

**Minutes of the Meeting of the Parish Council held at Weaving Village Hall,
Weaving Street on Monday 7 March 2016 commencing at 7.30 pm.**

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Ms L Clarke, Mr V Davies, Mr P Dengate, Mr M Hinchliffe, Mr T Harwood, Mrs W Hinder, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor Derek Butler, PCSO Matt Adlington and two members of the public/press.

1. Apologies and absences

Cllr B Hinder (unwell), Cllr Hollands (previous commitment), Cllr Macklin (unwell) and Cllr Spain (convalescing). Cllr Smith (absent). County Councillor Paul Carter (KCC commitment).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

The Chairman notified members that he was a member of Walderslade Woodlands Group item 11.

3. Minutes of the Parish Council Meeting of 25 January 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2835/4.1 Boxley Warren/Pilgrims Way entrances. Report from Cllr Bob Hinder on his attendance at the Maidstone Joint Transport Board and a recent site visit with Matthew Balfour KCC Cabinet Member. **Received** and **noted**.

4.2 Minute 2835/4.2 Honour Boards The planned investigation into the details of previous Chairmen was **noted**. Work to be completed as office time allowed. **Action: 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

5.1 PCSO report and crime statistics information. **Received** and **noted**. Discussion took place on the progress in identifying and stopping nuisance vehicles in Walderslade Woodlands, Boxley Road Walderslade and Boxley Warren. **Action: PCSO and Clerk.**

The meeting adjourned at 7.48 p.m. to allow a resident to comment on the Lower Thames Crossing consultation exhibition and to express her concern about the impact on the A229 and Sandling Village. Meeting reconvened at 7.50 pm.

6. Draft Minutes of Recent Committee Meetings

6.1 Environment Committee meeting 25 January 2016. **Received** and **noted**.

6.2 Environment Committee meeting 8 February 2016. **Received** and **noted**.

6.3 Estates Committee meeting 9 February 2016. **Received** and **noted**.

7. Finance

7.1 Payments made out of meeting 26.01.16 – 29.02.16.

7.1.1 The Cooperative Bank. **Noted**. Cllr Dengate queried the numerous entries for a hall hirer and received an explanation of how this had occurred. A need to include in future a list of payments made with the Unity Trust ALTO (prepaid debit) card was identified. **Action: office**

7.1.2 HSBC. **Noted**.

7.2 Receipts for the period 19. 01.16 – 29.02.16.

7.2.1 The Cooperative Bank. **Noted**.

7.2.2 HSBC. **Noted**.

7.3 Account balances as at 18.01.16. **Noted**.

7.4 Payment of accounts. **Authorised**.

7.5 Members were reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheque stubs need to be initialed by both signatures. They also need to keep their register of interest updated. **Noted**. The Chairman asked that this

statement be amended to reflect the fact that the parish council had now set up internet banking. **Action: Clerk.**

8. **Financial Regulations**

Change to Financial Regulations to incorporate The Public Contracts Regulations 2015. After discussion on a few minor amendments the Chairman proposed that **the new regulations be adopted. Agreed unanimously.**

9. **Changes to Independent External Audit Regulations.**

9.1 The RFO's report on the proposed administrative changes was **received** and **noted.**

9.2 The Chairman then proposed that "**Boxley Parish Council chooses to stay within the Sector-led body procuring audit contract system**". **Agreed unanimously.**

10. **Policies and Procedures**

10.1 Equal Opportunities Statement (review). The title was amended to read Equal Opportunities Policy. **Agreed.**

10.2 Terms of Reference for Committees. Proposal to increase membership of the Estates Committee was proposed as 10 members. **Agreed** (with one abstention).

10.3 Procedure on Engaging with Residents and Taking Photographs (new). **Agreed unanimously. Action: office.**

11. **Walderslade Woodlands – KCC Licence to Work**

Cllr Dengate expressed concern that the draft licence, which appeared intended for a building rather than open woodland, required the holder to secure the premises on departure which was not possible. Members asked that the security paragraph be removed and for the addition of a footnote stating that the licence relates to woodland and not a specific building. **Agreed. Action: Clerk.**

12. **Reports from councillors/office**

12.1 Maidstone Local Plan public meeting, 11 February 2016, report from the Chairman. **Received** and **noted.**

12.2 KALC (Maidstone Committee) meeting, 24 February 2016 report from the Chairman. **Received** and **noted.**

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

Borough Cllr Wendy Hinder's report on dog waste bins, flytipping and the speed limit issue on Walderslade Woods road was **received.**

Borough Cllr Butler gave a short report on issues relating to the parish. He specifically mentioned the excellent work undertaken by the Walderslade Woodlands Group.

14. **Matters for Decision**

None submitted.

15. **Correspondence**

15.1 Thank you letter from the Select Committee on National Policy for the Built Environment for response to the consultation on 'Building Better Places'.

16. **Matters for Information**

16.1 Kent Devolution report. **Noted.**

16.2 Police/Parish Liaison meetings. The quarterly meeting was again cancelled as a volunteer is needed to organise and minute these meetings. **Noted.**

16.3 Post Office Network Transformation Programme Update. **Noted.**

16.4 Mid Kent Downs Countryside Partnership Work Area 2016 report. **Noted.**

17. **Next Meeting**

Monday 4 April 2016 at Tyland Barn, Tyland Lane ME14 3BD commencing at 7.30 pm.

Meeting closed at 8.43 p.m.

Signed as a correct record of the proceedings.

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