



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://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 5 November 2018 at European School of Osteopath, Boxley Village ME14 3DZ 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 1 October 2018** (7.38)  
To consider the minutes and if in order sign as a true record (pages 3-6).
  5. **Co-option to Parish Council Vacancy (South Ward)** (7.40)  
In view of the confidential nature (personal details and data) on the above item the Chairman to decide whether it is advisable for public and press to be excluded from the meeting for the duration of or part of the item.
    - 5.1 To consider co-options to the South Ward vacancy. See report (page 6) and confidential enclosure.
    - 5.2 To accept declaration acceptance of office successful candidate.
  6. **Matters Arising From the Minutes** (7.55)
    - 6.1 Minute 3163/6.1 Franklin Drive Play Area. See report (page 6).
    - 6.2 Minute 3163/6.5 War Memorial, plaques and Beechen Hall ceremonies. See report (page 6).
    - 6.3 Minute 3163/6.6 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. See report (pages 6-8).
    - 6.4 Any other matters arising from the minutes which are not on the agenda.
  7. **Crime Report and Police Issues** (8.05)  
Crime report 23 September 2018 – 13 October 2018. See report (page 8)
- Adjournment to enable members of the public to address the meeting** (8.10)
8. **Draft Minutes of Recent Committee Meetings** (8.20)
    - 8.1 Environment Committee 1 October 2018. See report (pages 8-9).
    - 8.2 Environment Committee 8 October 2018. See report (pages 9-12).
    - 8.3 Estates Committee 9 October 2018. See report (pages 12-15).
  9. **Finance** (8.25)
    - 9.1 Payments made out of meeting 24.09.18 – 30.10.18. See report (pages 18-20).
    - 9.2 Receipts for the period 24.09.18 – 30.10.18. See report (pages 20-24).
    - 9.3 Account balances report (pages 24).

- 10 **Draft Budget 2019/20** (8.30)  
Councillors are asked to submit any projects that they wished to be considered.
11. **Policies and Procedures** (8.38)  
11.1 OneDrive. See report (page 15).  
11.2 Stem School Road Traffic Orders. See report (pages 15-16).
12. **GDPR** (8.43)  
Verbal report to be given at meeting.
13. **Reports from councillors/office** (8.48)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
14. **Reports from Borough and County Councillors** (8.52)  
Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 16).
15. **Matters for Decision** (9.00)  
To consider any issues, such as attendance at meetings or as identified on the evening. See report (pages 16-17).
16. **Correspondence** (9.10)  
To consider any received.
17. **Matters for Information** (9.11)  
To consider any received. See report (page 17).
18. **Items for Next Agenda** (9.12)  
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 November 2018.
19. **Next Meeting** (9.13)  
3 December 2018 at St John's School, Provender Way, Grove Green ME14 5TZ

In view of the confidential nature (personal details and data) on the above item the Chairman to decide whether it is advisable for public and press to be excluded from the meeting for the duration of or part of the item.

20. **Award Nominations** (9.14)  
KALC Community Award. Prior to the meeting Councillors are asked to supply to the Clerk the names of any nominees.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 30 October 2018

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: Minute 3213/11.3 November Standing Orders.

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

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 5 November 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 St John's School, Provender Way, Grove Green on Monday 1 October 2018 commencing at 7.30 pm.**

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr Ivor Davies (with apologies at item 3), Mr V Davies, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mrs K Macklin, Mr P Dengate, Mr P Sullivan and Mr J Willmott together with the Clerk Mrs P Bowdery and 1 members of the public/press.

**1. Apologies and absences**

Apologies: Cllr Hollands. County Councillor Carter.

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

None received.

**3. Chairman's Announcements**

The Chairman notified members that there had been an excellent turnout for the litter picking event at Weaving Heath and he thanked the councillors who had attended. He was bitterly disappointed that the STEM school Appeal decision had not included a condition to have Road Traffic Orders funded for Grovewood Drive South and the adjacent closes. KCC Highways had already been contacted to ask them to approach the applicant to see if they would voluntarily fund the RTOs and work. The Chairman thanked the Clerk and office staff for their hard work during the refurbishment of the hall.

**4. Minutes of the Parish Council Meeting 3 September 2018**

The minutes of the meeting were, with one amendment to the attendance list, **agreed** and **signed** as a correct record.

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

Deferred until November meeting.

**6. Matters Arising From the Minutes**

6.1 Minute 3150/6.2 Franklin Drive Play Area. Some minor work is required, to be undertaken by MBC. The Lease agreement still awaited from MBC. **Noted.**

6.2 Minute 3150/6.3 OneDrive. Work outstanding. **Noted.**

6.3 Minute 3150/6.4 End of World War 1 commemorative plaque. The Chairman congratulated Cllr Vic Davies and Cllr Sullivan for their work on the plinth at the War Memorial. Cllr Vic Davies notified the meeting that the Grove Green plinth would be installed in the next few days or next week. **Noted.**

6.4 Minute 3150/6.5 Stem School Public Inquiry. Sec of State decision, Appeal allowed. Cllr Hayday raised concerns that yellow lines on Grovewood Drive South would just push the parking problem into the closes which might make the current problem worst. This was acknowledged by the Chairman and it was confirmed that consultation would take place prior to any decisions and that restrictions may be for an hour a day only. The parish office was advising any resident contacting the office that there would be a consultation and that yellow lines might have an

adverse effect on the area. **Noted.** Members welcomed the information that the proposed reduction to the number of on-site car parking spaces at the school had been refused.

6.5 Minute 3152/17.3 War Memorial, plaques and Beechen Hall ceremonies. The Clerk was unable to supply information and an update will be forwarded to members.

**Action: office**

6.6 Minute 3152/17.4 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. The parish council was waiting to hear from MBC.

**Noted.**

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

## 7 **Crime Report and Police Issues**

Crime report 24 August 2018 – 23 September 2018. **Received** and **noted.** Cllr Hayday felt that the report gave an incomplete picture of crime in the area. The meeting was notified that the reports were uploaded by volunteers and there was now no other way to get the information from the Police. **Noted.**

As the member of public did not wish to raise any issues the meeting was not adjourned.

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

8.1 Environment Committee 3 September 2018. **Received** and **noted.**

8.2 F&GPC 11 September 2018. **Received** and **noted.**

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

## 9. **Finance**

9.1 Payments made out of meeting 28.08.18 – 24.09.18. **Received** and **noted.** Cllr Hayday queried whether, in the interests of transparency, Councillors receiving the Parish Council Allowance should be named in the reports rather than be identified by a number. The issue was deferred to the F&GPC to consider. **Action: F&GPC.**

9.2 Receipts for the period 28.08.18 – 24.09.18. **Received** and **noted.**

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

9.4 Members were notified that the Public Works Loan has been paid into the UTB account. **Noted.**

## 10 **Annual Governance & Accountability Return for Year Ended 31 March 2018**

Members were notified that the Parish Council had been successfully signed off without any comments from the Auditor. The Clerk was thanked for her hard work.

## 11. **Walderslade Woodlands Section 106**

The Chairman proposed that "**Boxley Parish Council approves the signing of the Deed of Agreement (relating to Walderslade Woods including land off Wildfell Close) between Boxley Parish Council, Kent County Council and Maidstone Borough Council**". **Unanimously agreed.**

## 12. **Policies and Procedures**

Community Engagement Strategy (review). With some minor amendments **approved.**

## 13. **GDPR**

The building works at the hall had resulted in work not being undertaken but as that was now finishing it was hoped to recommence with the work. **Noted.**

## 14. **Reports from councillors/office**

Cllr Willmott notified members that he had attended KALC Dynamic Councillor training which he recommended to councillors.

Cllr Ivor Davies notified members that he had attended the Maidstone KALC meeting and he gave, as the draft minutes had not yet been received, a fuller report of the meeting. The issues raised by the parish council at the meeting received the following response:

Ancient Woodland was deferred to the next meeting.

Medway Council Parking Hotline, other parishes did not feel there was a need in parished areas.

The Maid KALC Chairman thanked Boxley Parish Council for sending a letter to MBC about the freighter service, which unfortunately would not be reinstated.

When received the draft minutes are to be supplied to members. **Action: office.**

#### 15. **Reports from Borough and County Councillors**

Cllr Wendy Hinder's report covering various issues in the parish was **received** and **noted**. It was noted that Borough Councillors were attending a pre application meeting concerning the two school planned for land adjacent to the KIMS site and Cllr Hinder was asked to request that the parish council receive a presentation. **Action: Cllr Wendy Hinder.**

Cllr Bob Hinder's report covering various issues in the parish was **received** and **noted**. Cllr Hinder had attended Community Infrastructure Levy (CIL) training and had raised the issue of how the Statutory Funds received by MBC would be allocated and spent and who would be making the decisions on allocation, but he had not received an answer. Cllr Hinder will monitor the situation and keep members informed. **Action: Cllr Bob Hinder.**

#### 16. **Matters for Decision**

16.1 Friends of Weaving Heath and Woodlands. Members **received** and **noted** the adopted constitution. The Clerk confirmed that by formally recognizing the group it's insurance would cover them as volunteers but from now on any tasks undertaken by the group would have to be approved by the Clerk, after sight of their risk assessment. Cllr Dengate recommended that a map be attached to the constitution so that the group's area of work was clearly identified. Cllr Vic Davies suggested an addition that in the absence of the Chairperson at the meeting a chairperson would be elected. Cllr Hayday raised the issue of equipment being returned to the parish council should the group dissolve. It was clarified that currently the parish council had not given a grant nor supplied equipment but if it did then the equipment generally remained the property of the parish council but F&GPC would decide on any grant or purchase of equipment.

Cllr Vic Davies proposed Cllr Wendy Hinder seconded that **The Friends of Weaving Heath and Woodlands be formally adopted as a parish council volunteer group. Agreed. Action: Clerk.**

16.2 First Review of Local Plan & Housing Numbers. Members received the information that housing growth predications, upon which the Government bases the need for additional housing development, might have been wrong resulting in a higher housing growth figure. Cllr Harwood confirmed that MBC's housing needs would have been based on the Government's original forecast. The information has been supplied to Maidstone KALC who would be considering the issue at its next meeting.

16.3 Draft Budget 2019/20 Councillors are asked to submit any projects that they wished to be considered. **Noted.**

16.4 MBC Strategic Plan and next year's budget parish workshop. Any councillor interested in attending should notify the parish office. **Action: all councillors.**

16.5 KCC Highways, Transportation & Waste Parish Seminar for Maidstone, Tonbridge & Malling and Swale. Friday 2<sup>nd</sup> November at Oakwood House, Oakwood Rd, Maidstone. Any councillor interested in attending should notify the parish office. **Action: all councillors.**

#### 17. **Correspondence**

None received.

#### 18. **Matters for Information**

18.1 Freedom of Information Request received concerning parish council land. **Noted.**

- 18.2 CRAG Rural Police report. The success in issuing fines to drivers without Waste Carrier's licence or certificate was noted. It was requested that residents be strongly advised to check that waste being removed from their property was only done by a properly licenced and certificated contractor. **Action: office.**
- 18.3 MBC consultation on the Park and Ride service. The consultation was being publicised on the parish council's website etc. Cllr Clarke raised concern that there was no chance to comment on whether more P&R sites were needed.
- 18.4 Stronger Kent Community Fair in Maidstone Wed 10<sup>th</sup> October 11am – 1pm Hazlitt Arts Centre.
- 18.5 KALC Parish News September 2018. Circulated to members.

19. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 29 September 2018.

20. **Next Meeting**

5 November 2018 at European School of Osteopathy, Boxley

Meeting closed at 8.27 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.

**Item 6 Matters Arising from the Minutes.**

- 6.1 Franklin Drive Play Area. Some minor work is required to the existing swings and a tree and this will be undertaken by MBC. The lease agreement is still awaited from MBC. Network Rail was contacted about the condition of its own inner chain link fence and after initially responding that an access point at the open space could not be found the parish council was informed that "Network Rail have a legal obligation to maintain fit for purpose boundary fences along the railway. Our standards set what type of fencing is required in what areas".

Arrangements will be made to try to get photographic evidence of the poor condition of the Network Rail fence, which is covered in brambles, but as the wooden fence is in good condition it is likely that any repair to the inner chainlink fence will be a very low priority for Network Rail.

- 6.2 War Memorial, plaques and Beechen Hall ceremonies.  
War Memorial 11 November. Cllr Bob Hinder is liaising with the Reverend holding the Church Service that day but it is understood that there will be an 'unveiling' of the new names and new plinth either just before 11.00 or just after.  
Grove Green. An unveiling ceremony is planned for midday.  
 Both events will be advertised via community e-mail alert, website and Facebook. A press release will also be issued after the event and the parish office would be grateful for photographs for this and also for inclusion in the Downs Mail page.  
Beechen Hall 13 December with the Mayor attending.

- 6.3 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status.

Response received from William Cornall, Director of Regeneration & Place MBC (e-mail 11.09.18)

*"Further to my previous email I have now received initial legal advice in respect of the matter you raised.*

*It appears that the land to which you refer was transferred by Ward Homes to the Maidstone Borough Council (MBC) at the time of the surrounding development, under a s106 agreement, to be used as public open space for a period of 80 years (from 31 March 1982). The land therefore already has protection for a further 44 years (until 2062). However, as you indicate, there is no particular designation for it in the Local Plan.*

*In terms of making an application for village green status, anyone can make such an application to Kent County Council. However, it is usually residents' associations, parish councils or groups of other interested persons who make such applications. MBC, as the district council could then comment as a consultee. MBC could in theory make such an application, but, this approach would not likely be my recommendation to our Strategic Planning Sustainability & Transportation Committee.*

*As you will be aware, the rules around village green applications are complex<sup>1</sup>, but, in essence, an applicant has to show that the public has used the area "as of right", uninterrupted, for at least 20 years. As the land was transferred to MBC as public open space, and MBC has set it up – apparently - as an amenity space, with a trim trail, benches, etcetera, it would seem that the public hasn't used it "as of right" for the requisite time. I.e. MBC, as freeholder, allows the public to use it. Therefore we do not believe that an application for village green status would be successful<sup>2</sup>.*

*However, an alternative course of action for the parish might be to put forward a case under the upcoming review of the MBC Local Plan, to include the land as **local green space**, as such spaces have similar protection to that of green belt in planning terms.*

An extract from the 2018 National Planning Policy Framework on local green spaces is below:

*"99. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.*

*100. The Local Green Space designation should only be used where the green space is:*

- a) in reasonably close proximity to the community it serves;*
- b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
- c) local in character and is not an extensive tract of land.*

*101. Policies for managing development within a Local Green Space should be consistent with those for Green Belts. "*

*Alternatively, if Boxley PC are in the process of, or considering preparing a Neighbourhood Plan, such a designation could be included in that Plan.*

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<sup>1</sup> Clerk's note. The Commons Act 2006 section 15(8) states "The owner of any land may apply to the commons registration authority to register the land as a town or village green". The Commons Registration application form issued by KCC requires, for voluntary registration 6 boxes to be completed (name, address, location of land etc.). It requires no evidence of use and the owner only has to tick a box stating it is a voluntary registration.

<sup>2</sup> Clerk's note. See footnote 1. KCC has been approached as to whether it would refuse a voluntary vg application

*Therefore, if you are content with either of these suggested approaches, I will put you in touch with our Strategic Planning team”.*

Weaving Heath has been submitted for Local Nature Reserve Status.

**Item 7 Crime Report and Police Issues**

Purpose of Item: Information.

**Crime report 23 September 2018 – 13 October 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.

On Monday 8th of October between 10:30am and 1:45pm in Weaving Street. A property was broken into. A RAF war veterans badge was stolen.

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

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

**Item 8.1 Minutes of the Environment Committee on Monday 1 October 2018 at St John’s School, Provender Way, Grove Green commencing at 8.33 pm.**

*Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr J Willmott and Mrs P Bowdery (Clerk).*

**1. Apologies and absences**

*Apologies: Cllr D Hollands*

**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**

*MC/18/2505 – Demolition of existing buildings (including control tower, old clubhouse, two portacabins housing the airport office and Skytrek office) and construction of a new control tower and hub building, ancillary car park, family viewing area and associated engineering operations at Rochester Airport, Maidstone Road, Chatham.*

*Wished to see approved.*

*MC/18/2509 - Relocation of two helipads within the airport to include the provision of landing pads together with the decommissioning of an existing helipad at Rochester Airport, Maidstone Road, Chatham.*

*Wished to see approved.*

*18/504551/FULL Conversion of garage and conservatory to provide lounge and BBQ room. Erection of a new single storey front porch. Camomile Drive Weaving. The parish council has no material planning reasons to object.*

*18/504749/TPO/PAHE TPO Application - 2 x Hornbeam stems (from multi stem in woodland) – Prune back from roof to give clearance of 3m. 1 x Ash located in woodland over garden - reduce main stem by 4-5m height and shape crown (garden side) accordingly to a final spread of approx. 8m. Remove 1x snapped limb. Remove 1x snapped limb. Reason: canopy of hornbeam very close to roof gutter. Ash tree overhanging the garden. Woodlands, Walderslade.*

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



4. **Next Meeting**

Next Environment Committee meeting 8 October 2018 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 8.38pm.

**Item 8.2 Minutes of the Environment Committee on Monday 8 October 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr B Hinder, Mr D Hollands and Mr J Willmott, together with Mrs P Bowdery (Clerk), Mrs K Macklin (visiting councillor) and 11 members of the public.

1 **Apologies and absences**

Absent: Cllr J Constable,

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

All members declared that they had been lobbied on 18/504502, and later on in the proceedings all members declared that they had been lobbied on 18/504490.

The meeting was adjourned at 7.33 pm to allow the applicant and members of the public to speak on planning application 18/504502. The meeting reconvened at 19.58 when the decision on 18/504502 was taken.

3. **Minutes of the Meetings 3 and 17 September 2018.**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3159/4.1 Ancient Woodland and TPOs. The issue will be taken to KALC/MBC meeting on 24 September 2018. **Noted.**

4.2 Minute 3159/4.3 Fixed plate pedestrian crossing signs Grovewood Drive North. Installation planned for July/August. Cllr Hollands to check whether the signs had been erected. **Action: Cllr Hollands.**

4.3 Minute 3159/4.4 Yellow lines at junctions along Provender Way. KCC funding has been agreed and Road Traffic Orders were being arranged. **Noted.**

4.4 Minute 3159/4.5 Chatham Road Sandling new road layout. An additional bollard plus work to raise the kerb has been ordered. The work is expected to be undertaken week commencing 1 October 2018. Cllr Willmott will check whether the work has taken place. **Action: Cllr Willmott.**

4.5 Minute 3159/4.7 Speed cushions, Boxley Village. Work to replace has been ordered, date not yet known. **Noted.**

4.6 Minute 3159/4.7 Parking hotline. Details were sent to Maidstone KALC with a request that this is considered by the committee. Cllr Davies notified members that there was no support from other parishes. **No further action.**

4.7 Minute 3159/4.8 Junction 3 M2. Cllr Bob Hinder informed members that Helen Whately MP had received an unsatisfactory response from Kent County Council was again contacting Highway England. It appears that there is currently no improvements planned for the M2 junction 3. **Noted. Action: Cllr Bob Hinder.**

4.8 Minute 3159/4.11 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.**

4.9 Minute 3159/4.12 M20 junction 7 Planned Improvements. KCC have been approached about when the planned consultation is being undertaken, information was expected in September. **Noted.** The Chairman reported that a meeting with Paul Carter was arranged in November and she requested a copy of the initial information gathered by the Grove Green Informal Working Group. **Action: GG Informal Working Group.**

- 4.10 Minute 3160/4.13 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. Clerk reported that the work was still outstanding. **Noted.**
- 4.11 Minute 3161/7.1 Highway Flooding and Drainage Report. Information was received on investigation work at the Boxley Rd/Longwood site but nothing on the other sites. Clerk was asked to contact the officer to see if other work is planned. **Action: Clerk.**
- 4.12 Minute 3161/7.2 Traffic survey Boxley Village. Quotations were awaited. Councillors reported that traffic survey lines were already in place. Parish office to try to find out why the lines were there and whether this information could be accessed. **Action: Clerk.**
- 4.13 Minute 3161/10 Boxley Warren additional pond. Site meeting arranged between Cllr Harwood and Medway Valley Countryside Partnership to identify work and obtain a cost for the additional pond. **Noted. Action: Cllr Harwood.**
- 4.14 Minute 3162/14 Daffodils. These would be distributed for planting. **Noted.**
- 4.15 Any other matters arising from the minutes not on the agenda. There were none.

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

18/503977/FULL The erection of a new freestanding masonry wall and entrance way to the North and West site boundaries. (Resubmission of 18/500416/FULL. Part Retrospective). Park Cottage Boxley Road Boxley. **Ratified** the Clerk's decision, after consulting members to amend the original objection to the planning application to The parish council still objects to the wall and members have asked whether the height of the wall can be reduced.

As the planning officer is minded to approve the application the parish council wishes to amend its objection to remove the request to have the application reported to the planning committee.

The parish council subsequently requested a condition that, for health and safety reasons, no external lighting of or on the wall facing the road was permitted.

18/504572/TPO Application Tree is to the front 1 Iris Close. T1 Large Oak in decline, reduce from 18.6m finishing at 12.m and a starting width of 12m finishing at 5m leaving lower crown. Iris Close Walderslade.

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

18/504502/FULL Change of use from a dwelling (Class C3) to an office (Class B1). 13 Sylvan Glade Walderslade Chatham Kent ME5 9PW. Deadline 18 October 2018.

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

- The change of use to offices is considered incompatible within a residential area. Such a change would be contrary to the requirement of DM1(iv) as it is considered it would have an adverse impact on occupiers of neighbouring properties because of the potential increase in vehicular movements and activity, so contrary to DM1.
- The proposed development is contrary to DM7 as it is considered that it would potentially generate more volumes or types of traffic unsuited to the compact residential nature of this small close.

Members raised concerns about the potential loss of a residential dwelling at a time when there is a serious shortage of residential properties. Concern was also raised about potential parking issues on such a small and compact close and also on parking on Impton Lane which is used by visitors to the hospital and commuters.

If the planning officer is minded to permit development the parish council requests the following conditions:

- Planning permission is given solely to the applicant whilst they operate from the site and if the business ceases then the B1 classification is automatically removed and the house is returned to residential status.

- *The unit can only be used for secretariat use and not open to visits from the public.*
- *Permitted Development Rights are removed requiring planning permission for any other use.*
- *The office working hours are Monday to Friday 8.30 am to 5.00 pm (as offered by the applicant).*

*18/504600/FULL Demolition of conservatory and erection of a single storey side and rear extension. (Resubmission of 18/502525/FULL). Byways Grove Green Road Weaving Maidstone.*

*The Parish Council has no material planning reasons to object.*

*18/504721/FULL PROPOSAL: Erection of outbuilding to front (Retrospective). Briar Lodge Boxley Road Walderslade.*

*The parish council wish to see this refused for the following reason; but not reported to the Planning Committee. It is considered that this structure is in front of the building line for that area.*

*The parish council would like it noted that it does not approve of retrospective planning applications as it considers that they remove the rights of a Local Planning Authority to guide applicants and also to impose conditions that might mitigate impact.*

*18/504490/FULL Demolition of existing clubhouse and erection of new replacement clubhouse incorporating spike bar, meeting rooms, gym and exercise studio, linked 12 bay driving*

*range, separate golf buggy store, bin store and covered bike rack. Existing car park and entrance road to be realigned to lead to apron to the front of the new clubhouse and provide additional parking (47 Additional spaces). Upgrade, re-model and re-contour the existing 18- hole golf course. New 9-hole course on the practice ground; a short game activity zone and practice ground outfield. Landscaping and biodiversity enhancement through extensive planting and the connectivity of habitats. Cobtree Manor Golf Course Chatham Road Sandling.*

*The Parish Council has no material planning reasons to object.*

*18/505009/FULL Demolition of rear conservatory and erection of new single storey rear*

*extension complete with flat roof and glazed roof lanterns. Granary Close Weaving.*

*The Parish Council has no material planning reasons to object.*

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

*APP/U2235/D/18/3209022 Written appeal. The Firs Boxley Road Walderslade Retrospective construction of a detached garage to the front of the property. **Noted.***

*STEM School New Cut Road. Appeal permitted, decision states there is no current need for Traffic Regulation Orders and if needed in the future the Transport Authority could arrange to put them in. KCC Highways has been requested to approach the applicant to ask that they honour the offer, made at the Public Inquiry, to pay for TRO. The Parish Council Chairman is also writing a letter. KCC cannot force the applicant to pay for TRO. **Noted.***

*APP/U2235/D/18/3209878. 6 The Covert Boxley Chatham Kent ME5 9JJ*

*Two storey side and front extension combined with a first floor side extension above existing ground floor extension. (Resubmission of 17/506384/FULL). **Noted.***

## **7. Highways and Byways**

*Strategic routes for winter maintenance. Awaiting response from KCC as to whether Provender Way will be designated as a primary route (cleared and gritted) in order that the school can be kept open during winter. **Noted.***

As it was 9.30pm the Chairman used her delegated powers to extend the meeting by 30 minutes.

8. **Consultation Kent Household Waste Recycling Centres**  
A response was agreed after discussion on whether charges should be made for non-Kent residents.
9. **T&MBC Local Plan Reg 19 consultation**  
Members **received** and **noted** the two new sites added to the allocated housing/employment plans.
  - Rear of Robin Hood Lane, Blue Bell Hill. Allocated for housing, 26 residential units.
  - Rochester Airport employment site. No further information supplied.
10. **Policy and Procedures**  
None scheduled for review or creation.
11. **Members Reports**  
None submitted.
12. **Volunteer Groups**  
Cllr Davies notified members that a recent meeting of the Walderslade Woodlands Group had been held. WWG was requesting that it be given permission to use the Friends of Boxley Warren shed and would move some of the existing equipment into one of its unit. Cllr Bob Hinder, Chairman of Friends of Boxley Warren, gave permission for this to occur. **Noted.**
13. **Matters for Information**  
None to report.
14. **Projects for consideration for the 2019/20 Budget**  
Members were asked to submit any projects that they wish to see funded. **Noted.**
15. **Items for Next Agenda**  
Requests for items to be included on the agenda to be submitted no later than 5 November. **Noted.**
16. **Next Meeting**  
Next Environment Committee meeting 12 November 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.

17. **Enforcement and Section 106 updates from MBC**  
Members **received** a verbal update on an existing situation.

Meeting closed at 9.40 pm.

**Item 8.3 Minutes of the Estates Committee on Tuesday 9 October 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.55 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clark, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Clerk.

1. **Declaration of Interest or Lobbying**  
Cllrs Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Vic Davies declared a pecuniary interest as a

Trustee for Grove Green Community Hall (Item 11) and a pecuniary interest in Item 7.1 as there is a family connection. Cllr Clarke declared an interest in Boxley Village Green (Item11).

2. **Apologies and absence**

There were none as all members were present.

3. **Minutes of Previous Meeting 14 August 2018.**

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

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

4. **Matters Arising from Previous Minutes**

4.1 Minute 3147/4.3 Provision of Playgrounds within the Parish. Cllr Hinder confirmed that at the HFL meeting MBC have confirmed they would maintain equipment on play areas that are earmarked for closure whilst there is money in the budget. **Noted.**

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder gave a report explaining that he had started clearing the vegetation along the perimeter fence adjacent to Boxley Road including a sycamore tree which had self-seeded half way down and will continue with this. It was also reported that the water had been turned off for the winter and the meter had been read. Cllr Hinder reported the shed that was leaning against the fence has now been removed.

Members requested an email is sent to new tenants explaining the rules in keeping the gates locked to the allotments. **Action office.**

5.2 Pest Purge report. **Received** and **noted.**

5.3 Pest Purge Contract Renewal. Cllr Hinder proposed seconded by Cllr Dengate with all in favour to continue with the contract for another year. **Action office.**

5.4 Notice to quit. **Received** and **noted.**

6. **Boxley War Memorial**

6.1 Members **received**, and **Noted** the Memorial had been cleaned and the Assistant Clerk informed members that the inscription will be taking place mid-October. The Assistant-Clerk also informed members that contact had been made with St Mary and All Saint's Church and they have confirmed that the unveiling of the names on the War Memorial can take place in conjunction with the Service on Sunday 11 November which will include a 2-minute silence at the War Memorial. **Action Cllr Bob Hinder.**

6.2 Memorial Plaque at St Mary & All Saints and Grove Green. Members were shown photos of both plaques in situ. Cllr Bob Hinder thanked both Cllrs Vic Davies and Sullivan for their hard work putting these together. The unveiling of the Grove Green Plaque will take place at 12pm after the unveiling of the War Memorial at Boxley.

7. **Matters for Information**

7.1 New Litterpicker for WDJO – Members were given a verbal report notifying them that the current postholder had to step down due to family commitments. The new postholder had previously litterpicked the area and only stepped down because of other work commitments.

8. **Assistant Clerk's Report**

8.1 Hire fees income. **Received** and **noted.**

8.2 Account balances. **Received** and **noted**

8.3 Income and Expenditure. **Received** and **noted.**

A query was raised about increased insurance expenditure under 4105/280 Allotments and 4005/260 PAYE. Assistant Clerk to investigate and report back to members by e-mail. **Action Assistant Clerk.**

8.4 Profit and Loss. **Received** and **noted**.

8.5 Accident Report. None.

8.6 Late payment of invoices Regular hirers. Members **received** the Assistant Clerk's report and after discussion **agreed** that the hirer should be contacted, and a meeting set up including Cllr Vic Davies and Assistant Clerk to discuss a way forward to avoid late payment in future. **Action office.**

## 9. **Beechen Hall Extension**

9.1 Update on Building Works. Members **received** the Assistant Clerk's report and **noted** that a meeting of BHEWG took place prior to this meeting which dealt with snagging and outstanding works. Members request the new Committee Room is unveiled by the Mayor and to choose an evening in December and invite all regular hirers to thank them for being so patient with the building works.

9.2 Landscaping. Members **agreed** for a work party to meet on Sunday 4 November at 9.30am to carry out the landscaping at the entrance to the hall. Cllr Ivor Davies proposed to accept the Chairman's offer of free daffodils to be planted within the landscaping seconded by Cllr Clarke with all in favour. Members **agreed** to give £500.00 to cover the cost of top soil and turf from the contingency budget. The Assistant Clerk was asked to order the materials to be delivered by Friday 2 November. **Action Office.**

9.3 Public Works Loan – Members **received** and **noted** the Clerk's report.

## 10. **Policies and Procedures**

10.1 Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). **Received** and still fit for purpose.

10.2 Risk Assessments WDJO. It was agreed that a meeting to discuss the current risk assessment for WDJO and to look at compiling new assessments for Franklin Drive is set up between Cllrs Vic Davies, Pat Sullivan, the Clerk and Assistant Clerk. **Action office.**

10.3 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

## 11. **Draft Budget 2019-20**

- Hearing Loop & PA System Hall & Committee Room. Members agreed that this should be included in the budget and that Cllrs Vic Davies make contact with the company who installed GGCH's system. The office to forward a description of the brief.
- Extending the security system & CCTV at Beechen Hall. Unanimously **agreed** to put £630.00 into the budget for a 16-way DVR (2TB) and 2 cameras. **Action office.**
- Refurbishment of Boxley Village Green (maintenance of trees and refurbishment of grass) Cllr Lynn Clarke to obtain costings and return them to the December meeting. **Action Cllr Clarke.**
- Additional Tables and Chairs for committee room. **Agreed** costings to be brought back to the December meeting. **Action office.**
- Additional water troughs at Dove Hill Allotments. Costs to be brought to the December meeting. **Action office.**
- Grove Green Community Hall requested a budgeted grant of 80% towards the cost of upgrading the lights to LED at the hall. The cost is likely to be in the region of £6040 plus VAT. Cllr Vic Davies left the room whilst members discussed the request and after consideration the remaining members unanimously voted to award a grant for 50% of the cost. **Action office.**

## 12. **Matters for Decision**

Tesco Noticeboard. Members **received** the Assistant Clerk's report and **agreed** to use the budget for replacing the Tesco noticeboard and Gleaming Wood Drive and agreed to place £2000.00 in the budget for Noticeboards at St John's and Impton Lane. **Action office.**

**13. Date of Next Meeting.**

Tuesday 11 December 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

- 14. Height Barrier Beechen Hall.** Members **received** the Clerk's report and quotation for replacement and after consideration **agreed** not to replace the height barrier and to continue to monitor it. **Action office.**

Meeting closed at 9.45 pm

**Item 11. Policies and Procedures** Purpose of Item: Decision.

**Item 11.1 OneDrive.**

Explanation. OneDrive is a Cloud based system which groups of, in this case invited, people can access and comment on documents. OneDrive has been successfully used by many members of the Beechen Hall Extension Working Group and the parish office has been asked to use it to a) store current BPC policies and procedures, in order that members can access them and b) when documents are being reviewed to have them placed in the OneDrive so members can make remarks that can be used in the production of agenda reports. The latter will not take away the rights of any councillor not accessing OneDrive to influence policy and procedures as all suggestions or drafts have to be taken to the relevant meeting for authorisation.

The parish office is now ready to progress OneDrive and members views are sought on the first possible steps to be taken.

- Arrange for councillors who wish to use OneDrive to receive information and access to the system.
- Parish office will upload the current policies and procedures.
- From 1 January the parish office will pilot a new system to post, in advance, the policies and procedures that are due for review at parish council or committees. Deadlines for posting comments will be clearly shown and members using the system will receive an e-mail alert. Once the deadline is reached the Clerk/Asst Clerk will include the document and any suggested changes in the meeting agenda. As now common-sense will be used to incorporate any changes that do not change the principle of the document.

The 1 January has been chosen because

- a) the parish council and committees receive the Policy and Procedures Review Calendars and members can be briefed on how the new system will work etc.
- b) the Clerk/Asst Clerk will need to fundamentally revise the way they currently work as policies and procedures for review will need to be posted on the OneDrive well before the draft agenda is submitted to the Chairmen to approve and any posted comments need to be included in the agenda report.

**Item 11.2 Stem School Road Traffic Orders**

Waiting response from applicant as to whether they will fund Road Traffic Orders (RTOs).

Should the applicant offer to fund RTOs then the parish council might wish to be in a position, if it so decides, to quickly and proactively react with regards to approach KCC about engaging with the parish council and the community.

The Parish Council has a Community Engagement policy and procedure and the parish office can produce a strategy and timeline for members approval but guidance is sought from members on what action should be taken if the funding is provided. For example do members want a Working Group reporting to the Parish Council? The Clerk suggests that the issue should be kept with the Parish Council as councillors from the Grove Green area might not be serving on a particular committee.

RTOs have to be advertised and consulted upon and should objections be received they are considered and a report is then taken to the local Joint Transportation Board for a decision. The KCC RTO procedure requires an advert in the KM, it is not known whether this is one week or two consecutive weeks, and for letters to be sent to affected properties, KCC might approach the parish council about which areas should receive letters but this is not guaranteed. Normally residents and the parish council are presented with a design and asked whether they object to it.

Parish Councillors have already:

- Raised the issue that straight forward yellow lines may not be the answer and there might need to be a mixture of double yellow lines and one hour time restricted yellow lines.
- Stated that residents need to be fully briefed on the pros and cons of RTOs and they should be actively involved in the design/decision.

Various residents have already:

- Raised the issue that straight forward yellow lines may not be the answer and there might need to be a mixture of double yellow lines and one hour time restricted yellow lines.
- Notified the office they don't want any parking restrictions outside their property.
- Contacted the parish office to raise concerns about the wrong yellow lines being forced upon them.
- Raised the query about whether anything actually needs doing.

Residents are turning to the parish council seeking information on what will happen should funding be offered and are expressing a number of concerns and are looking to the parish council for some form of leadership. The parish office has been responding to residents that the parish council will be considering the role it will take if funding is offered and should the applicant not offer to fund RTOs then the parish council will have to review the situation.

Note. County Councillor Carter is paying for yellow lines to be installed at the junction of Franklin Drive with Grovewood Drive South.

<b>Item 14 Reports from Borough and County Councillors</b> Purpose of Item:
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Report from Bob Hinder.

As members are aware the issue of parking on Grovewood Wood Drive South was taken up by KMTV and I and approximately 30 residents were filmed and interviewed at the site. The concerns were aired and subsequently broadcast that evening and a follow up article appeared in the KM two days later. The parish council is waiting to hear from the STEM School applicant whether there will be a financial contribution to pay for possible RTOs.

Whilst at Grovewood Drive South some residents raised the issue of no crossing point on the road

I am in on-going discussions with the Chairman of the Joint Transport board regarding any new proposals for junction 3 of the M2, all with a view to getting the issue on their agenda for the next meeting. MBC is one of the statutory consultees for the planning discussions that are currently being undertaken with regards to the Lower Thames Crossing and I will be keeping the junction 3 issue to the fore front.

I attended a Borough Councillor briefing on the 2 new schools adjacent to the KIMS site and a briefing on the new Innovation Medical Centre planned for the KIMS site. The parish office is attempting to get presentations for the parish council.

I am due to attend a meeting with Paul Carter on the 15 November primarily to discuss traffic in the Grove Green area but I will also take the opportunity to raise junction 3 of the M2 and a possible crossing point for Grovewood Drive South.

<b>Item 15. Matters for Decision</b> Purpose of Item: Decision.
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15.1 Chairmanship Conference 2018, 13 December 2018 (e-mail 24/100.

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



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

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

- 17.1 Freedom of Information Request received concerning parish council land. Clerk will provide an update at the meeting.
- 17.2 CPRE Kent Voice issue Autumn/Winter.
- 17.3 Updated Boxley Warren LNR Management Plan (e-mail 15/10).
- 17.4 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"*.
- 17.5 KWT Wild Kent issue Winter 2018

## Item 9.1 Payments made out of meeting 24.09.18 – 30.10.18

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:	30/10/2018	Boxley Parish Council	Page 1		
Time:	09:47	HSBC General Account			
List of Payments made between 24/09/2018 and 30/10/2018					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
29/09/2018	Suez Recycling & Recovery UK L	DD31211756	270.40		Refuse Collection - July
01/10/2018	Maidstone Borough Council	3073150/7	208.00		Rates
14/10/2018	Opus Energy - Electricity	DD65032589	198.49		Electricity Bill - Sept
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
Total Payments			<u>833.93</u>		

### 9.1.2 Coop Payments

Date:	30/10/2018	Boxley Parish Council	Page 1		
Time:	09:47	Co-Op General Account			
List of Payments made between 24/09/2018 and 30/10/2018					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/09/2018	RBL Poppy Appeal	501314	110.00	minute 3157/Item10	Memorial Wreath + Donation
26/09/2018	RBL Poppy Appeal	501314	-110.00	Minute 3157/Item 10	Memorial Wreath & Donation
26/09/2018	RBL Poppy Appeal	501314	110.00	minute 3157/Item10	Memorial Wreath & Donation
01/10/2018	Mail Publications Ltd	DD114715/5	507.50		Downs Mail Page - Sept
19/10/2018	Capital Cleaning (Kent) Ltd	235943	38.08		Sanitary
19/10/2018	Wickes	PLAQUE REF	55.85		Memorial Plaque refurbishment
19/10/2018	Capital Cleaning (Kent) Ltd	235943	-38.08		Sanitary
19/10/2018	Wickes	MPREFURB	-55.85		Memorial Plaque Refurbishment
Total Payments			<u>617.50</u>		

### 9.1.3 Unity Trust Bank Payments

## List of Payments made between 24/09/2018 and 30/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2018	Unity Trust Bank	30/9/18	38.40		Quarterly Service Charge
01/10/2018	Northstar IT Services	DD16564/16	165.94		IT & Back up services
03/10/2018	Kent Association Local Council	#03890	72.00	Pauline Bowdery	Annual Finance Conference
03/10/2018	Boxley PCC	H WINTER	14.00	Pauline Bowdery	Returned Inscription fee
03/10/2018	PC01	BROGDALÉ	35.00		Walter King Tree WDUO
03/10/2018	NSALG Ltd	54401A	66.00		Annual Membership/Subscription
03/10/2018	KCC Commercial Services	L3237471	145.56		Consumables
03/10/2018	B & Q	DIY	4.58	BHD2	Bolts
03/10/2018	Lordswood DIY	DIY	35.00	Dennis Odell	Hall Keys
03/10/2018	Hannah R Young	C296	150.00		Damage Deposit Returned
03/10/2018	B & Q	IMPREST10	13.60	Rob Burrows	Gloves
03/10/2018	Stuart J Daws & Co Ltd	IMPREST10	119.16	Rob Burrows	Filler Caps Felling Wedges
03/10/2018	Permark	IMPFOREST10	8.99	Rob Burrows	Club Hammer
03/10/2018	Robin Hood Service Station	IMPREST10	13.29	Rob Burrows	Petrol for Task Day
03/10/2018	Rob Burrows	IMPREST10	83.40	Rob Burrows	Mileage for Task Days
09/10/2018	St John's C of E Primary School	64	30.00		Hall Hire
09/10/2018	PC07	5413110	13.99		Doorbell
09/10/2018	Zurich Insurance Plc	764911029	1,233.92		WWG Insurance 18/19
09/10/2018	Amazon EU	VARIOUS	162.98		Karcher Floor Steam Cleaner
09/10/2018	Tesco	VARIOUS	1.00		Scrubbing Brush
09/10/2018	Jessup Electrical Wholesale	VARIOUS	9.24		2 x 2 pin lamps
09/10/2018	PC02	VARIOUS	6.23		Miscellaneous
09/10/2018	Wizard Systems	035/BOXLV9	1,129.49		Annual Service CCTV, Alarm etc
09/10/2018	Lordswood DIY	186056	46.00		Keys for new committee room
09/10/2018	Miss Z Brown	C317	150.00		Damage Deposit Refund
09/10/2018	Miranda Double Glazing	BEECHEN HA	16.68	Dennis Odell	Door Accessories
09/10/2018	Lordswood DIY	BEECHEN HA	16.50	Dennis Odell	Timber and Drill accessories
19/10/2018	B & Q	IMPREST91	73.56	Pauline Bowdery	Miscellaneous
19/10/2018	PC01	IMPREST90	61.39		Miscellaneous
19/10/2018	Aldi Stores Limited	IMPREST90	2.99		Oven Cleaner
19/10/2018	Tesco	IMPREST90	2.00		Handwash
19/10/2018	Asda	IMPREST90	31.86		Consumables
19/10/2018	Noticeboard Company	5548/BOXL	630.00		Replacement Noticeboard Tesco
19/10/2018	Capital Cleaning (Kent) Ltd	235943	38.08		Sanitary
19/10/2018	Wickes	MPREFURB	47.91		Materials for Memorial Refurb
19/10/2018	Phoenix Distribution Services	MPREFURB	7.95		Memorial Plaque Refurbishment
19/10/2018	Waller Associates Ltd	13084	336.00		Repairs to Roof Gable
22/10/2018	PC01	22/10/PC01	2,232.24		Salary
22/10/2018	PC03	22/10/PC03	632.54		Salary
22/10/2018	PC06	22/10/PC06	34.76		Councillor Allowance
22/10/2018	PC07	22/10/PC07	34.76		Councillor Allowance
22/10/2018	PC08	22/10/PC08	26.16		Councillor Allowance
22/10/2018	PC02	22/10/PC02	1,289.36		Salary
22/10/2018	PC09	22/10/PC09	34.76		Councillor Allowance
22/10/2018	PC10	22/10/PC10	43.41		Chairmans Allowance
22/10/2018	PC11	22/10/PC11	34.76		Councillor Allowance
22/10/2018	PC04	22/10/PC04	60.00		Downs Mail Delivery

## List of Payments made between 24/09/2018 and 30/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/10/2018	PC12	22/10/PC12	43.36		Councillor Allowance
22/10/2018	BH05	22/10/BH05	361.82		Wages
22/10/2018	BH02	22/10/BH02	413.98		Wages
22/10/2018	BH03	22/10/BH03	287.98		Wages
22/10/2018	PC18	22/10/PC18	83.00		Downs Mail Delivery
22/10/2018	PC19	22/10/PC19	12.92		Litterpicking WDJ0
22/10/2018	HMRG	577PW00105	1,592.84		PAYE
22/10/2018	EFT Receipts Ac	IT00000068	225.41		Pension Contributions
22/10/2018	PC02	DM DELIVER	25.00		Downs Mail Delivery
23/10/2018	S Cook	C287	100.00		Refundable Cleaning Deposit
23/10/2018	C Dawodu	C265	150.00		Refundable Damage Deposit
23/10/2018	Joanne Tincham	C330	125.87		Cancellation Refund
23/10/2018	Joanne Tincham	C330	-125.87		Cancellation Refund
23/10/2018	Joanne Tincham	C330	120.87		Cancellation Refund
26/10/2018	Focus Group	DD6735028	116.35		Telephone and Broadband Servic
Total Payments			<u>12,968.97</u>		

**9.1.4 Lloyds Corporate Multipay Card Payments**

## List of Payments made between 24/09/2018 and 30/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2018	Magnet Expert Ltd	WWEB316332	13.08		Magnetic Backing for Noticeboa
16/10/2018	Bourne Amenity Ltd	63483	370.20		Landscaping materials
Total Payments			<u>383.28</u>		

**Item 9.2 Receipts for the period 29.08.18 – 30.10.18**

No receipts were received for the following accounts:

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

**9.2.1 HSBC Receipts.**

Receipts received between 24/09/2018 and 30/10/2018

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 24/09/2018	32.50						
58	Butler	32.50			1280	280	17.50	Butler Plot 1E
					570		15.00	Butler Key Deposit
	Banked: 24/09/2018	268.50						
59	Tunbury School	268.50			520		268.50	Tunbury School C328
	Banked: 24/09/2018	-32.50						
58	Butler	-32.50			1280	280	-17.50	Butler plot 1E
					570		-15.00	Butler 1E Key Deposit
	Banked: 24/09/2018	-268.50						
59	Tunbury School	-268.50			520		-268.50	C328D Tunbury School
	Banked: 24/09/2018	32.50						
Butler18	Butler	32.50			1280	280	17.50	Butler Plot 1E
					570		15.00	Butler Key Deposit
	Banked: 24/09/2018	268.50						
59	Tunbury School	268.50			520		268.50	C328D Tunbury School
	Banked: 25/09/2018	82.50						
61	Obree	35.00			1280	280	35.00	Obree Plots 10B & 11B
62	Murray	30.00			1280	280	30.00	June Murray Plots 8A& 8B
63	Clarke	17.50			1280	280	17.50	Clarke Plot 4A
	Banked: 25/09/2018	-82.50						
61	Obree	-35.00			1280	280	-35.00	Obree Plots 10B&11B
62	Murray	-30.00			1280	280	-30.00	June Murray Plots 8A&8B
63	Clarke	-17.50			1280	280	-17.50	Clarke Plot 4A
	Banked: 25/09/2018	82.50						
61	Obree	35.00			1280	280	35.00	Obree plots 10B & 11B
62	Murray June	30.00			1280	280	30.00	Murray plots 8A& 8B
63	Clarke	17.50			1280	280	17.50	Clarke plot 4A
	Banked: 26/09/2018	183.00						
98	Ball	183.00			520		183.00	C332D Ball 8/12/18
	Banked: 26/09/2018	305.50						
99	Tooze	305.50			520		-166.50	C300D Tooze 27/10/18
					1230	260	220.00	C300F Tooze 27/10/18
					1231	260	2.00	PL Insurance Tooze
					560		250.00	Damage Deposit Tooze
	Banked: 26/09/2018	279.00						
64	Huffam	244.00			520		244.00	C329F Huffam 10/11/18
Hinderso18	Hinder	35.00			1280	280	35.00	Hinder Plots 5C & 5D
	Banked: 26/09/2018	35.00						
66	Ranson	35.00			1280	280	35.00	Ransom Plots 3H & 5H
Subtotal Carried Forward:		1,186.00	0.00	0.00			1,186.00	

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
67	Banked: 27/09/2018	5.00						
67	Murray June	5.00			1280	280	5.00	June Murray Plots 8A& 8B
	Banked: 27/09/2018	79.04						
68	NGREA	44.04			1235	260	44.04	R2028 NGREA Sept
69	Gleeson	35.00			1280	280	35.00	Gleeson plots 9A& 9B
	Banked: 27/09/2018	293.25						
100	Yoga	293.25			1235	260	293.25	R2045 Yoga Oct Invoice
	Banked: 28/09/2018	30.00						
101	Caterpillar Music	30.00			1235	260	30.00	R2034 Caterpillar Music
	Banked: 28/09/2018	223.30						
102	Tumbletots	223.30			1235	260	223.30	R2044 Tumbletots Oct
	Banked: 01/10/2018	545.92						
103	Kumon	545.92			1235	260	545.92	R2037 Kumon Oct Invoice
	Banked: 01/10/2018	47.85						
104	AACT S	47.85			1235	260	47.85	R2047 AACTS Oct Invoice
	Banked: 02/10/2018	267.23						
70	Highman 18	43.75			1280	280	43.75	Allotment Plots 13B, 4H, 3E
82	Movement as Therapy	223.48			1235	260	223.48	R2040 MAT Oct Invoice
	Banked: 03/10/2018	81.20						
105	Teenie Boppers	81.20			1235	260	81.20	R2043 Teenie Boppers
	Banked: 04/10/2018	100.00						
106	Kidslingo	100.00			1235	260	100.00	R2036 Kidslingo Oct
	Banked: 05/10/2018	20.00						
71	Kalifungwa	20.00			1250	260	20.00	C211 Kalifungwa AEC
	Banked: 05/10/2018	367.65						
72	Age Concern	367.65			1235	260	367.65	R2016 Age Concern Aug
	Banked: 11/10/2018	185.50						
107	Iles	185.50			520		-100.00	C232D Iles 3/11/18
					1230	260	140.00	C323F Iles 3/11/18
					1231	260	2.00	PL Insurance Iles
					560		143.50	Damage Deposit Iles
	Banked: 11/10/2018	50.40						
108	Pozzetti	50.40			520		-50.40	C294D Pozzetti 10/11/18
					1230	260	98.80	C294F Pozzetti 10/11/18
					1231	260	2.00	PL Insurance Pozzetti
	Banked: 12/10/2018	757.21						
73	Karate	333.35			1235	260	333.35	R2035 Karate Oct Invoice
74	Balfour ShortMat Bowls	351.48			1235	260	351.48	R2033 BSMB Oct Invoice
Subtotal Carried Forward:		4,239.55	0.00	0.00			4,167.17	

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount	Transaction Detail
75	Curtis	72.38			520		72.38	C337D Curtis 19/1/19
	Banked: 13/10/2018	20.00						
109	Mini First Aid	20.00			1230	260	20.00	C338F Mini First Aid
	Banked: 15/10/2018	145.87						
110	Tinckham	145.87			520		145.87	C330D Tinckham 9/5/20
	Banked: 16/10/2018	145.87						
111	Medway Caledonian	145.87			520		145.87	C334D Medway
	Banked: 16/10/2018	83.00						
112	Collins	83.00			520		83.00	C341F Collins 9/12/18
	Banked: 17/10/2018	58.00						
113	Hood	58.00			1230	260	58.00	C340F Hood 3/11/18
	Banked: 18/10/2018	38.05						
114	Jenkins	38.05			520		-38.05	C283D Jenkins 17/11/18
					1230	260	74.10	C283F Jenkins 17/11/18
					1231	260	2.00	PL Insurance Jenkins
	Banked: 21/10/2018	178.83						
76	Medway Leisure Stay & Play	142.23			1235	260	142.23	R2038 MLSP Oct Invoice
77	Pavalakanther	36.60			1230	260	36.60	C249 Pavalakanther Late
	Banked: 22/10/2018	20.75						
115	Klein	20.75			520		-62.25	C321D Klein 18/11/18
					1230	260	81.00	C321F Klein 18/11/18
					1231	260	2.00	PL Insurance Klein
	Banked: 22/10/2018	20.75						
116	Klein	20.75			520		20.75	C321 Klein 18/11/18
	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	R2032.60 Age Concern
Total Receipts:		5,949.80	0.00	0.00			5,949.80	

## 9.2.2 Coop Receipts

Date: 30/10/2018

**Boxley Parish Council**

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Time: 09:47

Co-Op General Account

List of Payments made between 24/09/2018 and 30/10/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26.09/2018	RBL Poppy Appeal	501314	110.00	minute	Memorial Wreath + Donation
				3157/item10	
26.09/2018	RBL Poppy Appeal	501314	-110.00	Minute	Memorial Wreath & Donation
				3157/item10	
26.09/2018	RBL Poppy Appeal	501314	110.00	minute	Memorial Wreath & Donation
				3157/item10	
01/10/2018	Mail Publications Ltd	DD114715/5	507.50		Downs Mail Page - Sept
19/10/2018	Capital Cleaning (Kent) Ltd	235943	38.08		Sanitary
19/10/2018	Wickes	PLAQUE REF	55.85		Memorial Plaque refurbishment
19/10/2018	Capital Cleaning (Kent) Ltd	235943	-38.08		Sanitary
19/10/2018	Wickes	MPREFURB	-55.85		Memorial Plaque Refurbishment
Total Payments			617.50		

### 9.2.3 UTB Receipts

30/10/2018		Boxley Parish Council				Page 1	
09.53		Cashbook 2				User: MF	
		Unity Trust Account					
Receipts received between 24/09/2018 and 30/10/2018							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 26/09/2018	17.50					
Patel18	Patel	17.50			1280	280	17.50 Patel Plot 4B
	Banked: 26/09/2018	35.00					
Rank2018	Rank	35.00			1280	280	35.00 Rank Plots 6A & 6B
	Banked: 01/10/2018	89,968.50					
08692/6078	Public Works Loan Board	89,968.50			1077	130	89,968.50 Public Works Loan
	Banked: 03/10/2018	35.00					
Davies18	Davies	35.00			1280	280	35.00 Davies Plots 4C & 4D
Total Receipts:		90,056.00	0.00	0.00			90,056.00

### 9.3 Account closing balances.

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

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

Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
18.09.18	Coop General Account	£54,257.55
30.09.18	HSBC Beechen Hall	£33247.79
30.10.18	Unity Trust Bank (UTB)	£103,374.39
19.04.18	Barclays Bank	£81,439.25
08.08.18	Lloyds A (matures 08/11/2018)	£51,109.34
25.07.18	Lloyds B (matures 26/01/2019)	£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	£370,078.03