



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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To Parish Councillors, members of the public and press.

2 April 2013

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Tyland Barn, Sandling ME14 3BD** on **Monday 8 April 2013**, commencing at 7.30pm when it is proposed to transact the following business:

- | | |
|---|----------------------|
| | Time guide
(7.30) |
| 1. Apologies and absences.
To receive and accept apologies for absence. | |
| 2. Declaration of Interests or Lobbying.
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests, see reminder (page 3-5.). | (7.31) |
| 3. Minutes of the Parish Council Meeting of 4 March 2013.
To consider the minutes of the meeting and if in order to sign as a true record (pages 3-5). | (7.32) |
| 4. Matters Arising From the Minutes.
4.1 Minute 2514/5.2 Speedwatch: see report (page 5).
4.2 Minute 2514/5.4 Cuckoo Wood: land valuation awaited response from Crown Estates. | (7.33) |
| 5 Report from the PCSO and Police Issues.
Crime statistics: see report (page 5). | (7.35) |
| To adjourn to enable members of the public to address the meeting. | (7.42) |
| 6 Draft Minutes of Recent Committee Meetings.
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
6.1 Environment Committee meeting 18 March 2013 (pages 6-9).
6.2 Finance Committee meeting 20 March 2013 (pages 9-11). | (7.52) |
| 7 Finance.
7.1 To note payments made out of meeting 05.03.13 – 31.03.13 (pages 13 - 14).
7.2 To note receipts for the period 26.02.13 – 31.03.13 (pages 15 - 16).
7.3 Account balances as at 31.03.13 (page 16).
7.4 To authorise payments of accounts (list to be supplied at meeting). | (7.56) |
| 8 Land at Sandy Lane, Boxley.
Should any confidential information be received of which the parish council needs to be notified, the Chairman will move to exclude the public and press for the duration of the item.
8.1 A report on the Working group is attached (page 11)
8.2 Members' will be asked to formally decide on the use and name of this land see report (page 11). | (8.04) |
| 9 Parish Councillor Vacancy.
See report (page 11.) | (8.15) |

- 10 **Policies and Procedures Review.** (8.20)
10.1 Standing Orders: see report (page 11-12).
10.2 Terms of Reference of Committees: see report (page 12).
10.3 Financial Regulations: see report (page 12).
- 11 **Matters for Decision.** (8.26)
To consider attendance at meetings etc.
- 12 **Reports from Borough and County Councillors.** (8.30)
To allow councillors to report and discuss matters affecting the parish.
- 13 **Reports from councillors/office.** (8.40)
Representatives who attended any meeting on behalf of the parish council are invited to give a brief summary.
13.1
- 14 **Matters for Information.** (8.45)
14.1 Boxley Warren and other Events see report (page 12)
14.2 Kent Wildlife Trust – Wild Kent issue Spring 2013.
14.3 Clerks and Councils Direct issue March 2013.
14.4 KALC Minutes of Maidstone Area Committee 06/02/13.
14.5 ACRK – Oast to Coast issues Spring 2013
- 15 **Next Meeting.** (8.47)
Monday 13 May 2013 at Beechen Hall, Wildfell Close ME5 9RU. Councillor requests for agenda items are to be submitted no later than 3 May 2013.

Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
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.

Item 3 Declaration of Interests or Lobbying. *Purpose of item: information.*

Members are required to declare any; Disclosable Pecuniary Interests. Details of what these are contained in the Kent Code of Conduct which has been adopted by the parish council. Other Significant Interests. The nature as well as the existence of any such interests must be declared. Further information is contained within the Kent Code of Conduct.

Members may wish to also declare other interests, for transparency reasons alone, such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their immediate may be affected by such decisions.

Item 3 Minutes of the Meeting of the Parish Council held at the Weaving Village Hall, Weaving Street, on Monday 4 March 2013 commencing at 7.36 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr Bob Hinder, Mrs Wendy Hinder, Mr K Perry, Mr G Smith, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Assistant Clerk, Borough Councillor Butler, PCSO Hawthorn, two members of the press and three representatives from South East Water.

1. Apologies and absences.

Cllr Holmes (work), Cllr Macklin (unwell), Cllr Spain (unwell), County Cllr Carter (prior engagement).

2. Declaration of Interests or Lobbying.

There were none.

3. Minutes of the Parish Council Meeting of 28 January 2013.

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

4. South East Water

Members **received** an informative presentation on the company's water meter installation programme. Starting in April 2013, 50 properties in Forstall will be converted. The 400 unmetered homes in Grove Green will have meters installed by 2015. This would be accompanied by leaflet drops, etc. In the short question and answer session that then followed, PCSO Hawthorn asked that the police be kept informed of progress to help with identifying bogus home-callers.

The meeting was adjourned at 8.17pm to allow South East Water to leave and reconvened at 8.23pm.

5. Matters Arising from the Minutes.

5.1 Minute 2506/4.1 Walderslade Woods Village Green: members **noted** the registration number VG266.

5.2 Minute 2506/4.3 Speedwatch: members **noted** that the training session had been rearranged for of Tuesday 19th March at 7pm in Beechen Hall. The Chairman invited anyone interested in attending to contact the parish office.

5.3 Minute 2507/8 Precept and budget: **noted** MBC will not make a contribution towards the WDJ Orchard as it maintains its own play areas within Grove Green.

5.4 Minute 2507/9 Cuckoo Wood: members **noted** that, as this land was disclaimed in 2007, it has now reverted to the Crown Estates, from whom the office is awaiting a reply.

6. Report from the PCSO and Police Issues.

Noted and received the crime statistics. PCSO Hawthorn reported that a meeting had taken place between the police, parish council and MBC to resolve the issue of quad-bikes in and around Timbertops play area in Lordswood. Cllr Smith again

complained about how dangerous Westfield Sole Road had become with speeding cars. PCSO Hawthorne was sympathetic but reminded him that the speed limit there was 60mph. Cllr Vic Davies reported that a horse had been ridden in the WDJ Orchard. Cllr Waller thanked PCSO Hawthorne for his intervention at the vacant Yew Tree public house. He had contacted Shepherd and Neame who had promptly erected Heras fencing and installed an internal alarm. He is monitoring the site.

The meeting was adjourned at 8.40 p.m. to allow a member of the public to inform members that the Scouts' climbing wall framework is up. Currently highly visible, it will be finished with a wooden cladding. The meeting reconvened at 8.46 pm.

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

Noted and Received:

- 7.1 Environment Committee: 28 January 2013.
- 7.2 Environment Committee: 29 January 2013.
- 7.3 Environment Committee: 11 February 2013. Cllr Springate pointed out that item 8 was incorrect as he had not resigned. **Action office.**
- 7.4 Estates Committee: 12 February 2013.

8. **Finance.**

Noted and Received:

- 8.1 Payments made out of meeting 29.01.13 – 5.02.13. Appendix A.
- 8.2 Receipts for the period 22.01.13 – 25.02.13. Appendix B.
- 8.3 Account balances as at 25.02.13. Appendix C.
- 8.4 Authorised payments of accounts. Appendix D.

9. **Land at Sandy Lane, Boxley.**

Because of the confidential nature of information received, the Chairman deferred this item to the end of the meeting to go into closed session. This item was taken at 9.17pm.

Members **received** and **noted** Cllr Bob Hinder's confidential report. His proposal for an item to appear on the April agenda to consider using the land for allotments was unanimously **agreed**. Action April Agenda

The suggestion for apportioning costs for the entrance area 70:30 in the event that the land is used for allotments, with BPC bearing the larger share and the second party the smaller, was **noted** without dissent.

10. **Policies and Procedures Review**

- 10.1 Equal Opportunities Statement. **Noted** and **agreed** no change necessary and that this should be in future reviewed as housekeeping.
- 10.2 Replacement Procedure (for project not managed by parish office). **Agreed** the revised text proposed by the Chairman.
- 10.3 Standing Orders. **Noted** that Standing Orders will be reviewed in April.

11. **Matters for Decision.**

- 11.1 The Chairman will check his diary and try to attend "A Global Airport for Kent?" Conference at County Hall, Maidstone on Friday 22 March 2013 commencing at 9.30am. **Action: Cllr Ivor Davies.**
- 11.2 School fetes – Cllrs Vic Davies and Sullivan **agreed** they would attend St John's School fete on Saturday 18 May 2013; and Cllr Dengate plus Cllrs Macklin or Ivor Davies at Tunbury on 22 June. As Cllr Macklin was not present contact will be made to ascertain her availability. **Action: office and Cllrs Ivor Davies, Vic Davies, Paul Dengate, Kaz Macklin and Pat Sullivan.**
- 11.3 KALC Planning Training – Cllr Paul Dengate **confirmed** he would attend. **Action: Assistant Clerk and Cllr Dengate.**

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

Borough Councillor Butler reported that Boxley Parish Council's precept, even with its increase, is the third lowest in the borough. He also made reference to MBC's current re-thinking of its Core Strategy resulting from the increased number of new homes now required by central government and the impact this will have on Parishes. He informed members that he too had received reports of the quad-bike(s) in Lordswood.

Borough Councillor Wendy Hinder reported that vehicles were still parking on the new dropped kerbs in Boxley Road and that the PCSO is aware of the situation and that a nearby dead oak tree had been felled. Cllr Hinder voiced her displeasure at comments made at MBC's Planning Committee meeting on 21 February regarding a planning application to which the parish council had objected. This initiated a lively discussion that resulted in members instructing the Chairman to write to the chairman of the Planning Committee expressing the parish council's concerns.

13. Reports from Councillors/office.

The reports were **received**.

13.1 KALC Legal & Finance Conference 01/02/13, Cllr I Davies (Chairman).

13.2 KALC Maidstone 06/02/13 meeting, Cllr B Hinder.

13.3 MBC Parish Conference 9 February, Cllr P Brooks.

13.4 Cllr Wendy Hinder reported that she had contacted Geoff Miles, Maidstone Studios to arrange a meeting in March to talk about studio-audience parking issues at Grove Green. **Action Assistant Clerk.**

14. Matters for Information Received and Noted

14.1 Celebrating Boxley Warren report.

14.2 Rural News 126.

14.3 School visit.

14.4 Dog watch posters.

14.5 Mid Kent Downs Steering Group meeting Thurs. 21 March 2013 at 10.30 am at Wormshill Village Hall. Cllr Smith to attend.

15. Next Meeting.

Monday 8 April 2013 at Tyland Barn, Sandling ME14 3BD. Councillor requests for agenda items are to be submitted no later than 30 March 2013.

Meeting closed at 9.40 p.m.

Item 4 Matters Arising From the Minutes *Purpose of item: information.*

Item 4.1 Speedwatch: Training took place on 19 March 2013. Two Boxley parish councillors attended with 8 representatives from other parishes. A second training session is being considered for May to allow any person who could not attend in March. Arrangements have been made to have all the speedwatch sites reassessed for safety as there has been a change in policy concerning sites near junctions. Added to the visit list will be Boxley/Beechen Bank Road.

Item 5. Crime statistics for Boxley 20/02/2013 to 20/03/2013. *Purpose of report; information.*

Theft.

22/02/2013, West Field Sole Road, Puppies stolen.

14/03/2013, Grey Wethers, Sandling, Theft of a Push Bike.

Theft from a motor vehicle.

15/03/2013 Penhurst Close, Weaving, Car aerial stolen.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of item: To receive.*

Item 6.1 Minutes of the Environment Committee on Monday 18 March 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mr K Perry (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr A Springate and Mrs M Waller together with the Clerk (left at 8.05pm) and Assistant Clerk.

1. **Apologies and absences**

Cllr B Hinder (holiday), Cllr W Hinder (holiday), Cllr Holmes (work), Cllr Spain (convalescing).

2. **Declaration of Interest or Lobbying.**

There were none

3. **Minutes of the Meeting of 11 February, 2013.**

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

4. **Matters Arising From Minutes.**

4.1 Minute 2506/4.1 sign at Cossington Lane. Cllr Ivor Davies confirmed the sign had been erected and was the right proportions, **noted**.

4.2 Minute 2506/4.4 Saracen Fields Open Space. After considering the options presented it was proposed from the chair, and seconded by Cllr Dengate with all in favour to proceed with Option 1, a single cut and let fly at a cost of £30.00 to come from the street maintenance budget. **Agreed**.

4.3 Minute 2506/4.7 Maidstone Studios. It was confirmed that a meeting had been arranged with Geoff Miles for Wednesday 27th March, 10am at Maidstone Studios to discuss various issues including parking and planning. Cllr Perry informed members that another TV show 'later with Jools Holland' is due to start filming at this site which could cause even more issues with parking. It was also suggested that the PCSO is also informed. **Noted**.

4.4 English Heritage site meeting: Members **noted** the Clerk's report and were very encouraged by it. The Assistant Clerk confirmed that English Heritage had made contact with MBC and the owner of the property.

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

The Chairman requested that Item 12 and 9.2 were brought forward at this point for discussion whilst the Clerk was present.

5. **Planning Applications and Appeals for Consideration.**

Ratifications

TA/0027/13 Application for consent for works to 1no Holm Oak being to reduce crown height to 12m from ground level and a radial crown spread of 5m including cutting back of branches to suitable branch collars/junctions at 44 Lombardy Drive, Maidstone. **Ratified** the Clerk's decision, after contact with committee members, to respond.

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

MA/13/0172 Erection of a first floor side extension over existing garage (amendment to that previously permitted under MA/11/1970) at 49 Lombardy Drive, Maidstone. **Ratified** the Clerk's decision, after contact with committee members, to respond.

Do not wish to object.

MA/13/15 (KCC/MA/0427/2012) – Application by Kent Council Children Property and Infrastructure Support for the proposed construction of a 2 classrooms extension, internal alterations, new playground area and associated fencing at St John's CofE Primary School, Provender Way. **Ratified** the Clerk's decision, after contact with committee members, to respond.

Boxley Parish Council although a legal consultee failed to receive notification of this planning application hence the Planning Committee report stating that no response had been received.

The Borough Council's statement about the regrettable loss of landscaping and the need for compensatory planting to mitigate this loss is supported by the parish council. It is commented that there is an opportunity for a green roof to be installed and this would be of value not only to the environment but also in the education of the children.

The parish council wishes to see the application approved with a condition that replacement trees are planted at the site.

MA/13/0218 Scoping opinion sought in respect of an Environment Statement to be submitted in relation to a proposed development being 1. Up to 135,000sqm of additional floorspace for medical campus uses. 2. On and off site highway infrastructure works. 3. Landscaping including possible additional woodland planting at KIMSD, Bearsted Road. Weavinging.

Ratified the Clerk's decision, after contact with committee members, to respond.

*The report is **received** and **noted**.*

It is requested that the Environmental Impact Assessment includes an assessment on the impact on the stream from potential run off of the site; during construction and also during use. This stream feeds the lake at Vinters Valley Nature Reserve (which is the parkland of the original house) and it is essential that the flow and cleanliness of the stream is maintained. Whilst 5.2.11 deals with the invertebrates within the stream the categorisation of the stream as "low to moderate conservation value" fails to identify the fact that its real value is at Vinters Valley Nature Reserve. In view of the potential impact on the nature reserve it should also be referred to in "2.2 Whether the Site is a Sensitive Area".

MA/13/0211 Loft conversion with insertion of front and rear dormers and laying of new driveway at Glen Isla, Weavinging Street, Weavinging. **Ratified** the Clerk's decision, after contact with committee members, to respond.

Do not wish to object.

MA/12/2285 demolition of existing garage and workshop and erection of an annexe at 78 Chatham Road, Sandling. **Ratified** the Clerk's decision, after consultation with members, *Do not wish to object however there are concerns that it will become a separate property so could an informative be included stating that any change to its use as an annexe should be notified to the LPA.*

MA/12/2314 AMENDED DETAILS, erection of class A1 retail development (with ancillary café) and associated serving, car parking, landscaping and access arrangements at plot 4, Eclipse Park, Sittingbourne Road. **Ratified** the Clerk's decision, after contacting members *"The amended details have been noted and the parish council makes the following comments.*

No objection to the new position of the building.

The parish council has been made aware that there is a major issue concerning parking in the local residential area (East Ward) opposite the proposed development. This is due to the inadequate provision of car parking for the existing businesses on the site; it is also believed that many staff and visitors to Eclipse Park use spaces in the park and ride. It is noted that only four car parking spaces have been designated for staff at the proposed NEXT development and the parish council would like assurances that this problem has been thoroughly investigated so to ensure that NEXT employees do not add to the problems of vehicles parked in the neighbouring residential areas; on verges in the old part of Sittingbourne Road and in the park and ride. It is acknowledged that there is a green travel produced for this site and it is requested that MBC ensures that it is adequate for the purpose and if so that it is rigorously enforced.

MA/13/0239 Erection of a first floor front extension and first floor rear extension at 14 Podkin Wood, Walderslade ME5 9LY.

Do not wish to object.

MA/13/0274 Conversion of church hall to two dwellings at Boxley Church Hall, Boxley ME14 3DX.

Do not wish to object, however members would like to draw your attention to the fact that this site is used as a polling station and it is hoped that a suitable local alternative is found, if officers are minded to approve this application.

MA/13/0412 an application for prior approval of the LPA for the installation of 1(no) replacement 15m street pole and installation of 3 (no) equipment cabinets at New Cut Road, Grove Green.

Do not wish to object but would like the equipment to be the same colour as the existing installation.

TA/0029/13 An application for consent to coppice 1 No. Sweet Chestnut subject to TPO 1 of 1960 at 3 Sandbourne Drive, Maidstone ME14 2JA.

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

TA/0036/13 Conservation Area notification of intention to reduce and thin crown of T1 Magnolia by 25% and 20% respectively and raise by 2.5m and reduce height and spread of proposed branch of T2 Mulberry by approximately 2m at The Hermitage, The Street, Boxley .

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

PROPOSED BASE STATION UPGRADE AT (CTIL)108060 - (TEF)002529 – Bredhurst, Broad View Farm, Lidsing Road, Boxley, Gillingham, Kent, ME7 3NH (NGR: 578611,161851) **Noted.**

MA/13/0109 Installation of temporary surface for car parking for a temporary period of 24 months at White Cottage, Grange Lane, Boxley, ME14 3DA.

Do not wish to object. Members would like to point out to officers that this surface has already been laid.

MA/13/0266 Installation of replacement roof with profiled steel roofing and installation of replacement cladding at Unit G & H Securicor Vehicles, Forstal Trading Estate, St Michael's Close, Aylesford, ME20 7BU.

Do not wish to object.

6. Planning Applications and Appeals Decisions

Items reported at Planning Committee Meetings, on Thursday 21st February and 14 March at Town Hall, Maidstone

MA/12/1629 – Erection of detached four bedroom dwelling (resubmission of MA/12/0375) Hillah, Cossington Road, Walderslade. **Approved.** Members **received** and **noted** Cllr Brooks report. Cllr Ivor Davies confirmed that he had drafted a letter to Cllr Lusty Chairman of the Planning Committee as agreed at the Parish Council Meeting earlier in the month.

MA/12/1426 – Erection of single storey building comprising of four retail units for uses falling with Use classes A1,A2,A3 or D1 on Land at Penhurst Close, Grove Green. **Approved.** As Cllr Bob Hinder was not present at the meeting, there was no written report for members to receive.

7. Neighbourhood Development Plans

Noted the Clerk has further work to do on these plans. **Action: Clerk.**

8. **Volunteer Groups.**

Both February and March reports from Walderslade Woods Group were **received** and **noted**.

9. **Highways and Byways.**

9.1 Speed Appraisal Tool. **Noted** the Assistant Clerk requested this is deferred until the next full environment meeting in April as it was not ready for use at the time of the meeting.

9.2 Quad bikes. Members **received** the Assistant Clerk's report and updates on the use of quad bikes around Timbertops play area. **Agreed** to ring-fence £1800.00 from this year's street maintenance budget in order to ascertain what preventative measures could be put in place to alleviate this problem. This motion was proposed by Cllr Brooks and seconded Cllr Ivor Davies, with all in favour. **Action Clerk** to design and cost proposals and circulate to the committee.

9.3 KIMS roundabout landscaping: Members **received** the Clerk's report and agreed to write to MBC requesting that landscaping on this roundabout should include a variety of vegetation that has colour all year round. **Action: Clerk.**

10. **Policy and procedures review.**

10.1 Terms of Reference was **reviewed** and **agreed** with a few minor alterations.

10.2 Sale of Public Land Policy was **reviewed** and **amended**. A request for the agreement with KCC for this policy was made to be included on the next agenda.

10.3 Planning Information regarding decisions was **received** and **agreed** with minor alterations.

11. **Calls for sites submissions.**

Members **received** and **noted** the list of sites that have been submitted to MBC for development. Further consideration will be given once MBC has completed its first round of the assessment process mid-April.

12. **Matters for Information**

Community Infrastructure Levy (CIL)

Members **received** the Clerks report and **agreed** to request if Maidstone KALC to contact MBC arrange a briefing and/or training in this particular subject. **Action: Clerk.**

13. **Next Meeting.**

Next full environment meeting 15th April 2013 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.09 p.m.

Item 6.2 Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Wednesday 20 March 2013 commencing at 7.33 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P. Brooks, Mr Vic Davies and Mr G Smith together with the Clerk.

1. **Apologies and non-attendance.**

Cllr Bob Hinder (holiday), Cllr Wendy Hinder (holiday) and Cllr Perry (family commitment). Cllr Macklin (absent).

2. **Declaration of Interest or Lobbying.**

There were none.

3. **Minutes of the meeting of 8 January 2013.**

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

4. **Matters Arising.**

None as all items were included in the main agenda.

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

5. **Financial report.**

5.1 Income/Expenditure report of 4 March 2013 was **received** and **noted**. Members discussed various codes and the Clerk supplied clarification where needed. It was **agreed** that the Clerk would report back on the work undertaken on code 7 and codes 144/145. **Action** – Clerk and Cllr Ivor Davies.

5.2 Reconciliation of accounts report of February 2013. **Received** and **signed off**.

5.3 Investment Bonds. Members received information on the latest bond investments and maturity dates. The Clerk's decision, due to a delay in processing the bond and after discussion with the Chairman, to split the period of investment to £80,000 for 12 months and £20,000 for six months was **ratified**.

5.4 Payment of staff salaries by BACS. The Clerk's report was **received**. After discussion the following were proposed from the chair and **agreed**;

- **"That the Clerk be authorised where essential for the furtherance of the Council's business to arrange by telephone bank transfers and standing orders, subject to two signatories being obtained before the transaction takes place. This arrangement to be reviewed after four months"**. **Action** – Clerk.
- **"That as an interim arrangement the payment of salaries will be by standing order of a fixed monthly sum to each staff member, which will then be topped up quarterly by cheque"**.
- **"That a working group of Ivor Davies, Vic Davies and Bob Hinder be set up to investigate the possible utilisation of internet banking and make recommendations to this committee"**.

5.5 Contingency Fund.

- **Noted** the need to purchase software to supply HMRC with mandatory real time PAYE reports. Software will be purchased from the administrative budget. **Action** – Clerk.
- Outstanding payment for hall lights. **Noted**.
- Oven and extractor fan. Members **noted** that the oven had developed a potentially serious fault. If purchase of a replacement proved necessary, an extractor fan would also have to be installed due to a change in legislation. Members **agreed** in principle the use of contingency funds and also suggested that purchase of a microwave to supplement the oven be investigated. Clerk to keep members informed by e-mail. **Action** – Clerk.

5.6 Parish Councillor internal audit. Cllr Dengate's report was **received** and **noted**. His recommendation for a redesign of the format was **noted** and it was **agreed** that a draft would be submitted to the next meeting. **Action** – Clerk.

6. **Policy and procedures reviews and adoption.**

6.1 Terms of reference. A minor addition was **agreed** and it was also **agreed** to recommend that the title of the committee be changed to Finance and General Purposes Committee to reflect its wider responsibilities.

6.2 Reserves policy. Members requested a minor change to the draft, then due to the absence of Cllr Macklin, deferred further consideration to the next meeting. **Action** – agenda.

6.3 Insurance. The Clerk's report on the work being undertaken was **received**. Members asked to be kept updated by e-mail. **Action** – Clerk.

7 **Grant Requests.**

7.1 Kenward Trust. After discussion and agreement that on this occasion the council would accept the request without an application form, Cllr Vic Davies proposed seconded by Cllr Brooks, **"That a grant of £100 be made"**. **Agreed**.

7.2 Grove Green Scouts. Cllr Vic Davies proposed seconded Cllr Smith, "**That the mess tent be purchased at a cost of £582.50 plus VAT and gifted to the group**". **Agreed. Action** – Clerk.

8 Matters for Information.

No information was brought forward.

9 Date of Next Meeting.

Tuesday 21 May 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.57 pm.

Item 8. Land at Sandy Lane. *Purpose of item: Information and decisions.*

8.1 Working Group Report from Cllr Bob Hinder, Chairman.

The group has been steadily progressing and we have twice met with the Royal Engineers who we are hoping will undertake a lot of the ground work concerning the entrance and access road to the site.

Work has also started on issues relating to the provision and regulations of allotments as the council had indicated that it is likely that the land will be used to provide these. Medway Valley Countryside Partnership, through MBC, have cut away most of the fallen Oak that was on the parish council land but what remains will need to be moved. An unsafe tree was also felled.

Members of the working group and a member of the public have undertaken shrub and lower branch clearance to 'clean up' the boundary to enable machinery to access the site. A further meeting of the group has been arranged.

8.2 Members will be asked to formally decide on the use and name of this land. Members have previously discussed allotments and set up a Working Group to progress this possibility but there is now a need to formally identify a use and also to consider a name. It is recommended that the name, assuming allotments are agreed, shall be either Dovehill or Dove Hill Allotments; this reflects the local name for the immediate area.

Item 9. Parish Councillor Vacancy. *Purpose of item; information.*

The legal process to fill a casual vacancy can only take place after the councillor has left. The timescale is roughly as follows;

- Notify MBC.
- Place notices onto noticeboards etc. notifying the electorate of the vacancy and the right of ten people, within 14 days, to require an election to be arranged.
- If no election is called for then MBC notifies the parish council to go ahead and advertise a casual vacancy.
- Place poster to advertise the vacancy; these posters will include details of deadlines etc.

The parish council is going to be present at the 18 May 2013 fete at St John's School and this would be a good opportunity to try to attract some interest from Grove Green residents. In view of the timescale imposed by legalisation it is likely that the first date for appointing to the casual vacancy would be July 2013 at the parish council meeting which is coincidentally being held at Weaving Village Hall.

Members' attention is directed to Standing Order 21b which deals with soliciting and recommending people to the parish council.

Item 10. Policies and Procedures Review *Purpose of item; consideration and decision.*

Standing Orders, Terms of Reference and Financial Regulations. Copies of the current standing orders can be supplied to members on request or downloaded from the website.

- 10.1 Standing Orders. No request for changes has been received and the Clerk is not aware of any changes to legislation that requires an update.
- 10.2 Terms of Reference. Each committee has considered its Terms of Reference and in some cases some minor changes, generally grammar or for clarity, have been made to the document. Only changes that are considered substantial changes have been reported below. Full copies of the Terms of Reference can be supplied to councillors on request.
- The Finance Committee is requesting approval to change its title, so that it more accurately reflect its work, to Finance and General Purposes Committee.
- It is recommended that all Terms of Reference have the 'other' section amended (shown in italics) to read
- Other.* The parish council has the right to identify issues that will be dealt with at 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.*
- 10.3 Financial Regulations. The Finance Committee recommends that an addition (shown in italics) so that it reads
- 11.3 Parish Councillor Allowances, *staff salaries and PAYE/NI contributions* can be paid by standing order or BACs as approved by the parish council.
- The Finance Committee has identified a policy and procedure to be followed to allow this. Two signatures are still required before any payment is processed.

Item 14. Matters for information. *Purpose of report; information.*

14.1 Boxley Warren Action Day – Sunday, April 14th – 10am to 2pm

The next Boxley Warren Action Day will be held this Sunday and we will be working on an area of newly coppiced trees at the eastern end of the site. We will be meeting at the eastern end of the site for this event entering the site from Lidsing Rd. Here is a map: <http://goo.gl/maps/jIQuY>

The gate will be open and parking can be found about 100m along Pilgrims' Way on the right hand side.

This work is part of the new management plan for the site which has now been agreed by Natural England and the Forestry Commission. All tools will be provided as will drinks and food but do bring clothing suitable for the weather and a pair of work gloves.

Please contact Steve Wright on 07801 386264 if you have any queries on the day.

I would be grateful if you could let me know if you are planning to attend so that we can arrange catering/ensure we have enough tools.

Weaving Diamond Jubilee Orchard – Thursday, 18th April – 2pm to 4pm

Help is required moving scrub, logs and other useful wildlife habitat from a site that is about to be developed to the Diamond Jubilee Orchard next door. Not only will this help establish new wildlife habitats in the orchard but it will help save existing wildlife from being destroyed.

The meeting point will be in Penhurst Place at 2pm. This task is being led by Councillor Tony Harwood. For more information and to let him know if you plan to help out please contact him at tonyharwood@maidstone.gov.uk

Reptile Ecology and Monitoring – Saturday, 27th April – 11am to 4pm

This free training course led by the Kent Reptile and Amphibian Group will start with an indoor session introducing the ecology and identification of British reptiles and will be followed by a site visit to Boxley Warren to look for some of the animals in the flesh. Participants will be invited to get involved in the long term monitoring of reptiles at Boxley Warren. To book a place please reply to this e-mail. There will then be the chance to get involved in the long term monitoring of reptiles at Boxley Warren.