

**Minutes of the Meeting of the Annual Meeting of the Parish Council held at
Beechen Hall, Wildfell Close, Walderslade on Monday 13 May 2013, commencing
at 7.30 pm.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr B Hinder, Mrs Wendy Hinder, Mrs K Macklin, Mr G Smith, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor Butler and a member of the press.

1. Apologies and absences.

Cllr Holmes (work), Cllr Spain (convalescing) and Cllr Waller (holiday). County Councillor Paul Carter.

2. Declaration of Interests or Lobbying.

None.

3. Election of Chairman.

Cllr Sullivan nominated, with Cllr Springate seconding – **Cllr Ivor Davies**. There being no other nominations this was **agreed**.

4. To Elect a Vice-Chairman.

Cllr Springate nominated, with Cllr Wendy Hinder seconding – **Cllr Brooks**. There being no other nominations this was **agreed**.

5. To Appoint Committees.

Committees were appointed with the following membership.

Environment Committee

Cllr P Brooks
Cllr I Davies
Cllr P Dengate
Cllr B Hinder
Cllr W Hinder
Cllr D Holmes
Cllr A Spain
Cllr A Springate
Cllr M Waller

Estates Committee

Cllr P Brooks
Cllr I Davies
Cllr V Davies
Cllr P Dengate
Cllr B Hinder
Cllr G Smith
Cllr Sullivan

Finance and General Purposes Committee (F&GP Committee)

Cllr P Brooks
Cllr I Davies
Cllr V Davies
Cllr B Hinder
Cllr W Hinder
Cllr K Macklin
Cllr P Dengate
Cllr G Smith

Financial Scrutiny Committee. The report regarding the duplication of work between this committee and the F&GP Committee was discussed. After consideration it was proposed by Cllr Macklin seconded by Cllr Brooks that the committee be disbanded. **Agreed.**

6. To appoint Committee Chairmen and Vice-Chairmen.

Environment Committee

Chairman

Cllr Brooks nominated, with Cllr Hinder seconding, **Cllr Wendy Hinder**. There being no other nominations this was **agreed**.

Vice Chairman Cllr Wendy Hinder nominated, with Cllr Macklin seconding, **Cllr Dengate**. There being no other nominations this was **agreed**.

Estates Committee

Chairman Cllr Bob Hinder nominated, with Cllr Dengate seconding, **Cllr Vic Davies**. There being no other nominations this was **agreed**.

Vice Chairman. Cllr Vic Davies nominated, with Cllr Sullivan seconding, **Cllr Bob Hinder**. There being no other nominations this was **agreed**.

F&GP Committee

Chairman Cllr Ivor Davies.

Vice Chairman Cllr Wendy Hinder nominated, with Cllr Macklin seconding, **Cllr Vic Davies**. There being no other nominations this was **agreed**.

7. **Appoint Representatives to External Bodies.**

Grove Green Community Association – Cllr Vic Davies

Kent Association of Local Councils – Cllr Wendy Hinder, Cllr Bob Hinder and Cllr Ivor Davies (reserve).

Action with Communities in Rural Kent (ACRK) – Cllr Ivor Davies

Sandling Village Hall (2 Trustees) – Cllr Waller and Cllr Ivor Davies.

Vinters Valley Nature Reserve (Trustee) – Cllr Vic Davies

Boxley Warren LNR – Cllr Tony Harwood

Mid Kent Steering Group – Cllr Smith

Representatives **noted** that if they were unable to attend a meeting then it was their responsibility to send apologies. Representatives were also asked to provide regular reports to the parish council.

8. **Inspection of Deeds and Trust Documents.**

Noted that the originals are stored at the Solicitors with the parish office retaining a copy.

9. **Minutes of the Parish Council Meeting of 8 April 2013.**

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

10. **Matters Arising From the Minutes.**

10.1 Minute 2521/5.2 Speedwatch: **noted** all Speedwatch sites plus a new site at Beechen Bank Road had been reassessed for safety and the relevant paperwork was awaited. Individual training sessions for any new volunteers will now be arranged as required.

10.2 Minute 2521/4.2 Cuckoo Wood: **noted** Crown Estates had been reminded that a response was still outstanding.

10.3 Minute 2522/12 lorry parking area, Chatham Road: the response from MBC detailing the current visits, the cleansing regime and that grass-cutting was under discussion with KCC was **noted**. Cllr Wendy Hinder informed the meeting that KCC and Tonbridge & Malling BC were in discussion to see if anything more could be done.

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

Crime statistics: the report was **noted**.

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

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

Noted and Received:

12.1 Environment Committee meeting 8 April 2013.

12.2 Environment Committee meeting 15 April 2013; a minor change to minute 9.2 was requested.

12.3 Estates Committee meeting 16 April 2013.

13 **Finance.**

- 13.1 **Noted** payments made out of meeting 09.04.13 – 07.05.13.
- 13.2 **Noted** receipts for the period 01.04.13 – 07.05.13.
- 13.3 **Noted** account balances as at 07.05.13.
- 13.4 Payments of accounts: none were presented.
- 13.5 Members were reminded that they should not sign blank cheques or authorisation letters, of the need to check invoices against cheques when signing and that cheques stubs need to be initialled by both signatories. They were also reminded of the need to keep their register of interest updated.
- 13.6 Annual Audit for year-end 31.03.13: members **received** a copy of the notice which was also displayed on the website and noticeboards.
- 13.7 MBC Concurrent Functions end of year certificate was signed by the Chairman and Clerk.

14 **Land at Sandy Lane, Boxley.**

The Chairman notified members that the draft contract for the transfer of some of the land was near completion. Cllr Bob Hinder reported that the discussion with the Scout group was also progressing well. The Royal Engineers had not yet supplied details of the materials that would be needed and a reminder had been sent.

15 **Policies and Procedures Review.**

Complaints re Code of Conduct procedure was, with a few minor amendments **agreed** as still fit for purpose.

16 **Matters for Decision.**

- 16.1 ESO Graduation Ceremony at All Saints Church, Maidstone Friday 5th July 2013 at 13.00 hrs; Councillors would notify the office if they wished to attend.
Action: Councillors.
- 16.2 Civic parade and service - Sunday 19 May 2013 Councillors would notify the office if they wished to attend. **Action: Councillors.**
- 16.3 KALC training: details were **noted**.
- 16.4 KALC Area Committee nominations request; **noted**.
- 16.5 Parish Police Forum meeting Thurs 4 July 2013 at Headcorn Village Hall. The Chairman indicated he would attend. **Action: Cllr Ivor Davies.**

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

Cllr Butler notified the meeting that the Borough Council started its new year on 15 May with the Mayor Making ceremony. Cllr Clive English was the Mayor elect with Cllr Richard Thick the Deputy Mayor elect.
Cllr Wendy Hinder notified the meeting that she had only received one complaint about the Grove Green roundabout work.

18 **Reports from councillors/office.**

Received:

- 18.1 Rural Parishes Police Forum 25/4/13 report from Cllr Ivor Davies.
- 18.2 Mid Kent Steering Group report from Cllr Smith.

19 **Matters for Information.**

- 19.1 Medway NHW Spring 2013 newsletter.
- 19.2 KALC Area Committee minutes for 25/4/13 meeting.
- 19.3 Open Space Society newsletter Spring 2013.
- 19.4 ACRK Rural News 128.
- 19.5 Kent Police & Crime Commissioner newsletter April 2013.
- 19.6 Notification that installation of water meters would start in the Lordswood and Walderslade areas in July 2013.

19.7 2011 Census profile for Boxley Parish was available from the parish office or from the KCC website.

19.8 Celebrating Boxley Warren Update for Boxley Parish Council – April 2013.

19.9 CPRE Kent Voice.

20 Next Meeting.

Monday 3 June 2013 at the European School of Osteopathy, Boxley.

Meeting closed at 8.46 p.m.

Signed as a correct record of the proceedings.

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