



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

Clerk Mrs Daniela Baylis **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 4th November 2019 at The European School of Osteopathy, Styles Lane, Boxley, ME14 3DZ commencing at 7.30 pm.

1. Apologies and absences

To receive and accept apologies for absence.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.

3. Chairman's Announcements

4. Minutes of the Parish Council Meeting 7 October 2019

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

5. Matters Arising from the Minutes

5.1. Minute 3263/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status.

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

7. Crime Report and Police Issues

Crime report October 2019. See report (page 6).

Adjournment to enable members of the public to address the meeting

8. Draft Minutes of Recent Committee Meetings

To receive and note the following draft minutes.

8.1 Environment Committee 14 October 2019 (pages 6-9).

8.2 Estates Committee 21 October 2019 (pages 9-11).

9. Finance

9.1 Payments made out of meeting 28.09.19 – 27.10.19. See report (pages 13-16).

9.2 Receipts for the period 28.09.19 – 27.10.19. See report (pages 16-19).

9.3 Account balances. See report (page 19).

10. To adopt the amended Financial Regulations (separate attachment to follow)

11. Walderslade Woodlands

11.1 Sale of Wildfell Close Land. See report (page13).

12. Traffic Calming Measures

Verbal update provided at the meeting

13. **Franklin Drive Play Area** - See report (page 13).
 14. **Reports from councillors/office**
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary. See (page 13).
 15. **Reports from Borough and County Councillors**
Our Ward councillors are invited to report and discuss matters affecting the parish. None submitted at the time of compiling the agenda.
 16. **Matters for Decision**
To consider issues such as attendance at meetings etc.
 17. **Correspondence**
 18. **Matters for Information**
To consider any received.
 19. **Items for Next Agenda**
Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 22 November 2019.
 20. **Next Meeting**
2 December 2019 at St Johns School, Provender Way, Weaving, ME14 5TZ
- Motion to exclude members of the Press and Public on the grounds that the following item contains personal information of personal and confidential nature.**
21. **Personnel issues.**

Daniela Baylis
Clerk to the Council.

Date 28 October 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.

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 4th November 2019
The Chairman will assume that these have been read prior to the meeting.**

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

Item 4 Minutes of the Meeting of the Parish Council held at St Johns School, Provender Road, Grove Green, ME14 5TZ on Monday 7 October 2019 commencing at 7.30 pm.

Minutes of the Meeting of the Parish Council at St Johns School, Provender Way, Grove Green, ME14 5TZ on Monday 7 October 2019 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Mr J Constable, Mr Ivor Davies, Mr V Davies,, Mrs W Hinder, Mrs K Macklin, Mr P Sullivan, Mrs L Clarke, Mr P Dengate, Mr G Hayday, Mrs P Huntingford, Cllr Hollands, Mr T Harwood and Mr J Willmott together with the Clerk Mrs D Baylis and four members of the public/press.

1. Apologies and absences

None

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Hinder – item 25, lobbied on item 13

Cllr V Davies – item 25, lobbied on item 13

Cllr P Huntingford – lobbied on item 13

3. Chairman's Announcements

None

4. Minutes of the Parish Council Meeting 2 September 2019

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

5. Matters Arising from the Minutes

5.1 Minute 3263/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. The Chairman reported that this is scheduled to go to Committee in December. It is presumed to be the Communities, Housing and Environment Committee. He will confirm when he has more details. **Action: Cllr B Hinder**

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

7. Crime Report and Police Issues

Crime report September 2019. **Received** and **noted**

Cllr Hinder expressed concern at the lack of visits the PCSO made to the Parish Office. The Clerk reported that there had been no visits to the office for at least 3 months. Cllr Hinder proposed sending a letter to the PCSO requesting regular visits. This was agreed. **Action: Clerk**

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

8. Draft Minutes of Recent Committee Meetings

8.1 Environment Committee 2 September 2019. **Received** and **noted**.

8.2 Environment Committee 9 September 2019. **Received** and **noted**

8.2 Finance and General Purposes Committee 16 September 2019. **Received and noted**

9. Finance

9.1 Payments made out of meeting 27.08.19 – 27.09.19. **Received and noted**

9.2 Receipts for the period 27.08.19 – 27.09.19. **Received and noted**

9.3 Account balances. **Received and noted**

10. To adopt the amended Financial Regulations

Cllr Dengate had asked for 'Card Payments' to be added to the Financial Regulations. As there were still issues with getting a card system that did what was needed it was proposed and agreed that an addition to the Financial Regulation be made that referred to the new Financial Transactions Policy. This amendment would be presented at the next meeting. **Action Clerk**

11. Walderslade Woodlands

13.1 Sale of Wildfell Close Land

Whitehead Monkton had been appointed as the Parish Council solicitors for the transaction. The Walderslade Woodlands Group had met and a draft constitution was being drafted. Cllr V Davies offered to attend the next meeting as he had helped set up the Vinters Valley constitution. KCC's fees were not known at this stage.

12. Speed Reduction Walderslade Woods/Grange Lane, Sandling

A meeting had been arranged for the 5 November with Jennie Watson from KCC to discuss current highways issues in the Parish. Cllr B Hinder thanked Cllr Dengate for the suggestions he had sent into the office.

13. Traffic Calming measures – Provender Way

After discussion it was agreed that the Clerk should look into how to get the part of the road near the school made into a designated 20mph zone and street signs with flashing speed indicators. Cllr B Hinder asked members to send any further ideas to the Clerk for discussion at the meeting with Jennie Watson. Cllr Brindle proposed that the Clerk should contact the headteacher and ask the school to get involved. This was agreed. **Action: Clerk**

14. Litter Bin – New Cut Road

This was deferred to the Environment Committee meeting on the 14 October 2019.

15. Franklin Drive Play Area

This was deferred to the Environment Committee meeting on the 14 October 2019

16. Policies and Procedures

16.1 Grievance Policy & Procedure

It was agreed to adopt this policy

16.2 Disciplinary Policy & Procedure

It was agreed to adopt this policy

16.3 Financial Transactions Policy

It was agreed to adopt this policy with the amendments to remove card payments until an appropriate system is installed.

17. Reports from Councillors/Office

Cllr I Daves reported on the latest KALC meeting which mainly concentrated on the Local Plan Review. The KALC Co-Ordinator had met with William Cornwall who reported that the population was not growing as fast as predicted.

Cllr Hinder reported that he had had a meeting with Andrew Williams, Parks and Open Spaces Manager of MBC, Cllr W Hinder and the Clerk to discuss current issues regarding open spaces. New large scale maps have been provided which make it very clear which areas are owned and maintained by MBC.

18.Reports from Borough and County Councillors

Cllr W Hinder reported that planning applications had been her main focus this month with so many large applications needing comment. Cllr Brindle reported that planning briefings and responses had been her main activity this month.

19.Matters for Decision

None.

20.Correspondence

A letter had been received and circulated to members regarding the easement on Weaving Heath.

21.Matters for Information

None

22.Items for Next Agenda

To be received by the Clerk on or before the 25th October 2019

23.Next Meeting

4 November 2019 at The European School of Osteopathy, Styles Lane, Boxley, ME14 3DZ. **Noted**

24.Personnel Issues

Following the resignation of the current Clerical Officer an advert had been circulated. It was agreed that the recruitment panel would be Cllrs, I Davies, L Clarke and W Hinder, with Cllr V Davies as a reserve. Shortlisting would be carried out on the 18th October with interviews the following week.

25.Grant Request from Vinters Valley Nature Reserve

It was proposed by Cllr Macklin, seconded by Cllr Hollands that a grant be made to Vinters Valley Trust. A vote was taken with 11 votes for and 4 abstentions.

26.Poisoned Tree and vegetation in Wildfell Close

A request had been received from a resident for a letter to be sent to residents of Wildfell Close regarding the poisoning of a tree and other vegetation in Wildfell Close. It was agreed that the Clerk should draft a letter to be approved by the Environment Committee on the 14 October Meeting. **Action: Clerk**

27.New Union Jack Flag for Beechen Hall Flagpole

It was proposed by Cllr I Davies and all agreed that a new handsewn flag be purchased. The flag to come from the company that used to be based in the Dockyard if possible, to support local business but if this is no longer operating then the cheapest of the 3 quotations provided should be used.

28.Cygnnet Mental Health Facility

This was an agenda item requested by a member of the public. In the absence of any further information regarding what issues they would like to raise, this item was dismissed by the Chairman.

Meeting closed at 8.55 p.m.

Signed as a correct record of the proceedings.

Chairman..... Date.....

Item 7 Crime Report and police issues

- **Boxley**
On Thursday 24th of October between 2:00pm and 6:50pm in Bearsted Road. Somebody stole both number plates from a VW Golf parked in the road.
Posted 27/10/2019
- **Boxley**
On Wednesday 23rd of October around 4:04am in Tyland Lane. Damage has been caused to a vehicle parked in the road.
Posted 24/10/2019
- **Boxley**
On Wednesday 16th of October between 8:00am and 11:20am in Newnham Court Way. A vehicle has been broken into and items stolen from inside.
Posted 17/10/2019
- **Boxley**
On Wednesday 9th of October between 10:00pm and 11:00pm in Gleaming Wood Drive. Some people riding micro motorcycles jumped over a fence at a warehouse and stole building materials.
Posted 13/10/2019
- **Boxley**
On Tuesday 8th of October between 8:15am and 4:38pm in St. Michaels Close. Somebody broke into a vehicle parked in the road.
Posted 10/10/2019

Item 8 Draft Minutes of Recent Committee Meetings

Item 8.1 Environment Committee 14 October 2019

Minutes of the Environment Committee on Monday 14 October 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 6.00 pm.

Present: Cllrs W Hinder, Mrs A Brindle (from item 5), Mr I Davies, Ms L Clarke, Mrs P Huntingford, J Willmott and J Constable together with Mrs D Baylis Clerk.

1. **Apologies and absences**
Apologies received from: Cllrs B Hinder and D Hollands
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None
3. **Minutes of the Meeting 9 September and 7 October 2019**

Deferred
4. **Matters Arising from the Minutes**
 - 4.1 Minute 3268/4.2 Junction 3 M2. 10 MPs request for action on local infrastructure. Cllr B Hinder to contact MP. No update.
 - 4.2 Minute 3268/4.5 Land to rear of Tesco. No update
 - 4.3 Any other matters arising from the minutes not on the agenda
None

To adjourn to allow members of the public to address the meeting.

No members of the public present.

5. **Planning Applications for Consideration**

19/504715/FULL – 4 Abbey Court Cottages, Boarley Lane, Sandling

Erection of a two storey side and rear extension with 1 no. roof light to the front and 2 no. roof light to the side.

Proposed Response: Boxley Parish Council object to this application for the following reasons:

It would cause a detrimental change to the street scene.

The rear extension is highly visible from Tyland Lane and numerous public Right of Ways.

19/504813/FULL – Pollyfields Farm, Scragged Oak Road, Detling

Erection of a 3 bay garage with first floor home office and creation of a turning circle to improve access. (resubmission of 19/501286/FULL)

The original application was refused. The buildings are within Boxley Parish, but the access is in Detling. Last time we submitted a neutral comment as the access road was in Detling.

Proposed response: Boxley Parish Council object to this application for the following reasons:

The building would sit on a public right of way. The diversion proposed by the applicant would necessitate a lot more road walking which would be detrimental to the public's enjoyment of the countryside.

Its size and bulk would be detrimental and intrusive to the natural scenic beauty of the Kent Downs Area of Outstanding Natural Beauty.

19/504646/FULL – Boarley Paddocks, Boarley Farm, Boarley Lane, Sandling

Construction of a new access to Boarley Lane

Boxley Parish Council can find no reason to object to this application but question the need for a new access in this location for the reasons specified on the application.

19/504809/FULL – 3 Abbey Court Cottages, Boarley Lane, Sandling

Erection of a two storey side and rear extension

Proposed Response: Boxley Parish Council object to this application for the following reasons:

It would cause a detrimental change to the street scene.

The addition of dormer windows would introduce a discordant feature into the street scene.

19/504641/FULL – Court Lodge Farm, The Street, Boxley

Replacement window

Boxley Parish Council have no material planning reason to object to this application.

19/504642/LBC – Court Lodge Farm, The Street, Boxley

Listed building consent for a replacement window

Boxley Parish Council have no material planning reason to object to this application and defer to the views of the Conservation Officer.

19/504856 – Bassetts, Grove Green Road, Weaving

Erection of front porch

Boxley Parish Council have no material planning reasons to object.

19/505044/TPOA – 18 Spenlow Drive

Tree Preservation Order application – (T1) Hornbeam. Raise canopy to give ground clearance of 4 metres. Reduce height from 12m to 8.4m. Reduce width from 8m to 5.6m. Due to safety concerns in windy and stormy weather and excessive shading.

Boxley Parish Council have no material planning reasons to object and defer to the views of the tree officer.

**19/504744/FULL – Plot 5 Kent Medical Campus, Gidds Pond Way,
Weaving**

Erection of a brick plinth for stationing of signage in connection with care home.

Boxley Parish Council have no material planning reasons to object

**19/504146/ADV – Plot 5, Kent Medical Campus, Gidds Pond Way,
Weaving**

Advertisement consent for 1 no. site entrance sign with lighting. 1 no. building plaque, 6no free standing statutory totem signs, and 3no. service entrance panels.

Boxley Parish Council have no material planning reasons to object

6. Planning Decisions, Appeals and Appeals Decisions

The Planning decisions on the Agenda were noted.

7. Highways and Byways

7.1 Speeding and speed reduction measures – update

A lot of communication had been received from residents following an accident and a child nearly being run over on Provender Way. It was agreed to progress with the proposal for a 20MPH zone and flashing speed indicator lights.

The Clerk would write to the cabinet member for highways for information on how to implement these proposals. Letters would also be sent to Paul Carter and MP Helen Whatley seeking their support. The Headteacher of St Johns School, Mr Smith, would be copied in on all correspondence.

7.2 Commissioning of a traffic report

It was agreed that this would be a useful thing to do. The Clerk would contact companies and get one to come to a meeting to discuss which areas the Parish Council would like to concentrate on for the report and obtain an estimate of the likely cost, which would be met from the Highways budget

7.3 To consider any issues raised at the meeting

Cllr J Constable reported that the Traffic Working Group had met and were trying to get a meeting with Paul Carter and the report put on an MBC JTB Agenda.

8. Policy and Procedures

None scheduled for review. **Noted.**

9. Members and Officer's Reports

9.1 To receive reports or notifications of issues from members.

Cllr Brindle would circulate the information she'd received at recent planning training events.

Councillors shared Cllr I Davies' concern that MP Helen Whatley had apparently held a meeting to get opinions from Parishes on the Local Plan Review but had not invited Boxley. Cllr W Hinder said that she had raised the matter with her aide and awaited a response.

The Clerk reported that the hardstanding recently installed to the front of Cadapatra on Boxley Road had been reported to Enforcement at MBC as requested.

10. Consultations

A consultation request to take part in the Biodiversity and Climate Change Review had been received. This was deferred to allow members to consider responses and also to get the opinion of Cllr T Harwood who had expertise in this area.

12. Volunteer Groups

The Walderslade Woodlands Group's working party had been cancelled due to the adverse weather.

13. Items for Next Agenda

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

Noted.

14. Next Meeting

Next Environment Committee meeting 4 November 2019 to follow the Main Council meeting at The European School of Osteopathy, Styles Lane, Boxley, commencing at 7.30pm.

15. Enforcement and CIL/Section 106 updates from MBC

None

16. Litter Bin – New Cut Road

The main problem was school litter on New Cut Road and Provender Way. Cllr J Constable would get some photographs of the problem. The Clerk was asked to get a price for a post mounted litter bin.

17. Franklin Drive Play Area

MBC have reported that Network Rail have no agreed access across the playground. It was proposed by Cllr W Hinder, seconded by Cllr A Brindle and all agreed that the lease be signed. It was proposed by Cllr Willmott and all agreed, to put an additional lock on the gate and if it was not accessed in a year to replace the gate with a fence. The Clerk would get a 'no dogs' sign as well as one stating that the playground was 'provided and maintained by BPC'.

18. Letter to residents of Wildfell Close regarding poisoned vegetation

Cllr W Hinder reported that she could find no owner of the land. It was reported to be owned and managed by a housing association or could have reverted to Crown Estates following the bankruptcy of the developer. Further investigation would be needed. It was agreed that a letter from BPC be sent to all residents regarding the poisoned vegetation.

19. New Street Name – KIMS Site

It was agreed to request that the road be called Popesfield Way

21. Fencing around Popesfield Schools

The schools had agreed to paint the fence Green in line with the Visual Impact Statement but this would only be alongside the road.

Meeting closed 9.35 pm.

Signed as a correct record of the proceedings.

Chairman Date

8.2 Estates Committee 21 October 2019

Minutes of the Estates Committee on Monday 21 October 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mr P Dengate, Mr P Sullivan, Mr Ivor Davies, D Hollands and Mr B Hinder together with the Clerk, Daniela Baylis

1. Apologies and absence

Apologies. Cllr L Clarke

2. Declaration of Interest or Lobbying

All declared an interest in Dove Hill allotments.

3. **Minutes of Previous Meeting 19 August 2019.**

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

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

4. **Matters Arising from Previous Minutes**

- 4.1 Minute 3272/4.1 New Rateable Value for Beechen Hall. This is still in progress. There are several stages to the process and one more to go. **Action Clerk.**
- 4.2 Minute 3272/4.2 Franklin Drive Open Space Lease. The Environment Committee is recommending that the amended lease now be signed. This will go to full Council for approval on the 4th November.
- 4.3 Minute 3273/8.3 Location of Alan's Tree. The Assistant Clerk is obtaining costs for the plaque. The wording is to be changed to remove the first 'Councillor' and add his dates of service. **Action Assistant Clerk**
- 4.4 None

5. **Dove Hill Allotments**

- 5.1 Cllr Bob Hinder reported that the rearranged work days had proved more popular with more people able to attend. Cllr V Davies reported that the water had been turned off.
- 5.2 Pest Purge contract. The renewal of the Contract was ratified. Cllr Dengate reported that he had seen squirrels on the site and a rat. and the Clerk was asked to report the matter to Pest Purge
- 5.3 Isolating Valves on existing water troughs. It was proposed by Cllr I Davies, seconded by Cllr Dengate and all agreed that the quotation to install isolator valves on each trough be accepted. **Action: Assistant Clerk**
- 5.4 Preparation of Concrete Bases for Water Troughs. The slabs had been moved from the hall to the Allotment site. The working days were now the 2 and 9 November. Cllr hinder thanked the Clerk and her son for moving the slabs.

6. **Matters for Information**

- 6.1 Repairs to the Lych Gate at St Mary and All Saints Church. The 2 broken tiles had been repaired. **Noted.**

7. **Assistant Clerk's Report**

- 7.1 Hall hire fees income. **Received** and **noted.**
- 7.2 Account balances. **Received** and **noted.**
- 7.3 Profit and Loss. **Received** and **noted.**
- 7.4 Income and Expenditure. **Received** and **noted.**
- 7.5 Accident Report – The Caretaker Alan had sustained a nasty cut on his finger from a metal broom handle that broke when in use. The broom was being replaced with a wooden handle. **Action Office.**
- 7.6 40th and 50th Birthday Parties at Beechen Hall. It was agreed to allow these parties again with an increased damage deposit. This would be reviewed at every Committee meeting so that any problems arising could be monitored.
- 7.7 Review of hire fees Acorn room. The Assistant Clerks recommendation to charge all hirers of the Acorn Room £14 after 6pm was agreed.

8. **Beechen Hall Extension**

- 8.1 Financial Report on cost of extension was **received** and **noted.**
- 8.2 **Noted.**
- 8.3 Further Acoustic treatment to the Acorn Room. It was agreed to purchase new curtains. It was agreed that the curtains needed to be taken up or the curtain rail raised to prevent them dragging on the floor. It was agreed to purchase a pack of 8 acoustic tiles. A quotation would be obtained for fitting the tiles. A quotation would also be obtained for a second door into the kitchen, if this was possible. **Action: Office**

8.4 Second phase landscaping. This was carried out on the 13th October, but the seeding was not done and this would now be left until March. Thanks were given to Cllrs Lynne Clarke, Ivor Davies, Dennis Hollands, Pat Sullivan and Vic Davies for carrying out the work.

8.5 Snagging list. Noticed at meeting – door hinge, paint damage to light fitting. It was agreed that the Assistant Clerk should circulate the list to the Working Party.

Action: Assistant Clerk

8.6 Cordless/desk Microphone to work in conjunction with hearing loop. Cllr Dengate said that this should be hardwired and not WIFI. Cllr V Davies would investigate further.

9. Beechen Hall Card Payments for Hiring the Hall.

Members **received** and **noted** the Assistant Clerk's report on the 2 proposed systems. It was decided that more information on how the Square works was needed such as can it be used on more than one laptop. **Action Office.**

10. Boxley Church Boundary Wall adjacent to the Granary

Members **received** and **noted** the report

11. Beechen hall Boundary Fence

Members decided that 2 more quotations were needed. **Action: Office**

12 Weaving Diamond Jubilee Orchard

12.1 Tree Management at WDJO and around the Parish

It was proposed by Cllr Hinder, seconded by Cllr Hollands and all agreed to accept the Tree surgeon's recommendation to coppice the trees along the boundary, subject to giving the option to neighbour who pays to have trees cut back if he wants to carry on with the present arrangement

13. Policies and Procedures

13.1 Burial Ground Review of Regulations. The Clerk has updated the regulations and these now need to be reviewed by the Working Party (Cllrs B Hinder, I Davies and D Hollands). The Clerk would arrange a meeting of the working group. **Action: Clerk**

13.2 Electrical Safety/maintenance contract for 2020. The tender document was agreed subject to the amendments suggested by members. **Action: Office**

13.3 Grounds maintenance contract. It was agreed by members that this could be done as a rolling contract subject to the following actions: Add Franklin Drive play area, add the allotment perimeter path and community areas.. It was requested that the office find out if a multiple year contract would be cheaper. It was also requested that the quotation needs to be in line with the tender document as they are both different and so hard to compare. **Action office.**

13.4 Risk Assessment WDJO. **Noted**

14. Draft Budget 2020/21

It was agreed to add the items on the report for consideration to the Budget with the addition of the boundary fence for Beechen Hall and snow clearance.

15 Matters for Decision

15.1 Noticeboards. the Assistant Clerks decision after consulting with members to purchase 3 new noticeboards with headers was ratified.

15.2 Replanting Silver Birch. The Assistant Clerks decision after consulting with members to purchase and replant a replacement tree in accordance with 16/508263/TPO was ratified.

15. Date of Next Meeting.

Monday 16 December 2019 at Beechen Hall, Wildfell Close, Walderslade. **Noted**

Meeting closed at 9.20 pm

Signed as a correct record of the proceedings.

Chairman.....

Date.....

Item 10 Adoption of amended Financial Regulations. Purpose of Item: Decision.

Amended page 2 of the Financial Regulations with change highlighted.

1. GENERAL

- a. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. The Finance & General Purposes Committee (F&GPC) maintains an overview of the application of these regulations and its Terms of Reference identifies the situations where it must make a recommendation to full council before it considers a decision.

Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any other specific regulations relating to contracts.

The detailed working practices of the office with regard to financial transactions are detailed in the annually reviewed Financial Transactions Policy.

References to signatures also covers electronic or written authorisations.

- b. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- c. The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- d. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- e. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- f. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- g. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow

instructions within these Regulations brings the office of councillor into disrepute.

- h. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- i. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

Item 11 Walderslade Woodlands. Purpose of Item: Information.

No further information.

Item 13. Franklin Drive Play Area - Decision

Following the Environment Committee Meeting it is proposed that the lease for Franklin Drive be signed. There is no record of Network Rail having a right of way over the land. It is also proposed that the signage in the playground be changed so that dogs are no longer allowed and that 'BPC are now responsible for the maintenance of the playground'. A 'No dogs' sign is also needed for the entrance to the playground.

Item 14 Reports from councillors/office

None at the time of compiling the Agenda. Verbal reports may be given at the meeting.

Item 15 Reports from Borough and County Councillors. Purpose of Item: Information.

None at the time of compiling the Agenda. Verbal reports may be given at the meeting.

Item 9.1 Payments made out of meeting 28.09.19 – 27.10.19

No payments were made from the following accounts:

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

10.1.1 HSBC Payments

List of Payments made between 28/09/2019 and 27/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2019	Suez Recycling & Recovery UK L	DD31642784	174.46		Refuse Collections - Aug
01/10/2019	Maidstone Borough Council	DD36/7	636.00		Rates
02/10/2019	Buisness Stream	DD2746492/	159.13		Water Bill June - Sept 19
07/10/2019	Unity Trust Account	102718	6,878.33		Transfer of funds to UTB
14/10/2019	Opus Energy - Electricity	DD6711347	223.31		Electricity Bill - Sept
20/10/2019	OPUS Energy - gas	DD24644195	58.29		Gas Bill - Sept
Total Payments			<u>8,129.52</u>		

9.1.2 UTB Payments

List of Payments made between 28/09/2019 and 27/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/09/2019	Focus Group	DD6748734	115.72		Telephone and Broadband
30/09/2019	Mrs Lisa E Baillie	C414BH	100.00		Refundable Cleaning Deposit
30/09/2019	Unity Trust Bank	SERVICE CH	37.20		Quarterly Transaction Charge
01/10/2019	Public Works Loan Board	DDPW507874	3,592.69		Loan Repayment 2nd Install
01/10/2019	Northstar IT Services	DD19334	173.14		IT Services and backup
11/10/2019	ParkerBrand	100241115	109.73	PC02	Petrol Brush Cutter
11/10/2019	Homebase	IMPREST18	11.85	Rob Burrows	Topsoil
11/10/2019	Rob Burrows	IMPREST18	20.49		Refreshments + Mileage
11/10/2019	Capital Cleaning (Kent) Ltd	0000281034	38.08		Sanitary Hygiene
11/10/2019	KCC Commercial Services	13487476	85.20		Consumables
11/10/2019	PC02	IMPREST1	126.87		Postage /Stamps
11/10/2019	Aldi Stores Limited	IMPREST1	6.69	PC02	Consumables
11/10/2019	Screwfix Direct Ltd	IMPREST1	3.69	PC02	Bulbs
21/10/2019	Thomas Allen	C502BH	150.00		Refundable Damage Deposit
22/10/2019	Zurich Insurance Plc	922399042	1,233.92		WWG Tractor Insurance
22/10/2019	The Conservation Volunteers	27286	38.00		WWG Annual Membership
22/10/2019	St John's C of E Primary Schoo	234	30.00		Hire of Library
22/10/2019	Baylis Landscape Contractors	11227	90.00	18/501295/SUB	Replacement Silver Birch
22/10/2019	Noticeboard Company	5974	2,622.00		3 x Noticeboards
22/10/2019	Baylis Landscape Contractors	11228	90.00		Removal of Slabs
22/10/2019	Hoods Tree Services Ltd	INV0689	360.00		Tree Maintenance WDJO
22/10/2019	PC19	22/10/PC19	1,641.39		Salary
22/10/2019	PC03	22/10/PC03	733.93		Salary
22/10/2019	PC06	22 /10/PC0	34.99		Councillor Allowance
22/10/2019	PC07	22/10/PC07	34.99		Councillor Allowance
22/10/2019	PC08	22/10/PC08	26.59		Councillor Allowance
22/10/2019	PC02	22/10/PC02	1,705.16		Salary
22/10/2019	PC02	DM DELIVER	25.00		Downs Mail Delivery
22/10/2019	PC09	22/10/PC09	34.99		Councillor Allowance
22/10/2019	PC10	22/10/PC10	43.74		Chairman Allowance
22/10/2019	PC11	22/10/PC11	34.99		Councillor Allowance
22/10/2019	PC04	22/10/PC04	60.00		Downs Mail Delivery Oct
22/10/2019	PC12	22/10/PC12	43.79		Councillor Allowance
22/10/2019	BH05	22/10/BH05	348.05		Wages
22/10/2019	PC05	22/10/PC05	27.04		Litter Picking WDJO
22/10/2019	BH04	22/10/BH04	342.64		Wages
22/10/2019	BH07	22/10/BH07	367.23		Wages
22/10/2019	HMRC	577PW00105	1,575.46		PAYE
22/10/2019	EFT Receipts Ac	IT00000068	352.96		Pension Contributions
Total Payments			16,468.21		

9.1.3 Coop Payments

Date: 28/10/2019

Boxley Parish Council

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Time: 12:04

Co-Op General Account

List of Payments made between 28/09/2019 and 27/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Mail Publications Ltd	DD52536	507.50		Downs Mail Page - Sept
Total Payments			507.50		

9.1.4 Lloyds Corporate Multipay Card Payments

Date: 28/10/2019

Boxley Parish Council

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Lloyds Corporate Multipay Card

List of Payments made between 28/09/2019 and 27/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2019	Bourne Amenity	69729	283.38		Lanscaping Materials for BH
01/10/2019	Bourne Amenity	69729	-283.38		Landscaping Materials BH
01/10/2019	Bourne Amenity	69729	272.30		Landscaping Materials BH
01/10/2019	Bourne Amenity	69729	283.38		Landscaping Materials BH
01/10/2019	Bourne Amenity	-283.38	-283.38		Landscaping Materials BH
02/10/2019	Lloyds Corporate Multipay Card	2/10/19	3.00		Monthly Card Fee
11/10/2019	Kent Association Local Council	1096622473	72.00		Transport Conference - DB
11/10/2019	Kent Association Local Council	1096629429	72.00		Transport Conference - JC
Total Payments			419.30		

Please Note: Bourne Amenity was incorrectly entered twice so negative payments have been entered to balance these out. The correct amount is £272.30.

Item 9.2 Receipts made out of meeting 28.09.19 – 27.10.19

No receipts were made to the following accounts:

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

9.2.1 HSBC Receipts

28/10/2019

Boxley Parish Council

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Cashbook 1

User: MF

HSBC General Account

Receipts received between 28/09/2019 and 27/10/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 29/09/2019	164.00					
130	Branton	164.00			1230	260	162.00 C485F Branton Dance
					1231	260	2.00 PL Insurance Branton
	Banked: 30/09/2019	226.00					
131	Poynton	226.00			520		226.00 C501 Tunury School Prom
	Banked: 30/09/2019	80.00					
132	Phonics Builders	80.00			1235	260	80.00 R2227 Phonics Builders
	Banked: 01/10/2019	79.00					
132	11+ Tutoring	79.00			1235	260	79.00 R2216 11+ Tutoring Oct
	Banked: 01/10/2019	90.00					
057	NGREA	60.00			1235	260	45.00 R2207 NGREA Sept
					4001	260	15.00 NGREA Set up
057	Lordswood WI	30.00			520		30.00 C503F Lordswood WI
	Banked: 03/10/2019	580.50					
133	Kumon	580.50			1235	260	580.50 R2222 Kumon Oct Invoice
	Banked: 03/10/2019	257.50					
058	Balfour Short Mat Bowls	257.50			1235	260	257.50 R2218 BSMB Oct Invoice
	Banked: 04/10/2019	102.75					
134	Forge House Care	102.75			520		102.75 C504D Forge House Care
	Banked: 04/10/2019	80.00					
135	Kidslingo	80.00			1235	260	80.00 R2221 Kidslingo Oct
	Banked: 07/10/2019	247.50					
136	Tumbletots	247.50			1235	260	247.50 R2230 Tumbletots Oct
	Banked: 07/10/2019	361.00					
137	Yoga	361.00			1235	260	361.00 R2231 Yoga Oct Invoice
	Banked: 07/10/2019	82.50					
138	Shilston	82.50			520		82.50 C505D Shilston 23/11/19
	Banked: 07/10/2019	150.00					
139	Wiggan	150.00			560		150.00 C466 Wiggan 2/11/19
	Banked: 08/10/2019	75.00					
140	Sing & Sign	75.00			1235	260	75.00 R2228 Sing & Sign Oct
	Banked: 08/10/2019	260.00					
141	Ingram	260.00			1230	260	108.00 C502F Ingram 20/10/19
					1231	260	2.00 PL Insurance Ingram
					560		150.00 C502 Damage Deposit
	Banked: 09/10/2019	105.00					
Subtotal Carried Forward:		2,940.75	0.00	0.00			2,835.75

HSBC General Account

Receipts received between 28/09/2019 and 27/10/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
142	Cuddle Bugs Baby Yoga	105.00			1235	260	105.00	R2219 Baby Yoga
	Banked: 09/10/2019	92.00						
143	Shoyoye	92.00			520		92.00	C508D Shoyoye 14/12/19
	Banked: 09/10/2019	67.50						
144	Teenie Boppers	67.50			1235	260	67.50	R2229 Teenie Boppers
	Banked: 09/10/2019	57.75						
145	Nagarajan	57.75			520		-173.25	C479D Nagarajan 9/11/19
					1230	260	229.00	C479F Nagarajan 9/11/19
					1231	260	2.00	PL Insurance Nagarajan
	Banked: 14/10/2019	103.00						
146	Austen	103.00			520		103.00	C506D Austen 15/3/19
	Banked: 15/10/2019	21.00						
147	Wiggan	21.00			520		-62.25	C466D Wiggan 2/11/19
					1230	260	81.25	C466F Wiggan 2/11/19
					1231	260	2.00	PL Insurance Wiggan
	Banked: 15/10/2019	82.50						
148	Hooton	82.50			520		82.50	C507D Hooton 9/2/20
	Banked: 16/10/2019	656.00						
059	Movement as Therapy	317.50			1235	260	317.50	R2224 MAT Oct Invoice
060/Porter	Lisa Porter	18.50			1280	280	18.50	Porter Plot 3G
062	Karate	320.00			1235	260	320.00	R2220 Karate Oct Invoice
	Banked: 16/10/2019	133.00						
061	Atkinson	133.00			520		133.00	C511D Atkinson 18/1/2020
	Banked: 16/10/2019	24.00						
149	Worldpay	24.00			4015	260	24.00	Refund for first payment
	Banked: 16/10/2019	330.00						
150	Kattah	330.00			520		-267.00	C498D Kattah 2/11/19
					1230	260	354.00	C498F Kattah 2/11/19
					1231	260	2.00	PL Insurance Kattah
					560		241.00	C498 Kattah Damage
	Banked: 17/10/2019	208.00						
151	Stallwood/Roots	208.00			520		208.00	C510 Stallwood/Roots
	Banked: 24/10/2019	27.50						
152	Roberts	27.50			520		-82.50	C499D Roberts 24/11/19
					1230	260	108.00	C499F Roberts 24/11/19
					1231	260	2.00	PL Insurance Roberts
	Banked: 24/10/2019	80.00						
153	11+ Tutoring	80.00			1235	260	80.00	R2233 11+ Tutoring Nov
	Banked: 24/10/2019	55.00						
Subtotal Carried Forward:		4,878.00	0.00	0.00			4,823.00	

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Boxley Parish Council
Cashbook 1
HSBC General Account
Receipts received between 28/09/2019 and 27/10/2019

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Nominal Ledger Analysis								
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	063	Wright	35.00			520		35.00 C509F Wright 18/12/19
	064	Mid Kent Astronomical Society	20.00			1235	260	20.00 R2223 MKAS 17/10/19
Total Receipts:			4,878.00	0.00	0.00			4,878.00

9.2.2 UTB Receipts

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Boxley Parish Council
Cashbook 2
Unity Trust Account
Receipts received between 28/09/2019 and 27/10/2019

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Nominal Ledger Analysis								
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
		Banked: 02/10/2019	46.25					
	Highman19	Alan Highman	46.25			1280	280	46.25 Highman Plots 13B, 4H &
		Banked: 07/10/2019	6,878.33					
	102718	HSBC General Account	6,878.33			200		6,878.33 Transfer of funds to UTB
		Banked: 16/10/2019	2,064.47					
	XVV12600	HMRC	2,064.47			105		2,064.47 VAT Refund 2nd Quarter
		Banked: 18/10/2019	5,550.50					
	181019/18	Maidstone Borough Council	5,550.50			1100	130	5,550.50 2nd Installment PSS Grant
Total Receipts:			14,539.55	0.00	0.00			14,539.55

Item 9.3 Account Balances

Date	BANK ACCOUNTS (closing balances at last statement)	
31.09.19	Coop General Account	£3,022.55
31.09.19	HSBC Beechen Hall	£31,333.08
31.09.19	Unity Trust Bank (UTB)	£53,781.84
18.04.19	Barclays Bank	£84,085.33
08.08.19	Lloyds A (matures 08/11/2019)	£51,554.02
29.07.19	Lloyds B (matures 29/10/2019)	£25,302.36
31.03.19	Nationwide Beechen Hall (95 day saver account which rolls over)	£11,281.57
31.05.19	Nationwide Parish Council (95 day saver account which rolls over)	£65,415.16
	Total	£325,775.91