

Minutes of the Meeting of the Parish Council held at St Johns School, Provender Way, Grove Green on Monday 7 December 2015 commencing at 7.30 pm.

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mr P Sullivan, and Mrs M Waller together the Clerk, Borough Councillor D Butler and a member of the press.

1. Apologies and absences

Cllr Harwood (work commitment), Cllr Macklin (unwell), Cllr Smith (absent) and Cllr Spain (convalescing). County Councillor Paul Carter.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None submitted.

3. Minutes of the Parish Council Meeting of 6 November 2015

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

4. Matters Arising From the Minutes

4.1 Minute 2807/5.1 Boxley Warren Awards for All application. An application has been submitted. **Agreed no further action.** The Clerk was thanked for her support in arranging the application.

4.2 Minute 2807/5.2 Boxley Warren/Pilgrims Way. Cllr Bob Hinder reported that he had still not received a response about the entrance and asked that the office arrange for him to speak to the Maidstone JTB about the need for a better design. **Agreed. Action: parish office.**

4.3 Any other matters arising from the minutes which are not on the agenda. None.

5. Report from the PCSO and Police Issues

No crime statistics were received. It was reported that in one night two vehicles had been taken from the Forestdale area of Walderslade. Cllr Dengate reported that the Police now appeared to be targeting HGVs that are illegally parked on the side of main routes and slip roads.

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

6. Draft Minutes of Recent Committee Meetings

6.1 Environment Committee meeting 9 November 2015. **Received and noted.**

6.2 Finance & General Purposes Committee 10 November 2015. **Received and noted.**

6.3 Estates Committee 13 October. Request to amend, for reasons of clarity; minute 2805/8.1 to read *'Members also requested that the resident is informed that any future requests to reduce the height of the trees will be at the resident's expense subject to permission from the Parish Council.'* **Agreed. Action: Clerk.**

7. Finance

7.1 Payments made out of meeting 10.11.15 – 30.11.15.

7.1.1 The Cooperative Bank. **Noted.**

7.1.2 HSBC. **Noted.**

7.2 Receipts for the period 24.10.15 – 30.11.15.

7.2.1 The Cooperative Bank. **Noted.**

7.2.2 HSBC. **Noted.**

7.3 Account balances as at 30.11.15. **Noted.**

7.4 Payment of accounts. **Authorised**

8. Policies and Procedures

8.1 Vision and Business Plan see report (Review). **Agreed.**

8.2 Electronic Recording of Meetings policy and procedure was reviewed as part of housekeeping and considered still fit for purpose. **Noted.**

9. **Reports from councillors/office**

Received and noted.

- 9.1 Kent Association of Local Councils AGM from Cllr Ivor Davies. The Chairman drew attention to his recent letter on the subject in the national press.
- 9.2 KALC Maidstone Committee from Cllr Ivor Davies.
- 9.3 The intention to co-opt a Parish Councillor to the North Ward Casual Vacancy is currently being advertised. **Noted.**
- 9.4 MBC Local Plan training verbal report from Cllr Bob Hinder. Members' raised concerns that KCC did not take the impact of additional traffic seriously. Cllr Hinder explained that KCC only objected when traffic became "severe" however there was no clear written definition of what that meant.

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

Cllr Wendy Hinder gave a report on issues relating to the parish including the drainage issues around Boxley Road and the recent public inquiry.

Cllr Butler gave a report on his duties as Deputy Mayor and informed the meeting that the main concern of people he met was planning.

Item 11 was taken at the end of the meeting. The Chairman proposed that as confidential information was to be discussed the press and public should be excluded from the meeting.

11. **Matters for Decision**

2016 KALC Community Award Scheme. The Chairman nominated for the award, seconded Cllr Bob Hinder, a volunteer who had and was working tirelessly for the locally community. **Unanimously agreed.** Recommendation to be forwarded to KALC. **Action: Clerk.**

Members discussed having a roll of honour board listing recipients of this award. **Agreed. Action: Clerk.**

Members then discussed having a group photograph and individual councillor photographs displayed in the parish office and possibly on the website. After intense discussion it was **agreed** that a professional photographer should attend the May 2016 meeting to take these photographs. Subsequently councillors will decide individually whether they wished to have their photograph on the website beside their contact details.

12. **Parish Council Annual Competency Report**

12.1 The Clerk's report on the working of the Parish Council was **received** and **noted**.

12.2 The Annual Competency Report and Statement was **received** and **noted**.

The Chairman then proposed that:

Boxley Parish Council and its committees, having undertaken their annual review of management practices and working methods, considers that their decisions are made in an open and accountable way and that the public can:

- **monitor the work of the parish council;**
- **understand how each decision is reached;**
- **recognise that the parish council is acting legally, fairly and in the interest of the community at large; and**
- **see that the council is always seeking ways to improve its service to the community.**

Agreed Unanimously.

Item 13 was taken at the end of the meeting. The Chairman proposed that AS confidential information was to be discussed the press and public should be excluded from the meeting.

13. **Financial Regulation 12.3(f): Grounds Maintenance Contract**

The Responsible Financial Officer's report on the reason why she wished to request the use of this regulation for the Grounds Maintenance Contract was **received** and **discussed**.

The Chairman then proposed that **The Parish Council invokes Financial Regulation 12.3 (f) to allow the 2016 Grounds Maintenance Contract to be decided outside of the tendering process. Agreed Unanimously.**

14. **MBC Consultation Blue and Green Infrastructure Strategy: Action Plan**
 Members raised concerns that the Action Plan omitted a number of details normally found in a schedule of this nature. It was therefore **agreed** that the response to the consultation should be that
 Members raised concern that the Action Plan did not contain a timescale, monitoring of targets etc. The response **Boxley Parish Council cannot comment on this document as an action plan as it appears to be more of a strategic plan. The parish council requires an action plan to:**
- **Identify resources;**
 - **Have clear timescales for completion;**
 - **Include a monitoring strategy to ensure targets are met;**
 - **Be cost justified;**
 - **Identify whether the action is justified and viable**
15. **Correspondence**
Received and noted.
 15.1 KCC Winter Period update.
 15.2 Thank you letter from Helen Whatley MP. The Clerk was asked to obtain an update on the issues Mrs Whatley was going to take up on behalf of the parish council.
Action: Clerk.
16. **Matters for Information**
 16.1 KWT electronic newsletter November.
 16.2 Kent Police and Crime Commissioner Meeting on the future of policing in the county and impact of the Autumn Budget Statement 9 December.
 16.3 Extra Environment Committee meeting scheduled Monday 18 January 2016 at St John's School to receive a presentation from Gallaghers regarding development at Eclipse Park.
 16.4 KWT Countryside Voice Winter 2015.
 16.5 KWT magazine Winter 15/16.
17. **Draft Budget 2016/2017**
 Members were invited to submit projects for consideration for the draft budget.
18. **Next Meeting**
 25 January 2016 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30 pm.

Meeting closed at 8.50 p.m.

Signed as a correct record of the proceedings.

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