

Minutes of the Meeting of the Parish Council held at European School of Osteopathy, Styles Lane, Boxley on Monday 2 September 2013, commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder (arrived with apologies at item 3), Mrs K Macklin (arrived with apologies at item 1), Mr G Smith, Mr A Springate, Mr P Sullivan, and Mrs M Waller together with the Clerk, PCSO Hawthorne, 8 members of the public/press. Mr D Hollands joined the councillors after item 3.

1. Apologies and absences.

Cllr Harwood (MBC Extraordinary meeting), Cllr Wendy Hinder (MBC Extraordinary meeting) and Cllr Spain (holiday). Borough Councillor Derek Butler and County Councillor Paul Carter (prior engagements).

The Chairman informed members that he had been in touch with Cllr Holmes (absent) and that the indication was that he hoped to return to the parish council in the New Year. It was **agreed** that the parish council would wait until the New Year but would now, for legal compliance, record Cllr Holmes as absent.

2. Declaration of Interests or Lobbying on Items on this Agenda.

None.

To allow PCSO Hawthorn to return to duty item 6 was taken at this point.

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

The process to appoint a parish councillor was undertaken and four applicants addressed the meeting. After consideration members **agreed** by a majority vote (Chairman abstained) that Mr Dennis Hollands be co-opted. Cllr Hollands then officially joined the meeting having signed his declaration of acceptance of office.

The meeting was adjourned at 8.54pm and reconvened at 8.59pm to allow the Chairman to thank the unsuccessful candidates for their interest and to encourage them to stand for any future vacancies or elections.

4. Minutes of the Parish Council Meeting of 1 July 2013.

The minutes of the meeting were, with the addition of the word 'potential' at item 14.2, **agreed** and **signed** as a correct record.

5. Matters Arising From the Minutes.

Minute 2551/9 Community Chest: **Noted** the scheme is being publicised with a closing date of 22 October 2013.

6. Report from the PCSO and Police Issues.

The crime statistics and report were **received**.

It was **agreed** that the parish council would contact the Police to suggest that the mobile unit be moved from Boxley Village to a more populated area, to make more effective use of the vehicle. It was noted that there had been no prior consultation with the parish council. The dates that the unit is booked to visit the parish would be supplied to the office along with posters for the noticeboards. Dates of visits would be included in the Boxley Mail when possible.

PCSO Hawthorn informed members that he would shortly be resigning as he had been successful in applying to join the Kent Police Force as a constable. He expected to start training in October. The Chairman offered his congratulations and on behalf of members thanked him for his sterling work over the past 2¹/₂ years.

The meeting was adjourned at 8.59 pm to allow members of the public to speak. Issues raised were the need for additional car parking and a pedestrian crossing in Boxley Village and a Sandling resident raised the issue of possible development at Rochester

Meadows (she was informed that MBC would be releasing their initial views at the end of September). The meeting reconvened at 9.04 pm. It was **agreed** that the chairman would meet the Boxley Village resident to discuss further. **Action: Chairman and Clerk.**

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

Noted and Received:

- 7.1 Environment Committee meeting 8 July 2013.
- 7.2 F&GP Committee meeting 9 July 2013.
- 7.3 Environment Committee meeting 1 August 2013.
- 7.4 Estates Committee meeting of 13 August 2013.

8. **Finance.**

- 8.1 **Noted** payments made out of meeting 02.07.13 – 27.08.13. It was identified that since the report was issued coding errors at voucher 165 & 166 had been identified and that the real cost code was land at Sandy Lane. The Clerk to supply information to members on voucher 194. **Action: Clerk.**
- 8.2 **Noted** receipts for the period 25.06.13 – 27.08.13.
- 8.3 **Noted** account balances as at 27.08.13.
- 8.4 No payments of accounts list was submitted.
- 8.5 **Noted** members are reminded that they should not sign blank cheques or authorisation letters, the need to check invoices against cheques when signing and that cheque stubs need to be initialled by both signatories. Applications for dispensation must be submitted to the Clerk.
- 8.6 A volunteer for the parish councillor internal audit is sought. Cllr Hollands volunteered. **Action: Cllr Hollands and Clerk.**

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

An update report on Dove Hill Allotments was **received** from Cllr Bob Hinder and the job specification for the fencing was **approved**. The Chairman proposed "**That a contract be entered into to sell the area of land to be disposed of at the agreed fixed price to the agreed party**". **Agreed** (with one abstention) and the Chairman and Clerk signed the legal paperwork.

10. **Policies and Procedures Review.**

- 10.1 Adopted Code of Conduct – Complaints: the current procedure was **re-confirmed**.
- 10.2 Land & Building Purchase Policy: the Chairman's request that the policy be changed to allow leasing of land was **agreed**.
- 10.3 Internal Complaints: the current procedure was **re-confirmed**.

11. **Matters for Decision.**

The Chairman proposed, as personal information may be disclosed, that items 11.1 & 11.2 be taken in confidence at the end of the meeting. At that time the relevant resolution to exclude the press and public was passed

- 11.1 Civic recognition recommendations. **Agreed** any member who wishes to put forward the name of someone to be considered for civic recognition should notify the Clerk. **Action: all councillors.**
- 11.2 KALC Community Awards Scheme. After consideration it was **agreed to adopt the scheme** but defer the item to the next meeting to allow members to consider nominations.
- 11.3 Police Forum at Headcorn Village Hall on Thursday 19th September 2013. **Action: Cllr Ivor Davies to attend.**
- 11.4 KCCH&T_Parish and Town Council Seminar – 4th October 2013. **Action: Cllr Bob Hinder to attend.**

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

Councillor Wendy Hinder's report covering highway maintenance and parking on old Chatham Road, Sandling was **received**.

13. **Reports from councillors/office.**

Cobtree Manor Park: report from Cllr Smith was **received**. **Agreed** the Chairman would write a letter of thanks to the warden. **Action: Chairman.**

14. **Matters for Information.**

Noted.

14.1 Kent Wildlife Trust magazine issue Summer 2013.

14.2 Kent Downs Orchid issue 23/Summer 2013.

14.3 Walderslade Woods Road islands, a 'thank you for your efforts' e-mail from a resident has been received.

14.4 Allotment magazine issue 3 2013

14.5 Thank you letter from a local group for exhibiting posters on the parish council's noticeboards has been received.

14.6 ACRK Rural News 131.

15. **Next Meeting.**

Monday 7 October 2013 at St John's School, Grove Green.

Meeting closed at 9.42 p.m.

Signed as a correct record of the proceedings.

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