



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 4th March 2019 at Weaving Street Village Hall, Weaving Street ME14 5JP 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 28 January 2019** (7.39)
To consider the minutes and if in order sign as a true record (pages 3-5).
5. **Matters Arising From the Minutes** (7.41)
 - 5.1 Minute 3213/5.1 Franklin Drive Play Area. Draft lease agreement has been received from MBC and is currently being studied.
 - 5.2 Minute 3213/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. See report (pages 5-6).
 - 5.4 Minute 3213/5.4 Parish Councillor Internal Audit. Date being arranged.
 - 5.5 Minute 3214/10. Informal working group. Waiting response from parish chairman.
 - 5.5 Any other matters arising from the minutes which are not on the agenda.
6. **Crime Report and Police Issues** (7.48)
Crime report 6 January 2019 – 9 February 2019. See report (pages 6-7).

Adjournment to enable members of the public to address the meeting (7.51)

7. **Draft Minutes of Recent Committee Meetings** (8.01)
 - 7.1 Environment Committee 24 January 2019. See report (pages 7-10).
 - 7.2 F&GP Committee 28 January 2019. See report (pages 10-11)
 - 7.3 Estates Committee 12 February 2019. See report (pages 11-14).
8. **Finance** (8.07)
 - 8.1 Payments made out of meeting 21.01.19 – 25.02.19. See report (pages 21-25).
 - 8.2 Receipts for the period 21.01.19 – 25.02.19. See report (pages 25-28).
 - 8.3 Account balances report (pages 28).
9. **Policies and Procedures** (8.13)
 - 9.1 Equal Opportunities Statement (review). See report (pages 14-15).
 - 9.2 Procedure checklist for projects not managed by the parish office (review). See report (page 15).
 - 9.3 Escalation Procedure (review). See report (pages 15-16).
 - 9.4 Terms of Reference (review). See report (pages 16-20).

10. **GDPR** (8.20)
Update. See report (page 20).
11. **Reports from councillors/office** (8.28)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
Grove Green road closure. Local councillors invited to give comments on the recent experience/impact.
12. **Reports from Borough and County Councillors** (8.35)
Our Ward councillors are invited to report and discuss matters affecting the parish.
13. **Matters for Decision** (8.40)
15.1 Change to Estates Committee and F&GPC meetings. See report (page...)
14. **Correspondence** (8.45)
To consider any received.
15. **Matters for Information** (8.46)
To consider any received.
16. **Items for Next Agenda** (8.47)
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 February 2019.
17. **Next Meeting** (8.48)
1 April 2019 at Tyland Barn, Tyland Lane, Sandling ME14 3DB.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 26 February 2019

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 3190/7.3 OneDrive Training. Review in May 2019.

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 4 March 2019
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 Beechen Hall, Wildfell Close, Walderslade on Monday 28 January 2019 commencing at 7.30 pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr Ivor Davies, Mr V Davies, Mr P Dengate, Mrs P Huntingford and Mrs K Macklin, together with the Clerk Mrs P Bowdery, and 2 members of the public/press.

1. Apologies and absences

Apologies: Cllrs Harwood, Hayday, Hollands, Wendy Hinder, Sullivan and Willmott.
Absent: Cllrs Constable.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were none.

3. Chairman's Announcements

The Chairman gave the following thanks:

Cllrs Constable and Hayday for their help in delivering and collecting the public consultation. The office staff were also thanked for organising it at short notice.

Cllr Vic Davies and office staff for their work at the 24 January Environment Committee meeting at Grove Green Community Hall.

4. Minutes of the Parish Council Meeting 3 December 2018

The minutes of the meeting were, with the addition of Cllr Huntingford to the attendance list, **agreed** and **signed** as a correct record.

5. Matters Arising From the Minutes

5.1 Minute 3190/7.1 Franklin Drive Play Area. Draft lease agreement has been received from MBC and is currently being studied. **Noted.** The Clerk was reminded that the new equipment, donated by the Borough Councillors, would need to be purchased before 31 March. **Action: Clerk.**

5.2 Minute 3190/7.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. After discussion members **agreed** that MBC should again be approached about making Weaving Heath into a Village Green by it putting it forward as a voluntary submission. **Action: Clerk.** The Clerk was asked to notify the Chairman of the dates of the planned task days of the volunteer group **Action: Office.**

5.3 Minute 3190/7.3 OneDrive Training. It is suggested that training should be programmed for the New Year. It was **agreed** to review this in 3 months. **Action: Office.**

5.4 Parish Councillor Internal Audit. Date to be arranged with Cllr Huntingford. **Action: Clerk and Cllr Huntingford.**

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

6. Crime Report and Police Issues

Crime report 26 November 2018 – 6 January 2019. Members recognised that this list may be incomplete as it was uploaded by volunteers but they still considered that it was

a valuable report.

The meeting was adjourned at 7.45pm to allow a resident to be updated on a specific issue relating to Sandling Village. Meeting reconvened at 7.47pm.

7. Draft Minutes of Recent Committee Meetings

- 7.1 Environment Committee 3 December 2018. **Received** and **noted**.
- 7.2 Environment Committee 10 December 2018. **Received** and **noted**.
- 7.3 Estates Committee 11 December 2018. **Received** and **noted**.
- 7.4 Environment Committee 7 January 2019. **Received** and **noted**.
- 7.5 Environment Committee 24 January 2019. To be presented at next meeting.
Action: Clerk.
- 7.6 F&GP Committee 21 January 2019. Meeting cancelled. **Noted**.
Members were informed that the next meeting of the Estates Committee would be 12 February 2019. **Noted**.

8. Finance

- 8.1 Payments made out of meeting 27.11.18 – 21.01.19. **Received** and **noted**.
- 8.2 Receipts for the period 27.11.18 – 21.01.19. **Received** and **noted**.
- 8.3 Account balances report. **Received** and **noted**.

9. 2019/2020 Precept and Budget.

- 9.1 Cllr Ivor Davies, Chairman of F&GPC, notified members that after representations from the parish council Maidstone Borough Council had revised upwards the proposed much reduced Parish Services Scheme grant. An earlier precept sum had been adjusted downwards to reflect this additional grant. Cllr Ivor Davies seconded by Cllr Brindle proposed **"This parish council agrees the 2019/2020 budget and that a precept of £113,335.00 be set"**.
Unanimously agreed.
- 9.2 The Chairman and Clerk signed the Precept application notification to MBC.

10. Policies and Procedures

- 10.1 Terms of Reference Grove Green Informal Working Group. After lengthy discussion a Draft Terms of Reference was **agreed**. Action identified was:
 - Chairman to contact Detling, Thurnham, Bearsted, Leeds and Langley Parish Councils to see if they were interested in becoming involved in a joint working group to discuss traffic issues in the larger area.
 - BPC to offer to host any partnership working.
 - Depending on response consideration to be given to getting MPs and County Councillors on board.**Action: Chairman and office.**
- 10.2 Vision and Business Plan (review). With some minor grammatical changes, **agreed**. Cllr Huntingford asked what positive action was being taken to increase the diversity of the parish council. After discussion she agreed to come back with possible ideas. **Action: Cllr Huntingford.**
- 10.3 Parish Council – Review of policies and procedures 2019/2020. **Agreed.**
- 10.4 Standing Orders. The Clerk's report was **received** and **noted**. Members **agreed** the revised format and updates to the Standing Orders. The Clerk confirmed that they would be available on the website. **Action: Clerk.**

11. GDPR

Members were notified that the Clerk had received a checklist from the Data Protection Officer and would be using that to audit what was outstanding work. **Action: Clerk.**

12. Reports from councillors/office

Cllr Harwood's report on the installation of a new pond at Boxley Warren was **received** and **noted**.

13. Reports from Borough and County Councillors

The Chairman notified members of the various parish council and Borough Councillor meetings that had been held between County Councillor Paul Carter, Highway Officers and representatives from neighbouring parishes and Wards to discuss the proposed 2 schools at Popes Field. The Chairman had also met with Helen Whately MP who notified him that even with the proposed change to the entrance, to be via Kent Medical Campus, there would still be a pedestrian entrance on Bearsted Road. Members raised grave concerns over the retention of a pedestrian entrance and Cllr Dengate asked the Chairman to investigate, should this be passed, whether there was static camera that could be installed to enforce yellow line infringement. **Action: Cllr Bob Hinder.**
The Chairman's written report on the Maidstone Joint Transport Board was **received** and **noted.**

14. **Matters for Decision**

- 15.1 Parish Council meeting dates 2019/2020. **Agreed. Action: Office.**
- 15.2 Invitation to the Lord Lieutenant's Annual Civic Service at All Saints Church in Maidstone on Tuesday 12th March 2019. The Chairman to attend. **Action: Office and Cllr Bob Hinder.**

15. **Correspondence**

- 16.1 Office of the Kent Police and Crime Commissioner Dec 2018 newsletter. **Noted.**
- 16.2 Residents are contacting the parish office to thank the Environment Committee for the meeting on 24 January 2019. **Noted.**
- 16.3 KALC December Newsletter (circulated to members). **Noted.**
- 16.4 KALC Planning Conference Friday 15 March 2019. 9.00 – 16.30. Any members interested in attending to contact the parish office. **Noted.**

16. **Matters for Information**

- 19.1 LGA and NALC joint Guide – One Community – A guide to effective partnership working between principal and local councils. **Noted.**
- 19.2 KCC Rights of Way Improvement Plan (ROWIP) has been adopted. **Noted.**
- 19.3 KALC draft Minutes of the 71st annual general meeting. The Clerk was asked to investigate 3 Matters Arising referring to 20mph limits in rural villages. **Action: Clerk.**

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 Feb 2018. **Noted.**

18. **Next Meeting**

4 March 2019 at Weaving Village Hall, Weaving Street ME14 5JP.

Meeting closed at 8.43 p.m.

Item 5 Matters Arising From the Minutes
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- 5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status.

"I could not recommend to our Strategic Planning Sustainability & Transportation Committee to make the application ourselves, as the land is already being used as per its intended purpose and its usage adequately secured by the S106 agreement. Furthermore, for MBC as landowner, what would be our reasoning for making such an application? In terms of the stewarding of our own assets, I would not be able to make such a case.

Therefore the appropriate route is for the Parish Council to make the application to KCC as per the guidance you have attached, and for MBC to simply be a consultee.

The alternative routes are that of pursuing further protection as local green space, through our Local Plan Review process that is underway or via a Neighbourhood Plan.

If you are not content with this position, regrettably I can only suggest that you raise the matter through our complaints process. Needless to say, I would like to avoid this, and so you can call me to talk it all through anytime, but beyond that I am not sure what else I can suggest.

William Cornall

Director of Regeneration & Place"

Clerk's note; Guidance is sought on what, if any action, members wish to take. Some residents have been contacting the parish office about how to get this issue progressed but whilst the parish council is dealing with this they have not been advised of their options e.g. the MBC's complaint procedure.

The following should be note:

- *The Section 106 runs out in approx. 40 years after which there is no restriction on what the land can be used for and MBC could decide it has another more valuable use.*
- *If the site is made in an open space by MBC under the Local Plan Review then it will not be considered by KCC for village green status. As the review is just commencing there will soon be a point of no return so any complaint or action by BPC needs to be progressed swiftly.*
- *The Maidstone Local Plan can be changed or ignored by MBC.*
- *A possible reason for MBC to consider submitting the site for voluntary registration is that the parish council and residents have requested this. Why shouldn't MBC do this?*

Item 6. Crime Report and Police Issues Purpose of Item: Decision.
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On Sunday 6th of January around 5:38pm in Forstal Road. A van forced its way under the height restriction barrier at a car park damaging it.

On Monday 7th of January between 8:00pm and 8:30pm in Chatham Road. A number plate was stolen from a vehicle parked in a restaurant car park.

Between 4:30pm on Wednesday 9th of January and 6:45am on Thursday 10th of January in Speedwell Close. The wing mirror was stolen from a Mercedes Sprinter van parked in the road.

On Thursday 24th of January between 11:30pm and 11:59pm in Chatham Road. Three containers at a golf club were broken into. Fuel and other items were stolen

Between 1:00pm on Saturday 9th of February and 6:30am on Monday 11th of February in Pilgrims Way. A building has been broken into. Still awaiting list of stolen property.

Between 4:00pm on Sunday 13th of January and 5:00pm on Monday 14th of January in Dunn Street Road. A caravan that's fixed in place broken into. Items have been stolen from this and damage to the property itself.

On Thursday 17th of January between 7:45am and 4:41pm in Lock

Between 5:00pm on Wednesday 23rd of January and 6:00am on Thursday 24th of January in Bearsted Road. Person/s broke into a container stealing various gardening equipment.

On Thursday 24th of January between 11:30pm and 11:59pm in Chatham Road. Three containers at a golf club were broken into. Fuel and other items were stolen.

On Saturday 9th of February around 8:11am in Westfield Sole Road. A building has been broken into, items have been moved inside. Still awaiting list of stolen property.

On Saturday 9th of February around 12:00am in Pilgrims Way. Person/s have climbed over fence to gain access to a premise. They have broken into several different sheds on the property and stolen a variety of tools.

Item 7 Draft Minutes of Recent Committee Meetings Purpose of Item: Decision.

7.1 Minutes of the Environment Committee on Monday 4 February 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs A Brindle (Chairman), Mr I Davies, Mr B Hinder, Mr D Hollands and Mr J Willmott, together with Mrs P Bowdery Clerk.

1 Apologies and absences

Apologies: Cllr Clarke, Cllr Constable and Cllr W Hinder.

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

All members declared that they had been lobbied on planning application MA/19/500162.

Cllr Willmott notified members that he was predetermined on MA/19/500162 and so would not be voting.

3. Minutes of the Meetings 7 and 24 January 2018

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

4. Matters Arising from the Minutes

*4.1 Minute 3199/5.1 Yellow lines at junctions in Grove Green. The consultation received 7 responses, including the parish council's and the installation of the yellow lines will be progressed. **Noted.***

*4.2 Minute 3199/5.2 Speed cushions, Boxley Village. Members noted that the work would be going ahead as planned. **Noted.***

*4.3 Minute 3199/5.3 Traffic survey Boxley Village. The office has approached KCC about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. KCC have been chased. **Noted.***

*4.4 Minute 3200/5.4 Drainage Boxley Village. Cllr Willmott reported that the work had been completed and it looked good. He confirmed that KCC would not be undertaking any further work as there was concern that highway water would be diverted on to adjacent private land potentially causing a future problem and possible liability. Cllr Willmott also reported that he hoped that some recent drain clearance on the ESO land would ease any water flow from there. It was **agreed** that there would be **no further action** on the ESO issue. The parish council to continue to monitor the situation.*

*4.5 Minute 3202/8.1 S106 payment. The Clerk was asked to seek clarification on when the S106 payment had to be spent by. **Action: Clerk.***

*4.6 Minute 3202/8.2 Junction 3 M2. Awaiting response from Helen Whately MP. **Noted.***

4.7 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.

5. Planning Applications for Consideration

18/506658/REM - Reserved Matters of appearance, landscaping, layout and scale pursuant to outline application 16/507292/OUT (outline application with access sought for development of medical campus) for construction of proposed four storey

*Innovation Centre office building (Class B1) and associated external works at Plot 3, Maidstone Innovation Centre, Newnham Court Way, Weaving. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object but has concerns that there is insufficient on-site car parking.*

*18/506691/FULL – Conversion of integral garage into habitable space, erection of first floor side extension and attached garage with internal alterations (revision of 15/509444/FULL) at Lombardy Drive, Maidstone. **Ratified** the Clerk's decision, after consulting members, The Parish Council has no material planning reason to object.*

*19/500162/FULL Erection of a dwelling with associated landscaping at Cherry Tree, Court Lodge Farm, The Street, Boxley. Cllr Willmott had declared predetermination but as a local councillor answered questions on location etc. issues. After discussion members **agreed**.*

Wish to see refused for the following planning reasons:

- It is contrary to Policy SP17 of the Local Plan. The proposed development at this location would erode the low density scattered dwelling appearance of the east side of the village, which is an important part of its character.*
- Such development is unsustainable as the occupants would be heavily reliant upon private motor cars which is contrary to NPPF and Local Policy. Two recent Planning Inspector Decisions have highlighted this issue.*
- The design and materials are out of keeping with a rural area and so contrary to DM1 and DM30 of the Local Plan.*
- A previous application for stables (MA/17/504038) has a condition concerning storage of waste from the stables and this would be contravened as the current waste pile would either need to be moved closer to an existing residential property or be close to the proposed dwelling.*

The previous permitted development (MA/17/504038) was for a change of use from an orchard to equestrian use which is an acceptable development in the countryside. It is considered that the proposed dwelling is over development of the site and would have an adverse impact on the character and appearance of the area and its setting in the AONB.

If the Planning Officer is minded to permit the development the parish council requests that it is reported to the Planning Committee.

19/500013/FULL Erection of single storey garden studio in the grounds of Parsonage Farm, Boxley. The Parish Council has no material planning reason to object.

19/500178/LBC Listed Building Consent for proposed refurbishment works to existing dwelling at Stone House, Weaving Street, Weaving. Do not wish to object defer to the views of the Conservation Officer.

19/500120/FULL Conversion of existing garage to a bedroom at Galena Close, Walderslade. The Parish Council has no material planning reason to object.

19/500249 TPO Application to - T1 Oak Reduce by 30% to Height of and Width of 6.5. Wound at base risking to a height of 5m T2 Oak no works G1 Remove Elm, 3 x Conifer, Elderberry in fence line and trim Conifers to 7ft (1ft above fence) for maintenance purposes T2 Reduce overhang of Maple by 2m to 6m (Council owned tree) Lombardy Drive Maidstone. Do not wish to object defer to the views of the Landscape Officer.

19/500070/FULL Garage conversion into a playroom and utility room, replacing existing garage door with window. Brownelow Copse Walderslade. The Parish Council has no material planning reason to object.

19/500288/FULL Conversion of first floor above existing garage together with side extension to provide an Annexe to the main dwelling. Cadapatra, Boxley Road Walderslade.

The Parish Council has no material planning reason to object however it asks for a condition, to avoid development by stealth, that the annexe is only to be used by the property owners and cannot be developed, rented and never sold as a separate dwelling.

18/506630/FULL – Demolition of existing dwelling and outbuildings, and erection of 2 No detached dwellings (revision to 18/500319/FULL) at Hawthorn Cottage, Dunn Street, Bredhurst. The parish council defers to the views of Bredhurst Parish Council as the actual

buildings are within its parish. There are concerns that:

- The design, size and bulk is detrimental to the street scene
- The entrance onto a main road is at a point where it is narrow, on a bend and totally unsuitable
- There is no available on-street parking and as garages are normally too small for modern cars this would leave 4 parking spaces for 2 four bedroom properties.

19/500467/TPOA – TPO application Oak T12 – fell because of fungus growth *Inonatus Dryadeus* is Spreading. Tree is near to house and if it falls will damage said house. There is a young Oak (approx 25 years old) which we should like to use as the replacement. Medlars, Maidstone ME14 5RZ.

Do not wish to object, defer to the views of the Landscape Officer.

Ratified the Clerk's decision, after consulting members, that the original decision, not to object, to a planning application at Gleaners Close would not be revisited. The majority of members responded that they could not see a material planning reason to object. The original decision was therefore not changed.

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

There were none.

7. **Highways and Byways**

7.1 Public Consultation on restricted parking Road Traffic Orders for parts of Grove Green. The Clerk was congratulated on the report. After lengthy discussion members **agreed** that:

- Due to the number of conditions accompanying residents' comments it was not right for the parish council to reach a conclusion on whether Restricted Parking is put in place. Therefore, a copy of the report is to be supplied to KCC Highways so that the officer can see residents' strength of feeling.
- The parish council could suggest possible improvements that could alleviate some of the current problems without too much of an adverse impact on residents. Therefore, the parish council is to request a site meeting with KCC Highways (during school pick up time) to discuss possible additional yellow lines on other junctions and close to drop down kerbs including stretches on Provender Way to allow a 'passing area' between parked cars.

The report is to be made more widely available to residents with an explanation of what is being proposed by the parish council. **Action: Clerk.**

Borough Councillor Bob Hinder requested clarification on the proposed road closure of Grovewood Drive North and New Cut. **Action: Office.**

Borough Councillor Bob Hinder notified members that, as he had been approached by Ward residents, he would be talking, on their behalf, to the Chairman of Maidstone Joint Transport Board about the possible opening up of Averanches Road to try to lighten the load on the New Cut Road junctions,

7.2 Walderslade Woods Road Crash Data. Crash data on the incident on 14 October is not available. **Agreed** return to agenda

7.3 Maidstone Joint Transportation Board. Works Programme. **Noted.**

7.4 KCC Highway Steward report on local issues.

- Boxley Road work is currently being carried out on several trees that have fallen due to the heavy snow on Friday night. **Noted.**

- *Walderslade Woods Road (A2045) was closed all weekend reopening Sunday night at 8.30pm with over 100 trees falling due to the heavy snow on Friday night. **Noted.** The Chairman and members asked that their thanks to Mrs Melanie Fooks Assistant Clerk and Mrs Angie Candy Admin Assistant for their work over Friday and the weekend be minuted. The Clerk confirmed that KCC had been aware of the the poor state of the trees along Walderslade Woods Road as they had been reported by the parish office and residents on numerous occasions. 24 hours before the snow storm the parish office had been contacted by KCC and informed that work was being programmed.*
- *Yelsted Lane and Westfield Sole Road is down for pot hole repairs. **Noted.***
- *Harp Farm Road has a flooding issue, investigation has taken place in the drains and further investigation with a camera is required to source the problem. **Noted.***

*Cllr Bob Hinder requested that the footway blockages on Boxley Road and Beechen Bank Road, from shrubs flattened by the snow, are reported. **Action: Office.***

8. **Policy and Procedures**

*Review of Policies and Procedures Calendar 2019/2020. **Agreed.***

9. **Members Reports**

*Cllr Bob Hinder's report was received and **noted.***

10. **Volunteer Groups**

Cllr Ivor Davies reported that the 3 February task day had been cancelled. Cllr Bob Hinder reported that the Friends of Boxley Warren would be holding a meeting too discuss whether it would fold.

11. **Matters for Information**

*Coppicing Wents Wood and Five Acres Wood. Programmed for late 2019 – early 2020. **Noted.***

12. **Items for Next Agenda**

*Requests for items to be included on the agenda to be submitted no later than 11 March 2019. **Noted.***

13. **Next Meeting**

*Next full Environment Committee meeting 18 March 2019 at Beechen Hall commencing at 7:30pm. **Noted.***

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

Members received a verbal update on an outstanding issue.

Meeting closed at 8.50 pm.

7.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Monday 28 January 2019 commencing at 7.00 p.m.

Councillors present: Mr I Davies (Chairman), Mrs A Brindle Ms L Clarke, Mr V Davies, Mr P Dengate and Mr Bob Hinder, together with the Clerk Mrs P Bowdery.

1. **Apologies and non-attendance**

Apologies: Cllrs Hayday and Wendy Hinder

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

There were none.

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

3. **2019/2020 Draft Budget**

The Chairman notified members that after representations from the parish council Maidstone Borough Council had revised upwards the proposed much reduced Parish Services Scheme grant. Members **agreed** that their recommendation to the parish council should reduce the previously discussed precept of £117,936 to reflect this. The Chairman then proposed, seconded by Cllr Bob Hinder, that **"This committee agrees to recommend to the Parish Council that the draft budget be accepted and that a precept of £113,335 be set."** Unanimously agreed.

4 **Investments.**

Ratified the Clerk's decision, after seeking members views, to reinvest the Lloyds A and Lloyds B monies for a further 3 months.

5 **Urgent issues.**

The Clerk notified members that additional fire break point units (i.e. alarm buttons) were needed at two new external doors (Acorn Room and office) and that a professional review of the fire alarm system recommended that the control unit, installed in 1994, should be replaced. The Clerk also recommended that the current bells be replaced by sirens. After discussion covering fire drills, evacuation procedures, advice to regular hirers etc. members **agreed:**

- **Release of up to £1,500 from the Contingency Budget to replace and upgrade the current system.**
- **Age Concern would be required to undertake some form of fire drills.**
- **The fire precautions handout to regular hirers would need to be acknowledged in writing as received and that the responsibilities of the leader in the event of an evacuation were clearly understood.**

The Clerk was asked to investigate whether the company undertaking the work could also install the defibrillator unit. Cllr Dengate suggested that consideration be given to running an external wire to the fire break point in the Acorn Room. **Action: Clerk.**

6 **Date of Next Meeting**

Tuesday 12 March at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 7.20 p.m.

7.3 Minutes of the Estates Committee on Tuesday 12 February 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

1. **Apologies and absence**

Absent. Cllr Clarke.

2. **Declaration of Interest or Lobbying**

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

All councillors declared that they had been lobbied on item 7.2.

3. **Minutes of Previous Meeting 11 December 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**

There were none.

5. Dove Hill Allotments

- 5.1 Cllr Hinder's reported that 4 buzzards had been seen circling over the allotments. The Clerk reported that there had been another complaint about a dog doing damage on the allotment. The Clerk was asked to now contact the tenant that was thought to own the dog and point out that if this did not stop immediately then future action would be considered and this may result in notice to quit being issued. **Action: Clerk.** Plot 2D is vacant and being advertised. **Action: office.**
- 5.2 Pest Purge Report. **Received and noted.** Tenants to be reminded to report any rabbit activity direct to the contractor. **Action: office.**

6. Matters for Information

- 6.1 Franklin Drive Open Space Lease. The office has received the lease from MBC which is now being checked. Cllr Hinder notified members that the Borough Councillors MBC grant to purchase some more equipment at Franklin Drive would be paid into the parish council's account this week. **Action: Clerk.**
- 6.2 Beechen Hall Emergency Tree work. Members asked that their thanks, for the additional work undertaken by the Assistant Clerk and her husband, be minuted. Members were informed, and **agreed**, that the Assistant Clerk would be paid for the additional hours she worked rather than be required to take them as TOIL. The Assistant Clerk's report on the emergency work was **received and noted.** The decision to employ the tree surgeon at a cost of £400 was **ratified.** Due to the Tree Preservation Orders on the trees MBC had been contacted and it had been agreed that due to health and safety reasons the previous and planned work was permitted. Members approved the coppicing/felling of approx. 6 other trees/stems. The cost of the work to be met from the Village Hall Grant budget. **Action Clerk.**

7. Assistant Clerk's Report

- 7.1 Hire fees income report. **Received and noted.**
- 7.2 Account balances report. **Received and noted.** Members **agreed** that £10,000 from the HSBC account should be moved into the Nationwide 95-day account. **Action: Clerk.**
- 7.3 Profit and Loss report. **Received and noted.**
- 7.4 Income and Expenditure report. **Received and noted.** The incorrect budget breakdown of the wages, PAYE and Pensions was **noted.** **Action: Clerk.**
- 7.5 Hall Hire Fees Review. Deferred to April Meeting due to workload within the office. **Noted.**
- 7.6 Accident Report. **Received and noted.** Cllr Dengate offered to undertake some remedial safety work to the table trolley to ensure the tables could only be stacked in the correct way. **Action: Cllr Dengate and Clerk.**
- 7.7 Casual hire Booking 6-4-19. The Assistant Clerk's report and the hirers comment were **received and noted.** Members **agreed** that the office staff had followed the correct procedure in notifying the hirer and charging the new rate for the Acorn Room and that this was allowed in the Hall Hire Conditions which the hirer had accepted. After lengthy discussion Cllr Hollands proposed seconded by Cllr Dengate and **unanimously agreed "As the hirer had paid for the hall and room a year in advance then as a gesture of good will, and without prejudice, the committee will reduce the additional increased hire cost for the Acorn Room by 50%."** Members also **agreed** that this was a final offer. **Action: Clerk.**
- 7.8 Loss of Regular hirers. Cllr Ivor Davies asked whether any specific single issue was linking the three decisions to no longer hire the hall. The Clerk informed members that two had decided to give up their businesses and one was due to a consolidation of the services it gave clients. Marketing of the vacant hire times was now underway. **Noted.**
- 7.9 New Regular hirers. **Received and noted** the start of two new classes at the hall.
- 7.10 White lining of car park. Due to adverse weather conditions this work has been rescheduled for 15 Feb. Three disabled bays are being marked instead of the current two. **Noted.**

7.11 Toilet blockage. During a recent hire two toilets in the ladies' were blocked and the Clerk arranged for a CCTV inspection (cost £70) to ensure that there was no contributing factor from any recent building works and there wasn't. The Caretaker reported that both toilets were full of water and the flood affected the foyer as well. The hirer did not have their £100 cleaning deposit returned, nor did they query this or in fact contact the parish office at all after the event. **Noted.**

7.12 Acorn Room future hires. Guidance was sought as to whether any bookings should be taken on the scheduled committee meeting dates (2nd Monday and Tuesday of each month). Members considered that there was a need to reserve the room for parish council meetings. Cllr Ivor Davies suggested that thought is given to rescheduling the Estates and F&GP Committees meetings so that they meet on the third Monday of each month thus freeing Tuesday nights for the potential hirer. The Clerk was asked to consult councillors and staff about this change to scheduling. **Action: Clerk.**

8. Beechen Hall Extension

8.1 Acoustic Testing report and update. **Received and noted. Ratified** the BHEWG decision to pay £317.60 for the first visit by the Acoustic Engineer when due to a misunderstanding it had not been possible to test the effectiveness of the doors. The Clerk to investigate the response from David Tindall as to what request should now be made to Wallers concerning the design of the permanent buffer structure. **Action Clerk.**

8.2 Financial Update. **Received and noted.** The Clerk was asked to clarify whether the figure produced included the retention payment. **Action Clerk.**

8.3 Beechen Hall Landscaping phase 2. After discussion members **agreed:**

- The hard standing for the cycle rack and shelter, to the left of the rubbish compound, would need to be installed prior to any further landscaping work. Cllr Hinder proposed putting this out to tender.
- The muddy area, adjacent to the main path, was to be with a shady grass seed.
- Some planting to stop traffic over the verges would be needed.
- The Alan Springgate, True Service, Tree would need to be purchased and planted.
- Flag Pole location to be decided.

The office was asked to prepare a shopping list and check this against the remaining budget. **Action: Office.**

8.4 Fire alarm system replacement. Members **received and noted** the report on the upgrade of the fire alarm system.

After discussion it was **agreed** that no fire alarm siren would be placed on an outside wall nor would flashing lights be installed in the toilets. Approval was given, funding already being released by the F&GPC, for the:

- Installation of a Manual Call Point at external office door.
- Installation of a Manual Call Point at Acorn room external door
- Replacement of current bells with sirens.
- Installation of a siren in the Acorn Room.
- Smoke detectors to be installed in foyer and office.

When work is completed a duplicate diagrammatic representation of the building is to be placed by the fire alarm unit, one is already to the left of the inner doors. Regular hirers will be provided with an up to date risk management assessment including the improvements and offered fire drills.

Members were notified that it would be possible to install the external defibrillator unit at the same time. **Action: Clerk and office.**

9. Policies and Procedures

9.1 Sharps policy. Reviewed as part of 'housekeeping system and considered still fit for purpose.

9.2 Disposal of Hazardous Material. Reviewed as part of 'housekeeping system and considered still fit for purpose.

- 9.3 Hot Water Boiler risk assessment. Reviewed as part of 'housekeeping system and considered still fit for purpose.
- 9.4 Review calendar. **Received and noted.**
- 9.5 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

10. Grant Request

St Mary & All Saints Church. Request for the Estates Committee to pay for the removal of ivy, from the closed churchyard wall, by a professional company, Members, due to the legal requirement of the parish council to maintain the wall, **agreed in principle to the ivy being poisoned.** The Clerk was asked to liaise with the church warden.
Action: Clerk.

11. Matters for Decision

Installation of a sound system in the hall. After lengthy discussion it was **agreed** that the Clerk would provide a report on the location and any possible installation issues and that the Chairman would arrange for the contractor visit the hall to provide a quotation.
Action: Cllr Vic Davies and the Clerk.

12. Date of Next Meeting.

Tuesday 9 April 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

As no members of the public were present there was no resolution to exclude the public and press from the meeting.

13. Caretaker Update.

The Chairman notified members that he had approved the references and that training and start dates were being organised. **Action: Office.**

14. Additional Water Troughs

Members **received and noted** the quotations. Cllr Hinder proposed seconded by Cllr Dengate that **quotation 1, including the installation of a second trough, is accepted. Agreed.** Cllr Hinder offered to manage the project. **Action: Cllr Hinder.** Permission was given to starting the project asap with, as this was in the budget for 2019/2020, the necessary End of Year adjustments being made. **Action: Clerk.** Cllr Sullivan offered to source the concrete posts for the troughs to stand on. **Action: Cllr Sullivan.**

Meeting closed at 9.05 pm

Signed as a correct record of the proceedings.

<p>Item 9. Policies and Procedures Purpose of Item: Decision.</p>
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9.1 Equal Opportunities Statement (review)

Current statement

The parish council:

- Values diversity and believes that it strengthens our community.
- Is committed to treating everyone fairly and with courtesy and respect.
- Aims to eliminate discrimination in its own areas of responsibility and to promote anti-discriminatory practices in the wider community.
- Wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community in general is able to develop their full potential.

- Recognises that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, and sexual orientation*.

* Terms used are based on the Equalities Act 2010 definitions.

Note. In accordance with the Equality Act 2010 (specific duties) Regulations 2011 the Parish Council undertakes an annual review of its obligations to ensure that the services it supplies meets at a minimum, the legislation.

9.2 Procedure checklist for projects not managed by the parish office (review)

Current document. *Clerk's note. The council has this policy so that everyone has a full understanding of what information and limitations there are.*

If the parish council takes on a project that is not managed by the parish office or which deviates from the normal procedures already in place then a Replacement Checklist must be completed to ensure that the work is undertaken effectively and efficiently. Recommendations denoted by ** must be agreed by parish councillors at a meeting. Delegated powers can be given to members or staff to agree aspects of a Project Brief or Terms of Reference however a copy must be supplied to the next meeting of the Parish Council or relevant Committee. It is recommended that this document includes;

- Details of what the aims and objectives are or an identified outcome.** This to include details of any specifications of works etc.
- Details of any delegated powers for decision making (i.e spending a budget).**
- A named person who will manage/lead the project (project manager).**
- The exact responsibilities of that person and whether they report back to the parish council or a committee.
- If the parish office is to be partly involved then the exact duties that are required of it.
- Deadlines/requirements for reports back to the parish council/committee, for the project to end and/or a review date to decide whether to continue with the project.
**
- Project Plan to include dates for key milestones in the project and also any important/gateway decision dates.
- What records will be kept and submitted to the parish council/office.
- What, if any constraints, there are.**
- Budget allowances or implications.
- Any administrative, standing orders or legal requirements that the 'project manager' is required to know and which will be supplied by the parish office.

Should, in the course of the project, the work deviate from that which is agreed then the parish office and/or project manager will refer the issue back to the parish council or relevant committee.

9.3 Escalation Procedure.

Clerk's note. The parish council has previously had a statement, decided by F&GPC in 2005, but whilst it includes a procedure this contains superfluous information relating to specific issues in 2005. It is recommended that a shorter and precise procedure is identified.

The parish council has an agreed statement that can be used by parish office staff at their 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".

In order to produce a draft members views are sought on;

- Are they happy to decide at meetings themselves whether something needs escalating and who should either take on the work or who should be contacted?
- Are they happy for the office staff to organise an escalation without seeking permission?
- Matters Arising from the Minutes are reported on each agenda but there is no actual date included about when this issue was first raised, it is, especially as two committees only meet every other month, to actually lose track of how old an outstanding issue is. There is a simple remedy for this a date for the first time something came onto an agenda can be included.

9.4 Terms of Reference - Environment Committee.

Note: The Environment Committee is requesting that the Terms of Reference are amended to include something along the lines of "Consider and make a recommendation to the Parish Council on:

- **Expenditure relating to any Community Infrastructure Levy funds allocated to the parish council.**
- **Projects that could be submitted for funding from the Strategic Community Infrastructure Levy controlled by MBC.**

Role

The role of the Environment Committee is to represent the Parish Council on planning and highway issues and to make recommendations or take relevant action on other community issues.

Responsibilities

The Committee shall:

1. Consider and make representations as to land use.
2. Consider and make representations on planning and other related applications.
3. Make representations on appeals notified and attend public inquiries if considered necessary.
4. Consider and decide on appropriate action for matters relating to anti-social behaviour
5. Represent the Council upon all matters relating to development plans as well as district, structure and local plans and planning policy proposals.
6. Determine all matters relating to street naming.
7. Represent the Council on matters relating to highways, street furniture, roadside waste bins and bus passenger shelters.¹
8. All vehicle parking matters.
9. All matters relating to public transport, postal and public utility facilities.
10. All matters relating to street and footway lighting.
11. All matters relating to public rights of way
12. All matters relating to the preservation of trees, historic buildings and conservation areas.
13. Consider and make representations on land drainage and water transport.
14. Consider and make representations to the Borough and Kent County Council on grounds maintenance services and schedules for the parish.
15. Consider youth issues within the parish and to make recommendations/suggestions to the relevant bodies or agencies.
16. Make requests for Section 106 payments that would benefit the Parish.

¹ Bus Shelters that are owned by the Parish Council are dealt with by the Estates Committee.

17. Undertake where relevant, to this committee public consultations.
18. Develop policies and procedures in order to undertake all the above.

Budget

1. To draft the budget and decide priority ratings for the committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

Terms of Reference - Estates Committee.

Role

The role of the Estates Committee is the effective management of council owned property* and on the instruction of the Council the acquisition and development of additional facilities.

*Property is defined as all structures, land and equipment that is owned by the Parish Council or which it has legal responsibility for.

Responsibilities

1. Parks, Playgrounds, Open Spaces, Sports Facilities and Burial Grounds.
 - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, outdoor and indoor sports facilities.
 - 1.2 To manage the grounds maintenance for parish areas that the Council is responsible for.
 - 1.3 To provide and manage the Council's Burial Ground.
 - 1.4 To undertake the recruitment and appointment of a litter picker for Weaving Diamond Jubilee Orchard.
2. Entertainment and Cultural Facilities
 - 2.1 To undertake or arrange for the provision of facilities for entertainment and
 - 2.2 To provide parish notice boards and interpretation boards.
3. Buildings and structures
 - 3.1 To oversee all aspects of the management, maintenance, marketing, security and the day to day running of I Beechen Hall and any other future public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
 - 3.2 To undertake the recruitment and appointment and determine salaries and hours of the Caretaker and Relief Caretaker positions.
 - 3.3 To be the point of contact for the Parish Council and take on responsibility for advising village/community halls on CCTV and all other hall related issues.
 - 3.4 To maintain and manage the War Memorial, Boxley Village Green and the Lych Gate and wall of St Mary and All Saints Closed Churchyard.

- 3.5 Manage existing bus shelters, seats, village signs etc. that are provided by the Council and where necessary add to these.
 - 3.6 To ensure optimum energy and water efficiency, waste minimisation and recycling in BPC's Estate.
4. Allotments
 - 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes, and
 - 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings.
 5. Amenity Areas. To determine and undertake the maintenance of amenity areas dedicated to the Council.
 6. Sporting Organisations. To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the parish.
 7. Submission of Planning Applications. To deal with matters relating to the submission of Parish Council planning applications in respect of schemes previously approved by the Parish Council.
 8. Deal with requests for grants from Village Halls.
 9. Undertake an annual risk analysis for all property.
 10. Development of policies and procedures for any council owned property.

Budget

1. To draft the budget and decide priority ratings for the committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee

Terms of Reference - Finance and General Purposes Committee.

Role

The role of the Finance and General Purposes Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts. Deal with the employment of office staff and personnel issues relating to all staff and such other general administration matters as may be decided by the Parish Council.

Responsibilities

The Finance and General Purposes Committee shall:

1. Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and committees as necessary.
2. Oversee the investment strategies of the Parish Council and advise accordingly.
3. Receive and consider annual draft budgets prepared by each Committee or budget holders.
4. Recommend an annual budget and precept for the Council
5. Maintain an overall view of manpower requirements and the allocation of manpower resources and to deal with matters pertaining to staff, subject to all new posts on the council establishment being approved by the Council.
6. Deal with the appointment of office staff.
7. Deal with personnel matters generally and in particular;
 - 7.1 Establishment of new positions.
 - 7.2 Recruitment and appointment procedures for office staff and, where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker, Relief Caretakers and such other staff as may be appointed to service the Estate.
 - 7.3 All Training.
 - 7.4 All Staff Welfare.
 - 7.5 Terms and Conditions of Service for office staff.
 - 7.6 All staff disciplinary and grievance issues.
 - 7.7 All staff matters arising under legislation relating to contracts of employment and industrial relations.
 - 7.8 Matters relating to all staff under Health and Safety Legislation.
8. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
9. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
10. Consider requests to vire, where necessary, from the Contingency Budget to other budget headings.
11. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
12. Receive and review Audit Reports and ensure the implementation of any recommendations.
13. Deal with requests for grants* and Section 137 donations. *Excluding Village Hall Grants which come under the remit of the Estates Committee.
14. Make recommendation to the Council on the implications of applying for a Public Works Loan. If approved to manage the council's loan debt.

Committee Budget

1. To draft the budget and decide priority ratings for the Finance and General Purposes Committee (for consideration with the recommendations from other committees).
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to eight councillors, including as per standing orders, the Chairs and Vice Chairs of the Parish Council and committees.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

Item 10. General Data Protection Regulations Purpose of Item: Information.

Clerk's update report:

A draft Subject Access Request Form document is being submitted to F&GPC.

A working group is investigating changes to the current data storage system, encryption etc.

A briefing note to help councillors understand their individual responsibilities has been provided to members.

IT needs are being identified and investigated.

Item 13. Matters for Decision Purpose of Item: Decision.

- 13.1 Possible change to Estates Committee and F&GPC meeting dates. In order to accommodate regular evening hires of the Acorn Room it is being proposed that the Estates Committee and F&GP Committee meet the third Monday of the month. An update will be provided at the meeting as staff also have to be consulted on any changes.

Item 9.1 Payments made out of meeting 21.01.19 – 25.02.19

No payments were made from the following accounts:

- Lloyds A
- Lloyds B
- Nationwide Parish Council
- Nationwide Beechen Hall

9.1.1 HSBC Payments

Date: 26/02/2019		Boxley Parish Council		Page 1				
Time: 09:06		Cashbook 1		User: PB				
HSBC General Account								
Payments made between 21/01/2019 and 25/02/2019								
Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
28/01/2019	Buisness Stream	DD2746492	185.55			4625 260	185.55	Water Bill Sept - Dec
28/01/2019	Buisness Stream	DD2746492	143.01			4625 260	143.01	Water Bill Dec - Jan
30/01/2019	Suez Recycling & Recovery UK L	DD31375580	148.06		24.88	4660 260	123.38	Refuse Collections Dec 18
31/01/2019	Suez Recycling & Recovery UK L	DD31375580	-148.06			4660 260	-148.06	Refuse Collection Dec
31/01/2019	Suez Recycling & Recovery UK L	DD31375580	212.02		35.34	4660 260	176.68	Refuse Collection Dec
05/02/2019	Miss M Waddell	366 BH	96.50			1230 260	94.50	C366 Waddell hire refund
						1231 260	2.00	PL Insurance Waddell
14/02/2019	Opus Energy - Electricity	DD65731028	235.25		39.21	4615 260	196.04	Electricity Bill - Jan
Total Payments:			872.33	0.00	99.23		773.10	

9.1.2 Coop Payments

Date: 26/02/2019		Boxley Parish Council		Page 1				
Time: 09:08		Cashbook 3		User: PB				
Co-Op General Account								
Payments made between 21/01/2019 and 25/02/2019								
Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
01/02/2019	Mail Publications Ltd	DD52525/AD	507.50		57.85	4115 110	449.65	Downs Mail Page - Jan
22/02/2019	Mail Publications Ltd	DDAD115950	516.41		59.34	4115 110	457.07	Downs Mail Page Feb
Total Payments:			1,023.91	0.00	117.19		906.72	

9.1.3 Unity Trust Bank Payments

Date: 26/02/2019
Time: 09:06

Boxley Parish Council
Cashbook 2
Unity Trust Account

Page 1
User: PB

Payments made between 21/01/2019 and 25/02/2019

			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/01/2019	BH02	22/01/BH02	321.18			4001	260	321.18	Wages
22/01/2019	BH03	22/01/BH03	287.98			4001	260	287.98	Wages
22/01/2019	BH05	22/01/BH05	392.85			4001	260	389.33	Wages
						4650	260	3.52	mileage
22/01/2019	PC01	22/01/PC01	2,186.17			4000	100	2,186.17	Salary
22/01/2019	PC01	22/01/PC01	-2,186.17			4000	100	-2,186.17	Salary
22/01/2019	PC01	22/01/PC01	2,186.37			4000	100	2,186.37	Salary
22/01/2019	PC02	22/01/PC02	1,314.71			4000	100	776.07	PC Salary
						4001	260	517.38	BH Salary
						4055	100	21.26	Mileage
22/01/2019	PC03	22/01/PC03	618.37			4000	100	618.37	Salary
22/01/2019	PC04	22/01/PC04	60.00			4115	110	60.00	Downs Mail Delivery Jan
22/01/2019	PC05	22/01/PC05	25.84			4400	230	25.84	Litter Picking WDJ0
22/01/2019	PC06	22/01/PC06	34.76			4160	120	34.76	Councillor Allowance
22/01/2019	PC07	22/01/PC07	34.76			4160	120	34.76	Councillor Allowance
22/01/2019	PC08	22/01/PC08	26.16			4160	120	26.16	Councillor Allowance
22/01/2019	PC09	22/01/PC09	34.76			4160	120	34.76	Councillor Allowance
22/01/2019	PC09	22/01/PC09	-43.36			4160	120	-33.36	Councillor Allowance
						4150	120	-10.00	Chairman's Allowance
22/01/2019	PC09	22/01/PC09	43.21			4160	120	34.76	Councillor Allowance
						4150	120	8.45	Chairman's Allowance
22/01/2019	PC10	22/01/PC10	43.36			4160	120	33.36	Councillor Allowance
						4150	120	10.00	Chairman's Allowance
22/01/2019	PC11	22/01/PC11	34.76			4160	120	34.76	Councillor Allowance
22/01/2019	PC12	22/01/PC12	43.36			4160	120	43.36	Councillor Allowance
22/01/2019	HMRC	577PV000105	1,559.35			4005	100	1,149.91	PC PAYE
						4400	230	6.40	PAYE
						4160	120	62.60	Councillor Allowance PAYE
						4005	260	340.44	BH PAYE

Clerk's note:

PC01 Salary incorrectly entered, this was cancelled and the correct amount entered.
Chairman's allowance incorrect amount entered this was cancelled and re-entered correctly.

Unity Trust Account

Payments made between 21/01/2019 and 25/02/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£/VAT	A/c	Centre	£ Amount	Transaction Detail
22/01/2019	Mrs M Fooks	DM DELIVER	25.00			4115	110	25.00	Downs Mail Delivery - Jan
22/01/2019	EFT Receipts Ac	IT00000068	227.83			4010	100	89.45	PC Pension Contributions
						4010	260	12.36	BH Pension Contributions
						4010	100	111.18	Employee Pension Contributions
						4010	260	14.84	Employee Pension Contributions
24/01/2019	Mr K Sanghera	C344	150.00				560	150.00	Refundable Damage Deposit 12/1
28/01/2019	Focus Group	DD6738860	118.61		19.77	4040	100	98.84	Telephone and Broadband Servi
04/02/2019	Mrs A.J Hayward	C361 BH	100.00				560	100.00	Refundable Cleaning Deposit
11/02/2019	Capital Cleaning (Kent) Ltd	0000250165	38.08		6.35	4650	260	31.73	Sanitary
11/02/2019	Thanet Drainage	2009	84.00		14.00	4650	260	70.00	CCTV Investigator Toilets
11/02/2019	PC02	21753053	64.80			4020	100	16.80	Stationery - Label Tape
						4155	120	36.00	Refreshments
						4020	100	12.00	Refreshments
11/02/2019	Regis Cleaning Services	43	285.00			4710	270	285.00	Cleaning Gutters Facia boards
11/02/2019	Northstar IT Services	DD17487/17	165.94		27.66	4021	100	110.62	IT Services and backup
						4021	260	27.66	IT Services and backup
11/02/2019	Hoods Tree Services Ltd	INV0429	480.00		80.00	4210	260	400.00	Emergency Tree Work BH
11/02/2019	KCS Professional Services	KPS116919	252.41		42.07	4040	260	92.81	Photocopier Lease
						4040	100	92.81	Photocopier Lease & Copies
						4020	100	19.77	Photocopies B&W Colour
						4020	260	4.95	Photocopier Lease & Copies
11/02/2019	KCC Commercial Services	L3319595/L	111.30		18.55	4610	260	85.10	Consumables
						4020	100	7.65	Stationery
22/02/2019	KCS Professional Services	13339479/F	22.02		3.67	4635	260	9.00	Fire extinguisher Cover
						4020	260	9.35	Administartion
22/02/2019	Mark Robinson Gas & Heating Se	1783374	113.60			4640	260	113.60	Gas Maintenance
22/02/2019	HMRC	577P/00105	1,558.74			4005	100	1,164.99	PAYE

Unity Trust Account

Payments made between 21/01/2019 and 25/02/2019

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£\VAT	Nominal Ledger Analysis		£ Amount	Transaction Details
						A/c	Centre		
						4400	230	6.40	PAYE
						4160	120	62.40	PAYE
						4005	260	324.95	PAYE
22/02/2019	Archway	AHS1/1005	708.00		118.00	4645	260	400.00	BHwhite lining
						4710	270	190.00	BHwhite lining
22/02/2019	BH02	BH02	321.18			4001	260	321.18	Wages
22/02/2019	BH03	BH03	287.98			4001	260	287.98	Wages
22/02/2019	BH05	BH05	287.78			4001	260	287.78	Wages
22/02/2019	EFT Receipts Ac	IT00000068	227.89			4010	100	89.43	Pension Contributions
						4010	260	12.42	Pension Contributions
						4010	100	111.14	Pension Contributions
						4010	260	14.90	Pension Contributions
22/02/2019	Commercial Services Trading Lt	LS191920	298.80		49.80	4460	230	249.00	WUDO boundary fail
22/02/2019	PC01	PC01	2,186.17			4000	100	2,186.17	Salary
22/02/2019	PC02	PC02	1,335.56			4000	100	710.90	Salary
						4115	110	90.00	Publicity
						4650	260	60.72	Hall Maintenance - snow
						4001	260	473.94	Salary
22/02/2019	PC03	PC03	618.37			4000	100	618.37	Salary
22/02/2019	PC04	PC04	60.00			4115	110	60.00	Publicity
22/02/2019	PC05	PC05	25.84			4400	230	25.84	Liter picking
22/02/2019	PC06	PC06	34.76			4160	120	34.76	Clr Allowance
22/02/2019	PC07	PC07	34.76			4160	120	34.76	Councillor Allowance
22/02/2019	PC08	PC08	26.16			4160	120	26.16	Councillor Allowance
22/02/2019	PC09	PC09	34.76			4160	120	34.76	Councillor Allowance
22/02/2019	PC10	PC10	43.41			4160	120	34.96	Councillor Allowance
						4150	120	8.45	Chairman's Allowance
22/02/2019	PC11	PC11	34.76			4160	120	34.76	Councillor Allowance
22/02/2019	PC12	PC12	43.36			4160	120	43.36	Councillor Allowance
Total Payments:			17,425.29	0.00	379.87			17,045.42	

9.1.4 Lloyds Corporate Multipay Card Payments

Date: 26/02/2019 Boxley Parish Council Page 1
 Time: 09:18 Cashbook 12 User: PB
 Lloyds Corporate Multipay Card
 Payments made between 21/01/2019 and 25/02/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
25/01/2019	B & Q	005676	19.20		3.20	4650	260	16.00	Toilet Seat & Bolts
29/01/2019	Amazon EU	3474749	27.98			4610	260	27.98	Consumables Nappy Bin Liners
Total Payments:			47.18	0.00	3.20			43.98	

9.1.5 Barclays Bank

Date: 26/02/2019 Boxley Parish Council Page 1
 Time: 09:09 Cashbook 6 User: PB
 Barclays Bank Account
 Payments made between 21/01/2019 and 25/02/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/01/2019	Unity Trust Account	100014	45,000.00				250	45,000.00	Transfer of funds
Total Payments:			45,000.00	0.00	0.00			45,000.00	

Item 9.2 Receipts for the period 27.11.18 – 22.01.19.

No receipts were received for the following accounts:

- Cooperative Bank
- Barclays Bank
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds A
- Lloyds B

9.2.1 HSBC Receipts.

Receipts received between 21/01/2019 and 25/02/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 22/01/2019	240.00						
106	Miles	240.00			520		240.00	C378D Miles 27/7/19
	Banked: 22/01/2019	240.00						
106	Miles	240.00			520		240.00	C378D Miles 27/7/19
	Banked: 22/01/2019	-240.00						
106	Miles	-240.00			520		-240.00	C378D Miles 27/7/19
	Banked: 24/01/2019	100.00						
185	Roberts	100.00			560		100.00	C386 Roberts Cleaning
	Banked: 25/01/2019	20.00						
107	Mid Kent Astronomical Society	20.00			1235	260	20.00	R2090 MKAS Jan Invoice
	Banked: 25/01/2019	235.35						
108	Medway Leisure Stay & Play	10.85			1235	260	10.85	R2071 Dec Inv
109	Defer	82.50			520		82.50	C382D Defer 14/12/19
110	Roberts	142.00			520		142.00	C386F Roberts 16/3/19
	Banked: 25/01/2019	100.00						
186	Hayward	100.00			560		100.00	C361 Hayward Cleaning
	Banked: 28/01/2019	283.15						
111	Singh	283.15			520		283.15	C387D Singh 29/6/19
	Banked: 29/01/2019	60.00						
187	Kidslingo	60.00			1235	260	60.00	R2096 Kidslingo Feb
	Banked: 29/01/2019	361.00						
188	Yoga	361.00			1235	260	361.00	R2105 Yoga Feb Invoice
	Banked: 29/01/2019	75.00						
189	Sing & Sign	75.00			1235	260	75.00	R2102 Sing & Sign Feb Inv
	Banked: 29/01/2019	257.25						
190	Sanyaolu	257.25			520		257.25	C375D Sanyaolu 15/6/19
	Banked: 29/01/2019	40.00						
191	Cuddle Bugs Baby Yoga	40.00			1235	260	40.00	R2090 Cuddle Bugs Baby
	Banked: 31/01/2019	177.50						
192	Kerley	177.50			520		-82.50	C357D Kerley 2/3/19
					1230	260	108.00	C357F Kerley 2/3/19
					1231	260	2.00	PL Insurance Kerley
					560		150.00	Damage Deposit Kerley
	Banked: 31/01/2019	517.50						
193	Kumon	517.50			1235	260	517.50	R2097 Kumon Feb Invoice
	Banked: 01/02/2019	247.50						
113	NGREA	45.00			1235	260	45.00	R2085 NGREA Jan Invoice
112	Movement as Therapy	202.50			1235	260	202.50	R2100 MAT Feb Invoice

Receipts received between 21.01/2019 and 25.02/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 01.02/2019	67.50					
194	Teenie Boppers	67.50			1235	260	67.50 R2013 Teenie Boppers
	Banked: 04.02/2019	110.00					
195	Austen	110.00			1230	260	108.00 C400F Austen 10/3/19
					1231	260	2.00 PL Insurance Austen
	Banked: 04.02/2019	137.00					
196	Kaur	137.00			520		137.00 C401F Kaur 26/5/19
	Banked: 04.02/2019	82.50					
197	Parrish	82.50			520		82.50 C388D Parrish 24/3/19
	Banked: 04.02/2019	185.63					
198	Tumbletots	185.63			1235	260	185.63 R2104 Tumbletots Feb
115	Banked: 04.02/2019	82.50					
115	Clarke C397D	82.50			520		82.50 Hall hire fee CLARKE
	Banked: 05.02/2019	72.40					
199	Fouracre	72.40			520		72.40 C393D Fouracre 8.6/19
114	Banked: 08.02/2019	15.00					
114	Medway FP&B R2098	15.00			1235	260	15.00 Regular hall hire R2098
200	Banked: 09.02/2019	60.00					
200	Baby Yoga R2094	60.00			1235	260	60.00 Regular hire fee Baby
199	Banked: 12.02/2019	72.00					
199	O'Shaughnessy C398	72.00			520		72.00 Hall hire Fee
202	Banked: 12.02/2019	75.00					
202	ABIT Feb	75.00			1235	260	75.00 Regular hire fee ABIT Feb
116	Banked: 12.02/2019	287.10					
116	Karate R2095	287.10			1235	260	287.10 Regular hire fee Karate
119	Banked: 15.02/2019	15.00					
119	Medway FP&B R2098	15.00			1235	260	15.00 Regular hire fee MFPB
203	Banked: 15.02/2019	39.00					
203	Ojetunji C278	39.00			520		39.00 Hire Fee Ojetunji C278
204	Banked: 16.02/2019	118.75					
204	Abisola C363	118.75			520		118.75 Hall hire fee Abisola C363
117	Banked: 21.02/2019	20.00					
117	MKAS Feb	20.00			1235	260	20.00 Regular hire fee MKAS
118	Banked: 21.02/2019	100.00					
118	Meshe C289	100.00			1230	260	100.00 Cleaning fee Meshe C289

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Total Receipts:	4,253.63	0.00	0.00			4,253.63

9.2.2 UTB Receipts

26.02/2019 Boxley Parish Council Page 1
 09.07 Cashbook 2 User: PB
 Unity Trust Account
 Receipts received between 21/01/2019 and 25/02/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 24/01/2019	45,000.00					
100014	Barclays Bank Account	45,000.00			210		45,000.00 Transfer of funds
	FDOS MBC Banked: 20/02/2019	2,000.00					
FDOS MBC	Maidstone Borough Council	2,000.00			1130	130	2,000.00 Members grant FDOS
Total Receipts:		47,000.00	0.00	0.00			47,000.00

9.2.3 Lloyds Corporate Multipay Card

26.02/2019 Boxley Parish Council Page 1
 09.07 Cashbook 2 User: PB
 Unity Trust Account
 Receipts received between 21/01/2019 and 25/02/2019

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 24/01/2019	45,000.00					
100014	Barclays Bank Account	45,000.00			210		45,000.00 Transfer of funds
	FDOS MBC Banked: 20/02/2019	2,000.00					
FDOS MBC	Maidstone Borough Council	2,000.00			1130	130	2,000.00 Members grant FDOS
Total Receipts:		47,000.00	0.00	0.00			47,000.00

9.3 Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
01.02.19	Coop General Account	£51,610.05
31.01.19	HSBC Beechen Hall	£38,928.42
30.01.19	Unity Trust Bank (UTB)	£78,961.51
Statement awaited	Barclays Bank (adjustment made for transfer of funds to UTB)	£34,085.33
08.11.18	Lloyds A (matures 08/05/2019)	£51,324.70
31.10.18	Lloyds B (matures 29/04/2019)	£25,189.19
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	£299,557.97