



**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 9<sup>th</sup> April 2018 at Tyland Barn, Tyland Lane, Sandling ME14 3BD commencing at 7.30pm.**

**1. Apologies and absences**

To receive and accept apologies for absence. See report (page 3).

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

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. See report (page 3).

**3 Chairman's Announcements**

**4. Minutes of the Parish Council Meeting 5<sup>th</sup> March 2018**

To consider the minutes and if in order sign as a true record (pages 3-6).

**5. Matters Arising From the Minutes**

5.1 Minute 3081/5.1 Honour Boards. See report (page 6).

5.2 Minute 3081/5.2 Franklin Drive Play Area. See report (page 6).

5.3 Minute 3082/9 Parish Hall Extension Public Works Loan. A verbal update will be supplied at the meeting.

5.4 Minute 3083/17.4 OneDrive. Work outstanding.

5.5 Any other matters arising from the minutes which are not on the agenda.

**6. Crime Report and Police Issues**

See report (page 7).

**Adjournment to enable members of the public to address the meeting**

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

For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.

7.1 Environment Committee meeting 5 March 2018 (pages 7-14).

7.2 Environment Committee meeting 12 March 2018 (pages 14-17).

7.3 F&GP Committee meeting 13 March 2018 (pages 18-19).

**8. Finance**

8.1 Payments made out of meeting 27.02.18 – 03.04.18. See report (pages 29-31).

8.2 Receipts for the period 27.02.18 – 03.04.18. See report (pages 31-33).

8.3 Account balances 03.04.2018 (page 34).

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

To consider Terms of Reference, policy and procedure for inviting non-parish councillors onto committees and working groups. See report (pages 20-21).

**10. Policies and Procedures**

10.1 Standing Orders. See report (page 21).

10.2 Financial Regulations. Notification to Parish Council. See report (pages 21-22)

- 10.3 Committee Membership. No requests for amendments to the current memberships have been received from Committees.
- 10.4 Guidance Note Reasons for absence (review). See report (pages 22-23).
- 10.5 Correspondence deadline (new). See report (page 23).
- 10.6 General Data Protection Regulations (GDPR). See report (pages 23-28).

11. **Planting and sponsorship of roundabouts**

Item requested by Cllr Hayday.

12. **Reports from councillors/office**

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

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

Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 28).

14. **Matters for Decision**

To consider any issues, such as attendance at meetings or as identified on the evening.

14.1 End of World War 1 commemorative plaque. See report (page 22). Item deferred from last meeting.

14.2 Land adjacent to Wildfell Close Planning Application is being reported to MBC Planning Committee 26 April 2018.

15. **Correspondence**

15.1 Thank you from Involve Kent for the £100 donation.

15.2 Thank you from Five Acre Wood School for the £100 donation.

16. **Matters for Information**

None.

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 14 May 2018.

18. **Next Meeting**

21 May 2018 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing after the Annual Meeting of the Parish.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 3<sup>rd</sup> April 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 9 April 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 1 Apologies and absences. Purpose of item: Information.**

It is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). To ensure compliance the Minutes of the meeting will not now record reasons submitted for apologies. It is suggested that with effect from this meeting the Minutes are amended to the following format

Present:

Apologies accepted:

Absent:

The Clerk considers that the attendance signing-in book taken to meetings should no longer contain detailed reasons for absence and instead, if it is an acceptable reason, just an 'apology accepted' entry will be made. To allow the council to decide whether the reason for absence is acceptable it is proposed that a yellow post it note will be included on the relevant page so that members can see the reason for any apology submitted, the note will then be destroyed.

A councillor attending another meeting on behalf of the parish council is marked down as attending that meeting so is recorded as being on council business, so an authorised absence.

A review of the Guidance note for accepting apologies is included on this agenda at item 10.4.

**Item 2 Declaration of Interests, Dispensations, Predetermination or Lobbying  
Purpose of item: Information.**

To comply with General Data Protection Regulations the parish office no longer keeps a copy of their Declaration of Pecuniary Interest Form in the office or on the website. If you wish to amend your form then you will need to go directly to MBC. The Clerk feels that as this is a legally required document that has to be submitted to the Borough Council duplication of the information at the office is not justified.

**Item 4 Minutes of the Meeting of the Parish Council held on Monday 5 March 2018 at Weaving Street Village Hall, Weaving Street, Grove Green commencing at 7.30pm.**

*Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr V Davies, Mr P Dengate, Mr G Hayday, Mrs W Hinder, Mrs K Macklin (arrived, with apologies, at item 7) and Mr P Sullivan together with the Clerk Pauline Bowdery and 3 members of the public/press.*

**1. Apologies and absences**

*Cllrs Brooks (weather related), Constable (holiday), Harwood (work commitment), Hollands (holiday) and Waller (weather related). Borough Councillor Butler.*

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

*None*

### 3 **Chairman's Announcements**

The Chairman highlighted that the community e-mail alert system had proved its worth during the recent bad weather with a stolen salt bin being quickly located and with updates being given out on road closures in the area.

### 4. **Minutes of the Parish Council Meeting 22 January 2018**

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

### 5. **Matters Arising From the Minutes**

5.1 Minute 3069/6.1 Honour Boards. The final report on the boards was expected at the next meeting so that they could be ordered. **Action: office.**

5.2 Minute 3069/6.3 Franklin Drive Play Area. Borough Councillor Hinder's report that MBC was working on the lease agreement and would be repairing the fence was **received and noted.** The Environment Committee is to be approached to release up to £1,000 of its Street Maintenance budget to pay for the tree work and other small scale items that would be needed at the site. **Noted.**

5.3 Any other matters arising from the minutes which are not on the agenda.

### 6. **Crime Report and Police Issues**

The latest crime reports were **received and noted.** The Chairman notified members that he had been in contact with the Police about the need for PCSOs to attend parish council meetings and it was hoped that the PCSO would attend meetings in the near future. Members had received notification of the recent changes in the Community Safety Unit.

The meeting was adjourned at 7.35 pm for a member of the public to raise concerns about this week's planned refuse collection, collections were suspended last week due to the snow. The Clerk was asked to seek clarification and put out a community e-mail alert to notify residents. The resident would be personally contacted in the morning. **Action: Clerk.** Another member of the public asked whether the road works planned in Sandling for April were still going ahead. Cllr Wendy Hinder confirmed that the latest information was that they were. Meeting reconvened at 7.40 pm.

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

7.1 Environment Committee meeting 22 January 2018. **Received and noted.**

7.2 Environment Committee meeting 5 February 2018. **Received and noted.**

7.3 Estates Committee meeting 13 February 2018. **Received and noted.**

### 8. **Finance**

8.1 Payments made out of meeting 22.01.18 – 26.02.18. **Received and noted.**

8.2 Receipts for the period 22.01.18 – 26.02.18. **Received and noted.**

8.3 Account balances 26.02.2018. With notification that the Lloyds B account maturity date was 26/04/2018 and not 26/01/2018 as stated in the table. **Received and noted.**

### 9. **Parish Hall Extension: Public Works Loan**

The Clerk has received several comments and will make minor adjustments to the document. The suggested conclusion to the document which would be submitted with the PWL application was **agreed.**

Members asked for a predicted income spreadsheet to be included and this was to be deferred to the F&GPC for approval. **Action: Clerk and F&GPC.**

### 10 **Policies and Procedures**

10.1 Equal Opportunities Statement (review). With the minor amendments suggested **approved.**

10.2 Standing Orders members are reminded that the annual review is scheduled for April. **Noted.**

11. **Correspondence Deadline**

After discussion covering the possible wording and: whether the parish council could enforce the request for a response within 28 days; whether an acknowledgement of receipt of a letter was a response; whether it would go on all letters or whether it would be left to the Clerk/Asst Clerk to decide what letters to include it on, it was **agreed** that the Clerk would e-mail a version of the stock phrase for members to consider. **Action: Clerk.**

12. **Committee Membership**

The Clerk's briefing note on the powers that existed to allow non-members to serve on committees and working groups was **received and noted**. Cllr Wendy Hinder notified members why she thought it was important to use these powers. The Clerk to produce draft Terms of Reference, policy and procedures for members to consider at the next meeting. **Action: Clerk.**

13. **Planting and sponsorship of roundabouts**

Item requested by Cllr Constable. Item deferred to next meeting as Cllr Constable was not present.

14. **Local Government Ethical Standards Government Review**

The Clerk's briefing note was **received and noted**. Members decided **no further action**.

15. **Reports from councillors/office**

15.1 Maidstone KALC 05.02.18. draft minutes. **Noted.**

15.2 General Data Protection Regulations GDPR. The Clerk's briefing note and notification that the office would shut for two days to do the work needed within the office was **received and noted**.

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

Borough Councillor Wendy Hinder notified members that a stronger overhead electricity cable had been installed in Boxley Road, Walderslade.

Cllr Vic Davies notified members that the extra piece of equipment installed at Grovewood Drive North play area looked exactly like the one recently installed. A site visit immediately after the meeting was arranged. **Action: Cllrs Wendy Hinder, Vic Davies and Sullivan.**

17. **Matters for Decision**

17.1 End of World War 1 commemorative plaque. Item deferred from last meeting. The Clerk was asked to contact Cllr Harwood about his previous suggestion. **Action: Clerk.**

17.2 Annual Meeting of the Parish. Members suggested that this is held before the Annual Meeting of the Parish Council. Councillors Bob and Wendy Hinder notified members that they would not be able to attend the Annual Meeting of the Parish Council scheduled for 14<sup>th</sup> May. After discussion it was agreed to amend the meeting dates to:

- 14th May Main Environment Committee meeting.
- 21<sup>st</sup> May Annual Meeting of the Parish Council and Environment Committee (small)

The Annual Meeting of the Parish to be held on 21<sup>st</sup> May prior to the parish council meeting. **Action: Office.**

17.3 MBC Parish Services Scheme Funding. **Ratified** the Chairman and Clerk's actions, after consulting with members, in signing the MBC agreement to receive the grant of £13,876.

17.4 OneDrive. After lengthy discussion on whether some councillors would be at a disadvantage because they did not have or were not comfortable using computers it was **agreed** to utilise OneDrive for storing policies and procedures. It was confirmed that less sensitive policies and procedures would still be available on the parish council's website and that access to the OneDrive folder

would be password protected and only for councillors. Councillors without computers and councillors who request would still receive paper copies. The Clerk to arrange for members to be briefed on how to access and use the OneDrive.

**Action: Clerk.**

- 17.5 Friends of Weaving Heath and Woodlands. The Clerk's report on the progress on setting up the volunteer group was **received and noted**. It was **unanimously agreed** that **subject to the constitution being acceptable to the parish council the Friends of Weaving Heath and Woodlands would be recognised as a parish council supported volunteer group.**

## 18 Correspondence

- 18.1 Kent Downs Area of Outstanding Natural Beauty Management plan consolation. **Noted.**
- 18.2 Thank you letter from St Benedict's CPS for the regifted ASDA products. **Noted.**

## 19 Matters for Information

- 19.1 E-newsletter from the Office of the Kent Police and Crime Commissioner, Matthew Scott. **Noted**
- 19.2 Draft Minutes from the Joint Maidstone & District NhW Assoc / Maidstone Parishes Police Liaison Meeting. **Noted**
- 19.3 Maidstone KALC Draft Minutes of meeting 5 February 2018. **Noted**
- 19.4 Helen Whately MP newsletter. **Noted**
- 19.5 KALC Parish News Feb 2018. **Noted**

## 20 Items for Next Agenda

None submitted.

## 21 Next Meeting

9<sup>th</sup> April 2018 at Tyland Barn, Tyland Lane, Sandling ME14 3BD commencing at 7.30pm.

Meeting closed at 8.40 p.m.

**Item 5. Matters Arising From the Minutes.** Purpose of Item: Information.

### Item 5.1 Honour Boards.

On 19 March 2018 I visited the Kent Archives to view the Boxley Vestry and PCC Minutes in the hope they may show evidence of Parish Council Chairmen for the years 1894 – 1932. Unfortunately, to no avail.

The data findings in summary:

- 1933 to date – Chairmen identified
- 1894 – 1932 – Insufficient evidence
  - from viewing the Parish Council Meeting minutes at the Kent Archives, and
  - from viewing the Books of Declarations at the Kent Archives due to these not showing which of the Councillors over the years were Chairperson until 1958, and
  - from the Minute Book held in the parish office as it is not clear whether the 'Chairman' stated is that of the Annual Meeting of the Parish or of the Parish Council

A Candy Administrative Officer  
22 March 2018

Decision required from members on the start date for listing Chairman on the board.

**Item 5.2 Franklin Drive Play Area.** MBC have been authorised to arrange the tree work and is currently processing the Lease Agreement for 99 years.

**Item 6 Crime Report and Police Issues**

Purpose of Item: Information.

**Crime reports 21 February 2018 – 25 March 2018****Theft From Motor Vehicle**

On Sunday 25th of March between 4:30pm and 7:25pm in Badger Road. A Ford Mondeo parked in a residents car park had rear number plate stolen.

Between 1:00pm on Tuesday 20th of March and 10:00am on Wednesday 21st of March in Badger Road. A black Peugeot 2008 (LN66\*\*\*) was stolen from the roadside.

On Sunday 11th of March between 8:30pm and 9:45pm in Boxley Road. A VW Amarok pick-up parked in the road was broken into. Power tools, a battery charger and battery pack for power tools were stolen.

Between 7:30pm on Tuesday 6th of March and 7:30am on Wednesday 7th of March in Penhurst Close. A taxi licence plate was removed from a parked vehicle.

**Criminal Damage**

Between 8:00pm on Saturday 17th of March and 9:30am on Sunday 18th of March in Bearsted Road. A Smart Fortwo car parked in the road had rear windscreen smashed.

Between 7:30pm on Tuesday 6th of March and 7:30am on Wednesday 7th of March in Penhurst Close. A car badge was removed from a Vauxhall Insignia. The badge was found damaged, discarded under the car.

On Saturday 3rd of March between 12:00am and 1:31pm in Impton Lane. A Ford Transit van parked in the road was broken into. Nothing appears to have been taken.

**Item 7 Draft minutes of recent committee meetings.** Purpose of Item: Information.**Item 7.1 Minutes of the Environment Committee on Monday 5 March 2018 at Weaving Street Village Hall, Weaving Street, Weaving commencing at 8.42 pm.**

*Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr P Dengate, Mr Ivor Davies and Mr Bob Hinder, together with the Clerk Mrs P Bowdery.*

**1. Apologies and absences**

*Cllrs Constable (holiday) and Hollands (holiday).*

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

*None*

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

**3. Planning Applications for Consideration**

*18/500346/FULL Erection of 115 dwellings together with associated infrastructure, open space, landscaping and access works. Lordswood Urban Extension, Gleamingwood Drive, Lordswood. **Ratified** the Clerk's response after consulting members. Copy sent to Medway Council.*

*Boxley Parish Council strongly objects to this application and would like to see it refused and reported to the planning committee for the reasons set out below:*

- 1. The development of what is still effectively, due to non-implementation of the previous planning permission, a greenfield site is inherently unsustainable and will result in urbanisation creep into the countryside. The applicant considers that the*

*previous planning permission is "extant given the timeline for submission of Reserved Matters does not expire until November 2018". The Parish Council considers that as the Planning Inspector was heavily influenced and swayed by the inclusion of a sustainable bio-mass unit and the fact that MBC did not then have a 5-year housing provision this site should be considered as greenfield.*

- 2. The proposed development will appear as a sporadic, ad hoc and isolated extension of the built up area of Lords Wood poorly related in siting and layout terms to the existing built up urban area. It would thus appear an incongruous and out of character incursion of built development into adjoining undeveloped countryside. It will have an unacceptable visual impact on the rural character of the area contrary to the provisions of policy SP17 of the adopted local plan. It is also contrary to NPPF section 11.109/113/116 Conserving and Enhancing the Natural Environment.*
- 3. The proposed main access into the site from Gleamingwood Drive will involve the creation of significant gaps in the currently largely unbroken woodland fronting onto this section of winding road visually separating urban Lords Wood from the countryside. This will result in significant harm to the street scene and loss of visual amenity contrary to the provisions of the NPPF 2012.*
- 4. The proposed road layout will result in the significant direct loss of Ancient Woodland while subdividing it into smaller less viable packets lacking connectivity. Dormice and bats, both protected species, exist in the woodlands and immediately adjacent to the proposed development. In addition the proximity of the proposed houses and gardens along with residential use taking place close to the Ancient Woodland with the associated lighting and activity and likelihood of informal and harmful recreational use taking place will further erode its function both as a wildlife habitat and a source of visual amenity to the wider area. The proposal is therefore considered contrary to the provisions of paragraph 118 of the NPPF 2012.*
- 5. The woodland belt adjacent to Gleamingwood Drive has hitherto been protected from development as a buffer zone to the rural strategic gap that prevents urbanised Walderslade/Lords Wood connecting with the Hempstead/Wigmore suburbs of Gillingham.*
- 6. As the site is in the setting of the North Downs AONB it is considered that any development is contrary to NPPF section 11.115 "Great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty which have the highest status of protection in relation to landscape and scenic beauty".*
- 7. The introduction of additional light and noise pollution will have an unacceptable and urbanising impact on the local countryside.*
- 8. The government's interactive mapping website ([www.magic.gov.uk](http://www.magic.gov.uk)) shows that the proposed site for development is replanted Ancient Woodland. It is considered that the proposed development will therefore be contrary to NPPF Section 11.118 "Planning permission should be refused for development resulting in the loss or deterioration of irreplaceable habitats including Ancient Woodland and the loss of aged veteran trees found outside Ancient Woodland". Attention is drawn to the Natural England Standing Advice for Ancient Woodland (SAAW 2012). The introduction of the access/egress highway infrastructure across Ancient Woodland is also contrary to section 11.118.*
- 9. The November 2015 Planning Inspector Appeal decision specifically identified the importance of sustainability for the site. "The sustainability credentials of either scheme [note two appeals were being heard at the one inquiry] would be enhanced because timber would be harvested locally to*



*be used in a biomass energy facility leading to a reduction in CO2 emissions from fossil fuels”.*

*A main argument from the then applicant was that the proposed bio-mass facility would ‘fund’ better maintenance of the woodland and its habitats and this sustainability benefit outweighed the harm to the Ancient Woodland and the wildlife. The removal of the bio-mass unit from the current application clearly denigrates this argument.*

*The submitted supporting documentation identifies that a Woodland Manager would be appointed to manage and sell coppiced wood to create an income stream for future management of the Ancient Woodland. This would require additional road traffic movements, as wood is transported off the site, which will defeat one of the original arguments about sustainability.*

*An agent of the applicant has approached the parish council for an introduction to the Walderslade Woodlands Group of volunteers, which the parish council financially supports, with a view to discussing their taking on a maintenance/management role. The fact that the applicant is exploring how to get volunteers involved suggests that the funding of future woodland management is not as robust as the supporting documents indicate.*

- 10. In 2015 Maidstone Borough Council did not have a 5-year housing allocation identified or an adopted Local Plan but now does. This site has not been identified as a housing allocation site in the adopted local plan.*
- 11. The calculations for providing car parking on the site does not conform to policy. Each property should have a specific number of car parking spaces allocated to it (1.5 spaces for 2 bed dwellings, 2 spaces for 3 & 4 bed dwellings). The application fails to reach the parking provision required as it only supplies 253 spaces instead of 259.5. Furthermore the applicant identifies 23 of these spaces for visitors which means that they are not available for property owners. There is therefore a shortfall of 29.5 parking spaces for the proposed properties. Officers will be aware that the Policy for provision of providing car park spaces bears no relevance to real life as witnessed by the fact that on-street car parking is at nightmare proportions in the surrounding areas. Any shortfall on the minimum number of spaces required by policy should therefore be avoided.*
- 12. The site is considered unsustainable as residents will be heavily reliant on the use of private motorcars. In an attempt to deal with this issue, and possibly the short fall in the parking provision, the planning application contains a Travel Plan. The List of Travel Plan Initial Measures (page 34 of the Planning Statement) contains measures which are, to put it bluntly, themselves unsustainable. To reduce car dependency, single car occupancy and the impact on the local highway network the house sales team and some future other, as yet unidentified, source will provide information on car sharing, promote National Lift Sharing Week, bus timetables etc. After selling all the properties and moving on an unidentified source will encourage cycling by introducing an annual or twice a year bike surgery. How this and other initiatives will be funded is not stated. “The Welcome Pack for new owners will also.....” the fantasy list just continues. The suggested initiatives are considered totally unmaintainable, unfunded and coming from cloud cuckoo land.*
- 13. Public Open Space Local Equipped Area for Play (LEAP). The parish council is concerned that MBC’s policy of running down its existing non-strategic play areas may result in no on-site LEAP. As the nearest playground (in Autumn Glade) would be some 500m from the nearest house on the development and across an extremely busy road, children with nowhere to play may be attracted to the Ancient Woodland. Prior to any decision being taken on this application the Parish Council asks for a clear statement by MBC that it will take on and manage a LEAP. As the current policy*

*of MBC appears to be that it would not sign up to long term provision, should this be the case then the information in this application should be revised to reflect that the nearest play equipment is located well off site.*

14. *NPPF Section 6 on delivering a wide choice of quality homes, sets certain standards for this type of greenfield development. It is considered that this application fails to meet these standards, specifically section 49 sustainable development: 50 sustainable inclusive and mixed communities; 53 development would cause harm to local area; 55 sustainable development in rural areas "where it will enhance or maintain the vitality of rural communities".*

15. *Boxley Parish Council questions the sustainability of the development in terms of availability of public transport. Although there are buses and bus stops in Gleamingwood Drive the proposed houses would not be close to them.*

*There are three bus stops, the nearest stop (southbound) would be 80 metres from the site entrance and 250m from the nearest house, and northbound 150m and 320m respectively. Many houses would be over 500m from the nearest stop. Furthermore the bus stops could only be reached by walking along a road wooded on both sides or by walking through woodland. A similar situation occurs just up the road in the Walderslade Woodlands development where on-the-ground evidence is that residents, particularly women with children, choose to use their car rather than walk through a wooded area which is perceived to be dangerous. In reality few people will walk from where they live to access public transport, schools or local services and so will use their cars.*

16. *It is unclear whether the 46 affordable homes provided will comply with any of the indicative targets tenure in Policy SP20, 3 (i) (ii) of the MBLP. The Parish Council could not locate supporting information on how the 46 properties will contribute (in that they are rented housing, social rented housing, or intermediate affordable housing) to the delivery of affordable houses to Maidstone. There is evidence that MBLP Policy SP19 (1) which requires a range of house sizes, types is partially met by the application but the application fails to satisfy the majority of the policy.*

17. *The Southern Water response to the 2013 application was to object as the local sewer network would be inadequate to cope with discharge from a development at this site.*

18. *The application assumes that most traffic from the proposed development will wish to travel north on roads within the Medway Unitary Authority. In reality, much will head west to access the M2, M20 or national highway network at the Lord Lees and Bridgewood roundabouts. This route lies completely within Kent and mainly within Maidstone. It seems therefore that insufficient consideration/research has been undertaken on:*

- The impact on Walderslade Woods Road, the M2 feeder roads and the heavily used narrow, winding Westfield Sole Road.*
- The ability of the junction of Gleamingwood Drive and Lordswood Lane to cope with the additional usage.*

*A statement that "minimal effect" will be caused by the increase in traffic is not considered a reasonable judgement by the Parish Council. The applicant is basing this conclusion on too many assumptions on how the new residents will choose to travel and where they will travel to. The Parish Council considers the vast majority will not use public transport, bikes or choose to walk because of the following reasons:*

- The frequent bus service to and from Chatham Bus Station takes 25-35 minutes via a convoluted route.*
- The bus service to Maidstone is minimal. The 150 only operates 6 times per day and it has a 'round the houses route' that even confuses locals.*

- *To access the bus service the residents will have to walk a long distance and for some it will be through an area that they judge as unsafe.*
- *The official bike routes connecting the site to Chatham and Maidstone start/end 170m below the site, normally only the most enthusiastic cyclist will attempt such a commute.*
- *The frantic pattern of modern day living means that parents/carers do combined trips and after dropping a child at school/nursery will go on to some other task which requires the use of a car.*
- *The local shopping area is quite a walk away and residents will rely on the car to carry shopping etc.*

*The proposed entrance to this development is a narrow road accessed from Gleamingwood Drive and the proposed junction is on a very long bend. Gleamingwood Drive is poorly designed with inadequate vision splays, on-street car parking and multiple junctions on a long bend. A shared pedestrian/cycling route exists in Medway (small section in MBC). The MBC section of Gleamingwood Drive does not have a cycle path. Due to its poor design any additional traffic introduced into this system will have an adverse impact on the safety of current users.*

*The parish council also considers that using the 2013 traffic count statistics and scaling them up for another 11 properties when in fact there will be 26 new properties gives a false and inaccurate picture of the traffic impact that will occur.*

*19. Since the 2013 planning application:*

- *KCC Highways has identified that M2 junction 3 is beyond its design capacity.*
- *Outline planning permission has been given by Medway Council for up to 450 market and affordable dwellings with associated access, estate roads and residential open space at Gibraltar Farm Ham Lane, which is approximately 1.75 miles away. Evidence produced for this application showed that the Gleamingwood Drive/Lordswood Lane junction required the introduction of a specific left hand turn lane as the junction was near capacity and would exceed capacity with local development.*
- *The proposed Lower Thames Crossing is expected to increase the already heavy traffic transferring from the M2 to the M20 via Jct 3 with the A229 and visa versa. Local MPs have raised this with the Minister for Transport as there has been no investment in upgrading the local highway infrastructure.*
- *The local medical services are at and even beyond capacity.*
- *There is increasing concern about air pollution in the area.*

*20. The applicant's Community Involvement document implies that community consultation took place which is incorrect. The only consultation that occurred was with Maidstone Borough Council in pre-application meetings. The applicant made no effort to contact the Parish Council nor, it is understood the Ward Members, until it was submitting the planning application. On 11 January a leaflet was delivered to local properties and letters were sent to the Ward Members, the Parish Council, on being notified of the leaflets contacted the company. As para 3.11 of the Design and Access Statement clearly shows the applicant had no intention to consult with the community as "This leaflet consultation was not to invite comments on the scheme itself....".*

*Should MBC be minded to approve this application then the parish council requests that Section 106 payments are requested for:*

- *Highway improvements at the junction of Gleamingwood Drive/Lordswood Lane.*
- *A contribution towards improvements to Beechen Hall, the local parish council hall.*
- *A contribution to ensure that the bike routes are linked.*

*20/02/2018 Additional comment was placed on the MBC website.*

*Boxley Parish Council objects to the redesign of the residents parking area immediately opposite the proposed new junction on Gleamingwood Drive. The loss of 5-6 car parking spaces in an area that already suffers from a lack of parking spaces is unacceptable as it will lead to more problem parking.*

*18/500691/LBC Listed Building Consent for alterations to form an ensuite bathroom and restoration of a fireplace. 1 Weaving Manor Weaving Street Weaving. **Ratified** the Clerk's response after consulting members, The parish council has no material reason to object. Defer to the view of the Conservation Officer.*

*18/500694/TPO application to lift the crown of one Sycamore tree by removing lower branches. 13 Spindle Glade Walderslade. **Ratified** the Clerk's response after consulting members, Do not wish to object. Defer to the view of the Landscape Officer.*

*18/500663/TPO application - to fell 4 x Ash trees, canopy trimming by 25% of 1 x Ash tree. 5 Chequers Close Walderslade. **Ratified** the Clerk's response after consulting members, the felling of 4 ash trees – wish to see refused but not reported to the planning committee. It is considered that tree management is acceptable but not felling. These trees form part of the Ancient Woodland and whilst the parish council has sympathy for residents who wish to have more light in their garden and property the loss of 4 potentially healthy Ash Trees is unacceptable.*

*18/500713/TPO application - 1no. Ash Tree - Fell, 1no. Field Maple - Remove the crown overhanging the footprint of the house, crown reduce 20%. 19 Spenlow Drive Walderslade. **Ratified** the Clerk's response after consulting members, Tree management is acceptable but do not wish to see the felling of the ash tree.*

*MC/18/0556 GIBRALTAR FARM, HAM LANE, HEMPSTEAD, GILLINGHAM, ME7 3JJ. Outline application with some matters reserved (appearance, landscaping, layout, scale) for construction of up to 450 market and affordable dwellings with associated access, estate roads and residential open space (Renewal of Planning Permission MC/14/2395). Boxley Parish Council wishes to reiterate its previous objection to MC/14/2395 Objection.*

*Reasons for refusal:*

*1. The proposed development will be on greenfield land that is a substantial tract of undeveloped land extending from the North Downs as a green wedge into the heart of the urban area.*

*The area:*

- Provides a wider landscape setting for Capstone Farm Country Park.*
- Contributes to the setting of the Kent Downs AONB to the south and the M2 motorway.*
- Contributes significantly to informal open space needs of the communities which adjoin it.*
- Prevents coalescence of Lordswood/ Princes Park/Walderslade and Hempstead.*

*It is considered that development would be contrary to BNE25 Development in the Countryside, BNE34 Areas of Local Landscape Importance.*

*2. The likely proximity to wildlife habitats, ancient woodland and woodlands, with the associated lighting and activity and likelihood of informal and harmful recreational use, of the proposed houses and gardens, will further adversely impact on flora and fauna habitats and the visual amenity to the wider area. The proposal is therefore considered contrary to the provisions of paragraph 118 of the NPPF 2012 and BNE37: Wildlife Habitats.*

3. It will have an unacceptable visual and sensory impact on the rural character of the area. The importance of which is identified in the Medway classification of it as an Area of Local Landscape Importance. It is considered that development will be contrary to section (ii) of BNE1: General Principles for build development.

4. It is an incongruous and out of character incursion of built development into undeveloped countryside which will result in the irretrievable loss of agricultural land.

5. Traffic introduced into the adjacent residential area will have an adverse affect on the existing infrastructure and will likely result in Gleamingwood Drive becoming a rat-run. Princes Avenue, Lordswood Lane and Walderslade Woods Road will be used to access the M2 and the parish council is of the opinion that the infrastructure will not cope. Access to Maidstone will be via Boxley Village using a C road that is already heavily used. Other roads in the area, Westfield Sole and Harp Farm Road, are already used as rat-runs and are little more than country lanes. It is considered that the development will be contrary to BNE2 Amenity Protection (iii) Activity levels & traffic generation.

6. In the absence of legal agreement being in place to secure developer contributions in connection with education, health, recreation and community services, the development will place additional demands on local services without provision first being in place to ensure that the additional demands placed on these services are being met. The proposal will therefore result in an intensified use of these facilities to the detriment of existing users. The proposed development is close to the administrative boundary with Kent and Maidstone and these areas will be adversely impacted upon so section 106 payments should also be used outside of the Medway boundary.

7. The area is within the setting of the North Downs AONB and is also a water catchment area so development will potentially have an adverse impact on both.

The site will be immediately adjacent to the Asbestos First Waste Transfer Site.

Additional comment:

Since the Planning Inspector's decision on MC/14/2395 Kent County Council has identified that Junction 3 of the M2 is now operating beyond design capacity. A report on the inadequacy of the local highway infrastructure has been submitted to local Members of Parliament with a request for intervention.

In 2015 planning permission was granted for up to 89 dwellings on land east of Gleamingwood Drive and this will have a significant impact on traffic volumes on Gleamingwood Drive and the surrounding local highway infrastructure.

In February 2018 an application (18/500346/FULL) to replace the 89 dwellings on the Gleamingwood site with 115 dwellings was submitted to Maidstone Borough Council.

Boxley Parish Council strongly objects to a renewal of planning permission.

18/500319/FULL/JOCM Demolition of existing dwelling and outbuildings, and erection of 4 semidetached dwellings. Hawthorn Cottage Dunn Street. **Ratified** the Clerk's response after consulting members,

The parish council defers to the views of Bredhurst Parish Council as the actual buildings are within its parish. There are concerns that:

- The design, size and bulk is detrimental to the street scene.
- The entrance onto a main road is at point where it is narrow, on a bend and totally unsuitable.

- There is no available on-street car parking and with only 8 car parking spaces at the site (although it states 6 in the actual written application) any attempt to do so close to the dwellings will likely require parking on a footway.

#### 4. **OFF STREET PARKING PLACES ORDER AMENDMENT MBC consultation**

After considering MBC's proposals to amend car parking fees members agreed a response.

It was felt that the proposed increase in parking fees, for any stay over one hour, would have a detrimental impact on the businesses in the Town Centre as shoppers would opt to go to out of town shopping areas where there is free parking. It was considered that the decrease in fees for less than one hour's stay would be of no real benefit to shoppers.

Residents in the north of Boxley Parish already gravitate towards Hempstead Valley Shopping Centre where there is free parking and towards the Medway Towns where there is now going to be considerably cheaper car parking charges.

Should MBC go ahead with the proposed fee changes it is suggested that figures are rounded down to 10 pence amounts as people are less likely to have 5 pence pieces to use in machines.

#### 5. **Next Meeting**

Next full environment meeting 12 March 2018 at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.57 pm.

### **Item 7.2 Minutes of the Environment Committee on Monday 12 March 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Councillors present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr Ivor Davies, Mr Bob Hinder together with the Assistant Clerk

#### 1 **Apologies and absences**

Cllrs Dengate (work commitments), Cllr Hollands (Holiday), Cllr Constable, Ben Crozier, Kitewood (see item 3).

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

None.

#### 3. **Pre-application consultation Kitewood**

To enable Kitewood to submit a Topographical survey to members they have requested the visit is rescheduled to the 9 April meeting. **Noted. Action: Office.**

#### 4. **Minutes of the Meeting 5 February 2018.**

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

#### 5. **Matters Arising from the Minutes**

5.1 Minute 3074/6.1 Development Wildfell Close. Members **received** and **noted** the Clerk's report in which the development has been scaled down from 12 to 9 dwellings. The response for the planning application is covered under item 6.

5.2 Minute 3074/6.2 Ancient Woodland and TPOs. Maidstone KALC did not place this on the MBC liaison meeting agenda. It will be taken to the next meeting 09/04/18. **Noted.**

5.3 Minute 3074/6.3 Boxley Road, Walderslade, KCC tree/verge maintenance. KCC confirmed work is being undertaken. Cllr Wendy Hinder stated the work has not been completed and chipping has not been done. KCC to be reminded. **Action Cllr Wendy Hinder.**

- 5.4 Minute 3074/6.4 Traffic Speeds, Boxley Road/Beechen Bank Road. Members **received** the clerk's report and asked for this to be escalated to MP's Tracy Crouch and Helen Whately. **Action Office/Cllr Bob Hinder.**
- 5.5 Minute 3074/6.5 Flooding Boxley Road near junction Longwood. KCC website shows "works programmed". However, Cllr Davies stated that this work has not been carried out and the drain situated above this junction is also blocked and needs to be reported.  
**Action: Cllr Davies.**
- 5.6 Minute 3074/6.6 Obscured signage Boxley Village. Request for maintenance made. KCC website shows "under investigation. **Noted**
- 5.7 Minute 3074/6.7 Fixed plate pedestrian crossing signs Grovewood Drive North. Request for these to be installed made to KCC. This item was dealt with under 8.4.
- 5.8 Minute 3076/9.4 Solar powered sign south of M2 bridge Lidsing Road. KCC reminded that an engineer was due to go out to check whether sign worked, update requested 28/02/18. **Noted.**
- 5.9 Minute 3076/9.8 KCC Tree Maintenance Beechen Bank Road. Awaiting report from KCC. **Noted.**

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

## 6. **Planning Applications for Consideration**

18/500888/FULL. Demolition of existing garden wall to the west and erection of a new garden wall feature partially enclosing the site. 63 Bargrove Road Maidstone.  
The Parish Council can see no material planning reason to object.

18/500958/TPO application to coppice two Oaks and one Chestnut tree. High Oaks 2 Butleigh Drive Sandling.  
Do not wish to object and defer to the views of the Landscape Officer.

Application No: 15/507909/FULL AMENDED DETAILS Walderslade Woods Including Land Off Wildfell Close Walderslade. Change of use of woodland and grassland to provide for formal public open space with associated ancillary structures (including seating and natural play equipment), improvement to paths and landscaping; and the erection of 9 no. dwellings with garaging, landscaping and access on land west of Wildfell Close.

The Parish Council wish to see approved.

18/501054/TPO TPO application - 3no. Hornbeam Trees - Fell, 2no. Hornbeam Trees - 30/50% Reduction. 19 Orbit Close Walderslade.  
Do not wish to object and defer to the views of the Landscape Officer.

18/501053/TPO application - 1 No. Scots Pine and 1 No. Holly - Fell at Vinters Lodge, Lodge Road, Grove Green.  
Do not wish to object and defer to the views of the Landscape Officer.

18/500942/FUL - Proposed flat roof rear extension at 105 Badger Road, Walderslade.  
The Parish Council can see no material planning reason to object.

Application for Street Trading Consent for Lynn Karen Mandy Kehily to sell food at St Michaels Close, Aylesford. **Agreed.**

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

7.1 APP/U2235/W/17/3191553. Notification of Appeal Lodged with the Planning Inspectorate. Erection of 2 no. dwellings with associated landscaping and car parking. Land North of Street Farm Cottages Forge Lane Boxley. The Planning Inspectorate/Secretary of State has decided that the appeal will be determined based on Written Representations. Deadline for additional submissions 16 March 2018. **Noted.**

- 7.2 APP/U2235/W/18/3194811 Notification of Appeal Lodged with the Planning Inspectorate. Minor Material Amendment to condition 2 of 15/503845/FULL (Amendments to planning permission 14/504888/FULL (Change of use of store to 2 x dwellings, 2-storey rear extension to provide 1 x dwelling (3 dwellings total); Provision of external stair cases to 3 x dwellings, new door way to lower ground floor (front elevation) and raising roof height of store) to increase the floor area of the dwellings.) The Pump House Forstal Road Aylesford. Written Representations. Deadline 15/03/2018. (e-mail 09/02/18). BPC response was object due to adverse impact on the original building. **Noted.**
- 7.3 17/505898/FULL 1 Yew Tree Close Lordswood Chatham Kent. MBC Planning Committee 22 February. Cllr Bob Hinder attended to represent the parish council and the application was refused by MBC.  
A local resident asked that Cllr Hinder be thanked.  
MBC reason for refusal "The setback which is subject to this application is an attractive element of the street scene in Gleaming Wood Drive which reflects and mirrors a woodland edge, and its loss would diminish the quality of the street scene and the rhythm of these open space setbacks on Gleaming Wood Drive thereby being contrary to policy DM1 of the Maidstone Borough Local Plan.". It was suggested that this wording for is noted for any future use. **Action office.**
- 7.4 APP/U2235/W/17/3187907 Town and Country Planning Act 1990. The Cowshed, Street Farm, The Street, Boxley, MAIDSTONE, ME14 3DR. Hearing 27 March 2018, commencing 10.00 at Maidstone House Room 6b. It was **agreed** that Cllrs Clarke and Brindle would attend. **Action Cllrs Clarke/Brindle.**

## 8. **Highways and Byways**

- 8.1 Yellow lines at junctions along Provender Way. Cllr Hinder's meeting with County Councillor Paul Carter raised £2,000 from his devolved budget to pay for some yellow lines at the junction. St John's School have now provided a list of roads they would like considered which consists:
- Blacksmith Drive
  - Shearers Close
  - Threshers Drive
  - Wagoners Close
- It is still not sure how many yellow lines £2,000 will cover and advice will be sought from KCC. **Action office.**
- 8.2 Yellow lines Provender Way. Cllr Hollands notified the office that the bus stop is on yellow lines Members **received** and **noted** MBC's response the DYL's are enforceable at all times whereas bus stop markings are not.  
It was also confirmed that Enforcement Officers had been visiting the area and issuing tickets to motorists who were illegally parked. **NFA.**
- 8.3 Chatham Road design, Sandling. The work was programmed for April however with the snow and further comments from Cllr Carter being made on the design an update has been requested from KCC. **Noted.**
- 8.4 Grovewood Drive North pedestrian crossing fixed plate signs. KCC is arranging for these to be purchased and erected. The cost to purchase and erect two signs, which BPC would have to pay for is in the region of £500. Members agreed to fund this project and release £500.00 from the street maintenance budget. **Action office.**
- 8.5 Provender Way snow and ice. Members received and noted the Clerk's report and agreed to make a case to KCC requesting that St Johns School is put onto the primary route for gritting during adverse weather particularly as it is also on a bus route. **Action office.**
- 8.6 Lidsing Road. Request for road painted chevrons at all its junctions. Six months ago the parish council was informed that the lack of crashes on Lidsing Road did not warrant any remedial work, specifically the painted chevrons members requested, the situation remains the same. Members decided no further action



was required but did request the junction of Harp Farm Road and Lidsing Road is reviewed for safety reasons and returned to the agenda in six months. **Action office.**

9. **20mph speed limits**

Members **received** and **noted** a further report compiled by Cllr Davies. Cllr Dengate requested Cllr Davies be thanked for the report and after discussion members **agreed** no further action.

10. **DofT Consultation – Proposals for the creation of a Major Road Network**

Members **received** the briefing note and **agreed** with the suggested responses from the Clerk. **Action office.**

11. **Franklin Drive Play Area.**

Members **received** and **agreed** the draft Heads of Terms for the 99-year lease. Members also unanimously **agreed** to vire £1500.00 from the street maintenance budget to cover the cost of tree maintenance, additional signage and landscaping. **Action office.**

12. **Policy and Procedures**

12.1 Terms of Reference **reviewed** and **agreed.**

12.2 Sale of Public Land. The procedure was reviewed by the Clerk and is still considered fit for purpose **Noted.**

13. **Members Reports**

13.1 Cllrs Bob and Wendy Hinder attended the M & S Public Exhibition 22 Feb 2018 at the Hilton Hotel, Eclipse Park they were very surprised at the number in attendance and how many were in favour of the application. The presentation was impressive as were the plans which included a ragstone wall. It is anticipated that it will be built subject to approval by next Easter 2019.

14. **Volunteer Groups**

Friends of Boxley Warren. Cllr Bob Hinder reported that he would try and coordinate members to plant Steve Wright's memorial Oak tree which has been delivered. Walderslade Woodlands Group. Cllr Davies confirmed that the group did not meet for their monthly task day on Sunday 11 March due to bad weather. He also stated that the conditions in Cossington Road have improved since the ponds have been built.

15. **Matters for Information**

None.

16. **New Item**

Consultation on M20 Junctions 3-5 Smart Motorway Scheme  
Deadline 29 March 2019. Cllr Bob Hinder **agreed** to respond on behalf of BPC and asked for the link to be forwarded by email to him. **Action office.**

17. **Items for Next Agenda**

Cllr Dengate requested an item for "Cat Claws", these devices are proposed to be installed into pavements at the kerb edge to prevent inconsiderate drivers from parking on the kerb. **Action office.**

18. **Next Meeting**

Next Environment Committee meeting 9<sup>th</sup> April 2018 at Beechen Hall commencing at 7:30pm.

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

There were none.

Meeting closed at 8.45 pm.

**Item 7.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 March 2018 commencing at 7.34 p.m.**

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mr G Hayday and Mr B Hinder together with the Clerk Mrs P Bowdery.

**1. Apologies and non-attendance**

Cllrs Dengate (work commitment) and Cllr W Hinder (MBC training). Cllr Clarke (absent).

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

The Chairman reminded members that he was a member of Walderslade Woodlands Group (item 8.5).

**3. Minutes of the meeting of 16 January 2017**

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

**4. Matters Arising from the Minutes**

4.1 Minute 3066/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that Vinters Valley Trust's paperwork was almost ready to go to the Land Registry. There was confusion concerning the situation at Grove Green Community Hall and the Clerk was asked to liaise with GGCH to clarify the situation. **Action: Clerk.**

4.2 Minute 3067/9 Public Works Loan. The Chairman thanked Cllr Hayday for his work in producing the financial spreadsheet. The Chairman to draft a revision to the Financial Impact statement. **Action: Cllr Ivor Davies and Clerk.**

4.3 Parish Councillor Internal Audit. Date to be arranged with Cllr Brindle. **Noted. Action: Clerk and Cllr Brindle.**

4.4 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 Reconciliation of accounts.**

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

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

5.1.3 Unity Trust Bank. It was not possible to match the reconciled report to the actual statement. The Clerk was asked to investigate and provide a report to members. **Action: Clerk.**

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

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

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

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

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

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

5.2 Investments report. After due consideration the Chairman proposed that in April £40,000 be moved into the Barclay's account. **Agreed.**

5.3 Income/Expenditure report as at 28.02.2018. **Received and noted.**

5.4 Financial Reports. Cllr Hayday to visit the office in June/July to see if improvements can be made to the way reports are prepared and presented. **Action: Cllr Hayday and Clerk.**

5.5 Trial Balance (05/03/2018). **Received and noted.**

5.6 Petty cash reconciliation. The Chairman will undertake the reconciliation after the meeting and notify members. **Action: Chairman.**

**6. Personnel matters**

6.1 TOIL, training, leave and sickness cover. An update was supplied to members. Members recognised that the office was heading for a particularly busy period and

the Chairman and Cllr Bob Hinder would be liaising with the office staff. Councillors offered to take on any jobs they could. **Action: Cllr Ivor Davies, Bob Hinder and Clerk.**

6.2 Staff appraisals. The Clerk confirmed that the appraisals have been completed and individual targets and aims have been agreed with staff.

6.3 Document updating. Members were notified that Cllr Clark had undertaken the work and the documents were with the office for reading. A full report would be submitted to members. **Action: Clerk/Asst Clerk.**

#### 7. **General Data Protection Regulations (GDPR).**

Various issues concerning the impact of the GDPR had already been discussed during previous items and the Clerk notified members that she would be presenting changes to procedures, policies etc. and will be giving advice to councillors on how the new regulation would impact their parish council work. **Action: Clerk.**

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

8.1 Insurance Cover. The Clerk was asked to provide details of the savings the parish council could make if renewing for a three or five-year period. Decision to be taken out of meeting when this information was available. Cllr Hayday requested that the insurance company be asked if they will be offering insurance cover for any legal costs relating to GDPR. **Action: Clerk.**

8.2 Terms of Reference (review). No changes were suggested.

8.3 Chairman's Pendant Procedure (review). The Clerk has reviewed this and considers it still fit for purpose. **Noted.**

8.4 Needles/Sharps Cut Procedure. With amendments made to statement and procedure **agreed.**

8.5 WWG Financial issues (review). **Approved.** Document to be reviewed in future as 'housekeeping'.

#### 9. **Grant Requests**

9.1 Involve Kent. Cllr Vic Davies proposed seconded by Cllr Hinder that **a grant of £100 is made. Agreed.**

9.2 Five Acre Wood School. Cllr Vic Davies proposed seconded by Cllr Hayday that **a grant of £100 is made. Agreed.**

#### 10. **Matters for Information**

None.

#### 11. **Date of Next Meeting**

Tuesday 22 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

#### 12. **Contingency Fund and Budget adjustments**

After further discussion about GDPR, including acknowledgement that the issue will need to be reviewed if it is identified that the required GDPR Data Audit work cannot be completed in-house, Cllr Hayday proposed seconded by Cllr Vic Davies that **quotation three for the employment of a Data Protection Officer is accepted with the appointment reviewed after one year. The 2018/19 budget to be adjusted accordingly. Agreed** with the Chairman abstaining as his advice had previously been sought and he was given access to unredacted documents relating to the quotations.

The Clerk was asked to keep members updated on the progress and, if needed, the cost of having confidential waste securely collected and shredded. Councillors offered to help any in way they could. **Action: Clerk and office.**

Meeting closed at 9.13 p.m.

**Item 9. Committee Membership for non-parish councillors.** Purpose of Item: Decision.

Draft policy and procedures to allow appointment of non-parish councillors onto committees and working/advisory groups.

The Clerk puts forward some new draft guidance or possible changes to current documents however these suggestions may have to be revised depending on decisions members take at the meeting.

The Clerk feels that there is one main issue that members need to consider and that relates to members of the public serving on a committee and whether power should be delegated to that committee to take the decision on an appointment or whether the Parish Council should have a right of veto.

Membership of Committees

Standing Order 14 states, but it does not specify a process of appointment,

*The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.*

F&GPC is therefore exempt from the proposed changes.

Standing Order 2 (i) states that at the Annual Meeting of the Parish Council will decide on the

*(v) Appointment of members to existing committees;*

Terms of Reference (ToF): All committees have included in their ToR.

**Membership**

- 1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.*
- 2. The committee may appoint working parties to undertake any specific project work as necessary.*

SO 2(i) can be expanded to include *"after this time and subject to council approval [if that is what members want] the Chairman of the Committee can propose the co-option of a non-voting member of the public. The decision is agreed by a majority of those voting."*

ToR Membership (1) sets the number of members as 10, would co-opted members of the public be in addition to this number and would a limit of co-options be set? Decision required.

ToR Membership (2) Makes no reference to whether they are Parish Councillors or non-parish councillors. To ensure clarity this could be amended by adding

*Membership of which can, with a few exceptions, include non-voting members of the public.*

Any Committee setting up a working/Advisory group must submit the ToR to the Parish Council for approval.

Guidance is sought on whether members of the public:

- Should have sight of confidential information?  
Clerk's recommendation this could be judged on a case by case basis after the Clerk's opinion is obtained. For example a confidential report by the parish council might be considered okay to supply but not one from MBC or KCC.
- Can the member of the public be appointed as Chairman to a Working/Advisory Group?
- Should they be allowed to contact the office and request that work is undertaken?  
Clerk's recommendation. Only in exceptional cases should this be allowed. All requests should normally go through the Chairman of the group/appointing

committee.

- How do you get rid of them if they are no good?  
Clerk's suggestion is that members of the public should be co-opted for set periods e.g. 3 months and then subject to reappointment.

*Clerk's note: decisions made on the above questions can be incorporated into the following which is a first draft, a second draft will be submitted to parish council.*

**Guidance Note for a member of the public serving on a parish council committee/working or advisory group** [delete as necessary].

You have been invited to serve on a *committee/working or advisory group* of the parish council and the Council's policies and procedures require that you be notified of the following.

- The Parish Council, its Committees and Working Groups work to a Code of Conduct, Standing Orders, Financial Regulations and Terms of Reference. In joining this *committee/working or advisory group* you have agreed to work to the same standards, details of which will be supplied to you.
- You will be a valued member of the group however as a member of the public you do not have voting rights on and discussions or decisions.
- Due to legal reasons whilst serving on the group you may not be allowed access to confidential information
- Your appointment is for [3 months or] the duration of the existence of the working group.
- You are not entitled to any financial payments or expenses for this role.
- You are not allowed to brief anyone, including the press, on the work of the group. Nor are you allowed to write to any person or organisation using the parish council's name.

By signing the enclosed copy of this document you are agreeing to abide by the conditions set out above. Failure to agree to or abide by these conditions will result in your appointment being cancelled with immediate effect.

**Item 10. Policies and Procedures.** Purpose of Item: Decision.

**Item 10.1 Standing Orders.**

SO 5 (d) states

*Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.*

A legal response to a letter in the Society of Local Council Clerks suggested that it would be better to have a defined timescale for applying for a dispensation. It suggested a request should be submitted to the Proper Officer one clear day before the meeting (not including Saturday, Sunday or Bank Holidays). This would give time for the Proper Officer to make a decision without feeling pressurised.

No other recommendation for changes are made.

**Item 10.2 Financial Regulations. Notification to Parish Council.**

At its meeting in January the F&GPC is recommended an amendment to the Financial Regulations; to now include

**12. LOANS**

- 12.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 12.3 All loans shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

**Item 10.4 Guidance Note Reasons for absence.**

Further to the report at item 1.

GDPR requires the parish council to question/justify why it keeps personal data and information. As part of the review the Clerk (the Data Controller) is highlighting procedures that she considers need reviewing/amending. The parish council records reasons for absences as a Parish Councillor who does not attend for 6 months is disqualified from the position unless the parish council accepts their reason/s for absence. The actual reason for the absence does not have to be recorded, the fact that the Chairman states that the reason is accepted is sufficient.

Members views on the lists of reasons that will be accepted as apologies is sought.

Current **Guidance Note Reasons for absence**

At the parish council meeting on 3<sup>rd</sup> March 2008 a report was received and considered. The report explained the debate around councillors not attending and the fact that parish council should formally register that the reason given is actually acceptable.

Parish Councillors are required to attend the Parish Council meeting as it is a legal summons and hence care should be taken as to what reasons are accepted due to the law regarding disqualification of a councillor for non-attendance. Members decided that there should be no league tables published of attendance.

The parish council accepted that the reasons identified that would normally be accepted as satisfactory were

'holiday'	'family commitments'	'unwell'	'hospitalised'
'convalescing'	' official PC business'	'training'	official MBC
business'			
'work commitments'	'official School Governor business'		

This is not a restrictive list and any other reasons given would need to be considered on an individual basis.

When reasons were not given this could be recorded as 'no reason supplied' or no entry made at all after the name. It is not possible to accept an absence without a reason being given nor can apologies be given just because someone does not turn up. There must have been a clear effort on the part of the person not attending to send apologies either via the parish office or another person.

Boxley Parish Council because of the way that it holds meetings at other venues has always minuted apologies if they have been submitted to the office via e-mail/telephone message but not picked up before the meeting.

Reasons will be recorded after the person's name in the minutes of the meeting.

The Chairman asked (at the meeting) that it be noted that the suggestions were not being put forward because of problems that existed but as part of the parish council's wish to be professional and accountable in the way it worked.

### **Item 10.5 Correspondence deadline (new).**

Draft stock phrase

Whilst understanding that an investigation may take time the council feels that the time delays frequently experienced in obtaining information is becoming unacceptable and has a negative impact on how our organisations are perceived. It also creates unnecessary work as numerous reminders have to be sent.

The parish council would therefore be grateful for a response to this inquiry within 28 days.

### **Item 10.6 General Data Protection Regulations (GDPR).**

**10.6.1** Due to circumstances beyond the office's control and a need to undertake urgent work only one day of the closure was managed however work is progressing.

**10.6.2** The Parish Council is required to produce Privacy Notices and has been supplied with templates by NALC. The following is the amended template for the General Privacy Notice that will be available on the Council's website. The Clerk has removed reference contained in the template to the collection of data on "criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medical treatment. Gene and biometric data..." The Clerk could not consider a situation whereby the Council would be justified in collecting such data. Should the situation change then the Privacy Notice can be updated.

The NALC GDPR guidance states *"You must tell people in a concise, easy to understand way how you use their data. You may well already have privacy notices but they will all need to be updated. Under the GDPR privacy notices must give additional information such as how long you will keep data for and what lawful basis you have to process data."*

**10.6.3** Whilst the General Privacy Notice (below) gives all the required information in the Clerk's opinion it is not easy to understand and appears quite intimidating. It is suggested that prior to the actual notice a simple statement along the lines of

"The Parish Council is required to notify residents of the General Data Protection Regulation; its purposes and your rights under this law. The Parish Council normally only receives personal information from people when they directly contact it with a complaint, request or apply to hire Beechen Hall or an allotment. The Parish Council has no intention of actively seeking out personal information and will continue to request individual's permission to pass on any e-mail or letter to another organisation like Maidstone Borough Council or Kent County Council".

Additional statements will be included on booking forms and e-mails referring the recipients to the Council's website for the full Privacy notice. (see 10.6.4 below)

## **Boxley Parish Council**

### **GENERAL PRIVACY NOTICE**

#### **Your personal data – what is it?**

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers

which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

### **Who are we?**

This Privacy Notice is provided to you by the Boxley Parish Council which is the data controller for your data.

### **Other data controllers the council works with:**

- Other data controllers, such as local authorities, public authorities, central government
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

### **The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

### **How we use sensitive personal data**

- We may process sensitive personal data, as appropriate:
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.



- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

**Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the

discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. The Parish Council's Document Retentions Policy (included on its website) details its policy on holding information on for example general e-mail queries (six months after last correspondence).

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

**2) The right to correct and update the personal data we hold on you**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

**3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

**4) The right to object to processing of your personal data or to restrict it to certain purposes only**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**5) The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7) The right to lodge a complaint with the Information Commissioner's Office.**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review and a copy is available on the council's website [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk) and is in the parish office.

This Notice was produced 29 March 2018.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, The Clerk, Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU.

Email: [Clerk@boxleyparishcouncil.org.uk](mailto:Clerk@boxleyparishcouncil.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

#### **10.6.4** General notifications (drafts) and procedures (drafts).

E-mails and letters. All outgoing e-mails and letters will automatically include a statement detailing where the GDPR Privacy Notices are to be found.

Draft

Boxley Parish Council's General Data Protection Regulation Policies and Procedures including its General Privacy Notice, which details how your personal data (name, address etc.) is collected, stored, processed and when it will be deleted, can be found on the Parish Council's website [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk). The Parish Council will only use your personal data for legitimate reasons and will only pass on these details with your consent.

Beechen Hall Booking Form.

Draft

Boxley Parish Council's General Data Protection Regulation Policies and Procedures including its General Privacy Notice, which details how your personal data (name, address etc.) is collected, stored, processed and when it will be deleted, can be found on the Parish Council's website [www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk). The Parish Council will only use your personal data for legitimate reasons e.g. the hiring of Beechen Hall. By completing and signing the Beechen Hall Hire Form you are consenting to the use of your personal data to process and manage the booking. Please tick the following box to give your consent.

Clerk note. This statement will be positioned just above the signature and a box will be provided. Failure to tick the box will mean that they will be contacted via e-mail to gain written consent.

Allotments, Burial Plots etc.

A variance of the approved Booking Form statement will be used.

**10.6.5** Notification is given that the Clerk is investigating the best method of reporting salary and parish councillor payments whilst obscuring personal data. The parish council is required to publish all income and expenditure and the fact that staff and councillors 'work place' is known will possibly contravene GDPR. Possible options of redaction and inputting into the accounts system is being investigated and as members are aware there needs to be a clear audit trail so that members can recognise that payments are legitimate.

<b>Item 14. Matters for Decision.</b> Purpose of Item: Information.
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**14.1 Deferred from last meeting. End of World War 1 commemorative plaque.** In 2014 to commemorate the start of World War 1 Boxley Parish Council erected a commemorative plaque at Boxley War Memorial. At the same time, to allow for them to mature and to be 'unveiled' in 2018, the council also planted an Oak and a Linden tree on the verge at Grove Green.

At the time members asked that a budget be set aside to erect a suitable commemorative plaque to mark the end of World War 1. Members need to consider whether they still wish to have a plaque and if necessary to make provision in the budget.

**Item 9.1 Payments made out of meeting 27.02.18 – 03.04.18.**

No payments were made from the following accounts:

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

**9.1.1 HSBC Payments**

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Date: 29/03/2018	<b>Boxley Parish Council</b>	Page 1			
Time: 14:27	HSBC General Account				
List of Payments made between 27/02/2018 and 03/04/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2018	Suez Recycling & Recovery UK L	DD31012364	174.46		Refuse Collection - Jan
14/03/2018	Opus Energy - Electricity	DD63796906	185.58		Electricity Bill - Feb
20/03/2018	OPUS Energy - gas	DD23126773	248.24		Gas Bill - Feb
30/03/2018	Suez Recycling & Recovery UK L	DD30146276	142.48		Refuse Collection - Feb
Total Payments			<u>750.76</u>		

## 9.1.2 Unity Trust Bank Payments

Date: 29/03/2018

**Boxley Parish Council**

Page 1

Time: 14:28

Unity Trust Account

List of Payments made between 27/02/2018 and 03/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28.02/2018	RTF Networks	DD6724906	163.75		Telephone, Broadband, Conferen
01.03/2018	Northstar IT Services	DD1555/150	165.94		IT Services & Back Up
07.03/2018	CAtech designs Ltd	151	2,160.00		Structural Engineer's Fee
07.03/2018	Jagdeep Shoker	251 SHOKER	137.65		Damage Waiver Deposit
07.03/2018	ACRK	BOXLEY PC	50.00		Annual Membership
07.03/2018	Mrs P Bowdery	SNOW CLEAR	60.00		Snow Clearance of BH Car Park
07.03/2018	Winters Valley Nature Reserve	BPC GRANT	5,217.70		BPC Annual Grant
07.03/2018	Boxley PCC	BPC ADMIN	250.00		BPC Burial Ground Admin Fee
19.03/2018	Mrs AN Spiropoulos	C238 -BH	97.80		Damage Waiver Deposit
19.03/2018	Robin Hood Service Station	IMPREST2	6.20	Rob Burrows	Diesel for Laurel Burning
19.03/2018	B & Q	IMPREST2	71.73	Rob Burrows	Chain Oil for Chainsaws
19.03/2018	Rob Burrows	IMPREST2	34.00		Mileage for task days
19.03/2018	Lamberhurst Engineering Ltd	15420	148.88		Tractor Repairs
19.03/2018	Pest Purge Ltd	1896	190.00		Pest Control Services
19.03/2018	South East Water	BILL 13	24.39		Allotment Water Bill
19.03/2018	Kent Design Studio Ltd	1740 - 02	5,758.00		Phase 2 Project Managing Fee
19.03/2018	KCC Commercial Services	L30994246	142.14		Miscellaneous
22.03/2018	Mrs P Bowdery	22/03/PC01	2,229.80		Salary
22.03/2018	Mrs A Candy	22/03/PC03	594.40		Salary
22.03/2018	Mr I Davies	22/03/PC06	34.33		Councillor Allowance
22.03/2018	Mr V Davies	22/03/PC07	34.33		Councillor Allowance
22.03/2018	Mr P Dengate	22/03/PC08	25.73		Councillor Allowance
22.03/2018	Mrs M Fooks	22/03/PC02	1,254.69		Salary
22.03/2018	Mr T Harwood	22/03/PC09	34.33		Councillor Allowance
22.03/2018	Mr R Hinder	22/03/PC10	42.87		Chairman's Allowance
22.03/2018	Mrs W Hinder	22/03/PC11	34.33		Councillor Allowance
22.03/2018	Mrs L Lake	22/03/PC04	60.00		Downs Mail Delivery
22.03/2018	Mrs K Macklin	22/03/PC12	42.93		Councillor Allowance
22.03/2018	Mrs M Smith	22/03/BH01	1,656.03		Wages
22.03/2018	Mrs M Waller	22/03/PC17	35.53		Councillor Allowance
22.03/2018	Mr B Douglas	22/03/BH05	283.10		Wages
22.03/2018	Mr D Odell	22/03/BH02	269.44		Wages
22.03/2018	Mr P Poon	22/03/PC05	24.68		Litter Picker
22.03/2018	HMRC	577PV00105	1,742.57		PAYE
22.03/2018	EFT Receipts Ac	IT00000068	126.84		Pension Contributions
22.03/2018	Miss H Fooks	22/03/PC18	80.60		Downs Mail Delivery
22.03/2018	Mrs M Fooks	DM DELIVER	25.00		Downs Mail Delivery March
23.03/2018	Rialtas Business Solutions	SM18754	294.00		Omega Annual Software Licence
23.03/2018	KCC Commercial Services	L3103434	10.20		Consumables
23.03/2018	Rialtas Business Solutions	SM18754	-294.00		Omega Annual Software Licence
27.03/2018	RTF Networks	DD6726272	196.79		Telephone & Broadband Bill
28.03/2018	Miss Mikki Short	C239	150.00		Refundable damage deposit
Total Payments			<u>23,666.70</u>		

### 9.1.3 Coop Payments

Date: 29/03/2018

**Boxley Parish Council**

Page 1

Time: 14:28

Co-Op General Account

List of Payments made between 27/02/2018 and 03/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Mail Publications Ltd	DD113660/1	490.14		Downs Mail Page - Feb
Total Payments			490.14		

### Item 9.2 Receipts for the period 27.02.18 – 03.04.18.

No receipts were received for the following accounts:

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

## 9.2.1 HSBC Receipts.

29/03/2018	Boxley Parish Council	Page 1
1429	Cashbook 1	User: MF
	HSB C General Account	
	Receipts received between 27/02/2018 and 03/04/2018	

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 28/02/2018	187.50						
194	Spiropoulos	187.50			560	260	150.00	C238F Spiropoulos D/W/D
					1230		37.50	C238F Spiropoulos
	Banked: 28/02/2018	-187.50						
194	Spiropoulos	-187.50			560	260	-150.00	Spiropoulos D/W/D C238
					1230		-37.50	C238F Spiropoulos
	Banked: 28/02/2018	187.40						
194	Spiropoulos	187.40			560	260	150.00	C238 Spiropoulos D/W/D
					1230		37.40	C238F Spiropoulos
	Banked: 01/03/2018	37.50						
195	A Bead in Time	37.50			1235	260	37.50	R1939 ABIT Mar Invoice
	Banked: 03/03/2018	254.68						
196	AACT S	254.68			1235	260	254.68	R1940 AACTS Mar Invoice
	Banked: 03/03/2018	263.06						
197	Yoga	263.06			1235	260	263.06	R1954 Yoga Mar Invoice
	Banked: 03/03/2018	102.96						
198	Sing & Sign	102.96			1235	260	102.96	R1951 Sing & Sign Mar
	Banked: 05/03/2018	46.20						
199	Kidslingo	46.20			1235	260	46.20	R1945 Kidslingo Mar
	Banked: 06/03/2018	259.30						
136	Mid Kent Astronomical Society	15.40			1235	260	15.40	R1932 MKAS Feb Invoice
138	Movement as Therapy	243.90			1235	260	243.90	R1949 MAT Mar Invoice
	Banked: 06/03/2018	77.22						
200	Sing & Sign	77.22			1235	260	77.22	R1935 Sing & Sign Feb
	Banked: 07/03/2018	512.04						
201	Kumon	512.04			1235	260	512.04	R1935 Kumon March
	Banked: 07/03/2018	50.40						
202	Daltrey	50.40			520	260	-50.40	C261D Daltrey 8/4/18
					1230		98.80	C261F Daltrey 8/4/18
					1231		2.00	PL Insurance Daltrey
	Banked: 08/03/2018	40.60						
203	Teenie Boppers	40.60			1235	260	40.60	R1952 Teenie Boppers
	Banked: 09/03/2018	450.33						
139	Karate	260.70			1235	260	260.70	R1944 Karate March
140	Balfour Short Mat Bowls	189.63			1235	260	189.63	R1942 Balfour SMB March
	Banked: 09/03/2018	19.25						
204	Mini First Aid	19.25			1230	260	19.25	R264F Mini First Aid
	Banked: 09/03/2018	19.25						



Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
205	Mini First Aid	19.25			1230	260	19.25	Mini Frist Aid 24/4/18
	Banked: 12.03/2018	177.00						
206	Taylor	177.00			520		-180.00	C151D Taylor 14/4/18
					1230	260	355.00	C151F Taylor 14/4/18
					1231	260	2.00	PL Insurance Taylor
	Banked: 13.03/2018	150.00						
207	Short	150.00			560		150.00	C239 Damage Deposit
	Banked: 14.03/2018	38.05						
208	Bannister	38.05			520		-38.05	C250D Bannister 15/4/18
					1230	260	74.10	C250F Bannister 15/4/18
					1231	260	2.00	PL Insurance Bannister
	Banked: 14.03/2018	272.03						
141	Medway Leisure Stay & Play	142.28			1235	260	142.28	R1947 Medway Leisure
142	Singh	129.75			520		-135.00	C208D Singh 7/4/18
					1230	260	262.75	C208F Singh 7/4/18
					1231	260	2.00	PL Insurance Singh
	Banked: 16.03/2018	290.25						
143	Age Concern	290.25			1235	260	290.25	R1925 Age Concern Feb
	Banked: 16.03/2018	179.10						
209	Kingswood	179.10			520		179.10	C209D Kingswood 2/6/18
	Banked: 17.03/2018	150.00						
210	Dawodu	150.00			520		150.00	C265D Dawodu 21/10/18
	Banked: 20.03/2018	104.12						
211	Medway District Caledonian	104.12			1230	260	102.12	C152F Medway District
					1231	260	2.00	PL Insurance MD&CA
	Banked: 23.03/2018	44.23						
212	Taylor	44.23			520		44.23	C275D Taylor 22/12/18
	Banked: 23.03/2018	167.48						
213	Tumbletots	167.48			1235	260	167.48	R1953 Tumbletots March
	Banked: 26.03/2018	91.65						
214	ojarigho	91.65			1250	260	40.00	AEC Ojarigho 17/3/18
					1230	260	51.65	Early arrival and late
	Banked: 28.03/2018	232.20						
145	Age Concern	232.20			1235	260	232.20	R1941 Age Concern
	Banked: 28.03/2018	46.20						
215	Kidslingo	46.20			1235	260	46.20	R1961 Kidslingo April
	Banked: 28.03/2018	287.34						
216	AACT S	287.34			1235	260	287.34	R1956 AACTS April/May
	Banked: 29.03/2018	44.04						
146	NGREA	44.04			1235	260	44.04	R1934 NGREA Feb Invoice
	Banked: 29.03/2018	-44.04						
146	NGREA	-44.04			1235	260	-44.04	R1934 NGREA Feb Invoice
	Banked: 29.03/2018	30.80						
217	Caterpillar Music	30.80			1235	260	30.80	R1959 Caterpillar M April
	<b>Total Receipts:</b>	<b>4,580.64</b>	<b>0.00</b>	<b>0.00</b>			<b>4,580.64</b>	

### 9.3 Account closing balances.

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	01.03.18	Coop General Account	£20 ,652.10
5.1.2	01.03.18	HSBC Beechen Hall	£21,183.07
5.1.3	13.02.18	Unity Trust Bank (UTB)	£58,078.22
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	31.01.18	Lloyds B (matures 26/01/2018)	£25,027.73
5.1.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over)	£55,873.90
5.1.9	31.10.17	Nationwide Parish Council (now 95 day saver account which rolls over)	£19,999.66
		Total	£369,096.74