicant appears to have put forward a management plan for the active management of the remaining ancient woodland which the parish council fully supports and if the planning officer is minded to approve these plans the parish council would ask that this is a condition of approval.

The parish council strongly objects to retrospective planning applications as they remove the power of local planning authorities to properly influence development.

If the planning officer is minded to recommend refusal the parish council would support this and enforcement action.

If the planning officer is minded to approve, we request for it to be referred to the planning committee.

18/505008/FULL Two storey side extension with associated parking. 15 Cinnabar Close Walderslade Chatham Kent ME5 9PF.

The parish council has no planning material reasons to object however, members have raised concerns the proposed extension is an overdevelopment of the site.

4. Next Meeting

Next Environment Committee meeting 12 November 2018 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Item 9.2 Minutes of the Environment Committee on Monday 12 November 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman) arrived at 8.12pm, Item 7, Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr B Hinder (arrived at 8.12pm, Item 7) and Mr J Willmott, together with Mrs M Fooks (Assistant Clerk),

1 Apologies and absences

Apologies: Cllrs J Constable and D Hollands.

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared.

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

3. **Minutes of the Meeting 8 October 2018.**

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

4. **Matters Arising from the Minutes**

- 4.1 Minute 3167/4.1 Ancient Woodland and TPOs. Deferred to December Meeting.
- 4.2 Minute 3167/4.2 Fixed plate pedestrian crossing signs Grovewood Drive North. Installed but traffic is increasing along Grovewood Drive. **Noted.**
- 4.3 Minute 3167/4.3 Yellow lines at junctions along Provender Way. KCC has now included the junctions at Franklin Drive and Harvesters Way and is arranging Road Traffic Orders so that the work can proceed. **Noted.**
- 4.4 Minute 3167/4.4 Chatham Road Sandling new road layout. Work has now begun, **noted.**
- 4.5 Minute 3167/4.5 Speed cushions, Boxley Village. Work has now been finalised and a date will be confirmed by KCC. Members requested a copy of the plan for the location of the cushions from KCC. **Action office.**
- 4.6 Minute 3167/4.7 Junction 3 M2. This will be covered in meeting the parish council has with County Councillor Paul Carter on Thursday 15 November. Members also agreed to write to MP's Tracy Crouch (Chatham & Aylesford) and Tom Tugendhat (Tonbridge & Mailing) for support. Cllr Willmott suggested setting up an on-line petition through Highways England, office to investigate. **Action office.**
- 4.7 Minute 3167/4.8 Programmed Tree Work along Boxley Road/Beechen Bank Road. KCC Property Services requested to trim back trees on its land that mask the street lights. **Noted.**
- 4.8 Minute 3167/4.10 Gidds Pond Cottages off street parking provision. Office requested to backtrack through all the planning applications for the site to see if a condition has been imposed to provide the off-street parking. Members asked for this to be carried out as soon as office time allows. **Action office.**
- 4.9 Minute 3168/4.12 Traffic survey Boxley Village. Possible costs have been obtained and KCC has been approached about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. Members agreed to wait for a response from KCC before making a decision on commissioning a new survey. **Action Office.**
- 4.11 Minute 3168/13 Boxley Warren additional pond. Cllr Harwood reported at the last parish council meeting that the materials and labour had been sourced at no additional cost to the parish council.
- 4.12 Minute 3168/4.14 Daffodils. These have been distributed for planting. **Noted.**
- 4.13 Minute 3169/7 Provender Way Winter Maintenance request. Members requested that KCC was chased for a decision. Cllr Bob Hinder **agreed** to write a letter to County Councillor Paul Carter which would be given to him at their meeting on Thursday 15 November 2018. **Action office and Cllr Bob Hinder.**
- 4.14 Any other matters arising from the minutes not on the agenda. None.

5. **Planning Applications for Consideration - DECISION**

18/505439/FULL Erection of a single storey front extension to porch including increase in roof height, a two storey rear extension and a single storey wrap around rear and side extension, replacement roof including increase in ridge height, installation of a new pedestrian access gate from Grovewood Drive South and erection of a new low boundary wall to front. Alternative materials to first floor and roof and installation of stainless steel flue. Harvesters Way Weaving.
The parish council has no material planning reasons to object. However, members have concerns that the proposed low brick wall would have a detrimental impact on the street scene. A low-level hedge or soft landscaping would not be so intrusive and will be in keeping with the rest of the houses.

18/505426 Advertisement consent for installation of 1no. face illuminated 'Paperchase' letters sign, 1no. face illuminated 'Virgin Holidays' letters/logo sign, and 1no. illuminated 'Costa' letters sign fixed to brickwork. Next Eclipse Park Sittingbourne Road North Maidstone.

The parish council has no material planning reason to object.

18/505196/FULL Reconfiguration of existing concrete and tarmac hard surfaced area to provide Builder's Merchant storage, including repair works to existing concrete surfaces, installation of 2no. single storey modular buildings totalling 35m², installation of external yard lighting columns, erection of fencing, and associated works. Travis Perkins Cobtree House Forstal Road Aylesford Kent.

The parish council has no material planning reason to object.

18/505455 Approval of Reserved Matters for Access, Appearance, Landscaping, Layout, and Scale, pursuant of 15/503359/OUT - Outline application with all matters Reserved for residential development (approx 89 dwellings) plus open space, biomass plant and access road (plus emergency access). Land East Of Gleamingwood Drive Lordswood Kent.

Objection on the grounds that the applicant has failed to prove that this development is sustainable.

The lack of a clear business plan on this scheme's ability to provide for the operation of the biomass unit and details of the Management Plan for the Ancient Woodland, which is to be managed to provide fuel to the bio-mass, means that the application as it stands, cannot be judged as sustainable. This was a requirement of the Planning Inspectors Appeal Decision. Planning Inspector decision, reason 23 clearly requires that the "biomass plant can be assured."

The Planning Officer Urgent Update (6 September) the bio-mass boiler is unviable;

- *Section 6.07 clearly shows that MBC understanding of the extant planning permission requires, before 30 November, that all reserved matters including the biomass and woodland management documents are submitted "The reserves matters submission would be expected to include the biomass boiler as a key component of the outline consent.*
- *Section 6.09 clearly identifies that "the developer has no intention of building a bio-mass boiler because practical implementation of this was explored in great detail in conjunction with wood fuel providers and found to be an unviable proposition".*

The applicant's failure to submit the bio-mass boiler and wood management documents, contrary to the applicant's own Planning Statement concerning the reserved matters clearly indicates that there is an issue of viability as per the Planning Officer's report.

- *Planning Statement 1.2 "Reserved matters (appearance, landscaping, layout and scale) pursuant to 15/503359/OUT for residential development (about 89 dwellings) plus open space **biomass plant** and access road.*
- *1.4 These plans will included in the documents to be submitted for the Reserved Matters application, as background information.*

The parish council reiterates its previous objections submitted for 15/503359/OUT and also has the additional comments.

Since the outline Planning Permission there has been a significant change regarding protection for Ancient Woodland (NPPF 118)and Boxley Parish Council considers that

the change must be a Material Consideration in any decision taken by MBC. The Planning Officer Urgent Update (6 September) clearly identifies

- *Section 7.04 The Policy Framework by which the impact is assessed differs greatly from the situation in 2015.*

It is considered that the traffic survey needs revisiting as it is now 5 years out of date and therefore cannot accurately reflect current traffic movements.

The parish council requests that the application is taken to the Maidstone Planning Committee.

If MBC is minded to approve then the following conditions are requested prior to any development taking place:

- *Proof, by a financial feasibility study, business plan or similar, that a bio mass unit is sustainable and can be funded and maintained by the current scheme.*
- *A legal requirement, to ensure the site remains sustainable, that the bio mass unit is funded to remain in operation for 30 years.*
- *Approval of the Ancient Woodland Management Plan, fully costed and cross referenced to the bio mass feasibility study.*

18/505521/TPO application to 1x Oak tree - To be felled and a smaller native tree planted in its place. Sylvan Glade Walderslade.

The parish council strongly objects to the removal of healthy oak trees but will defer to the views of the Landscape Officer.

18/505531 Erection of a single storey rear extension. Chatham Road Sandling.

The parish council has no material planning reason to object.

18/505625/TPO – TPO Application to fell 1 x silver birch tree as shown on tree sketch plan at Sandstone Rise, Walderslade.

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

18/505635/FULL – Conversion of garage to home office/study at Lombardy Drive, Maidstone.

The parish council has no material planning reason to object.

18/504815/FULL – Erection of a wooden pagoda in the rear garden at Harvesters Way, Weaving.

The parish council has no material planning reason to object.

18/505654/FULL – Loft conversion with hip to gable and rear dormer at Chatham Road, Sandling.

The parish council has no material planning reason to object.

18/505586/TPO - TPO Application - Hornbeam - Reduce the overall crown by 30% plus remove a split/dead section from the top of the tree and shape the crown accordingly. at Olivine Close Walderslade.

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

MBC has notified that the parish council that it will reiterate its previous request to the applicants of the potential two schools, adjacent to the KIMS site, and the Innovation Medical Centre planned for the KIMS site, to engage with the parish council and community with a presentation on what is planned. The Assistant Clerk informed members that DHA are the agents for the two schools and have contacted the office to attend a parish council meeting to give an outline of the proposals for these schools.

6. Planning Decisions, Appeals and Appeals Decisions

Appeal Ref: APP/U2235/D/18/3209022 Boxley Road, Walderslade. APPEAL ALLOWED.

7. **Highways and Byways**

7.1 **Drainage and Flooding Report.** It appears that as a direct result of the Parish Council's report the following actions have been taken

- Boxley Road/Longwood flood area. As previously reported investigations have taken place and remedial work planned. **Noted.**
- Impton Lane and Celestine Close. CCTV investigation showed 100% blockage, the drains have been cleared with a tree root being cut away. More jetting is required and a local resident is going to monitor the situation for the parish council. **Noted.**
- Boxley Road (south cul de sac) This has been investigated and some kerbing is being replaced. Resident will monitor situation. **Noted.**
- Boxley Village Members received the Clerks report highlighting the civil works necessary to rectify flooding issues at Boxley Green. Cllr Willmott did not agree with the suggestions being made by one of the KCC officers and requested that a further site meeting is arranged to discuss this at more length and to agree a course of action. The meeting should involve the parish council, KCC and the resident. Cllr Willmott suggested that any work is carried out at the same time as the reinstatement of the speed cushions. **Action office.**
- Boxley Road/Travertine. This is still being considered, the problem being that the soakaway is on private land. **Noted.**
- Cossington Lane and Brownlowe Copse. KCC are investigating. Cllr Ivor Davies confirmed that he had seen an officer in the vicinity of this area.

7.2 **Maidstone Tree works notifications** – members **received** and **noted** the scheduled tree works and agreed that the information was useful and to trial it on a monthly basis for 3 months. **Action office.**

7.3 **Walderslade Woods Road Crash.** Members **received** and **noted** the clerk's report.

8. **Lower Thames Crossing** – Members **received** the Clerk's report on this consultation and **agreed** with her suggestion that the section that covers Connecting with other roads is the section that would most likely affect the parish in particular the A229, Junction 3 of M2 and Junction 6 of M20. Cllr Bob Hinder informed members that he will be involved with MBC's response to the consultation. It was **agreed** that this should be sent to all Councillors to respond to.

9. **Projects for consideration for the 2019/20 Budget**

Members were reminded that any projects needed to be submitted to the office no later than 30 November for consideration at the December meeting.

10. **Policy and Procedures**

- 10.1 Street Maintenance policy and pro forma **reviewed** and **agreed** with no change.
- 10.2 Highway projects policy and pro forma **reviewed** and **agreed** with no change.
- 10.3 Section 106 wishlist reviewed with minor amends which includes numbering the projects. **Action office.**

11. **Members Reports**

Members **received** and **noted** Cllrs Hayday and Vic Davies reports on the presentation they attended M20 Junction 7 planned improvements. Cllrs Bob and Wendy confirmed they were discussing this issue with County Councillor Paul Carter at a meeting on Thursday 15 November 2018.

12. **Volunteer Groups**

None to report.

13. **Matters for Information**

None to report.

14. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 30 November. **Noted.**

15. **Next Meeting**

Next Environment Committee meeting 10 December 2018 at Beechen Hall commencing at 7:30pm. **Noted.**

As no members of the public or press were present the motion to exclude was not placed before members.

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

Members **received** a verbal update on an existing situation.

Meeting closed at 9.38 pm.

Item 9.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 November 2018 commencing at 7.30 p.m.

Councillors present: Mr I Davies (Chairman), Mrs A Brindle, Ms L Clarke, Mr V Davies, Mr P Dengate, Mr G Hayday, Mr B Hinder and Mrs W Hinder together with Mrs P Huntingford (visiting councillor) and the Clerk Mrs P Bowdery.

1. **Apologies and non-attendance**

None as all members present.

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

Cllr V Davies notified members that he was a Trustee of Grove Green Community Hall.

3. **Minutes of the meeting of 11 September 2018**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3156/4.1 Charitable Incorporated Organisations (CIOs). Vinters Valley Trust and Grove Green Community Hall have completed the process and are now CIOs. **Noted.**

4.2 Minute 3156/4.2 Public Works Loan. The loan has been drawn down and repayment schedules are being built into the budget. **Noted.**

4.3 Minute 3156/4.3 Bank mandates. The collection of signatures was delayed due to changes in the system at UTB and the appointment to the councillor vacancy. Councillors will now be approached at the December parish council meeting to sign the relevant mandates. **Noted.**

4.4 Minute 3157/9.2 Replacement of laptop. This work is still being investigated. **Noted.**

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

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

5. **Financial report.**

5.1 The Chairman reported that, prior to the meeting, he had successfully undertaken a reconciliation of all the bank accounts. **Noted.**

5.2 Income/Expenditure report as at 06.11.18. **Received and noted.**

5.3 The Chairman reported that, prior to the meeting, he had successfully undertaken a reconciliation of the petty cash held at the office. **Noted.**

6. Investments

- 6.1 Investments report. **Received and noted. Ratified** the Clerk's decision, after consulting members, to reinvest Lloyds A and Lloyds B accounts for a further 3 months.
- 6.2 Investment Options and restrictions. Members **received and noted** the briefing note and **agreed**:
 - That, pending further investigation, council funds will be invested for no more than 12 months at a time except that the Enabling Fund from the sale of the Wildfell Close land would need to be invested for a longer term. For this professional advice would need to be sought. **Action: Clerk.**
 - To set up an F&GPC Working Group consisting of Cllrs Ivor Davies, Dengate and Hayday to specifically investigate the issues and restrictions on Long Term Investments. **Action: Clerk.**
- 6.3 Investment Strategy (review). With the Clerk's suggested amendments and a change to the maximum term of investment from 18 to 12 months, **agreed.**

7. Personnel matters

- 7.1 TOIL, training, leave and sickness cover. Cllrs Ivor Davies and Bob Hinder were asked to discuss outstanding TOIL with the Clerk. **Action: Cllrs Ivor Davies, Bob Hinder and the Clerk.**
- 7.2 Clerk's Staff Appraisal. Cllr Bob Hinder gave a report on the meeting with the Clerk and her notification that she would be retiring in the next 12-18 months. Cllrs Bob Hinder and Ivor Davies to formulate some proposals on how to manage the changeover and to review of the current office set up to see if it could be improved. **Action: Cllrs Ivor Davies, Bob Hinder.**

As it was 9.30pm the Chairman used his devolved powers to extend the meeting for up to a further 30 minutes.

8 Policies and Procedures: Reports and Reviews

- 8.1 Community Infrastructure Levy (CIL) (New). Members **received and noted** the briefing report. After discussion it was proposed by Cllr Bob Hinder seconded by Cllr Dengate that a recommendation be made to full council that ***Boxley Parish Council approaches Maidstone Borough Council to sign up to receiving the Community Infrastructure Levy. Unanimously agreed.***
- 8.2 Illegal Occupation of Parish Council Land (New). Members were briefed on a recent illegal occupation of private land in the parish. Cllr Vic Davies requested that the council draw up a policy to deal with such an occurrence on parish council land and that funds be earmarked to pay for legal and eviction costs. Members questioned whether insurance cover was available. **Action: Clerk.** The issue was then deferred to the Estates Committee and Cllr Vic Davies offered to draft a policy. **Action: Cllr Vic Davies and office.**
- 8.3 Cyber Crime (New). Members **agreed**, with some amendments to be supplied by Cllr Dengate, the new policy. The policy to be annually reviewed and supplied to all members. **Action: Cllr Dengate and the office.**

9 Contingency Fund and Budget adjustments

- 9.1 Beechen Hall Car Park Lights. Deferred to next meeting as quotations being sought. **Action: Office.**
- 9.2 Parish Office Code 100/4020 Administration. £200 to be vired from the Contingency Fund. **Agreed.**
- 9.3 M Drive replacement. Cllr Dengate proposed a change from the M Drive system to a Cloud based system. It was **noted** that this would require an upgrade of the current system with additional costs however it would allow off site access if staff worked from home. Cllr Dengate offered to produce a proposal for members to consider. **Action: Cllr Dengate.**

10 Asset Review

Members **received and noted** the Clerk's briefing report and suggestion for how the Land and Premises information could be displayed on the website. **Agreed. Action: Clerk.**

11 **Website and IT**

Members discussed the current issues and practicality of setting up a new website. Cllr Dengate offered to look into the problem and would contact the parish council's computer back-up companies for advice. The parish office was asked to identify what website company's other parish councils use. **Action: Cllr Dengate and office.**

12 **Grants**

12.1 St Mary and All Saints, Boxley. The Clerk reported that the request for a grant towards the repair of the wall had yet to be received. **Noted. Action: Clerk.**

12.2 Cllr Vic Davies's request for an advance payment of the 2019/20 Grove Green Community Hall lighting grant was withdrawn.

13 **Matters for Information**

13.1 Grounds Maintenance Contract. Members were notified that any contract that exceeds £25,000, even one issued for a three-year period, that exceeds £25,000, must be placed on the Contract Finder website. **Noted.**

13.2 Overview of Making Tax Digital - GOV.UK. Cllr Hayday briefed members on the Government's plan to make all submissions and payments digital was **received and noted**. The Clerk notified members that the accounting software leased by the council has an additional software package for this. The additional cost for leasing the upgrade had been included in the draft budget.

14 **Draft Budget**

As the committee would be considering the draft budget at the 20 November meeting members were reminded that any projects should be identified to the Clerk as soon as possible.

15 **Date of Next Meeting**

Tuesday 20 November 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.50 p.m.

Item 9.4 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 20 November 2018 commencing at 7.30 p.m.

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

1. **Apologies and non-attendance**

Apologies: Cllrs Brindle, Bob Hinder and Wendy Hinder

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

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

3. **Trial Balance**

Received and noted.

4. **Budget**

Members worked through the first draft agreeing and making amendments. Cllr Hayday suggested that there were too many budget codes and queried whether some should be amalgamated. Cllr Dengate requested that consideration be given to changing the format to Telecommunications and IT showing individual budget costs.

The Clerk stated that an updated version would be supplied to members. **Action Clerk.**

5. **Transparency**

Members **received and noted** the Clerk's briefing on the impact of the Transparency Code for Larger Councils (over £200,000). After discussion the Chairman proposed seconded by Cllr Dengate that **the parish council would implement the recommendations of the Transparency Code as opportunities arise. Unanimously agreed. Action: Office.**

6. **Payments to Staff and Councillor**

After discussion it was **agreed** that due to General Data Protection Regulations it was inadvisable to identify staff and parish councillor allowance payments on the payroll and the use of codes rather than names will continue. Details of the Parish Council Allowances Scheme and names of councillors claiming Parish Council and Chairman Allowances will continue to be placed on the website but will only include details of the before tax annual payment.

7. **General Data Protection Regulation**

Members **received and noted** the Clerk's update on the council's compliance with GDPR. It was acknowledged that some of the work would be delayed as Cllr Dengate was investigating potential changes to the IT office. Cyber Breach Insurance. Members were informed that this was not offered by the Council's insurance provider. After discussion members decided that, as a breach was considered low risk, insurance was not required. Decision to be reviewed in May 2019. **Action: Office.**

As it was 9.30pm the Chairman used his devolved powers to extend the meeting for up to a further 30 minutes.

16 **2018/2019 Outstanding Projects**

Members **received and noted** the following report on outstanding projects and the plan to complete them before 31 March 2019 except as noted.

- GDPR. Outstanding work being scheduled now.
- Noticeboards. Replacement of two deteriorating noticeboards currently being investigated.
- Laptop. Replacement of one of the office laptops. Work being undertaken to identify cost, specification.
- Encryption software. Purchase and installation on computers. Delayed whilst IT issue investigated.
- M Drive. Replacement of current drive by one that can be encrypted. Delayed whilst IT issue investigated.
- Repainting of white lines etc. in car park. Scheduled for Spring.
- Replacing/repainting of guttering at the hall. Scheduled for Spring.
- Updating of Standing Orders and Financial Regulations. Briefing reports to go on next available agenda.
- Caretakers' Staff Manual. Work being undertaken now.
- Walderslade Woodlands transfer of land ownership etc. Land being marketed after Christmas. Working Group (3WG) currently active.
- Website. Being investigated.
- Defibrillator. External box. Being investigated.
- Bank Mandates. Completion in December.
- Burial Ground Regulations. Meeting to be arranged with Cllr Ivor Davies and Bob Hinder.
- Car Park Lights. Currently being progressed.
- Allotment Association to be formed. Tenants will be contacted to see if anyone is interested.

9. **Personnel matters**

Members **agreed** that the parish office should close from 24 to 31 December inclusive.

Action: Office.

10 **Grants**

St Mary and All Saints, Boxley. The Clerk reported that the request for a grant towards the repair of the wall had still not yet been received. **Noted.**

Members asked to be supplied, at future meetings, with a list of the grants that had been previously awarded. The Clerk conformed that the list would also go on the parish council's website as this would comply with the recommendations of the Transparency Code. **Action: Office.**

11 **Car Park Lights**

After considering the three quotations Cllr Vic Davies seconded by Cllr Dengate proposed that quotation 3 be accepted. **Agreed. Action: Clerk.**

12 **Matters for Information**

The Chairman thanked Cllr Hayday for his report on the KALC Finance Conference which was **received and noted.** The Clerk's report was also **noted.**

13 **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 2 January 2019. **Noted.** Cllr Dengate requested an item to discuss a budget list for IT improvements.

14 **Date of Next Meeting**

Tuesday 15 January 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.50 p.m.

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

Current

Boxley Parish Council Vision and Business Plan.

The Parish Council is committed to working solely for and with its residents and a strong self-awareness of its role within its communities and also its position within the local government system=

To achieve this the Council will produce and regularly review its approach, policies and procedures to ensure that the work of the Council is:

1. **RELEVANT** – The Council will work for the short and long term welfare and improvement of the parish and its communities through projects that are of tangible benefit to all or part of the parish.
2. **RESPONSIVE** – it will respond positively and promptly to all requests, complaints¹ and queries from residents and other organisations. It will identify and respond to pertinent consultation from Government and other bodies.
3. **INCLUSIVE** - the Council welcomes local input and will work to its Community Inclusion Policy which actively seeks to involve its residents. It will work not only to serve but to empower its residents by working to attract people from diverse backgrounds to stand for election or co-option to the Council².

¹ Complaints Policy.

² To achieve this it will, where possible, make available a parish allowance and subsistence allowances so that no member is 'out of pocket'

4. SUPPORTIVE - The Council will give fair and unbiased consideration to applications for financial support, in the form of grants, from parish groups and organisations related to the well-being of the parish and its residents³.
5. ACCESSIBLE – The Council will ensure that the parish office⁴ is open and welcoming to its residents. Opening times and contact details of staff and parish councillors will be widely publicised.
6. INTERACTIVE – The Council will offer all residents the opportunity to speak at its meetings⁵ and will offer support and guidance on how to do this⁶. The Council actively canvasses and welcomes residents’ views via its website, noticeboards, social media and public consultations. In accordance with its Community Involvement Policy it particularly encourages such interaction when major projects are under consideration.
7. DEMOCRATIC – The Council will listen to its residents and communities. The Council will also campaign to ensure contested parish elections to allow electors to choose their own representatives. Between elections casual vacancies for co-option to the Council will be widely advertised and CVs invited. These will be considered at a full meeting of the council open to residents, where a decision will be made.
8. PROACTIVE – The Council will always attempt to plan ahead and have the financial ability to respond to unforeseen circumstances⁷. It will keep and regularly review a ‘wish list’ of improvements that it wishes to see in the parish. This list will be drawn up in an open and accountable way to allow residents to suggest/identify local needs⁸.
9. PARTNERSHIP WORKING – The Council will openly consider opportunities to work in partnership with its residents, parish based Charitable Trusts/organisations and the local business community, including financial involvement if needed providing that the proposal meets identified needs/aims/local commitments.
10. OPEN AND ACCOUNTABLE – The Council will endeavour to take all its decisions in open session and to supply in advance adequate information to allow residents to be become involved in an informed way. It will publish a monthly newsletter, maintain an up to date website and publish the chairman’s annual report including an End of Year Statement. It will have clear and understandable policies and procedures so residents can see how the Council makes decisions.
11. EFFECTIVE AND EFFICIENT – The Council will undertake constructive reviews of its work and projects to learn from its successes or failures. It will willingly consider changes to the way it works if it will make it more effective and/or efficient or allow its service to be improved.
 - TRAINING: The Council will give relevant training to new councillors and staff, as this leads to a stronger and more knowledgeable team.² It will offer supplementary training as and when necessary to the same ends.
 - TEAMWORK: The Council will ensure that staff are allowed and remunerated for sufficient hours to ensure that work and projects can be completed². The Council will also ensure that the parish office is provided with adequate and up to date

³ Budget provisions are made. Budget document shows legislation under which payment is made etc.

⁴ Beechen Hall, Wildfell Close ME5 9RU

⁵ Public Bodies (admission to meetings) Act 1960.

⁶ Leaflets on: the right to attend and address a meeting; how best to present an issue; and alternative methods of providing information to the meeting are available. Office staff are also briefed on the need to be neutral and helpful.

⁷ Budget provisions, Reserves Policy, forward planning etc.

⁸ Wish List policy

equipment/facilities and will operate with a minimum of paperwork while remaining cost effective.

- **PROJECTS:** All Projects will be parish councillor led with support from the parish office and with due deference to the role of the Responsible Financial Officer⁹. Projects and work will have a reasonable deadline with a timeline produced to enable progress to be monitored.
- **THE ESTATE** – The Council will be a responsible manager of its property. It will have clear plans for maintenance, replacement and repair of all the Council’s buildings, open spaces and other property, both movable and immovable.

12. **FINANCIAL** – The Council will continue to have robust management and auditing regimes when dealing with its finances.

- **Audit** – The Council will continue to meet the legal requirements relating to the audit of its accounts.¹⁰
- **Financial management** - Strong financial checks and risk assessments will be undertaken periodically and investments and reserves will be reviewed regularly.
- **Budgeting** – An annual budget and precept will be agreed. The budget will include forecasts for 3-4 years in the future. The budget will be supported by an information document that gives details of maintenance programmes, contract finish dates and other information relevant to forward planning. The Council will include in this budget a healthy reserve so that it can be proactive in its service to the community.⁸
- **Grants** - Grant support for community organisations will be considered after relevant conditions are met and such organisations will also be encouraged, and supported, to apply for grants from other bodies.¹¹

13. **SWOT ANALYSIS**

An analysis of current **s**trengths, **w**eaknesses, **o**pportunities and **t**hreats to the Council:

13.1 **Strengths**

- Proactive, qualified, experienced and attentive office personal
- An engaged and co-operative Council with strong leadership exercised by the Chairman.
- Positive image
- Excellent policies and systems
- Reasonable financial reserves

13.2 **Weaknesses**

- Serving four widely separated communities with lack of a single heart to parish
- Lack of knowledge by residents of what the Council does
- Age and demographic of current councillors
- Inability to attract input from residents

13.3 **Opportunities**

- Using the Council’s website, community alerts and Facebook presence to consult with residents (including possible on-line petition facility and discussion forums)
- Four-yearly elections have the potential to attract new blood
- MBC adoption of Community Infrastructure Levy.

13.4 **Threats**

⁹ Financial Regulations.

¹⁰ Accounts and Audit (England) Regulation 2011.

¹¹ Budget and Grants Policy.

- Loss of key staff.
- If MBC fails to adopt Community Infrastructure Levy (loss of potential income
- Apathy of residents
- Failure to continue to attract new councillors
- Sudden loss of several experienced councillors
- Cuts in local authority services with the expectation that the parish council will take on or pay for them.
- Loss of the council tax support grant because MBC decides not to pass it on or the government withdraws it

14. **OBJECTIVES**

- Increase knowledge of the Parish Council and its work in the parish by being proactive in implementing the Community Involvement Policy.
- To continue to produce relevant documents and leaflets that explain the work and systems of the Parish Council
- To maintain and further develop the website
- To maintain a presence on Facebook and develop other communication opportunities.
- To continue to work for a better Boxley in all possible ways

Item 13 GDPR Purpose of Item: Information.

Clerk's report. The 20 November 2018 F&GPC received a detailed list of outstanding work, the list is contained within the agenda report for that meeting. Cllr Dengate is currently liaising with the IT provider concerning potential upgrades to the IT system which means some of the outstanding work is being put on hold as this involves upgrading some of the current software. It is likely that this work will be picked up in January/February. The office still has some in-house training to do on new policies and procedures and crib notes for councillors are being prepared etc. it is hoped that this work will be completed by the end of January.

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

17.3 Long Term Investment Working Group. To approve the Terms of Reference for a new working group.

Long Term Investments Working Group Terms of Reference

Purpose:

To specifically investigate:

- The issues and restrictions on the long term investment of funds in the control of the Parish Council.
- Acceptable risk level for long term investments .
- Employing an Independent Authorised Financial Advisor (IAFA) and advisors in other spheres, if any.

And then make recommendations to the F&GPC for consideration.

Membership: Cllrs Ivor Davies, Paul Dengate and Geoff Hayday.

Quorum. Three.

Working Group responsible to: F&GPC which will need to make a recommendation to the Parish Council on action to take.

Record of meetings: A record of all meetings shall be made and included on the F&GPC agenda.

The working group's responsibilities are identified as:

- To review the Government Guidelines concerning conditions pertaining to investment of Parish Council funds (including the enabling fund from the

potential sale of land at Wildfell Close); investments of over 12 months are considered long term.

- To investigate and consider the impact of receiving, investing and managing the enabling fund from the sale of the land at Wildfell Close will have on office time, bank accounts, financial recording etc. with a view to keeping the additional work to a minimum.
- To make recommendations on the employment of any external advisors, including an IAFA.
- To work with the Boxley Parish Council Walderslade Woodlands Working Group (3WG) on matters relating to the financial requirements of the woodlands management plan from receipt of the enabling fund, the transition to an independent trusteeship, and the initial 5-10 years of this separate organisation.
- To propose levels of risk for the Parish Council to consider and, if agreed, approve.
- Recommend any resulting revisions to the policies and procedures of the parish council.

17.4 KALC Model Standing Orders. Legislation requires Parish Councils to have Standing Order and NALC/KALC produce Model Standing Orders (MSO) for a Parish Council too adapt for their use. Whilst a council may make Standing Orders to regulate its proceedings it cannot over ride statutory provision, denoted in bold in the document. Some years ago NALC/KALC drastically changed the layout of the MSO but the parish council stayed with its own layout and titles. It is now proving increasingly difficult to track the amendments to the MSO as the Parish Council's own Standing Orders have different numbers and titles and the Clerk recommends that the Parish Council now adopts NALC/KALC layout. The Parish Council's own Standing Orders need to be updated, to reflect some amendments in the MSO, and it would be sensible to complete the work now. The Parish Council will be informed of the amendments to Standing Orders, mainly to Transparency Requirements and the rewording of the GDPR section and Data Protection Officers, at the January meeting and reissued with a new set of Standing Orders.
MSO

Item 18. Correspondence. Purpose of Item: Information

Thank you letter from Royal British Legion.

Item 19. Matters for Information. Purpose of Item: Decision

- 19.1 Councillors wishing to submit projects for consideration for 2019/2020 must do so before 10 December.
- 19.2 Christmas closedown for Parish Office. 24th – 31st December (inclusive).

Item 9.1 Payments made out of meeting 30.10.18 – 26.10.18

No payments were made from the following accounts:

- Lloyds A
- Lloyds B
- Barclays Bank
- Nationwide Parish Council
- Nationwide Beechen Hall

9.1.1 HSBC Payments

Date: 26/11/2018 **Boxley Parish Council** Page 1
Time: 10:40 **HSBC General Account**

List of Payments made between 30/10/2018 and 26/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2018	Suez Recycling & Recovery UK L	DD31276129	78.52		Refuse Collection
30/10/2018	Suez Recycling & Recovery UK L	DD31243944	78.52		Refuse Collections August
30/10/2018	Suez Recycling & Recovery UK L	DD31243944	31.98		Refuse Collections
01/11/2018	Maidstone Borough Council	DD30731508	208.00		Rates
14/11/2018	OPUS Energy - gas	DD65206605	240.92		Gas Bill
Total Payments			<u>637.94</u>		

9.1.2 Coop Payments

Date: 26/11/2018 **Boxley Parish Council** Page 1
Time: 10:41 **Co-Op General Account**

List of Payments made between 30/10/2018 and 26/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	Mail Publications Ltd	DD115013	507.50		Downs Mail Page
Total Payments			<u>507.50</u>		

9.1.3 Unity Trust Bank Payments

Unity Trust Account

List of Payments made between 30/10/2018 and 26/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2018	Tooze	C300	250.00		Refundable Damage Deposit
31/10/2018	KCC Commercial Services	L3263159	105.24		Miscellaneous
31/10/2018	KCC Commercial Services	FEM31924	36.00		Fire Extinguisher Inspection
31/10/2018	Klein	C321	20.75		Hall Hire Refund for Overpayme
01/11/2018	Northstar IT Services	DD16802/16	165.94		IT Services and Back Up
05/11/2018	KCS Professional Services	KPS108143	69.70		Photocopies
05/11/2018	Burslem Memorial Ltd	2805	1,282.80		War Memorial Refurbishment
05/11/2018	Furley Page LLP	125328	1,806.00		Section 106 Agreement Wildfel
05/11/2018	Pest Purge Ltd	2012	380.00		Pest Control Services
08/11/2018	KCC Commercial Services	I3264300/3	42.90		Consumables
08/11/2018	Miss T Iles	C323	143.50		Refundable Damage Deposit
19/11/2018	Mrs Charlotte Klein	C321	150.00		Refundable Damage Deposit
19/11/2018	The Conservation Volunteers	27286	38.00		Annual Subscription WWG
22/11/2018	PC01	22/11/PC01	2,231.16		Salary
22/11/2018	PC03	22/11/PC03	632.54		Salary
22/11/2018	PC06	22/11/PC06	34.76		Councillor Allowance
22/11/2018	PC07	22/11/PC07	34.76		Councillor Allowance
22/11/2018	PC08	22/11/PC08	26.16		Councillor Allowance
22/11/2018	PC02	22/11/PC02	1,323.93		Salary
22/11/2018	PC09	22/11/PC09	34.76		Councillor Allowance
22/11/2018	PC10	22/11/PC10	43.41		Chairmans Allowance
22/11/2018	PC11	22/11/PC11	34.76		Councillor Allowance
22/11/2018	PC04	22/11/PC04	60.00		Downs Mail Delivery Nov
22/11/2018	PC12	22/11/PC12	43.36		Councillor Allowance
22/11/2018	BH05	22/11/BH05	363.84		Wages
22/11/2018	BH02	22/11/BH02	386.98		Wages
22/11/2018	BH03	22/11/BH03	302.68		Wages
22/11/2018	PC19	22/11/PC19	32.20		Litterpicking WDJO
22/11/2018	HMRC	577PW00105	1,607.91		PAYE
22/11/2018	EFT Receipts Ac	IT00000068	229.73		Pension Contributions
22/11/2018	PC10	15963	35.00		War Memorial Wreath GG
22/11/2018	Focus Group	DD6736304	115.72		Telephone & broadband Services
22/11/2018	PC02	DM DELIVER	25.00		Downs Mail Delivery Nov
22/11/2018	Waller Associates Ltd	13164	42,121.46		Valuation No 3
Total Payments			54,210.95		

9.1.4 Lloyds Corporate Multipay Card Payments

Lloyds Corporate Multipay Card

List of Payments made between 30/10/2018 and 26/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2018	Lloyds Corporate Multipay Card	02/11/18	3.00		Monthly Fee
15/11/2018	Brogdale	15/11/18	14.00		Delivery of Warner King Tree
Total Payments			17.00		

Item 9.2 Receipts for the period 30.10.18 – 26.10.18

No receipts were received for the following accounts:

- Barclays Bank
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds B
- Lloyds Corporate Multipay Card

9.2.1 HSBC Receipts.

HSBC General Account

Receipts received between 30/10/2018 and 26/11/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 30/10/2018	43.55					
79	Ironside	43.45			520		43.45 C290D Ironside 24/1/19
80	Movement as Therapy	0.10			1235	260	0.10 R2058 MAT Nov Invoice
	Banked: 30/10/2018	955.58					
78	Mid Kent Astronomical Society	20.00			1235	260	20.00 R2039 MKAS Oct Invoice
80	Movement as Therapy	277.68			1235	260	277.68 R2058 MAT Nov invoice
81	Age Concern	657.90			1235	260	657.90 R2032/50 Age Concern
	Banked: 30/10/2018	80.00					
117	Kidslingo	80.00			1235	260	80.00 R2064 Kidslingo Nov
	Banked: 30/10/2018	35.00					
118	Kent NUT	35.00			1235	260	35.00 R2064 Kent NUT Nov
	Banked: 01/11/2018	84.00					
119	MCCH	84.00			1230	260	84.00 C342 MCCH 24/10/18
	Banked: 01/11/2018	153.00					
120	Henking	153.00			520		-154.00 C297D Henking 1/12/18
					1230	260	305.00 C297F Henking 1/12/18
					1231	260	2.00 PL Insurance Henking
	Banked: 01/11/2018	231.00					
121	Boztepe	231.00			520		231.00 C350D Boztepe 20/4/19
	Banked: 02/11/2018	326.25					
122	Yoga	326.25			1235	260	326.25 R2063 Yoga November
	Banked: 02/11/2018	278.29					
83	Balfour Short Mat Bowls	234.25			1235	260	234.25 R2051 BSMB Nov Inv
84	NGREA	44.04			1235	260	44.04 R2041 NGREA Oct Invoice
	Banked: 03/11/2018	40.34					
123	Fitzmaurice	40.34			520		-121.05 C316D Fitzmaurice
					1230	260	159.39 C316F Fitzmaurice
					1231	260	2.00 PL Insurnace Fitzmaurice
	Banked: 04/11/2018	275.00					
124	Maheta	275.00			520		207.00 C343F Maheta 19/5/19
					560		68.00 C343 Damage Deposit
	Banked: 04/11/2018	150.00					
125	A Bead in Time	150.00			1235	260	150.00 R2046/48 ABIT Oct/Nov
	Banked: 05/11/2018	223.30					
126	Tumbletots	223.30			1235	260	223.30 R2062 Tumbletots Nov
	Banked: 05/11/2018	27.17					
127	Speight	27.17			520		-83.51 C315D Speight 25/11/18
					1230	260	108.68 C315F Speight 25/11/18
					1231	260	2.00 PL Insurance Speight
Subtotal Carried Forward:		2,902.48	0.00	0.00			2,902.48

Receipts received between 30/10/2018 and 26/11/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 05/11/2018	32.00					
128	Maheta	32.00			560		32.00 C343 Damage Deposit
	Banked: 05/11/2018	81.20					
129	Teenie Boppers	81.20			1235	260	81.20 R2061 Teenie Boppers
	Banked: 06/11/2018	50.00					
130	Caterpillar Music	50.00			1235	260	50.00 R2052 Caterpillar Music
	Banked: 06/11/2018	244.47					
131	Sanghera	244.47			520		244.47 C344D Sanghera 12/1/19
	Banked: 08/11/2018	25.00					
132	Sing & Sign	25.00			1235	260	25.00 R2042 Sing & Sign Oct
	Banked: 08/11/2018	105.00					
133	Sing & Sign	105.00			1235	260	105.00 R2069 Sing & Sign Nov
	Banked: 09/11/2018	150.00					
134	Henking	150.00			560		150.00 C297 Damage Deposit
	Banked: 09/11/2018	320.50					
85	Karate	320.50			1235	260	320.50 R2053 Karate Nov Invoice
	Banked: 09/11/2018	137.00					
86	Vadhwana	137.00			1230 1231	260 260	135.00 C352 Vadhwana 11/11/18 2.00 PL Insurance Vadhwana
	Banked: 12/11/2018	311.00					
135	Ball	311.00			520 1230 1231 560		-183.00 C332D Ball 8/12/18 242.00 C332F Ball 8/12/18 2.00 PL Insurance Ball 250.00 Ball 8/12/18 Damage
	Banked: 14/11/2018	335.25					
136	AACTS	335.25			1235	260	335.25 AACTS Nov Invoice R2049
	Banked: 16/11/2018	150.00					
137	Klein	150.00			560		150.00 Damage Deposit Klein
	Banked: 19/11/2018	52.00					
138	Virdi	52.00			520 1230 1231	260 260	-156.00 C318D Virdi 15/12/18 206.00 C318F Virdi 15/12/18 2.00 PL Insurance Virdi
	Banked: 23/11/2018	126.75					
139	Peat	126.75			520		126.75 C354D Peat 1/6/19
	Banked: 23/11/2018	44.00					
140	Wilkins	44.00			1230 1231	260 260	42.00 C360F Wilkins 6/12/18 2.00 PL Insurance Wilkins
	Banked: 23/11/2018	82.50					
Subtotal Carried Forward:		5,149.15	0.00	0.00			5,066.65

HSBC General Account

Receipts received between 30/10/2018 and 26/11/2018

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
141	Kerley	82.50			520		82.50	C357D Kerley 22/3/19
Total Receipts:		5,149.15	0.00	0.00			5,149.15	

9.2.3 Lloyds A Receipts

Lloyds A

Receipts received between 30/10/2018 and 26/11/2018

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 08/11/2018		99.19						
13483873	Lloyds Bank	99.19			1090	130	99.19	Interest received on
Total Receipts:		99.19	0.00	0.00			99.19	

9.3 Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
07.11.18	Coop General Account	£53,640.05
07.11.18	HSBC Beechen Hall	£36,824.20
06.11.18	Unity Trust Bank (UTB)	£102,542.40
31.10.18	Barclays Bank	£79,085.33
08.11.18	Lloyds A (matures 08/02/2019)	£51,208.53
31.10.18	Lloyds B (matures 26/01/2019)	£25,130.94
04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
	Total	£369,890.22