

**Minutes of the Meeting of the Parish Council held on Monday 4 September 2017 at
The European School of Osteopathy, Boxley commencing at 7.30pm.**

Present: Mr V Davies (Chairman), Ms L Clarke, Mr J Constable, Mr I Davies, Mr P Dengate, Mr T Harwood (leaving at item 16), Mr G Hayday, Mr D Hollands, Ms K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery and 3 members of the public/press.

1. Apologies and absences

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Councillors declared that they had been lobbied on items 12.3 and 12.4.

3. Minutes of the Parish Council Meeting 3 July 2017

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

4. Matters Arising From the Minutes

4.1 Minute 3007/4.2 Honour Boards. It is planned to undertake another visit to the archives in early September. **Noted.**

4.2 Minute 3007/4.3 Dog Waste. Cllr Wendy Hinder has asked that this issue is taken back to the Environment Committee. **Noted.**

4.3 Minute 3007/4.4 HGV signage. The sign has been purchased and is awaiting installation by KCC, a delay has been caused by the need to obtain location approval from the Tonbridge & Malling Highways area. **Noted.**

4.4 Minute 3007/4.5 BT box Sandling. BT are investigating why the kiosk was never removed. **Noted.**

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

5 Report from the PCSO and Police Issues

Members' **received and noted** A/Insp Rachel Cumberland about the changes to the PCSO coverage of parishes. Members expressed disappointment that PCSOs would not be attending parish council meetings or providing crime statistics. The parish office was asked to produce monthly crime statistics for the agenda. **Action: Office.**

The meeting was adjourned to allow a member of the public to comment on the BT box in Sandling (item 4.4). The meeting reconvened at 7.37pm.

6 Draft Minutes of Recent Committee Meetings

6.1 Environment Committee meeting 3 July 2017. **Received and noted.**

6.2 Environment Committee meeting 10 July 2017. **Received and noted.**

6.3 Finance and General Purposes Committee meeting 11 July 2017. **Received and noted.**

6.4 Estates Committee meeting 8 August 2017. **Received and noted.**

7 Finance

7.1 Payments made out of meeting 27.06.2017 – 29.08.2017. **Received and noted.** A payment of £618.36 Boxley Fencing and Timber was queried. The Clerk thought it was a payment made for one of the volunteer groups an e-mail explaining the payment would be sent to members. **Action: Clerk.** Cllr Ivor Davies queried why the Chairman's Annual Report should cost so much.

7.2 Receipts for the period 27.06.2017 – 29.08.2017. **Received and noted.**

7.3 Account balances. **Received and noted.**

7.4 Parish Councillor Internal Audit. Cllr Hollands volunteered to undertake the audit. **Action: Cllr Hollands and Clerk.**

7.5 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialed by both signatories. **Noted.**

7.6 Successful Completion of End of Year Return 31 March 2017. An administrative error has been highlighted on the External Auditor Report, a number 8 was written instead of a number 6 in a sum in Section 2.4 (first column). A copy of the report and certificate will be issued with the F&GPC agenda. **Received and noted.**

8 Policies and Procedures

- 8.1 Adopted Code of Conduct Complaints (review). Members **approved the document** and **agreed** that future reviews would be part of the 'housekeeping' system.
- 8.2 Draft Minutes on Website and Dispensation policies: The Clerk, having reviewed, considers them still fit for purpose. **Noted.**

9. Reports from councillors/office

- 9.1 Old Chalk New Downs (OCND). Report from Cllr Bob Hinder. **Received and noted.**
- 9.2 Report on the ESO Graduation Service. Report from Cllr Bob Hinder. **Received and noted.**
- 9.3 Verbal report from Cllr Ivor Davis on the MBC Planning Committee concerning the STEM School Grove Green decision. **Received and noted.** The decision had been deferred to allow committee members to receive more information and clarification on issues relating to the proposed and alternative access and adjustments to the travel plan. Cllr Davies reported that many of the Planning Committee expressed concern over the traffic impact and the catchment area of the school. The Chairman asked that **Cllr Ivor Davies receive a vote of thanks** as he had curtailed his holiday to attend the meeting on behalf of the parish council.

10 Reports from Borough and County Councillors

There were none.

11 Budget

- 11.1 Highway Project Budget. The report on the work of the Environment Committee was **received and noted.** The Chairman proposed that **the parish council approve the expenditure on a proposed safer crossing point for Grovewood Drive North. Unanimously agreed.**
- 11.2 Beechen Hall Extension. The report on the work of the Estates Committee was **received and noted.** The Chairman proposed that **the plan to extend the meeting room at Beechen Hall is approved and progressed. Unanimously agreed.** Cllr Hayday was informed that the availability of grants would be investigated and a previous investigation into solar power had indicated that the site at Beechen Hall was unsuitable.
- 11.3 Draft Budget 2018/2019. Members were reminded to submit any suggestions or projects to the parish office/committees. **Noted.**

12 Matters for Decision

- 12.1 Civic Regalia. Members **approved** the procedure for storing, transporting and wearing the Chairman's pendant. The Clerk confirmed that the pendant was insured.
- 12.2 Parish Tour 11 November. Members were asked to notify the Clerk by 8th September if they would be attending. **Action: Councillors.** It was suggested that the Newnham Court pub might be a good lunch stop.
- 12.3 Tunbury Sarsen Stones Walderslade Woodlands. Member's welcomed Dr Shelley's report and the interest he had shown in the stones. After discussion, it was **agreed** that no action that would draw attention to the stones would be taken and the situation would be monitored and kept under review. **Action: Office.**
- 12.4 Five Acre and Wents Woods Weaving. After lengthy discussion, it was **agreed:**
 - MBC would be contacted about the possibility of having a wider Local Nature Reserve covering the two woods, Weaving Heath and the remaining remnant of Grove Wood on Grovewood Drive North.
 - The resident to be contacted about organizing local support.

It was recognized that MBC managed the area and that Anti-Social Behavior did occur and increase after some types of management.
- 12.5 KCC Highways, Transportation & Waste Parish Seminar 23rd October at Oakwood House, Oakwood Rd, Maidstone ME16 8AE. Councillors were asked to notify the office if they wished to attend. **Action: All councillors.**

13 Correspondence

- 13.1 Invitation to KWT AGM Sat 23 September. Cllr Bob Hinder had asked to attend.
Action: Cllr Bob Hinder and office.
- 13.2 Maidstone KALC to be informed that Nu-Venture Bus Services serve Boxley Village (130) and Lords wood (155).

14 Matters for Information

- 14.1 CPRE Countryside Voice Summer 2017.
 14.2 KALC Parish News. Supplied to councillors.
 14.3 KWT Wild Kent Summer 2017.
 14.4 DCLG Publication You've got the power: a quick and simple guide to community rights.
 14.5 Medway Neighbourhood Watch Newsletter. Summer 2017.
 14.6 MBC Planning Committee. 28th September 2017, the Forge Lane, Boxley planning application might be included on the agenda with a recommendation for permission to be given.

15 Next Meeting

2 October 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm.

In view of the confidential nature of the next items the Chairman moved that the public and press be excluded from the meeting.

Item 17 was taken at this point in the meeting.

16. Wildfell Close

Cllr Harwood, to ensure there was no conflict with his role as a member of the MBC Planning Committee left the meeting at this point.

The Clerk's report on the current situation regarding the planning application was **received and noted**. The Clerk was given guidance on the action to be taken as the situation develops.

17. Civic Recognition Recommendations

No names were submitted. The Chairman invited members to contact the Clerk if they wish to nominate anyone.

Meeting closed at 21.00 p.m.

Signed as a correct record of the proceedings.

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