



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery      **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

**To All Members of the Council, Press and Public**

**Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on Monday 1 July 2019 at Weaving Street Village Hall, Weaving St ME14 5JP commencing at 7.30 pm.**

**1. Apologies and absences**

To receive and accept apologies for absence.

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

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**

**4. Minutes of the Parish Council Meeting 3 June 2019**

To consider the minutes and if in order sign as a true record (pages 3-5).

**5. Matters Arising From the Minutes**

5.1 Minute 3263/5.1 Franklin Drive Play Area. A revised lease agreement from MBC is awaited.

5.2 Minute 3263/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. See item 14 for update.

5.3 Minute 3263/5.3 Candidates for election. MBC response "The legislation states "address in Maidstone". So the Councillor can either choose to complete the home address and have "address in Maidstone" as the described of their address on the ballot paper and various notices; or have their address included by not completing the form. At the moment there is no middle ground".

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

**6. Crime Report and Police Issues**

6.1 Crime report 28 May – 19 June 2019. See report (page 5).

6.2 Cllr Bob Hinder report on Parish/Police Liaison Meeting 6 June. See report (pages 5 - 6).

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

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

To receive and note the following draft minutes.

7.1 Environment Committee 3 June 2019 See report (pages 6-7).

7.2 Environment Committee 10 June 2019. See report (pages 7-10).

7.3 Estates Committee 17 June 2019. See report (pages 11-13).

**8. Finance**

8.1 Payments made out of meeting 28.05.19 – 24.06.19. See report (pages 15-16).

8.2 Receipts for the period 28.05.19 – 24.06.19. See report (pages 17-18).

8.3 Account balances. See report (page 19).

8.4 Allowances payable to Parish Councillors. To consider a resolution to increase the allowance by 1%. See report (page 13).

8.5 Members are reminded that they should not sign blank cheques or authorisation letters and they need to check invoices before authorising cheques and BACS payments. Cheque stubs need to be initialled by both signatories”

9. **Walderslade Woodlands**

9.1 Walderslade Woodlands Working Group Notes 19.06.19. To follow.

9.2 Sale of Wildfell Close Land. The land has been advertised as for sale and offers are required by 26 July 2019.

10 **Policies and Procedures**

The Clerk has reviewed the council’s Press Policy and Media Management Strategy which she considers are still fit for purpose.

11. **GDPR**

Verbal update to be provided at the meeting. Members are asked to consider a draft policy. See report (pages 13 – 14).

12 **Reports from councillors/office**

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

St John’s fete Cllr Macklin to supply verbal report.

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

Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 14)

14. **Matters for Decision**

To consider issues such as attendance at meetings etc.

15. **Correspondence**

Thank you letter received from Citizens Advice Bureau.

16. **Matters for Information**

To consider any received.

17. **Items for Next Agenda**

Councillors’ reports and requests for items to be included on the next agenda to be submitted no later than 27 August 2019.

18. **Next Meeting**

2 September 2019 at European School of Osteopathy, Boxley Village ME14 3DZ

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 25 June 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 September 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 July 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 European School of Osteopathy, Boxley Village on Monday 3 June 2019 commencing at 7.30 pm.**

Present: Mr V Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr T Harwood, Mr G Hayday, Mr D Hollands, Mrs P Huntingford, Mrs K Macklin, Mr P Sullivan together with the Clerk Mrs P Bowdery and one member of the public/press.

**1. Apologies and absences**

Apologies: Cllrs Brindle, Constable, B Hinder and W Hinder.

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

None submitted.

**3. Chairman's Announcements**

The Chairman notified members that references had been received for the new Clerk Daniela Baylis and she would be commencing on 1<sup>st</sup> July with a planned one week change over.

**4. Minutes of the Parish Council Meeting 13 May 2019**

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

**5. Matters Arising From the Minutes**

- 5.1 Minute 3250/10.1 Franklin Drive Play Area. Borough Councillor Anne Brindle has agreed to donate part of her annual grant to the site which allows the purchase of six pieces of wooden equipment. A revised lease agreement from MBC is awaited. **Noted.**
- 5.2 Minute 3250/10.2 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. Cllr Bob Hinder is advising the organiser of the petition on how best to present the petition to MBC, asking that it voluntarily submits the heath for Village Green status. **Noted.** The Clerk was asked to provide an update when one was available. **Action: Clerk and Cllr Bob Hinder.**
- 5.3 Minute 3250/10.4 Candidates for election. Advice to be sought whether a candidate can opt to have a locality, e.g. Lordswood, instead of a home address on the published paperwork. **Action: office.**
- 5.4 Any other matters arising from the minutes which are not on the agenda. None.

**6. Crime Report and Police Issues**

Crime report 2 May 2019 to 28 May 2019. **Received** and **noted.**

The meeting was adjourned at 7.37 pm where the resident spoke on the parking complaints in Sandling. Cllr Clarke notified members that someone had been apprehended for stealing lead off the church roof. The meeting reconvened at 7.40 pm.

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

- 7.1 Environment Committee 13 May 2019. **Noted.**
- 7.2 Environment Committee 20 May 2019. **Noted.**
- 7.3 F&GP Committee 28 May 2019. **Noted.**

8. **Finance**
  - 8.1 Payments made out of meeting 07.05.19- 28.05.19. **Received** and **noted**.
  - 8.2 Receipts for the period 07.05.19- 28.05.19. **Received** and **noted**.
  - 8.3 Account balances. **Received** and **noted**.
  
9. **Annual Governance Accountability Return for the Year Ended 31 March 2019**
  - 9.1 BPC Governance Statement.
    - 9.1.1 The statement was **received** and **noted**.
    - 9.1.2 Cllr Ivor Davies seconded by Cllr Dengate proposed that the RFO be authorised to sign the statement. **Unanimously agreed**.
  - 9.2 AGAR Section 1- Annual Governance Statement 2018/19.
    - 9.2.1 The RFO's and F&GP Committee recommendations that the statement be approved were **received** and **noted**.
    - 9.2.1 Cllr Ivor Davies seconded by Cllr Dengate proposed that the Chairman and RFO be authorised to sign the statement. **Unanimously agreed**
  - 9.3 AGAR Section 2. Accounting Statement 2018/19.
    - 9.3.1 The RFO's recommendation that the document is signed was **received** and **noted**.
    - 9.3.1 Cllr Ivor Davies seconded by Cllr Dengate proposed that the Chairman be authorised to sign the statement. **Unanimously agreed**.
  
- 10 **Policies and Procedures**  
None scheduled for Review.
  
11. **GDPR**  
The report on the outstanding work and also that action is on-going to ensure compliance was **received** and **noted**.
  
- 12 **Reports from councillors/office**  
Cllr Clarke notified members that she and a resident had stopped two HGVs from trying to access the ESO site via the village green entrance. She said it was clear that trees and the village green would be severely damaged and the dodgem cars ride that they were trying to deliver had also been damaged. The ESO had been contacted and they apologised and would be reviewing their hire information concerning access to the site. The HGVs left without delivering the equipment to the private function. **Noted**  
Cllr Hayday gave an update on the recent work of the Traffic Working Group. A document on problems and possible solutions was being produced, which would be provided to the parish council and sent to neighbouring parishes. A meeting had been arranged with a representative of the Bearsted Road Improvement Scheme as the group wanted to highlight the fact that traffic congestion would be moved to just outside of the scheme.
  
13. **Reports from Borough and County Councillors**  
None submitted.
  
14. **Matters for Decision**
  - 14.1 Invitation to an engagement meeting at Cygnet Hospital, members did not express an interest.
  - 14.2 St John's Fete 15 June. Cllr Macklin offered to attend and Cllr Sullivan would arrange to collect, erect and return the gazebo etc. **Action: Cllrs Macklin, Sullivan and the office.**
  
15. **Correspondence**  
The Clerk reported that the office had received many e-mails thanking the parish council for its recent work in getting access back to the Medway Household Waste Recycling Centres. **Noted**.
  
16. **Matters for Information**

- 16.1 Armed Forces Day . Apologies to be sent as the Chair and Vice Chair could not attend. **Action: office.**
- 16.2 Sale of Wildfell Close Land. KCC will be advertising the land for development in June with a closing date for offers in July. **Received and noted.**

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 24 June 2019.

18. **Next Meeting**

1 July 2019 at Weaving Street Village Hall, Weaving Street ME14 3DZ.

Meeting closed at 7.56 p.m.

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

**Crime Statistic between 10.05.2019 – 19.06.19**

Between 12:01am on Saturday 1st of June and 4:44pm on Wednesday 19th of June in Fir Tree Grove. A Mercedes parked in the road was extensively keyed.

Between 8:00pm on Wednesday 19th of June and 6:00am on Thursday 20th of June in Chatham Road. A shed at a golf course was broken into and various tools were stolen.

Between 6:00pm on Thursday 13th of June and 6:00am on Friday 14th of June in Bearsted Road. A container on the grounds of the crematorium was broken into. A blower and a strimmer were stolen

On Monday 10th of June between 2:00pm and 6:30pm in Grange Lane. A games room located at the end of a driveway has been broken into. Three locks were broken to gain access, and a strimmer has been taken.

Between 12:01am on Friday 7th of June and 7:32am on Tuesday 11th of June in Bearsted Road. A digger has been stolen.

Between 10:50pm on Wednesday 29th of May and 1:00am on Thursday 30th of May in Revenge Road. Someone attempted to drain fuel from two trucks parked in an industrial estate. They did not manage to take any fuel but damaged the filler caps in the attempt.

**6.2 Cllr Bob Hinder report on Parish/Police Liaison Meeting 6 June.**

The meeting was well attended and Nick Hatcher (now acting Inspector) gave a presentation of the current set up of Policing in the County with particular emphasis on the Maidstone area. We have seen an increase in Officer numbers and PCSOs. This has been mainly due to the PCC increasing his demands financially from residents through the Council tax.

The rural team has been enlarged to now compose 1 Inspector, 2 Sergeants and 12 Officers.

There is still not a full compliment of PCSOs for this area consequently some still have more than one area to cover but we were assured this problem is being addressed by increases in recruitment - this will be 450 per annum. Question raised did this include covering losses due to retirement etc.. answer was yes! However loses are running under expectations

HMIC currently rate Kent as good for effectiveness, good for efficiency and outstanding for legitimate.

A request for parish councils to supply email addresses to acting Inspector Nick Hatcher for use on their Police Website if we have not already done so.

Frequency of meetings decided to be every six months

Discussion on issue regarding obstruction of footpaths by parked vehicles with hazy resolution because it could involve MBC as we are all to aware.

Recommended that all incidents felt worthy of reporting go through 101 but following quite heated statements from quite a few present we were told that improvements to that system were in the pipeline

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

**Item 7.1 Minutes of the Environment Committee on Monday 3 June 2019 at European School of Osteopathy, Boxley Village commencing at 8.06 pm.**

Councillors present: Mr Ivor Davies (Chair), Mrs L Clarke, Mr D Hollands, Mrs Pat Huntingford and Mr J Willmott and Mrs P Bowdery (Clerk).

As both the Cllr Wendy Hinder and Cllr Brindle were not present members agreed that Cllr Ivor Davies would chair the meeting.

**1. Apologies and absences**

Apologies: Cllrs Brindle, Constable, B Hinder and W Hinder.

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

All members declared that they had been lobbied on 19/502075.

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

**3. Planning Applications for Consideration**

19/502236/AGRIC Prior Notification for proposed agricultural building. For its prior approval to: -Siting, design and external appearance. Tyland Farm Chatham Road Sandling Maidstone Kent ME14 3BB. **Ratified** the Clerk's decision, after consulting members, The parish council has no material planning reason to object however it would like to see a condition imposed that restricts the use of the building restricted to the storage of farming equipment that is needed to work the owner's land.

19/500765/OUT. Gibraltar Farm Ham Lane Hempstead Gillingham Kent ME7 3JJ. Outline Application (with all matters reserved except access) for the erection of up to 450 market and affordable dwellings, childrens nursery and supporting retail space up to 150sqm, with provision of access; estate roads; cycle and pedestrian routes; residential and community open space and landscaping; off-site highway improvements including realignment of Lidsing Road and change to prioritisation of the junction of Lidsing Road/Forge Lane. **Ratified** the Clerk's decision, after consulting members,

The parish council objects on highway grounds, specifically the impact on the health and safety of other road users and the impact on the local highway infrastructure on Lidsing Road, Forge Lane, Westfield Sole Road, Yelsted Lane, Harp Farm Road and also the M2 junctions 3 and 4.

The proposed work will create a 'fast' route away from the proposed development towards Maidstone and the M20, via Boxley Village, and Walderslade for access to junction 3 of the M2 which is already operating beyond design capacity. The effect of the proposal to improve and realign Lidsing Road would, it is considered, attract additional vehicle movements along what will suddenly return back to poorly maintained narrow country lanes creating safety issues and congestion. In a recent survey (November 2018) Boxley Village recorded an average 52,391 vehicular movements per week, the single road through the village is unclassified and any additional traffic would have a severe and direct impact on the residential properties that line the road as it is a linear village.

19/502386/FULL: Demolition of existing conservatory and erection of replacement single storey extension with light weight solid roof. The Walled Garden Styles Lane Boxley.

The Parish Council has no material planning reason to object.

19/502490/FULL Retrospective application for incorporating remedial works and retention of a car parking area. (Resubmission of 18/505264/FULL). Unit 33 Adjacent Lordswood Industrial Estate Gleamingwood Drive Lordswood

The parish council wishes to see the application refused on the following grounds:

The development is within the defined buffer of retained designated ancient woodland and is contrary to NPPF legislation requiring the protection of ancient woodland and also DM3 of the Maidstone Local Plan.

The resubmission reduces the car parking spaces from 20 to 16 and the parish council considers that the application does not fulfil the requirement of the MBC refusal for 18/505264 which clearly states that "the council will seek to the removal of the hardstanding and it's restoration as an area capable of regenerating as woodland." The removal of only a fifth of the current hardstanding will make little impact on restoring and regenerating the woodland that was previously there.

Should the Planning Officer be minded to permit the development then the parish council requests that this application is reported to the Maidstone Planning Committee.

19/502075/FULL Erection of a part two storey, part single storey rear and side extension, loft conversion with dormer to rear and 2no. roof lights to front. External insulation with render to the remainder of the original structure. Retaining wall to the rear garden. (Part retrospective). 4 Burleigh Drive, Boxley Maidstone Kent ME14 2HY. Members requested that MBC be contacted to slightly amend the previous response to now include 'however there are concerns about the size and bulk of the rear extension and the effect on neighbours'.

#### 4. **Next Meeting**

Next Environment Committee meeting 10 June 2019 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 8.55pm.

### **Item 7.2 Minutes of the Environment Committee on Monday 10 June 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Present: Mrs W Hinder (Chairman), Mrs A Brindle, 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.

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

Apologies: Cllr Clarke.

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

All members declared that they had been lobbied on 19/502075.

#### 3. **Minutes of the Meetings 13 & 20 May 2019**

The minutes were agreed and signed as a correct record.

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

4.1 Minute 3253/4.1 Yellow lines at junctions in Grove Green. The KCC notification that without personal injury statistics showing a need it would not install yellow lines was **noted**.

- 4.2 Minute 3253/4.2 Junction 3 M2. Waiting Government response to 10 MPs request for action on local infrastructure. Cllr Bob Hinder **agreed** to contact Helen Whately MP. **Action: Cllr Bob Hinder.**
- 4.3 Minute 3253/9 Litter bin New Cut Road. Request for a new bin submitted to MBC. The parish office was asked to chase regarding whether a bin will be installed. **Action: Office.**
- 4.4 Minute 3256/8.3 Crash Data. Data could not be provided if there was an outstanding Police investigation, Inquest or Coroner's hearing and as there had been a fatality on the road this accounted for the information not being released. **Noted.**
- 4.5 Minute 3257/10 Land to rear of Tesco. Cllr Bob Hinder to contact the MP to see if she could help locate the owners. **Action: Cllr Bob Hinder.**
- 4.6 Minute 3256/8.2 Off street parking places order changes, Cobtree Manor Park. Member's **ratified** the decision to change their initial response, having received more information, to no objection.
- 4.7 Any other matters arising from the minutes not on the agenda. **None.**

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

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

19/502224/OUT Outline Application with access, layout and scale matters reserved for demolition of existing cattery and outbuildings and erection of a detached 3 bed dwelling

house with access and parking. Lavender Cottage Bearsted Road Weaving.

**Ratified** the Clerk's decision, after consulting members.

Wish to object to the above application and report it to the planning committee for the reasons set out below:

- The location and siting of the proposed 3 bed dwelling house.
- The proximity to the properties to the north (i.e Primrose Cottage and Holly House)
- Orientation of the site and spatial relationship with the said curtilages:

The proposed 3-bedroom dwelling house is likely to cause serious harm to residential amenities of occupiers of the affected curtilages by the sheer bulk of the property and being overbearing and intrusive, which is unacceptable. Concerns were also raised about the loss of daylight/sunlight through overshadowing.

19/502589/TPO Application Sweet Chestnut Tree (T1) - to be reduced in height by 50% to 5m due to excessive shading and concerns that it is getting too big for the proximity to property. 14 Greensands Walderslade.

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

19/501529/TPO Application to reduce one large Oak tree from a height of 20m to 17m and an overall spread of 5.5m: reduce one large Beech tree from 23m to 19m, overall spread of 6.5 – 7m; remove any diseased/deadwood and any crossing branches. Remove split hung up branches and stub growth at 49 Olivine Close, Walderslade.

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

19/502254/FULL Conversion of garage into bedroom with insertion of side window and replacement of garage door with bay window. 28 Wingrove Drive Weaving. The Parish Council has no material planning reason to object.

19/500417/FULL Erection of a retaining wall (Retrospective). Hillside Harbournland Close Boxley.

The Parish Council has no material planning reason to object. The council is totally against retrospective planning applications as they erode the LPA's right to control planning by influencing design and imposing mitigation conditions. It is regretful that



*the lack of foresight by the developer or their contractor has resulted in a retrospective application.*

*19/502729 Advertisement Consent for 1no. internally illuminated double sided pylon sign. Brooklyn Park Chatham Road Sandling.  
The Parish Council has no material planning reason to object.*

*19/502760 TPO application for consent to crown reduce 1 (no) Oak tree in front garden to leave canopy diameter of 6m at its broadest point; to thin crown by 10%; and to remove dead wood and epicormic growth. 12 Iris Close Walderslade.  
Do not wish to object, defer to the views of the Landscape Officer.*

*19/502916 TPO application to remove T1 Silvertree excessive leaning over neighbours property. Remove T2-T6 chestnut trees due to excessive shading and close proximity to properties. All share the same stump base with the Silvertree (T1) all located at the front of the property at 1 Bracken Hill, Walderslade.  
Do not wish to object, defer to the views of the Landscape Officer.*

*Returned to agenda at request of Cllr Willmott. 19/502075/FULL Erection of a part two storey, part single storey rear and side extension, loft conversion with dormer to rear and 2no. roof lights to front. External insulation with render to the remainder of the original structure. Retaining wall to the rear garden. (Part retrospective). 4 Burleigh Drive Boxley Maidstone Kent ME14 2HY. The Clerk was asked to contact the planning officer to ask about the cladding and render that was being applied.*

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

*18/500535 Retrospective Planning application for erection of a detached garage, stores and workshop. Cossington Fields Farm, Bell Lane, Walderslade. REFUSED BY MBC.  
**Noted.***

*18/504144 replacement barn workshops at the site. PERMITTED.*

*18/506119/FULL Appeal Ref(s): APP/U2235/D/19/3228655. Construction of a double garage with pitched roof. 22 Gleaners Close Weaving Maidstone. REFUSAL by MBC  
WRITTEN APPEAL lodged with Planning Inspectorate.*

*18/503492/OUT Outline application for erection of a care home (Use Class C2) with access to Bearsted Road including landscaping, parking and associated works. Matters of appearance, landscaping, layout and scale are reserved for future consideration. Land At Junction Of New Cut Road And Bearsted Road Weaving Kent. REFUSED by MBC.*

## **7. Development Popes Field, Weaving**

*After careful consideration of the report concerning the possibility of a judicial review members **agreed** that there would be **no further action to fight the MBC decision to permit the development**. The Clerk was asked to produce information that could explain the background to the decision. **Action: Cllr Bob Hinder and the Clerk.**  
Cllr Bob Hinder reported that the Archaeological survey had been completed on the site and that an MBC committee was being set up to liaise with DHA concerning the KIMS site.*

## **8. Highways and Byways**

*8.1 Highway Improvement Plan (HIP)/Infrastructure Spend Plan (ISP)/BPC Wish List. Members' **received** and **noted** the update on the work to convert the current wish list to the formats required by MBC and KCC. Members' **agreed** that an update is sent to residents with notification that suggestions for projects would be accepted once the initial work had been completed by the committee.  
**Action: Clerk.***

*8.2 KCC soft landscaping work programme. **Received** and **noted**.*

- 8.3 Road naming on development on land west of Eclipse Park, Sittingbourne Road, After discussion it was **agreed** that members would submit any ideas and that Robin Ambrose, local historian, would be approached for suggestions. Members to be supplied with a list of suggested road names for them to vote upon.  
**Action: Councillors and Clerk.**

9. **Policy and Procedures**

Planning Responses that are available to the committee to respond to planning applications. **Noted.**

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

Borough Councillor Brindle gave a report on her attendance at the Planning Committee regarding the development of 89 houses at Gleamingwood Drive. She reported that she had spoken as a Borough Councillor but also Parish Councillor and as planning permission had already been granted she was only allowed to comment on a few issues. Issues she commented on were: paths now being put in the agreed buffer zone between the houses and Ancient Woodland and MBC members agreed that these should be removed from the plan; the distance from the proposed pumping station to the nearest property was 12m instead of the required 15m: to stop access by motorbikes a gate, rather than bollards, should be erected on the emergency access on Westfield Sole Road, agreed; and that opposite the entrance to the biomass and pumping station was an open space on a bend and there was concerns about children's safety. Cllr Brindle also reported that the planning department was investigating, with the applicant alternative renewable energy options to replace the proposed biomass. Cllr Brindle also made the point that this application had been outstanding for many years with different options and issues being put forward.

11. **Volunteer Groups**

No reports submitted.

12. **Matters for Information**

**Received and noted.**

12.1 Medway Household Waste Recycling Centres. Update that Maidstone residents would be able to, with the production of ID, access the Medway sites for the next 18 months.

12.2 Changes to Permitted Development.

12.3 KCC Tree work Walderslade Woodlands, neat stacking of wood. The situation regarding the removal of trees on an area between a residential property and Boxley Road was discussed but as this was private land and the trees were not protected there was nothing that could be done.

12.4 Notification of Temporary Road Closures around Grove Green. Borough Cllr Bob Hinder reported that he has contacted Maidstone Joint Transport Board about bringing the issue of the ransom strip at Averanches Road up again.

13. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 3 June.  
**Noted.**

14. **Next Meeting**

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

As no members of the public were present the Chairman did not pass a resolution but notified members that the meeting was going into confidential session.

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

An update on a recent issue was provided to members.

Meeting closed 9.04pm.

### **Item 7.3 Minutes of the Estates Committee on Monday 17 June 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr, Ms L Clarke, Mr P Dengate (Chairman), Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Assistant Clerk.

#### **1. Apologies and absence**

Apologies. Cllrs Ivor and Vic Davies.

#### **2. Declaration of Interest or Lobbying**

Cllrs Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items. Cllr Hollands declared an interest in item 12 as he was a trustee on Weaving Village Hall committee.

#### **3. Minutes of Previous Meeting 15 February 2019.**

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

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

#### **4. Matters Arising from Previous Minutes**

4.1 Minute 3246/7.8 New Rateable Value for Beechen Hall and Parish Office members received and noted the Clerk's report. Members requested that MBC is contacted to check the measurement has been included as part of the floor plan opposed to being added to the total floor space. **Action office.**

4.2 Minute 3246/6.1 Franklin Drive Open Space Lease. The office has now received the lease, amendments have been requested however an update was not available for the meeting, Clerk to chase MBC. **Action Clerk.**

#### **5. Dove Hill Allotments**

5.1 Cllr Bob Hinder reported the new tenant had worked very hard on their plot. He also reported that due to recent heavy rain he had to clear away sand residue from of the main entrance gate to the site to enable the gate to open. He asked if plot holders could be reminded of gate security as the gate had been left wide open on Sunday 13<sup>th</sup> June with no one on site. He advised members that he would be painting the compostable toilet and PC shed over the coming week, weather permitting. The office was asked to email tenants to see if anyone would like to join the informal working group to help deal with any issues or minor jobs on and around the site. **Action: office.**

5.2 Pest Purge Report. **Received** and **noted.** It highlighted the intrusion of thick vegetation along the footpath on the perimeter of the fence which if it is not treated may cause damage to the fence. The office to contact KCC PRoW to find out when it is due to be cut. **Action office.**

5.3 Allotment Cup Presentation Members discussed the merits of holding a day to judge plots but realise a lot of tenants tend to be on holiday at this time of year so a request to the plot holders via email was requested to see if they would like this to be resurrected. **Action office.**

#### **6. Matters for Information**

6.1 Damage to Trees on Boxley Green and the Entrance ESO report **received** and **noted.**

6.2 Electrical & PAT Testing at Beechen Hall. Members **received** the Assistant Clerk's report stating the PAT test passed but the electrical test failed on circuits within the new extension. The company responsible for installing the electrics have been notified. Members were also advised that a new consumer unit may be required to upgraded the existing one due to new regulations and the power capacity of the existing ones. It was agreed that this should be highlighted to the building company responsible for the extension as it was felt that this was their responsibility to advise the Parish Council as part of the extension work. As this is a matter of health and

safety it was agreed that any work requiring authorisation could be done out of meeting via email to the committee. **Action office/Councillors.**

## 7. **Assistant Clerk's Report**

- 7.1 Hall hire fees income. **Received** and **noted**. Members **agreed** that the new format showing the surplus income after expenditure directly beneath was very helpful and would be happy to receive it this way in future. **Action office.**
- 7.2 Account balances. **Received** and **noted**.
- 7.3 Profit and Loss. **Received** and **noted**.
- 7.4 Income and Expenditure. **Received** and **noted**.
- 7.5 Hall Hire Fees Review. Cllr Dengate gave an update on the new rate card and how it would work in principle. Members **agreed** that the spreadsheet was acceptable, and a full report will be returned to the August meeting. **Action Office.**
- 7.6 Outstanding Debt. Members **received** and **noted** the Assistant Clerk's report and it was proposed from the Chair seconded by Cllr Hollands, with all in favour to write off the debt if the Parish Council were not successful with the debt being settled through the liquidation process.
- 7.7 New Regular hirers. **Received** and **Noted**.
- 7.8 Loss of Regular Hirers – **Received** and **noted**.
- 7.9 Accident Report. None to report. **Noted**.
- 7.10 Donations to Charities. **Ratified** the Assistant Clerk's decision after consulting with members of the committee to give a donation of £30.00 each to both Demelza House and The Anthony Nolan Trust. This was in lieu of a hire fee discount to a charity function in aid of these charities being held at Beechen Hall on Saturday 14<sup>th</sup> April.

## 8. **Beechen Hall Extension**

- 8.1 Financial Report on cost of extension was **received** and **noted**.
- 8.2 Acorn Room Additional Heating. Members had received out of meeting examples of wall heaters and **agreed** to purchase a 2000w Technotherm High Heat Retention Radiator at a cost of £529.99. **Action Office.**
- 8.3 Landscaping. Members **agreed** on the location of the flagpole to the front of the building on the corner of the new grassed area. However, they did not want the tree to be replanted in this area as the grass has become established and it was felt the shading by the tree would kill the grass. Members suggested that 'Alan's Tree' is planted next to Springate Pond in Walderslade Woods. The Assistant Clerk was asked to clarify if there were any conditions placed on the planning permission for the removal of the original tree and to email members out of meeting for consideration. **Action Office.**
- 8.4 Further Acoustic treatment to the Acorn Room. Members **received** and **noted** Cllr Vic Davies report regarding acoustic ceiling tiles and asked for these to be brought to the August meeting. Cllr Dengate requested a quotation for the same acoustic treatment on the door leading to the kitchen that was used on the door leading to the hall so that it could be considered for the 2020/21 financial budget. **Action Office/Cllr Vic Davies.**

## 9. **Beechen Hall Card Payments for Hiring the Hall.**

Members **received** and **noted** the quotations from companies to provide a virtual terminal and **agreed** to proceed with WoldPay after being proposed from the Chair, seconded by Cllr Bob Hinder with all in favour. The relevant policies must be in place before taking transactions. **Action Office.**

## 10. **Policies and Procedures**

- 10.1 Burial Ground Review of Regulations. Deferred to the August meeting.
- 10.2 Late arrival, departure and early opening for casual hirers. **Noted**.
- 10.3 Village Hall Grant Policy & Procedure – annual review Members reviewed the policy and suggested minor changes. **Action Office.**
- 10.4 Review training needs. Assistant Clerk to look and consider suitable Excel courses with a view of undertaking in the near future.

10.5 Dove Hill Allotment rents and rules and regulations deferred to August meeting.

10.6 Clerk's Delegated Powers – Beechen Hall and Dove Hill Allotments. **Received, reviewed and amended. Action Office.**

10.7 Fire Risk Assessment. This has been updated and submitted to MBC for building regs to sign off the Acorn Room extension. **Received** with two minor amendments. **Action Office.**

10.8 Hire Discount for a Charity Fundraising event at Beechen Hall Members received the new policy, Cllr Dengate proposed, seconded by Cllr Hollands with all in favour to adopt with one minor change. **Action Office.**

#### 11. **Matters for Decision**

Use of Boxley Village Green – Member received a request from Friends of Boxley Church for permission 'in principal' to use Boxley Village Green to mark VE Day 2020 with a Village Fete. Members considered and agreed to the 'in principal' request and changed the policy for Use of Parish Council Land to include two bullet points 'supply a risk assessment if requested' and 'Must comply with any legal requirements regarding usage and potential blocking of public highway and land'. **Action Office.**

#### 12. **Grant Request**

Weaving Village Hall request for a grant towards the replacement of its CCTV system. After clarifying a couple of points Cllr Hollands left the room whilst members considered this request. After discussion it was proposed by Cllr Dengate, seconded by Cllr Clarke with all in favour to award the sum of £750.00 towards the cost. After the vote Cllr Hollands was invited back into the room. **Action Office.**

#### 13. **Date of Next Meeting.**

Monday 19 August 2019 at Beechen Hall, Wildfell Close, Walderslade.

As no members of the public or press were present there was no resolution to exclude them. The meeting went into confidential session.

#### 14. **Caretaker Resignation**

Members received an update on the resignation and passed on their best wishes to the Caretaker. They were also notified of the procedure to recruit a replacement and that in the meantime the current caretakers would be covering the vacant shifts. The Assistant Clerk confirmed that a previous Caretaker had agreed to cover any shifts if required for the short term. **Action Office.**

Meeting closed at 9.37 pm.

**Item 8 Finance.** Purpose of Item: Decision.

#### **8.4 Allowances payable to Parish Councillors.**

It is the recommendation that of the Clerk that the Councillor and Chairman's allowances be increased by 1% for the 2019/2020 financial year, provision having been made in the budget for this modest increase.

**Item 11. GDPR** Purpose of Item: Information & Decision

The incoming Clerk is requesting permission to record the parish council's meetings in order to aid the product of draft minutes and members permission is sought.

*Clerk's note: A parish council meeting can be recorded by a member of the public without any consequences however, as soon as an officer or councillor makes a recording this becomes subject to the Data Protection and GDPR regulations. A name, a description or reference to someone, even someone's address is personal data. Therefore, a policy would be required on how the data in the recording will be managed.*

*The following draft policy would meet the requirements for GDPR and the council's*

*Retention of Documents policy can be amended to reflect that a temporary recording will be made and the Chairman's opening announcement regarding recording can also be adjusted to reflect to the fact that a recording might be made.*

GDPR Recording Meeting new draft policy.

The parish council agrees to the Clerk/Assistant Clerk using a recording device at parish council meetings, the sole aim is to record the meeting to aid the production of draft minutes. Any such recording shall not be downloaded to any other device or uploaded to any social media platform without prior permission being sought from the Council. Such permission shall not be given unless there is a clear and compelling case to do so and in order that the council complies with GDPR a risk and GDPR assessment will have to be completed for each such request.

Any recording will be deleted immediately after the draft minutes have been approved by the Chairman of the meeting.

The recording device shall be kept safe by the Clerk/Assistant Clerk.

Outstanding work.

- Website
- Data Storage. Currently local storage, the M-Drive, is used with an offsite backup being undertaken by NorthStarIT. This M-drive needs replacing not only due to age but because it cannot be encrypted. Consideration is being given to using the Cloud for parish council work. This would be more expensive as space would have to be rented however it would allow future flexibility in the way the office and parish councillors could work.
- Dedicated parish councillor e-mail addresses. Need to sort out website first.
- Acorn Room wi-fi. Extender needed to remedy wi-fi connection issues, probably related to the insulation

<b>Item 13 Reports from Borough and County Councillors.</b> Purpose of Item: Information.
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Report from Cllr Bob Hinder

I attended the MBC Communities, Housing and Environment Committee where the petition for Weaving Heath to be made a Village Green was presented by Keith Clarke Chairman Friends of Weaving Heath and Woodlands. Approximately 10-12 residents came and I spoke on their behalf.

The request that MBC voluntarily submits a Village Green Status request to KCC was received favourably by committee members. It was agreed that a report is prepared and the correct MBC committee identified in order to progress the community's request. This is the first hurdle cleared and once MBC is able to sort out which committee can legally progress the voluntary submission application it is hopefully going to be approved and done very quickly. I and the residents are going to keep a watching brief on this.

## Item 8.1 Payments made out of meeting 28.05.19 – 24.06.19

No payments were made from the following accounts:

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

### 8.1.1 HSBC Payments

Date: 24/06/2019

**Boxley Parish Council**

Page 1

Time: 14:49

HSBC General Account

List of Payments made between 28/05/2019 and 24/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2019	Suez Recycling & Recovery UK L	DD31511297	251.02		Refuse Collections
01/06/2019	Maidstone Borough Council	DD36/03	636.00		Rates
14/06/2019	Opus Energy - Electricity	DD66425084	225.06		Electricity Bill - May
20/06/2019	OPUS Energy - gas	DD24320964	78.03		Gas Bill - May
Total Payments			1,190.11		

### 8.1.2 Unity Trust Bank Payments

Date: 24/06/2019

**Boxley Parish Council**

Page 1

Time: 14:50

Unity Trust Account

List of Payments made between 28/05/2019 and 24/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/05/2019	Focus Group	DD6743960	119.21		Telephone & Broadband Services
29/05/2019	EFT Receipts Ac	IT00000068	406.90		Pension Contributions
31/05/2019	Castle Water	1955732	44.29		Water Supply Dove Hill Allotme
01/06/2019	Northstar IT Services	DD18387	173.14		IT Services and Backup
11/06/2019	KCC Commercial Services	13391192A	114.84		Miscellaneous
11/06/2019	European School of Osteopathy	4/6/19	80.00		Hall Hire - June
11/06/2019	Stuart J Daws & Co Ltd	INV/95791	282.18	Rob Burrows	VW/VG Equipment
11/06/2019	Natalie Defer	C382BH	32.50		Hall Hire Cancellation Refund
11/06/2019	Cube Plumbing & Heating Ltd	12059	72.00		Gas Safety Check 24/5/19
11/06/2019	Aldi Stores Limited	IMPREST 14	63.97	Rob Burrows	Gloves and Angle Grinder
11/06/2019	Timpson Ltd	IMPREST 14	6.50	Rob Burrows	Cylinder Keys
18/06/2019	Business Services at CAS Ltd	VVH272039	1,648.98		Insurance Premium
18/06/2019	Business Services at CAS Ltd	RTT284462	782.04		Insurance Premium
18/06/2019	Bearsted Parish Council	BOXLEY PC	250.00	Minute 3261/14	Grant - Summer Play Scheme
19/06/2019	Toyin D Sanyaolu	C375	170.00		Refundable Damage Deposit
21/06/2019	PC11	22/06/PC11	34.56		Councillor Allowance
21/06/2019	PC01	22/06/2019	2,189.05		Salary - June
21/06/2019	PC03	22/06/PC03	633.72		Salary - June
21/06/2019	PC06	22/06/PC06	34.56		Councillor Allowance
21/06/2019	PC07	22/06/PC07	34.56		Councillor Allowance
21/06/2019	PC08	22/06/PC08	34.56		Councillor Allowance
21/06/2019	PC02	22/06/PC02	1,675.57		Salary June
21/06/2019	PC09	22/06/PC09	34.56		Councillor Allowance
21/06/2019	PC10	22/06/PC10	43.41		Chairman's Allowance
21/06/2019	PC04	22/06/PC04	60.00		Downs Mail Delivery June
21/06/2019	CPC12	22/06/PC12	43.36		Councillor Allowance
21/06/2019	BH05	22/06/BH05	478.29		Wages - June

21/06/2019	PC05	22/06/PC05	33.90	Litter Picking W/DJ0
21/06/2019	BH04	22/06/BH04	535.94	Wages June
21/06/2019	BH06	22/06/BH06	264.41	Wages June
21/06/2019	HMRC	577PW00105	1,876.89	PAYE
21/06/2019	EFT Receipts Ac	IT00000068	402.93	Pensions Contributions
21/06/2019	PC02	DM DELIVER	25.00	Downs Mail Delivery June
21/06/2019	KCC Commercial Services	I3413410A	69.18	Consumables
21/06/2019	D&S Construction	DS/BH01/19	604.75	Periodic Electrical PAT Test
Total Payments			<u>13,355.75</u>	

### 8.1.3 Lloyds Corporate Multipay Card Payments

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/05/2019	Safety Signs 4 Less	2051407	5.58		Fire Safety Door Signs
03/06/2019	Lloyds Corporate Multipay Card	03/06/19	3.00		Monthly Fee
14/06/2019	Venture	6367531	13.99		Nappy Bin Liners
Total Payments			<u>22.57</u>		

### Item 8.2 Receipts for the period 28.05.19 – 24.06.19

No receipts were received for the following accounts:

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



## 8.2.1 HSBC Receipts.

24/06/2019  
14:52

Boxley Parish Council  
Cashbook 1  
HSB C General Account

Page 1  
User: MF

Receipts received between 28/05/2019 and 24/06/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/05/2019	338.50						
023	Mid Kent Astronomical Society	20.00			1235	260	20.00	R2143 MKAS May Invoice
024	Balfour ShortMat Bowls	318.50			1235	260	318.50	R2137 BSMB May Invoice
	Banked: 29/05/2019	25.00						
025	Phoenixx	25.00			1235	260	25.00	R2147 Phoenixx21/5/19
	Banked: 29/05/2019	140.00						
038	Cuddle Bugs Baby Yoga	140.00			1235	260	140.00	R2158 Cuddlebugs Yoga
	Banked: 30/05/2019	247.50						
039	Tumbletots	247.50			1235	260	247.50	R2170 Tumbletots June
	Banked: 30/05/2019	17.00						
040	11+ Tutoring	17.00			1235	260	17.00	11+ Tutoring 5/6/19
	Banked: 30/05/2019	15.00						
041	Mama Baby Bliss	15.00			1235	260	15.00	R2142 Mama Baby Bliss
	Banked: 31/05/2019	637.50						
042	Kumon	637.50			1235	260	637.50	R2161 Kumon June
	Banked: 31/05/2019	207.00						
043	Gogna	207.00			520		207.00	C440 Gogna 21/12/19
	Banked: 31/05/2019	335.70						
044	Sanyaolu	335.70			520		-257.25	C375 Sanyaolu 15/6/19
					1230	260	341.00	C375F Sanyaolu 15/6/19
					1231	260	2.00	PL Insurance Sanyaolu
					560		249.95	Cleaning & Damage
	Banked: 03/06/2019	25.00						
026	Phoenixx	25.00			1235	260	25.00	R2147 Phoenixx28/5/19
	Banked: 03/06/2019	316.00						
027	NGREA	45.00			1235	260	45.00	R2146 NGREA29/5/19
028	Balfour ShortMat Bowls	271.00			1235	260	271.00	R2157 BSMB June Invoice
	Banked: 03/06/2019	90.00						
045	Teenie Boppers	90.00			1235	260	90.00	R2169 Teenie Boppers
046	Banked: 03/06/2019	385.98						
046	AACTs	385.98			1235	260	385.98	R2156 AACTs June
047	Banked: 03/06/2019	80.00						
047	Kidslingo	80.00			1235	260	80.00	R2160 Kidslingo June
	Banked: 03/06/2019	25.00						
026	Pheonixx	25.00			1235	260	25.00	R2147 Pheonixx28/5/19
048	Banked: 04/06/2019	80.00						
048	Phonics Builders	80.00			1235	260	80.00	R2167 Phonics Builders

	Banked: 04/06/2019	577.10					
029	Karate	577.10	1235	260	287.10	R2159 Karate June Invoice	
			1235	260	290.00	R2164 MAT June invoice	
	Banked: 05/06/2019	35.50					
049	Symmonds	35.50	520		-106.50	C408D Symmonds	
			1230	260	140.00	C408F Symmonds	
			1231	260	2.00	PL Insurance Symmonds	
	Banked: 05/06/2019	100.00					
050	Phoenix	100.00	1235	260	100.00	R2166 Phoenix June	
	Banked: 05/06/2019	200.00					
051	Fitzgerald	200.00	520		200.00	C447D Fitzgerald 07/12/19	
	Banked: 05/06/2019	438.50					
052	Ray	438.50	520		338.50	C364F Ray 26/10/19	
			560		100.00	Ray Cleaning deposit	
	Banked: 12/06/2019	51.00					
053	11+ tutoring	51.00	1235	260	51.00	R2172 11+ tutoring June	
	Banked: 13/06/2019	49.00					
055	KWT	49.00	1230	260	49.00	C2154 KWT 03/06/19	
	Banked: 14/06/2019	270.75					
054	Yoga	270.75	1235	260	270.75	R2171 Yoga June invoice	
Total Receipts:		4,687.03	0.00	0.00			4,687.03

## 8.2.2 UTB Receipts

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount	Transaction Detail
<p>24/06/2019 Boxley Parish Council Page 1  1453 Cashbook 2 User: MF  Unity Trust Account  Receipts received between 29/05/2019 and 24/06/2019</p>								
Nominal Ledger Analysis								
	Banked: 31/05/2019	5,550.50						
290519/31	Maidstone Borough Council	5,550.50			1100	130	5,550.50	PSS Grant 1st Instalment
Total Receipts:		5,550.50	0.00	0.00			5,550.50	

**Item 8.3 Account closing balances.**

Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
31.05.19	Coop General Account	£5,052.55
31.05.19	HSBC Beechen Hall (includes £50,00 of PC funds 'stored' in the HSBC account due to compensation limits)	£75,516.26
31.05.19	Unity Trust Bank (UTB)	£52,395.38
18.04.19	Barclays Bank	£84,085.33
07.05.19	Lloyds A (matures 08/08/2019)	£51,437.33
29.04.19	Lloyds B (matures 29/07/2019)	£25,245.71
31.03.19	Nationwide Beechen Hall (95 day saver account which rolls over)	£11,281.57
31.05.19	Nationwide Parish Council (now 95 day saver account which rolls over)	£65,415.16
	<b>Total</b>	<b>£370,429.29</b>