

Minutes of the Annual Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 12 May 2014 commencing at 7.40 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr T Harwood, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mrs A Spain (left during item 16.2), Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler and four members of the public/press.

1. Apologies and absences.

County Councillor Paul Carter.

2. Declaration of Interests or Lobbying.

None received.

3. Election of Chairman.

Cllr Brooks nominated, with Cllr Vic Davies seconding – **Cllr Ivor Davies**. There being no other nominations this was **agreed**. The Chairman thanked fellow councillors and signed his Declaration of Acceptance of Office.

4. To Elect a Vice-Chairman.

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

5. To Appoint Committees, Committee Chairmen and Vice-Chairmen.

Committees their Chairmen and Vice-Chairmen were appointed.

5.1 & 5.2 Environment Committee

Cllr P Brooks
Cllr I Davies
Cllr P Dengate (Vice-chair)
Cllr B Hinder
Cllr W Hinder (Chair)
Cllr D Hollands
Cllr A Spain
Cllr A Springate
Cllr M Waller

5.3 & 5.4 Estates Committee

Cllr P Brooks
Cllr I Davies
Cllr V Davies (Chair)
Cllr P Dengate
Cllr B Hinder (Vice-chair)
Cllr G Smith
Cllr P Sullivan

5.5 & 5.6 Finance and General Purposes Committee (F&GP Committee)

Cllr P Brooks
Cllr I Davies
Cllr V Davies (Chair)
Cllr B Hinder (Vice-chair)
Cllr W Hinder
Cllr P Dengate
Cllr G Smith

6. Appoint Representatives to External Bodies.

Grove Green Community Association

Cllr Vic Davies

Kent Association of Local Councils

Cllr Ivor Davies, Cllr Dennis Hollands and
Cllr Wendy Hinder (reserve).

Action with Communities in Rural Kent
(ACRK)

Cllr Ivor Davies.

Sandling Village Hall (2 Trustees)

Cllr Waller and Cllr Dennis Hollands.

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.

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

Noted that the originals are stored at the council's solicitors with the parish office retaining copies.

8. **Minutes of the Parish Council Meeting of 7 April 2014.**

The minutes of the meeting were, with the addition of Cllrs Vic Davies and Dengate to the attendance list, **agreed** and **signed** as a correct record.

9. **Matters Arising From the Minutes.**

9.1 Minute 2636 Police urban/rural boundary criteria. The report was **received** and **noted**.

9.2 Minute 2637/10.2 Laptop access by members of the public: A risk assessment and a user policy will be submitted to the F&GP Committee for approval. **Noted.**

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

No crime statistics and report available due to the officer's annual leave.

The meeting was not adjourned as no member of the public wished to address the meeting.

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

Received and noted:

11.1 Environment Committee meeting 7 April 2014.

11.2 Environment Committee meeting 14 April 2014. Minor changes to items 7 and 9 were requested and agreed.

11.3 Estates Committee meeting 15 April 2014.

12. **Finance.**

12.1 Payments made out of meeting. 08.04.14 – 02.05.14. **Noted.**

12.2 Receipts for the period 01.04.14 – 05.05.14. **Noted.**

12.3 Account balances as at 05.05.14. **Noted.**

12.4 Payments of accounts. None were presented.

13. **2013/2014 End of Year Return.**

The recommendation of the F&GP Committee that the End of Year Return is signed was **received**. The Chair proposed, Cllr Bob Hinder seconded, that the End of Year Return be signed. **Agreed.**

The Annual Audit statement for the year ended 31.03.14 was circulated to members and will be publicised. **Noted.**

The annual Parish Service Scheme agreement was signed by the Chairman.

14. **WW1 commemoration.**

After lengthy discussion it was proposed from the chair and **agreed** (one against) that the Parish Council project to commemorate the commencement of WW1 would comprise:

- The production, in partnership with a volunteer, of a leaflet giving information on the Boxley War Memorial and the fallen listed thereon.
- The planting of an Oak tree and a Linden tree in Grove Green. It was noted that the trees would be well established in 4 years and could then be used to mark the cessation of hostilities if the council then so wishes.
- The installation of a commemorative plaque.

Cllr Smith proposed, Cllr Dengate seconded and it was **agreed** (one against, two

abstentions), that the wording for the plaque shall be:

Your endeavour and sacrifice is not forgotten.
To commemorate the centenary of the outbreak of the Great War
1914-1918.

It was further **agreed** that the plaque should be installed by the war memorial and the Church to be notified of the Parish Council's plans. **Action: parish office.**

15. **Policies and Procedures Review.**

15.1 Standing Orders. **Noted.**

15.2 Financial Regulations. **Noted.**

15.3 Code of Conduct Complaints Policy. **Agreed** with minor amendments. Members requested that a form to enable a resident to register a complaint be designed and submitted for consideration. **Action: Clerk.**

16. **Matters for Decision.**

16.1 Attendance at school fetes. After discussion regarding the benefit the council did or did not gain from attendance at such events, Cllrs Vic Davies and Sullivan volunteered to attend the St John's School Fayre on Sat 17 May 12-3 p.m. and Cllr Macklin and the Clerk the Tunbury School Fete on Sat 12 July. **Action: Cllrs Vic Davies, Sullivan, Macklin and the Clerk.**

16.2 Neighbourhood Development Plan. Lengthy in-depth discussion took place covering: the potential cost to the council and the amount of time demanded; the planning value of an NDP; the danger of appearing to make promises that proved undeliverable; and the need for a clear community mandate. It was noted that Government guidelines were that it should be a community-led project but that the council would be heavily involved. A two-stage approach was then **agreed** (3 against, 1 abstention):

- that an explanatory article be placed in the Downs Mail, widely publicised elsewhere, setting out clearly what an NDP is and the pros and cons of the parish having one. It would invite comments from residents to gauge the amount of interest. A draft of the article would go to councillors for comment.
- If strong interest is shown by residents, then a yes/no question will be put to residents via the Downs Mail and other means asking whether they wished to proceed. It would require a minimum percentage (to be decided) in favour for the council to consider it had a mandate to proceed further. If insufficient interest is shown, the project will not be progressed and the community so informed.

Action: Clerk.

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

Cllr Butler gave a report including information on the Local Plan, the concern and confusion over the need for 19,600 residential dwellings identified by MBC; and litter and dog-waste bins.

Cllr Wendy Hinder had submitted a written report which was being forwarded to councillors by email. **Action: parish office.**

18. **Reports from councillors/office.**

Cllr Bob Hinder gave a brief resume and answered questions on a report on a Speedwatch presentation he had attended which was being submitted to councillors via email. **Action: parish office.**

19. **Matters for Information.**

19.1 Medway Neighbourhood Watch newsletter issue 32.

19.2 KWT magazine Spring 2014.

- 19.3 Kenward Trust newsletter Spring/Summer 2014.
- 19.4 Celebrating Boxley Warren report Feb – Apr 2014.
- 19.5 Chairman’s 2013-2014 report to the Annual Meeting of the Parish, which was **received**.

20 **Next Meeting.**

Monday 2 June 2014 at the European School of Osteopathy, Boxley ME14 3DA.
Councillor requests for agenda items are to be submitted no later than 27 May 2014.

Meeting closed at 9.40 p.m.

Signed as a correct record of the proceedings.

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