



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on Monday 28 January 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU 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 3 December 2018** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-5).
5. **Matters Arising From the Minutes** (7.40)
 - 5.1 Minute 3190/7.1 Franklin Drive Play Area. Draft lease agreement has been received from MBC and is currently being studied.
 - 5.2 Minute 3190/7.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. See report (page 6)
 - 5.3 Minute 3190/7.3 OneDrive Training. It is suggested that training should be programmed for the New Year.
 - 5.4 Parish Councillor Internal Audit. Date to be arranged.
 - 5.5 Any other matters arising from the minutes which are not on the agenda.
6. **Crime Report and Police Issues** (7.48)
Crime report 26 November 2018 – 6 January 2019. See report (page 6).

Adjournment to enable members of the public to address the meeting

7. **Draft Minutes of Recent Committee Meetings** (8.00)
 - 7.1 Environment Committee 3 December 2018. See report (pages 6-7).
 - 7.2 Environment Committee 10 December 2018. See report (pages 7-11).
 - 7.3 Estates Committee 11 December 2018. See report (pages 11-13).
 - 7.4 Environment Committee 7 January 2019. See report (pages 13-17).
 - 7.5 Environment Committee 24 January 2019. To follow.
 - 7.6 F&GP Committee 21 January 2019. Meeting cancelled.
8. **Finance** (8.06)
 - 8.1 Payments made out of meeting 27.11.18 – 21.01.19. See report (pages 29-32).
 - 8.2 Receipts for the period 27.11.18 – 21.01.19. See report (pages 32-37).
 - 8.3 Account balances report (pages 37).

(Please note Item 9 is not used due to administrative error)

10. **2019/2020 Precept and Budget.** (8.12)
 10.1 The F&GP Committee having agreed that *"The draft budget is recommended to the Parish Council and that a precept of [to be ratified at F&GPC 28/01/18] be set"*. After consideration of the above a proposal along the line of **"This parish council agrees the 2019/2020 budget and that a precept of £xxx be set"** will be placed before the meeting. See report (page 17-18).
 10.2 The Chairman and Clerk to then sign the relevant paperwork to apply for the precept.
11. **Policies and Procedures** (8.15)
 11.1 Terms of Reference Grove Green Informal Working Group. To consider and agree a Terms of Reference. See report (page 18-19).
 11.2 Vision and Business Plan (review). Deferred from previous meeting. See report (pages 19-22).
 11.3 Parish Council – Review of policies and procedures 2019/2020. See report (pages 22-23).
 11.4 Standing Orders. See enclosure and report (pages 23-25).
12. **GDPR** (8.25)
 To receive a verbal update at the meeting.
13. **Reports from councillors/office** (8.30)
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
14. **Reports from Borough and County Councillors** (8.35)
 Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 25).
15. **Matters for Decision** (8.40)
 15.1 Parish Council meeting dates 2019/2020. See report (pages 25-26).
16. **Correspondence** (8.44)
 To consider any received. See report (page 28).
17. **Matters for Information** (8.45)
 To consider any received. See report (page 28).
18. **Items for Next Agenda** (8.46)
 Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 Feb 2018.
19. **Next Meeting** (8.47)
 4 March 2019 at Weavering Village Hall, Weavering Street ME14 5JP.

Pauline Bowdery

Pauline Bowdery
 Clerk to the Council.

Date 22 January 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: None.

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

**Supporting agenda papers for the Meeting of the Parish Council
Monday 28 January 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 Parish Council Meeting 3 December 2018

Minutes of the Meeting of the Parish Council held at The Early Bird, Grovewood Drive North on Monday 3 December 2018 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable (at item 5), Mr Ivor Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr P Sullivan and Mr J Willmott together with the Clerk Mrs P Bowdery, Assistant Clerk Mrs M Fooks and 33 members of the public/press and visitors.

The Chairman opened the meeting by welcoming the presentation team, residents and visiting members of Bearsted Parish Council.

1. Apologies and absences

Apologies: Cllr Hayday. Cllr Constable sent apologies as he would be a little late in arriving.
PCSO Adlington.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Members declared that they had been lobbied on the proposed development on land adjacent to Popes Wood.

Item 5 was taken at this point in the meeting.

Cllr Harwood notified the meeting that as he was a member of the Maidstone Planning Committee he would listen but not take part in any discussions etc.

3. Chairman's Announcements

There were none.

4. Minutes of the Parish Council Meeting 5 November 2018

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

5. Presentation from DHA on the 2 schools proposed for land adjacent to Popes Wood.

The meeting received a comprehensive presentation from the applicant's team covering: history of Leigh Academies Trust, highway and traffic issues, proposed entrance, on site car parking facilities, design, capacity, landscaping etc. The two proposed schools Bearsted Primary (420 pupils when full) and Snowfields Academy SEN school (140 pupils when full).

Councillors and members of the public were invited to ask questions and whilst the facilities being provided were considered impressive, and the need for new schools was acknowledged there were grave concerns expressed concerning traffic and highway issues.

The danger of walking children to school using the existing footways was highlighted as was congestion, speed and the majority view of the public was that the additional traffic and location of the entrance was unacceptable. The agent stated that access from the KMC was unavailable.

The Chairman thanked the presentation team and members of the public for attending.

6. **Grove Green Traffic**

6.1 Cllr Bob Hinder's report on the meeting with County Councillor Paul Carter. **Received and noted.**

6.2 Grove Green Informal Working Group update. Cllr Hayday's report was **received and noted.** Cllr Hayday's recommendations were considered and members **agreed in principle** to the setting up of a Working Group and draft Terms of Reference are to be sent to Parish Councillors, out of meeting, to allow them to comment. **Action Clerk.** It was also **agreed** that the Chairman would write, after the Terms of Reference are agreed, to Chairpersons of adjacent Parish Councils to invite them to participate in a joint working Group. **Action Chairman.** The Chairman specified that the Working Group would be non-political. Members **agreed in principle** that prior to the setting up of a Working Group Helen Whately MP and County Councillor Paul Carter would be invited to attend a Parish Council meeting to discuss traffic concerns. **Action Office.**

7. **Matters Arising From the Minutes**

7.1 Minute 3174/6.1 Franklin Drive Play Area. Cllr Wendy Hinder notified members that MBC expected the draft Lease Agreement would be with the Parish Council this week.

7.2 Minute 317.4/6.3 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Sites have been put forward for Local Nature Reserve Status and will be submitted for local green space status in the upcoming review of the MBC Local Plan. A site meeting was being arranged with MBC and Friends of Weaving Heath and Woodlands to discuss task days etc. **Noted. Action: Office.**

7.3 Minute 3175/11.1 OneDrive Training. It is suggested that training should be programmed for the New Year. **Noted. Action office.**

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

8 **Crime Report and Police Issues**

Crime report 13 October– 26 November 2018 and PCSO Adlington's report **received and noted.**

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

9.1 Environment Committee 5 November 2018. **Received and noted.**

9.2 Environment Committee 12 November 2018. **Received and noted.**

9.3 F&GP Committee 13 November 2018. **Received and noted.**

9.4 F&GP Committee 20 November 2018. **Received and noted.**

10. **Finance**

10.1 Payments made out of meeting 30.10.18 – 26.10.18. **Received and noted.**

10.2 Receipts for the period 30.10.18 – 26.10.18. **Received and noted.**

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

11 **Draft Budget 2019/20**

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

12. **Policies and Procedures**

12.1 Vision and Business Plan (review). Deferred until the next meeting. **Action office.**

13. **GDPR**

The Clerk's update was **received and noted.**

14. **Community Infrastructure Levy**

Cllr Ivor Davies proposed Cllr Dengate seconded that the F&GPC's recommendation

that “**Boxley Parish Council approaches Maidstone Borough Council to sign up to receive the Community Infrastructure Levy.**” is adopted. **Unanimously agreed.**

15. **Reports from councillors/office**

Maidstone Committee KentALC. Cllr Ivor Davies submitted a written report for circulation to members and he asked that when the draft minutes were submitted that they be circulated to councillors. **Action Office.**

KentALC AGM. Cllrs Wendy Hinder and Brindle gave a verbal report on their attendance.

Cllr Willmott informed members that he had met with a resident of Boxley Village to discuss the proposed engineering works to stop flooding. The meeting with KCC officers is on 4 December.

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

Cllr Wendy Hinder’s written report covering a recent meeting with County Councillor Paul Carter on traffic issues at Grove Green and attendance at the Parish’s Remembrance events, was **received** and **noted.**

Cllr Bob Hinder notified members that he had been undertaking planning training including site visits to developments in Essex to show both good and bad designs. **Received** and **noted.**

17. **Matters for Decision**

17.1 Parish Councillor Internal Audit. It was suggested that if available Cllr Hayday might want to undertake the next audit. Cllr Huntingford expressed interest in undertaking the audit. **Action Clerk.**

17.2 Walderslade Woodlands Working Group. This group will be referred to, in future documents, with the abbreviation to 3WG. **Noted.**

17.3 Long Term Investment Working Group Terms of Reference were **agreed.**

17.4 NALC/KALC Model Standing Orders. **Agreed** the Clerk’s recommendation that these be reordered to reflect the Model Standing Orders issued by KentALC. Deferred to next meeting. **Action Clerk.**

18. **Correspondence**

18.1 Poppy Appeal. Thank you letter Royal British Legion.

18.2 Old Chalk New Downs pond for Boxley Warren. Cllr Harwood notified members that the pond will be excavated before Christmas and lined in January, all at no cost to the parish council. He hoped that this will alleviate the flooding issue on Pilgrims Way and that amphibians will stock the pond in Spring. The Chairman thanked Cllr Harwood for his work.

19. **Matters for Information**

19.1 Councillors wishing to submit projects for consideration for 2019/2020 must do so before 10 December. **Noted.**

19.2 Christmas closedown for Parish Office. 24th – 31st December (inclusive). **Noted.**

20. **Items for Next Agenda**

Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 21 January 2018. **Noted.**

21. **Next Meeting**

28 January 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU.

Meeting closed at 9.17 p.m.

Item 5. Matters Arising From the Minutes

5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. The parish office has facilitated a meeting between MBC and Friends of Weaving Heath and Woodlands and work to be undertaken on a task day has been agreed with MBC.

The parish council is still waiting to hear from MBC on the review of the Local Plan and also the applications for Local Nature Reserve Status.

Members guidance is sought on whether, in view of the recent planning application for the two schools and the impact on Weaving Heath whether it wishes to revisit the residents' request to ask MBC to voluntarily submit Weaving Heath for Village Green Status.

Item 6 Crime Report and Police Issues

Purpose of Item: Information.

Crime report 26 November 2018 – 6 January 2019. Taken from www.e-watch.co.

On Wednesday 12th of December around 7:23am in St. Michaels Close. Someone broke into a business compound. Not known whether anything has been stolen.

On Sunday 6th of January around 5:38pm in Forstal Road. A van forced its way under the height restriction barrier at a car park damaging it.

On Friday 4th of January between 9:30pm and 10:00pm in Wingrove Drive. A mountain bike was stolen.

On Thursday 3rd of January between 5:30pm and 6:00pm in Harvesters Way. Someone attempted to break into a residential property.

On Sunday 9th of December between 6:00am and 6:36am in Lock Lane. Person/s broke in and stole monies from a fruit machine.

Item 7 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 7.1 Minutes of the Environment Committee on Monday 3 December 2018 at The Early Bird Public House, Grovewood Drive North commencing at 9.23 pm.

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

1. **Apologies and absences**

Apologies: Cllr Constable

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

None declared.

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

3. **Planning Applications for Consideration**

18/505008/TPOA Application to crown lift 1no. Oak tree to 4 metres and carry our deadwood removal at Lombardy Drive, Maidstone.

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

18/505895/TPOA Application to carry out works to No1 Oak tree; crown reduction up to 6.5m and thin crown by 25% at Abigail Crescent, Walderslade.

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

18/505879/FULL – Garage conversion with internal alterations at Grey Wethers, Sandling.

The parish council has no material planning reasons to object.

4. **Next Meeting**

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

Meeting closed at 9.24 pm.

Item 7.2 Minutes of the Environment Committee on Monday 10 December 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder (arrived during 12.4), Mr D Hollands and Mr J Willmott, together with Mrs P Bowdery Clerk, Mr G Hayday and Mrs P Huntingford (visiting councillors) and 4 members of the public.

1 **Apologies and absences**

None as all councillors were present.

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

All members declared that they had been lobbied on MA/18/506178.

The Chairman, in view of the presence of residents, took MA/18/506178 at this point in the meeting.

The meeting was adjourned at 7.34pm to hear comments from residents who objected to the planning application. The meeting reconvened at 7.57 pm and the residents left.

The Chairman, in view of the presence of Cllr Hayday, took item 12.4 at this point in the meeting. Cllr Hayday left after the discussion.

3. **Minutes of the Meetings 5th and 12th November 2018**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3179/4.1 Ancient Woodland and TPOs. **No further action.**

4.2 Minute 3179/4.3 Yellow lines at junctions along Provender Way. KCC is arranging Road Traffic Orders so that the work can proceed. **Noted.**

4.3 Minute 3173/4.4 Chatham Road Sandling new road layout. The parish council has been informed that the additional work has been completed. **Noted.**

4.4 Minute 3179/4.5 Speed cushions, Boxley Village. Cllr Willmott notified the meeting that the earliest date of re-installation would be February 2019. The Parish Council to contact KCC to ensure that the work is undertaken in February 2019. **Action office.**

4.5 Minute 3179/4.7 Junction 3 M2. The report on the options available to petition the Government was **received and noted.** Cllr Bob Hinder notified the meeting that MBC had responded to the Government consultation on the Lower Thames Crossing with the case for improvements at Junction 3 of the M2 and A229. After consideration it was **agreed** that the response to the consultation will be awaited. **Action monitor.**

4.6 Minute 3179/4.8 Gidds Pond Cottages off street parking provision. The Clerk's report was **received and noted.** Whilst the original application had mentioned off street car parking provision for residents of Gidds Pond Cottages no planning condition for its installation had been imposed. After discussion members **agreed** that in view of the proposed planning application for the two schools the situation would be monitored. **Action office.**

- 4.7 Minute 3179/4.9 Traffic survey Boxley Village. Possible costs have been obtained and KCC has been approached about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. **Noted.**
- 4.8 Minute 3179/4.11 Boxley Warren additional pond. Cllr Harwood's report given to the parish council on 3rd December was **noted.**
- 4.9 Minute 3179/4.13 Provender Way Winter Maintenance request. KCC has made no changes to its current primary routes list but will be reviewing the list again in March. **Noted.**
- 4.10 Any other matters arising from the minutes not on the agenda. None.

5. **Planning Applications for Consideration**

Gibraltar Farm Public Consultation on proposal to have accesses on Ham Lane. **Ratified** the Clerk's response, after consulting with Cllr Wendy Hinder, Boxley Parish Council reiterates its previous objections, made to Medway Council and the Planning Inspector in 2016, about the development. The now proposed accesses onto Ham Lane does not deal with the fact that the current local highway infrastructure is unable to cope with existing let alone the additional traffic from 450 dwellings. Only partial widening of Ham Lane, effectively a country lane, and no improvements for Lidsing Road means that the additional traffic will have a detrimental impact on the safety of users of the highways including cyclists, pedestrians and horse riders.

18/505897/LBC Listed Building Consent and 18/505896/FULL for the conversion of redundant stables to dwelling with associated landscaping and car parking. Boarley Farm Boarley Lane, Sandling.

The parish council has no material planning reasons to object. Members noted the issues raised by a neighbour about services underneath the driveway to the property and agreed that these would need protecting. It was noted that no mention had been made of a septic tank/sewage treatment plant or oil storage tank and members asked that the planning officer investigate the location etc.

18/506071/FULL Erection of first floor rear extension. Golden Wood Close Lordswood. The parish council has no material planning reasons to object.

18/505659/FULL Conversion of garage into habitable space, creation of first floor side extension, demolition of conservatory and erection of replacement single storey rear extension. Wytherling Close Bearsted.

The parish council has no material planning reasons to object.

18/506139/FULL Erection of a single storey timber granny annexe for ancillary use to the main dwelling. Whitfield Boarley Lane Sandling.

The parish council has no material planning reasons to object however members require a condition that the annexe can only be used in conjunction with the occupiers of the main house and that it cannot be used, rented or sold off as a separate dwelling. Members were concerned that the granny annexe was a separate dwelling, located away from the main house, and this could be development by stealth.

18/506178/FULL. Two storey side and front extension combined with a first floor side extension above existing ground floor extension. (Resubmission of 17/506384/FULL and (18/503229/FULL). The Covert, Walderslade.

Members considered the comments from the members of public present, MBC's previous refusal and the Planning Inspector's decision on the previous application. After lengthy discussion members unanimously agreed.

Objection, and if the Planning Officer is minded to recommend approval then reported to the Planning Committee.

Members consider that the new application does not address the main point raised by MBC (17/506384) and the Planning Inspectors previous refusal on 18/503229, which is the adverse impact on numbers 2 and 4 The Covert, it is noted that properties in Brownlow Copse will also be affected by the bulk and massing of the proposed property.

MBC's previous refusal clearly identifies a loss of privacy to neighbouring properties which, it is considered, will still occur and making the application contrary to policies DM1 and DM9 of the Local Plan.

Paragraphs 5 and 10 of the Planning Inspectors Appeal decision (15 November 2018) clearly identify that the previous application 18/503229 would result in "harm to the living conditions of the occupiers of number 4 The Covert" and members considered that the minor amendments contained in this planning application did not change the situation.

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

18/504502 13 Sylvan Glade. MBC decision REFUSED.

Unit 33 Lordswood Industrial Estate, hardstanding. MBC decision REFUSED.

7. **Highways and Byways**

7.1 Wish list request. Junction of Gleaming Wood Drive and Lords Wood Lane and the extension of the cycle path along the part of Gleaming Wood Drive adjacent to the Lords Wood Industrial Estate. Members **agreed** to add this to the Parish Councils Wish List. **Action office.**

7.2 Drainage issues. Cllr Willmott's report on the site meeting to discuss the remedial works planned for Boxley Village was **received and noted**. Lengthy discussion took place on KCC's suggestion that a raised kerb is installed across the highway and car parking area at the western end of the Village Green. Members considered that such a kerb would have an adverse impact on the visual amenity of the village green creating unnecessary urbanisation and would also be a trip hazard as the village is dark and there is significant footfall between the car park area to the public house and along the PRoW at Forge Lane. Cllr Willmott notified members that rainwater also flowed down the driveway of the ESO and the flow of water went around the north, west and south of the village green rather than across the expected east section. It was therefore highly likely that this amount of water added to the flooding issues being experienced at one of the residential properties. Cllr Willmott's suggestion that KCC's proposal to add French Drains to the south verge of the village green could be supplemented by an additional drain, at a cost of approximately £500 to the parish council, across the driveway to the residential property. This additional drain could alleviate the problem that might be caused by the members decision not to support the installation of the long length of kerb. Members noted that the property owner could, in view of the committee's decision and in order to protect his property, pressurise KCC to install the kerb. Members discussed the options, possible parish council liability if the additional drain was installed and whether it is the responsibility of the parish council to provide drainage. After further discussion Cllr Clarke proposed the **"the ESO is approached and asked to put in mitigation to reduce water flow from their site to the village green."** **Agreed**. Members felt that this option had to be explored prior to any decision on paying for an additional drain and the issue is to be returned to the January meeting to allow the ESO response to be considered. The Parish Council to write to KCC Highway stating that, for safety and aesthetic reasons, the suggested raised kerb across the highway and car parking area is not supported and that the committee is still considering other possible options. **Action Clerk.**

Further drain clearance is being undertaken on three chambers in the verge just off Boxley Road/Longwood area. **Noted.**

A new issue regarding possible blocked chamber in the verge near junction of Walderslade Woods Road and Wildfell Close has been reported to KCC. **Noted.**

7.3 Maidstone Tree works notifications.

Details of the KCC programmed work were **received and noted**. The Chairman queried tree work along the Old Boxley Road, the Clerk notified members that she understood that trees overhanging a property in Beechmore Drive were being maintained on by KCC.

As it was 9:30 pm the Chairman used her powers to extend the meeting for a further 30 minutes.

7.4 Walderslade Woods Road Crash.

Members **received and noted** the most recent crash statistics, 1 July 2015 to 30 June 2018 which did not include the recent fatal crash. It was **noted** that the recent statistics did not contravene KCC's current policy of intervention as there would not six personal injury crashes within a 50 m stretch of highway within two years. In total there have been nine crashes, of which one was judged as serious injury, with two clusters of three crashes each at Tunbury Avenue junction and the east Impton Lane junction.

Item to be returned to the agenda once the 1 July 2018 - 31 December 2018 statistics become available.

8. **Projects for consideration for funding now or from the 2019/20 Budget**

8.1 Grovewood Drive South Road Traffic Orders. Members **noted** that the issue of Road Traffic Orders was still outstanding and that a response from the applicant, concerning a voluntary contribution to pay for the work was awaited. No budget provision was identified and the situation is to be monitored.

8.2 Timber Tops Play Area Footpath. After discussion it was proposed from the Chair that the Parish Council would not pay for a pathway to the play area. **Agreed.**

8.3 New footway Beechen Bank Road. In view of the installation cost Cllr Bob Hinder withdrew his application for budget provisions and instead requested that the provision of a footway be added to the Parish Council's Wish List. **Action office.**

8.4 Tree work along Boxley Road and Beechen Bank Road. Lengthy discussion took place regarding the KCC request for a donation of £10,000 towards tree maintenance work on Beechen Bank/Boxley Road. Members considered that this was a health and safety issue and lack of previous maintenance had also added to the current problem. Cllr Bob Hinder proposed seconded by Cllr Clarke that **"no grant to be made as tree maintenance is KCC's responsibility", agreed (with Chairman abstaining). Action Clerk.**

9. **Policy and Procedures**

None scheduled for review.

10. **Members Reports**

No reports were submitted.

11. **Volunteer Groups**

To receive any reports.

12. **Matters for Information**

12.1 MBC will be invited to the January meeting to give a presentation on the proposed Innovation Centre at Kent Medical Campus. **Noted.**

12.2 Wildlife Pollinator Sites. The MBC Heritage, Culture and Lesure Committee will be considering pilot sites, including Grovewood Drive North verge, for conversion to and maintenance as meadows. **Noted.** Cllr Bob Hinder requested that the East verge from the south chicane at Boxley Village to Sandy Lane is submitted for conversion to a meadow verge. **Action office.**

12.3 Friends of Weaving Heath and Woodlands. The Clerk notified members that the group is arranging a task day in the New Year and had been allocated unused equipment from Friends of Boxley Warren but litter picking equipment, gloves and some minor items were still required. It was proposed from the Chair and **agreed** that **the Clerk is allocated £300 from the Street Maintenance budget to purchase the necessary equipment.** All equipment remains the property of BPC but will be on permanent loan to the group. **Action Clerk.**

12.4 KCC Highways meeting, to discuss traffic issues, arranged for Fri 14th Dec at Beechen Hall. Meeting with Helen Whately MP Fri 14 Dec meeting to discuss traffic. **Noted.** Members discussed various issues relating to the proposed school

sites including pollution, impact on St John's School if new school takes children from Grove Green, staffing numbers and traffic movements on and off the site. Members **agreed** that the parish council's decision on the planning application should be taken at a meeting arranged at Grove Green and a summary of the key points in the documentation should be publicised to residents. **Action Clerk.**

13. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 2 January.

14. **Next Meeting**

Next Environment Committee meeting 7 January 2019 at Beechen Hall commencing at 7:30pm.

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

No updates were available.

Meeting closed at 9.55 pm.

Item 7.3 Minutes of the Estates Committee on Tuesday 11 December 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Declaration of Interest or Lobbying**

Cllrs Clarke, Ivor Davies, Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

2. **Apologies and absence**

Mr D Hollands

3. **Minutes of Previous Meeting 9 October 2018.**

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

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

4. **Matters Arising from Previous Minutes**

4.1 Minute 3171/4.2 Franklin Drive Open Space Chain-link Fence Network Rail.

Members **received** the Clerk's report and felt that because this fence backs onto a children's play area, it should be high priority to repair and not as they state low priority. Members requested that Network Rail were reminded again in February that it is in a bad state of repair. Cllr Hinder also reported that he has chased MBC for the handover of the lease for Franklin Drive and advised that it is still with their legal department.

4.2 Minute 3171/4.3 WDJO shackle pin repair. **Received** and **noted** the Assistant-Clerk's report. Cllrs Vic Davies and Sullivan reported that they had pruned the fruit trees and planted the newly grafted Warner King tree within the orchard.

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder reported he had met with two contractors on site to give quotations for 2 additional water troughs. He also explained that he was continuing to cut back the vegetation along the perimeter fence adjacent to Boxley Road including a sycamore tree and aims to finish in the next few weeks, weather permitting. Cllr Dengate reported that a trailer had been left on the site. Members requested an email is sent to tenants reminding them of the rules for leaving vehicles including trailers on site. **Action office.**

5.2 Cllr Harwood's report on the conservation of wildlife at Dove Hill allotments. Report was **Received** and **noted**. Members requested that the Pest Control

company is reminded that pest control is required only in the enclosed allotments area itself. Members also wanted to emphasise that non-toxic bait was being used at the allotments and being monitored. **Action office/Pest Purge.**

- 5.3 Dove Hill Water Bill – This is now being paid by monthly direct debit and in doing so the council will benefit from a £50.00 cash back. **Noted.**

6. **Matters for Information**

There were none.

7. **Assistant Clerk's Report**

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

7.2 Account balances. **Received** and **noted**

7.3 Income and Expenditure. **Received** and **noted.**

A query was raised again about increased expenditure under 4005/260 PAYE this will need investigating and possible readjusting. Assistant Clerk to investigate and report back to members by e-mail. **Action Assistant Clerk.**

7.4 Profit and Loss. **Received** and **noted.**

7.5 Accident Report. None.

8. **Beechen Hall Extension**

8.1 Update on Building Works. Members **received** the Assistant Clerk's report and **noted** that a meeting with Loven Acoustics was scheduled for Wednesday 12 December to establish the acoustic effects of the new room.

8.2 Financial Update. Members **received** the Assistant Clerk's report which stated that the building works were within budget. Members **agreed** to furnish the room with tables and chairs which will come from this budget. **Action office.**

8.3 Official Unveiling of the Acorn Room. The Assistant Clerk confirmed that this was taking place Thursday 13th December at 7.30pm by the Worshipful Mayor of Maidstone Cllr David Naghi.

9. **Beechen Hall Car Park Lights** - The assistant Clerk reported the cabling and isolation box had now been fixed and the lights were working again. The office had now received the invoice which had been authorised for payment.

10. **Policies and Procedures**

10.1 Hall Hire Conditions. **Noted.**

10.2 Christmas closedown period for Beechen Hall. **Noted.**

10.3 Lost Property Procedure and disposal. **Noted.**

10.4 Provision of playgrounds by the parish council. **Noted.**

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

10.6 New Policy – Illegal Occupation of Parish Council Land. **Adopted.**

11. **Draft Budget 2019-20**

Members **received** and **agreed** the draft budget with the following additions:

- Beechen Hall project Hearing Loop & PA System for Beechen Hall - £3,000.
- Extending the security system & CCTV at Beechen Hall. Increase budget figure by £1000.00.
- Refurbishment of Boxley Village Green agree costs out of meeting via email as a quotation had not been received in time for the meeting
- Additional water troughs at Dove Hill Allotments. A sum of £3000.00 has been placed in budget code.
- St Mary's and All Saints Church Grant. **Agreed** a sum of £4677.00 to cover the cost for the ragstone wall repairs to the corner of the closed churchyard.
- Village Hall Grant – Sandling Village Hall request for a grant towards installation of CCTV. Members could not consider this for the budget as no information had been received in time for the meeting.

12. Matters for Decision

There were none.

13. Date of Next Meeting.

Tuesday 12 February 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 9.45 pm

Item 7.4 Minutes of the Environment Committee on Monday 7 January 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands and Mr J Willmott, together with Mrs P Bowdery Clerk, Mr V Davies and Mr P Sullivan (visiting councillors), 3 members of the public and 3 members of the Maidstone Borough Council presentation team.

1. Apologies and absences

None as all councillors were present.

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

All members declared that they had been lobbied on planning application MA/18/506609 and item 5.4.

3. Minutes of the Meetings 3 and 10 December 2018

*The minutes were, with addition of Cllr Bob Hinders name to the attendee list for 3 December 2019, **agreed** and **signed** as a correct record.*

4. Maidstone Innovation Centre Kent Medical Campus

Members received a presentation on the proposed development of the Maidstone Innovation Centre at Kent Medical Campus. The presentation covered location, design and traffic. Members raised concerns about the traffic in the area and also that the proposed 80 parking spaces were insufficient. It was explained that more on-site parking had been proposed but the planning officer did not support this suggestion, due to the water table and the local stream it was not possible to have underground car parking. KMC is considering the issue of parking at the whole site and hopefully some additional centralised parking will be provided in the future. MBC would be seeking to rent the spaces to life science, health care services and Medtech companies but if take up was poor this aspiration would have to be reviewed.

Funding for the development was not totally confirmed but MBC was confident it would be in place before March 2019, an 18 month build period was expected. It was noted that the existing main roads on the KMC site were double yellow lines, that there would be a new entrance to Nottcutts created which will be accessed from the KMC site and that building work had started on the care home development which was due to open in 2020. The Chairman thanked the officers and architect for the presentation.

During the presentation the meeting was adjourned for a short while to receive comments from the attending public and councillors.

A short comfort break was taken.

Planning application MA/18/506609 was taken at this point, with a short adjournment to receive comments from the visiting councillors and members of the public. Visiting councillors and members of the public left after the decision was taken.

5. Matters Arising from the Minutes

5.1 *Minute 3193/4.2 Yellow lines at junctions in Grove Green KCC consultation. Cllr Bob Hinder proposed, seconded by Cllr Hollands, that the proposals contained in the Deposit Documents for Traffic Regulation Order would be supported. **Agreed.**
Action: Clerk.*

- 5.2 Minute 3193/4.4 Speed cushions, Boxley Village. Members **noted** the dates of the programmed work. Cllr Willmott questioned the situation regarding the level of the raised table outside the public house, it is believed that it would be raised slightly but this will be investigated. **Action: Clerk.**
- 5.3 Minute 3193/4.7 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. **Noted.**
- 5.4 Minute 3195/7.2 Drainage Boxley Village. Cllr Bob Hinder raised issues regarding an e-mail received from a resident concerning the previous decision taken by the committee not to support KCC's proposed junction kerbing. The Clerk was asked to investigate the legal position and advise members as a matter of urgency. **Action: Clerk.**
- 5.5 Minute 3196/12.2 MBC Wildlife Pollinator Sites. The notification that the east verge south of the Boxley Village chicane was already a Roadside Nature Reserve was **noted.**
- 5.6 Any other matters arising from the minutes not on the agenda. None

6. **Planning Applications for Consideration**

18/506092/FULL Retention of rebuilt retaining wall with 7kN blocks with natural stone and recycled logs from the property land. Erection of feathered edge boundary fence. Reposition of existing shed to rear of the land and installation of a dual zoned swim spa and hot tub in new detached building (Part retrospective). The Well House Grove Green Weaving Maidstone **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object, however it does not like retrospective applications.

18/505780/TPOA Rear GardenT1: Mature Oak, remove all major deadwood, crown lift over footpath to give a final clearance of 2.4 meters and 5.05 over the road, remove small diameter limb at 1.5 meters over garden.T2: Ash, remove first limb at 1.5 meters facing house in order to improve light levels, reduce weight on secondary stem facing to rear of garden, reduce back in line with upper canopy, height 8 meters remove 2 meters leaving a final height of 6 meters, remove all major deadwood.T3: Birch, Crown lift by 2 meters giving a final height of 5 meters all round, crown thin by 10% removing secondary growth only and in an even manor.T4; Ash, Crown lift by 2 meters giving a final height of 5 meters all round, removing secondary growth only, remove all major deadwood.T5: Willow, Remove old stubs and crown lift over footpath giving a final height of 2.4 meters and over road to a final height of 5.05 meters.T6: Ash, Crown lift over path to give a final clearance of 2.4 meters. Front Garden - T7: Willow, Section fell to ground level, heavily leaning tree in close proximity to garage and over shadowed by larger trees, will continue grow laterally in search of light.T8: Willow, reduce back off garage by 1 meter giving a final height of 5 meters clearance. T9: Field Maple, reduce back off garage by 1 meter giving a final height of 5 meters, crown lift over road to give a final height of 5.05 meters clearance. T10: Birch, clear round light column to give a clearance off 1 meter and lift over road to give a final height of 5.05 meters clearance. Abigail Crescent Walderslade. **Ratified** the Clerk's decision, after consulting members, Do not wish to object – defer to the views of the Landscape Officer.

18/506119 Construction of a double garage with pitched roof. Gleaners Close Weaving. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object. applications.

18/506268/FULL Front dormer window. Monksfield Bungalow, Old Chatham Road, Sandling. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object.

18/506658/REM Reserved Matters of appearance, landscaping, layout and scale pursuant to outline application 16/507292/OUT (outline application with access sought for development of medical campus) for construction of proposed four storey

innovation centre office building (class B1) and associated external works. Plot 3 Maidstone Innovation Centre, Newnham Court Way, Weaving.

As the planning application had only just arrived members **agreed** a decision would be made out of meeting via e-mail. **Action: Clerk.**

18/506003/TPO– TPO application to crown reduce 1. No. Hornbeam tree from 5 metres in diameter to 4 meters in diameter, also reducing the height to 7 meters tall (from approx. 9 meters tall) and crown thin by 30%. Sylvan Glade, Walderslade. Do not wish to object defer to Landscape Officer's views.

15/506520/FULL. Variation of condition 3 to application 17/502657/FULL (allowed on appeal) for demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 no. dwellings with access, parking and landscaping – with amendment to condition to provide black painted cast iron to the south elevation only. Street Farm, The Street Boxley.

The parish council wishes to see this refused and if the Planning Officer is minded to recommend approval reported to the Planning Committee.

The 17/502657 Appeal Decision clearly imposed a set of conditions No 27 specifically relates to the rain and waste water goods. The parish council considers that these conditions should be enforced.

Extract from Planning Appeal Decision Notice

24. Within its appeal statement the Council provided a list of conditions it wished to see imposed in the event that the appeal was allowed. These differed from those on the original permission as a number of matters have already been agreed through applications to discharge those conditions. I have taken account of the matters agreed, some of which were discussed at the Hearing, and imposed the conditions accordingly. However, I have amended them to ensure that each complies with the tests set out in Paragraph 206 of the Framework. In addition, I have included a condition to specify the plans as this was on the original permission but had not been included in the list attached to the Council's appeal statement.

25. The Planning Practice Guidance advises that conditions restricting the future use of permitted development rights will rarely pass the test of necessity and should only be used in exceptional circumstances. However, in this case it is essential that the form of the original building is maintained and that clutter is not introduced which would detract from its appearance. I am therefore satisfied that removal of permitted developments rights is justified to protect the character and appearance of the area.

26. I have imposed a materials condition to ensure that the development is implemented in accordance with the details of other materials already approved by the Council and retained thereafter as agreed. This is necessary to secure a satisfactory appearance of the development.

27. I have amended Condition 3 to include all rainwater and wastewater goods and a retention clause, as agreed at the Hearing. This is necessary to protect the appearance of the building. Condition 4 is required to ensure that the approved parking and turning areas are retained for that purpose throughout the lifetime of the development. Condition 5, relating to the implementation and retention of the agreed landscaping scheme, is necessary to protect the appearance of the site and its setting.

28. I have amended Condition 6 to ensure that boundary treatments are implemented and retained as already agreed by the Council in the interests of the appearance of the development and to protect the living conditions of existing and future occupants of the dwellings.

29. Condition 7 to retain approved drainage arrangements is necessary to prevent pollution. Condition 8 to retain external lighting as agreed with the Council is necessary to protect the appearance of the surrounding area. Condition 9 which requires implementation of the recommendations of the agreed ecological works is justified in the interests of ecology and biodiversity. The requirement of Condition 10 to produce a contaminated land closure report is necessary to protect human health and the environment. The final condition specifies the approved plans in the interests of clarity and certainty.

18/506609/OUT. Application to vary conditions 3, 4, and 5 of planning permission 16/507292/OUT (outline application with access sought for development of medical campus) to allow for the relocation of the Nature Reserve. Newnham Park Bearsted Road Weaving. Cllr Bob Hinder notified members that in his role as Borough Councillor he would be calling in the planning application.

The Parish Council strongly objects to the application and requests, if the Planning Officer is minded to recommend approval, that it is reported to the Planning Committee.

The reasons for objection are:

- This proposal is contrary to the Maidstone Local Plan. The Parish Council considers that the Section 106 Agreement (23 April 2014) and Condition 5 of the 16/507292 planning permission should be enforced and the LNR created.
- NPPF 15 170 clearly requires that planning decisions should
 - "contribute to and enhance the natural and local environment by.....:"
 - "Protecting and enhancing valued landscapes, [and] site of biodiversity"
 - "minimising impacts on and providing net gains for biodiversity"
- The whole area, to the north of Bearsted Road and around Popes Wood, forms part of a valuable wildlife corridor with many varied ecosystems with the potential to enhance this once the promised woodland nature reserve is created.
- The proposal substitute Hockers Lane Nature Reserve has areas of Ancient Woodland, protected under current legislation, and is currently not under any threat of development. The natural and local environment protection offered by the NPPF would probably stop any development of this site.
- The proposed management of the substitute Hockers Lane Nature Reserve will destroy existing valuable ecosystems resulting in a net loss of habitats and biodiversity.
- The current local nature reserve land has been brutally managed with close mowing and animal barriers installed. This has been to the detriment of the wildlife corridor and local wildlife. However, with proper design and management this current site could compliment and enhance the biodiversity and wildlife opportunities in the whole area.

The Parish Council sees no value or gain in allowing a change to the location of the current local nature reserve as this will only result in a reduction in the biodiversity of the whole area. The relocation is solely to allow development of the current site for the financial gain of the landowner.

18/500535/FULL Retrospective application for erection of detached building to be used for the commercial restoration and storage of vehicles and motor cycles with associated storage and office space. Cossington Fields Farm North Bell Lane Boxley Maidstone Kent ME14 3EG. **Ratified** the Clerk's clarification after contact from the Planning Office, that if the recommendation was to refuse then the parish council did not require that it is reported to the Planning Committee.

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

There were none.

8. **Highways and Byways**

8.1 S106 payment. An MBC decision on the availability of a sum, potentially outstanding from the original KIMS development, was awaited. The parish council's interest in having access to any S106 payment has been lodged with MBC. **Noted.**

8.2 Junction 3 M2. Members **received** and **noted** the KCC report detailing, if the Lower Thames Crossing was built, the predicted significant increase on traffic

movements, especially HGVs, at the junction and on the A229. After discussion it was **agreed** that Helen Whately MP would again be contacted and appraised of the latest information. She is to be asked what her and her neighbouring MPs planned to do to ensure the junction and surrounding infrastructure are improved. **Action Clerk.**

- 8.3 **Public Consultation on restricted parking Road Traffic Orders for parts of Grove Green.** The suggested method of consulting, the briefing note and questionnaire and the collation of responses were **approved**. Members acknowledge that they were slightly deviating from their parking policy but in this instance they had to react to a specific issue and set of conditions that were not in their control. **Action Clerk.**

9. **Draft 2019/20 Budget**

The suggested administrative change to the coding on Roundabout Maintenance was **agreed**.

10. **Policy and Procedures**

Review of Policies and Procedures Calendar 2019/2020. In view of the time the item was adjourned to the next meeting.

11. **Members Reports**

The update on the planning application for the Proposed two schools adjacent to KMC was **received** and **noted**. An extra meeting of the Environment Committee would be arranged at Grove Green at which the response would be considered. **Action Office.**

12. **Volunteer Groups**

Members were informed that Vinters Valley Trust had set up a specific fund raising group to identify and access external funding for large scale projects including a replacement tractor. The Clerk recommended that the designated fund raiser should contact her to discuss various issues and how the parish council could possibly support the fund raising. **Action Clerk.**

13. **Matters for Information**

In view of the time the item was adjourned to the next meeting.

14. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 28 January 2019.

15. **Next Meeting**

A change to the date of the March meeting was **agreed**, now scheduled for 18 March. Next full Environment Committee meeting 4 February 2019 at Beechen Hall commencing at 7:30pm.

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

In view of the time the item was adjourned to the next meeting.

Meeting closed at 10.00 pm.

Item 10. 2019/2020 Precept and Budget. Purpose of Item: Decision.

The F&GP Committee will meet prior to the parish council meeting and it is expected that a precept of £117,936 will be recommended to the parish council. A copy of Cllr Ivor Davies' report has been circulated with the budget previously provided to members.

F&GPC Chairman Ivor Davies report summary for the parish council meeting. The proposed precept represents an increase of £2.50 per annum for the average (Band D) property to make up for increased wages and other costs, a further reduction in

financial support from MBC and the need to take on additional work for the wellbeing of residents which MBC and KCC state they can no longer afford. As the increased precept will not fully cover proposed expenditure for the year, provision has again been made to meet any shortfall from reserves.

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

11.1 Draft Terms of Reference Grove Green Informal Working Group. To consider the Draft Terms of Reference for a new working group and to agree action by Chairman (see bullet points below.

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

**Working Group
Terms of Reference**

Clerk's note: This is being submitted as a draft ToR for the parish council to approve in principle. The Clerk considers that as a matter of courtesy parishes invited to work in partnership should be asked for their opinions on the contents. Once an initial consultation has taken place the final draft will be submitted to Boxley Parish Council for comment.

Purpose: To work with adjacent parishes and local groups in a partnership, based on mutual respect and understanding, to investigate and identify the issues relating to current and predicted traffic issues in the areas to the south and north of the M20, junctions 6 to 8, including quality of life issues for residents e.g. air and noise pollution.

Note. For Boxley Parish Council to participate the Working Group has to be non-political and recommendations for action have to be approved by the Parish Council.

It is recognised that each participating group will have its own Standing Orders, needs and requirements and that it may be not be possible to reach a consensus on a final report/action. The purpose of the group is to support, by identifying common and shared traffic issues, the residents and communities affected by the vehicular movements and congestion experienced in the area.

Membership: To be decided.

Guidance sought. Clerk's note: it is suggested that a maximum of 10 members should be identified. Should this Working Group idea be welcomed by other parishes then it may prove difficult to keep membership numbers low but if they become too high the effectiveness of the group may be compromised. There are a number of options to keep a larger group effective and efficient.

- *Have a two tier Working Group, a smaller top tier that considers and decides on recommendations and reports, action to be taken and how to spread the work out. The second tier to be split into groups with specific and identified responsibilities. They will report to a named member of the top tier who will present their work.*
- *Each parish council or group to have their own working groups with members of that group to liaise with this working group.*

Comments on the membership numbers would be welcome.

Quorum. TBC

Record of meetings: A record of all meetings shall be kept and made supplied to the parish office.

Working Group's Responsibilities.

- To investigate and identify current traffic issues affecting individual parishes and local wards south and north of the M20 junctions 6 to 8. It is expected that each parish council/group would bring their own briefing notes on the issues faced in their area for the Working Group to consider. Boxley Parish Council has identified its priority area as the junction of Ashford Road A20 and New Cut Road through to and including junction 7.
- To investigate and identify predicted traffic issues affecting the parishes and local wards south and north of the M20 junctions 6 to 8. It is expected that each parish council/group would bring their own briefing notes on the issues faced in their area for the Working Group to consider.
- To consider ways to take the identified issues forward to the relevant authorities.
- To produce, on mutually shared issues, a Plan of Action for individual Parish Council or groups to consider.

11.2 Boxley Parish Council Vision and Business Plan. Current

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

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

1. RELEVANT – The Council will work for the short and long term welfare and improvement of the parish and its communities through projects that are of tangible benefit to all or part of the parish.
2. RESPONSIVE – it will respond positively and promptly to all requests, complaints¹ and queries from residents and other organisations. It will identify and respond to pertinent consultation from Government and other bodies.
3. INCLUSIVE - the Council welcomes local input and will work to its Community Inclusion Policy which actively seeks to involve its residents. It will work not only to serve but to empower its residents by working to attract people from diverse backgrounds to stand for election or co-option to the Council².
4. SUPPORTIVE - The Council will give fair and unbiased consideration to applications for financial support, in the form of grants, from parish groups and organisations related to the well-being of the parish and its residents³.
5. ACCESSIBLE – The Council will ensure that the parish office⁴ is open and welcoming to its residents. Opening times and contact details of staff and parish councillors will be widely publicised.

¹ Complaints Policy.

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

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

⁴ Beechen Hall, Wildfell Close ME5 9RU

6. INTERACTIVE – The Council will offer all residents the opportunity to speak at its meetings⁵ and will offer support and guidance on how to do this⁶. The Council actively canvasses and welcomes residents’ views via its website, noticeboards, social media and public consultations. In accordance with its Community Involvement Policy it particularly encourages such interaction when major projects are under consideration.
7. DEMOCRATIC – The Council will listen to its residents and communities. The Council will also campaign to ensure contested parish elections to allow electors to choose their own representatives. Between elections casual vacancies for co-option to the Council will be widely advertised and CVs invited. These will be considered at a full meeting of the council open to residents, where a decision will be made.
8. PROACTIVE – The Council will always attempt to plan ahead and have the financial ability to respond to unforeseen circumstances⁷. It will keep and regularly review a ‘wish list’ of improvements that it wishes to see in the parish. This list will be drawn up in an open and accountable way to allow residents to suggest/identify local needs⁸.
9. PARTNERSHIP WORKING – The Council will openly consider opportunities to work in partnership with its residents, parish based Charitable Trusts/organisations and the local business community, including financial involvement if needed providing that the proposal meets identified needs/aims/local commitments.
10. OPEN AND ACCOUNTABLE – The Council will endeavour to take all its decisions in open session and to supply in advance adequate information to allow residents to be become involved in an informed way. It will publish a monthly newsletter, maintain an up to date website and publish the chairman’s annual report including an End of Year Statement. It will have clear and understandable policies and procedures so residents can see how the Council makes decisions.
11. EFFECTIVE AND EFFICIENT – The Council will undertake constructive reviews of its work and projects to learn from its successes or failures. It will willingly consider changes to the way it works if it will make it more effective and/or efficient or allow its service to be improved.
 - TRAINING: The Council will give relevant training to new councillors and staff, as this leads to a stronger and more knowledgeable team.² It will offer supplementary training as and when necessary to the same ends.
 - TEAMWORK: The Council will ensure that staff are allowed and remunerated for sufficient hours to ensure that work and projects can be completed². The Council will also ensure that the parish office is provided with adequate and up to date equipment/facilities and will operate with a minimum of paperwork while remaining cost effective.
 - PROJECTS: All Projects will be parish councillor led with support from the parish office and with due deference to the role of the Responsible Financial Officer⁹. Projects and work will have a reasonable deadline with a timeline produced to enable progress to be monitored.
 - THE ESTATE – The Council will be a responsible manager of its property. It will have clear plans for maintenance, replacement and repair of all the Council’s buildings, open spaces and other property, both movable and immovable.

⁵ Public Bodies (admission to meetings) Act 1960.

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

⁷ Budget provisions, Reserves Policy, forward planning etc.

⁸ Wish List policy

⁹ Financial Regulations.

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

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

13. SWOT ANALYSIS

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

13.1 Strengths

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

13.2 Weaknesses

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

13.3 Opportunities

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

13.4 Threats

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

¹⁰ Accounts and Audit (England) Regulation 2011.

¹¹ Budget and Grants Policy.

14. OBJECTIVES

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

11.3 Parish Council – Review of policies and procedures 2019/2020.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January (F&GPC meets)	H	document to allow adjustments. Member numbers for committees (in time for change at May meeting).
<i>Office note</i>		<i>Find Councillor volunteer for an internal audit Downs Mail page – reminder concerning website, Facebook and community alerts.</i>
February (Estates meets)		No meeting
<i>Office note</i>		<i>Photocopier lease expires June 2022– review.</i>
March (F&GPC meets)	O H O	Equal Opportunities Statement Replacement Procedure Checklist for project management if not managed by parish office Terms of Reference for Committees (review if requested) Escalation Procedure
<i>Office note</i>		<i>Place reminder in agenda about Standing Orders to remind members of the planned review in April. Include on agenda. "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."</i>
April (Estates meets)	H	Standing Orders Financial Regulations Dispensation
May (F&GPC meets)		Complaints re Code of Conduct Acceptable reasons for absence
June (Estates meets)		Lobbying and predetermination.
<i>Office note</i>		<i>Find Councillor volunteer for an internal audit.</i>

July (F&GPC meets)		incillor Allowances. ty. agement Strategy. ining needs.
<i>Office note</i>		<i>Downs Mail page – reminder concerning website, Facebook and community alerts.</i> <i>Include on agenda.</i> 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.” Allotment invoices need doing for posting in August.
August (Estates meets)		No meeting
September (F&GPC meets)	H E E H	Complaints Policy Land & building purchase policy Code of Practice for handling complaints against the PC Draft Minutes on website Civic recognition recommendations (take in confidence if needed)
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i>
October (Estates meets)	E	Community Engagement Strategy
November (F&GPC meets)		Freedom of Information Records Management Policy KALC Civic Recognition Awards (nomination for)
<i>Office note</i>		<i>uncillor to do minimum standards check.</i> <i>Remind members about 20 day deadline for F of I.</i> <i>Include on agenda.</i> 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.”
December (Estates meets)	E	Vision & Business Plan
<i>Office note</i>		DM article for Jan re salt bins

11.4 Standing Orders.

Clerk’s note. The December Parish Council meeting agreed that the parish council’s current Standing Orders could be reordered to reflect the Model Standing Orders issued by KentALC. This work has been completed and enclosed for members is a copy of the tweaked Standing Orders. To reflect new legislation and requirements the Model Standing Orders have been updated by KALC.

Note. The use of bold indicates that the Standing Order relates to legislation and therefore cannot be changed or amended by the Parish Council.

Changes are as follows and amendments have been made to reflect the new numbering system.

SO 11 MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and**

- organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
 - c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
 - d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
 - e **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

18 Financial Controls and Procurement

- G. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

Amended and New

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

Members attention is brought to. This has never before been included in Boxley's

Standing Orders but seems a sensible inclusion.

12 Draft Minutes

12d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

Item 14. Reports from Borough and County Councillors Purpose of Item: Information.

Report for the JTB meeting on 16th January 2019 .

The following issues were raised and discussed at this meeting.

Firstly there were 2 officers present at the meeting from Highways Agency and I did have the opportunity to have a brief talk regarding no proposals out at present regarding Junction 3 of the M2. They took my details and promised to get in touch and keep me updated regarding any future proposals to upgrade this intersection which I took to be a step in the right direction. They appreciated that many people are concerned that it is beyond capacity and assured me that I would be receiving information to keep everyone informed.

A piece of very important information was given by Susan Laporte KCC Highways manager that in future New Cut at Grove Green will NO longer be used in the diversion routes - she gave me permission to broadcast this information and it should. One as a huge relief to the residents in that area!

Item 17 was a report on the A249 Bearsted Road Maidstone Major Infrastructure Project and I did take the opportunity to raise the issues of the proposed 2 new schools on Popes Field and the work that has already started on the Stem School roundabout. I stressed the issue that their proposed improved journey times from the completion of this work would be severely negated if the entrance for the schools at Popes Field was not changed and the build up of traffic affecting journey times by the roundabout for the Stem school
Cllr Bob Hinder

Item 15. Matters for Decision Purpose of Item: Decision.

Members' attention is directed to the potential date for the Environment Committee in January 2020. Should this be moved to a week later?

[Meeting Dates for Boxley Parish Council 2019/2020](#)

April 2019

Monday 1 st (Tuesday 25 th March, agenda deadline)	Parish Council and Environment	Tyland Barn, Sandling ME14 3BD
Monday 8 th	Environment	Beechen Hall
Tuesday 9 th (Monday 1 st , agenda deadline)	Estates	Beechen Hall ME5 9RU

May 2019

Monday 13 th (Tuesday 7 th Agenda Deadline)	Parish Council and Environment	Beechen Hall ME5 9RU
Monday 20 th	Environment	Beechen Hall
Tuesday 21 st (Monday 13 th , agenda deadline)	F & GP	Beechen Hall ME5 9RU

June 2019

Monday 3rd Parish Council and Environment Lane

(Tuesday 28th May
Monday 10th Environment
Tuesday 11th Estates
(Monday 3rd, agenda deadline)

ESO, Boxley Styles

ME14 3DZ
Beechen Hall
Beechen Hall
ME5 9RU

July 2019

Monday 1st Parish Council and Environment
(Monday 24th June Agenda Deadline)
Monday 8th Environment
Tuesday 9th F & GP
(Monday 1st, agenda deadline)

Weaving Village Hall
ME14 5JP
Beechen Hall
Beechen Hall
ME5 9RU

August 2019

Monday 12th Environment
Tuesday 13th Estates
(Monday 5th August, agenda deadline)

Beechen Hall
Beechen Hall
ME5 9RU

September 2019

Monday 2nd Parish Council and Environment
(Tuesday 27th August, agenda deadline)
Monday 9th Environment
Tuesday 10th F & GP
(Monday 2nd, agenda deadline)

ESO, Boxley, Styles Lane
ME14 3DZ
Beechen Hall
Beechen Hall
ME5 9RU

October 2019

Monday 7th Parish Council and Environment
(Monday 30th September, agenda deadline)
Monday 14th Environment
Tuesday 15th Estates
(Monday 7th, agenda deadline)

St Johns School, Grove Green
ME14 5TZ
Beechen Hall
Beechen Hall
ME5 9RU

November 2019

Monday 4th Parish Council and Environment
(Monday 28th October, agenda deadline)
Monday 11th Environment
Tuesday 12th F & GP
(Monday 4th, agenda deadline)

ESO, Boxley Styles Lane
ME14 3DZ
Beechen Hall
Beechen Hall
ME5 9RU

December 2019

Monday 2nd Parish Council and Environment
(Monday 25th November, agenda deadline)
Monday 9th Environment
Tuesday 10th Estates
(Monday 2nd, agenda deadline)

St Johns School, Grove Green
ME14 5TZ
Beechen Hall
Beechen Hall

January 2020

Monday 6th Environment
(Monday 30th December agenda deadline)
Tuesday 13th F & GP
(Monday 6th, agenda deadline)
Monday 27th Parish Council and Environment
(Monday 20th, agenda deadline)

Beechen Hall
ME5 9RU
Beechen Hall

Beechen Main Hall

February 2020

Monday 3rd Environment
Tuesday 4th Estates
(Monday 27th January agenda deadline)

Beechen Hall
Beechen Hall
ME5 9RU

March 2020

Monday 2nd Parish Council and Environment
(Monday 24th February, agenda deadline)

Weaving Village Hall
ME14 5JP

Monday 9 th	Environment	Beechen Hall
Tuesday 10 th	F & GP	Beechen Hall
<i>(Monday 2nd, agenda deadline)</i>		ME5 9RU

April 2020

Monday 6 th	Parish Council and Environment	Tyland Barn, Sandling
<i>(Tuesday 30th March, agenda deadline)</i>		ME14 3BD
Monday 20 th	Environment	Beechen Hall
Tuesday 21 st	Estates	Beechen Hall
<i>(Monday 6th, agenda deadline)</i>		ME5 9RU

Venues other than Beechen Hall are provisional and will require confirmation

Item 16. Correspondence. Purpose of Item: Information

KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 28 November 2018.

1. Present: Councillors:
Apologies. Councillors:
2. Presentation A short presentation was given by John Wilson in his role as Chairman of the Transport Advisory Committee (TAC) regarding putting Maidstone forward to pilot a project that would monitor, track and deter HGV's from using small rural roads and lanes which traverse across the Borough instead of using the larger A and B roads. It was agreed that a route would be defined by trying to tie in where existing traffic regulation orders (TRO) are already in place within a defined area of the Borough. This would then be submitted for consideration by the deadline of 6/1/2019.
3. Minutes. The minutes of the Meeting held on 24 September 2018 meeting were taken as read, confirmed as a correct record and signed by the Chairman.
4. Matters Arising. There were none reported.
5. Reports from Representatives:
 - 5.1 Parish Liaison Group.
 - 5.1.1 Parish/Maidstone Borough Council Liaison The minutes of a meeting held on 15 October are attached.
 - 5.1.2 Joint Transportation Board Frustration was noted by Parish Council representatives on this committee as meetings are continually being cancelled due to officers not being able to provide reports or updates on progress of projects/resolutions. It has been agreed that Parish Council representatives are now able to submit agenda items for consideration and therefore if any Council has any issues they wish to raise they should submit these to the Chairman in good time.
6. KALC Executive Committee Report
 - 6.1 Website- KALC has launched their new website which contains lots of new content and is easy to navigate and is available to access by all councillors.
 - 6.2 Elections 2019 – there are posters and handouts for download from the website for those parishes with elections next year.
 - 6.3 .Community Policing - the volunteer PCSO scheme is now being rolled out across Kent.
 - 6.4 Learning & Development – the programme for 2019 is on the website.
7. Local Plan Review The Chairman gave a brief review of a meeting held with William Cornwall (WC), Director of MBC to discuss future housing number allocations. She explained that Government proposed to update the methodology for calculating housing numbers as contained in the adopted NPPF of July 2018. This would be announced around the New Year and MBC are not prepared to announce any numbers until the method of calculation has been agreed. A future meeting is scheduled with WC to ensure that pressure is placed on MBC to raise legitimate challenges to housing

numbers and also to ensure that they carry out their duty to co-operate with neighbouring borough councils especially Tonbridge and Malling.

8. Representative on the Audit Governance and Standards Committee, a position to be held until 2020. Cllr Peter Titchener of Ulcombe Parish Council was duly elected as the KALC nominee.

9. Any Other Business

1. When would Council Tax Base Figures be expected? The Chairman was to contact Mark Green at MBC.

2. Cllr Lyn Selby, Headcorn asked whether any further progress had been made about road nameplates carrying 'Borough of Maidstone' at the bottom. The Chairman reported that this had been raised at the Parish Liaison Group and it was being handled by Jennifer Shepherd who had informed that the signage was universal across the Borough. Cllr Selby agreed to send the Chairman a photograph of the signage that was causing an issue within her Parish.

10. Time and date of the next meeting This will be held on Monday 11 February 2019 at the Town Hall, Maidstone starting at 7pm.

Meeting Closed at 8:15pm

Item 16. Correspondence Purpose of Item: Information

16.1 Office of the Kent Police and Crime Commissioner Dec 2018 newsletter.

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

17.1 LGA and NALC joint Guide – One Community – A guide to effective partnership working between principal and local councils.

Item 9.1 Payments made out of meeting 27.11.18 – 22.01.19.

No payments were made from the following accounts:

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

9.1.1 HSBC Payments

Date: 22/01/2019 Boxley Parish Council Page 1
 Time: 09:46 HSBC General Account

List of Payments made between 27/11/2018 and 22/01/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/11/2018	Suez Recycling & Recovery UK L	DD31309327	238.42		Refuse Collection
01/12/2018	Maidstone Borough Council	DD30731509	208.00		Rates
12/12/2018	Unity Trust Account	102710	10,535.96		For payments made out of UTB
14/12/2018	Opus Energy - Electricity	DD65379697	276.88		Electricity Bill
20/12/2018	OPUS Energy - gas	DD23834054	214.13		Gas Bill - November
31/12/2018	Suez Recycling & Recovery UK L	DD31352598	206.44		Refuse collection Nov
01/01/2019	Maidstone Borough Council	DD35/10	208.00		Rates
02/01/2019	Lloyds Corporate Multipay Card	02/01/2019	3.00		Monthly Credit Card Fee
02/01/2019	Lloyds Corporate Multipay Card	02/01/2019	-3.00		Monthly credit card fee
04/01/2019	Business Stream	DD2746492/	20.86		Water Bill 5-14 Sept 18
14/01/2019	Northstar IT Services	DD65553557	253.54		Electricity Bill - December
14/01/2019	Northstar IT Services	DD65553557	-253.54		Electricity Bill - December
14/01/2019	Opus Energy - Electricity	DD65553557	253.54		Electricity Bill - December
20/01/2019	OPUS Energy - gas	DD23916363	270.48		Gas Bill - December
Total Payments			<u>12,432.71</u>		

Assistant Clerk's note: 14/1/2019 Northstar IT Services this was entered under the wrong supplier hence one payment cancels off the other, this was then entered under the correct supplier Opus Energy Gas.

9.1.2 Coop Payments

Date: 22/01/2019 Boxley Parish Council Page 1
 Time: 11:14 Co-Op General Account

List of Payments made between 27/11/2018 and 22/01/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2018	Mail Publications Ltd	DD52521/11	507.50		Downs Mail Page
01/12/2018	Mail Publications Ltd	DD52523/11	507.50		Downs Mail Dec
01/12/2018	Mail Publications Ltd	DD52521/11	507.50		Downs Mail Page
01/12/2018	Mail Publications Ltd	DD52521/11	-507.50		Downs Mail Page
01/12/2018	Mail Publications Ltd	DD52521/11	-507.50		Downs Mail Page
01/12/2018	Mail Publications Ltd	DD52521/11	-507.50		Downs Mail Dec
01/12/2018	Mail Publications Ltd	DD52521/11	507.50		Downs Mail Nov Page
02/01/2019	Mail Publications Ltd	DD115562/5	507.50		Downs Mail Page Dec
Total Payments			<u>1,015.00</u>		

Assistant-Clerk's note: Transactions 7-8 above are correct and 1-6 cancel each other out as these were incorrectly entered onto the system.

9.1.3 Unity Trust Bank Payments

Date: 22/01/2019

Boxley Parish Council

Page 1

Time: 09:48

Unity Trust Account

List of Payments made between 27/11/2018 and 22/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2018	Northstar IT Services	DD17020/17	165.94		IT Services and Back up
03/12/2018	Society of Local Council Clerk	10349	247.00		Annual Subscription SLCC
03/12/2018	KCC Commercial Services	L3283938	92.64		Consumables
03/12/2018	Next UK Plc	NEXT	510.00	PC02	Soft Furnishings for Acorn Roo
03/12/2018	PC01	IMPREST92	37.76		Miscellaneous
03/12/2018	Asda	IMPREST92	9.55	PC02	Consumables
03/12/2018	Lordswood DIY	IMPREST92	47.80	PC02	Miscellaneous
03/12/2018	Aldi Stores Limited	IMPREST92	9.98	PC01	Rubber Mats
03/12/2018	Homebase	IMPREST92	4.59	PC01	Mop handle
03/12/2018	J Henking	C297 BH	100.00		Refundable Cleaning Deposit
03/12/2018	J Henking	C297 BH	150.00		Refundable Damage Deposit
03/12/2018	J Henking	C297 BH	-100.00		Refundable Cleaning Deposit
03/12/2018	J Henking	C297 BH	80.00		Refundable Cleaning Deposit
11/12/2018	Kirsty Ball	C332BH	301.25		Refundable Damage Deposit
11/12/2018	VV Electrical Ltd	16542	6,300.00		Car Park Lighting
11/12/2018	PC01	IMPREST 94	127.17		Miscellaneous
11/12/2018	Asda	IMPREST 94	10.18		Consumables
14/12/2018	PC02	AR/13/12	47.25		Refreshments for Unveiling
17/12/2018	Lloyds Corporate Multipay Card	DD17/12	17.00		Credit Card Top up funds
18/12/2018	Virdi 15 Dec 2018	C318BH	100.00		Cleaning Deposit refund
20/12/2018	PC01	22/12/PC01	2,186.17		Salary
20/12/2018	PC03	PC03	632.54		Salary
20/12/2018	PC06	22/12/PC06	34.56		Councillor Allowance
20/12/2018	PC07	22/12/PC07	34.56		Councillor Allowance
20/12/2018	PC08	22/12/PC08	25.76		Councillor Allowance
20/12/2018	PC02	PC02	1,295.78		Salary
20/12/2018	PC09	22/12/PC09	34.56		Councillor Allowance
20/12/2018	PC10	22/12/PC10	43.41		Councillor Allowance
20/12/2018	PC11	22/12/PC11	34.56		Councillor Allowance
20/12/2018	PC04	22/12/PC04	60.00		Publicity
20/12/2018	PC12	22/12/PC12	43.36		Councillor Allowance
20/12/2018	BH05	22/12/BH05	287.78		Wages
20/12/2018	BH03	22/12/BH03	320.27		Wages
20/12/2018	BH02	22/12/BH02	465.47		Wages
20/12/2018	PC19	22/12/PC19	25.84		Litter picking
20/12/2018	HMRC	77PW001056	1,572.47		PAYE
20/12/2018	EFT Receipts Ac	IT00000000	231.32		Pensions
20/12/2018	KCC Commercial Services	13300070	96.60		Administration
20/12/2018	PC02	PC02	25.00		Publicity
27/12/2018	Focus Group	DD6737582	115.72		Telecommunications & Broadband
28/12/2018	Castle Water	DDSE003026	129.54		Allotment Water Bill
31/12/2018	Unity Trust Bank	HC 31/12	1.50	HSBC 102710	Handling Charge for Cheque
31/12/2018	Unity Trust Bank	37.05	37.05		Service Charge for transaction
01/01/2019	Northstar IT Services	DD17357/17	165.94		IT Services and backup
03/01/2019	Malcolm Hollis LLP	S309993EL3	444.00		Final H&S file
03/01/2019	Ceiling Tiles UK	LKCZMMAPBA	92.40		Replacement Ceiling Tiles
03/01/2019	Hoods Tree Services Ltd	0385/6	1,320.00		Tree Services - VVNR

Continued on Page 2

List of Payments made between 27/11/2018 and 22/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2019	Waller Associates Limited	13257	270.00		Repair office Door
03/01/2019	Miss C E Kalifungwa	C220	75.00		Damage Deposit Refund
03/01/2019	Lionel Robbins	2018/83	100.00		Interim Internal Audit
03/01/2019	Capital Cleaning (Kent) Ltd	244709	144.00		Annual Quadrasan Contract
03/01/2019	Office Furniture Online	PFO4777457	1,834.26		Tables and Chairs
11/01/2019	KCC Commercial Services	L3312467	397.32		Various
15/01/2019	Mr K Sanghera	C344	100.00		Refundable Cleaning Deposit
15/01/2019	Commercial Services Trading Lt	LS191270	2,413.86		2 instalment Grounds Maintenanc
22/01/2019	PC01	22/01/PC01	2,186.17		Salary
22/01/2019	PC03	22/01/PC03	618.37		Salary
22/01/2019	PC06	22/01/PC06	34.76		Councillor Allowance
22/01/2019	PC07	22/01/PC07	34.76		Councillor Allowance
22/01/2019	PC08	22/01/PC08	26.16		Councillor Allowance
22/01/2019	PC02	22/01/PC02	1,314.71		Salary
22/01/2019	PC09	22/01/PC09	34.76		Councillor Allowance
22/01/2019	PC10	22/01/PC10	43.36		Chairman's Allowance
22/01/2019	PC11	22/01/PC11	34.76		Councillor Allowance
22/01/2019	PC04	22/01/PC04	60.00		Downs Mail Delivery Jan
22/01/2019	PC12	22/01/PC12	43.36		Councillor Allowance
22/01/2019	BH05	22/01/BH05	392.85		Wages
22/01/2019	BH02	22/01/BH02	321.18		Wages
22/01/2019	BH03	22/01/BH03	287.98		Wages
22/01/2019	PC05	22/01/PC05	25.84		Litter Picking WDJO
22/01/2019	HMRC	577PW00105	1,559.35		PAYE
22/01/2019	EFT Receipts Ac	IT00000068	227.83		Pension Contributions
22/01/2019	Mrs M Fooks	DM DELIVER	25.00		Downs Mail Delivery - Jan
22/01/2019	PC01	22/01/PC01	-2,186.17		Salary
22/01/2019	PC01	22/01/PC01	2,186.37		Salary
22/01/2019	PC09	22/01/PC09	-43.36		Chairman's Allowance
22/01/2019	PC09	22/01/PC09	43.21		Chairman's Allowance
Total Payments			<u>30,619.96</u>		

Assistant Clerk's note:

PC01 Salary incorrectly entered, this was cancelled and the correct amount entered. Chairman's allowance incorrect amount entered this was cancelled and re-entered correctly however the payee reference is incorrect and should read PC10. The payment was made to the correct recipient via UTB.

9.1.4 Lloyds Corporate Multipay Card Payments

Date: 22/01/2019

Boxley Parish Council

Page 1

Time: 09:50

Lloyds Corporate Multipay Card

List of Payments made between 27/11/2018 and 22/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/12/2018	Westbury Signs	83943	132.00		Acorn Room Plaque
18/12/2018	Value Products Ltd	1011806	4.98		Fire Safety Sign
02/01/2019	Lloyds Corporate Multipay Card	02/01/2019	3.00		Monthly Credit Card Fee
Total Payments			<u>139.98</u>		

Item 9.2 Receipts for the period 27.11.18 – 22.01.19.

No receipts were received for the following accounts:

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

9.2.1 HSBC Receipts.

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 28/11/2018	62.25					
142	Simpson	62.25			520		62.25 C355D Simpson 10/2/19
	Banked: 29/11/2018	37.13					
87	Medway Leisure Stay & Play	37.13			1235	260	37.13 R2056 Medway Leisure
	Banked: 29/11/2018	64.04					
88	Mid Kent Astronomical Society	20.00			1235	260	20.00 R2057 MKAS Nov Invoice
89	NGREA	44.04			1235	260	44.04 R2059 NGREA Nov invoice
	Banked: 29/11/2018	40.00					
143	Kidslingo	40.00			1235	260	40.00 R2069 Kidslingo Dec
	Banked: 29/11/2018	10.00					
144	Caterpillar Music	10.00			1235	260	10.00 R2067 Caterpillar Music
	Banked: 29/11/2018	81.94					
145	Yoga	81.94			1235	260	81.94 R2077 Yoga Dec Invoice
	Banked: 29/11/2018	194.50					
146	Jolley	194.50			1230	260	192.50 C359F Jolley 5/1/19
					1231	260	2.00 PL Insurance Jolley
	Banked: 30/11/2018	100.00					
91	Henking	100.00			560		100.00 C 297 Cleaning Deposit
	Banked: 30/11/2018	100.00					
148	A Bead in Time	100.00			560		100.00 Ball Cleaning Deposit
	Banked: 02/12/2018	116.00					
149	A Bead in Time	116.00			1235	260	116.00 R2064 ABIT Dec Invoice
	Banked: 03/12/2018	384.03					
150	Kumon	384.03			1235	260	384.03 R2070 Kumon Dec Invoice
	Banked: 03/12/2018	77.00					
151	Meshe	77.00			520		-230.00 C289D Meshe 26/1/19
					1230	260	305.00 C289F Meshe 26/1/19
					1231	260	2.00 PL Insurance Meshe
	Banked: 03/12/2018	111.65					
152	Tumbletots	111.65			1235	260	111.65 R2076 Tumbletots Dec
	Banked: 03/12/2018	450.00					
94	Medway Leisure Stay & Play	200.00			1235	260	200.00 R2056 Medway Leisure
90	Ray	250.00			520		250.00 C364D Ray 17/8/19
	Banked: 04/12/2018	44.22					
153	Taylor	44.22			520		-44.23 C275D Taylor 22/12/18
					1230	260	86.45 C275F Taylor 22/12/18
					1231	260	2.00 PL Insurance Taylor
	Banked: 04/12/2018	545.92					
Subtotal Carried Forward:		2,418.68	0.00	0.00			1,872.76

HSBC General Account

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
154	Kumon	545.92			1235	260	545.92	R2055 Kumon Nov Invoice
	Banked: 07/12/2018	145.88						
155	Pearce	145.88			520		145.88	C356D Pearce 18/5/19
	Banked: 07/12/2018	60.90						
156	Teenie Boppers	60.90			1235	260	60.90	R2075 Dec Invoice
	Banked: 10/12/2018	591.68						
91	Hayward	145.87			520		145.87	C361D Hayward 2/2/19
92	Movement as Therapy	192.93			1235	260	192.93	R2073 MAT Dec Invoice
95	Balfour Short Mat Bowls	252.88			1235	260	252.88	R2066 BSMB Dec Invoice
	Banked: 11/12/2018	100.00						
157	Virdi	100.00			560		100.00	C318 Virdi Cleaning
	Banked: 13/12/2018	83.00						
158	Fitzmaurice	83.00			520		83.00	C370D Fitzmaurice 18/5/19
	Banked: 14/12/2018	96.50						
159	Waddell	96.50			1230	260	94.50	C366F Waddell 2/2/19
					1231	260	2.00	PL Insurance Waddell
	Banked: 17/12/2018	231.48						
160	Sanghera	231.48			520		-244.47	C344D Sanghera 12/1/19
					1230	260	323.95	C344F Sanghera 12/1/19
					1231	260	2.00	PL Insurance Sanghera
					560		150.00	C344 Sanghera Damage
	Banked: 17/12/2018	84.00						
96	Medway Leisure Stay & Play	84.00			1235	260	84.00	R2071 Medway Leisure
	Banked: 18/12/2018	27.50						
161	Stagg	27.50			520		-82.50	C327D Stagg 6/1/19
					1230	260	108.00	C327F Stagg 6/1/19
					1231	260	2.00	PL Insurance Stagg
	Banked: 18/12/2018	188.05						
97	Karate	188.05			1235	260	188.05	R2068 Karate Dec Invoice
	Banked: 19/12/2018	82.50						
162	Dixon	82.50			520		82.50	C365D Dixon 14/4/19
	Banked: 20/12/2018	40.50						
163	Betsy's Bar	40.50			1230	260	40.50	C369F Betsy's Bar 5/1/19
	Banked: 20/12/2018	150.00						
98	C E Kalifungwa	150.00			560		150.00	C220 Kalifungwa Damage
	Banked: 21/12/2018	356.25						
164	Abisola	356.25			520		356.25	C363D Abisola 23/3/19
	Banked: 22/12/2018	385.98						
Subtotal Carried Forward:		5,042.90	0.00	0.00			4,656.92	

HSBC General Account

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
165	AACTS	385.98			1235	260	385.98	R2078 AACTS Jan Invoice
	Banked: 22/12/2018	361.00						
166	Yoga	361.00			1235	260	361.00	R2089 Yoga Jan Invoice
	Banked: 27/12/2018	110.00						
167	Austen	110.00			1230	260	108.00	C374F Austen 20/1/19
					1231	260	2.00	PL Insurance Austen
	Banked: 30/12/2018	24.12						
168	Curtis	24.12			520		-72.38	C337D Curtis 19/1/19
					1230	260	94.50	C337F Curtis 19/1/19
					1231	260	2.00	PL Insurance Curtis
	Banked: 02/01/2019	25.00						
169	Mini First Aid	25.00			1235	260	25.00	C362F Mini First Aid
	Banked: 02/01/2019	48.63						
170	Hayward	48.63			520		-145.87	C361D Hayward 2/2/19
					1230	260	192.50	C361F Hayward 2/2/19
					1231	260	2.00	PL Insurance Hayward
	Banked: 07/01/2019	80.00						
171	Kidslingo	80.00			1235	260	80.00	R2082 Kidslingo Jan
	Banked: 07/01/2019	110.00						
172	Miles	110.00			520		110.00	C383F Miles 17/3/19
	Banked: 07/01/2019	150.00						
173	Miles	150.00			560		150.00	C383 Miles Damage
	Banked: 07/01/2019	247.50						
174	Tumbletots	247.50			1235	260	247.50	R2088 Tumbletots Jan
	Banked: 07/01/2019	255.00						
102	Tsatsaklas	255.00			520		255.00	C358D Tsatsaklas 9/3/19
	Banked: 08/01/2019	20.00						
99	Mid Kent Astronomical Society	20.00			1235	260	20.00	R2072 MKAS Dec Invoice
	Banked: 08/01/2019	290.25						
100	Age Concern	290.25			1235	260	290.25	R2066 Age Concern Dec
	Banked: 08/01/2019	100.00						
175	Sanghera	100.00			560		100.00	Cleaning Deposit 12/1/19
	Banked: 08/01/2019	20.75						
176	Fisher	20.75			520		-62.25	C355D Fisher 10/2/19
					1230	260	81.00	C355F Fisher 10/2/19
					1231	260	2.00	PL Insurance Fisher
	Banked: 08/01/2019	270.00						
Subtotal Carried Forward:		7,155.15	0.00	0.00			6,885.15	

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
101	Movement as Therapy	270.00			1235	260	270.00	R2084 MAT Jan invoice
	Banked: 09/01/2019	132.00						
177	Sanghera	132.00			1230	260	132.00	C344F Sanghera 12/1/19
	Banked: 09/01/2019	40.00						
178	Little	40.00			1230	260	38.00	C381F Little Acorn Room
					1231	260	2.00	PL Insurance Little
	Banked: 09/01/2019	24.13						
179	Wicks	24.13			520		-72.37	C322D Wicks 27/1/19
					1230	260	94.50	C322F Wicks 27/1/19
					1231	260	2.00	PL Insurance Wicks
	Banked: 14/01/2019	30.00						
180	Cuddle Bugs Baby Yoga	30.00			1235	260	30.00	R2090 9, 16/1
	Banked: 15/01/2019	585.00						
181	Kumon	585.00			1235	260	585.00	R2083 Kumon Jan invoice
	Banked: 16/01/2019	90.00						
182	Teenie Boppers	90.00			1235	260	90.00	R2087 Teenie boppers
	Banked: 17/01/2019	70.00						
183	Sing & Sign	70.00			1235	260	70.00	R2074 S&S Dec Invoice
	Banked: 17/01/2019	100.00						
184	Sing & Sign	100.00			1235	260	100.00	R2086 S&S Jan Invoice
	Banked: 18/01/2019	654.60						
103	Fillingham	110.00			1230	260	108.00	C376F Fillingham 23/2/19
					1231	260	2.00	PL Insurance Fillingham
104	Balfour Short Mat Bowls	257.50			1235	260	257.50	R2080 BSMB Jan Invoice
105	Karate	287.10			1235	260	287.10	R2081 Karate Jan Invoice
Total Receipts:		8,880.88	0.00	0.00			8,880.88	

9.2.2 UTB Receipts

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 12/12/2018	10,535.96						
102710	HSBC General Account	10,535.96			210		10,535.96	For payments made out of
Total Receipts:		10,535.96	0.00	0.00			10,535.96	

9.2.3 Lloyds Corporate Multipay Card

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Boxley Parish Council

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User: MF

Lloyds Corporate Multipay Card

Receipts received between 27/11/2018 and 22/01/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 17/12/2018	17.00						
DD17/12	Unity Trust Account	17.00			211		17.00	Credit Card Top up funds
Total Receipts:		17.00	0.00	0.00			17.00	

9.3 Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
07.01.19	Coop General Account	£52,625.05
03.01.19	HSBC Beechen Hall	£34,412.27
03.01.19	Unity Trust Bank (UTB)	46,998.13
31.10.18	Barclays Bank	£79,085.33
08.11.18	Lloyds A (matures 08/02/2019)	£51,208.53
31.10.18	Lloyds B (matures 26/01/2019)	£25,130.94
04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
	Total	£310,919.02