

Minutes of the Meeting of the Parish Council held on Monday 9 April 2018 at Tyland Barn, Tyland Lane, Sandling commencing at 7.30pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harward, Mrs W Hinder, Mr D Holland, Mr P Sullivan, Mrs M Waller, Mrs P Bowdery (Clerk), Borough Councillor D Butler, PCSO M Adlington (left after item 6) and 4 members of the public/press.

1. Apologies and absences

Apologies accepted: Cllr Brooks and Cllr Hayday.

Absent: Cllr Macklin.

Members **received and noted** the Clerks explanation that due to the General Data Protection Regulations (GDPR) apologies and absences will no longer be recorded in the minutes or the Councillor Attendance Book. However the reasons for absence will be discreetly made known to members so that they can decide whether an apology would be accepted. The Councillor Attendance Book will then show whether the apology was 'accepted' or whether the councillor was on 'official PC business' or 'absent'. The Clerk confirmed that this would meet with legislation that automatically disqualifies councillors who are absent for more than 6 months unless their reason for non-attendance was acceptable to the Council or Committee.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared. Members **received and noted** the Clerks explanation that due to GDPR copies of their Declaration of Pecuniary Interest Form was no longer retained in the parish office or published on the council's website and any notification of change had to be submitted directly to MBC.

3 Chairman's Announcements

The Chairman thanked Cllr Hayday for the work he had undertaken on the business plan of the Public Works Loan and he asked that this be minuted.

It was noted that the planting of the spring bulbs had not been as successful as hoped. Cllr Vic Davies reported that a resident had approached him and asked that the council be thanked for the planting.

Members were notified that Borough Councillor Wendy Hinder had been invited to a Royal Garden Party and that he would be accompanying her, this was the reason for the change to the date of the next meeting.

4. Minutes of the Parish Council Meeting 5th March 2018

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

5. Matters Arising From the Minutes

5.1 Minute 3081/5.1 Honour Boards. Members **received and noted** Mrs Candy's report on the work to locate the names of previous Parish Council Chairmen and women. Cllr Harwood informed members that a fire in the Parochial Church Hall may be the reason why pre-1933 documents could not be traced. After discussion it was **agreed** that the work to purchase the Chairman and KALC Community Awards Honour Boards would now progress and the Parish Chairman board would state "1894 – 1932 information not available" and then the list of serving Chairman would commence. **Action: parish office.**

5.2 Minute 3081/5.2 Franklin Drive Play Area. Borough Councillor Wendy Hinder notified members that she was seeking an update from MBC as it was not clear whether an MBC committee had to approve the proposed lease of the site to the parish council. **Action: Cllr Wendy Hinder.**

5.3 Minute 3082/9 Parish Hall Extension Public Works Loan. Members' **noted** that the application had been submitted to KALC.

5.4 Minute 3083/17.4 OneDrive. Work outstanding. **Noted**

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

6. Crime Report and Police Issues

The Chairman welcomed PCSO Matt Adlington back to the meeting and the news that

additional PCSOs had been recruited was welcomed. Concern was raised about the increased traffic using local roads caused by the closures of the M20. It was recognised that Highway England and KCC was responsible for signage and diversions but PCSO Adlington was asked if there was anything the Police could do to try to keep cars and HGVs off minor Roads. Cllr Harwood identified that Sandling Lane and Boxley Road (north of Penenden Heath) were areas that were attracting reckless and speeding drivers and PCSO Adlington agreed to see if he could get some Police speed checks in the areas. The damage caused to motorways and local roads by HGV vehicles was discussed.

Cllr Wendy Hinder raised the issue of flytipping and PCSO Adlington confirmed that if residents witnessed the offence they should ring 999. He suggested that the CountryEye app would be a good reporting method to advertise to residents as areas of flytipped waste could be reported to MBC via a mobile phone or device. **Action: parish office.**

Members' **agreed** to request a multiagency presence in the Boxley area as such operations in the past had proved successful in identify vehicles that did not have Waste Transfer Licences but which were also unsafe. **Action: Clerk.**

The crime statistics report was **received**.

The meeting was not adjourned as no members of the public requested to speak.

7. Draft Minutes of Recent Committee Meetings

7.1 Environment Committee meeting 5 March 2018. **Noted.**

7.2 Environment Committee meeting 12 March 2018. **Noted.**

7.3 F&GP Committee meeting 13 March 2018. **Noted.**

8. Finance

8.1 Payments made out of meeting 27.02.18 – 03.04.18. **Received and noted.**

8.2 Receipts for the period 27.02.18 – 03.04.18. **Received and noted.**

8.3 Account balances 03.04.2018. **Received and noted.**

9. Committee Membership for non-parish Councillors.

Lengthy discussion took place on and it was **agreed** that the issue of whether a member of the public (non-member) should be on a committee would be further discussed at the next meeting. Members indicated that there should be a limit on the number of non-members invited to join a group with a maximum of two being suggested by Cllr Dengate.

Certain principles and procedures were **agreed**.

- Confidential information. Proposed Cllr Ivor Davies seconded by Cllr Vic Davies and **agreed** (with one abstention).

A non-member would not normally have access to confidential information but this would be decided on a case by case basis after the Clerk's opinion is obtained.

It was noted that Non-Disclosure Agreements could be used.

- Proposed Cllr Wendy Hinder seconded Cllr Dengate and **unanimously agreed**.

A non-member could not be appointed as Chairman to a Working/Advisory Group.

- **Agreed.**

Only in exceptional cases would non-members be allowed to contact the office and request that work is undertaken. All work requests should normally go through the Chairman of the group/appointing committee.

- Proposed Cllr Ivor Davies seconded Cllr Brindle and **agreed**.

Non-members should be invited to serve for the duration of the assignment and/or the Chairman's discretion.

- **Guidance Note for a member of the public serving on a parish council committee/working or advisory group** [delete as necessary].

You have been invited to serve on a *committee/working or advisory group* of the parish council and the Council's policies and procedures require that you be notified of the following.

- The Parish Council, its Committees and Working Groups work to a Code of

Conduct, Standing Orders, Financial Regulations and Terms of Reference. In joining this *committee/working or advisory group* you have agreed to work to the same standards, details of which will be supplied to you.

- You will be a valued member of the group however as a member of the public you do not have voting rights.
- Due to legal reasons whilst serving on the group you may or may not be allowed access to confidential information
- Your position is for the duration of the assignment and/or at the Chairman's discretion.
- You are not entitled to any financial payments or expenses for this role. The Chairman can use his/her discretion to authorise reasonable expenses e.g. car mileage for meetings.
- You are not allowed to brief anyone, including the press, on the work of the group. Nor are you allowed to write to any person or organisation using the parish council's name.

By signing the enclosed copy of this document you are agreeing to abide by the conditions set out above. Failure to agree to or abide by these conditions will result in your position being cancelled with immediate effect.

10. Policies and Procedures

- 10.1 Standing Orders. Members **received and noted** the Clerk's recommendation for an amendment to SO5(d), to now read, "*Dispensation requests shall be in writing and submitted to the Proper Officer one clear day (not including Saturday, Sunday or Bank Holidays) before the meeting for which the dispensation is required*". Proposed Cllr Wendy Hinder seconded Cllr Hollands. **Unanimously agreed.**
- 10.2 Financial Regulations. Proposed Cllr Ivor Davies seconded Cllr Dengate the addition to the regulations

12. LOANS

- 12.1 *All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.*
- 12.2 *Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.*
- 12.3 *All loans shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.*

Unanimously agreed.

- 10.3 Committee Membership. No requests for amendments to the current memberships have been received from Committees. **Noted.**
- 10.4 Guidance Note Reasons for absence (review). **Reconfirmed** with a minor adjustment to a description. **Action: Office.**
- 10.5 Correspondence deadline (new). After lengthy discussion Cllr Vic Davies proposed, seconded Cllr Dengate, the statement, to be used at the Clerk's discretion "**As delay costs money and damages to the reputation of an organisation Boxley Parish Council respectfully requests a substantive response within 28 days of this communication**". **Agreed.**
- 10.6 General Data Protection Regulations (GDPR). The Clerk's report on the recent work, the draft statements to be included on e-mails, the Beechen Hall Hire Form etc. was **received and noted.** Cllr Dengate requested a few adjustments to the General

Privacy Notice and the simple BPC statement included on this notice. **Action: Clerk.**
Simple statement approved

The Parish Council is required to notify residents of the General Data Protection Regulation; its purposes and your rights under this law. The Parish Council normally only receives personal information from people when they directly contact it with a complaint, request or apply to hire Beechen Hall or an allotment. The Parish Council has no intention of actively seeking out personal information and will continue to request individual's permission to pass on any e-mail or letter to another organisation in relation to the enquiry e.g. Maidstone Borough Council or Kent County Council.

Members requested a Downs Mail article for the May edition reminding residents that if they failed to opt-in to the community alert e-mail system then from 25 May their details would be deleted and they would no longer receive information by this method. **Action: Clerk.**

It was **noted** that work was still on-going and the Clerk was also investigating methods of masking staff salaries and councillor allowance payments in the publicised reports.

11. **Planting and sponsorship of roundabouts**

Cllr Constable notified members that he had secured funding from 3 local businesses and asked if the parish council would accept the funds with a view to beautify a roundabout. The donors were not seeking publicity. After discussion it was **agreed** that the donations would be accepted and KCC would be approached about using it to enhance Weaving Roundabout. A wild meadow planting scheme was suggested as suitable and the parish council **agreed** it would pay for the roundabout signs stating "Boxley Parish Council working with local businesses". Cllr Wendy Hinder was concerned about future maintenance costs but it was pointed out that meadows only needed cutting twice a year and KCC currently pays for 14 cuts so KCC should maintain the roundabout. The Chairman to write a letter to the companies thanking them for their offers. **Action: Chairman and Clerk.** The project to be managed by the Environment Committee.

12. **Reports from councillors/office**

Cllr Brindle notified members that she had attended, with Cllr Wendy Hinder, a KALC Planning Conference and would be making a report to the Environment Committee, a copy of the report will be circulated to councillors. **Action: Cllr Brindle and parish office.**

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

The Chairman thanked Borough Councillor Derek Butler, who is not standing for re-election in May, for his hard work on behalf of the parish. The Chairman notified the meeting that he will be standing for election to the vacant position.

Cllr Butler spoke about the poor conditions of the roads and after discussion it was **agreed** that the parish council would encourage residents, via community alerts, to report potholes. It was felt that the time it took to enter the information onto the KCC website was discouraging people from reporting potholes. It was **agreed** to write to KCC suggesting that it develops an app to allow potholes and highway issues to be reported by mobile phones. **Action: parish office.**

14. **Matters for Decision**

14.1 End of World War 1 commemorative plaque. Cllr Brindle proposed seconded by Cllr Vic Davies and **agreed**

This English Oak and German Linden stand as a living memorial to all those who lost their lives in the Great War 1914 – 1918.

*The men that were, the things done, long ago,
All I have thought; and but the moon and I*

*Live yet and here stand idle over the grave
Where all is buried.*

From "Liberty" by journalist, poet and soldier Edward Thomas (1878 – 1917) who lived and wrote not far from here at Rose Acre Cottage and died at the Battle of Arras.

Cllr Harwood suggested a stone plaque and Cllr Ivor Davies requested that the Estates Committee look to replace the plaque at the War Memorial with a matching design. **Action: parish office.**

- 14.2 Land adjacent to Wildfell Close Planning Application is being reported to MBC Planning Committee 26 April 2018. The Chairman notified members that he would be attending to speak. **Action: Cllr Bob Hinder.** The Chairman of Walderslade Woodlands Group to be contacted about attending to speak to support the application. **Action: Cllr Ivor Davies.**
- 14.3 Invitation to the re-opening of Newnham Court Inn. Cllrs Vic Davies and Brindle expressed an interest in receiving more information with a view to attending. **Action: parish office.**
- 14.4 Meeting of the Maidstone Area Committee of the Kent Association of Local Councils will be held at 7pm on Monday 16 April 2018 at the Town Hall, High Street, Maidstone. **Action: Cllr Bob Hinder and Cllr Ivor Davies.**

15. **Correspondence**

- 15.1 Thank you from Involve Kent for the £100 donation. **Noted.**
15.2 Thank you from Five Acre Wood School for the £100 donation. **Noted.**

16. **Matters for Information**

None.

17. **Items for Next Agenda**

None.

18. **Next Meeting**

21 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing after the Annual Meeting of the Parish.

Meeting closed at 9.12 p.m.

Signed as a correct record of the proceedings.

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