



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 Meeting of the Parish Council will be held on Monday 3 September 2018 at European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30pm

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.32)
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.
3. **Chairman's Announcements** (7.34)
4. **Minutes of the Parish Council Meeting 16 July 2018** (7.38)
To consider the minutes and if in order sign as a true record (pages 3-7).
5. **Co-option to Parish Council Vacancy (South Wards)** (7.40)
Deferred until October meeting.
6. **Matters Arising From the Minutes** (7.41)
See reports (page...).
7. **Crime Report and Police Issues** (7.48)
Crime report 23rd June 2018 – 23 August 2018. None posted.
- Adjournment to enable members of the public to address the meeting** (7.55)
8. **Draft Minutes of Recent Committee Meetings** (8.05)
 - 8.1 Environment Committee 9 July 2018. See report (pages 7-10).
 - 8.2 F&GPC 10 July 2018. See report (pages 11 - 12).
 - 8.3 Environment Committee 13 August 2018. See report (pages 13 - 18).
 - 8.4 Estates Committee 2018. See report (pages 19 - 22).
9. **Finance** (8.10)
 - 9.1 Payments made out of meeting 09.07.18 – 28.08.18. See report (page 26-28).
 - 9.2 Receipts for the period 09.07.18 – 28.08.18. See report (pages 19-30).
 - 9.3 Account balances report (page 31).
 - 9.4 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.
 - 9.5 Approval to amend signatory Mandates for any bank account e.g. Unity Trust Bank held by the parish council to take into account changes to Parish Councillor membership.
10. **Policies and Procedures** (8.16)
 - 10.1 The Clerk has undertaken a review of the Complaints Policy and the Draft Minutes on website Policy and they are considered still fit for purpose.

- 10.2 Land and Building Purchase Policy (review). See report (page 22).
- 11 **Call for Evidence Rural Economy** (8.18)
To consider whether to respond. See report (page 22)
- 12 **GDPR** (8.25)
Verbal report to be given at meeting.
- 13 **Draft Statement of Principles – Gambling Act 2005** (8.35)
To consider whether to respond. See report (page 23)
- 14 **Taxi Emission Policy MBC Consultation** (8.40)
To consider whether to respond. See report (pages 23 - 25)
15. **Reports from councillors/office** (8.45)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary. See report (page 25).
16. **Reports from Borough and County Councillors** (8.46)
Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 25).
17. **Matters for Decision** (8.48)
To consider any issues, such as attendance at meetings or as identified on the evening.
- 17.1 Event Announcement: Chairmanship Conference 2018, 13 December 2018 (KALC e-mail 16/08/18).
- 17.2 Annual Finance Conference 2018, 18 October 2018. (KALC e-mail 16/08/18).
- 17.3 War Memorial, additional names, WW1 Commemorative Plaque Grove Green, Beechen Hall Extension. See report (page 25).
- 17.4 Weaving Heath Village Green Status. See report (page 25).
18. **Correspondence** (9.00)
To consider any received.
19. **Matters for Information** (9.01)
- 19.1 Change to Environment Committee meeting date from 10 to 17 September.
- 19.2 Countryside Voice Summer 2018.
- 19.3 KWT Magazine Summer 2018.
20. **Items for Next Agenda** (9.02)
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 24 September 2018.
21. **Next Meeting** (9.03)
1 October 2018 at St John's School, Provender Way, Grove Green ME14 5TZ.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 28 August 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: Minute 3213/11.3 September Standing Orders.

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 3 September 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 4. Minutes of the Meeting of the Parish Council held at Weaving Street Village Hall, Weaving Street on Monday 17 July 2018 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr V Davies, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mr D Hollands, Mrs K Macklin and Mr P Sullivan together with the Clerk Mrs P Bowdery and one member of the public/press.

1. Apologies and absences

Apologies: Cllr Dengate. PCSO Adlington and Mr J Willmott.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None received.

3. Chairman's Announcements

Members were notified that the construction work at the hall had commenced. The Clerk was thanked for attending, on behalf of the parish council, a recent MBC Planning Committee which had resulted in the parish council's objection being supported and a condition being imposed that the structure had to be removed.

4. Minutes of the Parish Council Meeting 4 June 2018

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

5. Co-options to Parish Council Vacancies (South Wards)

5.1 One application had been submitted and apologies given from the candidate who had been unable to attend. Members acknowledged that they would normally prefer to have a candidate address the meeting but understood that the parish council had rescheduled the original meeting. After consideration Cllr Macklin proposed, seconded by Cllr Clarke that "**James Willmott is co-opted to the parish council**". **Agreed.**

5.2 It was **agreed** that the declaration of acceptance of office would be completed out of meeting. **Action: Clerk and Cllr Willmott.**

6. Matters Arising From the Minutes

6.1 Minute 3122/5.1 Honour Boards. Members choose the veneer for the board and, with an amendment to dates and a name, **agreed** the layout of the Chair and KALC Award honour boards. The Clerk was asked to arrange for the boards to be purchased and for them to be erected at Beechen Hall, after the completion of the extension work. **Action: Clerk.**

6.2 Minute 3122/5.2 Franklin Drive Play Area. MBC's Heritage, Culture and Leisure Committee has agreed the lease of the land to the parish council and the relevant advertising and legal paperwork is being produced. Cllr Vic Davies offered to put a poster up at the site to inform residents of the situation. **Action: Cllr Vic Davies and Clerk.** The Clerk was to contact Gallaghers Group to ascertain when the improvements might be going ahead. **Action: Clerk.**

6.3 Minute 3122/5.3 OneDrive. Work outstanding. **Noted.**

6.4 Minute 3122/5.4 End of World War 1 commemorative plaque. Members **agreed** that the design of the new plaque should mirror that of the one installed at the

War Memorial but that instead of the parish council logo it should just have Boxley Parish Council and then the inscription agreed at an earlier meeting. It was **noted** that permission would need to be sought from MBC for the positioning of the ragstone plinth and plaque as it would be on MBC land. **Action: Clerk.**

6.5 Minute 3123/13.1 Stem School Public Inquiry. The Inspector's decision is still awaited. **Noted.**

6.6 Any other matters arising from the minutes which are not on the agenda. The Clerk informed members that MBC was receptive to changing the verge maintenance to allow wildflowers to flourish. Members welcomed the decision but would only want native wildflowers being seeded. Members were invited to suggest areas to the Environment Committee. As the initial work to convert and seed verges may more than the MBC maintenance budget Cllr Constable offered to allow the £400 donation he had sourced to improve a local roundabout to be used if necessary. **Action: all councillors and Environment Committee.**

7 **Crime Report and Police Issues**

The crime statistics report was **received** and **noted**. Cllr Vic Davies notified members that there had been a disturbing increase in vandalism at Vinters Valley Nature Reserve with a seat destroyed and set alight, fishing and swimming in the lake and the use of catapults. The PCSO will be patrolling the area to identify youths that might be involved. **Action: Article in Downs Mail.**

Cllr Harwood notified members that the PCSO had attended a recent Boxley Warren Management meeting and stressed the need for the public to report any illegal off road activity. **Action: Article in Downs Mail.**

The meeting was adjourned at 8.04pm to allow the member of the public to report that the work on Old Chatham Road was still not completed and workmen now only occasionally appeared. Members agreed to write to KCC. **Action: Contact KCC.**

8. **Draft Minutes of Recent Committee Meetings**

8.1 Environment Committee 11 June 2018. **Received** and **noted**.

8.2 Estates Committee 12 June 2018. **Received** and **noted**.

8.3 Environment Committee 9 July 2018. To be included on the next agenda.

8.4 F&GPC 10 July 2018. To be included on the next agenda.

9. **Finance**

9.1 Payments made out of meeting 29.05.18 – 09.07.18. **Received** and **noted**.

9.2 Receipts for the period 29.05.18 – 09.07.18. **Received** and **noted**.

9.3 Account balances report. **Received** and **noted**.

9.4 Pay Increases. The Clerk's recommendation that a 1% increase, backdated to 1 April 2018 is made to the Parish Councillor and Chairman's Allowances was **noted**. Cllr Macklin seconded by Cllr Vic Davies proposed the increase and backdating of the payment. **Agreed** with 1 abstention.

10. **Terms of Reference**

10.1 Walderslade Woods Working Group. **Approved.**

Terms of Reference for Walderslade Woodlands Working Group.

Purpose. To progress the project to take over ownership of Walderslade Woodlands and to create a Charitable Incorporated Organisation (CIO) to take on responsibility for future management and enhancement of the woodlands.

Membership. Maximum of five members, composing:

- Chairman of the Parish Council,
- Chairman of the Finance and General Purposes Committee,
- 2 representatives from the Walderslade Woodlands Group

The Working Group can be expanded to five should another person express interest in serving.

The Clerk (as a facilitator).

Quorum. Three.

Working Group responsible to:

- Parish Council
- F&GPC which may need to be consulted on financial issues and would then make a recommendation to the Parish Council.

Record of meetings: A record of all meetings shall be made and included on the parish council agenda.

The working group's responsibilities are identified as:

- To work closely with KCC and external advisors to progress the project.
- To consider and review any conditions or agreements relating to the planning permission or transfer of the land and enabling funds from KCC to BPC.
- To make recommendations to the parish council on agreeing any conditions or agreements.
- To make recommendations on the employment of any external advisors e.g. solicitors required to advise the parish council.
- Investigate and make recommendation to the parish council on the setting up of a Charitable Incorporated Organisation, including number of Trustees.
- To consider the 25-year management plan and make comment/recommendation to the parish council.
- When authorised by the parish council to undertake the work in setting up a CIO.
- To monitor and advise the parish council on the impact on the office and staff, making any recommendations as they consider fit.
- To make recommendations on insurance cover, temporary arrangements that might be needed between receiving the land/finance and setting up a CIO etc.
- To produce a timeline for setting up a CIO and make any recommendations about supporting the new organisation for the first [?] year/s.

Other:

- Devolved power has been granted to appoint a solicitor to undertake the necessary legal work.
- Press releases and publicity to be approved by the Chairman for the Parish Council.
- The Parish Council's One Drive can be used with the relevant restrictions being put in place to ensure no unauthorised access to other folders.

10.2 Boxley Burial Ground Working Group.

Terms of Reference and Reporting Procedure for Boxley Burial Ground Working Group

Purpose. To review the current Burial Ground Regulations and make recommendations to the Estates Committee.

Membership. Cllr Bob Hinder, Cllr Ivor Davies and the Clerk Pauline Bowdery.

Working Group responsible to:
Estates Committee

Record of meetings: A record of all meetings shall be made and included on the parish council agenda.

11. **Committee Membership for non-parish councillors.**
After consideration of the report Cllr Ivor Davies proposed seconded by Cllr Hollands that **the previous decision to allow non-members to serve on committee is reversed. Agreed** with one abstention.
Members **agreed**, with one abstention, to consider appointing non-members to sub-committees or working/advisory groups on an ad hoc basis using the current legislation that allows for this.
12. **Policies and Procedures**
 - 12.1 Training needs. To remind councillors that training opportunities do exist. **Noted.**
 - 12.2 The Clerk has undertaken a review of the Press Policy and Media Management Strategy and they are considered still fit for purpose. **Noted.**
13. **GDPR**
The Clerk's update on the work being planned was **received** and **noted**.
14. **Reports from councillors/office**
Cllr Vic Davies's written report on the Beechen Hall Extension was **received** and **noted**. Cllr Vic Davies thanked all the members and office staff involved in the project and he confirmed that building works had commenced that morning.
The Clerk reported that the parish office had successfully hosted two work experience students. **Noted.**
15. **Reports from Borough and County Councillors**
Cllr Wendy Hinder reported a concern about the lack of boundary coppicing at Five Acre and Wents Woods. Cllr Harwood offered to take this up with MBC. **Action: Cllr Harwood.**
Cllr Bob Hinder highlighted that a review of how the Local Plan was undertaken was underway. He had also been liaising with residents over individual issues.
16. **Matters for Decision**
Ratified the Clerk's decision, after consulting members, to sign a new photocopier Lease.
17. **Correspondence**
The Chairman notified members that Lordwood School had recently visited Walderslade Woodlands and stopped off at Beechen Hall to use its facilities. The students had written charming and illustrated thank you letters and he would be sending a thank you letter. **Action: Chairman.**
18. **Matters for Information**
 - 18.1 Maidstone KALC minutes 11 June meeting. The minutes were **received** and **noted**. Cllr Ivor Davies directed members attention to two issues that he considered needed parish council action. Members **agreed**:
 - A letter to be sent to Alison Broom MBC requesting the reintroduction of the bulky refuse freighter service. **Action: Clerk.**
 - A letter to be sent to Alison Broom MBC supporting Cllr Harwood's suggestion that Greensand Ridge is designated as an AONB. **Action: Clerk.**
 - 18.2 Kent Wildlife Trust Wild Kent Spring and Summer 2018 issues. **Noted.**
19. **Items for Next Agenda**
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 28 August 2018.

20. **Next Meeting**

3 September 2018 at the European School of Osteopathy, Boxley Village.

Meeting closed at 8.50 p.m.

Item 6 Matters Arising from the Minutes.

- 6.1 Minute 3140/6.1 Honour Boards. Both boards have arrived and will be erected after the building work at the hall has been completed.
- 6.2 Minute 3140/6.2 Franklin Drive Play Area. Installation of the play equipment and the repair of the fence has been completed. Some minor work is required, to be undertaken by MBC, some trimming back of overhead branches by the swings and replacement swing seats.
- 6.3 Minute 3140/6.3 OneDrive. Work outstanding.
- 6.4 Minute 3140/6.4 End of World War 1 commemorative plaque. MBC has still not given permission for the erection of the plaque at Grove Green.
- 6.5 Minute 3140/6.5 Stem School Public Inquiry. Sec of State decision due 24 September 2018.
- 6.6 Minute 3141 Adjournment. Old Chatham Road. The work has been completed but the installation of an addition bollard, by the bus stop, is being arranged as a foreign HGV squeezed along this area to park on the footway on the pedestrian and cycling side of the new work.
- 6.7 Minute 3143/15 Coppicing at Wents and Five Acres Woods. Cllr Harwood raising issue with MBC.
- 6.8 Minute 3143/18.1 Bulky Refuse Freighter Service. The request for it to be reinstated has been forwarded to Jen Shepherd Head of Environment and Public Realm. Response awaited.
- 6.9 Minute 3143/18.1 The Greensand Ridge. The request for it to be made into an AONB has been forwarded to Rob Jarman Head of Planning and Development.
- 6.10 Any other matters arising from the minutes which are not on the agenda.

Item 8 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 8.1 Minutes of the Environment Committee on Monday 9 July 2018 at Beechen Hall Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs A Brindle (Chairman), Ms Clarke, Mr Constable, Mr Ivor Davies, Mr D Hollands together with Mrs M Fooks (Assistant Clerk) and one member of the public.

1 **Apologies and absences**

Apologies accepted: Cllrs Bob Hinder and Wendy Hinder (Holiday).

2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**

Cllrs Brindle declared a pecuniary interest in planning application 18/502944. Cllrs Brindle, Clarke, Constable and Ivor Davies declared they had been lobbied on planning application 18/502780.

3. **Minutes of the Meeting 11 June 2018**

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

As there was a member of public present the meeting was adjourned at 7.40pm to allow the resident to address members on planning application 18/503229.

The meeting reconvened at 7.55pm.

4. **Matters Arising from the Minutes**

- 4.1 Minute 3125/4.2 Ancient Woodland and TPOs. Cllr Ivor Davies was advised that the issue will be taken to KALC/MBC meeting on 9 July 2018. **Noted**

- 4.2 Minute 3125/4.3 Boxley Road, Walderslade, KCC tree/verge maintenance. KCC is programming work to cut back vegetation from the street lights. **Noted.**
- 4.3 Minute 3125/4.4 Traffic Speeds, Boxley Road/Beechen Bank Road. Helen Whately MP has written to Neil Davies CEO Medway Council and is now pressing for a response. **Noted.**
- 4.4 Minute 3125/4.5 Fixed plate pedestrian crossing signs Grovewood Drive North. Installation planned for July/August. **Noted.**
- 4.5 Minute 3125/4.6 Yellow lines at junctions along Provender Way. Junction names submitted to KCC. Paul Carter was contacted 30/05/18 and again on 18/6/18. Members **agreed** after it was proposed from the Chair that this should be escalated to Cllr W Hinder. **Action Cllr W Hinder.**
- 4.6 Minute 3125/4.7 Chatham Road Sandling new road layout. Work has commenced, and Cllr Clarke reported that it had not been fully installed, but what has been done, was looking good. **Noted.**
- 4.7 Minute 3125/4.8 Litter bins. Members **received** and **noted** the clerk's report and **agreed** the parish council should monitor the situation and keep under review. **Action Clerk.**
- 4.8 Minute 3128/7.1 Speed bumps, Boxley Village. **Ratified** the Clerk's response to KCC after contacting committee members:
 "A letter drop was undertaken on 23 June to 52 properties within Boxley Village and residents were asked to state whether or not they wished to see the speed cushions reinstated. Of the 38 replies received 79.2% requested the reinstatement of the speed cushions.
 Taking note of the consultation response the parish council therefore requests that Kent County Council reinstates the speed cushions."
 Members asked for clarification on the design of the cushions that will go back. **Action office.**
- 4.9 Minute 3128/7.3 Parking hotline. Details were sent to Maidstone KALC with a request that this is considered by the committee. **Noted.**
- 4.10 Minute 3128/7.5 Junction 3 M2. Helen Whately meeting with Highway England. Members **received** and **noted** the clerk's report.
- 4.11 Minute 3218/7.6 Pothole app. County Councillor Carter has been contacted about reconsidering a mobile app for reporting potholes, a response is still awaited. **Noted.**
- 4.12 Minute 3218 School site adj. to KIMS. Helen Whately MP has been contacted about referring to the site as Bearsted when it is Weaving. **Noted.**
- 4.13 Any other matters arising from the minutes not on the agenda. **None.**

5. **Planning Applications for Consideration**

18/503390/FULL Erection of new detached garage. Longwood Walderslade. *Members wish to see refused and reported to the planning committee for the following reasons:*

- *The detrimental impact on the street scene and character of the area due to the excessive height and bulk of the proposed garage.*
- *The serious impact on the local environment as the proposed garage is adjacent to the public right of way which is a main entrance to Walderslade community woodland.*
- *There were no measurements supplied on the plans.*

If the planning officer is minded to approve members have asked that a condition is placed on the decision so that the garage can only be used as a garage and not a separate dwelling and cannot be sold separately to the main dwelling.

Members would like to draw your attention to the site notice for the proposed development that has been placed outside of no14 Longwood some 350 meters distance away.

18/503002/FULL Erection of part two storey rear extension and part single storey with roof terrace. Creation of rear access to garage with external stair case. Silver Tree Close Walderslade.

The parish council has no material planning reasons to object.

18/503239/FULL Conversion of redundant stables to dwelling with associated landscaping and car parking. Boarley Farm, Boarley Lane Sandling.
The parish council has no material planning reasons to object.

18/503240/LBC Listed Building Consent As above 503239.
The parish council defers to the views of the Conservation Officer.

18/502944/LBC Listed Building Consent for the demolition of the existing entrance hallway and kitchen staircases, which are not original. Erection of new staircase at the original position. Minor amendments to wall partitions, whilst retaining original timber beams and posts. Minor amendments to first floor joists, along with minor amendments to the basement floor slab to provide sufficient headroom. Old Harbourland Boxley Road Boxley. *Do not wish to comment.*

18/502946/FULL Erection of a single storey side and rear extension. Nannau Harbourland Close Boxley.
The parish council has no material planning reasons to object.

18/503318/FULL Conversion of a double garage with offices space above into a 2-no. bedroom dwelling house. Ivy Farm Lidsing Road Lidsing.
The parish council has no material planning reason to object.

18/503229/FULL Two storey side and front extension combined with a first floor side extension above existing ground floor extension. (Resubmission of 17/506384/FULL). The Covert Walderslade.
The parish council has no material planning reasons to object.

18/503131/FULL Proposed first floor pitched roof side extension. Beechmore Drive Walderslade.
The parish council has no material planning reasons to object.

18/503206/TPO TPO Application for at least 50% crown reduction of one maple tree at Cinnabar Close, Walderslade.
Do not wish to object defer to landscape officer's views.

Additional Details on Marks and Spencer, Eclipse Park. Technical reports.
Noted.

Review of decision

18/502780/FULL Variation of Condition (14) of planning permission MA/12/2314 - Erection of Class A1 retail development (with ancillary cafe) and associated servicing, car parking, landscaping and access arrangements. (The net internal sales area of the store hereby permitted shall not exceed 3,722 sq metres (net) of which no more than 1,797 sq metres (net) shall be used for the sale of fashion goods and no more than 1,841 sq metres (net) shall be used for the sale of home goods. No more than 74 sq metres (net) shall be used for the sale of stationery, greeting cards and wrapping paper within a concession ancillary to the sale of fashion and home items. No more than 53 sq metres (net) shall be used as a travel agent as a concession ancillary to the main retail use. No more than 198 sq metres (net) shall be used as a cafe and this will be ancillary to the main retail use). Next Eclipse Park Sittingbourne Road.

The parish council wishes to see this refused and reported to the planning committee. It is considered that the proposed change will have an adverse impact on the vitality of the Town Centre.

*Due to receipt of further information and clarification members agreed to withdraw their initial objection. **Action office.***

6. Planning Decisions, Appeals and Appeals Decisions

Members **received** and **noted** the following decisions:
APP/U2235/W/17/3191553 Land to the north of Street Farm Cottages, Boxley. Refused.
APP/U2235/W/18/3194811 The Pump House, Forstal Road. Permitted.
MC/18/0556 - Gibraltar Farm, Ham Lane, Hempstead, Gillingham. Permitted.
18/502213 The Firs Boxley Road, retrospective application for the construction of a detached garage to the front of the property. Refused.

7. **Highways and Byways**

- 7.1 Roundabout sponsorship. Members **noted** that the parish office is still waiting a response from KCC for permission to sponsor the KIMS roundabout. As this has not been forthcoming despite reminders it was **agreed** that this would be escalated, by the Chair Cllr Wendy Hinder.
- 7.2 Flooding in parish. Members **received** and **noted** the Clerk's update on flooding issues in the parish that have been reported to KCC.
- 7.3 Drainage in parish. Members **received** and **noted** the clerk's report on KCC's planned and targeted drainage maintenance in the county.
- 7.4 KCC programmed Tree Work. **Received** and **noted**.
- 7.5 MBC grounds maintenance, cutting regime. Members considered the recent cutting of the verge at Grovewood Drive North. Members **agreed** with Cllr Wendy Hinder's suggestion to write to MBC asking them to amend their maintenance of the verges to allow for wild meadows to grow and to include a one metre width cut adjacent to footways. It was **agreed** to defer to the Clerk for advice as which areas could be nominated. **Action office.**
- 7.6 MBC Consultation on Dog Control Measures. Members **received** and **noted** the clerk's report and Cllr Brindle suggested that all members of the Parish Council complete the online survey. **Action Councillors.**

8. **Franklin Drive Play Area.**

Members **received** and considered the Clerk's report. Cllr Hollands proposed that authorisation is given to the Clerk to organise the installation of play equipment subject to the relevant paperwork being obtained from Gallagher's with all in favour. Members asked when the equipment would be insured if it wasn't already. **Action Clerk.**

9. **Policy and Procedures**

None submitted for consideration.

10. **Members Reports**

None submitted for consideration.

11. **Volunteer Groups**

Cllr Ivor Davies reported that a WWG meeting had taken place the week prior and explained the work that has taken place on Springate Pond. He also informed members a new rake had been purchased to clean it.

12. **Matters for Information**

None submitted for consideration.

13. **Items for Next Agenda**

KCC Rights of Way Improvement Plan 2018 – 2028 consultation. To be placed on the next agenda.

14. **Next Meeting**

Next Environment Committee meeting 13 August at Beechen Hall commencing at 7:30pm.

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

None submitted for consideration.

Meeting closed at 9.04 pm.

Item 8.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 July 2018 commencing at 7.30 p.m.

Councillors present: Mr I Davies (Chairman), Ms L Clarke, Mr V Davies, and Mr G Hayday together with the Clerk Mrs P Bowdery.

1. Apologies and non-attendance

Apologies: Cllr Brindle, Cllr Dengate, Cllr B Hinder and Cllr W Hinder.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

None.

3. Minutes of the meetings of 21 May 2018 and 22 May 2018

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

4. Matters Arising from the Minutes

4.1 Minute 3119/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that with the submission of all the legal documents Vinters Valley Trust was now finally registered as a CIO. The Clerk notified members that the Chairman of Grove Green Community Hall had complained to MBC CEO about the delay in processing its paperwork. **Noted.**

4.2 Minute 3119/4.2 Public Works Loan. It was **agreed** that, in order to lower the council's exposure to risk, the initial payment to the contractor would be made from the accrued reserve funds in the UTB account, and the PWL drawn down later in the construction period. **Action Clerk.**

4.3 Any other matters arising from the minutes, but not on the agenda. The Chairman raised an issue regarding the supply to councillors, and the presentation, of Income and Expenditure and Balance sheet reports.

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

5. Financial report.

5.1 Reconciliation of accounts reports

- 5.1.1 Cooperative Bank. **Received and noted.**
- 5.1.2 HSBC Beechen Hall. **Received and noted.**
- 5.1.3 Unity Trust Bank. **Received and noted.**
- 5.1.4 Santander Investment Bond. **Received and noted.**
- 5.1.5 Barclays Bank. **Received and noted.**
- 5.1.6 Lloyds A. **Received and noted.**
- 5.1.7 Lloyds B. **Received and noted.**
- 5.1.8 Nationwide Beechen Hall. **Received and noted.**
- 5.1.9 Nationwide PC. **Received and noted.**

5.2 Investments report. After discussion members agreed that:

- Kent Design be asked for a rough idea of the amounts of the Hall Extension staged payments. **Action: Clerk.**
- In accordance with policy the council's accounts should be kept under £85,000, this being the limit for financial compensation, but accepted that this might not always be possible during the project.
- Lloyds B on maturity (26 July 2018) reinvest for 3 months.
- Santander to be allowed to mature (1 August 2018).
- Lloyds A members to decide out of meeting what action should be taken concerning reinvestment.
- Where necessary decisions can be taken out of meeting following the usual procedure of a briefing note to members and action according to a majority vote.

5.3 Income/Expenditure report as at 03.07.18. Received and noted. Cost centre 270 Beechen Hall. The RFO's report on a query raised at the previous meeting was

noted. The report did not include the budget for individual codes and members asked that this information is included on the next report. **Action: Clerk.**

5.4 Petty cash reconciliation. The Chairman notified members that the reconciliation had taken place as a spot check the previous week. **Noted.**

5.5 Earmarked Reserves (Review). After discussion **approved.**

5.6 The proposal that an authorisation letter is sent to the Cooperative Bank to update the signatories to the account was **agreed. Action: Clerk.**

5.7 Payment authorisations. Cllr Hayday agreed to become a signatory to the UTB account and Cllr Brindle would also be approached. Cllr Vic Davies requested that the committee agree that during the construction work, but only in cases of exceptional emergency, a councillor could authorise a payment from their home computer. **Agreed.** The issue of authorisation from home computers to be reviewed at the next meeting. **Action: agenda item.**

6. **General Data Protection Regulation**

The Clerk gave an update on progress to comply with GDPR and also the plans to undertake the electronic security aspect of the work in the next month or so. **Noted.**

7. **Personnel matters**

7.1 TOIL, training, leave and sickness cover. Members received an update.

7.2 Alcohol and Drugs (new). Cllr Clarke to undertake some additional work on the draft policy. Defer to next meeting. **Action: Cllr Clarke.**

7.3 Training needs. To identify any for staff and councillors. A refresher course for First Aid to be investigated for office staff. **Action: office.**

8 **Policies and Procedures: Reports and Reviews**

8.1 Health and Safety and Training. After some initial discussion it was agreed to defer the item to the next meeting. The Clerk was asked to split the document into staff and contractor sections were separated. **Action: Clerk.**

8.2 Wording of Standing Orders included on financial tenders. The Chairman clarified the issue for the Clerk who would check that the correct wording was included in future invitations to tender. **Action: Office.**

8.3 Public Use of Computers (review). Defer to next meeting. **Action: Agenda.**

8.4 Bullying and harassment (review). **Approved.**

8.5 Risk Assessment – general (review). The Clerk's report was **received** and **noted.** The Clerk's request that the maximum cash amount that could be retained in the office be raised to £500 was **approved.** The review of the risk assessment to be deferred until the relevant amendments relating to the security of information and GDPR were drafted. **Action: Clerk.**

8.6 The Clerk has undertaken a review of the Public Internet Access Policy and considers it still fit for purpose. **Noted.**

9 **Contingency Fund and Budget adjustments**

Adjustment to code 4465/230 Franklin Drive Open Space. **Approved.**

10 **Grant Requests**

None received. Cllr Clarke reported that the Boxley Society had completed repainting of the village telephone kiosk.

11 **Matters for Information**

None received.

12 **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 3 September 2018. **Noted.**

13 **Date of Next Meeting**

Tuesday 11 September 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.18 p.m.

Item 8.3 Minutes of the Environment Committee on Monday 13 August 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands and Mr J Willmott together with Mrs P Bowdery (Clerk), Mr G Hayday (visiting Councillor) and two members of the public.

Cllr Willmott was welcomed to the committee as a newly appointed member.

1. **Apologies and absences**
None as all Councillors present.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.
3. **Minutes of the Meeting 11 June 2018.**
The minutes were **agreed** and **signed** as a correct record.

In order not to inconvenience the two members of the public and Cllr Hayday the Chairman took item 7 and item 8 at this point in the meeting.

The meeting was adjourned at 7.34pm to allow the residents to address members on the flooding issue at the south cul de sac on Boxley Road, Walderslade. Members had been shown a video and pictures of the flooding which had badly affected their gardens, but which had also flooded property. It was noted that this flooding was caused by an overflow from the flooding by the Boxley Road/Longwood junction. Water was flowing over the eroded verge, there being no kerbstones on that part of Boxley Road, and down to the lower ground in front of their properties. The problem had been very bad this year and other residents had also been affected. KCC Highways had attended and one of the the residents had been informed that there was a broken drain which had not been repaired. Members were also shown a video of the flooding on Boxley Road/Longwood and of a particularly dangerous piece of driving. The Chairman thanked them for attending and for the videos and pictures which she felt would be invaluable. The residents were encouraged to write a letter of complaint to KCC Cabinet Member Mike Whiting with a copy to County Councillor Paul Carter and the parish council. The meeting reconvened at 7.48pm.

Members **agreed** that the information obtained from the Freedom of Information request had highlighted a lack of proper drainage management and no planned long term remedial work for the problem areas at Boxley Road Walderslade, Impton Lane and Boxley Village. Members **agreed** that a report and also the videos needed to be submitted to the Maidstone Joint Transport Board (MJTB). It was **noted** that recent MJTB meetings had been cancelled and the Parish Council Chairman Bob Hinder was asked to write a letter to the Chairman of the MJTB about the need to deal with this issue quickly. **Action Clerk and Cllr Bob Hinder.** The Clerk was asked to provide a copy of the dangerous driving video to the PCSO to see if the Police could become involved. Cllr Clarke notified members that the flooding at Boxley Village had worsen since the ramp outside the pub had been reduced in size. **Noted.**

4. **Matters Arising from the Minutes**
 - 4.1 Minute 3133/4.1 Ancient Woodland and TPOs. Cllr Davies notified members that the issue will be taken to KALC/MBC meeting on 24 September 2018. **Noted.**
 - 4.2 Minute 3133/4.3 Traffic Speeds, Boxley Road/Beechen Bank Road. Helen Whately MP has written to Neil Davies CEO Medway Council and is now pressing for a response. **Noted.**
 - 4.3 Minute 3133/4.4 Fixed plate pedestrian crossing signs Grovewood Drive North. Cllr Hollands informed members that they had not yet been erected. **Noted.**
 - 4.4 Minute 3133/4.5 Yellow lines at junctions along Provender Way. The Chairman had contacted an officer in Paul Carter's office and would update members as she received more information. **Noted.**

- 4.5 Minute 3133/4.6 Chatham Road Sandling new road layout. The Chairman reported that the project had been completed but the footway near the junction with Tyland Lane was in a poor condition and she had reported this to KCC. A HGV had managed to squeeze between the bollards by the bus stop and had parked up overnight. KCC will be installing an extra bollard to stop this occurring again. **Noted.**
- 4.6 Minute 3133/4.7 Litter bins. MBC has replaced the open topped bins with enclosed bins. **Noted.**
- 4.7 Minute 3133/4.8 Speed cushions, Boxley Village. Work to replace the speed cushions is being programmed and KCC has been contacted about undertaking it during a planned closure for South East Water works. Cllr Willmott asked that KCC be reminded again that the ramp outside the pub was too low. **Noted. Action Clerk.**
- 4.8 Minute 3133/4.9 Parking hotline. Details were sent to Maidstone KALC with a request that this is considered by the committee. **Noted.**
- 4.9 Minute 3128/4.10 Junction 3 M2. Helen Whately meeting with Highway England. Response awaited. **Noted.**
- 4.10 Minute 3133/4.11 Pothole app. County Councillor Carter has been contacted about reconsidering a mobile app for reporting potholes, a response is still awaited. **Noted.**
- 4.11 Minute 3133/4.12 School site adj. to KIMS. Helen Whately MP response to why she refers to the site as at Bearsted had been circulated to members. Members still expressed concern over the proposed schools site and the impact on traffic.
- 4.12 Minute 3135/7.1 Roundabout sponsorship. The Chairman thanked Cllr Constable for his offer to allow the £400 donation he had received to go towards the wildflower management project.
- 4.13 Minute 3135/7.5 MBC grounds maintenance. Request for new wildlife management regime for verges. MBC's response that it was actively pursuing the suggestion and would be contacting the parish when it had undertaken more investigation on costs was **received** and **noted.**
- 4.14 Any other matters arising from the minutes not on the agenda. None

5. **Planning Applications for Consideration**

18/503459/FULL Extension to the existing car park to provide an additional 87 No. parking spaces with landscaping. Newnham Park Bearsted Road. **Ratified** the Clerk's decision, after consulting with members: *The parish council has no material planning reason to object.*

18/503492/OUT Outline application with access matters sought for erection of a care home (Use Class C2) with access to Bearsted Road including landscaping, parking and associated works. Matters of appearance, landscaping, layout and scale are reserved for future consideration. Land at Junction Of New Cut Road and Bearsted Road, Weaving. **Ratified** the Clerk's decision, after consulting with members:

Wish to see refused and reported to the Planning Committee for the following reasons.

- *As the site forms part of the landscaped boundary to the Weaving/Grove Green urban area, the change in development would seriously alter the character of the street scene.
This undeveloped area of marshy land forms part of the rural barrier which, including the adjoining Weaving Heath, adjoins urbanised Weaving/Grove Green. For this reason and its prominence to drivers entering Bearsted or New Cut Roads it could be considered as being of local landscape importance although never formally designated as such. The proposed sprawling agglomeration of contiguous 3/4 storey blocks parallel to the roundabout will destroy both the habitat and this view. It would therefore seriously alter the character of the street scene.*
- *Because the site is adjacent to a busy road junction it suffers unacceptably high noise levels. The height of the acoustic fencing required to mitigate this would be unacceptably intrusive on the street scene.*
- *The site is not allocated for development in the Local Plan.*

- *Development is on a previously undeveloped greenfield site that it is believed has protected flora and fauna and would see the loss of some significant established grassland with ecological potential. The last reptile survey undertaken on the site was in 2012 and so is considered out of date.*
- *Site is an extremely important wildlife corridor connecting Mote Park/Vinters Valley Nature Reserve to the surrounding countryside including Weaving Heath, Horish and Popes woods. When the site is boggy it provides an important feeding site for bats.*
- *The site is crossed by a vitally important stream, fed in part by Weaving Heath, that feeds into the lake at Vinters Valley Nature Reserve. Interruption of this water course and water source and any contamination from pesticides etc. will adversely impact and irrevocably damage the wildlife habitats and ecosystems in the nature reserve. Given that the site is low-lying, there are also concerns about flooding that may increase with further development of the KIMS site to the north.*
- *The size of the secure garden and its location at the back of the care home immediately adjacent to the stream is of concern. The safety of vulnerable elderly people must surely be compromised by having the only garden area next to water and with limited public or staff areas overlooking the garden.*
- *Unfortunately the planning application states that no staff will be employed, obviously an error when completing the form, so it is not possible to fully understand the parking requirement however experience has shown that such developments drastically under estimate the number of parking spaces required and over estimate the number of people walking, cycling or using public transport to go to work. The 25 spaces provided will need to serve staff as well as visitors and in staff shift change periods you will potentially have double the amount of staff quite a few of which will be travelling by car. It is acknowledged that Grove Green has a fairly good daytime bus service but the buses stop running fairly early in the evening which may cause a problem for staff wishing to use public transport. There is no safe on-street car parking available near the site and for any special events/festivals when a greater number of visitors may be expected there will be nowhere for them to park.*
- *There are also serious concerns about the location of the site's access and egress so close to an extremely busy roundabout and an M20 feeder road. In particular, traffic leaving the roundabout to travel east on Bearsted Road may be seriously impeded by traffic turning right from that road into the site unless mitigating arrangements are made.*

Should the Planning Committee be minded to permit the application then stringent conditions must be put in place to protect the water course.

A previous outline application for 8 dwellings on the site (14/502252) was refused by Maidstone Borough Council and subsequently by a Planning Inspector on appeal. It is considered that the reasons contained within those decisions are still relevant to this site and the proposed use.

18/503906/TPO/PAHE TPO Application to fell tree due to root rot. Forestdale Road Walderslade. **Ratified** the Clerk's decision, after consulting with members: *Do not wish to object defer to the views of the Landscape Officer.*

18/503845/TPO/NIGATPO application to trim one Oak tree back to boundary fence. Sylvan Glade Walderslade. **Ratified** the Clerk's decision, after consulting with members: *Do not wish to object defer to the views of the Landscape Officer.*

18/500346/Full Erection of 115 dwellings – Lords Wood Urban Extension Gleaming Wood Drive. REVISED DETAILS. **Ratified** the Clerk's decision, after consulting with members: *The parish council's previous objection to this application is reiterated and it makes the following comments on the revised details.*

The proposed road improvements at the junction of Gleamingwood Drive and Lordswood Lane are welcomed however it is noted that the junction improvement of the left hand lane of Gleamingwood Drive, for drivers turning left into Lordswood Lane, is not included and it is unlikely to be financed by the Gibraltar Farm development. This is a major issue and it is considered that this application should provide a Section 106 for this work.

There is concern that the proposed improvement on Lordswood Lane will be insufficient in width and length especially as the junction is extensively used by HGVs. Congestion at this junction can, and often does, tail back to obstruct the roundabout.

- *Insufficient parking spaces, based on the current on/off road parking in the adjoining estate. This is regardless to the "Residential Parking Standards" as detailed in section 5.33 of the Planning statement. Maybe compliant with section 7.18, but the formula is dated and not appropriate for today's use of the private vehicle.*
- *All road surfaces should be permeable to allow rain water to be captured over a larger area as possible.*
- *The Green Travel Plan is aspirational and not achievable and certainly not enforceable.*
- *KCC's Consultee Comment –
The cycle path has a missing link with the path going via Albemarle Road and does not continue along Gleaming Wood Drive (past the Industrial Estate) to the Lords Wood Lane junction. This route adds 1/2 to 3/4 mile to anyone wishing to cycle from the development, a cycle route from the development to the Lords Wood Lane junction is needed.
Over all this is a good response from KCC, however it falls short on the impact of the development on Jct3 of the M2 and associated roundabouts, Walderslade Woods and local highway infrastructure.*

The parish council objects and wishes the application to be reported to the Planning Committee.

The Chairman notified members that Borough Cllr Bob Hinder would be attending the MBC Planning Committee Meeting on Thursday 16 August to speak against this application.

The Chairman will clarify with MBC whether she could also speak as a Borough Councillor, if it was not allowed then she would attend and speak as the Boxley Parish Councillor. Cllr Davies volunteered to speak as the Parish Council representative should the Chairman go as the Borough Councillor. The Clerk to be notified of who to book in to speak. **Action Cllr Wendy Hinder.**

18/503611/FULL Replace existing conservatory with a brick build ground floor rear extension and change glass roof to tiled pitched roof. Hillview Tyland Lane Sandling. *The parish council has no material planning reasons to object.*

18/504004/TPO application to reduce height of one Lime Tree by 50%, & prune back remainder proportionally. Lime Court Grovewood Drive. *Do not wish to object defer to landscape officer's views.*

18/503977/FULL The erection of a new freestanding masonry wall and entrance way to the North and West site boundaries. (Resubmission of 18/500416/FULL. Part Retrospective). Park Cottage Boxley Road Boxley.

Wish to see refused and reported to the Planning Committee for the following reasons;

- *The wall's height and overpowering bulk detracts from the street scene of the village and adversely impacts on its visual amenity.*
- *It is not in keeping with the design of the dwelling and it is disproportionate to the site.*

There is grave concern that the entrance to the site and the empty nameplate niche will be illuminated which will cause a safety issue for any vehicles approaching the site as the wall is on a blind bend.

18/504005/FULL Erection of a two storey side extension. Quinion Close Walderslade. *The parish council has no material planning reasons to object.*

18/503946/FULL Demolition of existing Garage. Erection of a single storey side extension to West elevation and single storey side and rear extension to East and South elevations, with new brick boundary wall to match existing. Gleaners Close Weaving.

The parish council has no material planning reasons to object.

The Chairman asked that MBC Parks and Open Spaces be notified of the planning application as it was might be encroaching on their land.

6. **Planning Decisions, Appeals and Appeals Decisions**

Members **received** and **noted** the following decisions:

18/502621, 1 The Spinney, Walderslade - REFUSED

17/501540 Stables Stone House, Sandy Lane. This application was permitted, with the condition members requested that, only private use is allowed,

Medway Council refusal to sell a piece of its land to the developer to gain access to the Gibraltar Farm site was welcomed by members. It was noted that the developer might find an alternative route into the site which would allow the agreed development of 450 dwellings.

7. **Highways and Byways - DECISION**

7.1 Flooding and drainage. Members **received** and **noted** the Clerk's report. The Clerk to draft a report, including location maps, for the MJTB. The draft report to be approved out of meeting by members. MJTB members to be lobbied with a copy of the videos showing the flooding. **Action Clerk and councillors.** The Chairman asked that a meeting with County Councillor Paul Carter is arranged. **Action Cllr Wendy Hinder and Clerk.**

The Clerk was asked to check whether the drain and gully at the subway on Cossington Lane had been cleared. **Action Clerk.**

7.2 KCC programmed Tree Work. **Received** and **noted**, Cllr Davies asked that KCC be questioned why only part of Boxley Road/Beechen Bank Road appears to be scheduled for work. **Action Clerk.**

7.3 Lidsing Road. The Clerk's report on a recent site visit with a resident and a KCC Officer was **received** and **noted**. Cllr Bob Hinder reported that in the past few days there had been another crash at the Dunn Street junction. **Noted.**

The issue regarding whether a speed survey would identify daily vehicle numbers, rather than speed, too ascertain how many vehicular movements there were in the local area and going through Boxley Village was briefly discussed. Members were not clear whether the information gathered would be useful and so it was **agreed** to defer the issue to the next meeting and the Clerk was asked for maps and ideas on what might be done. **Action Cler.**

7.4 Walderslade Woods Road Speed reduction review. After consideration it was decided **no further action.**

As it was 9.30 pm the Chairman used her delegated power to extend the meeting for up to 30 minutes.

8. **M20 Junction 7 Planned Improvements.**

It was **agreed** that the parish council would ask to be allowed to have a presence at any local event to allow residents to leave their comments with councillors. **Action Clerk.**

Lengthy discussion took place on the proposed works and also the impact on the area with many councillors feeling that it would just move the congestion further down the road. It was highlighted that the proposed junction 7 works would likely clash with the highway works that the STEM school would require. Grave concern was also raised about the traffic impact of the possible Care Home and the proposed two school adjacent to the KIMS site. The highway situation outside Gidds Pond Cottages and further along Bearsted Road was also highlighted. It was **agreed**:

- South Ward councillors would set up an informal working group inviting representatives from adjacent parishes and also Borough Councillors to consider the situation.
- The group to consider the additional traffic movements through the Grove Green/Weaving area that will come from proposed development inside and outside of the parish boundary.
- The Chairman to ask for an urgent meeting with County Councillor Paul Carter and Highway Officers to discuss the situation.
- The relevant authorities to be notified that the proposed off-street car parking for residents at Gidds Pond Cottages, as a result of the KIMS site development, never materialised.
- Helen Whately to be copied in on correspondence.

Action Clerk to provide e-mail contact details to Cllr Constable.

9. **Franklin Drive Play Area.**

The Chairman reported that the installation of equipment had been completed, MBC had repaired the fence and would be cutting back some branches from above the swings. Cllr Bob Hinder reported that he and the Chairman would be combining their Borough Councillor Allowances, total £2,000, to purchase another piece of equipment.

10. **KCC Rights of Way Improvement Plan 2018 – 2028 Consultation.**

In view of the time it was **agreed** that members would notify the Clerk of any comments.

Action councillors.

11. **Policy and Procedures**

None submitted for consideration.

12. **Members Reports**

Cllr Bob Hinder notified members that KCC had been contacted about a possible encroachment on public land at Boxley Road, Walderslade. **Noted.**

13. **Volunteer Groups**

Cllr Bob Hinder notified members that the volunteer group was now down to four members and would need to decide whether to continue. **Noted.**

14. **Matters for Information**

14.1 NALC response to revised NPPF document. **Received** and **noted.**

14.2 MBC new dog fouling orders. **Received** and **noted.**

15. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 3 September 2018. **Noted.**

16. **Next Meeting**

Next Environment Committee meeting 10 September at Beechen Hall commencing at 7:30pm.

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

Members received a verbal update on outstanding enforcement issues.

Meeting closed at 9.49 pm.

Item 8.4 Minutes of the Estates Committee on Tuesday 14 August 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clark, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands and Mr P Sullivan together with the Clerk.

1. Declaration of Interest or Lobbying

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

2. Apologies and absence

There were none as all members were present.

3. Minutes of Previous Meeting 12 June 2018.

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 3107/4.1 North Wall Boxley Village Green. Members **noted** the Clerk's report that she had undertaken a safety check of the wall on 20 July 2018 and that there were no H&S issues identified. Cllr Clarke asked whether it was possible that the Heris Fencing is removed as it was unsightly. After discussion it was **agreed** that as this was in front of the bowed area of the wall the fencing should remain. Cllr Clarke asked whether it was possible to remove the tree causing the problem but was informed that the tree was on private land, as was the wall. The Clerk would continue to monitor the wall. **Action Clerk.**

4.2 Minute 3107/4.3 Provision of Playgrounds within the Parish. The report on MBC's policy concerning the repair or removal of equipment at non-strategic playgrounds was **received** and **noted**. Cllr Dengate asked whether MBC would maintain equipment if a parish council paid for it to be replaced. As Cllr Hinder is a member of the Heritage, Culture and Leisure Committee he offered to ask that question at the next meeting. **Action Cllr Hinder.**

Cllr Hinder reported that he and Cllr Wendy Hinder would be combining their Borough Councillor Allowances, total £2,000, to purchase another piece of equipment.

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment Report. Cllr Hinder gave a report and discussion took place covering;

- The silt washing down the road during heavy storms.
- Requests had been made for two more water troughs to be placed at the very bottom of the site. Members were inclined to think one trough near plot B11 might suffice and after discussion it was agreed that costs for installing one and for two troughs would be obtained. **Action office.**
- Water harvesting from the council's shed and possibly the toilet unit. Cllr Sullivan offered some spare water butts. Guttering would need to be installed arounds the sheds and then anyone could help themselves to the collected water.
- Members decided against allowing hosepipes.

5.2 Pest Purge report. **Received** and **noted**. Tenants to be asked not to store or lean anything against the fence as this could damage it. The shed, in parts, leaning against the fence to be removed unless a tenant claimed it. **Action Clerk.**

6. Boxley War Memorial

6.1 **Ratified** the decision, after consulting members, to award Burslem the contract to carry out the restoration. The work had been scheduled for 21 August 2018. **Noted.**

6.2 Memorial Plaque at St Mary & All Saints. The Chairman notified members that the work was in hand. The Clerk was asked to obtain an update on the plaque that had been ordered for the Grove Green site. **Action Clerk.**

7. **Matters for Information**

7.1 Franklin Drive Play Area. Cllr Hinder gave members an update on the Franklin Drive Open Space,. MBC had repaired the fence and would be cutting back branches from above the swings. Cllr Dengate asked about ownership of the boundary fences. The Clerk notified members that the wooden fence adjacent to the railway, behind which was a poorly maintained chain link fence, would become the responsibility of the parish council when it took over the site but there was no information available on the ownership of the other fences adjacent to private gardens. Cllr Dengate requested that Network Rail be contacted to request that their chain link fence is repaired and maintained. **Action office.**

7.2 MBC new dog fouling orders. Members **received** and **noted** the report covering the raise in fines and that MBC's new orders would cover the parish council's open spaces.

7.3 Weaving Diamond Jubilee Orchard Annual Play Inspection Report. Members **noted** that an issue around a recent repair to a swing, undertaken by MBC, had been highlighted by the report as needing adjustment. MBC has been contacted. **Action office.**

8. **Assistant Clerk's Report**

8.1 Hire fees income. **Received** and **noted.** A query was raised about the difference between the 2018/19 and 2017/18 casual hire income. Clerk to investigate and report back to members by e-mail. **Action Clerk.**

8.2 Account balances. **Received** and **noted.** A query was raised as to why the HSBC account showed funds well above the £85,000 threshold members request. Members were informed that a maturing bond had been returned to the bank and the Chairman notified members that he and Cllr Hinder had recently signed an authorisation to transfer some of the funds to UTB. **Noted.**

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

Noticeboards. Cllr Dengate asked that new door inserts are investigated for the Gleamingwood Drive noticeboard as the current plastic was damaged by sunlight and was difficult to see through. It was suggested that polycarbonate might be suitable, the office was asked to investigate. **Action office.**

A query was raised about increased insurance expenditure under 4105/280 Allotments. Clerk to investigate and report back to members by e-mail. **Action Clerk.**

8.4 Profit and Loss. **Received** and **noted.**

8.5 Hall Hire Fees. After lengthy discussion new hire fees were **agreed.**

8.5.1 Increase in hall hire fees. Cllr Hinder seconded by Cllr Dengate proposed a 10% increase. **Agreed** with one objection.

8.5.2 Increase in committee room fees. The Chairman proposed a 30% increase in low impact hire fees, with the fee being rounded down to £10.00 per hour, and a 35% increase for high impact events. **Agreed.**

8.5.3 Increase in hall plus committee room hire fees. Cllr Dengate seconded by Cllr Ivor Davies proposed that dual hire of the hall and committee room would be the hall rate plus 30% of the committee room fee. **Agreed.**

8.5.4 10% discount on the total fee to be given for any Day Hire (12.30 pm – 11.30 pm).

Members requested a hire fee review, to allow them to monitor the impact, in 6 months. **Action office.**

Changes were **agreed** to the current system:

- Introduction of different hire fees for two new categories depending on whether they had low or high usage impact on the halls utilities. Delegated power given to the Clerk/Asst Clerk to manage the categories.

- Delegated powers were given to the Clerk/Asst Clerk to amend the hall fees charged for Monday to Friday events booked during school holiday and 16th – 21st birthday parties.
- Delegated powers were given to the Clerk/Asst Clerk to reduce, without the need to seek approval, hire fees by up to 2.5% for Regular Groups that may find the increase difficult.
- If hall hire falls due to the new fees the Chairman and Vice Chairman to be notified and delegated power was agreed to allow them to reduce the increase whilst the issue was returned to the committee.

8.6 Accident Report. A minor hand injury to the Clerk, whilst undertaking emergency safety work at Franklin Drive Open Space was reported. **Noted.**

8.7 PRS Music Licence. The report on the recent changes to the system, halls and local authorities now being required to purchase a Public Performance Licence (PPL) fee for halls, was **received** and **noted**.

9. **Beechen Hall Extension**

Notes from meetings held on 4 and 18 June and 3 August with Waller Building Services. **Received** and **noted**. Members had inspected the progress at the hall and Cllr Dengate pointed out that one of the urinals were supposed to be at child height and was not. The Clerk was asked to investigate the issue with David Tindall. **Action Clerk**. Arrangements were made to have councillors attend the office to authorise the first stage payment.

10. **Policies and Procedures**

10.1 Business Continuity Plan. With a number of minor amendments requested, **agreed**.

10.2 Beechen Hall Snow Policy. With a number of minor amendments requested, **agreed**.

10.3 Clerk's delegated power Dove Hill Allotments. Reviewed and reported by the office as still fit for purpose. **Noted**.

10.4 Burial Grounds Regulations currently being revised by the working group and the Clerk. **Noted**.

10.5 Risk Assessments for hall (Fire, Drink and Public Licence). Reviewed, refreshed and reported by the office as still fit for purpose. **Noted**.

10.6 Annual look at hall. Due to the continuing building works the inspection was deferred to the October meeting. **Action office**.

10.7 Dove Hill Allotment rents, rules and regulations. Brief discussion took place on the actual cost of running allotments. Members **received** and **noted** the list of allotment fees charged by other authorities.

10.7.1 Members **agreed** to remove the temporary ban against fires at the allotment.

10.7.2 It was **agreed** that the regulations be amended so that;

- Controlled and attended bonfires would be allowed.
- In extremely dry conditions there are to be no fires at the allotments until the parish council advises otherwise.

Action Clerk. Cllr Ivor Davies asked that the tenants are reminded that material must not be brought onto the site to burn. **Action Clerk**.

After discussion;

Cllr Hinder proposed seconded by Cllr Clarke that the 2018/2019 fees remain unchanged at £17.50 per quarter plot. The motion was lost (3 for, 4 against).

The Chairman proposed that the 2018/2019 fees be raised to £20 per quarter plot. The motion was lost (1 for, 6 against).

10.7.3 Cllr Ivor Davies proposed seconded by Cllr Dengate that the **2018/2019 fees be set at £18.50 per quarter plot. Agreed** (6 for, 1 against).

It was **agreed** that due to the adverse weather conditions experienced this year that there would be no allotment competition.

The Clerk notified members that there was now a waiting list for an allotment plot and as the applicant was a resident of the parish there would be a need to give notice to a non-resident tenant. It was **agreed** that prior to any lottery two non-

resident tenants who had not tended their allotment plots on a regular basis will be approached and asked whether they wish to continue to hire the plot. **Action Clerk.**
10.8 Staff conditions and any alteration to hours review. In view of recent staff changes and review of job descriptions, hours and contracts there was no requirement to review. **Agreed.**

11. **Matters for Decision**

There were none.

12. **Date of Next Meeting.**

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

13. **Burial Ground Fees**

After careful consideration of the report submitted to members Cllr Hollands proposed seconded by Cllr Hinder ***This committee having duly considered the application for waiver or a reduction in the internment fee is unable to accede to this request. Unanimously agreed.***

Meeting closed at 9.35 pm

Item 10 Policies and Procedures Purpose of Item: Decision.

Land and Building Purchase Policy (review).

Current. **Boxley Parish Council**

Land and Building Purchase and Lease Policy

The Council will consider purchasing or leasing land* or buildings** after careful consideration of the following;

Whether the use to which the land or building would be put would be primarily for the good of the parishioners. The judgment of what constitutes 'good' will be with the then Council but it is expected that the benefit to the parishioners would be allotments, recreational use, wildlife conservation or for environmental reasons either now or in the future.

The Parish Council will consider purchasing or leasing land to stop detrimental development.

Constitute good value for money in the context of the benefits (current or future), tangible and intangible, that would accrue, in the first instance, to our parishioners. If the previous criterion is met, the Council will obtain a property valuation, prior to any decision to buy or lease. It must be able to justify the cost of any purchase or lease including future maintenance, site security, etc. Any decision on the purchase or lease of land or building will take place at an open meeting after careful deliberation. The Council will endeavour to identify, in advance, a wish list for areas where Council-held land or buildings would benefit local communities and the reasons why it is considered of benefit.

*Local Government Act 1972, ss 124,126,127 (Power to acquirement by agreement, to appropriate, to dispose of...) Local Government Act 1972, ss139 (Power to accept gifts of land).

** Local Government Act 1972, s133, s144. Local Government (Misc Prov) Act 1976, s19

Item 11 Call for Evidence Rural Economy. Purpose of Item: Decision.

The Select Committee on the Rural Economy has published its call for evidence and invites submissions from all interested individuals and organisations. Submissions must be received by 4pm on Monday 10 September 2018.

Background

The House of Lords Select Committee on the Rural Economy was appointed on 17 May 2018 to consider the rural economy, and to make recommendations. The Committee is now calling for written evidence from those interested in the issue. The Committee began taking oral evidence early July, and has to report by 31 March 2019.

Chair's comments

Lord Foster of Bath, Chairman of the Committee said:

"This is an exciting time for the rural economy and the Committee hopes that the report it produces will have a wide-ranging impact on policymakers, practitioners and the public, celebrating successes where they have occurred and challenging people and organisations to do better where necessary.

Whether you run a local business, live or work in a rural community, or want to celebrate successes and address challenges in rural areas, I urge you to get in touch and submit evidence to the inquiry."

Areas of interest

The focus of the Committee's inquiry will include:

- How the Government is performing on the rural economy
- Improving and maintaining provision for essential services such as healthcare, education and banking
- Helping rural business to thrive, and supporting investment and new industries
- Tackling deprivation and inequality in rural areas
- Supporting shops, pubs and other local amenities

Do members wish to respond and if so what do they wish to say. Issues that members might consider that are holding back rural areas are (and these have been taken from recent comments made by councillors/public):

- Poor/inadequate highway infrastructure.
- Poor/inadequate public transport.
- Slow broadband speeds.

Item 13. Draft Statement of Principles – Gambling Act 2005. Purpose of Item: Decision.

Draft Gambling Act Statement of Principles Policy for 2019-2022 (e-mail 09.08.18)

<http://www.maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/have-your-say/tier-3-primary-areas-/current-consultations>

Maidstone Borough Council has prepared a draft Gambling Act Statement of Principles Policy for 2019-2022 in accordance with the statutory requirement to publish a new statement every three years. There are no changes to the intent or direction of the draft Policy Statement, which sets out how the Council seeks to regulate gambling activities under its control and provide a framework for consistent decision making. The changes provide additional clarity in some areas of the Policy taken from the Guidance published by the Gambling Commission (5th Edition, September 2015). The amendments to the previous statement are highlighted using track changes.

Read the [Draft Gambling Act Policy Statement of Principles for 2019 - 2022](#).

Any comments you make will be duly considered prior to the formal approval of the document for publication.

The deadline for receipt of responses is Wednesday 28 October 2018.

Clerk's note. The current principle Policy has been refreshed and updated to reflect current issues such as Gaming Machines. It is suggested that members may wish to respond that the Principles in the Policy are supported.

Item 14. Taxi Emission Policy MBC Consultation. Purpose of Item: Decision.

<http://www.maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/have-your-say/tier-3-primary-areas-/current-consultations>

Clerk's noted. The following is taken from the survey on the MBC website.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer and contributes to many premature deaths. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas. In many areas of Maidstone, air pollution exceeds statutory levels set by Government, therefore the Council needs to take action in order to comply with these statutory levels.

The most significant cause of poor air quality is pollution from vehicles, and the Council is developing a range of measures to reduce emissions from buses, taxis, freight and private cars.

Therefore a policy has been proposed that aims to make an immediate change by only granting new licences to vehicles that meet either an electric/hybrid, Euro 6 diesel or Euro 4 petrol standard from January 2019. This change will then apply to all existing hire licensed vehicles from January 2021.

A further change will then be applied to specify that all vehicles must meet an electric/hybrid/hydrogen standard from January 2025.

It is proposed to apply the same criteria for both of the above proposals to both taxi and private hire vehicles.

Let us know what you think of the proposals by responding to our survey.

Survey closes: 7th October 2018 and takes around 7 minutes to complete

Do you think it is appropriate to use licensing policies to improve air quality in the borough?

Do you agree that Maidstone should aim for all of it's licensed hackney and private hire taxi vehicles to be zero emission by 2025?

The proposed policy has three phases for implementation, with the first phase proposed to come into force from 1st January 2019.

The following questions ask for your opinions on each phase of the proposed policy.

Phase 1

Phase 1 of the policy proposes that from 1st January 2019 all new applications for hackney carriage and private hire vehicles will only be accepted for Euro 4 Petrol (January 2006) or Euro 6 Diesel (September 2015) or a higher standard.

This means that the existing fleet will continue to be licensed until a replacement/new vehicle is required, or until 1st January 2025, whichever is sooner.

Do you agree with the requirement proposed for phase 1?

Phase 2

Phase 2 of the policy proposes that from 1st January 2021 all renewal applications for hackney carriage and private hire vehicles will only be accepted for Euro 4 Petrol (January 2006) or Euro 6 Diesel (September 2015) or a higher standard.

This means that all of the fleet need to comply with these standards from January 2021

Do you agree with the requirement proposed for phase 2?

Item 15. Reports from councillors/office Purpose of Item: Information

Clerk's report Work Placements.

The parish council welcomed 2 one week work experience placements from two different Medway Schools. Each student undertook a number of tasks including research, design, meeting the public with one attending a Beechen Hall Working Group Meeting.

The Parish Council has already received its 2018 Medway Education Business Partnership Certificate which is displayed in the parish office, but which may be displayed in the foyer once the extension is finished.

Item 16. Reports from Borough and County Councillors Purpose of Item: Decision

Report from Borough councillor Bob Hinder September Parish Council Meeting

This month has been very busy which is most unusual for August. The Borough has been busy with Strategic Plan workshops in preparation for the review of the Local plan.

I attended with Wendy a presentation at Cobtree Golf Club from the owners MyTime regarding upgrades that are planned on the site including a new clubhouse and changes to the course. I extended an invitation to them to come along to the Parish Council to enlighten members of their plans and they will be attending the Environment meeting in September.

I have written to Helen Whately MP regarding M2 Junction 3 regarding the new information coming out about the proposed Lower Thames Crossing. They are now stating that it should be completed by 2026 but as yet still no information regarding upgrades to Junction 3. I also requested her help with the Gleaming Wood Drive application telling her that Tracy Crouch MP has become involved !

One ward work case that I have become involved in is at Fir Tree Grove in Lordswood where a resident is having issues with the owner of the property, Golding Homes and MBC regarding the alley behind the property. I as yet along with the owner have failed to date to get anyone to accept responsibility for the alley and go out and clear it of years of detritus and filth.

Item 17. Matters for Decision. Purpose of Item: Decision

17.3 War Memorial additional names, WW1 Commemorative Plaque Grove Green, Beechen Hall Extension. The parish council has a number of projects coming to fruition and members views are sought on what action they wish taken e.g. some form of dedication/blessing of the three new names added to the War Memorial or opening of new extension.

17.4 Weaving Heath Village Green Status. Weaving Heath. Three residents have contacted the parish council to request that consideration be given to asking Maidstone Borough Council to voluntarily submit Weaving Heath for Village Green Status.

Clerk's note: Residents and local parish councillors have expressed concern about the amount of development around Grove Green and Weaving and whilst the open space is to a certain extent protected by the Open Space Status awarded it by MBC it nevertheless would have more protection as a village green. There is absolutely no indication that MBC wishes to develop the land but as members might be aware village green status cannot be applied for once land is put forward for development.

Item 8.1 Payments made out of meeting 09.07.18 – 28.08.18.

No payments were made from the following accounts:

- Santander Investment Bond. Awaiting statement confirmation of transfer etc. Investment has been closed and transferred back to Cooperative Bank.
- Barclay's Bank
- Lloyds A
- Lloyds B
- Nationwide Parish Council
- Nationwide Beechen Hall

8.1.1 HSBC Payments

Date: 28/08/2018

Boxley Parish Council

Page 1

Time: 10:18

HSBC General Account

List of Payments made between 09/07/2018 and 28/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/07/2018	Stacey Foyster	C262BH	150.00		Refundable damage deposit
10/07/2018	Stacey Foyster	C262BH	-150.00		Refundable damage deposit
14/07/2018	Opus Energy - Electricity	DD64493440	210.35		Electricity Bill - June
14/07/2018	Opus Energy - Electricity	DD64493401	-210.35		Electricity Bill - June
14/07/2018	Opus Energy - Electricity	DD64493401	210.35		Electricity Bill - June
20/07/2018	OPUS Energy - gas	DD23437120	31.72		Gas Bill June
30/07/2018	Suez Recycling & Recovery UK L	DD31177356	174.46		Refuse Collections
31/07/2018	Unity Trust Account	102708	12,183.35		Invoices paid from UTB account
01/08/2018	Maidstone Borough Council	DD3073150/	208.00		Rates
07/08/2018	Unity Trust Account	trs bond	55,000.00		Maturing Bond for Extension
14/08/2018	Opus Energy - Electricity	DD64675778	214.56		Electricity Bill - July
20/08/2018	OPUS Energy - gas	DD23517738	17.42		Gas bill July
		Total Payments	68,039.86		

8.1.2 Unity Trust Bank Payments

Date: 28/08/2018

Boxley Parish Council

Page 1

Time: 10:19

Unity Trust Account

List of Payments made between 09/07/2018 and 28/08/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/07/2018	Stacey Foyster	C262BH	150.00		Refundable damage deposit
16/07/2018	Kent Design Studio Ltd	1740-03	1,980.00		RDM & Tender costs
16/07/2018	KCS Professional Services	1407000161	194.35		Photocopying lease and copie
16/07/2018	Opus Energy	118673570	279.81		Reconnecting electricity meter
16/07/2018	D&S Construction	DS/BH01/18	127.50		Emergency Electrical work
16/07/2018	Capital Cleaning (Kent) Ltd	226517	38.08		Sanitary
16/07/2018	Lloyds Corporate Multipay Card	Trs16/7/18	161.34		Credit Card top up funds
20/07/2018	PC01	20/07/PC01	2,342.56		Salary - July
20/07/2018	PC03	20/07/PC03	734.34		Salary - July
20/07/2018	PC06	20/07/PC06	35.65		Councillors Allowance - July
20/07/2018	PC07	20/07/PC07	35.65		Councillor Allowance July
20/07/2018	PC08	20/07/PC08	26.65		Councillor Allowance July
20/07/2018	PC02	20/07/PC02	1,321.19		Salary July
20/07/2018	PC09	20/07/PC09	35.65		Councillor Allowance July
20/07/2018	PC10	20/07/PC10	44.83		Chairman's Allowance July
20/07/2018	PC11	20/07/PC11	35.65		Councillor Allowance July
20/07/2018	PC04	20/07/PC04	60.00		Downs Mail Delivery
20/07/2018	PC12	20/07/PC12	44.65		Councillor Allowance July
20/07/2018	BH02	20/07/BH02	366.51		Wages - July
20/07/2018	BH05	20/07/BH05	327.78		Wages July
20/07/2018	PC05	20/07/PC05	32.44		Litterpicking
20/07/2018	BH03	20/07/BH03	304.33		Wages July
20/07/2018	PC18	20/07/PC18	83.00		Downs Mail Delivery
20/07/2018	HMRC	577PW00105	1,719.67		PAYE
20/07/2018	EFT Receipts Ac	IT00000068	220.50		Pension Contributions
20/07/2018	KCC Commercial Services	I3192135	151.08		Consumables
20/07/2018	Hoods Tree Services Ltd	INV-0096	180.00		Tree Maintenance Beechen Hall
20/07/2018	Streetwise UK	T2958	980.00		Honour Boards
20/07/2018	H Goodsell & Son	AX15703	5,540.40		Boxley Green South Wall Repair
20/07/2018	Pest Purge Ltd	1950	190.00		Pest Control Services
20/07/2018	POS Display Shop	3992326	14.49	M Fooks	A4 poster sleeves
20/07/2018	Amazon UK	4317112/DM	13.99		Amazon UK
20/07/2018	Mrs M Fooks	DM DELIVER	25.00		Downs Mail Delivery July
20/07/2018	HMRC	577PW00105	-1,719.67		PAYE
20/07/2018	HMRC	577PW00105	1,674.29		PAYE
26/07/2018	RTF Networks	DD6731209	114.80		Telephone & Broadband Bill
30/07/2018	ROSPA Play Safety	37151	84.00		Annual Play Inspection
30/07/2018	Water Choice	30265918-8	86.52		Allotment Water Bill
30/07/2018	Malcolm Hollis LLP	S304076EL3	1,194.00		Principal Design Services
30/07/2018	Playdale Playgrounds Ltd	0000032316	3,153.60		Play Equipment Franklin Drive
30/07/2018	B & Q	073212	159.86	M Fooks	Materials - Internal Decoratio
01/08/2018	Northstar IT Services	DD16266/16	165.94		IT Services & Back Up
02/08/2018	Medway Insulations Ltd	50507/SC05	408.00		Asbestos Report
02/08/2018	Hoods Tree Services Ltd	INV-0110	1,600.00		Emergency Tree Work W/T
02/08/2018	Business Services at CAS Ltd	YLL2720041	54.18		Insurance - Franklin Drive
02/08/2018	Kent Association Local Council	03766	36.00		Dynamic Councillor Course
10/08/2018	PPL/PRS Ltd	0171729	569.36		Licence PPI and PRS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/08/2018	Craigdene Ltd	1746/18	195.00		Franklin Drive OS inspection
10/08/2018	Commercial Services Trading Lt	LS189441	5,522.90		Ground maintenance 1st install
10/08/2018	Kent Design Studio Ltd	1740-04	1,080.00		Construction Phase Services
10/08/2018	Mail Publications Ltd	114357	586.80		Finance Report extra page
10/08/2018	Lordswood DIY	181862/182	36.00	Dennis Odell	Decorating Materials
10/08/2018	Lordswood DIY	181862/182	-36.00	Dennis Odell	Decorating Materials
10/08/2018	Lordswood DIY	181862/182	36.00	Dennis Odell	Decorating Materials
10/08/2018	B & Q	10/08/BH03	47.17	BH03	Decorating Materials
16/08/2018	Waller Associates Ltd	12950	49,262.14		First Stage Payment
22/08/2018	PC01	22/08/PC01	2,186.37		Salary August
22/08/2018	PC01	22/08/2018	-2,186.37		Salary August
22/08/2018	PC01	22/08/PC01	2,186.37		Salary August
22/08/2018	PC03	22/08/PC03	618.37		Salary August
22/08/2018	PC06	22/08/PC06	34.76		Councillor Allowance
22/08/2018	PC07	22/08/PC07	34.76		Councillor Allowance
22/08/2018	PC08	22/08/PC08	26.16		Councillor Allowance
22/08/2018	PC02	22/08/PC02	1,236.54		Salary August
22/08/2018	PC09	22/08/PC09	34.76		Councillor Allowance
22/08/2018	PC10	22/08/PC10	43.21		Chairman's Allowance
22/08/2018	PC11	22/08/PC11	34.76		Councillor Allowance
22/08/2018	PC04	22/08/PC04	60.00		Downs Mail Delivery
22/08/2018	PC12	22/08/PC12	43.36		Councillor Allowance
22/08/2018	BH05	22/08/BH05	287.78		Wages - August
22/08/2018	BH02	22/08/BH02	327.58		Wages August
22/08/2018	PC05	22/08/PC05	38.90		Litter Picking
22/08/2018	PBH03	22/08/BH03	293.66		Wages August
22/08/2018	PC18	22/08/PC18	83.00		Downs Mail Delivery
22/08/2018	HMRC	577PWW00105	1,492.05		PAYE
22/08/2018	EFT Receipts Ac	IT00000068	243.31		Pension Contributions
22/08/2018	PC02	DM DELIVER	25.00		Downs Mail Delivery
Total Payments			89,252.31		

8.1.3 Coop Payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2018	Mail Publications Ltd	DD114217	400.14		Publicity July
Total Payments			400.14		

8.1.4 Lloyds Corporate Multipay Card

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2018	B & Q	170201	45.00		Paint
02/08/2018	Lloyds Corporate Multipay Card	02/08/18	3.00		Monthly Fee
Total Payments			48.00		

Item 8.2 Receipts for the period 09.07.18 – 28.08.18.

No receipts were received for the following accounts:

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

8.2.1 HSBC Receipts.

28.08/2018		Boxley Parish Council				Page 1	
10:21		Cashbook 1				User: MF	
		HSBC General Account					
		Receipts received between 09.07.2018 and 28.08.2018					
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 10.07/2018	47.43					
42	Medway Leisure Stay & Play	47.43			1235	260	47.43 R2008 Medway Leisure
	Banked: 10.07/2018	416.30					
40	Balbur ShortMat Bowls	172.50			1235	260	172.50 R2013 B SMB July Invoice
41	Movement as Therapy	243.80			1235	260	243.80 R2007 MAT July Invoice
	Banked: 10.07/2018	-47.43					
42	Medway Leisure Stay & Play	-47.43			1235	260	-47.43 R2008 Medway Leisure
	Banked: 10.07/2018	47.43					
42	Medway Leisure Stay & Play	47.43			1235	260	47.43 R2008 Medway Leisure
	Banked: 11.07/2018	46.20					
60	Caterpillar Music	46.20			1235	260	46.20 R2012 Caterpillar Music
	Banked: 13.07/2018	333.35					
44	Karate	333.35			1235	260	333.35 R2011 Karate July Invoice
	Banked: 18.07/2018	15.40					
45	Mid Kent Astronomical Society	15.40			1235	260	15.40 R2003 MKAS July Invoice
	Banked: 19.07/2018	46.47					
61	Sing & Sign	46.47			1235	260	46.47 R2005 Sing & Sign July
	Banked: 19.07/2018	-46.47					
61	Sing & Sign	-46.47			1235	260	-46.47 R2005 Sing & Sign July
	Banked: 19.07/2018	46.47					
61	Sing & Sign	46.47			1235	260	46.47 R2005 Sing & Sign Jul
	Banked: 19.07/2018	0.27					
61	Sing & Sign	0.27			1235	260	0.27 R2005 Sing & Sign July
	Banked: 25.07/2018	290.25					
46	Age Concern	290.25			1235	260	290.25 R2014 Age Concern July
	Banked: 26.07/2018	44.04					
47	NGREA	44.04			1235	260	44.04 R2006 NGREA July Invoice
	Banked: 27.07/2018	203.80					
62	Mugha	203.80			520		203.80 C306F Mugha 17/11/18
	Banked: 30.07/2018	545.92					
63	Kumon	545.92			1235	260	545.92 R2019 Kumon August
Total Receipts:		1,989.43	0.00	0.00			1,989.43

8.2.2 UTB Receipts

28.08/2018 Boxley Parish Council Page 1
 10.22 Cashbook 2 User: MF
 Unity Trust Account
 Receipts received between 09.07.2018 and 28.08.2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 31.07/2018	12,183.35						
102708	HSBC General Account	12,183.35			210		12,183.35	Invoices paid from UTB
	Banked: 07.08/2018	55,000.00						
trs bond	HSBC General Account	55,000.00			210		55,000.00	Maturing Bond for
Total Receipts:		67,183.35	0.00	0.00			67,183.35	

8.2.3 Lloyds A

28.08/2018 Boxley Parish Council Page 1
 10.22 Cashbook 7 User: MF
 Lloyds A
 Receipts received between 09.07.2018 and 28.08.2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 08.08/2018	57.90						
13449961	Lloyds Bank	57.90			1090	130	57.90	Interest received on
Total Receipts:		57.90	0.00	0.00			57.90	

8.2.4 Lloyds B

28.08/2018 Boxley Parish Council Page 1
 10.23 Cashbook 8 User: MF
 Lloyds B
 Receipts received between 09.07.2018 and 28.08.2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 25.07/2018	31.24						
13445155	Lloyds Bank	31.24			1090	130	31.24	Interest Maturing Bond
Total Receipts:		31.24	0.00	0.00			31.24	

8.2.5 Lloyds Corporate Multipay Card

28.08/2018 Boxley Parish Council Page 1
 10.24 Cashbook 12 User: MF
 Lloyds Corporate Multipay Card
 Receipts received between 09.07.2018 and 28.08.2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16.07/2018	161.34						
Trs16/7/18	Unity Trust Account	161.34			211		161.34	Credit Card top up funds
Total Receipts:		161.34	0.00	0.00			161.34	

8.2 Account closing balances.

The instruction for producing these figures were that they were to be based on the last statement received. Currently there are outstanding statements due and there has been movement of money between accounts and where statements are awaited these have been identified.

A more up to date statement of accounts will be provided before the meeting.

Statement Date	BANK ACCOUNTS (closing balances at last statement)	
01.08.18	Coop General Account Statement awaited which will show a receipt from Santander.	£18,166.40
01.08.18	HSBC Beechen Hall	£93,596.31
01.08.18	Unity Trust Bank (UTB)	£60,131.28
01.08.18	Santander Investment Bond (matures 01.08.18) Moved to Cooperative Bank which was the originating bank.	£76,219.50
20.04.18	Barclays Bank	£81,439.25
08.08.18	Lloyds A (matures 08/11/2018)	£51,109.34
25.07.18	Lloyds B (matures 26/10/2018)	£25,089.83
04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
	Total	£427,210.68