



**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 27 January 2020 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU 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**

Vinters Valley Nature Reserve thanks for the grant towards Tractor



**4. Minutes of the Parish Council Meeting 2 December 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. The meeting of the Policy and Resources Committee planned for the 4<sup>th</sup> December has been cancelled and the Village Green Status for Weaving Heath will now be on the Agenda for the January meeting.

5.2 Minute 3325/7.1 Residents request for a meeting regarding antisocial behaviour in Weaving/Grove Green. The Clerk has been in contact with the Community Safety Team at MBC and a meeting has been arranged for 13 February, at 7pm in Grove Green Village Hall.

5.3 Minute 3326/Item 13 Franklin Drive Play Area. The lease has now been signed and the office are arranging for the new play equipment and signs to be installed.

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

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

**7. Crime Report and Police Issues**

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

**8. Minutes of Recent Committee Meetings - Previously circulated**

8.1 Any matter arising from the minutes.

**9. Finance**

9.1 Payments made out of meeting 23.11.19 – 17.01.20. See report (pages 10-13).

9.2 Receipts for the period 23.11.19 – 17.01.20. See report (pages 13-18).

9.3 Account balances. See report (page 18).

9.4 To agree the Budget for 2020/21 proposed by the Finance and General Purposes Committee (separate attachment) and (page 6-7).

9.5 To set the Precept for 2020/21 (pages 7-9).

**10. Policies and Procedures**

None on this agenda

**11. Report from the Joint Traffic Working group** (verbal report to be given at meeting)

**12. Walderslade Woodland**

11.1 Sale of Wildfell Close Land - update

**13. Reports from Councillors/office**

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

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

Our Ward councillors are invited to report and discuss matters affecting the parish. None submitted at the time of compiling the agenda.

**15. Matters for Decision**

To consider issues such as attendance at meetings etc.

**16. Correspondence**

16.1 Thank you letter from Vinters Valley Park Trust

**17. Matters for Information**

To consider any received.

**18. Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 21 February 2020.

**19. Next Meeting**

2 March 2020 at Weaving Village Hall, ME14 5JP.

Daniela Baylis  
Clerk to the Council.

Date 21 January 2019

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

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 4<sup>th</sup> 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 2 December 2019 commencing at 7.30 pm.**

Present: Mr B Hinder (Chairman), Mrs A Brindle (arrived at item 11 ), Mr Ivor Davies, Mr V Davies, Mr P Dengate, Mr G Hayday, Mr T Harwood, Mrs W Hinder, Mr D Hollands, Mrs P Huntingford, Mrs K Macklin, Mr P Sullivan and Mr J Willmott together with the Assistant Clerk Mrs M Fooks and two members of the public/press.

1. **Apologies and absences**  
Cllrs J Constable, L Clarke.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
3. **Chairman's Announcements**  
The Chairman wished everyone a Merry Christmas. He confirmed he had signed the lease for Franklin Drive and was looking at the lease for land at Wildfell Close.
4. **Minutes of the Parish Council Meeting 4 November 2019**  
The minutes of the meeting were **agreed** and **signed** as a correct record with the following amendment:  
Item 8.2. 4.1 Minute 3259 1 & 2 insert credit after 'A'. 2 could instead of would.
5. **Matters Arising from the Minutes**
  - 5.1 Minute 3325/5.1 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Noted the postponed meeting of the Policy and Resources Committee is now January 2020. The Chairman confirmed he was in contact with FoWH (Friends of Weaving Heath) with regards to attending the meeting to support the application. He also asked that a reminder is sent via community alert to encourage as much support from the local community to also attend the meeting. **Action office.**
  - 5.2 Minute 3325/7.1 Residents request for a meeting regarding antisocial behaviour in Weaving/Grove Green. The Community Safety Team at MBC have confirmed they would be happy to get together along with other agencies. The office to arrange a meeting second or third week in January. **Action office.**
  - 5.3 Minute 3326/Item 13 Franklin Drive Play Area. **Noted** the lease has now been signed and the office is arranging for the new play equipment and signs to be installed. **Action office.**
6. **Any other matters arising from the minutes which are not on the agenda.**  
None
7. **Crime Report and Police Issues**  
Crime report November 2019. **Received** and **noted**  
Cllr Vic Davies confirmed that one of the burglaries listed was at Vinters Valley Nature Reserve.

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

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

8.1 Environment Committee 11 November 2019. **Received** and **noted**.

8.2 Finance & General Purposes Committee 18 November 2019. **Received** and **noted**

8.3 To consider how members wish to receive minutes. After considering the two proposals in front of them members declined both proposals. Cllr Dengate then proposed that draft minutes of committees be included in the agenda of that committee meeting. Once these are signed off, they are circulated to all parish councillors. The parish council will only approve its own draft minutes. However, if Councillors wish to challenge any other committee's minutes they can do so at full council meeting as these will be listed as 'previously circulated'. Cllr Wendy Hinder seconded the motion with all in favour. Cllr Ivor Davies asked for this to be reviewed after 4 months. **Action office.**

### **9. Finance**

9.1 Payments made out of meeting 28.10.19 – 22.11.19. **Received** and **noted**.

9.2 Receipts for the period 28.10.19 – 22.11.19. **Received** and **noted**.

9.3 Account balances. **Received** and **noted**.

9.4 To make a decision on the recommendations of the Finance & General Purposes Committee. Following a meeting of the Long Term Investment Working Group Cllr Ivor Davies proposed that:

1. Bank Accounts with less than an 'A' credit rating be kept to a maximum of £85,000
2. Bank Accounts with an 'A' credit rating or above have their limits raised to £120,000 to maximise interest received (some of BPC's bank accounts earn no interest).

Cllr Dengate seconded the motion with all councillors in favour. **Action Clerk/RFO.**

### **10. Policies and Procedures**

10.1 A Whole Council Risk Assessment has been designed to satisfy the Annual Audit and will be reviewed annually. Cllr Dengate clarified for members that anything that appears in bold is an aspiration and is not being carried out at the moment. The Assistant Clerk confirmed that individual committees will still be responsible for reviewing their policies and procedures. It was proposed by the Chair and seconded by Cllr Vic Davies with all in favour to adopt the Risk Assessment. **Action office.**

### **11. Sale of Wildfell Close Land**

11.1 Draft CIO

Members **received** and **noted** the draft CIO. The following was agreed;

- It was proposed by Cllr Macklin, seconded by Cllr Vic Davies with 11 in favour and 2 abstentions that Cllrs Bob Hinder and Ivor Davies be appointed as first Charity Trustees of the CIO.
- Cllrs Vic Davies proposed, and Cllr Macklin seconded with all in favour to give Cllrs Bob Hinder and Ivor Davies delegated powers to make any minor amends to the CIO before submission to the Charities Commission. The Assistant Clerk informed members that the Parish Council's Solicitor has advised that they do not deal with CIO's.

11.2 Draft Grant Agreement between KCC & BPC

Proposed from the Chair that he and Cllr Ivor Davies together with the office make amendments to the draft agreement before sending it to the solicitor.

**Action Office/Cllrs Ivor Davies and Bob Hinder.**

### **12. Reports from Councillors/Office**

12.1 **Received** and **Noted** the Clerk's report on her attendance at the KALC Transport Conference on 26 October 2019.

12.2 **Received** and **Noted** Cllrs Anne Bridle's report on her attendance at the AGM for KALC on 30 November 2019.

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

13.1 **Received** and **Noted Borough** Cllr Wendy Hinder's report on Wildfell Close and the poisoning of vegetation and a tree and organising a general tidy up of the area. She also reported on a meeting she attended along with Cllr Bob Hinder for the joint parishes which highlighted the opposition to the number of houses to be built in the borough and the impact on local infrastructure.

### **14 Matters for Decision**

#### **14.1 Alan's Tree.**

Members **agreed** with the proposal of moving the commemoration of the tree from January to May 2020 when the tree will be in leaf and the weather warmer.

#### **14.2 KALC Awards**

Members were asked to contact the office if they would like to nominate an individual for this award. **Action Cllrs.**

### **15 Correspondence - VE Day**

In principal members **agreed** that they would like to support SSAFA by organising a ceremony to commemorate VE Day and to contact St Mary & All Saints Church to ascertain their plans and see if the two can be combined. **Action office.**

### **16 Website**

Members **received** the Clerk's report. Cllr Dengate briefed members on the current situation. Members were then asked to consider the following;

- Additional staff hours for the setting up the new site.
- Caveats relating to the current provider whereby 30% of any unpaid costs are deducted due to lack of service, non-communication etc.
- Website Policy Data Retention.

These were **agreed** by all members with the addition that;

- a separate timesheet is used to record additional hours.
- Vice Chairs is added under proposed to reference 4 of the website policy.

### **17 Matters for Information**

None.

### **18 Items for Next Agenda**

To be received by the Clerk on or before the 17<sup>th</sup> 2020

### **19 Next Meeting**

27 January 2020 at Beechen Hall, Wildfell Close, ME5 9RU. **Noted**

**20. Budget 2020-21**

**Noted.** A reminder to Estates and Environment Committee need to finalise their budgets at their Meetings in December

Meeting closed at 8.44 p.m.

**Item 7 Crime Report and police issues**

- **Sandling**

On Sunday 12th of January between 5:00am and 7:00am in Forstal Road. Somebody smashed the rear window of a vehicle parked in an hotel car park. They do not appear to have taken anything.

Posted 16/01/2020

- **Boxley**

Between 6:00pm on Saturday 4th of January and 6:00am on Sunday 5th of January in Boxley Road. Somebody stole both number plates from a vehicle parked in the road.

Posted 07/01/2020

- **Sandling**

On Friday 3rd of January between 9:00pm and 10:30pm in Allington Lock. Somebody stole the rear number plates from a Yamaha YZF motorbike parked at a hotel.

Posted 05/01/2020

- **Boxley**

Between 9:00pm on Tuesday 31st of December and 12:28pm on Wednesday 1st of January in Harbourland Close. Somebody broke into a shed at a residential property and have stolen items from inside.

Posted 02/01/2020

**Item 9.4 Budget - Recommendations of the Finance & General Purposes Committee.** Purpose of item: decision

**Committee budgets attached separately.**

## 2020/21 Budget Summary

Members will be aware that the cost of services and materials have continued to increase as have wages, including additional staff hours and expenses. On top of this yet more responsibilities are devolving to BPC from MBC and KCC. The Precept is BPC's main source of income must therefore inevitably increase if we are to maintain the high standards to which we aspire. We have only achieved this in the past by drawing down heavily from our reserves. At the current rate our reserves will be exhausted within 2 years.

The NALC recommendation for General Reserves is to keep one years operating costs. Our current reserve levels will not cover this.

Since 2013 Boxley has increased its annual charge for a Band D property from £25.94 to £29.14 with 3 of the last six years having no increase at all in the Precept. With no increase in Precept you end up with an actual decrease in real terms. With this in mind and needing to take as little from Reserves as possible we propose increasing the Band D charge to £34.68. Even with this increase we will still need to take £55,938 from Reserves. We will still have the 5th lowest Precept in Maidstone.

D Baylis, Clerk and I Davies, Chair of F&GP

INCOME 2020/21				Forecast for current year	COMMITMENTS 2020/21				Forecast for current year
Budget Owner	Source	£			Budget Owner	Subhead	£		
FGP	Parish charge [i.e. the Precept] (to be decided)	153,002	[see notes]	113,335	FGP	4.2 Office	76,422		93,659
	Interest accruing	903		901		4.3 General	10,650		9,349
	Parish Serv Scheme TBC	8,864		11,101		4.4 Allowances	5,322		4,396
	<b>Total</b>	162,769				4.5 Contingencies	1,000		5,000
						4.6 Donations	-		-
						4.7.1 Land etc	5,000		5,000
						4.8 Grants	9,181		22,072
						<b>Total</b>	107,575		
EST	General	2,688		3,312	EST	General	30,280		34,903
	<b>Total</b>	2,688				<b>Total</b>	30,280		
BH	Revenue	51,763		49,599	BH	General	70,122		52,723
	<b>Total</b>	51,763				Other projects	4,750	4,750	250
					<b>Total</b>	74,872			
ENV	None	-	-	-	ENV	General	420		460
						Street maintenance	15,000		-
						Highways projects	20,000		20,000
					<b>Total</b>	35,420			
	Total income	217,220		178,248				247,812	
	From reserves	35,677		69,564					
	<b>Total</b>	252,897		247,812		<b>Total</b>	252,897	247,812	

### Item 9.5 Precept - Recommendations of the Finance & General Purposes Committee. Purpose of item: decision

It is recommended to Full Council that a precept for 2020/21 be set at £153,002.

This decision was based on the Budget and the following documents:

1. Financial Snapshot that shows how low we are on reserves.
2. Precept calculations showing the projected shortfall against increases
3. Last years Maidstone Parish Precepts

1. Financial Snapshot

<b>FINANCIAL SNAPSHOT AS AT 31/12/2019</b>				
Total in all bank accounts at date of last statement				303,459
Add budgeted income for rest of FY				20,364
				323,823
Less predicted expenditure for rest of FY				100,111
<b>Predicted cash at bank at 31/3/2020</b>				<b>223,712</b>
Reserves to be held as agreed F&GPC meeting 28/5/2019:				
General Reserves				
		Emergency reserve for 6 months essential expenditure	80,000	
		F&GPC Contingency Fund (£10,000 but in main budget)	-	
				80,000
Earmarked Reserves:				
		Longterm Liabilities	55,000	
		WWG Working Fund (accrued grants)	7,993	
		Gratuity scheme (£5709 now spent)	-	
				62,993
Restricted Reserves:				
		Allotment key deposits	600	
		Public Works Loan (1 year's repayment)	7,186	
		Parish.net (absorbed into Budget for 2020/21)	1,650	
				9,436
<b>Total reserved funds</b>				<b>152,429</b>
<b>Unallocated balance remaining at 31/3/2020</b>				<b>71,283</b>



## 2. Precept Calculations showing projected shortfall against increases

Precept calculator

The shortfall needs to be taken from the Unallocated balance on the Financial snapshot. The remaining unallocated balance will be the only source of contingency funding for the Parish Councils unexpected expenditure. The contingency budget for the F&GP Committee has been cut from £30,000 to £1,000. The Environment Committee has no contingency budget. Estates General has a contingency budget of £1,000. Estates Beechen Hall has a contingency budget of £3,000.

current year	Percentage increase	Precept generated	Band D charge	Shortfall to be taken from unallocated balance
113,335	19	134,869	34.68	53,810
113,335	25	141,668	36.43	47,011
113,335	30	147,336	37.88	41,343
113,335	35	153,002	39.34	35,677

## 3. Last year's Maidstone Parish Precepts

### Parish Precepts (Excluding Parish Meeting areas):

Parish	Parish Expenditure (£)	Band D Precept per Dwelling (£.p)	Parish	Parish Expenditure (£)	Band D Precept per Dwelling (£.p)
Barming	27,460	36.87	Hunton	26,338	82.67
Bearsted	118,213	32.51	Langley	15,000	29.30
Boughton Malherbe	5,515	24.00	Leeds	33,254	97.40
Boughton Monchelsea	76,963	48.94	Lenham	144,300	99.17
Boxley	113,335	29.14	Linton	12,892	51.26
Bredhurst	16,171	88.66	Loose	88,896	78.81
Broomfield & Kingswood	57,545	77.46	Marden	136,500	74.57
Chart Sutton	22,000	52.11	Nettlestead	18,619	60.30
Collier Street	17,456	46.82	Otham	12,268	39.12
Coxheath	80,000	48.56	Staplehurst	150,650	62.13
Detling	35,070	88.40	Stockbury	14,657	45.39
Downswood	33,000	38.98	Sutton Valence	51,120	71.93
East Sutton	6,434	44.59	Teston	25,000	81.12
Farleigh East	58,579	86.81	Thurnham	18,600	32.14
Farleigh West	25,500	107.37	Tovil	70,868	49.18
Harrietsham	120,190	94.72	Ulcombe	20,653	52.30
Headcorn	191,110	116.62	Yalding	67,500	67.45
Hollingbourne	24,419	52.11	Maidstone Borough		260.46

## 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 14 Matter for Decision. Purpose of Item: Decision.

### 14.1

## Item 9.1 Payments made out of meeting 23.11.19 – 17.01.20

No payments were made from the following accounts:

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

### 9.1.1 HSBC Payments

Date: 21/01/2020

Boxley Parish Council

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Time: 14:34

HSBC General Account

#### List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2019	Suez Recycling & Recovery UK L	DD31702282	206.44		Refuse Collection - October
01/12/2019	Maidstone Borough Council	DD35/2	31.15		Rates backdated 1/12/18
01/12/2019	Maidstone Borough Council	DD36/12	636.00		Rates
01/12/2019	Buisness Stream	279.17	279.17		Water Bill Sept - Dec 19
01/12/2019	Buisness Stream	DD2746492/	-279.17		Water Bill - Sept-Dec 19
14/12/2019	Opus Energy - Electricity	DD67469898	271.34		Electricity Bill - November
20/12/2019	OPUS Energy - gas	DD24816543	249.11		Gas Bill - November
30/12/2019	Suez Recycling & Recovery UK L	DD31732302	142.48		Refuse Collections - November
01/01/2020	Maidstone Borough Council	35/2	30.00		Rates
01/01/2020	Maidstone Borough Council	36/10	636.00		Rates
08/01/2020	Buisness Stream	DD2746492/	279.17		Water Bill - Sept-Dec 19
14/01/2020	Opus Energy - Electricity	DD67647231	259.37		Electricity Bill - December
<b>Total Payments</b>			<u>2,741.06</u>		

## 9.1.2 UTB Payments

Date: 21/01/2020

Boxley Parish Council

Page 1

Time: 14:34

Unity Trust Account

### List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2019	MDCA	C334BH	250.00		Damage/Cleaning Deposit
29/11/2019	Focus Group	DD6751645	115.72		Telephone & Broadband
01/12/2019	Northstar IT Services	DD19791	173.14		IT Services ad Back up
04/12/2019	Temitope Elegba	C453BH	80.00		Cleaning Deposit
10/12/2019	Abbie Codling	C447BH	282.00		Damage/Cleaning Deposit
13/12/2019	Commercial Services Trading Lt	LS195378/1	5,277.73		Grounds Maintenance Contract
13/12/2019	KCC Commercial Services	L3524402/L	195.42		Consumables/Stationary
13/12/2019	John Sedge	22/NOV/201	450.00	Minute 3322/5.3	Install stopcocks on 6 troughs
13/12/2019	Capital Cleaning (Kent) Ltd	288665	144.00		Quadrasan Contract - Gents
13/12/2019	St John's C of E Primary Schoo	260	30.00		Hall hire 2/12/19
13/12/2019	Pest Purge Ltd	2191	380.00		Pest Control Services 1st stag
13/12/2019	Vinters Valley Nature Reserve	GRANT BPC	500.00	Minute 3332/12.1	Grant towards Silt Traps
13/12/2019	Sandy's Hardware Store	IMPREST 2	6.99	PC02	Consumables/postage
13/12/2019	Wickes	IMPREST 2	24.00	PC02	Plastic protective wall claddi
13/12/2019	Sainsbury's	IMPREST 2	7.00	PC02	Dustpan & brush/floor cleaner
13/12/2019	Tesco	IMPREST 2	6.00	PC02	Hand Soap
13/12/2019	Aldi Stores Limited	IMPREST 2	1.56	PC02	Bleach
13/12/2019	Lilico Aylesford	IMPREST 2	5.99	PC02	Bucket
13/12/2019	Blue Charge Direct	IMPREST 2	8.69	PC02	Ethernet Network Cable
13/12/2019	PCO2	IMPREST 2	75.15		Postage/window cleaner/key dep
13/12/2019	Charlotte Welsh	C522BH	150.00		Damage Deposit
13/12/2019	John Sedge	22/NOV/201	-450.00	Minute 3322/12.1	Install stopcocks on 6 troughs
16/12/2019	Lloyds Corporate Multipay Card	16DEC19	3.00		Monthly Card Fee
20/12/2019	Forge House Care Ltd	C504 BH	150.00		Damage Deposit
20/12/2019	KPCM Display Ltd	140579851	10.88	PC02	Car Park Sign
20/12/2019	Capital Cleaning (Kent) Ltd	289822	15.90		Paper Hand Towels
20/12/2019	Haynes Bros Ltd	137361	22,320.00		VVPT Tractor
20/12/2019	H Goodsell & Son	AX16143	262.80		Repairs to Lych Gate
20/12/2019	Haynes Bros Ltd	137361	-22,320.00		VVPT Tractor
20/12/2019	PC01	20/12/PC01	1,628.24		Salary - December
20/12/2019	PC20	20/12/PC20	801.82		Salary - December
20/12/2019	PC06	20/12/PC06	43.95		Councillor Allowance - Dec
20/12/2019	PC07	20/12/PC07	43.95		Councillor Allownace - Dec
20/12/2019	PC08	20/12/PC08	26.59		Councillor Allowance - Dec
20/12/2019	PC02	20/12/PC02	1,951.81		Salary - December
20/12/2019	PC09	20/12/PC09	34.99		Councillor Allowance - Dec
20/12/2019	PC10	20/12/PC10	61.26		Chairman's Allowance Dec
20/12/2019	PC11	20/12/PC11	43.95		Councillor Allowance - Dec
20/12/2019	PC04	20/12/PC04	60.00		Downs Mail Delivery - December
20/12/2019	PC12	20/12/PC12	43.79		Councillor Allowance - Dec
20/12/2019	BH05	20/12/BH05	360.81		Wages Dec
20/12/2019	PC05	20/12/PC05	27.24		Litter Picker WDJO
20/12/2019	BH04	20/12/BH04	533.09		Wages - December
20/12/2019	BH07	20/12/BH07	404.62		Wages December
20/12/2019	HMRC	577PW00105	1,791.01		PAYE
20/12/2019	EFT Receipts Ac	IT000000068	350.79		Pension Contributions
20/12/2019	PC02	DM DELIVER	25.00		Downs Mail Delivery December

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## List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2019	BH07	20/12/BH07	-404.62		Wages - December
20/12/2019	BH07	20/12/BH07	374.62		Wages - December
20/12/2019	Haynes Bros Ltd	137361	22,320.00		VVPT Tractor
20/12/2019	Haynes Bros Ltd	137361	-22,320.00		VVPT Tractor
22/12/2019	PC19	22/01/PC19	1,672.51		Salary - January
22/12/2019	PC19	22/01/PC19	-1,672.51		Salary - January
24/12/2019	S K Karwal	C440BH	320.00		Damage/Cleaning Deposit
24/12/2019	Mrs Aaliya Benjamin	C535BH	150.00		Damage Deposit
30/12/2019	Focus Group	DD6752718	116.06		Telephone & Broadband Services
31/12/2019	Unity Trust Bank	CHARGES	36.90		UTB Qrtly Transaction Charges
01/01/2020	Northstar IT Services	DD20029	173.14		IT Services & Backup
07/01/2020	KCC Commercial Services	I3536011/I	3.06		Calculator/A5 Diaries
08/01/2020	Capital Cleaning (Kent) Ltd	291553	38.08		Sanitary
08/01/2020	Capital Cleaning (Kent) Ltd	291327/155	1,444.74		Cleaning Equipment/Consumables
08/01/2020	Katie James	C470BH	150.00		Refundable Damage Deposit
08/01/2020	Daniel Everett	C523BH	250.00		Refundable Damage Deposit
08/01/2020	John Sedge	100017	450.00		Install stopcocks to 6 troughs
08/01/2020	John Sedge	100017	-450.00		Install stopcocks on 6 troughs
08/01/2020	Lionel Robbins	2020/1	75.00		Half Yearly Internal Audit
08/01/2020	Society of Local Council Clerk	MEM228053	220.00		SLCC Annual Membership
08/01/2020	Society of Local Council Clerk	MEM218710	242.00		SLCC Annual Membership MF
13/01/2020	MGA	CLEANING D	100.00		Refundable Cleaning Deposit
13/01/2020	Regis Cleaning Services	INV NO 1	36.00		Window Cleaner
<b>Total Payments</b>			<u>19,713.86</u>		

## 9.1.3 Coop Payments

## List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	Mail Publications Ltd	DD52539	507.50		Downs Mail Page Nov Edition
01/01/2020	Mail Publications Ltd	DD52540	507.50		Boxley Page - December
<b>Total Payments</b>			<u>1,015.00</u>		

## 9.1.4 Barclays Bank Payments

## List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2019	Haynes Bros Ltd	137361	22,320.00		VVPT Tractor
20/12/2019	Land Registry	K709461	40.00		Franklin Drive Lease Registrat
08/01/2020	John Sedge	100017	450.00	Minute 3322/5.3	Install stopcocks on 6 troughs
<b>Total Payments</b>			<u>22,810.00</u>		

**9.1.5 Lloyds Corporate Multipay Card**

## List of Payments made between 23/11/2019 and 17/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2019	Lloyds Corporate Multipay Card	021219	3.00		Monthly Card Fee December
07/12/2019	Next	187414	130.00		Curtains for Acorn Room
20/12/2019	Society of Local Council Clerk	ORD507055	52.30		The Clerk's Manual 2019
20/12/2019	Kent Association Local Council	1192506237	72.00		Allotment Law Course 9/1/20
02/01/2020	Lloyds Corporate Multipay Card	2JAN20	3.00		Monthly Card Fee
09/01/2020	Kent Association Local Council	1209644027	72.00		Burial Law Course 19/2/20
<b>Total Payments</b>			<u>332.30</u>		

**Item 9.2 Receipts made out of meeting 23.11.19 – 17.01.20**

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**

## HSBC General Account

Receipts received between 23/11/2019 and 17/01/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 25/11/2019	247.00						
184	Oluwabunmi	247.00			520		247.00	C525D Oluwabunmi
	Banked: 26/11/2019	100.00						
185	Elegba	100.00			560		100.00	C453 Elegba Cleaning
	Banked: 27/11/2019	13.50						
186	Branton	13.50			1230	260	13.50	C485 Branton Additional
	Banked: 27/11/2019	60.00						
187	11+ Tutoring	60.00			1235	260	60.00	R2252 11+ Tutoring Dec
	Banked: 27/11/2019	82.50						
188	Coupland	82.50			520		82.50	C528D Coupland 5/1/20
	Banked: 27/11/2019	69.00						
075	Fitzgerald	69.00			1230	260	68.00	C447F Fitzgerald 7/12/19
					560		1.00	C447 Cleaning Deposit
	Banked: 28/11/2019	316.25						
075	Balfour Short Mat Bowls	131.25			1235	260	131.25	R2254 BSMB Dec Invoice
077	Movement as Therapy	185.00			1235	260	185.00	R2259 MAT Dec Invoice
	Banked: 28/11/2019	194.50						
078	Kingswood	194.50			520		194.50	C529F Kingswood 14/3/20
	Banked: 28/11/2019	427.50						
189	Kumon	427.50			1235	260	427.50	R2258 Kumon Dec Invoice
	Banked: 28/11/2019	302.00						
190	Kaur	302.00			520		-450.00	C481D Kaur 28/12/19
					1230	260	750.00	C481F Kaur 28/12/19
					1231	260	2.00	PL Insurance Kaur
	Banked: 29/11/2019	60.00						
191	Kidslingo	60.00			1235	260	60.00	R2257 Kidslingo
	Banked: 29/11/2019	236.00						
194	Benjamin	236.00			1230	260	84.00	C535F Benjamin 21/12/19
					1231	260	2.00	PL Insurance Benjamin
					560		150.00	C535 Benjamin Damage
	Banked: 30/11/2019	216.00						
192	Calvary Charismatic Church	216.00			1235	260	216.00	CC Church December
	Banked: 30/11/2019	44.00						
193	Batty	44.00			1230	260	42.00	C526F Batty 8/12/19 A/R
					1231	260	2.00	PL Insurance Batty
	Banked: 02/12/2019	249.50						
194	Martin	249.50			520		249.50	C533F Martin18/4/19
	Banked: 02/12/2019	15.00						
<b>Subtotal Carried Forward:</b>		2,632.75	0.00	0.00			2,617.75	



Receipts received between 23/11/2019 and 17/01/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
195	Sing & Sign	15.00			1235	260	15.00	R2261 Sing & Sign Dec
	Banked: 02/12/2019	<b>364.00</b>						
196	Karwall/Gogna	364.00			560		350.00	C440 Cleaning/Damage
					1230	260	14.00	C440F Karwall 21/12/19
	Banked: 02/12/2019	<b>62.25</b>						
197	Simpson	62.25			520		62.25	C531D Simpson 8/2/19
	Banked: 02/12/2019	<b>67.50</b>						
198	Teenie Boppers	67.50			1235	260	67.50	R2262 Teenie Boppers
	Banked: 06/12/2019	<b>150.00</b>						
199	James	150.00			560		150.00	C470 Damage Deposit
	Banked: 06/12/2019	<b>123.75</b>						
200	Tumbletots	123.75			1235	260	123.75	R2263 Tumbletots Dec
	Banked: 07/12/2019	<b>72.35</b>						
201	Thomas	72.35			520		72.35	C534D Thomas 04/4/20
	Banked: 08/12/2019	<b>27.50</b>						
202	Coupland	27.50			520		-82.50	C528D Coupland 5/1/20
					1230	260	108.00	C528F Coupland 5/1/20
					1231	260	2.00	PL Insurance Coupland
	Banked: 10/12/2019	<b>240.00</b>						
079	Karate	240.00			1235	260	240.00	R2256 Karate Dec invoice
	Banked: 11/12/2019	<b>60.00</b>						
203	Cuddle Bugs Baby Yoga	60.00			1235	260	60.00	R2255 Cuddlebugs Dec
	Banked: 11/12/2019	<b>50.00</b>						
204	A Bead in Time	50.00			1235	260	50.00	R2253 ABIT Dec Invoice
	Banked: 15/12/2019	<b>110.00</b>						
205	Bowles	110.00			520		110.00	C538F Bowles 1/2/19
	Banked: 16/12/2019	<b>142.50</b>						
206	Yoga	142.50			1235	260	142.50	R2264 Yoga Dec invoice
	Banked: 17/12/2019	<b>144.00</b>						
207	11+ Tutoring	144.00			1235	260	144.00	R2265 11+ Tutoring Jan
	Banked: 17/12/2019	<b>82.50</b>						
208	Wright	82.50			520		82.50	C537 Wright 15/2/20
	Banked: 19/12/2019	<b>200.00</b>						
80	Starbuck	60.00			520		60.00	C530D Starbuck 25/4/20
81	Starbuck	140.00			520		140.00	C542D Starbuck 12/9/20
	Banked: 19/12/2019	<b>619.87</b>						
082	Phoenixx	75.00			1235	260	75.00	R2260 Phoenixx Dec
83	Balfour Short Mat Bowls	190.00			1235	260	190.00	R2262 BSMB Jan Invoice
<b>Subtotal Carried Forward:</b>		5,148.97	0.00	0.00			4,794.10	

Receipts received between 23/11/2019 and 17/01/2020

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
84	Movement as Therapy	270.00			1235	260	270.00 R2270 MAT Jan Invoice
85	Dhillon	84.87			520		-254.75 C478D Dhillon 25/1/20
					1230	260	337.62 C478F Dhillon 25/1/20
					1231	260	2.00 PL Insurance Dhillon
	<b>Banked: 19/12/2019</b>	<b>45.00</b>					
86	Atkinson	45.00			520		-133.00 C511D Atkinson 18/1/20
					1230	260	176.00 C511F Atkinson 18/1/20
					1231	260	2.00 PL Insurance Atkinson
	<b>Banked: 22/12/2019</b>	<b>250.00</b>					
209	Everett	250.00			560		250.00 Damage Deposit C523
	<b>Banked: 24/12/2019</b>	<b>533.70</b>					
210	Kumon	533.70			1235	260	533.70 R2272 Kumon Jan Invoice
	<b>Banked: 29/12/2019</b>	<b>27.50</b>					
212	Underwood	27.50			520		-82.50 C517D Underwood
					1230	260	108.00 C517F Underwood
					1231	260	2.00 PL Insurance Underwood
	<b>Banked: 31/12/2019</b>	<b>80.00</b>					
211	Kidslingo	80.00			1235	260	80.00 R2271 Kidslingo Jan
	<b>Banked: 03/01/2020</b>	<b>300.00</b>					
212	Calvary Charismatic Church	300.00			1235	260	300.00 R2265 CC Church
	<b>Banked: 05/01/2020</b>	<b>27.50</b>					
213	Hooton	27.50			520		-82.50 C507D Hooton 9/2/20
					1230	260	108.00 C507F Hooton 9/2/20
					1231	260	2.00 PLInsurance Hooton
	<b>Banked: 06/01/2020</b>	<b>289.30</b>					
214	Tumbletots	289.30			1235	260	289.30 R2278 Tumbletots Jan
	<b>Banked: 07/01/2020</b>	<b>145.88</b>					
215	Podesta	145.88			520		145.88 C548D Podesta 16/5/20
	<b>Banked: 07/01/2020</b>	<b>27.75</b>					
216	Simpson	27.75			520		-62.25 C531D Simpson 8/2/20
					1230	260	90.00 C531F Simpson 8/2/20
	<b>Banked: 07/01/2020</b>	<b>150.00</b>					
217	Bowles	150.00			560		150.00 C538 Bowles 1/2/20
	<b>Banked: 08/01/2020</b>	<b>30.00</b>					
218	Sing & Sign	30.00			1235	260	30.00 R2276 Sing & Sign Jan
	<b>Banked: 08/01/2020</b>	<b>100.00</b>					
219	Asiedu	100.00			560		100.00 Clean Deposit Asiedu
	<b>Banked: 08/01/2020</b>	<b>349.20</b>					
089	Karate	349.20			1235	260	349.20 R2270 Karate January
<b>Subtotal Carried Forward:</b>		<b>7,504.80</b>	<b>0.00</b>	<b>0.00</b>			<b>7,504.80</b>



Receipts received between 23/11/2019 and 17/01/2020

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 09/01/2020	93.00					
087	Holden	83.00			1230	260	83.00 C545F Holden 18/1/20
088	Belcher	10.00			520		-30.00 C503D Belcher 18/2/20
					1230	260	38.00 C503F Belcher 18/2/20
					1231	260	2.00 PL Insurance Belcher
	Banked: 10/01/2020	347.13					
211	Ogunfemi	347.13			520		247.13 C546D Ogunfemi 6/6/20
					560		100.00 C546 Cleaning Deposit
	Banked: 11/01/2020	120.00					
221	Cuddle Bugs Baby Yoga	120.00			1235	260	120.00 R2269 Cuddlebugs Jan
	Banked: 11/01/2020	105.20					
222	Teenie Boppers	105.20			1235	260	105.20 R2277 Teenie Boppers
	Banked: 12/01/2020	361.00					
223	Yoga	361.00			1235	260	361.00 R2279 Yoga Jan Invoice
	Banked: 12/01/2020	266.00					
224	Morrisons TS	266.00			1230	260	264.00 C551F Morrisons 15/1/20
					1231	260	2.00 PL Insurance Morrisons
	Banked: 13/01/2020	145.00					
225	Medway District Caledonian	145.00			520		145.00 C544D MDCA 21/11/20
	Banked: 15/01/2020	110.00					
226	Williams	110.00			1230	260	108.00 C552F Williams 2/2/20
					1231	260	2.00 PL Insurance Williams
	Banked: 16/01/2020	27.50					
227	Wright	27.50			520		-82.50 C537D Wright 15/2/20
					1230	260	108.00 C537F Wright 15/2/20
					1231	260	2.00 PL Insurance Wright
	Banked: 16/01/2020	406.00					
091	Ibarra	30.00			520		30.00 C539 Ibarra 17/4/20 A/R
090	Mandebvu	341.00			520		341.00 C540D Mandebvu 5/9/20
092	Wright	35.00			520		35.00 C562F Wright 03/04/2020
	Banked: 17/01/2020	400.00					
228	Maidstone Borough Council	400.00			1230	260	400.00 MBC Elections 12/12/19
<b>Total Receipts:</b>		9,885.63	0.00	0.00			9,885.63

9.2.2 UTB Receipts

Receipts received between 23/11/2019 and 17/01/2020

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 28/11/2019	3.00					
281119	Unity Trust Bank		3.00		4026	100	3.00 Refund Multipay Monthly
	Banked: 30/11/2019	38.00					
	The Conservation Volunteers		38.00		4275	150	38.00 WWG Membership Feev
	Banked: 12/12/2019	3,610.00					
VVPT	Vinters Valley Park Trust		3,610.00		4285	150	3,610.00 Donation towards Tractor
<b>Total Receipts:</b>		3,651.00	0.00	0.00			3,651.00

### Item 9.3 Account Balances

Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
31.12.19	Coop General Account	£1,380.05
31.12.19	HSBC Beechen Hall	£37,583.53
31.12.19	Unity Trust Bank (UTB)	£26,721.13
18.04.19	Barclays Bank	£84,085.33
08.11.19	Lloyds A (matures 08/02/2020)	£51,644.98
28.10.19	Lloyds B (matures 29/01/2020)	£25,347.00
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>£303,458.75</b>