

**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.

6 **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.

Signed as a correct record of the proceedings.

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