

**Minutes of the Meeting of the Parish Council held at Kent Scouts Activity Centre,
Lower Grange Farm, Grange Lane, Sandling, on Monday 13 April 2015
commencing at 7.43 pm.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk, Parish Clerical Officer, Borough Cllr D Butler and three members of the public/press.

1. Apologies and absences.

County Councillors Paul Carter and Ian Chittenden.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

There were none.

3. Minutes of the Parish Council Meeting of 2 March 2015.

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

4. Matters Arising From the Minutes.

- 4.1 Minute 2729/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible and will liaise with Cllr Harwood. **Action: Clerk when time allows.**
- 4.2 Minute 2729/4.2 War Memorial leaflet. The leaflet was welcomed by members and suggestions were made including a request for the inclusion of a picture of the WW1 commemorative plaque. On completion the leaflet would be made available to the public and local schools etc. **Action: Clerk.**
- 4.3 Minute 2729/4.3 Internet Banking. Setting up of the account is being undertaken by the office with the views of the working group being sought. **Noted.** The recommendations from the working group to be submitted to the next meeting. A deadline for setting up the account by the end of May was **agreed.** **Action: Cllr Ivor Davies, Cllr Vic Davies, Cllr Dengate and the Clerk.**
- 4.4 Minute 2729/13.2 Boxley Warren/Pilgrims Way. Road works to improve the junction are now planned for 22 July 2015. **Noted.** The Chairman asked that the urgent need for white lining be notified to KCC. Cllr Dengate informed members of a recent (polite) encounter with bikers who were preparing to use off road-bikes, even though the vehicle restriction signs were clearly visible. They had told him of maps on-line indicating that riders could use the Pilgrims Way. **Action: Clerk.**
- 4.5 Minute 2730/8.2 Councillor presence at Beechen Hall 7 May 2015. Councillors Ivor Davies and Dengate have volunteered to attend in the evening. Representatives of the Friends of Boxley Warren will also be present with their display. **Noted.**
- 4.6 Any other matters arising from the minutes which are not on the agenda. There were none.

5. Report from the PCSO and Police Issues.

The statistics for 05.03.15 – 26.03.15 was **noted and received.** The Clerk was asked to contact the PCSO about attending future parish council meetings. **Action: Clerk.**

The meeting was adjourned at 8.00 for a resident to inform members that a Neighbourhood Watch was being set up in Sandling. Meeting reconvened at 8.03 pm.

6. Draft Minutes of Recent Committee Meetings.

Noted and received.

- 6.1 Environment Committee meeting 9 March 2015.
- 6.2 F&GP Committee 10 March 2015. Cllr Dengate asked for a correction as he was shown as being both present and giving apologies. Only the latter was correct. Correction agreed. **Action: Clerk.** meeting 9 March 2015.

7. Finance.

- 7.1 Payments made out of meeting 24.02.15 – 31.03.15. **Noted.**
- 7.2 Receipts for the period 14.02.15 – 31.03.15. **Noted.**

7.3 Account balances as at 31.03.15. **Noted.**

7.4 Payment of accounts. **Authorised.**

7.5 End of Year Return. Advertisement of the Audit period was **noted and received.**

8. **Public engagement.**

Cllr Hinchliffe's report's report and draft flyer were **received.** Discussion took place covering:

- The need to increase publicity for the parish council (agreed).
- Content of draft flyer (agreed in principle).
- Design and font size (amendments needed).
- Need to make known that large print versions of all council produced documents are available on request (agreed).
- Whether the leaflets could be placed in polling station vestibules during the election (they can).
- Using the flyer to advise residents of local councillors' contact details (for further discussion).
- Production of individual parish councillor business cards (for further discussion).
- Inclusion on website of councillors' photographs and statements (for further discussion).
- Need to increase publicity for community alert system (agreed).

The Clerk and Cllr Hinchliffe to reproduce a further draft, content to be approved outside of meeting to allow it to be available for 7 May. A summary of members' ideas to be supplied to the next parish council meeting for further consideration.

Action: Cllr Hinchliffe and Clerk.

9. **Consultation on future delivery of Library, Registration and Archive Services in Kent.**

Cllr Hollands report was received and the Clerk's decision, after consultation with councillors, out of meeting, to respond to the consultation with **strongly disagree to the proposal** was **ratified.**

10. **Draft Parish Charter consultation.**

The Chairman's report was **received** and his recommendations for the response were **agreed.**

11. **Policies and Procedures.**

Standing Orders, Financial Regulations and Terms of Reference. No requests for amendments had been received. **Noted.**

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

Councillor Wendy Hinder's report was **received.** Her concern about the way the HGV situation was presented in the Parish News in the Downs Mail was **noted.**

Councillor Butler said that he was concerned to hear that the MBC planning website was not working effectively with planning applications not being placed on-line early enough for members to view and hyperlinks not working. He also spoke about the availability of the Community Payback team to undertake work in the community.

13. **Local Council Award Scheme**

After brief discussion Cllr Macklin proposed seconded by Cllr Bob Hinder that **the item be revisited in November 2015. Agreed unanimously.** The Clerk was asked to monitor what other parishes were doing. **Action: Clerk.**

14. **Reports from councillors/office.**

MBC/Parish Annual Conference 21 March 2015, Cllr Ivor Davies's report was **received.** After discussion it was **agreed** that the parish council would consider a Resilient Communities and Emergency Plan. Cllr Harwood agreed to forward some details and templates. The issue to be returned to the agenda when time allows. **Action Cllr Harwood and Clerk.**

As it was 9.30 pm the Chairman used his devolved power to extend the meeting for another 30 minutes.

15. **Matters for Decision.**

Arrangements for dealing with Code of Conduct complaints about Councillors - proposed removal of 3 month rule. The Clerk's decision, after consulting members, that **Boxley Parish Council supports the removal of the 3 month time limit rule however it is felt that there should be a defined deadline and it is suggested that this is 6 months**, was **ratified**.

16. **Matters for Information.**

Noted and received.

- 16.1 Kent Downs AONB Management Plans 2014 – 2019.
- 16.2 KALC Maidstone Committee minutes 18 February 2015.
- 16.3 KALC Parish News March 2015 circulated or supplied to members.
- 16.4 CPRE Countryside Voice Spring Issue.
- 16.5 Kent Downs AONB Newsletter April 2015.
- 16.6 KWT Wild Kent Spring 2015.
- 16.7 Medway Neighbourhood Watch magazine Spring 2015.

17. **Next Meeting.**

Annual Meeting of the Parish Council on Monday 11 May 2015 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7.30 pm.

Meeting closed at 9.34 p.m.

Signed as a correct record of the proceedings.

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