



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on Monday 1 April 2019 at Tyland Barn, Tyland Lane, Sandling ME14 3DB commencing at 7.30pm

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.32)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.
3. **Chairman's Announcements** (7.34)
4. **Minutes of the Parish Council Meeting 4 March 2019** (7.39)
To consider the minutes and if in order sign as a true record (pages 3-4).
5. **Matters Arising From the Minutes** (7.41)
 - 5.1 Minute 3220/5.1 Franklin Drive Play Area. Borough Cllrs Bob and Wendy Hinder are having a site visit with the equipment manufacturer on 9 March. Amendments to draft lease have been requested of MBC.
 - 5.2 Minute 3220/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Work to be undertaken to try to identify users of the heath. **Action: office.**
 - 5.3 Minute 3220/5.4 Informal working group for local traffic issues. Bearsted Parish Council has expressed a wish to be part of the initiative and a meeting will be arranged. **Action: Cllrs on working group.**
 - 5.4 Any other matters arising from the minutes which are not on the agenda.
6. **Crime Report and Police Issues** (7.48)
PCSO attendance and Crime report 9 February 2019 to 21 March 2019. See report (pages 4-5).

Adjournment to enable members of the public to address the meeting (7.51)

7. **Draft Minutes of Recent Committee Meetings** (8.01)
 - 7.1 Environment Committee 4 March. See report (pages 5-7).
 - 7.2 F&GP Committee 12 March 2019. See report (pages 8-10)
 - 7.3 Environment Committee 18 March 2019. See report (pages 10-15).
8. **Finance** (8.07)
 - 8.1 Payments made out of meeting 25.02.19 – 25.03.19. See report (pages 20-22).
 - 8.2 Receipts for the period 25.02.19 – 25.03.19. See report (pages 22-25).
 - 8.3 Account balances report (pages 25).
 - 8.4 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories.

- 9 **Policies and Procedures** (8.13)
- 9.1 Standing Orders. A review was recently undertaken, including a redesign of the document and the Clerk considers it is fit for purpose.
- 9.2 Financial Regulations. The current design is to be amended to reflect the Model Terms issued by KALC and updated to reflect the changes to the Standing Orders. This will be provided to the next F&GPC.
- 9.3 Dispensation. The Clerk has reviewed the policy and procedure and members are informed that as there has been no changes suggested by MBC or NALC she considers that they are still fit for purpose.
- 9.4 Predetermination and lobbying. See report (pages 15-17).
10. **GDPR** (8.20)
Action is being taken on the work identified at the last meeting.
11. **Reports from councillors/office** (8.28)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
12. **Reports from Borough and County Councillors** (8.35)
Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 18).
13. **Clerk's retirement** (8.40)
To accept resignation and also to allow councillors to discuss how to manage the succession.
14. **Matters for Decision** (8.47)
Annual Meeting of the Parish. Date to be arranged.
15. **Correspondence** (8.52)
To consider any received.
16. **Matters for Information** (8.55)
To consider any received.
- 16.1 Requirement for candidates standing for election to have their addresses published. See report (pages 18-19).
- 16.2 Spring edition Office of the Kent Police and Crime Commissioner (email 22.03.19).
- 16.3 KWT Wild Kent Magazine Spring edition.
17. **Items for Next Agenda** (8.56)
Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 7 May 2019.
18. **Next Meeting** (8.57)
13 May 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 26 March 2019

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: Minute 3190/7.3 OneDrive Training. Review in May 2019.

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 1 April 2019
The Chairman will assume that these have been read prior to the meeting.**

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

Item 4 Minutes of the Meeting of the Parish Council held at Weaving Village Hall, Weaving ME14 5JP on Monday 4 March 2019 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr V Davies, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mr D Hollands, Mrs P Huntingford (arrived 7.42), Mr P Sullivan and Mr J Willmott together with the Assistant Clerk Mrs M Fooks, and 3 members of the public/press.

1. Apologies and absences

Apologies: Cllrs Brindle, Dengate and Macklin

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were none.

3. Chairman's Announcements

The Chairman gave a short announcement on his interview with Radio Kent regarding the Gibraltar Farm development which also included comments from Tracy Crouch MP, and the Landowner.

4. Minutes of the Parish Council Meeting 28 January 2019

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

5. Matters Arising From the Minutes

- 5.1 Minute 3213/5.1 Franklin Drive Play Area. **Noted** the draft lease agreement has been received from MBC and is currently being studied. The Chairman also informed Members that the funds to cover the purchase and installation of the new play equipment had been received from MBC and a meeting was being set up with the company supplying the play equipment. **Action: Cllrs B & W Hinder.**
- 5.2 Minute 3213/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Members **Received** the Clerk's report outlining MBC's unwillingness as the Landowner to make an application for Village Green status. After discussion Cllr Harwood proposed that the parish council keep on seeking best protection via MBC as an LNR and to advocate Village Green Status with KCC, agreed. **Action office.**
- 5.3 Minute 3213/5.4 Parish Councillor Internal Audit. Date has been arranged with Cllr Huntingford for 26 March. **Action: Clerk and Cllr Huntingford.**
- 5.4 Minute 3214/10. Informal working group for local traffic issues within Boxley and neighbouring parishes. Awaiting responses from Detling and Bearsted Parish Councils.
- 5.5 Any other matters arising from the minutes which are not on the agenda. None.

6. Crime Report and Police Issues

Crime report 6 January – 9 February 2019. **Received** and **noted.**

7. Draft Minutes of Recent Committee Meetings

- 7.1 Environment Committee 24 January 2019. **Received** and **noted.**
- 7.2 F&GP Committee 28 January 2019. **Received** and **noted.**
- 7.3 Estates Committee 12 February 2019. **Received** and **noted.**

8. **Finance**

- 8.1 Payments made out of meeting 21.01.19 – 25.02.19. **Received** and **noted**.
- 8.2 Receipts for the period 21.01.19 – 25.02.19. **Received** and **noted**.
- 8.3 Account balances report. **Received** and **noted**.

9. **Policies and Procedures**

- 9.1 Equal Opportunities Statement. **Agreed**.
- 9.2 Procedure checklist for projects not managed by the parish office (review). Members received the Clerk's report and Cllr Hayday asked whether such projects should have a financial limit. After discussion Cllr Ivor Davies proposed no amendments to this procedure seconded by Cllr W Hinder with 9 in favour, 2 against and 1 abstention.
- 9.3 Escalation Procedure (review). Members **received** and **agreed** the Clerk's report and suggestions.
- 9.4 Terms of Reference (review). **Agreed with minor amends**.

10. **GDPR**

Members **received** and **noted** the update. **Action: Clerk**.

11. **Reports from councillors/office**

Cllr Vic Davies reported that the Grove Green road closure went 'fairly smoothly' despite initial fears from local residents.
Cllr Ivor Davies attended the KALC meeting on Monday 11 February and is awaiting the minutes from that meeting.

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

Cllr Wendy Hinder submitted her report which included reference to the Radio Kent interview. It also covered the proposed Schools planning application. The emergency tree work needed as a result of recent heavy snow along Walderslade woods road and surrounding roads. Flytipping and the need for additional signage on Old Chatham Road.

13. **Matters for Decision**

13.1 Change of dates to Estates Committee and F&GPC meetings from second Tuesday to third Monday in the month to allow for a regular hirer to use the Acorn Room. **Agreed. Action: Office**.

14. **Correspondence**

None received.

15. **Matters for Information**

None received.

16. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 March 2019. **Noted**.

17. **Next Meeting**

1 April 2019 at Tyland Barn, Tyland Lane, Sandling ME14 3DB.

Meeting closed at 8.25 p.m.

Signed as a correct record of the proceedings.

Item 6. Crime Report and Police Issues Purpose of Item: Decision.
--

PCSO attendance at Parish Council meetings. (e-mail 25.03.19)

Kent Police is currently reviewing local Policing and the relationship local PCSOs have with their Parish Councils and are seeking views on the required level of attendance to their Parish Council meetings. Currently PCSO's are told to try to attend quarterly.

Crime Statistics 09.02.19 – 21.03.19
On Thursday 21st of March between 12:01am and 8:27am in Chatham Road. Three men broke the padlock off a gate into an open space. No building was entered and nothing was taken. The men were in a VW Caddy van
On Wednesday 20th of March around 12:00am in Bell Lane. A residential property was broken into. Nothing appears to have been taken.
On Sunday 17th of March between 8:00pm and 8:13pm. Upon returning home a house owner disturbed person/s breaking into their property. Awaiting confirmation if anything has been stolen.
On Sunday 17th of March around 2:05pm. Items were stolen from inside a vehicle. Posted 19/03/2019
Between 8:00pm on Monday 11th of March and 7:00am on Tuesday 12th of March. A storage container at a crematorium was broken into. A leaf blower and electric lawnmower were stolen. Posted 13/03/2019
Between 12:01am on Sunday 10th of March and 6:45am on Monday 11th of March. An office and a shed were broken into. Not known whether anything was taken. Posted 13/03/2019
Between 11:16pm on Saturday 19th of January and 2:00pm on Sunday 20th of January. Damage has been caused to a vehicle headlight. Posted 12/02/2019
On Saturday 9th of February around 12:00am. Person/s have climbed over fence to gain access to a premise. They have broken into several different sheds on the property and stolen a variety of tools. Posted 12/02/2019
Between 1:00pm on Saturday 9th of February and 6:30am on Monday 11th of February. A building has been broken into. Still awaiting list of stolen property. Posted 12/02/2019
On Saturday 9th of February around 8:11am. A building has been broken into, items have been moved inside. Still awaiting list of stolen property.

Item 7 Draft Minutes of Recent Committee Meetings Purpose of Item: Decision.

7.1 Minutes of the Environment Committee on Monday 4 March 2019 at Weaving Village Hall, Weaving Street, ME14 5JP commencing at 8.45 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle (arrived at 9.05pm), Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands, Mrs Pat Huntingford, Mr J Willmott and Mrs M Fooks (Assistant Clerk).

The Chairman informed members that Cllr Huntingford, after expressing an interest, had been co-opted onto the environment committee.

1. **Apologies and absences**
All present
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.

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

3. **Planning Applications for Consideration**

19/500415/FULL Proposed single storey rear extension with internal alterations, raised patio and new front porch. 59 Bargrove Road Maidstone Kent ME14 5RT. **Ratified the Clerk's decision, after consulting members, the Parish Council has no material planning reason to object. However, it has concerns about the bulk size and design which may constitute over development of the site.**

19/500701/TPOA Application to reduce 1 x oak by 50% in height and crown diameter from approx. 20 meters and crown diameter c.10 meters. Due to excessive growth and shading. 11 Sylvan Glade Walderslade.
Do not wish to object – Defer to the views of the landscape officer.

19/500765/OUT Outline Application for proposed development (with all matters reserved except access) for the erection of up to 450 market and affordable dwellings, nursery and supporting retail space up to 150sqm, with provision of access; estate roads; cycle and pedestrian routes; off-site highway improvements; residential and community open space and landscaping. Gibraltar Farm Ham Lane Hempsted Gillingham ME7 3JJ.

MC/19/0336 Outline application with some matters reserved (appearance, landscaping, layout, scale) for construction of up to 450 market and affordable dwellings; nursery and supporting retail space up to 150sqm, with provision of access; estate roads; cycle and pedestrian routes; off site highway improvements; residential and community open space and landscaping. Gibraltar Farm, Ham Lane, Hempstead, Gillingham, Kent , ME7 3JJ.

Boxley Parish Council wishes to reiterate its original reasons for refusal of the original application immediately below:

- The development would result in the loss of a substantial area of greenfield land which extends as a green wedge from the North Downs into the urban area. The site forms part of the setting to the Kent Downs Area of Natural Beauty and Capstone Country Park and contributes to the area's informal open space needs.
- The site's inclusion in an area of Local Landscape Importance helps prevent coalescence of Lords Wood/Princes Park/Walderslade with Hempstead. This development will therefore detract from the countryside's appearance. The proposal is therefore contrary to Policies BNE25 and BN34 of the Medway Local Plan.
- The development will impact upon the flora and fauna in the area and is contrary to paragraph 118 of the NPPF and Local Plan Policy BNE37.
- Additional demand will be placed on overstretched education, health and recreational and community facilities in the area, to the detriment of existing users of those services.
- Additional pressure will be placed upon the supply of water in the area.

It also wishes to bring additional reasons for refusal with regard to the traffic assessments which it finds deeply flawed as outlined below:

Traffic introduced into the adjacent residential area will have an adverse effect 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 is of the opinion that the infrastructure will not cope.

In the Statement of Community Involvement under the section of Representations the Highways England agency raised "a holding objection in relation to the application being concerned about the developments implication for the operation of Junction 3 (Bridgewood) of the M2". If one factors in the predicted increases to this junction from the proposed Lower Thames Crossing then clearly this Junction, which is already acknowledged as being over capacity by Highways England, will be further compromised.

In the Transport Assessment 3.3.2 they propose residents could access the M2 via Lidsing Road, Westfield Sole Road and Walderslade Woods Road and state minor improvements to Westfield Sole Road - these would do little to improve traffic flows on an already very narrow country lane which already frequently comes to a standstill because traffic cannot pass.

To encourage traffic to use unlit very narrow country lanes to access Walderslade Woods Road, and this could include Yelsted Lane where no improvements have been proposed, would severely increase congestion which can be from Roundwood roundabout through to the M2 Junction 3. Queues on the A2045 frequently mean that traffic coming out from peripheral roads is unable to do so.

At 3.2.1 in the Traffic Assessment they state that there have been no significant changes to the surrounding highways network - we maintain that for a considerable period of time there has been **NO** change in the local network to cope with the heavy increase in traffic over the past few years.

Paragraph 3.2.3 does not state that Shawstead Road running from Ham Lane is very narrow with few passing places. Traffic will try and use this road from the proposed development to get to North Dane Way to access the Medway towns. It should be noted that the Waste Disposal site is also situated on Shawstead Road which, as previously stated, is a very narrow single track with limited passing places. We note that Medway Council stated that improvement to Shawstead Road would severely alter the nature of the countryside to its detriment.

3.2.5 we wish to draw attention to the current situation regarding the Lidsing Road travelling South in the direction of Maidstone. This is already an extremely busy rat-run for traffic going to Maidstone hoping to avoid the severe congestion at Junction 3 of the M 2. It is an everyday occurrence for traffic to queue before the entrance to Boxley Village, sometimes from the top of Lidsing Hill, and to find a continuous queue from the village through to Penenden Heath at am peak times and the reverse back to Boxley and beyond at pm peak.

19/500728/FULL. Erection of single storey rear extension, new side door opening (replacement for side window) and internal alterations. Caerglow Tyland Lane Sandling Maidstone Kent.

The parish council has no material planning reason to object.

19/500740/TPOA - TPO Application to coppice 2 x oak Tree trunks to ground level (see application form section 5 for more information) at 5 Sylvan Glade, Walderslade ME5 9PW.

Do not wish to object – Defer to the views of the landscape officer.

4. **Next Meeting**

Next Environment Committee meeting 18 March at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 9.24 pm.

Signed as a correct record of the proceedings

7.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 March 2019 commencing at 7.34 p.m.

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

1. Apologies and non-attendance

Apologies: None All councillors were present

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

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

3. Minutes of the meetings of 13 & 20 November 2018 & 28 January 2019

To consider the minutes of the meetings (previously circulated) and if in order to sign as a true record.

4. Matters Arising from the Minutes

4.1 Minute 3184/4.3 Bank mandates. UTB changes have been progressed. The Assistant Clerk advised members that due to the current workload in the office this was ongoing. **Noted.**

4.2 Minute 3184/4.4 Replacement of laptop. This was delivered and installed on 28 February 2019. **Noted.**

4.3 Minute 3184/6.2 Long Term Investments Working Group. Members **agreed** a meeting should be scheduled in early April and will confirm the date once the Clerk has returned from annual leave. **Action Clerk.**

4.4 Minute 3185/7.2 Future proposals for parish office. Cllrs Bob Hinder and Ivor Davies are waiting information from the office. **Action office.**

4.5 Minute 3185/8.3 Cyber Crime. Cllr Dengate reported that amendments having been made to the draft it awaits the Clerk's return from annual leave for her comments. **Action Clerk.**

4.6 Minute 3185/11 Website. Parish office is undertaking the plan of action identified at a recent informal meeting. A written request to the Website hosting company to contact the Parish Council has been sent. **Considered under item 7 below.**

4.7 Minute 3212/5 Upgrade to fire alarm system. A quotation, well within the budget allocation, has been accepted and work will proceed shortly. It is planned to install the external cabinet for the defibrillator at the same time. **Noted.**

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

5. Financial report.

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

5.2 Income/Expenditure report as at 28.02.19 which included explanations to budget codes were **Received** and **Noted.** Clarification was sought for code 4545/260 Grounds Maintenance as it is showing as an overspend and members **agreed** to carry forward the remaining grant for Vinters Valley Nature Reserve code 4285/150 to 2019/20. **Action office.**

5.3 Petty cash reconciliation. The Chairman confirmed that he had checked and reconciled the account prior to the meeting.

5.4 Investments Report. **Received** and **Noted.**

Beechen Hall Extension expenditure report. **Received** and **Noted.**

5.5 Independent Internal Audit Reports. The auditor's reports of 5 December 2018 and 6 March 2019 (the latter just received) were **received and noted**, Cllr Bob Hinder thanked the office staff for their work in ensuring there were no serious issues. Members asked that the Clerk investigate, take action and report action on the auditor's comments regarding contracts of employment and the Parish

Council having crossed the £200k threshold this financial year. **Action Clerk.**

6. General Data Protection Regulation

6.1 Draft Subject Access Request (SAR) process and checklist. Members **received and agreed** the Clerk's drafts with two minor queries regarding the checklist and the following responses to the Clerk's queries regarding the process:

- The Clerk to notify the Chairmen of the PC, F&GPC and relevant Committee when an SAR is received.
- The Clerk to inform the above immediately if any problems, or a possible need to refuse access to information wholly or in part, are foreseen or subsequently come to light. Any such refusal to be dealt with in accordance with GDPR.
- Any necessary redactions should be made on an electronic copy of the relevant document following a procedure outlined by Cllr Dengate.
- Routine SARs and action taken to be reported to the full Parish Council at its next meeting.
- Any complaints regarding the handling of an SAR to be dealt with under the parish council's normal Complaints Procedure. **Action Clerk.**

6.2 Compliance update. The Clerk's report was **received and noted.**

6.3 Data Protection Officer (DPO) The Clerk's report **received and noted.** Members asked for a report on the services received from Satswana to date and **agreed** that it would be useful to see if the parish council's current practices could be audited if already paid for. If not, what would it cost? **Action Clerk.**

7. Changes to IT

To consider the current and future needs of the parish council. The Clerk's report on the ad hoc meeting on this subject was **received and noted.** Cllr Dengate was thanked for his guidance on this complex issue.

Members were given an update on the website. The office has failed to establish contact with the host company despite numerous attempts by phone and e-mail and a letter sent by registered post has gone unanswered. After discussion Cllr Hayday proposed, seconded by Cllr Bob Hinder, that the process of developing a new website be started. **Agreed unanimously. Action Cllr Dengate/office.**

8. Personnel matters

8.1 TOIL, training, leave and sickness cover. A verbal update was **received** from the Assistant Clerk who set out the heavy demand made in recent weeks, on an Office already under pressure, as the result of planning applications for three major developments arising at once and other complex issues. The accrued extra hours worked by both she and the Clerk were now far in excess of the set ceiling of 30 for time off in lieu and it was difficult to see how this backlog could ever be cleared.

Members then considered the impact of this on staff well-being and the Council's Duty of Care. The need to seek to lessen the office workload was clear and prompted a number of suggestions for embracing technology to do so, in particular for dealing with the modern expectation of an instant response to e-mail queries.

In the meantime, Cllrs Wendy Hinder and Brindle, who had visited the office that day and witnessed the strain staff were under, stated that as working extra hours was at present essential, the time should be paid for. A lively but very sympathetic discussion then ensued which the Chairman concluded, after first pointing out that there might be administrative obstacles to any such additional remuneration and the Clerk would have to be consulted, by asking the Assistant Clerk if she would be

prepared to work, say, an extra two hours per day on basic pay to meet the immediate need. Having secured her agreement in principle, the Chairman then proposed that **"that the Assistant Clerk's hours be increased by 10 per**

week, worked on a flexible basis, for a period of one month". Agreed unanimously.

Attention then turned to the outstanding excess TOIL, i.e. above 30 hours, already accumulated by the Clerk and her Assistant. All were in agreement in principle that recompense was due and, after the Chairman again reminded them of the possible difficulties, asked that this be looked into. **Action Office.**

9. Policies and Procedures: Reports and Reviews

- 9.1 Policy and Procedures Calendar 2019/2020. **Agreed** with the addition to report the Public Works Loan payments to the Committee in May and November. **Action office.**
- 9.2 Financial Regulations (committee review). Members **received** and **noted** the Clerk's report.
- 9.3 Chairman's Pendant (wearing and transport) Procedure. The Clerk has undertaken a review and considers it still fit for purpose. **Noted.**
- 9.4 Insurance (review) **Received** and **noted**. Members confirmed they did not wish to have any further information or notifications during the review but would welcome a short report in due course.

10 Contingency Fund and Budget adjustments

None identified.

11 Grants

To consider a request for a grant from Citizens Advice Maidstone. Members **received** the request and report and after discussion Cllr Wendy Hinder proposed, seconded by Cllr Vic Davies a donation of £200. **Agreed unanimously. Action Office.**

12 Matters for Information

None received.

13 Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 13 May 2019.

14 Date of Next Meeting

Tuesday 21 May 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.29 p.m.

Signed as a correct record of the proceedings.

7.3 Minutes of the Environment Committee on Monday 18 March 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle (arrived at start of MA/18/506656), Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands, Mrs P Huntingford and Mr J Willmott, together with Mrs P Bowdery Clerk and Mrs M Fooks Assistant Clerk along with 4 members of the public.

1 Apologies and absences

Cllr Brindle sent apologies as she will be a little bit late.

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

All members declared that they had been lobbied on planning application MA/18/506656.

3. Minutes of the Meetings 4 February 2019

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

Due to the presence of members of the public item MA/18/506656 was taken at this point.

4. **Matters Arising from the Minutes**

- 4.1 Minute 3212/4.1 Yellow lines at junctions in Grove Green. It is expected, if there are no emergencies, that these works will take place by 23 March 2019. **Noted.**
- 4.2 Minute 3212/4.2 Speed cushions, Boxley Village. Work completed. Cllr Willmott raised an issue about a possible problem with the speed cushion, south of The Kings Arms and said he would monitor the situation. It was confirmed that the outstanding work to put warning paint on the raised table was being programmed by KCC. **Noted.**
- 4.3 Minute 3212/4.3 Traffic survey Boxley Village. The office has approached KCC about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. KCC have been chased. **Noted.**
- 4.4 Minute 3212/4.4 Drainage Boxley Village. Work completed, the situation is to be monitored and returned to the agenda if a need arises. **Agreed.**
- 4.5 Minute 3212/4.5 S106 payment. KCC has been notified of the existence of this payment as only KCC can claim it. **Noted.**
- 4.6 Minute 3212/4.6 Junction 3 M2. Helen Whately's MP update **Noted.**
- 4.7 Any other matters arising from the minutes not on the agenda. None.

5. **Planning Applications for Consideration**

19/500445/ADV. Advertisement consent for installation of illuminated "Whitehead Monckton" letters sign fixed via rails to existing building. Powder coated to closest match to building. Illuminated with 194 LED modules at 40 lumens each. Towergate House Eclipse Park Sittingbourne Road North Maidstone.

The Parish Council has no material planning reason to object.

19/500897/TPOA Application to Fell 1 x tree as shown a tree plan. Remove due to size and starting to block public footpath. 1 Micawber Close Boxley Chatham Kent ME5 9JZ

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

18/506630/FULL. Amended Plans. Demolition of existing dwelling and outbuildings and erection of 2 no. detached dwellings (revision to 18/500319/FULL) amended plans at Hawthorne Cottage, Dunn Street, Bredhurst ME7.

The parish council reiterates its previous response.

19/501011/TPOA. TPO Application to reduce branch canopy of one English Oak overhanging driveway by up to 3m to growth points at The Maidstone Studios, Vinters Business Park, New Cut Road, Maidstone. The Clerk was asked to obtain more information on this application and the decision to be taken out of meeting. **Action: Clerk.**

19/501079/TPOA. TPO Application – Silver Birch (T1). Fell due to excessive basal decay. Replace with 1 x Rowan. Silver Birch (T2) – fell. Specimen is lifting footpath and causing shading due to close proximity to buildings. Silver Birch (T3) – Fell. Hornbeam(T4) reduce height to 8m and radial spread to 3m at Forestdale Road, Walderslade.

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

19/501025/FULL. Erection of one detached 3 bedroom house with garage and parking at Goldstone Walk, Walderslade.

The Clerk was asked to obtain more information regarding land ownership on this application and the decision to be taken out of meeting. **Action: Clerk.**

19/500760/FULL Demolition of existing extension to Unit 29 and erection of 2 No. B2/B8 general industrial/warehouse units at Land adjacent to Unit 29 Lordswood Industrial Estates, Revenge Road, Chatham.

The Parish Council has no material planning reason to object, however there is concern about the increase in vehicular movements. A Section 106 agreement is requested to improve the junction at Lordswood Lane and Gleamingwood Drive.

19/501078/FULL. Erection of two storey rear extension, conversion of loft into habitable space with the insertion of dormers and internal alterations at Walelsden, Chatham Road, Sandling Maidstone. Deadline 2 April 2019. Deferred to 1 April Meeting as plans not available to consider. **Action: office.**

19/500858/TPOA. TPO Application to trim overhanging branches back to boundary at 13 MacGrory Drive, Maidstone ME14 5NZ. Deadline 2 April 2019. Deferred to 1 April Meeting as plans not available to consider. **Action: office.**

18/506656/FULL. Erection of a new two storey primary school and special educational needs secondary school with vehicular and pedestrian access via Kent Medical Campus together with associated car parking and drop off area, pedestrian access, drainage, areas for formal and informal outdoor play and landscaping works at Popesfield, Bearsted Road, Weavinging.

Lengthy discussion took place on:

- The knock on effect of vehicular movements due to the relocation of the entrance onto the KMC site. Members identified that there was a need to ensure that a condition is imposed that no pedestrian entrance can be installed, due to safety issues, on Bearsted Road.
- Sustainability of the site.
- Child safety.
- Parking and drop off/pick up zone provision in the school site.
- Impact on the catchment area of existing schools.
- Noise and air pollution at Gidds Pond Cottages due to build outs. Air pollution at the school.
- Drop off/pick up turnover times are unrealistic.
- Traffic congestion caused by build outs outside Gidds Pond Cottages.
- Light pollution from playing field and impact on neighbours and bats.
- Sewage pipe going across Weavinging Heath. Potential flood issues being caused on the school site due to drainage from Weavinging Heath, caused by the installation of the sewer pipe. Cllr Bob Hinder requested that the sewer pipes, due to potential damage to Weavinging heath be 'moled' into position.
- Whether there were petrol interceptors positioned around the car park area.

The meeting was adjourned at 7.55 pm to allow members of the public to address members and reconvened at 8.23 pm.

After discussion members agreed that they *Wished to see the application refused and reported to the Planning Committee.* The Clerk was asked to liaise with Cllr Wendy Hinder and Cllr Brindle regarding the response, a draft of which is to be circulated to committee members for approval and then ratified at the next meeting. **Action: Cllrs Wendy Hinder, Cllr Brindle and the Clerk.**

19/501147/FULL Creation of first floor side extension above existing garage and conservatory. Insertion of front Velux rooflight and first floor rear Juliet balcony. Internal alterations at 18 Tollgate Way, Sandling, Maidstone, ME14 3DF. Deadline: 3 April 2019. Deferred to 1 April meeting. **Action: office.**

19/501077/FULL Proposed single storey rear extension, reduced levels for proposed patio and steps to rear garden at 7 Longwood, Walderslade, Chatham, Kent, ME5 9JG. Deadline: 3 April 2019. Deferred to 1 April meeting. **Action: office**

19/500848/ Amendment to plots 73 – 77 previously approved under 17/500388/FULL for the construction of 7 dwellings (resulting in two additional dwellings). At Land to the west of New Cut Road, Maidstone Kent ME14 5NZ. Deadline 5 April 2019. Deferred to 1 April meeting. **Action: office**

19/500765/OUT Outline Application for proposed development (with all matters reserved except access) for the erection of up to 450 market and affordable dwellings, nursery and supporting retail space up to 150sqm, with provision of access; estate roads; cycle and pedestrian routes; off-site highway improvements; residential and community open space and landscaping. Gibraltar Farm Ham Lane Hempsted Gillingham ME7 3JJ. **Ratified** the additional response to the planning application, after consulting with the Chair and Vice Chair.

In addition to previously submitted objections Boxley Parish Council would like to reiterate the detrimental impact this development will have on the already overloaded local rural road network.

The applicant is proposing to create more passing places along Westfield Sole Road. This will only serve to increase the traffic flow along this road and onto the A2045 a feeder road for junction 3 of the M2 which has been identified as overcapacity by Highways England.

There is no further proposed improvement for the majority of the road especially from Bredhurst industrial estate to the southern end of Westfield Sole Road. Boxley Parish Council would like to point out that Lorries and HGV's also use this road to access the industrial site and the fencing contractors at the Walderslade Woods road end. This road is also constantly used as a rat run by HGV's which causes traffic to back up with no passing places. The whole network of these rural roads and lanes become completely congested and are at a standstill for many miles when there are issues on the M2 motorway.

The proposed new access onto Lidsing Road will increase unacceptable levels of traffic onto a country road which still has a national speed limit of 60mph.

It should also be noted that the proposed traffic route from this development through narrow country roads and lanes have no street lights or footpaths which would make it extremely hazardous for cyclists and pedestrians. We estimate the increased traffic from this proposed development would increase traffic movements of between 900 -1200 cars a day through the villages of Bredhurst and Boxley which are heavily congested at peak times with traffic using these routes as rat runs.

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

18/506264/FULL. Retrospective application for retention of a car parking area at Unit 33 Adjacent Lordswood Industrial Estates, Gleamingwood Drive, Lordswood. **Refused.**

18/506178/FULL. Two storey side and front extension combined with a first floor side extension above and existing ground floor extension (Resubmission of 17/506384/FULL and 18/503229/FULL) at The Covert Boxley Chatham Kent ME5 9JJ. **Refused.**

7. **Highways and Byways**

- 7.1 Snow and tree replacement. THE Clerk's update on action being planned by KCC was **received** and **noted**. Cllr Huntingford notified members that work was being planned for the Boxley Road cul de sac area closest to Walderslade Village. Members were informed that KCC had ownership of the land between Walderslade Woods Road and the M2. **Noted.**
- 7.2 Litter Lordswood, Walderslade and countryside areas. Borough Cllrs Bob and Wendy Hinder have arranged a meeting with MBC officers about the litter problem in the North Ward. Members were asked to report any areas of concern. **Action: Councillors.**
- 7.3 KCC Soft Landscaping Tree Maintenance. The notification of work programmed in the parish was **received** and **noted**.

8. **Policy and Procedures**

The Clerk has reviewed the Sale of public land, a checklist for councillors to use when viewing a piece of land that KCC is considering selling, and considers it still fit for purpose. **Noted.**

9. **Members and Officer's Reports**

Community Infrastructure Levy (CIL) Training update. The Clerk's report was **received** and **noted**.

10. **Volunteer Groups**

Cllr Ivor Davies reported that Walderslade Woodlands Group held a meeting on 5 March. The Old Chalk New Downs project has agreed to fund some investigations on the flat areas in the woodlands.

Cllr Bob Hinder notified members that the Friends of Boxley Warren have now folded and a decision was taken to donate the funds that it still held, from individual donations, towards the work of The Friends of Weaving Heath and Woodlands. Cllr Bob Hinder will make arrangements to pass the funds to the parish council and the Clerk was asked to earmark them and draw up guidance on how the money can be accessed and spent by TFoWH&W. **Action: Cllr Bob Hinder and the Clerk.**

Cllr Constable notified members that he will also be sending on a donation to go to TFoWH&W and asked that this be added to the earmarked reserves. **Action: Cllr Constable and the Clerk.**

11. **Matters for Information**

11.1 Planning application reminder. **Noted.**

11.2 National Grid have notified parish council that it will be working within the immediate area in 2019 and will inform the parish council if work is planned in the parish. **Noted.**

11.3 Wildflower Pollinator Project. Cllr Bob Hinder reported that work had been undertaken on the verge at Grovewood Drive North. **Noted.**

11.4 MBC Local Plan Review. MBC has released a 'call for sites'. Various councillors attended the meeting. Concerns were raised about possible sites being submitted and the procedure for MBC handling these was explained. **Noted.**

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

11.5 A245 Bearsted Road Members briefing – Tuesday 9th April 2019, 11am at The Hilton Hotel, Maidstone. **Noted.**

12. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 1 April 2019. **Noted.**

Cllr Bob Hinder requested the return, due to the Gibraltar Farm planning application, of traffic along Westfield Sole Rd/Yelsted Lane/ Harp Farm Rd. **Action: office.**

13. **Next Meeting**

Next full Environment Committee meeting 8 April 2019 at Beechen Hall commencing at 7:30pm. **Noted.**

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

Air pollution from burning of material. Borough Cllr Bob Hinder was asked to take this up with MBC as no action appears to be being taken against the landowner.

Meeting closed 9.37 pm.

Signed as a correct record of the proceedings.

Item 9. Policies and Procedures Purpose of Item: Decision.

9.4 Predetermination and lobbying.

Clerk's note: Some additional MBC guidance has been received and the opportunity is being taken to refresh the parish council's current document on Predetermination and lobbying.

Refreshed document

Guidance for Parish Councillors on Lobbying, Predisposition and Predetermination.

This guidance is to assist you in your day to day contact with members of the public who may wish to bring something to your attention, discuss an issue or solicit your support (lobbying). It supplements, but does not replace, the Code of Conduct with which councillors should conform at all times.

Caution & Commonsense

You should always bear in mind that unless caution and common sense are exercised there is always the possibility that the impartiality and integrity of a councillor could be questioned. It is therefore advisable that councillors, especially members of the Environment Committee who may be approached on planning issues, should take care about expressing an opinion that a member of the public may take as indicating support or giving the permission of the parish council.

You must declare that you have been lobbied if the issue in question is discussed at a parish council or committee meeting.

Lobbying.

This is a time-honoured tradition especially in the planning and development arena. It is also potentially the most controversial side of local politics in this country.

When being lobbied you should take great care about expressing personal opinions, especially if you are or will be part of the decision making process. Please see the MBC briefing note on lobbying supplied at the end of this document.

Parish councillors are expected to:

- Respect the decisions of the parish council and its committees; and
- Avoid attempting to anticipate decisions not yet made.

It is therefore advisable that if lobbied you should use the occasion only to gather information and not express or formulate an opinion. This may be done by inviting the member of the public to point out matters or features which are relevant to the issue but members should avoid entering into a debate. This information can then be passed onto the relevant committee or the office.

You should also inform the resident of their right to address or write to the council, details of how to do this can be found on the Parish Council website or obtained from the parish office. It helps if the office is made aware of any resident indicating that they will be attending a meeting as relevant paperwork can then be taken to the meeting.

Discussions & site-visits.

No councillor is required to deal with any query from a member of the public if they feel uncomfortable or intimidated by the situation. You are however asked to refer the person to the parish office or provide the office with their contact details. No member of the public has a right to enter your home in any circumstances.

A discussion may take place for various reasons. If it is to complain about e.g. verge cutting, details should be noted and passed to the parish office. The office will then decide whether the issue should be either:

- (a) Treated as day to day 'housekeeping' and not therefore referred to a committee. However the member of the public and the councillor will be kept informed of the action taken. Councillors can ask that such issues be placed on an agenda in order that the situation is monitored; or
- (b) Placed on an agenda.

If the issue is to do with a planning application then the resident might ask you to visit the site. It is recommended that if a member decides to do so, the parish office is appraised of the situation and that, if possible, you are accompanied by another councillor. Please note that you have no legal right of entry on to any private land unless invited by the landowner.

Prior to the visit the parish office, if notified, will supply:

- A briefing note giving any relevant history and background, together with, if applicable, the planning application(s);
- Details of any relevant policy of the parish council;
- Details of which local authority department might be responsible for any service under discussion; and
- Suggestions on how a problem can be resolved or how best to proceed.

After the meeting please make a verbal/written report to the parish office with an indication of what, if any, action you feel is required and declare that you have been lobbied.

Having an opinion

The purpose of these guidelines is not to stop a councillor having or expressing their personal opinions however great care must be taken in doing so. A councillor can be predisposed towards a situation but should not be predetermined and many members of the public do not understand the difference and if not carefully explained this can later lead to problems.

Predisposition is where a councillor may be inclined towards an opinion/response but is still willing to consider all issues and arguments before making their final decision.

Predetermination or bias is where a councillor is closed to the merits of any arguments relating to a particular issue and makes a decision on the issue without taking all arguments into account.

Councillors will receive information from different sources but should retain an open mind to the merits of all the arguments until making their final decision. If you are a member of the Environment Committee and have formed a firm view on a planning application before taking all arguments into account then you are predetermined and should declare this fact and not take part in the decision making process on that particular planning application.

Ultimately councillors have to decide for themselves the balance between their personal opinions, the needs of the parish/community as a whole and the requirements of the Code of Conduct.

There is an important difference between those councillors who are actually involved in making a decision and those who are seeking to influence it. Councillors not involved in the decision-making are generally free to speak about how they would like the decision to go. However, in parish councils this can lead to problems as issues can be dealt with in committee and then be bumped-up to full council. Councillors having earlier spoken out strongly against an issue might then be considered as predetermined or biased. If you are in this position, you may wish to consult the Clerk for advice in advance.

If in doubt consider:

Would a fair-minded and informed observer recognise that whilst a councillor is leaning towards an opinion they have kept an open mind and are considering all the arguments before taking a final decision? If the answer is yes then that councillor is predisposed.

Would a fair-minded and informed observer, having considered the facts, decide that there is a real possibility that a councillor had already decided on a response before hearing/considering all the facts? If the answer is yes then that councillor is predetermined.

MBC briefing note on lobbying

Lobbying, or seeking to influence a decision, is a normal and perfectly proper part of the political process. However, it can lead to accusations of predetermination being brought into question and so it is best practice to publicly declare that an approach of this nature has taken place. Problems could arise if Councillors declare their voting intention, before a decision is to be taken. Lobbying can take place by professional agents as well as unrepresented applicant/landowners. In general terms, the following best practice points are as follows:

- *Care should be taken in expressing an opinion on any planning proposal; as Councillors need to keep an open mind until all the facts are known and they have heard both sides of the argument. It is better for Councillors to restrict themselves to giving procedural advice, directing those who are lobbying to Officers, so that their representations can be included in the Officer's report.*
- *Councillors who find themselves in a situation which is developing into lobbying are advised to explain that whilst they can listen to what is said, they will be keeping an open mind and are advised to be constrained from expressing a view and should not state on how they will vote. Even though Councillors in law are entitled to being predisposed, it is difficult to explain the difference between predisposition and predetermination.*
- *Councillors are advised to make it clear that their comments are personal rather than those of the Council and provisional pending other evidence, consultations and Officer advice.*
- *If Councillors choose to visit sites prior to Committee, they must have regard to the principles outlined above and, in order to ensure openness and fairness, they should consider whether to visit a neighbouring objector's property also. It may be better not to accept invitations to view sites if Councillors believe that this could be used as an opportunity to exert undue pressure by an Agent or applicant.*
- *Councillors should avoid negotiating detailed planning matters with lobbyists.*
- *It is perfectly acceptable for a Ward Councillor, or a Councillor who in an official capacity has expert or detailed knowledge of a relevant matter, to address the Planning Committee, but it is inappropriate for Councillors to organise support or opposition, or lobby other Councillors informally.*
- *Councillors should ensure that they are not perceived by the public as having prejudiced a matter as a result of views expressed on behalf of a political party of which they are a member. Political group meetings should not be used to decide how Councillors will vote on individual planning applications.*
- *Councillors should not act as an advocate or agent for planning applications or planning policy matter to be determined by the Borough Council.*
- *Councillors should not put pressure on Officers for a particular recommendation.*

Item 12. Reports from Borough and County Councillors. Purpose of Item: Information.
--

From Bob Hinder on behalf of both Borough Cllrs Bob and Wendy Hinder.

On the 14 March we were contacted by residents who were alarmed at some form of work being underwork on Weaving Heath. First thing Friday I went directly to MBC Chief Executive Alison Broom and discovered that a company was inspecting the area as a sewer would need to be laid across Weaving Heath to connect the proposed school to the sewer system at a point in Shepherd's Gate Drive. The office arranged an emergency meeting on site with residents and local councillors.

Effectively local authorities cannot stop utility companies accessing and testing its land as a refusal just means the company applies for a licence under other legislation. Sewage from the school site would be pumped up to the top of Weaving Heath and then gravity fed into the system. Concerns have been raised about the damage to the heath and possible future damage.

Both Wendy and I have taken the issue up with MBC as we consider that Borough Councillors should be informed prior to work of this nature being undertaken. If advance notification had been given it would have enabled MBC to forewarn the contractors that the area was too wet for this type of work to be carried out at this time of year and notification could have been given to local residents who have been unduly alarmed.

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

KALC e-mail 11 March 2019.

Can you please make your councillors aware of the letter from Local Government Minister, Rishi Sunak MP, to leaders of local authorities on 7 March that draws attention to changes that the government has introduced to the rule applying to local government elections, which are now in force.

In the letter, the Minister confirms that he is taking forward a recommendation from the Committee on Standards in Public Life's "Review of Intimidation in Public Life" that the Government should bring forward legislation to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper. The letter states *"Accordingly, Parliament has now amended the rules that apply to local government, parish council, and local and combined authority mayor elections, removing the requirement that each candidate's home address must be published during the election process and be included on the ballot paper. The requirement for each candidate's qualifying address to be published during that process has also been removed and Returning Officers and other electoral administrators should take care to avoid disclosing such addresses during an election count. The changes made mean that now all candidates in local government elections in England will be able to request that their home address is not made public. Candidates will have a choice – they can continue to include a home address if they wish to highlight their local connection to their ward. In addition, candidates will in future provide their 'qualifying address' separately"*.

More details are set out in the Local Government Minister's letter which can be viewed via the following link <https://www.gov.uk/government/publications/publication-of-councillors-and-candidates-home-addresses-letter-to-local-authorities>.

16.3 Zebra crossing New Cut Road (KCC e-mail 22.3.19 time 17.08).

I have today inspected this site with the Safety Auditor and some comments have been noted that will go back to the developer. This does include temporary advance signs on both approaches for new crossing, and also slow markings on the approach from Nott Cuts approach. The works are not yet complete as after the tarmac was laid they cannot lay the High Friction Surface straight onto this

new surface. I can advise that this is booked in to be completed this Sunday 24th March. This is buff coloured so should help make road users aware earlier. The signs and additional markings will be added later after the developer has been made aware of the Safety Audit response.

I am also aware that Sue Laporte's team has also programmed works in for the weekend (weather and emergencies dependant due to diversion routes) to carry out repairs to the roundabout including refresh lining.

I would hope to see a huge improvement when both works are complete to both the appearance and safety of this section of the road.

Sarah Sims BSc (Hons) | Development Agreements Project Manager (Maidstone) |

Item 8.1 Payments made out of meeting 25.02.19 – 25.03.19

No payments were made from the following accounts:

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

8.1.1 HSBC Payments

Date: 25/03/2019

Boxley Parish Council

Page 1

Time: 11:40

HSBC General Account

List of Payments made between 25/02/2019 and 25/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2019	Suez Recycling & Recovery UK L	DD31407753	142.48		Refuse Collections Jan
14/03/2019	Opus Energy - Electricity	DD65907542	258.67		Electricity Bill - Feb
15/03/2019	Northstar IT Services	DD17872	939.60		Replacement Laptop
15/03/2019	Northstar IT Services	DD17872	-939.60		Replacement Laptop
15/03/2019	Nationwide Beechen Hall	102711	10,000.00		Transfer of funds
20/03/2019	OPUS Energy - gas	DD24075585	212.99		Gas Bill - Feb
Total Payments			10,614.14		

Please note the transactions for Northstar IT appears twice, this is because it was entered under the wrong bank account. Re-entered into correct bank.

8.1.2 Coop Payments

Date: 25/03/2019

Boxley Parish Council

Page 1

Time: 11:42

Co-Op General Account

List of Payments made between 25/02/2019 and 25/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	Mail Publications Ltd	DD52526	507.50		Downs Mail Page Feb
Total Payments			507.50		

8.1.3 Unity Trust Bank Payments

Date: 25/03/2019

Boxley Parish Council

Page 1

Time: 11:41

Unity Trust Account

List of Payments made between 25/02/2019 and 25/03/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/02/2019	Focus Group	DD6740145	117.85		Telephone and Broadband
27/02/2019	Northstar IT Services	DD17688	7.20		IT Services & Back up
01/03/2019	Northstar IT Services	DD17704	173.14		IT & Back Up Services
05/03/2019	Mrs M Kerley	C357BH	150.00		Refundable Damage Deposit
08/03/2019	Waterlink South East Water Ltd	9684	1,500.00		Water Troughs - Dove Hill
12/03/2019	Boxley PCC	BPC ADMIN	250.00		Admin Fee for Burial Ground
12/03/2019	Aldi Stores Limited	7/03/19	14.99		Mat for hall
12/03/2019	Timpson Ltd	7/03/19	32.00		Replacement Keys
12/03/2019	GB Sport & Leisure UK Ltd	2480	377.58		Clamps for Swings WDJ0
12/03/2019	DefibShop	69229	510.00		External Defib Cabinet
12/03/2019	Business Services at CAS Ltd	VVH2720392	22.48		Insurance premium for extensio
12/03/2019	PC01	IMPREST 93	42.48		Miscellaneous
12/03/2019	Asda	IMPREST 93	2.44	PC01	Miscellaneous
12/03/2019	B & Q	IMPREST 93	20.39	PC01	Fixings for Carpets
12/03/2019	PC01	IMPREST 95	31.75		Miscellaneous
12/03/2019	Asda	IMPREST 95	26.50	PC01	Miscellaneous
12/03/2019	KCC Commercial Services	L3346317/L	402.94		Miscellaneous
12/03/2019	Pest Purge Ltd	2055	190.00		Pest Control Services 2nd Inst
12/03/2019	Rob Burrows	IMPREST11	67.50		Mileage for task days
12/03/2019	First Aid4less	IMPREST11	12.48	Rob Burrows	First Aid Supplies
12/03/2019	Morrisons	IMPREST11	38.11	Rob Burrows	Fuel for Task days
12/03/2019	Mr Tsatsaklas	C386BH	100.00		Refundable Cleaning Deposit
12/03/2019	European School of Osteopathy	7MAR2019	80.00		Hall Hire - 5/11/18
15/03/2019	Northstar IT Services	DD17872	939.60		Replacement Laptop Angie
19/03/2019	Miss HJC Miles	C383BH	150.00		Refundable Damage Deposit
19/03/2019	Miss H L Roberts	C386BH	250.00		Refundable Deposits
19/03/2019	Lionel Robbins	2019/7	75.00		Interim Internal Audit
19/03/2019	Loven Accoustics	1554/0654A	381.12		Acoustic Sound Test to Acorn R
19/03/2019	Flooring Sales Ltd	170605	83.14		Floor Cleaning Equipment
19/03/2019	KCC Commercial Services	L3357989	48.90		Various
22/03/2019	PC01	22/03/PC01	2,218.95		Salary - March
22/03/2019	PC03	22/03/PC03	632.54		Salary March
22/03/2019	PC06	22/03/PC06	34.56		Councillor Allowance
22/03/2019	PC07	22/03/PC07	34.56		Councillor Allowance
22/03/2019	PC08	22/03/PC08	25.76		Councillor Allowance
22/03/2019	PC02	22/03/PC02	1,502.29		Salary March
22/03/2019	PC09	22/03/PC09	34.56		Councillor Allowance
22/03/2019	PC10	22/03/PC10	43.41		Chairman's Allowance
22/03/2019	PC11	22/03/PC11	34.56		Councillor Allowance
22/03/2019	PC04	22/03/PC04	60.00		Downs Mail Delivery March
22/03/2019	PC12	22/03/PC12	43.36		Councillor Allowance
22/03/2019	BH05	22/03/BH05	311.75		Wages - March
22/03/2019	BH02	22/03/BH02	179.09		Wages - March
22/03/2019	BH03	22/03/BH03	260.55		Wages March
22/03/2019	PC05	22/03/PC05	25.84		Litter Picking WDJ0
22/03/2019	BH04	22/03/BH04	340.16		Wages - March
22/03/2019	BH06	22/03/BH06	373.55		Wages - March

Continued on Page 2

List of Payments made between 25/02/2019 and 25/03/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/03/2019	HMRC	577PW00105	1,630.20		PAYE
22/03/2019	EFT Receipts Ac	IT00000068	230.27		Pension Contributions
22/03/2019	PC02	DN DELIVER	25.00		Down Mail Delivery March
22/03/2019	Pilgrims Way Magazine	2019/06	25.00		Beechen Hall Advertisement
22/03/2019	BH02	22/03/BH02	-179.09		Wages March
22/03/2019	BH03	22/03/BH03	-260.55		Wages March
22/03/2019	BH04	22/03/BH04	-340.16		Wages March
22/03/2019	BH06	22/03/BH06	-373.55		Wages March
22/03/2019	HMRC	577PW00105	-1,630.20		PAYE
22/03/2019	bh02	22/03/BH02	127.24		Wages March
22/03/2019	BH03	22/03/BH03	203.78		Wages March
22/03/2019	BH04	22/03/BH04	497.84		Wages March
22/03/2019	BH06	22/03/BH06	539.45		Wages March
22/03/2019	HMRC	577PW00105	1,604.00		PAYE
23/03/2019	Rialtas Business Solutions	SM20012	300.00		Omega Software Annual Licence
Total Payments			14,652.31		

Please note that some of the salary transactions had been incorrectly entered these were cancelled off and the correct amounts were re-entered.

8.1.4 Lloyds Corporate Multipay Card Payments

List of Payments made between 25/02/2019 and 25/03/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/02/2019	SLCC Enterprises Ltd	506448	108.79		Charles Arnold Baker 14th Edit
04/03/2019	Lloyds Corporate Multipay Card	04032019	3.00		Monthly Fee
21/03/2019	Jessup Electrical Wholesale	C052870	20.70		Light Bulbs
Total Payments			132.49		

Item 8.2 Receipts for the period 25.02.19 – 25.03.19

No receipts were received for the following accounts:

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

8.2.1 HSBC Receipts.

25/03/2019		Boxley Parish Council				Page 1	
11:45		Cashbook 1				User: MF	
HSBC General Account							
Receipts received between 25/02/2019 and 25/03/2019							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	120 Banked: 26/02/2019	190.00					
120	Balfour Short Mat Bowls	190.00			1235	260	190.00 Regular Hall Hire BSMB
	121 Banked: 27/02/2019	45.00					
121	NGREA	45.00			1235	260	45.00 Regular hire fee NGREA
	Banked: 28/02/2019	83.00					
205	Penfield	83.00			1230 1231	260 260	81.00 C407F Penfield 30/3/19 2.00 PL Insurce Penfield
	Banked: 04/03/2019	35.00					
206	Peat	35.00			520		35.00 C354 Peat 8/6/19
	Banked: 05/03/2019	88.00					
207	Tsatsaklas	88.00			520 1230 1231	260 260 260	-255.00 C368D Tsatsaklas 9/3/19 341.00 C368F Tsatsaklas 9/3/19 2.00 PL Insurance Tsatsaklas
	Banked: 05/03/2019	100.00					
207	Tsatsaklas	100.00			560		100.00 Refundable Cleaning
	Banked: 05/03/2019	27.50					
208	Parrish	27.50			520 1230 1231	260 260 260	-82.50 C388D Parrish 24/3/19 108.00 C388F Parrish 24/3/19 2.00 PL Insurance Parrish
	Banked: 05/03/2019	247.50					
209	Tumbletots	247.50			1235	260	247.50 R2119 Tumbletots March
	Banked: 05/03/2019	275.70					
210	AACTS	275.70			1235	260	275.70 R2107 AACTS Mar/Apr
	Banked: 06/03/2019	90.00					
211	Teenie Boppers	90.00			1235	260	90.00 R2118 Teenie Boppers
	Banked: 06/03/2019	106.50					
212	Symonds	106.50			520		106.50 C408D Symonds 6/7/19
	Banked: 07/03/2019	300.00					
213	Adeoye	300.00			520		300.00 C394D Adeoye 10/8/19
	Banked: 07/03/2019	392.50					
122	Balfour Short Mat Bowls	190.00			1235	260	190.00 R2108 BSMB March
123	Movement as Therapy	202.50			1235	260	202.50 R2115 MAT March Invoice
	Banked: 08/03/2019	675.00					
214	Kumon	675.00			1235	260	675.00 R2112 Kumon March
	Banked: 12/03/2019	80.00					
215	Kidslingo	80.00			1235	260	80.00 R2111 Kidslingo March
	Banked: 12/03/2019	352.90					
124	Karate	352.90			1235	260	352.90 R2110 Karate March
Subtotal Carried Forward:		3,088.60	0.00	0.00			3,088.60

Receipts received between 25/02/2019 and 25/03/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 12/03/2019	92.63						
125	Green	92.63			520		92.63	C411D Green 9/6/19
	Banked: 12/03/2019	87.75						
216	Robbins	87.75			520		87.75	C413D Robbins 30/6/19
	Banked: 15/03/2019	114.50						
217	Dixon	114.50			520		-82.50	C365D Dixon 14/4/19
					1230	260	195.00	C365F Dixon 14/4/19
					1231	260	2.00	PL Insurance
	Banked: 15/03/2019	343.00						
218	Chigidi	343.00			1230	260	341.00	C412F Chigidi 13/4/19
					1231	260	2.00	PL Insurance
	Banked: 16/03/2019	77.00						
219	Boztepe	77.00			520		-231.00	C350D Boztepe 20/4/19
					1230	260	306.00	C350F Boztepe 20/4/19
					1231	260	2.00	PL Insurance Boztepe
	Banked: 17/03/2019	50.00						
220	A Bead in Time	50.00			1235	260	50.00	R2106 ABIT Mar Invoice
	Banked: 17/03/2019	361.00						
221	Yoga	361.00			1235	260	361.00	R2120 Yoga March
	Banked: 19/03/2019	80.00						
222	Cuddle Bugs Baby Yoga	80.00			1235	260	80.00	R2109 Cuddlebugs March
	Banked: 22/03/2019	295.00						
126	Baillie	131.00			520		131.00	C414D Baillie 28/9/19
128	Medway Council	164.00			520		164.00	C404F Medway Council
	Banked: 22/03/2019	30.00						
127	Medway Fit Parent & Baby	30.00			1235	260	30.00	R2113 Medway Fit March
Total Receipts:		4,619.48	0.00	0.00			4,619.48	

8.2.2 UTB Receipts

Receipts received between 25/02/2019 and 25/03/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 28/02/2019	25.26						
Hughes 19	Hughes	25.26			1280	280	10.26	Allotment Rent Plot 2A
					570		15.00	Hughes Plot 2A Key
Total Receipts:		25.26	0.00	0.00			25.26	

8.2.3 Nationwide Beechen Hall

25/03/2019

Boxley Parish Council

Page 1

11:44

Cashbook 9

User: MF

Nationwide Beechen Hall

Receipts received between 25/02/2019 and 25/03/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 15/03/2019	10,000.00						
102711	HSBC General Account	10,000.00			200		10,000.00	Transfer of funds
Total Receipts:		10,000.00	0.00	0.00			10,000.00	

8.3 Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
01.03.19	Coop General Account	£51,610.05
01.03.19	HSBC Beechen Hall	£40,364.33
01.03.19	Unity Trust Bank (UTB)	£68,829.61
20.02.19	Barclays Bank	£34,085.33
07.02.18	Lloyds A (matures 08/05/2019)	£51,324.70
24.01.19	Lloyds B (matures 29/04/2019)	£25,189.19
04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
	Total	£292,861.98