



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://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 7 October 2019, St Johns School, Provender Way, Grove Green, ME143DZ 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 2 September 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 2019. See report (page ).

**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 2 September 2019 (pages 6-8).

8.2 Environment Committee 9 September 2019 (pages 8-10).

8.3 Finance and General Purposes Committee 16 September 2019 (pages 10-12).

**9. Finance**

9.1 Payments made out of meeting 27.08.19 – 27.09.19. See report (pages 21-23).

9.2 Receipts for the period 27.08.19 – 27.09.19. See report (pages 23-28).

9.3 Account balances. See report (page 28).

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

**11. Walderslade Woodlands**

11.1 Sale of Wildfell Close Land. See report (page 12).

**12. Speed reduction Walderslade Woods/Grange Lane, Sandling** - See report (page 13).

13. **Traffic Calming Measures – Provender Way** - See report (page 13).
  14. **Litter Bin – New Cut Road** – See report (page 13).
  15. **Franklin Drive Play Area** - See report (page 13-14).
  16. **Policies and Procedures**
    - 17.1 Grievance Policy & Procedure – (pages 14-15).
    - 17.2 Disciplinary Policy & Procedure – (pages 15-18).
    - 17.3 Financial Transactions policy – (pages 18-20).
  17. **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 21).
  18. **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.
  19. **Matters for Decision**

To consider issues such as attendance at meetings etc.
  20. **Correspondence**
  21. **Matters for Information**

To consider any received.
  22. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 25 October 2019.
  23. **Next Meeting**

4 November 2019 at The European School of Osteopathy, Styles Lane, Boxley, ME14 3DZ
- Motion to exclude members of the Press and Public on the grounds that the following item contains personal information of personal and confidential nature.**
24. **Personnel issues.**
  25. **Grant Request from Vinters Valley Nature Reserve**

A verbal update will be given at the meeting.

Daniela Baylis  
Clerk to the Council.

Date 30 September 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 7 October 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 The European School of Osteopathy, Styles Lane, Boxley, ME14 3DZ on Monday 2 September 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 and Cllr Hollands together with the Clerk Mrs D Baylis and three members of the public/press.

**1. Apologies and absences**

Apologies: Mr T Harwood and Mr J Willmott

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

All Councillors declared an interest in item 11.

**3. Chairman's Announcements**

The Chairman thanked the Councillors from Boxley who had been part of the Joint Traffic working Group and requested that a letter of thanks be sent to Bearsted Parish Council for their hard work in producing the report.

The outline application for a care home on the land at the junction of New Cut Road and Bearsted Road, Weaving has gone to appeal. This would be placed on the Agenda for the Environment Committee Meeting on the 9<sup>th</sup> September 2019. The hearing would be on the 29<sup>th</sup> October. The Chairman asked that representation be encouraged from the Joint Traffic Working Group and Vinters Valley Trust

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

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

**5. Matters Arising from the Minutes**

5.1 Minute 3263/5.1 Franklin Drive Play Area. The Clerk reported that the new lease has been received but MBC can find no mention of the Right of Access for Network Rail. Once this has been established and added to the lease it will be ready for Council approval. The Clerk was asked to contact Network Rail to see if they had a copy of any agreement.

5.2 Minute 3263/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. The Chairman reported that he had been contacted by the Group recently and had had no new news from MBC. He would follow this up again. **Action: Cllr Bob Hinder.**

5.3 Minute 3190/7.3 OneDrive training. Review in September 2019. It was proposed by Cllr Ivor Davies and all agreed to defer this item for 6 months.

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

**6. Crime Report and Police Issues**

6.1 Crime report 25 June – 22 August 2019. **Received** and **noted**

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

One member of the public from Sandling was concerned about the planning

application for 39 houses in Sandling (19/503870/OUT) especially as it would mean removing all the remedial work put into the proposed access road to prevent lorry parking and all its associated nuisance.

One member of the public wanted to know if the Parish Council received any support from MBC with recreational facilities. Cllr Wendy Hinder said that most of the budget was put into strategic play areas. They also raised the Health and Safety risks of residents taking their bins up and down the steps at Alexandra Close as they were extremely steep.

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

8.1 Environment Committee 8 July 2019. **Received and noted.**

8.2 Finance and General Purposes Committee 15 July 2019. **Received and noted**

8.3 Environment Committee 19 August 2019. **Received and noted.**

8.4 Estates Committee 19 August 2019. **Received and noted**

## **9. Finance**

9.1 Payments made out of meeting 28.06.19 – 26.08.19. **Received and noted**

Cllr Dengate asked why the gas bill was double in July. The Clerk replied that this was most likely down to the number of hirers of the hall but would investigate and report back.

9.2 Receipts for the period 28.06.19 – 25.08.19. **Received and noted**

9.3 Account balances. **Received and noted**

## **10.To Review recommendations from the Finance Committee regarding Councillors Allowances**

It was proposed by Cllr Macklin, seconded by Cllr Vic Davies and all agreed that allowances should be linked to the Consumer Price Index with the latest annual variation in November being used to determine any increase.

It was proposed by Cllr Macklin, seconded by Cllr Hollands and all agreed that an additional allowance be paid to the Chairman of the Council of 50% of the Councillors allowance.

It was proposed by Cllr Macklin, seconded by Cllr Hollands and all agreed that an additional allowance be paid to Committee Chairmen of 25% of the Councillors allowance with no Councillor able to claim more than one additional allowance.

## **11.To adopt the amended Financial Regulations**

Cllr Dengate did not feel that the regulations were complete as they did not have any regulations regarding card payments. It was proposed by Cllr Bob Hinder, seconded by Cllr Ivor Davies and all agreed to defer this item until next month to enable the Clerk to obtain advice from KALC. **Action Clerk**

## **12.Walderslade Woodlands**

12.1 Sale of Wildfell Close Land, update. **Received and noted**

## **13.Speed Reduction Walderslade Woods/Grange Lane, Sandling**

Cllr Bob Hinder said that he had witnessed a serious accident on Walderslade Woods on the 14 July and had sent photographs to Cllr Carter. It had taken 6 weeks for him to get a reply. The Parish Council has been asked to supply him with their Highway Improvement Plan and proposals. A speed reduction is something that the Council has tried to get implemented several times in the past and it was agreed that it should be tried again. Cllr Hinder asked members to supply him with proposals and suggestions for a response to Cllr Carter. The Clerk would get crash record data and information from the Kent and Medway Safety Camera Partnership. Speed on Grange Lane would also be looked into.

## **14.Plaque and Ceremony for Alan's Tree**

It was agreed to purchase a plaque to be placed near the tree with a small informal ceremony just before the next Parish Council meeting held at Beechen Hall (January 2020).

The Plaque to read 'Planted in memory of Councillor Alan Springate a hardworking and long serving Boxley Parish Councillor'. **Action: Office**

**15. Traffic Working Group Report**

Cllr Hayday gave a report from the Boxley and Bearsted Joint Traffic Working Group. The conclusions of the report were that most problems came from the lack of an Eastern bypass and over development. The main recommendation put forward was to place a moratorium on all future development until the traffic issues are resolved. It was agreed that Boxley Parish Council endorse the report and that it be sent to the Joint Transportation Board once it had been approved by Bearsted.

**16. Maidstone Local Plan Review – Noted**

**Policies and Procedures – Health and Safety**

It was agreed to adopt the revised Health and Safety Policy. Cllr Ivor Davies suggested that in future it would be better to split the policy into 3 separate policies and this was agreed

**17. Reports from Councilors/Office**

A meeting regarding the Churchyard wall bordering Court Lodge Farm had been attended by Cllrs Viv Davies, Ivor Davies, Pat Sullivan, Dennis Hollands and the Clerk. The meeting was led by the Archdeacon of Maidstone. The responsibility for repairs to the wall was not clear. Several options were put forward including leaving the remaining structure of the barn in place, removing the superstructure but leaving the blockwork in place and removing everything. The Parish Council might need to employ a surveyor if they are responsible for the wall and the whole structure of the barn wall including the blockwork is removed. The PCC were going to undertake a risk assessment regarding the low parts of the wall.

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

The reports from Cllr Wendy Hinder, Cllr Bob Hinder and Cllr Anne Brindle were **received** and **noted**.

Cllr Bob Hinder said that the efforts of the resident in Brownlow Copse who was creating a wildflower verge should be supported.

**19. Matters for Decision**

Cllr Sullivan said that she was unable to attend the planning training at MBC and that any other Councillors that wished to attend should contact the office.

**20. Correspondence**

None received

**21. Matters for Information**

None

**22. Items for Next Agenda**

A resident had requested the Cygnet Mental Health Facility be put on the next Agenda.

**23. Next Meeting**

7<sup>th</sup> October 2019 at St Johns School, Provender Way, ME14. **Noted.**

Meeting closed at 8.50 p.m.

Signed as a correct record of the proceedings.

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

## **Item 7 Crime Report and police issues**

The following 2 crimes have been reported since the last meeting.

- **Boxley**  
On Monday 16th of September around 3:35am in Tyland Lane. Somebody broke into a vehicle parked in the road.  
Posted 19/09/2019
- **Boxley**  
On Sunday 15th of September between 12:01am and 9:25am in Forstal Road. Somebody broke into a shed at a residential property. Nothing appears to have been taken but a bench outside the shed was stolen.  
Posted 17/09/2019

## **Item 8 Draft Minutes of Recent Committee Meetings**

### **Item 8.1 Environment Committee 2 September 2019**

#### **Minutes of the Environment Committee on Monday 2 September 2019 at Beechen Hall, Wildfell Close, Walderslade to follow the Main Council meeting commencing at 7:30pm.**

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Mrs L Clarke, Mr I Davies, Mr B Hinder, Mr J Constable, Mr D Hollands and Mrs P Huntingford, together with Mrs D Baylis Clerk

1. **Apologies and absences**  
Cllr J Willmott
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None
3. **Minutes of the Meetings 19 August 2019**  
The minutes were agreed and signed as a correct record.
4. **Matters Arising from the Minutes**
  - 4.1 Minute 3268/4.3 Litter bin New Cut Road. An email had been received from MBC saying that they had no budget to replace the bin and asking the Parish Council to pay for one to be installed. After discussion it was agreed that Councillor Constable would take some photographs to demonstrate how bad the litter and dog waste bag problem has become since the removal of the dog waste bin so that the Clerk can contact MBC and ask for a replacement bin to be installed in place of the one they removed. It was agreed that another bin needed to be placed near the traffic lights on New Cut Road. As this was mainly a problem with school children dropping litter, the Clerk was asked to write to the school to see if they would donate towards the cost of a bin.

#### **To adjourn to allow members of the public to address the meeting**

No members of the public present

#### 5. **Planning applications for consideration**

##### **19/504189/TPOA – 11 Podkin Wood, Walderslade, ME5 9LY**

Tree Preservation Order application: Hornbeam (T1) – 5 stem coppice. Crown lift to achieve ground clearance of 5.5 m, reduce canopy to a height of 12 m and radial

spread of 4.5 m. Oak (T2) – crown lift to achieve 5.5 m ground clearance. Thin canopy by 10% focusing on dead wood and inferior conflicting branches. Reasons for work: alleviate building encroachment and enhance natural light.

**Boxley Parish Council response:** Boxley Parish Council do not wish to object, defer to the view of the Landscape officer

**19/504106/FULL – 10 Goldstone Walk, Boxley, Chatham, ME5 9QB**

Removal of front bay window and supporting wooden struts and erection of a new bay window with supporting brickwork

**Boxley Parish Council response:** Boxley Parish Council has no material planning reason to object to this application

**19/504097/FULL – Abbey Court, Boarley Lane, Sandling, ME14 3DD**

Proposed temporary siting of mobile type building for use as office accommodation for a period of 5 years.

**Boxley Parish Council response:** Boxley Parish Council objects to this application for the following reasons:

The site is on the edge of the AONB and clearly visible from both the M20 and A229.

Boarley Lane is very narrow any increase in traffic would cause problems particularly with exiting on to the main road.

If the Planning Officer is minded to approval, Boxley Parish Council would like to request that a condition is added for extensive landscaping to hide the building from view and reduce its impact on the surrounding countryside.

**19/502829/FULL – Vinters Park Crematorium, Bearsted Road, Weaving, ME14 5LG**

Adaption to existing space to house cold storage facilities with new link extension to main building and creation of new opening to the East elevation and installation of 1no. air conditioning unit.

**Boxley Parish Council response:** Boxley Parish Council would like to see this application approved.

**19/503437/FULL – Bridgewater, Tyland Lane, Sandling, ME14 3BL**

Proposed loft conversion, including new side dormer, erection of a single storey rear extension, including new render to facades and insertion of new window to front elevation, and erection of a single storey rear extension to existing garages.

**Boxley Parish Council response:** Boxley Parish Council has no material planning reason to object to this application

**19/504058/FULL -Yew Tree House, Grange Lane, Sandling, ME14 3DB**

Conversion of existing garage to a self-contained dwelling with new access via Grange Lane.

**Boxley Parish Council response:** Boxley Parish Council has no material planning reason to object to this application but have concerns about adequate parking provision given the location. If the Planning Officer is minded to approve the application Boxley Parish Council would like a condition imposed that keeps the building used as an annex to the existing property and not sold as a separate dwelling.

**19/504210/FULL – 8 Teasel Close, Weaving, ME14 5FN**

Single storey rear extension

**Boxley Parish Council response:** Boxley Parish Council has no material planning reason to object to this application

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

The Planning decisions on the Agenda were noted.

**7. Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 5 September 2019.

**Noted.**

**8. Next Meeting**

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

Meeting closed 9.30pm.

Signed as a correct record of the proceedings.

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

**Item 8.2 Environment Committee 9 September 2019**

**Minutes of the Environment Committee on Monday 9 September 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 6.00 pm.**

Present: Mrs A Brindle (Chair), Mr I Davies, Mrs P Huntingford, together with Mrs D Baylis Clerk.

**1. Apologies and absences**

Apologies received from: Cllrs W Hinder, B Hinder, Ms L Clarke, J Willmott and Mr D Hollands

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

None

**3. Minutes of the Meeting 2 September 2019**

The minutes were agreed subject to amendment.

**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. Deferred in the absence of Cllr Hinder

4.2 Minute 3268/4.3 Litter bin New Cut Road. Clerk awaiting responses to enquiries.

4.3 Minute 3268/4.5 Land to rear of Tesco. Deferred.

4.4 Any other matters arising from the minutes not on the agenda

Minute 3286 Item 13, request for MBC and KCC maintenance schedules. A response had been received from MBC and the Clerk and Cllrs B and W Hinder had been invited to a meeting to view the schedules.

Minute 3285 - **19/503943/FULL - Downs View Farm Pilgrims Way Boxley Maidstone Kent ME14 3EB** Demolition of 2no. existing commercial portal-framed buildings, removal of existing hardstanding across the site and construction of a replacement building for office use, with associated parking and landscaping. A neighbouring resident had written to the Parish Council requesting that they look into making Styles Lane one way. It was decided that in the view of the Committee this would not be possible and that the matter should be referred to the Highways department at MBC.

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

No members of the public present.

**5. Planning Applications for Consideration**

**19/504002/FULL – Abbey Court Farm, Lidsing Road, Lidsing, Gillingham, ME7 3NL**



Conversion and single storey extension to existing agricultural building to form a single residential dwelling with associated parking and amenity space (Amendment to 18/506686/PNQCLA)

**Boxley Parish Council response:** Boxley Parish Council has no material reason to object to this application

**19/50303845/FULL – 6 Pinewood Drive, Boxley, ME5 8XU**

Creation of a dropped kerb

**Boxley Parish Council response:** Boxley Parish Council has no material reason to object to this application

**19/504340/TPOA – 9 Round wood close, Walderslade, ME5 9UL**

TPO application to fell one oak tree

This was deferred as no documents were available on the MBC website. The Clerk would circulate them to members once received.

**19/503836/TPO – Tree Preservation Order application:** T1/2 – reduce maple trees from approx. 50 feet to 25 feet. T3 – reduce maple tree from approx. 35 feet to 15 feet, to previous cut points. T4 reduce maple tree (approx. 20 feet tall) by approx. 6-8 feet, to be clear of cctv camera. T5 – hornbeam – remove 2 lower limbs growing towards the main building at Alexandra Hospital, Impton Lane, ME5 9PG. Deadline: 24 September 2019.

**Boxley Parish Council response:** Boxley Parish Council do not wish to object, defer to the view of the Landscape officer

**19/504400/FULL – Removal of condition 2 to application 17/503989/FULL for replacement of existing temporary structure with a two-story portable cabin to provide additional storage space and a conference room for The Veterinary Hospital at Newnham Court Veterinary Group, Newnham Court Farm, Bearsted Road, Weaving ME14 5EL. Deadline 27 September 2019.**

It was decided to make no response to this application.

**Planning Applications for Ratification.**

The planning responses made were ratified.

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

The Planning decisions on the Agenda were noted.

**18/503492/OUT Land at Junction of New Cut Road and Bearsted Road, Weaving**

Outline application for erection of a care home (Use Class C2) with access to Bearsted Road including landscaping, parking and associated works. Matters of appearance, landscaping, layout and scale are reserved for future consideration.

This was deferred as it requires a detailed response and members wished to do further research.

**7. Highways and Byways**

7.2 To consider any issues raised at the meeting

Daffodil Bulbs – it was agreed to spend £50 on bulbs and plant more into the areas already planted to increase density and look for other sites suitable for planting.

**8. Policy and Procedures**

None scheduled for review. **Noted.**

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

9.1 To receive and reports or notifications of issues from members.  
Cllr Brindle had bought along a copy of the information she'd received at a recent planning training event.

10. **Planning Training from MBC**

Members would contact the Clerk for booking if they were interested.

11. **Consultations**

2 invitations for consultation from KCC had been received. The drainage and planning policy statement was considered to need expert knowledge beyond the scope of the Councillors present.

The Flood Investigation Reporting Policy consultation was noted.

12. **Volunteer Groups**

No reports submitted.

13. **Items for Next Agenda**

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

**Noted.**

14. **Next Meeting**

Next Environment Committee meeting 7<sup>th</sup> October 2019 to follow the Main Council meeting at St Johns School, ME14 5TZ commencing at 7.30pm.

Meeting closed 8.40pm.

Signed as a correct record of the proceedings.

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

**Item 8.3 Finance and General Purposes Committee 16 September 2019**

**Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Monday 16 September 2019 commencing at 7.30 p.m.**

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mrs L Clarke, G Hayday, P Dengate and Mrs W Hinder together with the Clerk Mrs D Baylis

1. **Apologies and non-attendance**

Apologies: Cllr B Hinder and Cllr Brindle

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

None.

3. **Minutes of the meeting of 15 July 2019**

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

4. **Matters Arising from the Minutes**

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

4.2 Minute 3259/4.1 Long Term Investments Working Group. The Clerk clarified the members of the group (Cllrs G Hayday, B Hinder, I Davies and P Dengate) and their availability and will arrange a meeting shortly. **Action: Clerk.**

4.3 Minute 3259/4.2 Cyber Crime and GDPR.

Councillors did not think that they had received the updated Cyber Crime document so the Clerk would send what she had.

Work on the GDPR policy was still ongoing. **Action: Clerk**

- 4.4 Minute 3259/10 Cybercrime insurance No details of Cyber crime protection received from insurer. At members request, the Clerk would follow this up with the insurance company and try and get the information. **Action Clerk.**
- 4.6 Minute 3259/13 75<sup>th</sup> Anniversary of VE day 8 May 2020. After discussion, in which the likely number of conflicting events on or around that day was taken into account and the practicalities of BPC organising one itself, it was **agreed** to recommend to full council that residents be asked, e.g. by Community Alert, if they wished to organise an event that we could consider supporting. No budgetary provision to be made at this stage.

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

5. **5. Financial report.**

- a. Reconciliation of accounts. The Chairman reported that, prior to the meeting, he had successfully undertaken a reconciliation of all the bank accounts. **Noted.**
- 5.2 Income/Expenditure report as at 31.08.19. **Received** and **noted**, members asked for clarification on expenditure under Telecoms. The Clerk would obtain answers and circulate them to members. **Action: Clerk**
- 5.3 Petty cash reconciliation. The Chairman reported that, prior to the meeting, he had undertaken a reconciliation and all was in order. **Noted**
- 5.4 Investments Report. It was agreed to leave things as they were until after the Long Term Investments Working Group had met.
- 5.5 Earmarked Reserves. **Report Noted**
- 5.6 **Public Works Loan Board.** The next payment was due on the 1 October 2019. **Noted.** It was requested that future reports also show the amount outstanding. **Action: Office**

6. **Completion of Annual Audit**

The Clerk reported that the Council had been reprimanded for not having the full Council approve a whole Council Risk Assessment and had therefore signed Section 5 incorrectly. Various Risk Assessments had been approved by Committees but none had been approved as required by the Regulations by Full Council. The Notice of Completion of Audit had been published as required by the Regulations.

7. **Changes to IT and Website**

**Website** A website plan had been completed and was being turned into a requirements document. Once completed it would be sent to the Working Party for comment. Following this it would be sent to the whole Committee for comment. **Action: Office.**  
**Wi-Fi Extender for Acorn Room.** It was requested that this be purchased as soon as possible. **Action: Office**

8. **Bank Mandates**

The bank mandates have been completed. **Noted**

9. **Contingency Fund and Budget adjustments**

- 9.1. It was **agreed** to make a budget adjustment for the appointment of a solicitor for the transfer of the woodland following the sale of the Wildfell Close Land. The cost of the solicitor and other charges will be reimbursed by KCC in due course from the proceeds of the land sale. It was **agreed** that Whitehead Monckton be appointed as the Parish Solicitor for the transaction.

10. **Personnel matters**

10.1 **TOIL, training, leave and sickness cover**

The Annual Leave dates were noted. The Assistant Clerk's TOIL was within its buffer zone set. She would be reducing this over the next month.

It was **agreed** that the Clerk would go to the KALC Transport Conference and report back to the Council and that a member of the Traffic Working Group should also be invited to attend.

It was agreed that Cllr I Davies will go to the KALC Annual Finance Conference subject to his availability and the Clerk would go if he was unable to.

Cllr Clarke asked if the staff time sheets were ever checked. The Clerk explained that they were available to inspect at any time if Councillors wanted to. It was **agreed** that they should be checked by whichever Councillor was authorising the payroll.

#### 11. Policies and Procedures: Reports and Reviews

- 11.1 **Risk Assessment.** It was **agreed** that the Clerk would produce a whole Council Risk Assessment for presentation at the next meeting of the Committee in November. **Action: Clerk**
- 11.2 **Grievance Procedure.** This was **agreed** and would be put to the next Full Council meeting for adoption
- 11.3 **Financial Transactions Policy.** This was **agreed** subject to amendment and would be put to the next Full Council meeting for adoption.
- 11.4 **Disciplinary Procedure.** . This was **agreed** and would be put to the next Full Council meeting for adoption
- 11.5 **Annual Health and Safety and accident book review.** The accident reports for the year were noted. It was **agreed** that a 'grab bag' for emergencies should be purchased. The Clerk would obtain some costs and circulate these to members for approval. The Defibrillator cabinet outside the building has an unsafe conduit that needs to be corrected as soon as possible. Notices need to be put up in the building saying where the defibrillator is located. The old metal shelf the defibrillator was on should be removed.  
**Action: Office**
- 11.6 **Staff Appraisals.** It was proposed by Cllr I Davies and **agreed** that written appraisals would be done annually in August. The Clerk would draft an appraisal form and circulate to the Committee for comment. It was **agreed** that a monthly staff meeting should be held and that a Councillor should attend. Councillors would attend in rotation so that all members obtained familiarity with the office and its functions and pressures.
- 11.7 **Review of procedures for reviewing Policies, Risk Assessments etc.**  
It was **agreed** that in future, following review/amendment by the relevant Committee, all Policies, Risk Assessments etc would be put to the next full Council meeting for adoption.

#### 12. Grants

- 12.1 It was proposed by Cllr V Davies and **agreed** that the budget for this year's poppy wreaths would be £120.

#### 13. Matters for Information

None received

#### 14. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 November 2019. **Noted.**

#### 15. Date of Next Meeting

Monday 18 November 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.07 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

**Item 11 Walderslade Woodlands.** Purpose of Item: Information.

Whitehouse Monkton have been appointed as the Parish Council's solicitors for the transfer of Land. The working group met and a constitution for the creation of a CIO has been drafted by Pauline Bowdery and will be presented to the working group at its next meeting for approval.

**Item 12 Speed Reductions for Walderslade Woods/Grange Lane, Sandling.**

Purpose of Item: Information

A meeting has been arranged with Jennie Watson from KCC Highways for 5<sup>th</sup> November to discuss matters. A response is awaited regarding enforcement of speed limits from Kent Police.

**Item 13 Traffic Calming Measures for Provinder Way**

A request has been received from a resident and Mr Smith the Headteacher of St Johns for the Parish Council to look into traffic calming measures for Provender Way. They report problems from speeding cars and a serious accident on the 6<sup>th</sup> September 2019.

**Item 14 Litter Bin New Cut Road-** Purpose of Item: Information & Decision

About 5 years ago KCC decided we was unable to dispose of dog waste via there waste stream but if boroughs or parishes wishes they would need to enter private agreement with private contractors. So a decision was made by members to offer dog bins to parish (and therefore they become there responsibility) or to remove them with some parishes/wards (such as Boxley) decided to retain them. During this time every I worked with all to find a comprise to replace some dog bins with a co-mingled bin but we was/are unable to replace all dog bins with co-mingled bins and if I remember correct Boxley ward members and parish agreed to are replacements (you may wish to speak to previous clerks and members to gain their views) . Last year the private contractor that serviced the parish bins suddenly stop trading and this left a parishes in trouble but again we worked with parishes to remove all the existing dog bins and purchase/install new co-mingled bins at the cost to the parish.

In the case of New Cut road/Lodge road we did install addition bins and in fact the land either side of the nature reserve gained addition litres of waste bins.

We have no budget for addition litter bins and if the parish has requested them and we have no recorded proof they are required I believe it's only correct that the parish should pay for them but remember we would still empty at no cost to the parish.

I hope this helps.

**John Edwards**

Street Scene Operations Manager

Environmental Services Section

Maidstone Borough Council Depot, Bircholt Road, Park Wood Trading Estate, Maidstone, Kent ME15 9XY

w [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

T 01622 602390

M 07989 660450

**Item Franklin Drive Play Area**

**Clerks note:** these are the latest responses regarding the Network Rail right of access issue.

Daniela

Latest update regarding Franklin Drive – indications are Network rail don't have rights but it may be reasonable to grant them in the future in which case the lease would be amended – see below.

regards

Andrew

**Andrew Williams**

Parks and Open Spaces Manager

Hi Andrew

We don't have an agreement with Network Rail, so they could well have just installed a gate without consent. Trying to resolve this with Network Rail will not be a quick process I'm sure. The only way to move things on would be to sign the lease and let us deal with Network Rail in the meantime. If we needed to subsequently grant rights to Network Rail we could vary the lease to Boxley PC to reflect this.

Thanks

Lucy

<b>Item 16 Policies and Procedures - Purpose of Item: Information &amp; Decision</b>
--

## **Boxley Parish Council**

### **Grievance Policy & Procedure**

#### **Policy**

Anybody working in an organisation may, at some time, have concerns about their work, working conditions or relationships with colleagues that they wish to have addressed and resolved. The following procedure sets out the framework for such resolution. Its aim is to give a fair hearing to the grievance and of ensuring consistent and equal treatment in all cases.

In setting this procedure the Parish Council has used the following as its basis:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6<sup>th</sup> April 2009).
- The ACAS Guide which gives information and guidance on good practice.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

#### **Procedure**

##### **Dealing with grievances informally**

Employees having a grievance or complaint to do with their work or the people they work with should, wherever possible, start by talking it over with their manager or the Parish Clerk. Often a quiet word is all that is needed. A written record of the discussion can be made if requested.

##### **Formal grievance procedure**

If the matter is serious or the employee wishes to raise the matter formally, the grievance should be set out in a letter addressed to the Parish Clerk, sticking to the facts and avoiding language that is insulting or abusive. If the grievance is against the Parish Clerk the letter should be addressed to the Chairman of the Parish Council.

## **Grievance hearing**

The Chairman of the Parish Council committee will be responsible for the process.

The Grievance Hearing Committee will be made up of the Vice-Chair of the parish council and the two committee chairs (or vice-chairs if unavailable). Any person named as the cause of the grievance will be excluded from the decision process.

The employee will be called, normally within five days, to a meeting with the Hearing Committee to hear and discuss the grievance. The employee has the right to be accompanied by a colleague or trade union representative at this meeting.

After the meeting the chairman of the Hearing Committee will give the employee its conclusions in writing, normally within 24 hours.

## **Appeal**

If the employee is unhappy with the decision and wishes to appeal they should let the Chairman/Parish Clerk know.

The employee will be invited to a meeting of the Grievance Appeals Committee, normally within five days, to have the appeal heard. The employee has the right to be accompanied by a colleague or trade union representative at this meeting. The Grievance Appeals Committee will normally consist of the Chairman of the Parish Council and two other councillors with any councillor involved in the grievance or earlier hearing excluded.

After the meeting the Chairman will give the committee's decision in writing, normally within 24 hours. The Grievance Appeal Committee's decision is final.

## **Councillors' grievances**

A similar procedure will be followed where a parish councillor has a grievance except that the complainant should normally take up the matter with Chairman of the Parish Council. If the grievance is against the Chairman, it is the Parish Clerk that takes the lead.

***Adopted by Council on 7<sup>th</sup> October 2019***

## **Boxley Parish Council**

### **Disciplinary Policy & Procedure**

#### **Policy**

All employees are to be helped and encouraged to achieve and maintain high standards of conduct, attendance and job performance. However, with the aim of ensuring consistent and fair treatment for all in the organisation, where an employee fails to meet these standards, the procedures set out below will apply.

In setting these procedures the Parish Council has used the following to guides:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6<sup>th</sup> April 2009).
- The ACAS Guide which gives information and guidance on good practice.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

## **Procedure**

### ***Informal Action***

Informal action should be considered to resolve problems prior to instigating formal procedures. Often a quiet word is all that is needed to resolve an issue. A written record of this discussion can be made if requested.

The Formal Action procedure below may be implemented at any stage if the employee's alleged misconduct warrants this.

### **Formal Action**

#### 1. Principles

No disciplinary action will be taken against an employee until the case has been fully investigated by management.

The employee will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

#### 2. Responsibility

The Chairman of the Parish Council will be responsible for the process and will, if needed, appoint a Disciplinary Appeal Committee made up of the Vice-Chair of the Parish Council and the two Committee Chairs (or Vice-Chairs if unavailable). Any councillor directly involved in the disciplinary matter will be excluded from the process.

#### 3. The Procedure (see further below for the procedure in cases of Gross Misconduct):

##### **First stage of formal procedure**

If conduct does not meet acceptable standards, a first warning for misconduct will be given at an interview. This may take one of three forms:

In the case of first or minor misconduct the council may issue a **Verbal Warning:**

The council will notify the employee of the reason for the warning, the improvement required (if appropriate) and the time period for improvement. The employee will be notified of their right of appeal and that further misconduct/failure to improve will result in more serious disciplinary action. A note confirming the verbal warning will be placed on the employee's personnel file with a copy provided to the employee with notification that the warning will remain in force for six months.

In most other cases the council will issue a **Written Warning:**



If there is a repetition of earlier misconduct which resulted in a verbal warning or for different and more serious misconduct. The written warning will set out the nature of the misconduct and the change in behaviour required together with the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (e.g. twelve months).

A **Final written warning** may be given where:

The offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to the employee achieving and sustaining satisfactory conduct and/or performance.

The following are some examples of misconduct:

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

### **Dismissal or other sanction**

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension. Dismissal decisions can only be taken by the Chairman of the Parish Council and the employee will be provided in writing with the reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to achieving and sustaining satisfactory conduct and/or performance.

### **Gross misconduct**

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Serious misuse of an organisation's property or name
- Deliberately using Parish Council computers or wi-fi to access internet sites containing pornographic, offensive or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the organisation into serious disrepute
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence.

If an individual is accused of an act of gross misconduct, they may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure (with right of appeal), the Chairman of the Parish Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

## **Appeals**

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Disciplinary Appeals Committee will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

***Adopted by Council on 7<sup>th</sup> October 2019***

## **Boxley Parish Council Financial Transactions Policy**

This policy is intended to detail the working practices of the office with regard to financial transactions and is an addition to the Financial regulations.

### **Banking Arrangements**

Boxley Parish Council currently has the following bank accounts:

Unity Trust	Day to day banking – Parish Council
HSBC	Day to day banking - Hall
Co-Op	Day to day banking – Parish Council, 1 direct debit, being run down
Lloyds A	Investment account
Lloyds B	Investment Account
Barclays	Instant Access Investment Account
Nationwide PC	Investment bond – 95 day access
Nationwide Beechen Hall	Investment bond – 95 day access

All bank accounts are approved by the Council and may not be delegated to a Committee. Bank Statements are reconciled on a monthly basis and reviewed and signed off bi-monthly at Finance and General Purposes committee meetings.

On activation by a minute of Boxley Parish Council the Clerk/ RFO has the delegated authority to transfer funds within the Councils bank accounts up to the sum of £15,000, provided that a list of such transactions be submitted to the next appropriate meeting of the Council or of the F&GPC.

The Clerk/Assistant clerk shall be the service administrators on any accounts with internet banking provisions.

### **Payment of Accounts**

All payments made, by whatever means, are reported to Council at monthly meetings. Only the Parish Office computers are to be used by Councillors making payments. 2 Councillors are required to log in, using their personal log in details, and authorise any payment made from the Parish Council bank accounts. The Clerk and Assistant Clerk will not make these payments but will load them onto the banks system for completion by 2 Councillors.

### **General Payments**

The Clerk/Assistant Clerk shall prepare a schedule of payments requiring authorisation. All parish Councillors can be authorised to approve payments, with a minimum of 2 authorisations for any payment.

All invoices for payment shall be examined, verified and certified by the Clerk/Assistant Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

At every authorisation of payments Councillors must check invoices against the accompanying payment schedule and payment authorisation and initial the payment schedule to indicate agreement of the details. Signatories of cheques should also initial the cheque counterfoil.

### **Regular Payments**

On activation by a minute of Boxley Parish Council every financial year the Clerk/Assistant Clerk shall draw up a list of regular payments such as those associated with staff salaries, utilities, maintenance contracts etc for which the council or a duly authorised committee may authorise payment for the year provided that general authorisation of payment protocols are adhered to.

Some regular payments such as utilities can be made by variable direct debit provided that the instructions are signed by 2 Councillors.

### **Petty Cash**

The Parish Council operates a petty cash imprest system of £150. The Parish Council has a Lloyds Multipay Card. This will be used to withdraw cash to top up the petty cash to £150. Every month the petty cash book is made up the Chair or Vice-chair of The Finance and General Purposed Committee. The amount to be topped up will be authorised by 2 Councillors and the appropriate amount will then be withdrawn. This amount will be shown on the Bank statement and detailed on the monthly financial reports to Council. The Clerk/Assistant Clerk may provide petty cash for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the Clerk with a claim for reimbursement. These will be kept as a record of payments made and reconciled monthly.

Any cash income received must be paid in separately and not paid into the petty cash account.

Safeguards: a maximum cash withdrawal per day amount to be set at £150.

### **Payment of salaries and Councillor Allowances**

In advance of the salary/Councillor Allowance payment date, a payment request for signature by 2 Councillors will be drawn up. The payment request will detail gross pay, PAYE, pension payments, any other deductions and net pay as worked out on the payroll software.

Amounts due to HRMC, NEST (pension provider) etc will also be detailed for authorisation. No changes can be made to any employees pay or Councillors allowances without the prior consent of the F&GPC.

In the interests of security and confidentiality, these payments will be listed as a total, each calendar month and reported with all other payments to Council on the monthly report.

### **Card Payments**

The debit card is only to be used in circumstances where normal ordering procedures are not available/suitable or improved value money can be obtained. Payments will be

authorised by 2 Councillors and receipts retained. All payments will be detailed on the monthly report to Council.

#### Safeguarding

Cards should be signed by the named card holder as soon as they are received. Cards must be stored in the safe when not used. Pin numbers should be kept secret and not divulged to any other person. Any unwanted or expired cards should be destroyed. Any lost or stolen cards must be reported immediately. Card details must not be sent by email or any other written communication. Telephone payments must only be made to established suppliers with a registered address and verified accreditation. The terms and conditions signed up to with the card issuer must be adhered to at all times.

#### **Payment receipts**

Most receipts are BACS transfers.

These are checked by the Assistant Clerk and entered into the Rialtas accounts software under the appropriate code and cost centre.

Cheques are paid into the Bank account and recorded in a ledger. The payment is entered into the Rialtas accounts software under the appropriate code and cost centre.

Cash is paid into the bank account and recorded in a ledger. They are entered into the Rialtas accounts software under the appropriate code and cost centre.

#### **Recording of Financial Transactions**

All financial transactions are entered into the Rialtas accounts programme with the appropriate code and cost centre allocation. Monthly reports are produced for approval at full Council meetings. Hard copies of appropriately signed receipts and payment records are stored in a dedicated file in the fireproof filing cabinet.

#### **Beechen Hall Financial Transactions**

Hirers make payments for the Hall or Acorn Room by BACS or card. An initial deposit is payable within 2 weeks of the booking with the rest due one month before the commencement of hire. Certain hirers (parties) need to leave a £100 cash deposit as a cleaning charge. They also need to leave a refundable damage deposit of £150.

##### Hire fees

BACS payments are identified when they come into the bank account and noted on the booking form.

Card payments can be taken over the telephone or in person. The amount is entered into the machine by office staff with the pin/CSV entered by the client. A receipt is issued to the client and one kept on the booking record to be reconciled with the bank account. A receipt for a telephone payment will be posted to the client. Card details must not be written down.

##### Deposits

##### Cleaning

The Cleaning deposit is kept in the safe and returned to the client if no extra cleaning has been required. If extra cleaning is required then this amount is deducted from the deposit and the remainder returned to the client.

##### Damage

Cheques are stored with the booking form and either returned to the client or shredded as requested by the client.

##### Card payments.

These are kept as a pre-authorised transaction that will not be processed unless we request it following any damage during a hire.

***Adopted by Council on 7<sup>th</sup> October 2019***

## Item 17 Reports from councillors/office

On 18th September Cllrs Wendy and Bob Hinder together with BPC Clerk Daniela Baylis met with Andrew Williams manager Parks and Open spaces to discuss current issues regarding open spaces.

We were shown the mapping used by MBC which demonstrated which areas they are responsible for together with the areas in the Ward that are the responsibility of KCC. One thing it highlighted was that there exists pockets of land that are not the responsibility of anyone - ownership of these areas cannot be identified but thankfully the Borough in the past have picked up most of these and looked after them on a voluntary basis. One in particular off Gleaming Wood Drive lies between two areas that are MBC responsibility therefore it is no real problem for the council to maintain.

As aspect that was fully explored was the responsibility for grass verges that border a pavement and it transpires that this is the responsibility of the adjacent landowner. This has particular ramifications for Walderslade Woods that will be passing into the responsibility of the Parish once the agreement is signed off. This therefore needs to be included in the schedule of works of the new trust taking over the woods and could be a significant amount of work for the Trust. Needs to be " mapped" before the Trust takes over.

New large-scale maps are being prepared for the Parish council and Borough Councillors at Maidstone House and should be to us before the end of the week.

Other issues were discussed which we will report on verbally to committee because some have a confidential nature.

## Item 18 Reports from Borough and County Councillors. Purpose of Item: Information.

### Item 10.1 Payments made out of meeting 27.08.19 – 27.09.19

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

Date: 27/09/2019

Boxley Parish Council

Page 1

Time: 15:06

HSBC General Account

#### List of Payments made between 27/08/2019 and 27/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/08/2019	Suez Recycling & Recovery UK L	DD31573497	206.44		Refuse Collections June
31/08/2019	Suez Recycling & Recovery UK L	DD31608721	174.46		Refuse Collection
01/09/2019	Maidstone Borough Council	DD36/06	636.00		Rates
14/09/2019	Opus Energy - Electricity	DD669377	214.86		Electricity Bill August
20/09/2019	OPUS Energy - gas	DD24561048	26.00		Gas Bill August
<b>Total Payments</b>			<u>1,257.76</u>		

## 10.1.2 Unity Trust Bank Payments

Date: 27/09/2019

Boxley Parish Council

Page 1

Time: 15:07

Unity Trust Account

### List of Payments made between 27/08/2019 and 27/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/08/2019	Focus Group	DD6747799	122.76		Telephone & Broadband
01/09/2019	Northstar IT Services	DD19109	173.14		IT Services & Back Up
04/09/2019	Spares2go Amazon UK	36.99	36.99	PC02	Descaler Filter Catridge Karch
04/09/2019	Pest Purge Ltd	2147	190.00		Pest Control Services
04/09/2019	A Creighton	C468	310.00		Damage & Cleaning Deposit
20/09/2019	PKF Littlejohn LLP	SB20191687	960.00		Annual Audit Fees 18/19
20/09/2019	Kent Wildlife Trust	29016	50.00		Annual Subscription
20/09/2019	KCS Professional Services	KPS5140829	111.37		Photocopier Lease
20/09/2019	KCC Commercial Services	I3467154	55.38		Miscellaneous
20/09/2019	Dobbies Garden Centre	622896	50.00	PC02	Daffodil Bulbs
20/09/2019	NSALG Ltd	S4401A	66.00		Allotment Society Subscription
20/09/2019	PC19	20/09/PC19	1,647.11		Salary September
20/09/2019	PC03	20/09/PC03	653.59		Salary September
20/09/2019	PC06	20/09/PC06	34.99		Councillor Allowance - Sept
20/09/2019	PC07	20/09/PC07	34.99		Councillor Allowance - Sept
20/09/2019	PC08	20/09/PC08	34.99		Councillor Allowance - Sept
20/09/2019	PC02	20/09/PC02	1,675.57		Salary - September
20/09/2019	PC09	20/09/PC09	34.99		Councillor Allowance - Sept
20/09/2019	PC10	20/09/PC10	43.74		Chairman's Allowance -Sept
20/09/2019	PC11	20/09/PC11	34.99		Councillor Allowance - Sept
20/09/2019	PC04	20/09/PC04	60.00		Downs Mail Delivery
20/09/2019	PC12	20/09/PC12	43.79		Councillor Allowance - Sept
20/09/2019	BH05	20/09/BH05	349.04		Wages - Sept
20/09/2019	PC05	20/09/PC05	27.04		WDJO Litter Picker
20/09/2019	BH04	20/09/BH04	336.64		Wages - Sept
20/09/2019	BH07	20/09/BH07	292.73		Wages _ Sept
20/09/2019	HMRC	577PW00105	1,525.64		PAYE
20/09/2019	EFT Receipts Ac	IT00000068	353.91		Pension Contributions
20/09/2019	Screwfix Direct Ltd	SCREWFIX	22.45	BH04	Replacement Light Bulbs
20/09/2019	PC02	DM DELIVER	25.00		Downs Mail Delivery Sept
23/09/2019	Mrs Sharon Ervin	C477BH	100.00		Refundable Cleaning Deposit
<b>Total Payments</b>			<b>9,456.84</b>		

### 10.1.3 Cooperative Bank

Date: 27/09/2019

**Boxley Parish Council**

Page 1

Time: 15:07

**Co-Op General Account**

#### List of Payments made between 27/08/2019 and 27/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2019	Mail Publications Ltd	DD117470	507.50		Downs Mail Page
20/09/2019	RBL Poppy Appeal	501318	120.00		Memorial Wreaths
<b>Total Payments</b>			<u>627.50</u>		

### 10.1.4 Lloyds Corporate Multipay Card Payments

Date: 27/09/2019

**Boxley Parish Council**

Page 1

Time: 15:07

**Lloyds Corporate Multipay Card**

#### List of Payments made between 27/08/2019 and 27/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2019	Lloyds Corporate Multipay Card	2/9/19	3.00		Monthly card fee
<b>Total Payments</b>			<u>3.00</u>		

### Item 10.2 Receipts for the period 27.08.19 – 27.09.19

No receipts were received for the following accounts:

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

## 10.2.1 HSBC Receipts

27/09/2019

Boxley Parish Council

Page 1

15:11

Cashbook 1

User: MF

HSBC General Account

Receipts received between 27/08/2019 and 27/09/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 27/08/2019	34.00						
101	Creighton	34.00			1230	260	34.00	C478 31/8/19 additional
	Banked: 29/08/2019	51.00						
102	11+ Tutoring	51.00			1235	260	51.00	R2198 11+ Tutoring Sept
	Banked: 29/08/2019	194.50						
103	Ervin	194.50			1230	260	192.50	C477F Ervin 21/9/19
					1231	260	2.00	PL Insurance Ervin
	Banked: 29/08/2019	15.00						
290819	Not Known	15.00			1230	260	15.00	Unidentifiable Receipt
	Banked: 30/08/2019	83.00						
104	Jenkins	83.00			520		83.00	C483F Jenkins 16/11//19
	Banked: 01/09/2019	570.00						
105	Kumon	570.00			1235	260	570.00	R2204 Kumon Sept Invoice
	Banked: 02/09/2019	441.12						
106	AACTS	441.12			1235	260	441.12	R2199 AACTS Sept/Oct
	Banked: 02/09/2019	110.00						
050	Ingram	110.00			520		110.00	C486F Ingram 19/1/20
	Banked: 03/09/2019	20.00						
107	Mama Baby Bliss	20.00			1235	260	20.00	R2195 Mama Baby Bliss
	Banked: 03/09/2019	247.50						
108	Tumbletots	247.50			1235	260	247.50	Tumbletots Sept Invoice
	Banked: 03/09/2019	470.75						
046	Dhillon	254.75			520		254.75	C478D Dhillon 25/1/20
047	McCarthy	156.00			520		156.00	C480D McCarthy 8/8/20
048	NGREA	60.00			1235	260	45.00	R2197 NGREA Aug
					4001	260	15.00	NGREA Set up fee
	Banked: 05/09/2019	110.00						
109	Swain	110.00			1230	260	108.00	C487F Swain 21/9/19
					1231	260	2.00	PL Insurance Swain
	Banked: 05/09/2019	600.00						
110	Kaur	600.00			520		600.00	C481D Kaur 28/12/19
	Banked: 05/09/2019	300.00						
049	Movement as Therapy	300.00			1235	260	300.00	R2206 MAT Sept Invoice
	Banked: 05/09/2019	300.00						
049	Movement as Therapy	300.00			1235	260	300.00	R2206 MAT Sept Invoice
	Banked: 05/09/2019	-300.00						
049	Movement as Therapy	-300.00			1235	260	-300.00	R2206 MAT Sept Invoice
<b>Subtotal Carried Forward:</b>		3,246.87	0.00	0.00			3,246.87	



## HSBC General Account

Receipts received between 27/08/2019 and 27/09/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 06/09/2019	60.00						
111	Kidslingo	60.00			1235	260	60.00	R2203 Kidslingo Sept
	Banked: 08/09/2019	60.00						
112	Phonics Builders	60.00			1235	260	60.00	R2209 Phonics Builders
	Banked: 09/09/2019	110.00						
115	Sans	110.00			1230	260	108.00	C488F Sans 6/10/19
					1231	260	2.00	PL Insurance Sans
	Banked: 10/09/2019	112.50						
113	Teenie Boppers	112.50			1235	260	112.50	R2210 Teenie Boppers
	Banked: 10/09/2019	105.00						
113	Cuddle Bugs Baby Yoga	105.00			1235	260	105.00	R2201 Cuddlebugs Sept
	Banked: 11/09/2019	361.00						
116	Yoga	361.00			1235	260	361.00	R2212 Yoga Sept Invoice
	Banked: 13/09/2019	173.25						
117	Nagaranja	173.25			520		173.25	C479D Nagaranja 9/11/19
	Banked: 14/09/2019	100.00						
118	Baillie	100.00			560		100.00	C414 Refund Cleaning
	Banked: 15/09/2019	110.00						
119	Pemble	110.00			520		110.00	C493F Pemble 8/12/19
	Banked: 17/09/2019	20.00						
120	11+ Tutoring	20.00			1235	260	20.00	R2213 11+ Tutoring Sept
	Banked: 17/09/2019	83.00						
121	Goff	83.00			520		83.00	C496F Goff 7/12/19
	Banked: 17/09/2019	82.50						
121	Roberts	82.50			520		82.50	C499D Roberts 24/11/19
	Banked: 17/09/2019	287.10						
052	Karate	287.10			1235	260	287.10	R2202 Karate Sept Invoice
	Banked: 18/09/2019	100.00						
122	Ervin	100.00			560		100.00	C477 Refund Cleaning
	Banked: 18/09/2019	100.00						
053	Phoenixx	100.00			1235	260	100.00	R2208 Phoenixx Sept
	Banked: 19/09/2019	15.00						
054	Sing & Sign	15.00			1235	260	15.00	R2214 Sing & Sign 19/9/19
	Banked: 20/09/2019	3.00						
123	Worldpay	3.00			4015	260	3.00	PCI Compliance Refund
	Banked: 22/09/2019	103.25						
<b>Subtotal Carried Forward:</b>		5,232.47	0.00	0.00			5,129.22	

## HSBC General Account

Receipts received between 27/08/2019 and 27/09/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
124	Gummer	103.25			1230	260	101.25	C490F Gummer 12/10/19
					1231	260	2.00	PL Insurnace Gummer
	Banked: 24/09/2019	28.00						
125	Sadness to Sunshine	28.00			1235	260	28.00	R2215 Sadnes to
	Banked: 24/09/2019	44.25						
126	Fitzmaurice	44.25			520		-132.75	C455D Fitzmaurice
					1230	260	175.00	C455F Fitzmaurice
					1231	260	2.00	PL Insurance Fitzmaurice
	Banked: 24/09/2019	190.00						
051	Balfour Short Mat Bowls	190.00			1235	260	190.00	R2208 Phoenixx Sept
	Banked: 25/09/2019	18.00						
127	Worldpay	18.00			4026	100	18.00	Goodwill Credit
	Banked: 26/09/2019	168.00						
056	Mid Kent Astronomical Society	20.00			1235	260	20.00	R2205 MKAS Sept Invoice
055	Waters	148.00			520		148.00	C495D Waters 15/12/19
	Banked: 26/09/2019	24.50						
128	Bolton	24.50			520		-72.00	C475D Bolton 27/10/19
					1230	260	94.50	C475F Bolton 27/10/19
					1231	260	2.00	PL Insurnace Bolton
	Banked: 27/09/2019	267.00						
129	Kattah	267.00			520		267.00	C498D Kattah 2/11/19
<b>Total Receipts:</b>		5,972.22	0.00	0.00			5,972.22	

### 10.2.2 Unity Trust Bank Receipts

## Unity Trust Account

Receipts received between 27/08/2019 and 27/09/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 27/08/2019	37.00					
Perry19	Roz Perry	37.00			1280	280	37.00 Perry Plots 7A & 11A
	Banked: 27/08/2019	74.00					
Peacock19	Stephen Peacock	74.00			1280	280	74.00 Peacock Plots 9E,9F,9G &
	Banked: 27/08/2019	18.50					
Winnett19	David Winnett	18.50			1280	280	18.50 Winnett plot 10A
	Banked: 27/08/2019	18.50					
Rowett19	Andrew Rowett	18.50			1280	280	18.50 Rowett plot 3F
	Banked: 27/08/2019	37.00					
Alchome19	Brian Allchome	37.00			1280	280	37.00 Allchome plots 5A & 5B
	Banked: 30/08/2019	74.00					
Hill19	Kevin Hill	37.00			1280	280	37.00 Hill Plots 2B & 7B
Ransom19	Colin Ransom	37.00			1280	280	37.00 Ransom Plots 3H & 5H
	Banked: 02/09/2019	18.50					
White19	Lisa White	18.50			1280	280	18.50 White Plot 4A Allotment
	Banked: 02/09/2019	55.50					
Reeves19	Tim Reeves	55.50			1280	280	55.50 Reeves Plots 11C,11D &
	Banked: 02/09/2019	37.00					
Davies19	Ivor Davies	37.00			1280	280	37.00 Davies Plots 4C & 4D
	Banked: 03/09/2019	18.50					
Diessner19	Max Diessner	18.50			1280	280	18.50 Diessner Plots 9C
	Banked: 09/09/2019	18.50					
Patel19	Digant Patel	18.50			1280	280	18.50 Patel Plot 4B
	Banked: 09/09/2019	18.50					
Green19	Jayne Green	18.50			1280	280	18.50 Green Plot 2C
	Banked: 09/09/2019	37.00					
Beckwith19	Maggie Beckwith	37.00			1280	280	37.00 Beckwith Plots 6C & 6D
	Banked: 09/09/2019	18.50					
Stokes19	Melody Stokes	18.50			1280	280	18.50 Stokes Plot 2D
	Banked: 09/09/2019	55.50					
Wrapson19	Will Wrapson	55.50			1280	280	55.50 Wrapson Plots 1A, 1B &
	Banked: 13/09/2019	222.00					
Wright19	Richard Wright	74.00			1280	280	74.00 Wright Plots 3 A,B,C,D
O'Bree19	Barry O'Bree	37.00			1280	280	37.00 O'Bree Plots 10B & 11B
Sullivan19	Pat Sullivan	37.00			1280	280	37.00 Sullivan Plots 7E & 8E
Hinder19	Robert Hinder	37.00			1280	280	37.00 Hinder Plots 5C & 5D
Murray19	June Murray	37.00			1280	280	37.00 June Murray Plots 8A & 8B
<b>Subtotal Carried Forward:</b>		758.50	0.00	0.00			758.50

## Unity Trust Account

Receipts received between 27/08/2019 and 27/09/2019

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 13/09/2019	18.50						
Butler19	Sonia Butler	18.50			1280	280	18.50	Butler Plot 1E
	Banked: 15/09/2019	18.50						
Rank19	Pam Rank	18.50			1280	280	18.50	Rank Plot 6A
	Banked: 17/09/2019	37.00						
Simpson19	Sara Simpson	37.00			1280	280	37.00	Simpson Plots 8D & 9D
	Banked: 25/09/2019	74.00						
Shaw19	Lesley Shaw	74.00			1280	280	74.00	Shaw Plots 5F & 5G & 7F
<b>Total Receipts:</b>		906.50	0.00	0.00			906.50	

### Item 10.3 Account Balances

Date	BANK ACCOUNTS (closing balances at last statement)	
31.08.19	Coop General Account	£3,530.05
31.08.19	HSBC Beechen Hall	£26,319.68
31.08.19	Unity Trust Bank (UTB)	£62,537.04
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 (now 95 day saver account which rolls over)	£65,415.16
	<b>Total</b>	<b>£329,998.21</b>