



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the Annual Meeting of the Parish Council will be held on 21 May 2018 at Tyland Barn, Tyland Lane, Sandling ME14 3BD commencing after the Annual Meeting of the Parish.

1. **Apologies and absences**
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council. See report (page 3).
3. **Election of Chairman.**
To elect a Chairman and receive their Declaration of Acceptance of Office.
4. **Election of Vice-Chairman**
To elect a vice-chairman.
5. **To Appoint Committees, Committee Chairmen and Vice-Chairmen**
See report (pages 3-4).
6. **To Appoint Representatives to External Bodies**
See attached report (page 4).
7. **Inspection of Deeds and Trust Documents**
Originals are stored at the Solicitors; copies can be made available at the meeting.
8. **Chairman's Announcements**
9. **Minutes of the Parish Council Meeting 9th April 2018**
To consider the minutes and if in order sign as a true record (pages 4-9).
10. **Matters Arising From the Minutes**
See report (page 9).
11. **Crime Report and Police Issues**
See report (page 9).

Adjournment to enable members of the public to address the meeting

12. **Draft Minutes of Recent Committee Meetings**
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion. See reports (pages 9-17)
13. **Finance**
 - 13.1 Payments made out of meeting 03.04.18 – 14.05.18. See report (pages 20-22).
 - 13.2 Receipts for the period 03.04.18 – 14.05.18. See report (pages 22-26).
 - 13.3 Account balances 14.05.18 (page 26).
 - 13.4 Parish Service Scheme 2017/2018. To ratify the Chairman's and Clerk's signing

of the MBC return in order to receive payment.

13.5 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 initialled by both signatories.

14. **Declaration of Casual Vacancy**

MBC will be informed of the resignation of Cllr Waller and arrangements will be made to start the process to advertise the vacancy.

15. **Policies and Procedures**

Deferred until next meeting.

16. **GDPR**

See report (page 17).

17. **Reports from councillors/office**

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary. See report (page 17).

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

Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 28).

19. **Matters for Decision**

To consider any issues, such as attendance at meetings or as identified on the evening.

19.1 Secure storage at parish office. See report (page 18).

19.2 Presence at St John's School Fete 16 June 2018 12.00 – 15.00.

20. **Correspondence**

To consider any received.

21. **Matters for Information**

See report (pages 18-19).

22. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 29 May 2018.

23. **Next Meeting**

4 June 2018 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing after the Annual Meeting of the Parish.

In view of the confidential nature (consideration of tender information) on the item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

24 **Beechen Hall Extension and Toilet Refurbishment Project**

To consider any recommendation from the F&GPC concerning release of additional funds from reserves and to consider the confidential report that will be forwarded to members.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 14 May 2018

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: None.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Items to be returned to a future agenda: None.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 21 May 2018
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes including corrections to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 2 Declaration of Interests, Dispensations, Predetermination or Lobbying

The following report has been included because the Clerk is recommending to the parish council that it amends the way it has previously worked when considering tenders. In the past the Council has adhered quite strictly to its procedure and the Clerk considers any change in normal working practices should be identified. There is no Standing Order or Financial Regulations that relates to this particular issue but in the interest of openness and accountability the Clerk is bringing this situation to the attention of members and therefore the public by inclusion in the agenda.

Normally the parish council would operate a 'blind' selection of the winning company, with councillors who may have seen a quotation next to a company name, for example they were the councillor present when the tenders were opened, voluntarily excluding themselves from the decision-making process.

The BHEWG is made up of seven councillors, including Chair and Vice Chairs of the Parish Council, Estates Committee and F&GPC. All councillors have worked with KDS and been exposed to detailed knowledge of the tenders received including the names and quotations of tendering companies. Normally the names of companies would be redacted but it was not possible on this occasion.

Councillors Vic Davies, Ivor Davies and Lynne Clark have already stated that they have no connection to any of the companies that submitted tenders and prior to the contract decision all councillors will be asked to state whether they have any connection to any of the companies being considered and whether they have a pecuniary interest. Eight councillors (including the councillor present at the tender opening) have been exposed to the tenders and if they were to voluntarily exclude themselves from the decision-making process this will leave a maximum of seven councillors to decide. In view of the cost and complexity of the project it is considered that this is an insufficient number especially as the seven councillors of the Beechen Hall Extension Working Group have valuable insight and information.

It is the Clerk/RFOs recommendation to the parish council that unless a councillor declares a connection or a pecuniary interest to one of the tendering companies, a list of the names will be included in the paperwork that will accompany the tender documents, no councillor should be expected to remove themselves from the decision making process.

Item 5 To Appoint Committees, Committee Chairmen and Vice-Chairmen

- 5.1 Environment Committee (up to 10 members).
- 5.2 Environment Committee, appointment of Chairman and Vice-Chairman.
- 5.3 Estates Committee (up to 10 members).
- 5.4 Estates Committee, appointment of Chairman and Vice-Chairman.

- 5.5 Finance and General Purposes Committee, up to 8 members. Membership is made up of the Chairmen and Vice-Chairmen of the parish council and of its committees plus at least one additional councillor.
- 5.6 F&GP Committee, confirmation of chairman and appointment of Vice-Chairman.

Item 6 To Appoint Representatives to External Bodies - Decision

The relevant organisations and current post holders are:

Grove Green Hall	Cllr Vic Davies.
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Bob Hinder and Cllr Wendy Hinder (reserve).
Action on Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees) (meets first Tuesday in every month)	Cllr Waller and Cllr Dennis Hollands
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Mid Kent Steering Group	Cllr Bob Hinder
Parish/Police Liaison meetings	Cllr Kaz Macklin

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the relevant committee agenda.

Item 9 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.

Item 10 Matters Arising from the Minutes.

- 6.1 Minute 3097/5.1 Honour Boards. Design and cost are being sourced and information will be supplied to members before the meeting.
- 6.2 Minute 3097/5.2 Franklin Drive Play Area. The tree work has been completed and the equipment ordered.
- 6.3 Minute 3097/5.3 Parish Hall Extension Public Works Loan. A verbal update will be supplied at the meeting.
- 6.4 Minute 3097/5.4 OneDrive. Work outstanding.
- 6.5 Minute 3097/6 Pothole App. KCC will look at the suggestion that they develop an app to report potholes from mobile devices.
- 6.6 Minute 2098/9 Committee Membership for non-parish councillors. Deferred to next meeting.
- 6.7 Minute 3100/14.1 End of World War 1 commemorative plaque. Design and cost are being sourced and information will be supplied to members, if it is received, before the meeting.
- 6.8 Minute 3101/14.2 Planning application for land adjacent to Wildfell Close now going to 24 May Maidstone Planning Committee.
- 10.7 Any other matters arising from the minutes which are not on the agenda.

Item 11 Crime Report and Police Issues

Purpose of Item: Information.

Clerk's note. Only two crimes were reported within the parish for the period 26 March to 24 April, whilst it might have been a very quiet period it may also be that volunteers were not around to upload information.

Theft From Motor Vehicle

On Wednesday 2nd of May between 12:01am and 6:25pm in Grovewood Drive South. The number plates of a Vauxhall Corsa had been taken. The vehicle was parked near to the home address.

On Tuesday 24th of April between 12:00pm and 12:30pm in Yew Tree Close. A vehicle has been taken without consent.

Item 12 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 12.1 Minutes of the Environment Committee on Monday 9 April 2018 at Tyland Barn, Tyland Lane, Sandling commencing at 9.18 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr P Dengate, Mr Ivor Davies and Mr Bob Hinder, Mr D Hollands, Mrs P Bowdery (Clerk) and 2 members of the public.

1. **Apologies and absences**
None as all members were present.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.

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

3. **Planning Applications for Consideration**
*18/500416/FULL Erection of a new freestanding masonry wall and entrance way to the North and West site boundaries (Part retrospective). Park Cottage Boxley Road Boxley
Objection, wish to see application refused and reported to the Planning Committee. The wall has an adverse impact on the scenic beauty of the AONB and the Boxley Village Conservation area. It is wholly out of keeping with the street scene and character of the village. The design and size is disproportionate with the existing properties.*

In view of the time the Chairman deferred consideration of the following to the meeting on 16 April.

18/501351/FULL Erection of a part single storey, part two storey rear extension, two storey side extension, and single storey front extension, including a loft conversion with rear dormer window. Broadview Grove Green Road Weaving Maidstone. Deadline 20 April 2018

18/501136/FULL Single storey rear extension, demolition of conservatory. 25 Round Wood Close Walderslade Kent ME5 9UL. Deadline 23 April 2018

18/501407/FULL Erection of a single storey rear extension and front porch. 16 Birch Drive Boxley Chatham Kent ME5 8YU. Deadline 24 April 2018.

18/501370/TPO Application - T1 - ASH Historically growing next to a recently removed structure. Multi stem with recent bonfire damage to 3 limbs remove fire damaged stems. G10 - ASH - Old coppice stools with no recent management and hollow rotten stem cavities. Over extended limbs growing toward vines. Crown lift to 6-7 meters. Land Adj. Church Hall The Street Boxley ME14 3DH. Deadline 25 April 2018

5. **Next Meeting**
Next full environment meeting 16 April 2018 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.25pm.

Item 12.2 Minutes of the Environment Committee on Monday 16 April 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr P Dengate, Mr D Hollands together with Mrs P Bowdery (Clerk) and Mr B Crozier, Kitewood (left after item 3).

- 1 **Apologies and absences**
*Apologies accepted: Mr Bob Hinder on PC business KALC meeting.
Absent: None.*
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**

Apart from Cllr Brindle all other members declared that they had been lobbied by Kitewood at a previous meeting.

3. **Pre-application consultation Kitewood.**

The Chairman welcomed Mr Crozier and invited him to address the meeting. Members were shown a proposed site plan for six or possibly five dwellings (4 or 5 bedrooms) on the land adjacent to the west junction of Impton Lane. Access was now planned via the KH32a entrance, a restricted byway, when questioned Mr Crozier said that the Deeds of the land allowed for access along this section and it will be widened to include a footway. A plan will be provided to the parish council.

Members asked questions about landscaping, access, maintenance of the remaining open space etc. Kitewood will be approaching Natural England to get its opinion on the proposed development and will keep the parish council informed.

The Chairman thanked Mr Crozier for attending.

4. **Minutes of the Meetings 12 March 2018.**

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

5. **Matters Arising from the Minutes**

5.1 Minute 3091/5.1. Development Land Adjacent Wildfell Close. The application is going before MBC Planning Committee on 26 April 2018 with Cllr Bob Hinder attending. **Noted.**

5.2 Minute 3091/5.2 Ancient Woodland and TPOs. An update from the Maidstone KALC/MBC meeting is awaited.

5.3 Minute 3091/5.3 Boxley Road, Walderslade, KCC tree/verge maintenance. The Chairman reported that the laying wood was being chipped. Concern was raised about a hedge and tree that had been destroyed due to development at a property on Leybourne Close, this had been notified to Kent Highways.

5.4 Minute 3091/5.4 Traffic Speeds, Boxley Road, Walderslade. Cllr Bob Hinder has written to Helen Whately MP and Tracey Crouch MP asking for their help in getting the matter resolved. Responses awaited. **Noted.**

5.5 Minute 3091/5.5 Flooding Boxley Road near junction Longwood. KCC has undertaken drain clearance in the area but not yet responded to the initial query of whether any road changes are needed. **Noted. Action: parish office.**

5.6 Minute 3091/5.6 Obscured signage Boxley Village. Cllr Hollands notified the meeting that the vegetation has been cut back. **No further action.**

5.7 Minute 3091/5.7 Fixed plate pedestrian crossing signs Grovewood Drive North. Awaiting installation. **Noted.**

5.8 Minute 3091/5.8 Solar powered sign south of M2 bridge Lidsing Road. KCC has inspected the sign which is still operational. **Noted. No further action.**

5.9 Minute 3091/5.9 KCC Tree Maintenance Beechen Bank Road. Awaiting report on maintenance from KCC, website shows work being programmed. **Noted.** The Clerk was asked to report the overhanging and hanging trees on Walderslade Woods Road. **Action: Parish office.**

5.10 Minute 3093/8.1 Yellow lines at junctions along Provender Way. Junction names submitted to KCC awaiting response from KCC. **Noted.**

5.11 Minute 3093/9.3 Chatham Road Sandling new road layout. Work is expected to commence in April. Residents have received letters from KCC. **Noted.**

5.12 Minute 3093/8.5 Provender Way snow and ice. The request to change it to a Primary Route, to ensure it is gritted in bad weather, will be reviewed in September when KCC confirm what routes will receive winter maintenance. **Noted. Action: Parish office to chase in September.**

5.13 Any other matters arising from the minutes not on the agenda. None.

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

6. **Planning Applications for Consideration**

18/501351/FULL *Erection of a part single storey, part two storey rear extension, two storey side extension, and single storey front extension, including a loft conversion with rear dormer window. Broadview Grove Green Road Weaving.*
The parish council has no material planning reasons to object.

18/501136/FULL *Single storey rear extension, demolition of conservatory. 25 Round Wood Close Walderslade.*
The parish council has no material planning reasons to object.

18/501407/FULL *Erection of a single storey rear extension and front porch. 16 Birch Drive Lordswood.*
The parish council has no material planning reasons to object.

18/501370/TPO *Application - T1 - Ash Historically growing next to a recently removed structure. Multi stem with recent bonfire damage to 3 limbs remove fire damaged stems. G10 - ASH - Old coppice stools with no recent management and hollow rotten stem cavities. Over extended limbs growing toward vines. Crown lift to 6-7 meters. Land Adj. Church Hall The Street Boxley.*
Do not wish to object defer to the views of the Landscape Officer.

18/501296/TPO/PAHE. *TPO application to fell one Ash, one Chestnut and one Hawthorn tree. Beechen Hall Wildfell Close*
Wish to see approved. In the interest of openness and accountability it should be noted that the parish council is the applicant.

7. **Planning Decisions, Appeals and Appeals Decisions**

17/502122/TPO *APPEAL: Dismissed.*

8. **Highways and Byways**

8.1 *Cat Claws. Cllr Dengate raised grave concerns about the possible use of this product as any installation would force vehicles in narrow roads to park in the road and this would have an adverse impact on emergency vehicles. Any driver bumping up a kerb to let an emergency vehicle pass could potentially have their tyres punctured. Members agreed that they would not condone their use.*

9 **General Data Protection Regulation**

Members **received and noted** the Clerks explanation on the effect of the General Data Protection Regulations (GDPR) on the committee's business.

9.1 *Planning applications. After discussion on the various options Cllr Dengate reminded members that a resident visiting the office to view a paper plan could be guided by the staff to go online on an office computer to view the plans on an MBC website.*

*Cllr Ivor Davies proposed Cllr Dengate seconded the adoption of the suggested policy/procedure, **agreed.***

Public access to planning applications held in the parish office

Planning applications are no longer to be made available to a member of the public without it being GDPR 'processed'.

- *The Planning Application Form must have the name/telephone number of the property owner properly redacted. This may require the original being masked by paper and a photocopy taken for the viewing;*
- *The applicant's full address and any contact details must be redacted if it is different from the site address;*
- *Supporting reports, letters or any submissions must have names, addresses, contact details and signatures redacted.*

Consideration will be given to redacting the agent's details.

The agenda will still reflect the full address of the planning application as notified to the parish council by MBC.

9.2 Reporting of Planning Appeal Decisions. **Agreed.**

The agenda report to the parish council will not include the full address of the application.

On complicated or controversial sites, the full planning appeal decision notice will be retained for possible future consultation.

9.3 Retention of Planning Applications. After discussion it was **agreed** for,

- Non-controversial development, after planning permission is received the planning application will be destroyed.
- For large scale or controversial development the application will be kept for longer, at least 18 months after permission is given. Any documents kept for historical or research will have personal data removed/redacted.

9.4 Lobbying e-mails and letters. After discussion members felt that the current procedure of the office requesting permission from the author to pass on their personal data should continue. Members considered that it was important to understand where a person lived in relationship to a development or issue.

An on-going review of any planning decision information included in the Downs Mail will be required. **Noted.**

The Chairman notified members that any confidential information, containing personal data, supplied to them for the meeting should be left behind so it can be shredded. Cllr Brindle requested clarification on what information a councillor could retain and was advised that it was only information that contained personal data that was affected by GDPR. Should a councillor wish to retain some information then they could remove any personal data by, for example, cutting the contact details and signature off of an e-mail. The parish office would be reviewing how it wrote and produced briefing information and reports to ensure that if it was considered necessary to include personal data that it was done in such a way as to be easily removed. Councillors could then safely keep the document for further research/reference.

10. **Franklin Drive Play Area.**

MBC has arranged for the tree work to be undertaken this week. Arrangements are being made to purchase the equipment and have it and the safety surface installed. MBC will need to approve the lease which was being delayed due to the cancellation of meetings because of the May elections. Borough Councillor Hinder had been advised by the Parks Manager that it was okay to proceed with the installation.

11. **Policy and Procedures**

11.1 BPC Planning Information Leaflet (review). **Approved** with minor amendments.

Action: Office.

11.2 Parking in the parish. Approved with some minor amendments and additions.

Action: Office.

12. **National Planning Policy Framework & Developer Contributions**

It was **agreed** that any response could be agreed out of meeting. Councillors to be sent a hyperlink to the document so that they could decide whether it needed a response. **Action: Clerk.**

13. **Members Reports - INFORMATION**

12.1 Planning Inspector Appeal Street Farm. Members received a report from Cllr Clarke on the inquiry and site visit. The Chairman thanked her for attending the Inquiry

12.2 M20 Jct 3-5 Smart Motorway Scheme Consultation Cllr Bob Hinder had responded on behalf of the parish council. **Noted.**

12.3 Planning Training attended by the Chairman and Cllr Brindle. Cllr Brindle will send on a report to members. **Action: Cllr Brindle and office.**

14. **Volunteer Groups**

Cllr Ivor Davies gave a report on the recent WWG meeting. The pond lining work was outstanding and the Old Chalk New Downs Project had informed WWG that it could consider an application for funding for a tractor hauled buck rake. WWG thanks the parish council for its financial support.

15. **Matters for Information**

None.

16. **Items for Next Agenda**

None identified.

17. **Next Meeting**

Next Environment Committee meeting 14 May at Beechen Hall commencing at 7:30pm.

As no members of the public/press were present there was no resolution to exclude them from the meeting and item 18 was discussed.

18. **Enforcement and Section 106 updates from MBC**

*Members **received and noted** the confidential update. The Clerk was asked to chase for a response on an outstanding garage issue that had not been included in the update. **Action: Clerk.***

Chase car port to garage on Boxley Road, Walderslade.

Meeting closed at 9.00pm.

Item 12.3 Minutes of the Estates Committee on Tuesday 17 April 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mrs L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr P Sullivan together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying**

Cllrs Clarke, Ivor Davies, Dengate and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

2. **Apologies and absence**

There were none

3. **Minutes of Previous Meeting 13 February 2017**

*The minutes of the meetings were **agreed** and **signed** as a true record.*

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

4. **Matters Arising from Previous Minutes**

4.1 *Minute 3078/4.8 North Wall – Boxley Green - No further update has been received and will be returned to the agenda for the June meeting. **Noted.***

4.2 *Minute 3060/11.2 South Wall – Repairs to final part of the wall will be carried out towards the end of May 2018. **Noted.***

4.3 *Minute 3079/12.5 Provision of Playgrounds within the Parish – This will be deferred to a later meeting as time permits. **Noted.***

5. **Dove Hill Allotments**

5.1 *Cllr Bob Hinder's Allotment Report. Cllr Hinder asked the office to enquire when the mechanical sweeper last visited Sandy Lane as it needs a good sweep. Cllr*

Hinder reported that he had removed a glass fish tank which had been left at the site. Cllr Vic Davies confirmed the water had been turned on at the site. It was established that the newly planted box trees by the seat were the trees from Boxley Green which members agreed to be removed as they were not surviving where they were positioned. MBC have agreed to carry out maintenance work on the trees overhanging the site but have not confirmed a date when this will be carried out. Cllr Hinder said he would chase this as we are entering bird nesting season. Confirmation was given that there are vacant plots and these are being advertised. Members asked for an email to be sent to plot holders that broken glass and the burning of household waste is not permitted on the site. Members have also asked for plot holders to report any Kestrel activity to the office and Cllr Dengate agreed to remove what looks to be a scarecrow close to the kestrel box which may be deterring any activity. **Action Cllrs Dengate, Hinder and office.**

5.2 Pest Purge Report –**Received** and **noted**.

6. **Boxley War Memorial**

6.1 The addition of war heroes' names to the memorial. Members **received** further information on Fred Dennis and **agreed** this was sufficient to include him on the memorial. The Clerk produced a policy with set criteria which members **agreed**. This would help them in deciding which names from an additional list of servicemen could also be considered for inclusion on the memorial.

The policy is as follows:

The parish council will consider applications for names to be recorded on the War Memorial on a case by case basis, however the primary purpose of a parish War Memorial is to record the residents of the parish whom have lost their lives in the service of their country.

The names of currently or recently serving Forces Personnel will be considered for addition to the War Memorial if they are killed during active service when the United Kingdom's Armed Forces (including Merchant Navy if employed by HM Government) are involved in conflicts, including serving under NATO. Serving Forces Personnel who are killed by terrorist action will also be considered. One of the following criteria must also be met:

- *At the time of death the forces personnel was living within the civil parish of Boxley or immediately prior to enlisting (and therefore possibly changing to the Service Vote Register) they were listed on the electoral roll for Boxley Parish.*

Previously serving Forces personnel Killed in Action will be considered for addition to the War Memorial if they are killed during active service when the United Kingdom's Armed Forces (including Merchant Navy if employed by HM Government) are involved in conflicts, including serving under NATO. Serving Forces Personnel who are killed by terrorist action will also be considered. One of the following criteria must also be met:

- *There is a Commonwealth War Grave in the churchyard.*
- *At the time of death, the forces personnel were living in the civil parish of Boxley. Immediately prior to enlisting they were living in the civil parish of Boxley.*

Forces personnel who have died after leaving the services but whose death is directly related to injuries (physical or mental) sustained whilst serving will be considered for addition if they meet any of the above criteria.

Regretfully the parish council will not consider including names if:

- *The person was born in Boxley and then moved away/emigrated or if they moved away from the area (meaning that they had set up home elsewhere) prior to enlisting.*
- *The name is included on another civil parish War Memorial.*
- *The family subsequently settles in Boxley or lived for a time in Boxley but the forces personnel had no other connection to the area.*

From both lists supplied members agreed to include Reuben Stanley V Hadlow, Fred Dennis, Thomas William Sales and John Wynand Parks (subject to further clarification on the 1974 boundary change).

Members **agreed** for a quotation and timescales to include these names on the memorial to be emailed out of meeting for a decision. **Action office/councillor.**

6.2 Commonwealth War Grave Commission sign. Members **received** and **noted** information received from Boxley PCC on the location and wording of the sign.

7. **Matters for Information**

7.1 There were none.

8. **Assistant Clerk's Report**

8.1 Hire fees income. **Received** and **noted.** The Assistant Clerk informed members that the final annual income had increased by a further £569.00 as there was some income in the receipts in advance code which had not been transferred to casual hire code at the time the agenda had been distributed.

8.2 Account and Investment Bond balances. **Received** and **noted.**

8.3 Income and Expenditure. **Received** and **noted**

8.4 Profit and Loss report. **Received** and **Noted.**

8.5 Accident Report. None to report.

8.6 Feedback from Casual Hirer- Members **received** and **noted** the compliment from a hirer on their experience of hiring the hall and the helpfulness of the staff.

9. **Beechen Hall Extension**

9.1 Notes from BHEWG meeting held on 13 and 29 March were **agreed** with one small amendment Cllr Sullivan was present at 29 March meeting. Members **received** and **noted** the Assistant Clerk's update on the project which included tender deadlines, site visits by building companies to the hall and deadlines for the return of tenders. Members were also informed of the process and possible cost for re-siting the electricity meter. **Action office.**

10. **PA/Hearing Loop System – Beechen Hall**

The Assistant Clerk reported that no further information had been received despite providing a rough brief of the hall's requirements, it appears that the company is not keen to visit the hall. Members **agreed** that a specification list should be drafted and circulated for approval and then sent out to prospective companies for a quotation. **Action office.**

11. **Policies and Procedures**

11.1 Business Continuity Plan – **Noted** deferred to June meeting.

11.2 Hall bookings and cancellations. Still fit for purpose Noted. Members received and noted the Assistant Clerk's report on cancelled hires and the retention of fees and requested that cancellation fees and deadlines are reviewed at the June meeting. **Action office.**

11.3 Damage and cleaning deposit. Members **received** and **agreed** the new policy for the Cleaning deposit with a few amendments.

11.4 Staff pay rise and any need to amend hours. Members **received** and **noted** the new hourly rate for caretakes and litter picker as of 1 April 2018.

11.5 Terms of Reference – **Agreed.**

12. **Matters for Decision**

There were none.

13. **Date of Next Meeting.**

Tuesday 12 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

In view of the confidential nature (personal details and data (financially sensitive) the following items were taken with the exclusion of the public and press for the duration of the item.

14. Caretaker contracts and working conditions

14.1 Members **received** and **noted** the Assistant Clerk's report The chairman thanked Cllr Clarke and the office for their hard work in collating the information. Slight amendments were made to the new cleaner/caretaker contract. **Action office.**

14.2 Caretaker Weekend On call payment. After a lengthy discussion it was proposed from the Chair, with all in favour to award an on-call allowance paid annually subject to further investigation. **Action Cllr Clarke/Office**

Meeting closed at 10.04 pm

Item 16. GDPR of Item: Information.

From NALC

"The Commissioner [referring to the Information Commissioner] has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator."

Update on GDPR compliance.

The parish office is still working towards compliance and it is expected that work undertaken by the F&GPC will take the council closer to this goal.

Work is still outstanding on Security and Breaches policy and procedure but these should be at least at the draft stage on 25 May and submitted to the parish council in June or July. The parish office would benefit from having access to encryption software and Northstar, which provides the council's back up service, can advise on this and offer licensed software cover for 3 laps tops at a cost of £72 per annum.

Updates will be supplied at the meeting and further information is included in the F&GPC agenda 22 May.

Item 17. Reports from Councillors/office Purpose of Item: Information.

17.1 Facebook. Report from Clerk.

The parish office used the council's Facebook page to advertise and provide information on the closure of Walderslade Woods road. The road closure order and the planned KCC diversion was posted. The KCC diversion was along the A229 to Walderslade Woods road to keep lorries away from the small local roads. The office posted a local diversion map for cars. This information was also circulated using the community e-mail alert system.

This information proved extremely popular and was picked up by the Lordswood and Walderslade Group (a Lordswood member had offered to post such information) and the information reached 14,700 people and 2,530 were 'engaged'. The parish office received many thanks for publicising the information.

Item 19. Matters for Decision

Purpose of Item: Decision

- 19.1 Secure storage at parish office. Cllr Vic Davies as the parish council Trustee on both Vinters Valley Trust and Grove Green Hall has taken responsibility for the General Data Protection Regulation compliance at both organisations. He asks whether in principle, and subject to room being identified, the council will agree that some of the personal data, mainly dealing with PAYE etc. that needs to be retained for 6 years might be archived at the parish office by Vinters Valley Trust and Grove Green.

Clerk's comment. The GDPR work at the office has released spare capacity in the filing cabinets and with the correct policies and procedures put in place this could be accommodated if members approve.

Item 21. Matters for Information. Purpose of Item: Information.

- 21.1 Maidstone KALC draft minutes 16 April.

KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 16 April 2018

Present: Councillors: Geraldine Brown (Chairman) Yalding, Cheryl Taylor Maggio (Vice Chairman) Langley, Helen Anderson (Secretary), Richard Ash Bearsted, Robert Turner and Ron Galton Boughton Malherbe, Bob Hinder Boxley, Steve Lakin Broomfield & Kingswood, John Wilson East Farleigh, Fred Stanley Harrietsham, Nigel Pyman Headcorn, Eve Poulter Sutton Valence, Peter Coulling and Chris Douglass Teston, Peter Titchener Ulcombe.

Apologies. Councillors: Fay Gooch Barming, Pat Marshall Bearsted, Ivor Davies Boxley, John Clayton Detling, Peter Beasley East Farleigh, John Mather Headcorn, Mike Cockett Lenham, Bernard Cresswell Linton, Robin Gardner Otham, Rory Silkin and Tom Burnham Staplehurst, Lorraine Cook Sutton Valence, Fiona Kenward Ulcombe.

2. Minutes. The minutes of the 5 February 2018 meeting were taken as read, confirmed as a correct record and signed by the Chairman.

3. Alan Reading of Maidstone Business Networking Alan Reading gave a short presentation regarding the Maidstone Business Networking Group and the role Parish Councils could play in helping their local businesses to engage with this group.

4. Matters Arising. There were no matter arising raised.

5. Reports from Representatives:

5.1 Parish Liaison/MBC Group. Due to illness this group did not meet and a new meeting date is to be arranged.

5.1.1 Parish/Police Liaison Group This group continues to meet on a quarterly basis, however, in future the Neighbourhood Watch element will not take part and only one representative from this organisation will attend.

5.2 Maidstone Joint Transportation Board The last two meetings have been cancelled.

6. Executive Committee Issues A meeting was held on 14 April and various issues were discussed including responses to the NPPF Government Consultation. Cllr John Wilson

updated the Committee on the progress of the project for taking HGV's of single roads in Kent. Positive meetings have been held with Government Ministers at Westminster and also with Mike Whiting at KCC.

7. General Data Protection Regulation Councils are reminded that this will come into force on 25 May 2018. A review of data in the way of a checklist should be completed.

8. Councillor Training Opportunities Councillors are encouraged to attend training on a regular basis to keep up to speed on new legislation, working practices etc. As a rule of thumb, Chairmen should attend at least the Chairman's Conference annually, whilst Councillors should attend some form of training within each elected period (i.e. once every four years). The clerk should be allowed to attend training and should belong to the SLCC.

9. Update on Air Quality Peter Coulling gave a brief synopsis of a recent meeting with Dt Stuart Maxwell, working on behalf of MBC on Air Quality in the Borough. A number of key sites within the Borough have special equipment which is sited in areas of known poor air quality and this equipment (diffusion tubes) measure the quantities of Nitrogen Dioxide (NO₂) (a source from fuel combustion) and can cause respiratory effects and heart disease symptoms. It was felt that some rural areas may not be covered by this equipment and it would be

possible for Parish Councils if they have an area of concern to consider paying for MBC to monitor this. The rough estimate of cost was £3.50 per tube plus officer's time of £50 per hour). Data from each tube is collected and collated on a monthly basis.

10. Any Other Business

New set of Standing Orders has just been published. These can be viewed on the NALC website. User Name : Kent Member Password: cowic30

A Government Consultation on Unauthorised Gypsy Encampments has been launched, however, it was felt that the remit had not extended to gypsy encampments on private land.

11. Time and date of the next meeting This will be the AGM and held on Monday 11 June 2018 at the Town Hall, Maidstone starting at 7pm.

Meeting Closed at 8.35pm

21.2 March-April 2018 Kent Police & Crime Commissioner Newsletter (e-mail 18/04/18).

21.3 Kent Fire and Rescue - Volunteer Info for Parishes (KALC e-mail 18/04/18) details posted on website.

Item 13.1 Payments made out of meeting 27.02.18 – 03.04.18.

No payments were made from the following accounts:

- Santander Investment Bond
- Barclay's Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council

13.1.1 HSBC Payments

Date: 14/05/2018	Boxley Parish Council	Page 1			
Time: 10:39	HSBC General Account				
List of Payments made between 03/04/2018 and 14/05/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2018	Buisness Stream	DD27464927	147.80		Water Bill Jan-Mar 18
14/04/2018	Opus Energy - Electricity	DD63970382	186.02		Electricity Bill - Mar 18
20/04/2018	OPUS Energy - gas	DD23204638	209.99		Gas Bill - March
30/04/2018	Suez Recycling & Recovery UK L	DD31082855	270.40		Refuse Collection - Mar
01/05/2018	Maidstone Borough Council	3073150/2	208.00		Rates
14/05/2018	Opus Energy - Electricity	DD64142145	177.52		Electricity Bill - April
Total Payments			<u>1,199.73</u>		

13.1.2 Coop Payments

Date: 14/05/2018	Boxley Parish Council	Page 1			
Time: 10:41	Co-Op General Account				
List of Payments made between 03/04/2018 and 14/05/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2018	Mail Publications Ltd	DD114011/2	490.14		Publicity
Total Payments			<u>490.14</u>		

13.1.3 Unity Trust Bank Payments

Date: 14/05/2018

Boxley Parish Council

Page 1

Time: 10:40

Unity Trust Account

List of Payments made between 03/04/2018 and 14/05/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10.04/2018	KCS Professional Services	101069397	197.52		Photocopier Lease & Copies
10.04/2018	Friends of Five Acre Wood Scho	BOXLEY PC	100.00	Minute 3067/8.2	Grant
10.04/2018	Involve Kent	BOXLEY PC	100.00	Minute 3067/8.1	Grant
10.04/2018	Capital Cleaning (Kent) Ltd	217116	38.08		Sanitary
10.04/2018	Mrs P Bowdery	IMPREST85	64.70		Various
10.04/2018	Asda	IMPREST85	6.90	Mrs P Bowdery	Consumables
10.04/2018	Lordswood DIY	IMPREST85	8.00	Mrs P Bowdery	Fuses Mastick
10.04/2018	Mrs P Bowdery	IMPREST86	16.48		Various
10.04/2018	Morrisons	IMPREST86	6.00		Compost for SW Tree
10.04/2018	B & Q	IMPREST86	9.33	Mrs P Bowdery	Glue, Masking Tape and sealant
10.04/2018	Aldi Stores Limited	IMPREST86	2.99	Mrs P Bowdery	Oven Cleaner
10.04/2018	ICCM	4584/18/19	90.00		Annual Subscription 18/19
10.04/2018	Rialtas Business Solutions	SM18754	294.00		Annual Omega Licence
10.04/2018	KCC Commercial Services	L3108837	77.16		Consumables
10.04/2018	Barclays Bank Account	Min30955.	40,000.00		Transfer of funds
17.04/2018	Lloyds Corporate Multipay Card	17/4	238.00		Top up funds
20.04/2018	Mrs P Bowdery	20/4/PC01	2,180.55		Salary - April
20.04/2018	Mrs A Candy	20/4/PC03	606.33		Salary - April
20.04/2018	Mr I Davies	20/4/PC06	34.53		Councillor Allowance - April
20.04/2018	Mr V Davies	20/4/PC07	34.53		Councillor Allowance - April
20.04/2018	Mr P Dengate	20/4/PC08	26.13		Councillor Allowance - April
20.04/2018	Mrs M Fooks	20/4/PC02	1,272.64		Salary - April
20.04/2018	Mr T Hanwood	20/4/PC09	34.53		Councillor Allowance - April
20.04/2018	Mr R Hinder	20/4/PC10	43.07		Chairman's Allowance - April
20.04/2018	Mrs W Hinder	20/4/PC11	34.53		Councillor Allowance - April
20.04/2018	Mrs L Lake	20/4/PC04	70.00		Downs Mail Delivery - April
20.04/2018	Mrs K Macklin	20/4/PC12	42.93		Councillor Allowance - April
20.04/2018	Mr B Douglas	20/4/BH05	362.15		Wages - April
20.04/2018	Mr D Odell	20/4/BH02	391.54		Wages - April
20.04/2018	B & Q	BOXLEY PC	32.61	D Odell	Timber for boxing in rad pipes
20.04/2018	Lordswood DIY	BOXLEY PC	6.00		Wood Stain
20.04/2018	Mr P Poon	20/4/PC05	31.56		Litter Picking - WDJ0 April
20.04/2018	Miss H Fooks	20/4/PC18	91.00		Downs Mail Delivery - April
20.04/2018	HMRC	577PW00105	1,461.39		PAYE
20.04/2018	EFT Receipts Ac	IT00000068	100.46		Pension Contributions - Mar
20.04/2018	Mrs L Clarke	BOXLEY PC	77.58		Mileage Claim 17-18
20.04/2018	Mrs M Fooks	DM DELIVER	30.00		Downs Mail Delivery - April
25.04/2018	Charline Simmonds	C279 BH	150.00		Refundable Damage Deposit
26.04/2018	RTF Networks	DD6727492	132.52		Telephone & Broadband Services
01.05/2018	Northstar IT Services	DD15563/15	165.94		IT Hosting & Backup Services
04.05/2018	Cube Plumbing & Heating Ltd	11266	72.00		Gas Safety Check - Oven
04.05/2018	KM Media Group Ltd	834206	195.84		Public Notice Advert
04.05/2018	Kent Association Local Council	6488	1,530.00		Annual Subscription
04.05/2018	CPRE	78995	36.00		Annual Subscription
04.05/2018	KCC Commercial Services	L3120850	97.44		Consumables
Total Payments			<u>50,592.96</u>		

13.1.4 Lloyds Corporate Multipay Card

Date: 14/05/2018	Boxley Parish Council	Page 1			
Time: 10:43	Lloyds Corporate Multipay Card				
List of Payments made between 03/04/2018 and 14/05/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2018	Lloyds Corporate Multipay Card	DD 03/04	3.00		Monthlycard fee
03/04/2018	Argos Ltd	124953293	83.94		Cross Cut Shredder
06/04/2018	Moneysoft Ltd	#65203	78.00		Annual Payroll Licence
02/05/2018	Lloyds Corporate Multipay Card	DD02/05	3.00		Monthly Fee - May 18
Total Payments			<u>167.94</u>		

Item 13.2 Receipts for the period 27.02.18 – 03.04.18.

No receipts were received for the following accounts:

- Cooperative Bank
- Santander Investment Bond
- Nationwide Beechen Hall
- Nationwide Parish Council

13.2.1 HSBC Receipts.

14/05/2018
10:44

Boxley Parish Council
Cashbook 1
HSB C General Account

Page 1
User: MF

Receipts received between 03/04/2018 and 14/05/2018

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount	Transaction Detail
	Banked: 03/04/2018	38.05						
1	Conafray	38.05			520		-38.05	C263D Conafray5/5/18
					1230	260	74.10	C263F Conafray5/5/18
					1231	260	2.00	PL Insurance Conafray
	Banked: 05/04/2018	90.25						
2	Singh	90.25			1230	260	90.25	C208 Singh Additional
	Banked: 05/04/2018	100.80						
3	Morley	100.80			1230	260	98.80	C271F Morley 2/6/18
					1231	260	2.00	PL Insurance Morley
	Banked: 05/04/2018	571.29						
1	NGREA	44.04			1235	260	44.04	R1934 NGREAMarch
2	Movement as Therapy	156.75			1235	260	156.75	R1965 MAT April Invoice
3	Balfour ShortMat Bowls	280.95			1235	260	280.95	R1958 BSMB April Invoice
4	Horsley	89.55			520		-89.55	C253D Horsley12/5/18
					1230	260	177.10	C253F Horsley12/5/18
					1231	260	2.00	PL Insurance Horsley
	Banked: 06/04/2018	274.70						
5	Dallas	38.05			1230	260	38.05	C276D Dallas 22/4/18
					1231	260	2.00	PL Insurance Dallas
6	Eherton	56.65			1230	260	56.65	C269D Eherton 20/5/18
7	Babayemi	180.00			520		180.00	C277D Babayemi 27/7/19
	Banked: 09/04/2018	50.40						
4	Dallas	50.40			1230	260	50.40	C276F Dallas 22/4/18
	Banked: 09/04/2018	290.60						
8	Karate	290.60			1235	260	290.60	R1960 Karate April Invoice
	Banked: 10/04/2018	81.20						
5	Teenie Boppers	81.20			1235	260	81.20	R1968 Teenie Boppers
	Banked: 10/04/2018	512.04						
6	Kumon	512.04			1235	260	512.04	R1962 Kumon April Invoice
	Banked: 12/04/2018	631.13						
9	Tinu	357.00			520		357.00	C278F Tinu 6/4/19
10	Kaur	87.00			520		-150.00	C178D Kaur 6/5/18
					1230	260	235.00	C178F Kaur 6/5/18
					1231	260	2.00	PL Insurance Kaur
11	Back	187.13			520		-187.12	C231D Back 19/5/18
					1230	260	372.25	C231F Back 19/5/18
					1231	260	2.00	PL Insurance Back
	Banked: 15/04/2018	38.05						
7	Basson	38.05			520		-38.05	C215D Basson 20/5/18
					1230	260	74.10	C215F Basson 20/5/18
					1231	260	2.00	PL Insurance Basson
Subtotal Carried Forward:		2,678.51	0.00	0.00			2,678.51	

HSB C General Account

Receipts received between 03/04/2018 and 14/05/2018

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Ac	Centre	£ Amount	Transaction Detail
	Banked: 17/04/2018	111.65						
8	Tumblelots	111.65			1235	260	111.65	R1969 Tumblelots April
	Banked: 19/04/2018	56.00						
9	Eherton	56.00			1230	260	54.00	C269F Eherton
					1231	260	2.00	PL Insurance Eherton
	Banked: 20/04/2018	150.00						
10	Simmonds	150.00			560		150.00	C279 Simmonds 21/4/18
	Banked: 23/04/2018	220.75						
12	Simmonds	76.10			1230	260	74.10	C279F Simmonds 21/4/18
					1231	260	2.00	PL Insurance Simmonds
13	Hadris	49.80			520		-51.00	C266D Hadris 13/5/18
					1230	260	98.80	C266F Hadris 13/5/18
					1231	260	2.00	PL Insurance Hadris
14	Medway Leisure Stay & Play	94.85			1235	260	94.85	R1963 Medway Leisure
	Banked: 25/04/2018	61.60						
12	Kidslingo	61.60			1235	260	61.60	R1976 Kidslingo May
	Banked: 25/04/2018	118.50						
13	Woodger	118.50			1230	260	118.50	C282D Woodger 3/6/18
	Banked: 25/04/2018	75.00						
14	A Bead in Time	75.00			1235	260	75.00	R1971 ABIT May Invoice
	Banked: 26/04/2018	361.00						
11	Drew	361.00			520		-111.00	C256D Drew 26/5/18
					1230	260	220.00	C256F Drew 26/5/18
					1231	260	2.00	PL Insurance Drew
					560		250.00	Damage Waiver Deposit
	Banked: 26/04/2018	545.92						
15	Kumon	545.92			1235	260	545.92	R1977 Kumon May Invoice
	Banked: 26/04/2018	77.22						
16	Sing & Sign	77.22			1235	260	77.22	R1976 Sing & Sign April
	Banked: 26/04/2018	98.22						
17	Sing & Sign	98.22			1235	260	98.22	R1982 Sing & Sign May
	Banked: 27/04/2018	61.60						
18	Caterpillar Music	61.60			1235	260	61.60	R1974 Caterpillar Music
	Banked: 27/04/2018	188.05						
19	Fuller	188.05			520		-38.05	C270D Fuller 26/5/18
					1230	260	74.10	C270F Fuller 26/5/18
					1231	260	2.00	PL Insurance Fuller
					560		150.00	Damage Deposit Fuller
	Banked: 30/04/2018	223.30						
Subtotal Carried Forward:		5,027.32	0.00	0.00			4,804.02	

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Boxley Parish Council
Cashbook 1
HSB C General Account

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Receipts received between 03/04/2018 and 14/05/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
20	Tumbletots	223.30			1235	260	223.30 R1984 Tumbletots May
	Banked: 01/05/2018	118.50					
21	Woodger	118.50			1230	260	118.50 C282F Woodger 3/6/18
	Banked: 01/05/2018	40.60			1231	260	2.00 PL Insurance Woodger
22	Teenie Boppers	40.60			1235	260	40.60 R1983 Teenie Boppers
	Banked: 04/05/2018	429.14					
15	NGREA	44.04			1235	260	44.04 R1986 NGREA April
16	Movement as Therapy	94.85			1235	260	94.85 R1980 MAT May Invoice
22	Age Concern	290.25			1235	260	290.25 R1963 Age Concern April
	Banked: 08/05/2018	38.05					
18	Butler	38.05			520		38.05 C235D Butler 1/7/18
	Banked: 08/05/2018	289.70					
20	Shoyemi	100.00			1230	260	100.00 C243 Shoyemi Late
21	Medway Leisure Stay & Play	189.70			1235	260	189.70 R1978 Medway Leisure
Total Receipts:		5,943.31	0.00	0.00			5,943.31

13.2.2 Unity Trust Bank

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Boxley Parish Council
Cashbook 2
Unity Trust Account

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Receipts received between 03/04/2018 and 14/05/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 04/04/2018	107,437.00					
10481	Maidstone Borough Council	107,437.00			1076	130	107,437.00 Precept 18/19
	Banked: 25/04/2018	0.58					
138524776	NEST PENSIONS	0.58			4010	100	0.58 Refund Mar contributions
Total Receipts:		107,437.58	0.00	0.00			107,437.58

13.2.3 Barclay's Bank

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Boxley Parish Council
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Barclays Bank Account

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Receipts received between 03/04/2018 and 14/05/2018

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 10/04/2018	40,000.00					
Min3095/5	Unity Trust Account	40,000.00			250		40,000.00 Transfer of funds
Total Receipts:		40,000.00	0.00	0.00			40,000.00

13.2.4 Receipts Lloyds B

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	Lloyds B						
Receipts received between 03/04/2018 and 14/05/2018							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 26/04/2018	30.86					
04/18	Lloyds Bank	30.86			1090 130	30.86	Interest Received Lloyds B
Total Receipts:		30.86	0.00	0.00		30.86	

13.2.5 Lloyds Corporate Multipay Card

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	Lloyds B						
Receipts received between 03/04/2018 and 14/05/2018							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 26/04/2018	30.86					
04/18	Lloyds Bank	30.86			1090 130	30.86	Interest Received Lloyds B
Total Receipts:		30.86	0.00	0.00		30.86	

13.3 Account closing balances.

Item	Statement Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	26.04.18	Coop General Account	£20,161.96
5.1.2	30.04.18	HSBC Beechen Hall	£29,273.52
5.1.3	30.04.18	Unity Trust Bank (UTB)	£93,410.61
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	19.04.18	Barclays Bank	£81,439.25
5.1.6	08.05.18	Lloyds A (matures 08/05/2018) Awaiting written confirmation	£51,051.44
5.1.7	31.01.18	Lloyds B (matures 26/07/2018)	£25,058.59
5.1.8	31.03.18	Nationwide Beechen Hall (£55,000 matures 4 June 2018, remainder stays in a 95 day saver account which rolls over)	£56,208.99
5.1.9	31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
		Total	£453,050.68