

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



Clerk – Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks
Tel – 01634 861237
E-mail – Clerk@boxleyparishcouncil.org.uk

Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 1 July 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Weaving Village Hall, The Street, Weaving, ME14 5JP at 7.30pm on Monday 7 July 2014** when it is proposed to transact the following business:

- | | |
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| | Time guide
(7.30) |
| 1. Apologies and absences.
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, dispensations, predetermination or Lobbying. (7.31)
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 the Clerk. | |
| 3. Co-option to Parish Councillor Vacancy (South Ward). (7.33)
To consider the applications for the position of Parish Councillor, see attached report (page 3). | |
| 4. Minutes of the Parish Council Meeting of 2 June 2014. (7.53)
To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | |
| 5. Matters Arising From the Minutes. (7.56)
5.1 Minute 2655/5.2 Neighbourhood Development Plan: The deadline for a response has been extended to 20 July. | |
| 6. Report from the PCSO and Police Issues. (7.58)
To receive Crime statistics for May and June see report (page 5). | |
| Adjournment to enable members of the public to address the meeting. (8.08) | |
| 7. Draft Minutes of Recent Committee Meetings. (8.15)
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
7.1 Environment Committee meeting 9 June 2014 (pages 5-8).
7.2 Estates Committee meeting 10 June 2014 (pages 8-10). | |
| 8. Finance. (8.18)
8.1 To note payments made out of meeting 28.05.14-30.06.14 (pages 11 - 13).
8.2 To note receipts for the period 28.05.14-30.06.14 (pages 21 - 2514 - 15)
8.3 To note Account balances as at 30.06.2014 (page 16).
8.4 To authorise payments of accounts (list to be supplied at meeting).
8.5 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories. | |

9. **Policies and Procedures Review.** (8.25)
9.1 Parish Councillor Allowances see report (page 16).
9.2 Training Needs Annual Review see report (page16).
- 10 **Matters for Decision** (including attendance at meetings etc.). (8.32)
10.1 Members' Handbook: To consider the contents of such a document see report (pages 16-17).
10.2 World War I commemorative plaque see enclosed document.
- 11 **Reports from Borough and County Councillors.** (8.37)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 12 **Reports from councillors/office.** (8.45)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
12.1 Boxley Warren Local Nature Reserve Management Committee site meeting 30 May 2014 see report (pages 17-18).
12.2 Boxley Warren theatrical day 15.06.14 see report (page 18).
- 13 **Matters for Information.** (8.50)
13.1 Open Space Society Newsletter Summer Edition (e-mail 4/6/14).
13.2 Thank you letter for £250 grant from Friends of Boxley Church.
13.3 KCC Inside Track issue 217 (funding information passed to volunteer groups).
- 14 **Next Meeting.** (8.52)
Monday 1st September 2014 at European School of Osteopathy, Boxley Village, ME14 3DZ commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 August 2014.

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 2 June 2014.
The Chairman will assume that these have been read prior to the meeting.**

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

Item 3. Co-option to Parish Councillor Vacancy (South Ward).*Purpose of item: decision.*

Deadline for submission of applications was 21 May 2014 with two applications being received, details are supplied under confidential cover.

Members are reminded of the procedure that the Parish Council has previously agreed/used when dealing with co-option to vacancies (one or more candidates).

- A candidate will be asked to submit a C.V. which will be supplied to members under confidential cover.
- Candidates will be invited to the meeting and allowed up to 3 minutes each to address the meeting.
- No candidate will be present whilst another candidate speaks.
- Councillors will be able to ask questions of each candidate.
- The Council shall decide and vote on the appointment in the absence of the candidates.
- The meeting and decision are taken in an open and public meeting.
- A successful candidate will be asked to sign a Declaration of Office and then join the meeting.

Members are also reminded that anyone who lives within 3 miles of the parish boundary or who works within the boundary could apply for the vacancy. The parish council has however stated that it considers that the South Ward is under represented and that it would welcome applications from candidates who live in this area.

Clerk note. If more than one candidate stands then the law requires a clear majority, the Clerk will advise on the voting procedure. A parish council is not required to appoint to the vacancy at this meeting, even after interviewing the candidate(s). However it should have clear reasons for not doing so as legislation requires it to fill any vacancy asap.

Item 4 Minutes of the Meeting of the Parish Council held at The European School of Osteopathy, Boxley Village on Monday 2 June 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr A Springate and Mr P Sullivan together with the Clerk and three members of the public/press.

1. **To receive and accept apologies for absence.**
Cllr Harwood (MBC meeting), Cllr G Smith (convalescing), Cllr Spain (convalescing) and Cllr Waller (holiday). Borough Councillor Butler (MBC commitment).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
None declared.

3. **Co-option to Parish Councillor Vacancy (South Ward).**

After a brief discussion in which the Chairman told members that one of the two candidates for co-option had been unable to attend the meeting and the candidate who was present volunteered to have consideration of his application postponed, the Chairman proposed and it was **agreed** (8 for, 1 against, 1 abstention) that **the appointment be deferred to the next meeting**. It was **noted** that legislation required the vacancy to be filled as soon possible and that a decision would therefore have to be made at the next meeting. The candidate was thanked for his attendance and understanding in the matter.

After a brief discussion during which the availability of the attending candidate was checked, the Chairman proposed and it was **agreed** (8 for, 1 against, 1 abstention) that **the appointment is deferred to the next meeting due to the inability of the second candidate to attend**. It was **noted** that legislation required the vacancy to be filled as soon possible and that this would need to happen at the next meeting. The candidate was thanked for his attendance and understanding.

4. **Minutes of the Parish Council Meeting of 12 May 2014.**

The minutes of the meeting were, with a change to minute 5.5 & 5.6 to record Cllr Ivor Davies as Chairman of the F&GP Committee, **agreed** and **signed** as a correct record.

5. **Matters Arising From the Minutes.**

5.1 Minute 2646/9.2 laptop access. The F&GP Committee is working on the user policy etc. and permission has been given to trial the access. **Noted.**

5.2 Neighbourhood Development Plan. The first article will appear in the June Boxley Parish Mail. **Noted.**

6. **Report from the PCSO and Police Issues.**

The crime statistics for April and May were **received**. It was noted that some addresses outside the parish boundary had been included and the Clerk was asked to speak to the PCSO about the boundary. **Action: Clerk.**

The meeting was adjourned at 7.45pm and reconvened at 7.46 pm to allow a resident to make a comment about parking at Sandling Village Hall.

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

Received and noted:

7.1 F&GP Committee meeting 12 May 2014.

7.2 Environment Committee meeting 19 May 2014.

7.3 F&GP Committee meeting 20 May 2014.

8. **Finance.**

8.1 To note payments made out of meeting 01.04.14 – 27.05.14. **Noted.**

8.2 To note receipts for the period 01.04.14 – 27.05.14. **Noted.**

8.3 Account balances as at 27.05.2014. **Noted.**

8.4 To authorise payments of accounts. None were presented.

9. **Policies and Procedures Review.**

9.1 Standing Orders. With a few minor amendments made the Chairman proposed that they be adopted **agreed unanimously**.

9.2 Financial Regulations. The F&GP Committee recommendation to approve the revised regulations was **received**. With a few minor amendments made the Chairman proposed that they be adopted **agreed unanimously**.

9.3 Guidance for Parish Councillors on Lobbying and Predetermination. **Agreed** that it was still for purpose.

10 Matters for Decision.

- 10.1 Police and Crime Commissioner events on Wednesday 9 July & 8 October 2014. Councillors advised to notify office if they wish to attend. **Action: Councillors.**
- 10.2 Councillor training. Councillors were asked to identify any training needs to the Clerk. **Action: Councillors.**

11 Reports from Borough and County Councillors.

Cllr Wendy Hinder's report was **received**.

12 Reports from councillors/office.

Received and noted:

- 12.1 Speed Watch Conference 26 April 2014. Report from Cllr Bob Hinder.
- 12.2 Police & Parish Council Forum, Lenham, 27 May 2014: Report by Ivor Davies.
- 12.3 Maidstone Area KALC Annual General Meeting, 28 May 2014: Report by Ivor Davies.

13 Matters for Information.

- 13.1 Minutes of the Annual Meeting of the Parish, 12 May 2014.
- 13.2 ACRK Rural News no 137.

14 Next Meeting.

Monday 7 July 2014 at Weaving Village Hall, The Street, Weaving commencing at 7.30 pm. Councillor requests for agenda items are to be submitted no later than 29 June 2014.

Meeting closed at 8.32 p.m

Item 6 Crime Figures. 24/05/2014 - 27/06/2014*Purpose of item: information.*

Offence	Address
Theft	Boxley Road
Theft from motor vehicle	Chatham Road
Criminal Damage	Westfield Sole Road
Make off without payment	Chatham Road
Criminal Damage	Harvesters Way
Theft from motor vehicle	Exton Gardens
Theft from motor vehicle	Waterside Quay
Theft	Allington Lock
Theft from motor vehicle	Forstal Road
Theft from motor vehicle	Groewood Drive North
Theft	Forstal Road
Theft	Groewood Drive North
Burglary	Lock Lane
Theft from motor vehicle	Premier Inn

Item 7. Draft Minutes of Recent Committee Meetings. Purpose of item: information.

Item 7.1 Minutes of the Environment Committee on Monday 9 June 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mr P Dengate (Chairman), Mr Ivor Davies, Mr Bob Hinder, Mr D Hollands and Mr A Springate together with the Clerk.

1. Apologies and absences

Cllr Brooks (holiday), Cllr Wendy Hinder (family commitment), Cllr A Spain (convalescing) and Cllr Waller (holiday).

2. Declaration of Interest or Lobbying.

All members declared that they had been lobbied on the Asbestos First application.

3. Minutes of the Meetings of 19 May 2014.

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

4. Matters Arising From Minutes.

4.1 Minute 2649/4.1 Bollards. Members' suggestions for areas/verges that might benefit from the installation of bollards will be considered at the July meeting. **Noted.**

4.2 Minute 2639/4.2 Verge work at Grovewood Drive South. Cllr Hollands reported that the shrubs had been removed. The Clerk confirmed that the area would have been seeded. **Noted.**

4.3 Minute 2651/10.1 Footpath behind Wildfell Close and Green Acres. **Noted** the flytipping letter had been delivered.

4.4 Minute 2651/10.4 Condition of vegetation throughout the parish. Councillors are to identify areas they felt were not being maintained, forwarding photographs if appropriate, so that the office can compile a report for consideration at the July meeting. **Noted.**

As no member of the public was present the meeting was not adjourned.

5. Planning Applications and Appeals for Consideration.

MA/14/0001 Retrospective application for erection of 1.8m high close boarded fencing and change of use from amenity lane to garden land at 70 Bargrove Road, Grove Green. **Action: Clerk** investigate the status of the Oak trees on the site and ensure they are protected from felling by putting in a TPO request if necessary.

Do not wish to object subject to the Oak trees being protected by TPOs.

PN/14/0040 Proposed single storey rear extension which: A) extends 3.25m beyond the back wall of the original dwelling, B) has a maximum height of 4m from the natural ground level, and C) has a height of 3m at the eaves from the natural ground level at 10 Goldstone Walk, Walderslade. *Noted*

*MA/14/0223 An application for a 12 x 6 catering van on the car park outside the Harley Davidson showroom at Forstal Road. **Ratified** the Clerk's decision, after consulting members for a majority view, that this application should not be reported to the MBC Planning Committee. This application was approved/granted with conditions on 21/5/14.

MA/14/0337 Advertisement consent for the erection of 300mm high built up stainless steel letters with up lighting illumination at Vinters Park Crematorium, Bearsted Road.

Do not wish to object.

MA/14/0356 Retrospective application for the conversion of garage to habitable room and extension of existing driveway at 22 Cinnabar Close, Walderslade.

Do not wish to object.

MA/14/0719 An application for a single storey rear addition at 2 Saracen Fields, Walderslade.

Do not wish to object.

MA/14/0733 Formation of gable end to part of rear roof slope and erection of single-storey conservatory extension to rear at Otteridge, Weaving Street, Weaving.

Do not wish to object.

MA/14/0734 Proposed loft conversion incorporating two dormers to front roof slope and one dormer and three rooflight windows to rear roof slope at 8 Camomile Drive, Weaving.

Do not wish to object.

MA/14/0764 Erection of single storey side extension/orangery at 36 Bargrove Road, Maidstone.

Do not wish to object.

MA/14/0783 Installation of three Air Conditioning Condenser units to rear elevation at Lloyds Pharmacy, 3-4 Minor Centre, Grovewood Drive North, Weaving.

Do not wish to object.

MA/14/0818 – An application for a two storey side and rear addition and a single storey rear addition at 21 Spenlow Drive, Walderslade.

Do not wish to object.

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

The following were **noted**:

*MA/14/0604 – Retrospective application for erection of front boundary treatment as shown on site location plan and drawing no - D.14.02 received 10/4/14 at Briars Lodge, Boxley Road, Walderslade – the application has been approved/granted 29/5/14

Asbestos Waste Site, North Dane Way KSL140603/HW07: Environment Agency - 3R Waste Limited, North Dane Way, Lordswood - Environmental Permit application. Members' **agreed** that a response should be drafted and circulated for approval.

Action: Clerk and committee members.

Newnham Court Shopping Village planning application will be reported to MBC Planning Committee meeting of 12 June 2014 with the Planning Officer's recommendation to refuse planning permission. Cllr Hinder notified that he would be attending out of personal interest but would submit a report on the meeting to the committee.

7. **Neighbourhood Development Plans.**

Noted the first stage for obtaining the community's views is under way. **Noted** a local residents' action group was challenging Harrietsham Parish Council on one aspect of its NDP.

8. **Volunteer Groups.**

Friends of Boxley Warren. Cllr Bob Hinder gave a report on the new pond at Boxley Warren and reminded members of the event planned for 15 June.

Walderslade Woods Group. Cllr Springate informed members that 40, four being new, volunteers, attended the recent task day. Cllr Davies informed members that a draft

management plan had been received and was being considered by the group. **Action:** Clerk report to PRow and Medway Council that the steps at Tunbury Valley need attention.

9. **Highways and Byways.**

Noted the Milestone Society's campaign to conserve and protect milestones and waymarkers. It was **agreed** that councillors and the community would be asked to help find any of these structures and details would be submitted to the society.

Action: Clerk.

10. **Policy and procedures review.**

None to review.

11. **Matters for information.**

Noted MA/14/0387 Erection of a single storey rear extension (amended plans) at Highmill, Tyland Lane, Sandling. Another planning application amendment is expected

12. **Next Meeting.**

Next full environment meeting 14 July 2014 at Beechen Hall commencing at 7.30 p.m.

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

None submitted.

Meeting closed at 8.45 pm.

Item 7.2 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 June 2014 at 7.34pm.

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 June 2014 at 7.34pm.

Councillors present: Mr Vic Davies (Chairman), Mr I Davies, Mr P Dengate, Mr Bob Hinder, Mr G Smith (who retired at 8.11pm after item 5.2), Mr P Sullivan, together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying.**

Dispensation notification for Item 5: Cllrs Dengate, Ivor Davies, Vic Davies, Hinder and Sullivan. Cllr Ivor Davies reminded members that he was a member of the WWG (item 11).

2. **Apologies and absence.**

Cllr Brooks (holiday).

3. **Minutes of Previous Meeting 15 April, 2014.**

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

As there were no public present the meeting was not adjourned.

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2642/4.1. War Memorial Old Middle Drum **Noted** a response is still awaited from the Church concerning the seat.

4.2 Minute 2624/8. MBC Play Area Strategy – Cllr Vic Davies and Sullivan confirmed they had **received** the draft briefing paper and would notify the Clerk of their initial comments. It was **agreed** that the Clerk would then circulate the approved paper to members for consideration prior to the next Estates meeting

in August. **Action Cllrs Vic Davies/Pat Sullivan/Clerk.**

5. **Dove Hill Allotments.**

- 5.1 Members **received** and **noted** Cllr Bob Hinder's report. Cllr Hinder also added that he had thanked the PCSO for the smart water identification kits that had been given to some allotment holders to mark their tools and equipment. The PCSO confirmed that further kits would be made available. Cllr Hinder reported that he had trimmed two sides of the boundary, but asked the Assistant Clerk to check if this is covered under the grounds maintenance contract. He also trimmed the vacant plots but indicated that this should, in future, be done by an outside party. After a lengthy discussion members **agreed** it that the office contacts the current grounds maintenance team to establish costs for doing this work. Alternatively approach local volunteer conservation groups to consider this task in lieu of a donation. Cllr Hinder suggested that the office sends an email to plot holders reminding them the pathways between plots should be trimmed and well maintained as well as reminding them to open both leaves of the entrance gate. Members discussed an Official opening of the site and it was **agreed** that this should take place within the next 4-6 weeks and inviting BBC Radio Kent's Andy Garland of the Gardening programme to see if he would be available. Cllr Hinder confirmed that the road works planned by KCC for Sandy Lane had not yet taken place. **Action Office.**
- 5.2 Access road to the site. The Assistant Clerk confirmed that additional costs from MBC and KCC were being sought by Gallagher's. Members discussed the work planned for the entrance/access road to the allotments and requested the Clerk to identify with Gallagher's the rating and weight restriction of the road once the proposed work has been completed. **Action Office.**

At 8.11pm a 5 minute comfort break was taken.

6. **Replacement Noticeboard at Tesco's Grove Green** – Members **received** the Assistant Clerk's report and **agreed** to purchase a replacement board and approved the installation costs. **Action Office.**
7. **Boxley Village Green** – As the report was not available for the meeting it was agreed that it would be circulated out of meeting and any decisions would be ratified at the next meeting.
8. **Matters for information.**
8.1 WDJO Annual Play Area Inspection. **Noted** inspection scheduled for July.
8.2 Accident Report. Members **received** and **noted** a minor accident that occurred in the office at Beechen Hall.
9. **Assistant Clerk's Report.**
9.1 **Received** and **noted** the April/May Hire fees, with a comparison for the same period in the previous year. Concern was raised in the decline in regular hire fees, after an explanation from the Assistant Clerk members were satisfied. It was **agreed** that further marketing of the committee room should be explored. **Action Office.**
9.2 **Received** and **noted** Income and Expenditure report for April/May.
9.3 **Received** and **Noted** end of year (2013/14) Income and Expenditure.
10. **Beechen Hall Extension.**
Members **received** and **noted** the Clerk's draft brief. Members identified that the extension is being considered principally for the needs of the hall. Members **agreed** with all issues identified in the brief and included 2 new ideas to put forward.

Members **agreed** to enter into an initial discussion with Faithdean a local company for advice.

11. **Additional Storage at Beechen Hall.**

Members **received** and **noted** WWG's request. In principle members **agreed** to the request for additional storage however, it would be subject to the following conditions.

- Permission from MBC to fell TPO'd trees.
- The committee is currently considering extending the hall and this may impact on the current area of storage units.

12. **Fixed Term Bond**

Noted the bond expires in November and members **agreed** to consider options at the October meeting.

13. **Policies and Procedures**

Members **received** the Village Hall Grant Policy and **agreed** that after a few amendments it was still fit for purpose. **Action Office.**

14. **Matters for Decision**

There were none.

15. **Date of Next Meeting.**

Tuesday 12 August, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 1 August 2014.

In view of the confidential nature (personal details and data) on the following item The Chairman excluded the public and press from the meeting for the duration of the item.

16. **Holiday and Sickness Cover for Caretaking Staff**

Members **received** and **noted** the confidential enclosure.

Meeting closed at 9.18 pm

Item 8.1. Payments made out of meeting 28.05.14-01.07.14
PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
105	Administration	10/06/2014	Coop General Account	3dd5	Telephone Bill	British Telecommunications Plc	S	66.40	13.28	79.68
106	Publicity	10/06/2014	Coop General Account	3dd4	Downs Mail	Mail Publications Limited	X	435.19	54.94	490.13
107	Administration	10/06/2014	Coop General Account	Bacs 10/6/14/11907745	Stationery	Kent County Council	S	48.37	9.67	58.04
108	Website admin	09/06/2014	Coop General Account	Bacs 10/6/14/1669	Website Hosting	Parish Websites Ltd	Z	310.00	0.00	310.00
109	Vinters Valley Park LNR	09/06/2014	Coop General Account	Bacs 10/6/14/1085	Pond Lining	I G Pilcher Ltd	S	2,980.00	596.00	3,576.00
110	Rates	10/06/2014	HSBC Beechen Hall	2dd5	Rates	Maidstone Borough Council	Z	371.70	0.00	371.70
111	Office rates	10/06/2014	HSBC Beechen Hall	2dd5	Rates	Maidstone Borough Council	Z	159.30	0.00	159.30
112	Gas bill	10/06/2014	HSBC Beechen Hall	2dd6	Gas	Total Gas & Power	L	330.13	16.51	346.64
113	Refuse collections	10/06/2014	HSBC Beechen Hall	2dd7	Refuse Collection	SITA UK Ltd	S	106.24	21.25	127.49
114	Wages	10/06/2014	HSBC Beechen Hall	102654	Bacs payments made from Coop account	Boxley Parish Council	Z	0.00	0.00	0.00
115	Water bill	10/06/2014	HSBC Beechen Hall	2dd8	Water Bill	Southern Water	Z	226.77	0.00	226.77
116	Electricity bill	18/06/2014	HSBC Beechen Hall	2dd9	Electricity	Southern Electric	S	578.20	115.64	693.84
117	Other grants	18/06/2014	Coop General Account	501278	Grant	Friends of Boxley Church	Z	250.00	0.00	250.00
118	Subscriptions	18/06/2014	Coop General Account	501279	Subscription	CPRE	Z	36.00	0.00	36.00
119	Boxley Warren	18/06/2014	Coop General Account	501280	DUD	MKDCP	Z	0.00	0.00	0.00
120	Salaries	18/06/2014	Coop General Account	BACS 20/06/PC01	Staff Salary	Mrs P Bowdery	Z	2,066.45	0.00	2,066.45
121	Travel-staff	18/06/2014	Coop General Account	BACS 20/06/PC01	Mileage	Mrs P Bowdery	Z	16.90	0.00	16.90
122	Administration	18/06/2014	Coop General Account	BACS 20/06/PC01	Projector Screen	Mrs P Bowdery	S	106.99	21.40	128.39
123	Wages	18/06/2014	Coop General Account	BACS 20/06/PC01	Wages	Mrs P Bowdery	Z	29.58	0.00	29.58

124	Publicity	18/06/2014	Coop General Account	BACS 20/06/PC01	Publicity	Mrs P Bowdery	Z	20.00	0.00	20.00
125	Salaries	18/06/2014	Coop General Account	BACS 20/06/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
126	Wages	18/06/2014	Coop General Account	BACS 20/06/PC03	Wages	Mrs A Candy	Z	43.24	0.00	43.24
127	General Maintenance	18/06/2014	Coop General Account	BACS 20/06/PC05	Litter Picking	MS D Davies	Z	25.88	0.00	25.88
128	Chairman's allowance personal	18/06/2014	Coop General Account	BACS 20/06/PC06	Chairman Allowance PAYE	Mr I Davies	Z	40.00	0.00	40.00
129	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.46	0.00	33.46
130	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	25.26	0.00	25.26
131	Salaries	18/06/2014	Coop General Account	BACS 20/06/PC02	Staff Salary	Mrs M Fooks	Z	745.42	0.00	745.42
132	Travel-staff	18/06/2014	Coop General Account	BACS 20/06/PC02	Mileage	Mrs M Fooks	Z	36.34	0.00	36.34
133	Administration	18/06/2014	Coop General Account	BACS 20/06/PC02	Administration	Mrs M Fooks	S	10.00	2.00	12.00
134	Books and publications	18/06/2014	Coop General Account	BACS 20/06/PC02	Book	Mrs M Fooks	Z	14.98	0.00	14.98
135	Wages	18/06/2014	Coop General Account	BACS 20/06/PC02	Wages	Mrs M Fooks	Z	521.42	0.00	521.42
136	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.46	0.00	33.46
137	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC10	Councillor Allowances	Mr R Hinder	Z	33.46	0.00	33.46
138	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC11	Councillor Allowances	Mrs W Hinder	Z	33.46	0.00	33.46
139	Publicity	18/06/2014	Coop General Account	BACS 20/06/PC04	Publicity	Mrs L Lake	Z	40.00	0.00	40.00
140	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC12	Councillor Allowances	Mrs K Macklin	Z	41.46	0.00	41.46
141	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC14	Councillor Allowances	Mr G Smith	Z	33.46	0.00	33.46
142	Wages	18/06/2014	Coop General Account	BACS 20/06/BH01	Wages	Mrs M Smith	Z	507.48	0.00	507.48
143	Publicity	18/06/2014	Coop General Account	BACS 20/06/BH01	Downs Mail	Mrs M Smith	Z	60.00	0.00	60.00
144	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC15	Councillor Allowances	Mrs A Spain/Colney	Z	33.46	0.00	33.46
145	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/PC17	Councillor Allowances	Mrs M Waller	Z	38.06	0.00	38.06
146	Wages	18/06/2014	Coop General Account	BACS 20/06/BH04	Wages	Mr A Fletcher	Z	126.34	0.00	126.34
147	Wages	18/06/2014	Coop General Account	BACS 20/06/BH05	Wages	Mr B Douglas	Z	309.33	0.00	309.33
148	PAYE	18/06/2014	Coop General	BACS 20/06/HMRC	PAYE	HMRC	Z	1,344.75	0.00	1,344.75

			Account							
149	Chairman's allowance personal	18/06/2014	Coop General Account	BACS 20/06/HMRC	Chairmans Allowance	HMRC	Z	10.00	0.00	10.00
150	Councillors allowance/PAYE	18/06/2014	Coop General Account	BACS 20/06/HMRC	Councillor Allowances	HMRC	Z	69.20	0.00	69.20
151	PAYE	18/06/2014	Coop General Account	BACS 20/06/HMRC	PAYE	HMRC	Z	77.20	0.00	77.20
152	Noticeboards	18/06/2014	Coop General Account	Inv 917	Noticeboards	Scribble Online Ltd	S	388.95	77.79	466.74
153	Contingency fund	18/06/2014	Coop General Account	Inv 917	Contingency	Scribble Online Ltd	S	159.95	31.99	191.94
154	Walderslade Woods Group	18/06/2014	Coop General Account	BACS Imprest 58	WWG Imprest Account	Mr R Burrows	X	162.77	22.92	185.69
155	Boxley Warren	18/06/2014	Coop General Account	BACS CBW44/C	Friends of Boxley Warren Website	Matthew King	Z	1,000.00	0.00	1,000.00
156	Coop general account	18/06/2014	Coop General Account	Business Bond Boxley Parish Council	CHAPS payment	Cooperative Bank	Z	25.00	0.00	25.00
157	Administration	18/06/2014	Coop General Account	Bacs 20/06/47	Imprest Account	Mrs P Bowdery	Z	22.53	0.00	22.53
158	Chairman's allowance Civic	18/06/2014	Coop General Account	Bacs 20/06/47	Card	Mrs P Bowdery	Z	6.50	0.00	6.50
159	Maintenance	18/06/2014	Coop General Account	Bacs 20/06/47	Grass Seed	Mrs P Bowdery	Z	11.00	0.00	11.00
160	Hall maintenance	18/06/2014	Coop General Account	Bacs 20/06/47	Hall Maintenance	Mrs P Bowdery	Z	63.98	0.00	63.98
161	Boxley Warren	25/06/2014	Coop General Account	BACS 27/6/14/TRADS	Theatrical Walk	TRADS	Z	3,500.00	0.00	3,500.00
162	Insurance	25/06/2014	Coop General Account	BACS Boxley PC	Insurance	Business Services at CAS Ltd	Z	1,834.32	0.00	1,834.32
163	Insurance	25/06/2014	Coop General Account	BACS Boxley PC	Insurance	Business Services at CAS Ltd	Z	1,521.17	0.00	1,521.17
Total								21,620.71	983.39	22,604.10

Item 8 .2. Receipts for the period 28.05.14-01.07.14
RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
90	Allotment income	28/05/2014	Coop General Account	15	Rent	Trinder 10B	Z	5.65	0.00	5.65
91	Earmarked Reserves	28/05/2014	Coop General Account	15	Key deposit	Trinder 10B	Z	15.00	0.00	15.00
94	Hire fee regular	28/05/2014	HSBC Beechen Hall	30	Hall Hire	NGREA	Z	42.58	0.00	42.58
95	Hire fee regular	28/05/2014	HSBC Beechen Hall	BP023	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
96	Hire fee regular	31/05/2014	HSBC Beechen Hall	BP024	Regular Hire Fee	Kumon	Z	235.00	0.00	235.00
97	Hire fee regular	03/06/2014	HSBC Beechen Hall	31	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
98	Hire fee - casual	03/06/2014	HSBC Beechen Hall	32	Casual Hire Fee	Jacob	Z	110.00	0.00	110.00
99	Insurance	03/06/2014	HSBC Beechen Hall	32	Insurance	Jacob	Z	1.50	0.00	1.50
100	Hire fee - casual	04/06/2014	HSBC Beechen Hall	33	Casual Hire Fee	Jaffri	Z	82.25	0.00	82.25
101	Insurance	04/06/2014	HSBC Beechen Hall	33	Insurance	Jaffri	Z	1.50	0.00	1.50
102	Hire fee - casual	04/06/2014	HSBC Beechen Hall	34	Casual Hire Fee	Cornwell	Z	70.50	0.00	70.50
103	Insurance	04/06/2014	HSBC Beechen Hall	34	Insurance	Cornwell	Z	1.50	0.00	1.50
104	Hire fee regular	05/06/2014	HSBC Beechen Hall	35	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
105	Hire fee regular	06/06/2014	HSBC Beechen Hall	36	Regular Hire Fee	Age Concern Malling	Z	578.93	0.00	578.93
106	Hire fee regular	03/06/2014	HSBC Beechen Hall	BP025	Regular Hire Fee	Kumon	Z	105.75	0.00	105.75
107	Hire fee regular	08/06/2014	HSBC Beechen Hall	BP026	Regular Hire Fee	Baby Sensory	Z	29.40	0.00	29.40
108	Hire fee regular	08/06/2014	HSBC Beechen Hall	BP027	Regular Hire Fee	Baby Sensory	Z	58.80	0.00	58.80
109	Hire fee regular	08/06/2014	HSBC Beechen Hall	BP028	Regular Hire Fee	Teenie Boppers	Z	98.00	0.00	98.00
110	Hire fee - casual	09/06/2014	HSBC Beechen Hall	37	Casual Hire Fee	Carney	Z	29.50	0.00	29.50
111	Parish Service Scheme	13/06/2014	Coop General Account	16	Parish Services Scheme	Maidstone Borough Council	Z	7,007.00	0.00	7,007.00

112	Hire fee regular	10/06/2014	HSBC Beechen Hall	BP029	Regular Hire Fee	NCT Relax & Stretch	Z	58.80	0.00	58.80
113	Hire fee regular	17/06/2014	HSBC Beechen Hall	BP030	Regular Hire Fee	Weight Watchers	Z	148.50	0.00	148.50
114	Hire fee regular	12/06/2014	HSBC Beechen Hall	38	Regular Hire Fee	A Bead In Time	Z	97.20	0.00	97.20
115	Hire fee regular	17/06/2014	HSBC Beechen Hall	39	Regular Hire Fee	Balfour SMBC	Z	224.75	0.00	224.75
116	Hire fee - casual	11/06/2014	HSBC Beechen Hall	40	Casual Hire Fee	Lifeline Screening	Z	124.45	0.00	124.45
117	Hire fee regular	10/06/2014	HSBC Beechen Hall	41	Regular Hire Fee	Karate	Z	350.25	0.00	350.25
118	Hire fee - casual	10/06/2014	HSBC Beechen Hall	42	Casual Hire Fee	TNT Post	Z	36.00	0.00	36.00
119	Hire fee - casual	16/06/2014	HSBC Beechen Hall	43	Casual Hire Fee	Husseyin	Z	70.50	0.00	70.50
120	Insurance	16/06/2014	HSBC Beechen Hall	43	Insurance	Husseyin	Z	1.50	0.00	1.50
122	Santander Investment Bond	17/06/2014	Santander Investment Bond	san int02	Interest	Santander	Z	40.31	0.00	40.31
123	Coop general account	05/06/2014	Coop General Account	17	Interest	Cooperative Bank	Z	19.80	0.00	19.80
124	Hire fee regular	19/06/2014	HSBC Beechen Hall	144	Regular Hire Fee	Sing & Sign	Z	84.40	0.00	84.40
125	Allotment income	27/06/2014	Coop General Account	17	Rent	Winnett	Z	3.83	0.00	3.83
126	Earmarked Reserves	27/06/2014	Coop General Account	17	Key deposit	Winnett	Z	15.00	0.00	15.00
127	Hire fee - casual	27/06/2014	HSBC Beechen Hall	BP031	Elections	Maidstone Borough Council	Z	212.00	0.00	212.00
128	Hire fee - casual	23/06/2014	HSBC Beechen Hall	145	Casual Hire Fee	May	Z	35.25	0.00	35.25
129	Hire fee regular	25/06/2014	HSBC Beechen Hall	146	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
Total								10,604.78	0.00	10,604.78

Item 8.3 Account balances as at 30.06.2014 *Purpose of item: information.***BANK ACCOUNTS**

HSBC Beechen Hall	£13,682.64
Coop General Account	£64,658.17
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£80,000.00
Barclays Bank	£90,138.25
HSBC Invest Bond	£25,000.00
Total in Banks	398,519.37

Cash	150.00
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GRAND TOTAL (Banks and Cash)	£398,669.37
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Item 9 Policies and Procedures Review. *Purpose of item: information and decision.***Item 9.1 Parish Councillor Allowances.**

Elected Parish Councillors and the Chairman can receive a parish councillor (£500 per annum) or chairman's allowance (£610 per annum). There is no automatic in-built rise to this allowance and members must decide whether any adjustment is needed for the next financial year (2015/2016). The last increase, the first for many years, was for the 2013/2014 year. The Clerk's suggestion is that members consider having an in-built annual increase, perhaps 1% or more if they wish, so that the value of this allowance is not eroded each year.

Item 9.2 Training Needs Annual Review

Committees have considered their training needs and planning training is being booked for Cllrs Hollands and Dengate. The Assistant Clerk is undertaking distance learning training and the Clerk is starting to investigate on-line training to update and refresh her knowledge. The Clerk wishes to attend a Clerks Information and/or Financial Day. The KALC training schedule is passed to members and staff.

Two in-house training sessions are planned for the near future: the new planning system and an introduction to Facebook. Refresher training on First Aid and possibly fire precautions is planned for the next financial year. Requests for other in-house training should be made to the parish office.

Members are asked to notify the office of their training needs.

Item 10 Matters for Decision.

Boxley Parish Council Members' Handbook. *Clerk's note: It is considered that such a handbook will be of help to existing and new parish councillors. On completion it will be placed on the council's website but also supplied to members in a paper format. The purpose of such a document is not to cover everything in the tiniest detail but to give members' a general introduction, a few important documents and details on where more information can be found. It will be updated as necessary. In order to ensure that it contains what councillors feel they need approval of the contents list is requested.*

Boxley Parish Council Members' Handbook. *Clerk's comments or notes are in italics*

Contents

Welcome from Chairman Ivor to approve.

The role of the:

- Parish Council. *What decisions do parish councils make? Powers and Duties of a Parish Council. Open and Accountable. Precept. Power of Competence. Quality Council,*
- Parish Councillor; *includes information taken from KALC's Good Councillors Guide etc. Influencing parish council and committee agenda.*
- Parish Clerk and Parish Office; *The Clerk's overall responsibility, The Business of the Council, Delegation, Proper Officer, The Role of the Parish Clerk in Boxley, office support system and staff, website and Facebook.*

How the Parish Council Operates: *Code of Conduct and register of interests, Committee system. The role of policies & procedures (with specific reference to Standing Orders, Financial Regulations, Social Inclusion, The Freedom of Information (FOI) Act), Committees, Delegated Authority, Setting the budget.*

Planning. *The Local Plan, NDP, Planning Consultation, Planning Advice, Planning Protocol, Community Infrastructure..*

Representing The Council; *Situations, Councillor as a Representative, Examples*

Media Relations

Training

Appendix.

List of policies and procedures. *With a note to show which ones can be downloaded from the website.*

Powers & Duties list.

Competency statement

Standing Orders.

Financial Regulations.

How to access planning applications on the MBC site

Item 12 Reports from councillors/office. <i>Purpose of item: information.</i>
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12.1 Boxley Warren Local Nature Reserve Management Committee site meeting 30 May 2014:

The site meeting discussed future management prescriptions (and their relationship with Defra grant payment formulae) and optimal grazing intensities and timings to favour biodiversity within the 'arable reversion' field to the north of the Pilgrims Way. The detailed implementation of the planned native juniper re-introduction project was discussed. The opportunity was also taken to view the new pond to the south of the Pilgrims Way (which was built with the assistance of Friends of Boxley Warren) and the recent bench and carving installations within the reserve. The pond though only a week old was already brim-full of water and had attracted significant populations of the fascinating water scavenger beetle (*Helophorus grandis*) and a range of dance and other predatory fly species.

The key recommendations arising from the site visit were:

* Funding should be sought for two more ponds to be excavated to the south of the Pilgrims Way, which would have dual benefits by draining surface water from this, frequently inundated, by-way

and creating additional habitat for a range of wildlife. An estimated cost for creation of two additional ponds is approximately £1,000 (breaking down to £400 for the proposed new pond within a more open area and £600 for a pond in an area where removal of invasive sycamore is required). Potential grant sources will now be explored by partners.

* Woodland clearings to the west of the 'arable reversion' field have scrubbed-up significantly during the last year suppressing man and fly orchid habitat so an autumn 2014 intervention to control regenerating sycamore and other trees and shrubs by cutting was recommended. Mike Phillips suggested that the local Scouts group could help-out in this regard.

In wildlife terms the highest numbers of fragrant orchid seen to date within the reserve were recorded, and several slow worms, an adder and a tawny cockroach (nationally designated within the UK Red Data Book as 'Notable B') were also spotted.

Tony Harwood.

12.2 Boxley Warren Theatrical Walk and report

Report FOBW June 2014

There are 2 main events to report this month.

Firstly there was a theatrical event laid on and performed by members of the Countryside Partnership which attracted a very good attendance of 50 plus.

It brought forward many excellent comments including remarks on the excellent work being done on the Warren. It also provoked one comment of it being detrimental to the peace and solitude of the area – a comment that was in total isolation and one which I personally do not agree with. We, the volunteers work hard to improve the area for ALL members of the public. A comment was also passed regarding the cost of this event – it cost £3500 but has provided scripts for future use and was paid for from the Local Heritage Lottery Fund and not from funds allocated to the FOBW. What it has achieved is an increase already in people volunteering to help out on task days.

The recent task day involved additional work around the pond (which brought forward positive comments on the theatrical day) and clearing around recently planted trees.

A meeting has been held to work on the new application to Awards for All for funding to start creating new coppices of Hazel on a rotational basis. There will be a meeting of the steering group this coming Wednesday evening at Beechen Hall.

Bob

