

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Wildfell Close
Walderslade
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Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 27 May 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **European School of Osteopathy, Boxley Village, ME14 3DZ** at 7.30pm on **Monday 2 June 2014** when it is proposed to transact the following business:

- | | Time guide |
|---|------------|
| 1. Apologies and absences. | (7.30) |
| To receive and accept apologies for absence. | |
| 2. Declaration of Interests or Lobbying. | (7.31) |
| Members are required to declare any interests, dispensations or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | |
| 3. Co-option to Parish Councillor Vacancy (South Ward). | (7.33) |
| To consider the applications for the position of Parish Councillor, see attached report (page 3). | |
| 4. Minutes of the Parish Council Meeting of 12 May 2014. | (7.53) |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-6). | |
| 5. Matters Arising From the Minutes. | (7.55) |
| 5.1 Minute 2646/9.2 laptop access. The F&GP Committee is working on the user policy etc. and permission has been given to trial the access. | |
| 5.2 Neighbourhood Development Plan. The first article will appear in the June DM. | |
| 6. Report from the PCSO and Police Issues. | (8.00) |
| Crime statistics for April and May attached (page 7). | |
| Adjournment to enable members of the public to address the meeting. | (8.08) |
| 7. Draft Minutes of Recent Committee Meetings. | (8.15) |
| For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion. | |
| 7.1 F&GP Committee meeting 12 May 2014 (page 8). | |
| 7.2 Environment Committee meeting 19 May 2014 (pages 8-12). | |
| 7.3 F&GP Committee meeting 20 May 2014 (pages 12-14). | |
| 8. Finance. | (8.20) |
| 8.1 To note payments made out of meeting 01.04.14 – 27.05.14 (pages 15 - 21). | |
| 8.2 To note receipts for the period 01.04.14 – 27.05.14 (pages 21 - 25). | |
| 8.3 Account balances as at 27.05.2014 (page 26). | |

- 8.4 To authorise payments of accounts (list to be supplied at meeting).
9. **Policies and Procedures Review.** (8.25)
9.1 Standing Orders details of the revised SOs will be forwarded to members.
9.2 Financial Regulations. To receive the F&GP Committee recommendation to approve the revised regulations see report (page 26 - 33).
9.3 Guidance for Parish Councillors on Lobbying and Predetermination see report (pages 33 - 35).
- 10 **Matters for Decision** (including attendance at meetings etc.). (8.35)
- 11 **Reports from Borough and County Councillors.** (8.40)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 12 **Reports from councillors/office.** (8.48)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 13 **Matters for Information.** (8.52)
13.1 Minutes of the Annual Meeting of the Parish, 12 May 2014 see report (pages 35 - 36).
13.2 ACRK Rural News no 137 (e-mail 14.05.14).
- 14 **Next Meeting.** (8.55)
Monday 7 July 2014 at Weaving Village Hall, The Street, Weaving, ME14 5JP commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 30 June 2014.

Pauline Bowdery
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.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 2 June 2014.
The Chairman will assume that these have been read prior to the meeting.**

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

Item 3. Co-option to Parish Councillor Vacancy (South Ward).*Purpose of item: decision.*

Deadline for submission of applications was 21 May 2014 with two applications being received, details are supplied under confidential cover.

Members are reminded of the procedure that the Parish Council has previously agreed/used when dealing with co-option to vacancies (one or more candidates).

- A candidate will be asked to submit a C.V. which will be supplied to members under confidential cover.
- Candidates will be invited to the meeting and allowed up to 3 minutes each to address the meeting.
- No candidate will be present whilst another candidate speaks.
- Councillors will be able to ask questions of each candidate.
- The Council shall decide and vote on the appointment in the absence of the candidates.
- The meeting and decision are taken in an open and public meeting.
- A successful candidate will be asked to sign a Declaration of Office and then join the meeting.

Members are also reminded that anyone who lives within 3 miles of the parish boundary or who works within the boundary could apply for the vacancy. The parish council has however stated that it considers that the South Ward is under represented and that it would welcome applications from candidates who live in this area.

Clerk note. If more than one candidate stands then the law requires a clear majority, the Clerk will advise on the voting procedure. A parish council is not required to appoint to the vacancy at this meeting, even after interviewing the candidate(s). However it should have clear reasons for not doing so as legislation requires it to fill any vacancy asap.

Item 4 Minutes of the Annual Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 12 May 2014 commencing at 7.40 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr T Harwood, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mrs A Spain (left during item 16.2), Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler and four members of the public/press.

1. **Apologies and absences.**
County Councillor Paul Carter.
2. **Declaration of Interests or Lobbying.**

None received.

3. **Election of Chairman.**

Cllr Brooks nominated, with Cllr Vic Davies seconding – **Cllr Ivor Davies**. There being no other nominations this was **agreed**. The Chairman thanked fellow councillors and signed his Declaration of Acceptance of Office.

4. **To Elect a Vice-Chairman.**

Cllr Springate nominated, with Cllr Waller seconding – **Cllr Brooks**. There being no other nominations this was **agreed**.

5. **To Appoint Committees, Committee Chairmen and Vice-Chairmen.**

Committees their Chairmen and Vice-Chairmen were appointed.

5.1 & 5.2 Environment Committee

Cllr P Brooks
Cllr I Davies
Cllr P Dengate (Vice-chair)
Cllr B Hinder
Cllr W Hinder (Chair)
Cllr D Hollands
Cllr A Spain
Cllr A Springate
Cllr M Waller

5.3 & 5.4 Estates Committee

Cllr P Brooks
Cllr I Davies
Cllr V Davies (Chair)
Cllr P Dengate
Cllr B Hinder (Vice-chair)
Cllr G Smith
Cllr P Sullivan

5.5 & 5.6 Finance and General Purposes Committee (F&GP Committee)

Cllr P Brooks
Cllr I Davies
Cllr V Davies (Chair)
Cllr B Hinder (Vice-chair)
Cllr W Hinder
Cllr P Dengate
Cllr G Smith

6. **Appoint Representatives to External Bodies.**

Grove Green Community Association
Kent Association of Local Councils

Cllr Vic Davies
Cllr Ivor Davies, Cllr Dennis Hollands and Cllr Wendy Hinder (reserve).

Action with Communities in Rural Kent (ACRK)

Cllr Ivor Davies.

Sandling Village Hall (2 Trustees)
Vinters Valley Nature Reserve (Trustee)
Boxley Warren LNR
Mid Kent Steering Group

Cllr Waller and Cllr Dennis Hollands.
Cllr Vic Davies.
Cllr Tony Harwood.
Cllr Smith.

Representatives **noted** that if they were unable to attend a meeting then it was their responsibility to send apologies. Representatives were also asked to provide regular reports to the parish council.

7. **Inspection of Deeds and Trust Documents.**

Noted that the originals are stored at the council's solicitors with the parish office retaining copies.

8. **Minutes of the Parish Council Meeting of 7 April 2014.**

The minutes of the meeting were, with the addition of Cllrs Vic Davies and Dengate to the attendance list, **agreed** and **signed** as a correct record.

9. **Matters Arising From the Minutes.**

- 9.1 Minute 2636 Police urban/rural boundary criteria. The report was **received** and **noted**.
- 9.2 Minute 2637/10.2 Laptop access by members of the public: A risk assessment and a user policy will be submitted to the F&GP Committee for approval. **Noted**.

10. **Report from the PCSO and Police Issues.**

No crime statistics and report available due to the officer's annual leave.

The meeting was not adjourned as no member of the public wished to address the meeting.

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

Received and noted:

- 11.1 Environment Committee meeting 7 April 2014.
- 11.2 Environment Committee meeting 14 April 2014. Minor changes to items 7 and 9 were requested and agreed.
- 11.3 Estates Committee meeting 15 April 2014.

12. **Finance.**

- 12.1 Payments made out of meeting. 08.04.14 – 02.05.14. **Noted**.
- 12.2 Receipts for the period 01.04.14 – 05.05.14. **Noted**.
- 12.3 Account balances as at 05.05.14. **Noted**.
- 12.4 Payments of accounts. None were presented.

13. **2013/2014 End of Year Return.**

The recommendation of the F&GP Committee that the End of Year Return is signed was **received**. The Chair proposed, Cllr Bob Hinder seconded, that the End of Year Return be signed. **Agreed**.

The Annual Audit statement for the year ended 31.03.14 was circulated to members and will be publicised. **Noted**.

The annual Parish Service Scheme agreement was signed by the Chairman.

14. **WW1 commemoration.**

After lengthy discussion it was proposed from the chair and **agreed** (one against) that the Parish Council project to commemorate the commencement of WW1 would comprise:

- The production, in partnership with a volunteer, of a leaflet giving information on the Boxley War Memorial and the fallen listed thereon.
- The planting of an Oak tree and a Linden tree in Grove Green. It was noted that the trees would be well established in 4 years and could then be used to mark the cessation of hostilities if the council then so wishes.
- The installation of a commemorative plaque.

Cllr Smith proposed, Cllr Dengate seconded and it was **agreed** (one against, two abstentions), that the wording for the plaque shall be:

Your endeavour and sacrifice is not forgotten.
To commemorate the centenary of the outbreak of the Great War
1914-1918.

It was further **agreed** that the plaque should be installed by the war memorial and the Church to be notified of the Parish Council's plans. **Action: parish office.**

15. **Policies and Procedures Review.**

- 15.1 Standing Orders. **Noted**.
- 15.2 Financial Regulations. **Noted**.

15.3 Code of Conduct Complaints Policy. **Agreed** with minor amendments. Members requested that a form to enable a resident to register a complaint be designed and submitted for consideration. **Action: Clerk.**

16. **Matters for Decision.**

16.1 Attendance at school fetes. After discussion regarding the benefit the council did or did not gain from attendance at such events, Cllrs Vic Davies and Sullivan volunteered to attend the St John's School Fayre on Sat 17 May 12-3 p.m. and Cllr Macklin and the Clerk the Tunbury School Fete on Sat 12 July. **Action: Cllrs Vic Davies, Sullivan, Macklin and the Clerk.**

16.2 Neighbourhood Development Plan. Lengthy in-depth discussion took place covering: the potential cost to the council and the amount of time demanded; the planning value of an NDP; the danger of appearing to make promises that proved undeliverable; and the need for a clear community mandate. It was noted that Government guidelines were that it should be a community-led project but that the council would be heavily involved. A two-stage approach was then **agreed** (3 against, 1 abstention):

- that an explanatory article be placed in the Downs Mail, widely publicised elsewhere, setting out clearly what an NDP is and the pros and cons of the parish having one. It would invite comments from residents to gauge the amount of interest. A draft of the article would go to councillors for comment.
- If strong interest is shown by residents, then a yes/no question will be put to residents via the Downs Mail and other means asking whether they wished to proceed. It would require a minimum percentage (to be decided) in favour for the council to consider it had a mandate to proceed further. If insufficient interest is shown, the project will not be progressed and the community so informed.

Action: Clerk.

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

Cllr Butler gave a report including information on the Local Plan, the concern and confusion over the need for 19,600 residential dwellings identified by MBC; and litter and dog-waste bins.

Cllr Wendy Hinder had submitted a written report which was being forwarded to councillors by email. **Action: parish office.**

18. **Reports from councillors/office.**

Cllr Bob Hinder gave a brief resume and answered questions on a report on a Speedwatch presentation he had attended which was being submitted to councillors via email. **Action: parish office.**

19. **Matters for Information.**

19.1 Medway Neighbourhood Watch newsletter issue 32.

19.2 KWT magazine Spring 2014.

19.3 Kenward Trust newsletter Spring/Summer 2014.

19.4 Celebrating Boxley Warren report Feb – Apr 2014.

19.5 Chairman's 2013-2014 report to the Annual Meeting of the Parish, which was **received.**

20 **Next Meeting.**

Monday 2 June 2014 at the European School of Osteopathy, Boxley ME14 3DA. Councillor requests for agenda items are to be submitted no later than 27 May 2014.

Meeting closed at 9.40 p.m.

Item 6 Crime Figures. *Purpose of item: information and decision.*

Offence	Address	Year on Year
	<u>03/04/2014 - 03/05/2014</u>	03/04/2013 - 03/05/2013
Theft from Motor Vehicle	Old Chatham Road	
Attempt Theft from ATM	Chatham Road	
Criminal Damage	Chatham Road	
Theft	Bell Lane	
Make off without payment	Sittingbourne Road	
Theft	Bearsted Road	
Theft from shop	Groveswood Drive North	
Theft from Motor Vehicle	Badger Road	
Criminal Damage	Restharrow Road	
Criminal Damage	Badger Road	
Theft from Shop	Groveswood Drive North	
Make off without payment	Chatham Road	
Theft from shop	Groveswood Drive North	
Theft of Motor Vehicle	Beddow way	
Theft	Groveswood Drive North	
Theft from Motor Vehicle	Grove Green Lane	
	16	16
Offence	Address	Year on Year
	<u>04/05/2014 - 23/05/2014</u>	04/05/2013 - 23/05/2013
Burglary	Birch Drive	
Make off without Payment	Chatham Road	
Criminal Damage	Allington Lock	
Theft of Motor Vehicle	Boxley Road	
Theft from Shop	Bearsted Road	
Theft	Bearsted Road	
Criminal Damage	Bearsted Road	
Theft of Motor Vehicle	Lidsing	
Theft from Shop	Groveswood Drive North	
Criminal Damage	Sandbourne Drive	
Theft in Dwelling	Sylvan Glade	
Theft	Groveswood Drive North	
Criminal Damage	Fir Tree Grove	
Burglary	Yew Tree Close	

Item 7. Draft Minutes of Recent Committee Meetings. *Purpose of item: information.*

Item 7.1 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 May 2014 commencing at 7.28 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder, Mrs W Hinder, Mrs K Macklin and Mr G Smith.

1. **Apologies and non-attendance.**
There were none as all members were present.
2. **Declarations of Interest or Lobbying.**
There were none.

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

3. **2013/2014 End of Year Return.**
Members **received** and **noted** the End of Year Return information. It was **agreed** that a recommendation that the return is signed would be made to the parish council.
4. **Date of Next Meeting.**
Tuesday 20 May 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 7.31 pm.

Item 7.2 Minutes of the Environment Committee on Monday 19 May 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Note – At time of inclusion in the PC agenda a clarification was being sought on MA/14/0387 and these minutes will be amended when responses are received from the committee members.

Councillors present: Mrs Wendy Hinder (Chairman), Mrs P Brooks, Mr P Dengate, Mr Bob Hinder, Mr A Springate and Mrs M Waller together with the Assistant Clerk and 2 members of the public.

1. **Apologies and absences.**
Cllr Ivor Davies (holiday), Cllr Spain (convalescing) and Cllr Hollands (family commitment).
2. **Declaration of Interest or Lobbying.**
None declared.
3. **Minutes of the Meetings of 7 and 14 April 2014.**
The minutes were **agreed** and **signed** as a correct record.

The meeting was adjourned at 7.35pm to allow two residents to address the meeting on planning application MA/14/0387. The meeting was reconvened at 7.45pm.

Item 5 was taken at this point.

4. **Matters Arising From Minutes.**

4.1 Minute 2639/4.2 Bollards at Sandling Village Hall and Boxley Road, Walderslade. Members **received** the Clerk's report and confirmed that the need for bollards in two of the areas may not be required now as parking had ceased. These areas will continue to be monitored and Members were asked to submit other areas in the parish that may require bollards for consideration at 9 July meeting. **Action Cllrs/Office.**

4.2 Minute 2639/4.3 Verge work at Grovewood Drive South. The company responsible for the work has been contacted to remind them that now would be a good time to undertake the work to remove shrubs and grass the area. **Noted.**

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

5.1 MA/14/0387 – Erection of a single storey rear extension (amended plans) at Highmill, Tyland Lane, Sandling ME14 3BL

Wish to see application refused for the reasons set out below.

- *The height of the newly proposed pitched roof and the angle at which it is set has not been reduced enough to alleviate the initial objections the parish council had.*
- *There are grave concerns too, over the proposed guttering for this roof which will undoubtedly intrude over the neighbour's boundary.*

5.2 MA/14/0448 – Rear vehicular access and permeable driveway together with the erection of 1.83 metre high timber gates at 22 Goldstone Walk ME5 9QB.

Do not wish to object

5.3 MA/14/0223 – An application for a 12 x 6 catering van on the car park outside the Harley Davidson showroom at Forstal Road.

Ratified the Clerk's decision, after consulting members for a majority view, that this application should not be reported to the MBC Planning Committee.

5.4 MA/14/0517 – Alterations to existing double garage to provide ancillary accommodation at The Banks, Boxley Road, Walderslade, Chatham, Kent, ME5 9JE (adjacent to Glenside).

Wish to see the application refused, however if the officer is minded to approve the parish council would like to following conditions applied:

- *No permitted development rights to extend will be allowed without a separate planning application because of the the detrimental impact on the street scene, character of the area and the extension of the building line along Boxley Road.*
- *Use of the residential dwelling is ancillary to The Banks and cannot be used as a separate stand alone dwelling.*

5.5 MA/14/0594 – First floor extension on top of existing garage to form an additional bedroom at 5 Spenlow Drive, Walderslade ME5 9JT.

Do not wish to object.

5.6 MA/14/0604 – Retrospective application for the erection of front boundary treatment at Briar Lodge, Boxley Road, Walderslade ME5 9JG.

Wish to see this application refused for planning reasons set out below but do not request the application to be reported to the Planning Committee

- *The wall is not in keeping with the street scene which is predominantly a wooded area. Concerns were raised over the lights in the wall being very bright and dazzling and causing a safety issue for passing motorists.*

5.7 MA/14/0659 – Erection of first floor extensions to eastern and western side elevations, first floor rear extension and single storey rear extension to replace existing conservatory at 22 Gleaners Close, Weaving ME14 5ST.

Do not wish to object but members have concerns that the development will create an overwhelming frontage.

5.8 TA/0071/14 – Tree Preservation Order application: TPO No. 1 of 1969: an application for consent to coppice the hornbeam tree leaving as a coppice stool at 12 Celestine Close, Walderslade, Chatham, Kent, ME5 9NG.

Defer to the views of the Borough Landscape Officer.

5.9 TA/0073/14 – Tree Preservation Order application: TPO No 1 of 1969: an application for consent to reduce 1no Birch tree stem to 3.5m at 10 Brownlowe Copse, Walderslade, ME5 9JQ.

Wished to see approved

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

The following were noted:

- MA/13/1760 Three Ashes, Boxley Road. Refused at appeal. *Clerk's note: A copy of the refusal has been forwarded to the MBC Local Plan office with a note that it is submitted to support the parish council's statements made to the Regulation 19 consultation.*
- MA/13/1797 – Lordswood Urban Extension, Gleamingwood Drive.
- MA/14/0373 – Advertisement consent for signs at NEXT*.

7. **Neighbourhood Development Plans.**

The Chairman confirmed that it was agreed at the Parish Council meeting that the parish council would consult with its parishioners and once it had analysed the comments decide what course of action to take.

8. **Maidstone Borough Local Plan.**

8.1 Community Infrastructure Levy – **Ratified** and **noted** the response but no substantive comment.

8.2 Regulation 18 Consultation – Members **Ratified** and **agreed** the response to this consultation. They also agreed that the recent appeal decision which clarified the importance of the ALLI (Area of Local Landscape Importance) is sent to MBC. The Chairman thanked the Clerk for her hard work.

9. **Volunteer Groups.**

Reports were **received** from:

- Walderslade Woods Group. It was reported that the group were busy realigning footpaths and had used their new wood chipper.
- Friends of Boxley Warren. Cllr Bob Hinder reported on the completion of the pond. He confirmed that the PCSO will, in future, issue a section 59 to seize and crush any illegal quad bikes that are caught in the area. Future work being considered is to bring back Hazel into regular coppicing in order to create a possible cash crop. This will bring the County in line with Surrey, Sussex and Essex. Funding for this project will be sourced through Awards for All.

10. **Highways and Byways.**

10.1 Footpath behind Wildfell Close and Green Acres. Members **agreed** to support a letter drop to all houses backing onto this path to highlight that property owners should not fly tip over the fences as this could encourage rats and mice in areas where there is known infestation. They also requested that the issue of fly tipping is highlighted in a future edition of the Downs Mail. **Action Office.**

10.2 Flooding at Round Wood roundabout. Members **noted** the response from KCC and the remedial action that has taken place.

10.3 Potential roadside nature reserve, Boxley Road, Boxley. Members **received** the report and agreed the designation of the road verge on the outskirts of Boxley Village to become a Nature Reserve managed by KWT and suggested Cllr Tony Harwood be approached to become a Volunteer Warden. **Action Office.**

10.4 The condition of vegetation throughout the parish. Members **received** the Chairman's report and it was agreed that Councillors would identify areas they felt were not being maintained and if possible forward photographs so that the office can compile a report for consideration at its meeting in July. **Action Cllrs/Office**

10.5 Westfield Sole Road unsuitable for HGV's. Members **received** an email from a resident regarding HGV's using Westfield Sole Road. They **agreed** to support the letter which was sent to County Councillor Paul Carter and to reiterate the need for weight restriction signs on this narrow road. **Action office.**

11. Policy and procedures review.

Planning and the parish council explanation leaflet. Members **agreed** with the changes to reflect the loss of paper plans that this leaflet was still fit for purpose.

12. Changes to planning application procedure.

Members **received** the Clerk's report and **agreed** to the following points:

- All members of the committee present at the meeting will continue to make a decision on the applications.
- Agree to view plans online either by own computer or accessing office computer.
- If members have not had time to view plans they should wait to see what other members have to say before asking to view the plan.
- Only applications that are complicated or controversial will be opened up for discussion and will follow a set order.
- Advance warning to the office or Chairman will be given if a councillor feels a plan is controversial or requires discussion.
- The office to have the equipment capable of projecting the plans at Beechen Hall and other venues it visits during the course of the year.
- The office will email members a list of the plans in advance of the agenda.

13. Training needs.

None were identified.

14. Matters for information.

The following was **received**.

14.1 Gibraltar Farm. Proposed Development of 500 Houses. Report from Cllr Dengate.

14.2 Copy of Hugh Robertson MP letter to Alison Broom outlining his views on the Maidstone Local Plan.

15. Survey Monkey Results.

Members were shown the results of a recent test survey sent out using Survey Monkey by Cllr Dengate. Members **agreed** to recommend to the Parish Council to use this survey system on a pay as you use (charged by the month) basis when it consults with its parishioners on the Neighbourhood Development Plan and other consultations in the future. They also **agreed** the neighbourhood development plan should be advertised through the website, Downs Mail, Kent Messenger (under Boxley Village News) and Facebook.

16. Next Meeting.

Next full environment meeting 9 June 2014 at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 30 May 2014.

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

There were none.

Meeting closed at 9.44 pm.

Item 7.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 19 May 2014 commencing at 7.30 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder and Mr G Smith (left during item 6.3/para 8.6.) together with the Clerk

2. **Apologies and non-attendance.**

Cllr Wendy Hinder (MBC commitments).

2. **Declarations of Interest or Lobbying.**

Cllrs Vic Davies, Ivor Davies, Dengate and Hinder declared that they had tenancies at the allotments but had been awarded dispensation to deal with allotment issues, item 8.3.

3. **Minutes of the meeting of 11 March and 12 May 2014.**

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

4. **Matters Arising.**

None as all items are included in the main agenda.

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

5. **Financial report.**

5.1 Reconciliation of accounts report for 12 May 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 31 March 2014. Members **noted** the out-turn for the financial year 2013/14 measured against the budgets set. Various codes were discussed. The Clerk to supply information on the apparent anomaly at code 47. **Action: Clerk.**

5.3 Income/Expenditure report as at 12 May 2014. It was **agreed** that the report, already seen by the Chairman, would be submitted to members of the committee when available and any comments should be returned to the Clerk. **Action: Clerk.**

5.4 Investment Bonds. Clerk's update was **received** and **noted**.

5.5 Precept issues. The Chairman reported that an administrative error had occurred with the wrong precept being levied by MBC resulting in a shortfall of £6,000. Due to the disproportionate cost in reissuing the council tax demands there will be no action taken however MBC has noted that there was an error. An issue may arise for the next financial year if the Government decides to cap increases in parish council precepts. The Clerk was asked to monitor the situation and keep the committee and residents informed. **Action: Clerk.**

5.6 Budget issues. The Chairman reported that the budget for PAYE would have a shortfall as the Government's £2,000 employers' rebate now excluded local authorities. **Noted.**

6. **Policy and procedures reviews.**

6.1 Health and Safety Policy **agreed** with some amendments. **Noted** Refresher training for all staff will be undertaken in 2015. **Action: Clerk.**

- 6.2 Training Policy and Statement of Intent **agreed**. Cllr Hinder requested in-house training on Facebook. Cllr Dengate requested a workshop session on the new planning system.
- 6.3 Financial Regulations. After lengthy discussion the draft was, with some amendments, **agreed** for recommendation to the parish council for adoption. Discussion also touched upon internet banking and the resulting probable changes to the two signatory rule; relevant regulations will be made to cover these when the latter are known and the committee has considered and adopted relevant risk assessments and policies.

As it was 9.30 pm the Chairman used his devolved powers to extend the meeting for half an hour.

- 6.4 Internet Access by members of the Public using Parish Council computers - Risk Assessment. Members **agreed in principle** the risk assessment but asked that it be deferred to the next meeting for detailed examination and formal approval. In the meantime, the parish office was given permission to proceed using common sense and vigilance. Cllr Dengate identified that an additional computer may be needed as Windows XP is now obsolete and there is thus a slight security risk which will grow over time. He also informed the meeting that at the previous night's Environment Committee meeting the need for additional equipment in a different context had been identified which might release a suitable terminal/laptop. It was **agreed** that this would be investigated. **Action: parish office.**
- 6.5 Internet Access by members of the Public using the Parish Council computers - Policy. Due to lack of time it was **agreed** that this would be dealt with out of meeting via e-mail. **Action: parish office.**
- 6.6 Policy on the use of computer facilities, email and the internet by staff and councillors. Due to lack of time it was **agreed** that this would be dealt with out of meeting via e-mail. **Action: parish office.**

7. **Personnel Matters**

TOIL and leave report **received**.

The Chairman declared that the next item would be discussed in closed session due to personal information and data.

A confidential report was **received**. Members discussed an issue relating to staff sickness but decided that no action was required at present. The parish office was to continue with the support it was currently offering.

8. **Contingency Fund.**

8.1 Purchase of noticeboard for allotments, request from the Estates Committee. **Agreed** a maximum sum of £200 would be made available for the purchase and installation of a noticeboard.

8.2 Funding of equipment to help cope with MBC's cessation of supplying paper copies of planning applications. Dealt with at item 6.4.

The Chairman declared that the next issue would be discussed in closed session for reasons of commercial confidentiality.

8.3 Drainage improvements to the Dove Hill site entrance and Sandy Lane. The confidential report was received. After consideration of the cost of the work proposed and the relevant financial regulations it was proposed by Cllr Dengate, seconded by Cllr Vic Davies, that the quotation be accepted. **Agreed** (one abstention).

9. **Grant Requests.**

Friends of Boxley Church. **Agreed**, proposed by Cllr Vic Davies seconded by Cllr Brooks, that a grant of £250 is paid towards the cost of the public liability insurance for the Flower Festival.

10. **Consultation**

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014. **Received and** noted and the response ratified.

11. **Matters for Information.**

Possible alteration in timing of Precept Notifications. **Received and noted.**

12. **Date of Next Meeting.**

Tuesday 15 July 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 10.00 pm.

Item 8.1. Payments made out of meeting 01.04.14 – 27.05.14

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
1	Refuse collections	07/04/2014	HSBC Beechen Hall	2dd1	Refuse Collection	SITA UK Ltd	82.72	16.54	99.26
2	Wages	07/04/2014	HSBC Beechen Hall	102649	Bacs payments made from Coop account	Boxley Parish Council	0.00	0.00	0.00
3	Hall maintenance	07/04/2014	HSBC Beechen Hall	102650	Hall Maintenance	Capital Cleaning (Kent) Ltd	29.61	5.92	35.53
4	Publicity	07/04/2014	Coop General Account	3dd1	Downs Mail	Mail Publications Limited	435.18	54.95	490.13
5	Maintenance	07/04/2014	Coop General Account	501270	Water Bill	South East Water	10.80	0.00	10.80
6	Subscriptions	07/04/2014	Coop General Account	501271	Annual Subscription	Kent Assoc Local Councils	1,140.00	228.00	1,368.00
7	ABA subscription	07/04/2014	Coop General Account	501272	Annual Subscription	ICCM	90.00	0.00	90.00
8	Hire fee - casual	07/04/2014	Coop General Account	bacs 645 Weston	Casual Hire Fee	Weston	43.85	0.00	43.85
9	Administration	07/04/2014	Coop General Account	Bacs l1859747	Chair Stoppers`	Kent County Council	123.75	24.75	148.50
10	Hall maintenance	07/04/2014	Coop General Account	Bacs 7/4/14	Hall Maintenance	Mr B Douglas	16.66	3.18	19.84
11	Hall maintenance	15/04/2014	HSBC Beechen Hall	102651	Repairs to Taski Machine	Capital Cleaning (Kent) Ltd	32.98	6.60	39.58
12	Rates	15/04/2014	HSBC Beechen Hall	2dd2	Rates	Maidstone Borough Council	368.96	0.00	368.96
13	Office rates	15/04/2014	HSBC Beechen	2dd2	Rates	Maidstone Borough Council	158.13	0.00	158.13

14	Maintenance	15/04/2014	Hall Coop General Account	bacs 154078	Allotment Bench	Steve Wright	148.00	0.00	148.00
15	Administration	15/04/2014	Coop General Account	bacs Imprest46	Stamps	Mrs P Bowdery	66.00	0.00	66.00
16	Maintenance	15/04/2014	Coop General Account	bacs Imprest46	Seeds	Mrs P Bowdery	3.00	0.00	3.00
17	Administration	15/04/2014	Coop General Account	bacs Imprest46	Stamps	Mrs P Bowdery	39.60	0.00	39.60
18	Hall maintenance	15/04/2014	Coop General Account	bacs Imprest46	Window Cleaner	Mrs P Bowdery	25.00	0.00	25.00
19	Administration	15/04/2014	Coop General Account	Bacsl1863580/11866468	Chair Stoppers`	Kent County Council	119.74	23.95	143.69
20	Walderslade Woods Group	15/04/2014	Coop General Account	Bacs40511	Wood Chipper	Green Plant Uk Ltd	1,455.00	291.00	1,746.00
21	Subscriptions	15/04/2014	Coop General Account	501273	Subscription	Kent County Playing Fields Assocaition	20.00	0.00	20.00
22	Subscriptions	15/04/2014	Coop General Account	501274	Subscription	Open Spaces Society	45.00	0.00	45.00
23	Salaries	15/04/2014	Coop General Account	BACS22/04/PC01	Staff Salary	Mrs P Bowdery	2,076.28	0.00	2,076.28
24	Publicity	15/04/2014	Coop General Account	BACS22/04/PC01	Publicity	Mrs P Bowdery	20.00	0.00	20.00
25	Salaries	15/04/2014	Coop General Account	BACS22/04/PC03	Staff Salary	Mrs A Candy	499.20	0.00	499.20
26	Travel-staff	15/04/2014	Coop General Account	BACS22/04/PC03	Mileage	Mrs A Candy	42.90	0.00	42.90
27	Chairman's allowance personal	15/04/2014	Coop General Account	BACS22/04/PC06	Chairmans Allowance	Mr I Davies	40.00	0.00	40.00
28	General Maintenance	15/04/2014	Coop General Account	BACS22/04/PC05	Staff Salary	MS D Davies	25.88	0.00	25.88
29	Councillors allowance/PAYE	15/04/2014	Coop General	BACS22/04/PC07	Councillor Allowances	Mr V Davies	33.46	0.00	33.46

			Account						
30	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC08	Councillor Allowances	Mr P Dengate	25.26	0.00	25.26
31	Salaries	15/04/2014	Coop General Account	BACS22/04/PC02	Staff Salary	Mrs M Fooks	679.67	0.00	679.67
32	Travel-staff	15/04/2014	Coop General Account	BACS22/04/PC02	Mileage	Mrs M Fooks	34.32	0.00	34.32
33	Wages	15/04/2014	Coop General Account	BACS22/04/PC02	Wages	Mrs M Fooks	453.11	0.00	453.11
34	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC09	Councillor Allowances	Mr T Harwood	33.46	0.00	33.46
35	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC0	Councillor Allowances	Mr R Hinder	33.46	0.00	33.46
36	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC11	Councillor Allowances	Mrs W Hinder	33.46	0.00	33.46
37	Publicity	15/04/2014	Coop General Account	BACS22/04/PC04	Staff Salary	Mrs L Lake	40.00	0.00	40.00
38	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC12	Councillor Allowances	Mrs K Macklin	41.66	0.00	41.66
39	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC14	Councillor Allowances	Mr G Smith	33.46	0.00	33.46
40	Wages	15/04/2014	Coop General Account	BACS22/04/BH01	Wages	Mrs M Smith	486.05	0.00	486.05
41	Publicity	15/04/2014	Coop General Account	BACS22/04/BH01	Publicity	Mrs M Smith	60.00	0.00	60.00
42	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC15	Councillor Allowances	Mrs A Spain	33.46	0.00	33.46
43	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC17	Councillor Allowances	Mrs M Waller	38.46	0.00	38.46
44	Wages	15/04/2014	Coop General Account	BACS22/04/BH04	Wages	Mr A Fletcher	252.67	0.00	252.67
45	Wages	15/04/2014	Coop General Account	BACS22/04/BH05	Wages	Mr B Douglas	195.27	0.00	195.27

			Account						
46	Hall maintenance	15/04/2014	Coop General Account	BACS22/04/BH05	Hall Maintenance	Mr B Douglas	39.63	0.00	39.63
47	PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	PAYE	HMRC	1,127.34	0.00	1,127.34
48	Chairman's allowance personal	15/04/2014	Coop General Account	BACS22/04/HMRC	Chairman Allowance PAYE	HMRC	10.00	0.00	10.00
49	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	Councillor Allowances PAYE	HMRC	68.80	0.00	68.80
50	PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	PAYE	HMRC	178.80	0.00	178.80
51	Boxley Warren	15/04/2014	Coop General Account	CBW49/CBW50	Repairs and maintenance	S W Services	800.00	0.00	800.00
52	Community Project	15/04/2014	Coop General Account	Bacs40511	WWG - Wood Chipper	Green Plant Uk Ltd	1,000.00	200.00	1,200.00
53	Damage waiver current year	08/05/2014	Coop General Account	Bacs 10-5-14-C653	Damage Waiver Deposit	Monsur	150.00	0.00	150.00
54	Hall internal decoration	08/05/2014	Coop General Account	Bacs 10/5/14/Internal	Internal Hall Decoration	Chris Smy/CDS Property Maintenance	200.00	0.00	200.00
55	Village signs	08/05/2014	Coop General Account	Bacs 10/5/14/5272	Oak Post	J Dowle Fencing & Garden Services Ltd	205.00	41.00	246.00
56	Hall maintenance	08/05/2014	Coop General Account	Bacs 10/5/14	Hall Maintenance	Mrs M Fooks	6.67	1.34	8.01
57	Maintenance	08/05/2014	Coop General Account	Bacs 10/5/14	Allotment Maintenance	Mrs M Fooks	20.31	2.66	22.97
58	Publicity	08/05/2014	Coop General Account	3dd2	Downs Mail	Mail Publications Limited	435.18	54.95	490.13
59	Administration	08/05/2014	Coop General Account	3dd3	Telephone Bill	British Telecommunications Plc	66.40	13.28	79.68
60	Contingency fund	08/05/2014	Coop General Account	501275	Tree Maintenance	Mr J Hood	400.00	0.00	400.00
61	Boxley Warren	08/05/2014	Coop General Account	Bacs 10/5/14/154085	Pond Lining	S W Services	500.00	0.00	500.00

62	Hire fee - casual	08/05/2014	Account HSBC Beechen Hall	102652	Refund	Pinon	36.20	0.00	36.20
63	Salaries	20/05/2014	Coop General Account	BACS22/05/PC01	Staff Salary	Mrs P Bowdery	2,071.24	0.00	2,071.24
64	Publicity	20/05/2014	Coop General Account	BACS22/05/PC01	Downs Mail	Mrs P Bowdery	20.00	0.00	20.00
65	Travel-staff	20/05/2014	Coop General Account	BACS22/05/PC01	Mileage	Mrs P Bowdery	49.86	0.00	49.86
66	Salaries	20/05/2014	Coop General Account	BACS22/05/PC03	Staff Salary	Mrs A Candy	499.20	0.00	499.20
67	General Maintenance	20/05/2014	Coop General Account	BACS22/05/PC05	Litter Picking	MS D Davies	38.82	0.00	38.82
68	Chairman's allowance personal	20/05/2014	Coop General Account	BACS22/05/PC06	Chairman Allowance PAYE	Mr I Davies	40.00	0.00	40.00
69	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC07	Councillor Allowances PAYE	Mr V Davies	33.26	0.00	33.26
70	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC08	Councillor Allowances PAYE	Mr P Dengate	24.86	0.00	24.86
71	Salaries	20/05/2014	Coop General Account	BACS22/05/PC02	Staff Salary	Mrs M Fooks	681.62	0.00	681.62
72	Wages	20/05/2014	Coop General Account	BACS22/05/PC02	Staff Salary	Mrs M Fooks	454.42	0.00	454.42
73	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC09	Councillor Allowances PAYE	Mr T Harwood	33.26	0.00	33.26
74	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC10	Councillor Allowances PAYE	Mr R Hinder	33.26	0.00	33.26
75	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC11	Councillor Allowances PAYE	Mrs W Hinder	33.26	0.00	33.26
76	Publicity	20/05/2014	Coop General Account	BACS22/05/PC04	Downs Mail	Mrs L Lake	40.00	0.00	40.00
77	Councillors allowance/PAYE	20/05/2014	Coop General	BACS22/05/PC12	Councillor Allowances PAYE	Mrs K Macklin	41.46	0.00	41.46

			Account						
78	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC14	Councillor Allowances PAYE	Mr G Smith	33.26	0.00	33.26
79	Wages	20/05/2014	Coop General Account	BACS22/05/BH01	Wages	Mrs M Smith	486.05	0.00	486.05
80	Publicity	20/05/2014	Coop General Account	BACS22/05/BH01	Downs Mail	Mrs M Smith	60.00	0.00	60.00
81	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC15	Councillor Allowances PAYE	Mrs A Spain/Cowney	33.26	0.00	33.26
82	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/PC17	Councillor Allowances PAYE	Mrs M Waller	38.26	0.00	38.26
83	Wages	20/05/2014	Coop General Account	BACS22/05/BH05	Wages	Mr B Douglas	226.07	0.00	226.07
84	PAYE	20/05/2014	Coop General Account	BACS22/05/HMRC	PAYE	HMRC	1,131.67	0.00	1,131.67
85	PAYE	20/05/2014	Coop General Account	BACS22/05/HMRC	PAYE	HMRC	176.11	0.00	176.11
86	Chairman's allowance personal	20/05/2014	Coop General Account	BACS22/05/HMRC	PAYE	HMRC	10.00	0.00	10.00
87	Councillors allowance/PAYE	20/05/2014	Coop General Account	BACS22/05/HMRC	PAYE	HMRC	70.80	0.00	70.80
88	Administration	20/05/2014	Coop General Account	BACS I1884828	Administration	Kent County Council	24.82	4.96	29.78
89	Consumables	20/05/2014	Coop General Account	BACS I1884828	Consumables	Kent County Council	67.04	13.41	80.45
90	Maintenance	20/05/2014	Coop General Account	BACS 65349/90741932	Pest Control	Mitie	240.00	48.00	288.00
91	Boxley Warren	20/05/2014	Coop General Account	BACS 22/5/CBW44/B	Website Design & Build	Matthew King	750.00	0.00	750.00
92	Walderslade Woods Group	20/05/2014	Coop General Account	501276	Equipment Hire	Rapid Plant & Tool Hire Ltd	73.33	14.67	88.00
93	Walderslade Woods Group	20/05/2014	Coop General Account	BACS 22/05/56	WWG Imprest Account	Mr R Burrows	123.51	17.09	140.60

			Account						
94	Refuse collections	20/05/2014	HSBC Beechen Hall	2dd3	Refuse Collection	SITA UK Ltd	106.24	21.25	127.49
95	Rates	20/05/2014	HSBC Beechen Hall	2dd4	Rates	Maidstone Borough Council	371.70	0.00	371.70
96	Office rates	20/05/2014	HSBC Beechen Hall	2dd4	Office Rates	Maidstone Borough Council	159.30	0.00	159.30
97	Boxley Warren	20/05/2014	Coop General Account	Bacs 22/5/CBW43	Boxley Warren Sculptures	Steve Portchmouth	5,500.00	0.00	5,500.00
98	Administration	20/05/2014	HSBC Beechen Hall	102654	Bacs payments made from Coop account	Boxley Parish Council	0.00	0.00	0.00
99	Wages	20/05/2014	HSBC Beechen Hall	102563	DUD	DUD	0.00	0.00	0.00
100	Wages	21/05/2014	Coop General Account	BACS 22/5/BH04	Wages	Mr A Fletcher	126.34	0.00	126.34
101	Audit	21/05/2014	Coop General Account	501276	Auditors Fees	Kevin Funnell	60.00	0.00	60.00
102	Audit	21/05/2014	Coop General Account	501276	Auditors Fees	Kevin Funnell	60.00	0.00	60.00
103	Damage waiver current year	27/05/2014	Coop General Account	Bacs/647/Lall	Damage Waiver Deposit	Lall	150.00	0.00	150.00
							29,082.08	1,087.50	30,169.58

Item .2. Receipts for the period 01.04.14 – 27.04.14

RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt	Description	Customer	Net	VAT	Total
1	Coop general account	02/04/2014	Coop General Account	1	Interest	Cooperative Bank	4.21	0.00	4.21
2	Allotment income	10/04/2014	Coop General Account	2	Rent	Steve Wright	14.68	0.00	14.68
3	Earmarked	10/04/2014	Coop General	2	Key deposit	Steve	15.00	0.00	15.00

	Reserves		Account			Wright			
4	Allotment income	10/04/2014	Coop General Account	3	Rent	C Ransom	14.42	0.00	14.42
5	Earmarked Reserves	10/04/2014	Coop General Account	3	Key deposit	C Ransom	15.00	0.00	15.00
6	Allotment income	10/04/2014	Coop General Account	4	Paul Carter Grant	Kent County Council	700.00	0.00	700.00
7	Walderslade Woods Group	11/04/2014	Coop General Account	5	Paul Carter Grant	Kent County Council	2,000.00	0.00	2,000.00
8	Hire fee regular	01/04/2014	HSBC Beechen Hall	01	Regular Hire Fee	Tumble Tots	161.70	0.00	161.70
9	Hire fee - casual	03/04/2014	HSBC Beechen Hall	02	Casual Hire Fee	Heritage	35.25	0.00	35.25
10	Hire fee regular	07/04/2014	HSBC Beechen Hall	03	Regular Hire Fee	Karate	210.15	0.00	210.15
11	Hire fee - casual	08/04/2014	HSBC Beechen Hall	04	Casual Hire Fee	Bamrah	123.50	0.00	123.50
12	Insurance	08/04/2014	HSBC Beechen Hall	04	Public Liability	Bamrah	1.50	0.00	1.50
13	Hire fee - casual	09/04/2014	HSBC Beechen Hall	05	Casual Hire Fee	Coleman	35.25	0.00	35.25
14	Insurance	09/04/2014	HSBC Beechen Hall	05	Public Liability	Coleman	1.50	0.00	1.50
15	Hire fee - casual	10/04/2014	HSBC Beechen Hall	06	Casual Hire Fee	Burgess	153.00	0.00	153.00
16	Insurance	10/04/2014	HSBC Beechen Hall	06	Public Liability	Burgess	1.50	0.00	1.50
17	Hire fee - casual	10/04/2014	HSBC Beechen Hall	07	Casual Hire Fee	Brown	117.50	0.00	117.50
18	Insurance	10/04/2014	HSBC Beechen Hall	07	Public Liability	Brown	1.50	0.00	1.50
19	Hire fee regular	02/04/2014	HSBC Beechen Hall	BP01	Regular Hire Fee	Weight Watchers	118.80	0.00	118.80
20	Hire fee regular	08/04/2014	HSBC Beechen Hall	BP02	Regular Hire Fee	NCT stretch and relax	29.40	0.00	29.40
21	Hire fee regular	09/04/2014	HSBC Beechen Hall	BP03	Regular Hire Fee	Teenie Boppers	19.60	0.00	19.60
22	Hire fee regular	12/04/2014	HSBC Beechen Hall	BP04	Regular Hire Fee	Yoga	298.80	0.00	298.80
23	Hire fee regular	12/04/2014	HSBC Beechen Hall	BP05	Regular Hire Fee	Yoga	195.05	0.00	195.05
24	Hire fee regular	14/04/2014	HSBC Beechen Hall	BP06	Regular Hire Fee	I Say	46.80	0.00	46.80
25	Hire fee - casual	16/04/2014	HSBC Beechen Hall	BP07	Casual Hire Fee	Lall	105.75	0.00	105.75

26	Insurance	16/04/2014	HSBC Beechen Hall	BP07	Public Liability	Lall	1.50	0.00	1.50
27	Damage waiver current year	16/04/2014	HSBC Beechen Hall	BP07	Damage Waiver Deposit	Lall	150.00	0.00	150.00
28	Allotment income	24/04/2014	Coop General Account	6	Rent	Mr R Hinder	7.17	0.00	7.17
29	Allotment income	24/04/2014	Coop General Account	7	Rent	Gill Monk	7.04	0.00	7.04
30	Earmarked Reserves	24/04/2014	Coop General Account	7	Key deposit	Gill Monk	15.00	0.00	15.00
31	Boxley Warren	22/04/2014	Coop General Account	8	Grant	Boxley Parish Council	250.00	0.00	250.00
32	Allotment income	29/04/2014	Coop General Account	9	Rent	Mr T Reeves	12.92	0.00	12.92
33	Earmarked Reserves	29/04/2014	Coop General Account	9	Key deposit	Mr T Reeves	15.00	0.00	15.00
34	Hire fee - casual	24/04/2014	HSBC Beechen Hall	BPO08	Casual Hire Fee	Monsur	171.60	0.00	171.60
35	Insurance	24/04/2014	HSBC Beechen Hall	BPO08	Public Liability	Monsur	1.50	0.00	1.50
36	Damage waiver current year	24/04/2014	HSBC Beechen Hall	BPO08	Damage Waiver Deposit	Monsur	150.00	0.00	150.00
37	Hire fee regular	25/04/2014	HSBC Beechen Hall	BP09	Regular Hire Fee	Weight Watchers	89.10	0.00	89.10
38	Hire fee - casual	28/04/2014	HSBC Beechen Hall	BO010	Casual Hire Fee	Preston	30.60	0.00	30.60
39	Hire fee - casual	29/04/2014	HSBC Beechen Hall	BP011	Casual Hire Fee	Campbell	70.50	0.00	70.50
40	Hire fee regular	24/04/2014	HSBC Beechen Hall	08	Regular Hire Fee	Sing & Sign	20.00	0.00	20.00
41	Wages -AEC	28/04/2014	HSBC Beechen Hall	09	After Event Clean	Preston	30.00	0.00	30.00
42	Allotment income	22/04/2014	Coop General Account	10	Rent	Perry	7.00	0.00	7.00
43	Earmarked Reserves	22/04/2014	Coop General Account	10	Key deposit	Perry	15.00	0.00	15.00
45	Precept	17/04/2014	Coop General Account	12	Precept	Maidstone Borough Council	94,931.00	0.00	94,931.00
46	Hire fee regular	30/04/2014	Coop General Account	10	Regular Hire Fee	A Bead In Time	54.00	0.00	54.00
47	Hire fee regular	30/04/2014	Coop General Account	11	Regular Hire Fee	NGREA	42.58	0.00	42.58
48	Hire fee regular	02/05/2014	HSBC Beechen Hall	BP012	Regular Hire Fee	Teenie Boppers	39.20	0.00	39.20
49	Hire fee regular	04/05/2014	HSBC Beechen Hall	BP013	Regular Hire Fee	Yoga	298.80	0.00	298.80

50	Hire fee regular	04/05/2014	HSBC Beechen Hall	BP014	Regular Hire Fee	AACTS	603.57	0.00	603.57
51	Hire fee regular	06/05/2014	HSBC Beechen Hall	BP015	Regular Hire Fee	Kumon	264.48	0.00	264.48
52	Hire fee - casual	06/05/2014	HSBC Beechen Hall	BP016	Casual Hire Fee	Akinyede	168.50	0.00	168.50
53	Insurance	06/05/2014	HSBC Beechen Hall	BP016	Public Liability	Akinyede	1.50	0.00	1.50
54	Hire fee - casual	08/05/2014	HSBC Beechen Hall	BP017	Casual Hire Fee	Etherton	40.50	0.00	40.50
55	Insurance	08/05/2014	HSBC Beechen Hall	BP017	Public Liability	Etherton	1.50	0.00	1.50
56	Hire fee regular	13/05/2014	HSBC Beechen Hall	BP018	Regular Hire Fee	NCT Relax & Stretch	44.10	0.00	44.10
57	Hire fee - casual	13/05/2014	HSBC Beechen Hall	BP019	Casual Hire Fee	NAgarajan	80.60	0.00	80.60
58	Insurance	13/05/2014	HSBC Beechen Hall	BP019	Public Liability	NAgarajan	1.50	0.00	1.50
59	Hire fee regular	30/04/2014	HSBC Beechen Hall	10	Regular Hire Fee	A Bead In Time	54.00	0.00	54.00
60	Hire fee regular	30/04/2014	HSBC Beechen Hall	11	Regular Hire Fee	NGREA	42.58	0.00	42.58
61	Hire fee regular	01/05/2014	HSBC Beechen Hall	12	Regular Hire Fee	Sing & Sign	20.76	0.00	20.76
62	Hire fee - casual	01/05/2014	HSBC Beechen Hall	13	Casual Hire Fee	Jackson	47.00	0.00	47.00
63	Insurance	01/05/2014	HSBC Beechen Hall	13	Public Liability	Jackson	1.50	0.00	1.50
64	Hire fee - casual	06/05/2014	HSBC Beechen Hall	14	Casual Hire Fee	Heritage	35.25	0.00	35.25
65	Insurance	06/05/2014	HSBC Beechen Hall	14	Public Liability	Heritage	1.50	0.00	1.50
66	Hire fee regular	06/05/2014	HSBC Beechen Hall	15	Regular Hire Fee	Tumble Tots	161.70	0.00	161.70
67	Hire fee - casual	06/05/2014	HSBC Beechen Hall	16	Casual Hire Fee	Wimbury	98.18	0.00	98.18
68	Insurance	06/05/2014	HSBC Beechen Hall	16	Public Liability	Wimbury	1.50	0.00	1.50
69	Hire fee - casual	07/05/2014	HSBC Beechen Hall	17	Casual Hire Fee	Lancaster	85.80	0.00	85.80
70	Insurance	07/05/2014	HSBC Beechen Hall	17	Public Liability	Lancaster	1.50	0.00	1.50
71	Hire fee regular	08/05/2014	HSBC Beechen Hall	18	Regular Hire Fee	Sing & Sign	21.10	0.00	21.10
72	Hire fee regular	08/05/2014	HSBC Beechen Hall	19	Regular Hire Fee	Pilates	52.40	0.00	52.40
73	Hire fee - casual	12/05/2014	HSBC Beechen Hall	20	Casual Hire Fee	Walton	131.75	0.00	131.75

74	Hire fee - casual	12/05/2014	HSBC Beechen Hall	21	Casual Hire Fee	Bains	100.00	0.00	100.00
75	Hire fee - casual	14/05/2014	HSBC Beechen Hall	22	Casual Hire Fee	Scates	81.15	0.00	81.15
76	Hire fee regular	15/05/2014	HSBC Beechen Hall	23	Regular Hire Fee	Sing & Sign	21.10	0.00	21.10
77	Hire fee regular	15/05/2014	HSBC Beechen Hall	24	Regular Hire Fee	Balfour SMBC	166.00	0.00	166.00
78	Hire fee regular	19/05/2014	HSBC Beechen Hall	25	Regular Hire Fee	Karate	156.45	0.00	156.45
79	Hire fee - casual	22/05/2014	HSBC Beechen Hall	26	Casual Hire Fee	Bains	92.90	0.00	92.90
80	Insurance	22/05/2014	HSBC Beechen Hall	26	Public Liability	Bains	1.50	0.00	1.50
81	Hire fee regular	22/05/2014	HSBC Beechen Hall	27	Regular Hire Fee	Sing & Sign	16.20	0.00	16.20
82	Hire fee - casual	15/05/2014	HSBC Beechen Hall	BP020	Casual Hire Fee	Outram	35.25	0.00	35.25
83	Hire fee - casual	23/05/2014	HSBC Beechen Hall	BP021	Casual Hire Fee	Harrison External Display Systems	70.50	0.00	70.50
84	Hire fee - casual	22/05/2014	HSBC Beechen Hall	BP022	Casual Hire Fee	Smith	70.50	0.00	70.50
85	Insurance	22/05/2014	HSBC Beechen Hall	BP022	Public Liability	Smith	1.50	0.00	1.50
86	Administration	23/05/2014	Coop General Account	13	VAT Return/Rebate	HMRC	0.00	2,404.52	2,404.52
							103,605.19	2,404.52	106,009.71

Item 8.3. Account balances as at 27.04.14

BANK ACCOUNTS

HSBC Beechen Hall	£37,745.53
Coop General Account	£96,361.83
Coop Investment Bond	£0.00
All & Leicester Invest Bond	£0.00
Santander Investment Bond	£100,000.00
Clydesdale Investment	£0.00
Natwest Fixed Rate Deposit	£80,000.00
Natwest Fixed 3 month	£0.00
Barclays Bank	£90,138.25
Total in Banks	404,245.61
Cash	150.00
GRAND TOTAL (Banks and Cash)	£404,395.61

Item 9 Policies and Procedures Review. *Purpose of item: information and decision.*

Item 9.2 Financial Regulations.

Financial Regulations

1. General

The Parish Council is legally responsible for ensuring that its Financial Management is adequate and effective and that the Council has a sound system of Financial Control, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

These Financial Regulations demonstrate how the Parish Council meets these responsibilities and may only be amended or varied by a resolution of the Council after a recommendation from the Finance & General Purposes Committee (F&GP Committee).

The F&GP Committee maintains an overview in the application of these regulations.

2. Responsible Financial Officer

The position of Responsible Financial Officer (RFO) is a statutory office and the RFO in this case the Parish Clerk. The RFO:

- Is appointed by the Parish Council and acts under the policy direction of the council.
- Administers the Council's financial affairs in accordance with all acts, regulations and proper practices¹.

¹ The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

- Determines, on behalf of the Council, its accounting records, and accounting control systems.
- Maintains and ensures that the accounting records of the council are up to date in accordance with proper practices;
- Assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the council.

If, in the opinion of the RFO, a decision has been taken that is unsafe or which may bring the council into disrepute the RFO has authority to 'call in' the decision and report the issue back to the council or committee for review.

3. Value for Money

The Parish Council shall adopt the principles of Value for Money in all of its financial dealings and associated matters.

4. Open and Accountable

All financial and budgetary matters, including those leading to the setting of the Precept, shall be fully available to all parishioners and publicised via the Parish Council Agendas and Minutes, notice boards and the Parish Council's website. The allocation of budgets and their purpose shall be promoted in a similar way once the Precept has been approved

5. Principles of Expenditure and Authority to Commit

- 5.1 No project shall be submitted for approval to the Parish Council unless it has a Parish Councillor owner and it can be demonstrated to be of Value for Money to the parish and has adequate supporting capital and revenue information. The only exception to this rule shall be proposals for feasibility studies.
- 5.2 The Parish Council shall only commit annual expenditure up to the value of the Precept, received grants and other income plus reserves. Monies taken from the reserves shall be clearly identified.
- 5.3 Once approved by the parish council all disbursements shall be authorised by the Clerk, who shall specify the goods or service to be supplied and their agreed value. No expenditure will be authorised for payment unless provided for within these Financial Regulations or which is a previously agreed Standing Order, Direct Debit or BACS².
- 5.4
 - (a) The Parish Council and committees shall be permitted to commit up to the approved sum on all schemes within their budgets.
 - (b) The F&GP may authorise the transfer of monies between the contingency budget and other budget after considering recommendations from the relevant committees.
 - (c) Committees can vire monies between its own committee budgets subject to a ceiling of £1,000 per project. Amounts in excess of this will require endorsement by the F&GP. These will be noted and the accounting system will be adjusted to reflect those changes

² . Outside of the powers delegated to the RFO, expenditure is authorised by the Parish Council and committees. Agreed budgets also indicate what expenditure has been agreed/planned.

- (d) The F&GP will monitor progress on projects and seek confirmation that the budget created is to the size established at the project authorisation stage.
- 5.5 Payments due by Standing Order, Direct Debit or BACS are authorised by the relevant committee and a list of all such payments must be included on the accounts payment lists. A complete list of all approved Standing Orders, Direct Debits or BACS will accompany invoices for payment.
- 5.6 For clarity, the following procedural steps shall be followed for all projects requiring expenditure:
- (a) Identification of project to the Parish Council or relevant committee. It is expected that this will be done at the budget setting stage.
 - (b) Approval or rejection by Council/committee after discussion.
 - (c) Priority rating allocated by Council/committee.
 - (d) Tender specification³ drawn up and approved by Council or relevant committee.
 - (e) Management of successful tenders/work agreed⁴
 - (f) Tenders/quotations invited by RFO to meet with specification approved by appropriate committee or Parish Council chairman.
 - (g) Opening of Tenders/Quotations.
 - (h) Evaluation by project owner and parish office for submission to appropriate committee.
 - (i) Approval/rejection by Committee or Parish Council.
 - (j) Order raised by RFO.
 - (k) Work in progress shall be monitored.
 - (l) Signing off confirming work done/goods delivered by RFO/committee chairman.
 - (m) Payment of invoice, including the stage payment where appropriate.
- 5.7 Where the Parish Council donates money to, or financially supports another organisation or group, it is a condition of such financial support that a copy of the organisation's approved accounts shall be made available. Village Hall organisations will be encouraged to apply for other sources of funding (see relevant grant policies).
- 5.8 Any resolution, which is not the result of a recommendation of the F&GP, and which, if agreed, would, in the opinion of the Chairman or RFO, substantially increase the expenditure or reduce the revenue of the Council or committee, shall be referred to the next ordinary meeting of the Council for discussion.
- 5.9 If, in the opinion of the RFO, a financial decision has been taken that is unsafe or which may bring the council into disrepute the RFO has authority to report the issue back to the council or committee for review.

6. Banking and Investments

³ Specifications should include when available relevant dates (commencement of work/services, finish date, frequency of any maintenance etc.), standards set/required, relevant maps or descriptions of locations, glossaries, payment terms, any identified penalties etc.

⁴ Issues to be considered identification of project manager, identification of what checks will be undertaken to ensure any standards are met/work is completed, will there need to be any reviews on costs/prices etc.

- 6.1 The Parish Council shall operate bank account(s) as appropriate and banking arrangements shall be approved by resolution of the Parish Council. The Parish Council shall review the banking arrangements as and when required but at least annually. Banking arrangements shall only be changed by resolution of the Parish Council. The Bank will issue statements to the Clerk at least monthly for current accounts and as appropriate for other accounts. Reports on investments will be made to every bi-monthly F&GP meeting or, if deadlines are pending, Parish Council meetings.
- 6.2 All parish councillors can be authorised signatories. Each cheque/ Direct Debit/Standing Order or BACS authorisation shall bear 2 authorised signatures. The Clerk, as the RFO, shall not be an authorised signatory.
- 6.3 Cash in excess of £200 received by the parish council shall be banked within two working days.
- 6.4 Cheques will be banked within 5 working days of receipt.
- 6.5 The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - (a) Fund transfers within the council's own bank accounts banking arrangements up to the sum of £15,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of the council or F&GP Committee.

7. Payment of Creditors

- 7.1 All payments will be authorised in accordance with 6.2 above. Payments will only be made against invoices properly directed to the RFO, Beechen Hall or Boxley Parish Council.
- 7.2 The RFO can authorise procurement of goods or services and agree expenditure up to £1,000 after consultation with the Chairman of the relevant Committee.
- 7.3 The RFO shall have discretion to order goods and sundries and authorise the execution of minor works up to £500 necessary for the day-to-day performance of the Council's business.
- 7.4 Petty cash of £150 will be held in the parish office. A monthly account of expenditure is to be submitted to restore the amount to £150. As there are no local cashing facilities the cheque to replenish the petty cash shall be paid to the RFO who would then draw out cash for the parish office.
- 7.5 At every meeting invoices will accompany cheques, BACS, DD or SO for payment and 2 parish councillors shall check these against the cheques etc. being presented for signature.
- 7.6 For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which the F&GP Committee may authorise payment for the year provided that the requirements of regulation 6.2 are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the F&GP Committee.

8. Annual and Interim Accounts

- 8.1 Accounts will be prepared annually for the year ending 31st March, and then as soon as practical, presented to a full meeting of the Parish Council. A financial report shall be submitted to the Parish Council or F&GP on variances over 15% against the budget,

concurrent function expenditure and on the overall position of the Parish Council finances.

- 8.2 The Parish Council finances will be subject to two independent internal audits by a person who is both competent and can act independently from influence by the council. A report will be submitted to the F&GP after each inspection. The appointment of the independent internal auditor will be reviewed annually by the F&GP.
- 8.3 The Parish Council will make an annual return as required by the Accounts and Audit Regulations.
- 8.4 Two audits will be undertaken by parish councillors and a report will be submitted to the F&GP.
- 8.5 The Chairman or a parish councillor should undertake a minimum standards check every 4 months. This check will include checking the petty cash amount held at the office, bank statements and that regular banking of amounts paid to the parish council are taking place. Members will be asked to sign a minimum standards form to indicate that this has happened.
- 8.6 The F&GP will be responsible for producing the Annual Governance Statement.

9. Principles of the Precept

- 9.1 The Precept shall be used to raise the money necessary for the maintenance and repair of assets, buildings and land that are the responsibility of the Parish Council. As well as specific projects which the Parish Council may decide are for the benefit and in the interests of the community.

10. Preparation of Budgets and Setting of the Precept

- 10.1 Committees shall be responsible for setting their individual budgets.
- 10.2 The timing of preparation of budgets will be such as to lead to a draft budget being prepared by the RFO and submitted to parish councillors in October. Committees shall debate and agree a recommended budget and supporting projects and programmes for submission to the F&GP meeting in January. The F&GP shall consider the budgets and make recommendations to the January Parish Council meeting. The Parish Council shall then agree a budget and set a Precept.
- 10.3 All discussions on budgets and preparation of submissions shall be based upon the principles of Zero Based Budgeting.
- 10.4 All proposed expenditure shall show the legislation under which the Parish Council is empowered to make payment.
- 10.5 The approved annual budget shall form the basis of financial control for the ensuing year.

11. Financial Carry-over Limits

- 11.1 Schemes or projects which were approved but which are not contractually committed during a financial year shall be treated as new projects and subject to re-submission and re-evaluation for subsequent year(s).

12. Tenders, Quotations and Estimates

- 12.1 A Quotation is defined as a fixed price for which specified work will be carried out, or goods supplied. Where possible the Parish Council will seek quotations.

12.2 An Estimate is defined as a sum of money, which specified work or supply of goods may cost. It is not a fixed price. Estimates should not normally be sought.

12.3 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £15,000 shall be procured on the basis of a formal tender as summarised below.

- (a) The method of selection of a company or persons to be contacted shall be decided by members or the Responsible Financial Officer from any of the following sources:
 - any local authority 'fair trading' list;
 - by recommendation; or by
 - an advertisement in a local newspaper of the intention of the Council to invite tenders.
- (b) The Clerk may authorise the procurement of goods, materials, services and the execution of works up to £1,000 after consultation with the Chairman of the relevant Committee.
- (c) The procurement of goods, materials, services and the execution of works between £1,000 and £5,000 shall be entered into, at the Councils' or committees' discretion after consideration of estimates invited from contractors.
- (d) The procurement of goods, materials, services and the execution of works over £5,000 and not exceeding £10,000 shall not be entered into without three written quotations being obtained.
- (e) The procurement of goods, materials, services and the execution of works exceeding £10,000 shall not be entered into without a minimum of five contractors being invited to submit tenders.
- (f) Where the circumstances make it inappropriate to invite such a number of quotations (paragraphs (b) and (c) above) a lesser number of contractors, as decided by the Council, may be invited.
- (g) Where the work or the supply of goods or materials is of such a nature as to render competitive tendering or the obtaining of a quotation impractical, the council may decide to select a single firm with or without a quotation for the purpose.
- (h) Tenders shall be opened in the presence of a Parish Councillor who is not a member of the committee considering the tender. A note signed by the opener will record the name of the company and the tender price. An alphabetical list of firms is to be included in the briefing document submitted to the committee choosing the successful quotation/tender.
- (i) If, despite attempts, no quotations/tenders are received or all submissions are identical the council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (j) All tenders and quotations for goods, materials or for the execution of works shall as far as practicable be based on a specification and unless the specification sent to companies invites submission of other ideas/recommendations no tender shall be accepted which deviates from that specification.
- (k) When applications are made to waive specific financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the parish council.

- 12.4 In view of paragraph 3 in these regulations neither the Parish Council or any committee is bound to accept the lowest tender, estimate or quote.
- 12.5 If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified appropriate committee in writing to the RFO. Failure to do so will result in an application being rejected and, if already appointed, could result in dismissal without notice. The RFO shall report to the council or committee any such disclosure.
- 12.6 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The RFO shall make known the purpose of this sub-paragraph of this regulation to every candidate.
- 12.7 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed⁵.

13. Payment of salaries and Parish Councillor Allowances⁶

- 13.1 The Council shall pay all salaries and Councillor Allowances in accordance with payroll records and the rules of PAYE and National Insurance operating at the time. Salaries and Parish Councillor Allowances shall be as approved by a resolution of the council or the F&GP.
- 13.2 Payment will be made by cheque or BACS on the 22nd of each month unless that day falls on a weekend or bank holiday when it will be paid the previous Friday.
- 13.3 Parish Councillor Allowances, staff salaries and PAYE/NI may be paid by standing order or BACs as approved by the parish council.

14. Assets

- 14.1 The RFO shall maintain an Asset Register, which shall be reviewed annually and re-valued as necessary.
- 14.2 The Asset Register will be used as a basis for the annual insurance renewal.

15. Responsibility for Observance

- 15.1 Responsibility for advice to the Parish Council and observance of financial controls rests with the RFO as the Proper Officer and Responsible Financial Officer.
- 15.2 A breach of these Regulations by an employee is gross misconduct.
- 15.3 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

16. Suspension and Revision of Financial Regulations

- 16.1 The Financial Regulations of the Council shall be subject to annual review prior to the adoption of the Annual Governance Statement.

⁵ See Standing Orders

⁶ Includes the Chairman's Allowance

- 16.2 The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 16.3 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

17. Risk Management

- 17.1 The Estates Committee will undertake Risk Management Assessments for Beechen Hall, allotments and open spaces.
- 17.2 The RFO shall prepare, for approval by the council, risk management policy statements in respect of all other activities of the council.
- 17.3 The F&GP Committee shall annually review its Risk Management Assessment. This will include risks relating to financial issues including investments, security of cheque books and cheque signing mandates.
- 17.4 The F&GP shall annually review the insurance of the property, liabilities and commitments of the Parish Council and make such adjustments as deem necessary.

18. Beechen Hall

- 18.1 The Estates Committee shall be responsible for an annual review of the hire fees for Beechen Hall.

19. Income

- 19.1 The collection of all sums due to the council shall be the responsibility of and come under the supervision of the RFO.
- 19.2 The Estates Committee will review all fees and charges annually or biennially, following a report of the RFO.
- 19.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

Item 9.3 Guidance for Parish Councillors on Lobbying and Predetermination.

Current policy.

This guidance is to assist you in your day to day contact with members of the public who may wish to bring something to your attention, discuss an issue or solicit your support (lobbying). It supplements, but does not replace, the Code of Conduct with which councillors should conform at all times.

Caution & Common sense

You should always bear in mind that unless caution and common sense are exercised there is always the possibility that the impartiality and integrity of a councillor could be questioned. It is therefore advisable that councillors, especially members of the Environment Committee who may be approached on planning issues, should take care about expressing an opinion that a member of the public may take as indicating support or

giving permission of the parish council. Information on Predisposition, Predetermination or Bias and the Code is available from the parish office.

You must declare that you have been lobbied if the issue in question is discussed at a parish council or committee meeting.

Lobbying.

This is a time-honoured tradition especially in the planning and development arena. It is also probably the most controversial side of local politics in this country.

When being lobbied you should take great care about expressing personal opinions, especially if you are or will be part of the decision making process. Humans consistently deceive themselves by selectively hearing only what they want to hear.

Parish councillors are expected to:

- Respect the decisions of the parish council and its committees; and
- Avoid attempting to anticipate decisions not yet made.

It is therefore advisable that if lobbied you should use the occasion only to gather information. This may be done by inviting the member of the public to point out matters or features which are relevant to the issue but avoiding entering into a debate. This information can then be passed onto the relevant committee or the office.

You should also inform the resident of their right to address or write to the council, details of how to do this can be found on the Parish Council website or obtained from the parish office. It helps if the office is made aware of any resident indicating that they will be attending a meeting as relevant paperwork can then be taken to the meeting.

Discussions & site-visits.

No councillor is required to deal with any query from a member of the public if they feel uncomfortable or intimidated by the situation. You are however asked to refer the person to the parish office or provide the office with their contact details. No member of the public has a right to enter your home in any circumstances.

A discussion may take place for various reasons. If it is to complain about e.g. verge cutting, details should be noted and passed to the parish office. The office will then decide whether the issue should be either:

- (a) Treated as day to day 'housekeeping' and not therefore referred to a committee. However the member of the public and the councillor will be kept informed of the action taken. Councillors can ask that such issues be placed on an agenda in order that the situation is monitored; or
- (b) Placed on an agenda.

If the issue is to do with a planning application then the resident might ask you to visit the site. It is recommended that if a member decides to do so, the parish office is apprised of the situation and that, if possible, you are accompanied by another councillor. Please note that you have no legal right of entry on to any private land unless invited by the landowner.

Prior to the visit the parish office, if notified, will supply:

- A briefing note giving any relevant history and background, together with, if applicable, the planning application(s);
- Details of any relevant policy of the parish council;
- Details of which local authority department might be responsible for any service under discussion; and
- Suggestions on how a problem can be resolved or how best to proceed.

After the meeting please make a verbal/written report to the parish office with an indication of what, if any, action you feel is required and declare that you have been lobbied.

Making a decision in council/committee.

The purpose of these guidelines is not to stop a councillor having or expressing their personal opinions. A councillor can be predisposed to a situation but should not be predetermined.

Predetermination or bias is where a councillor is closed to the merits of any arguments relating to a particular issue and makes a decision on the issue without taking all arguments into account. Councillors will receive information from different sources but should retain an open mind to the merits of all the arguments until making their final decision.

Ultimately councillors have to decide for themselves the balance between their personal opinions, the needs of the parish/community as a whole and the requirements of the Code of Conduct.

There is an important difference between those councillors who are actually involved in making a decision and those who are seeking to influence it. Councillors not involved in the decision-making are generally free to speak about how they would like the decision to go. In parish councils this can lead to problems as issues can be dealt with in committee and then be bumped-up to full council. Councillors having earlier spoken out strongly against an issue might then be considered as predetermined or biased. If you are in this position, you may wish to consult the Clerk for advice in advance.

If in doubt the following test is helpful "Would a fair-minded and informed observer, having considered the facts, decide that there is a real possibility that the councillor had predetermined the issue or was biased?"

Item 13. Matters for Information. <i>Purpose of item: information</i>
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Item 13.1 Clerk's notes: members are asked to notify the office of any mistakes. Minutes of the Annual Meeting of the Parish held at Beechen Hall, Wildfell Close, on Monday 12th May 2014 commencing at 7.06pm.

Present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr P Dengate, Mr R Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mrs A Spain, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler, Mr A Springate, Mr R Burrows, Mr J Brooks, Mr B Spain. Two members of the public/press.

1. **Apologies for absence.**

County Councillor Paul Carter and Mrs A Dickinson.

2. **Minutes of the Annual Parish Meeting of 4th March 2013.**

The minutes of the meeting were, with the addition of Mr Dengate into the attendance list, **agreed** and **signed** as a true record.

3. **Matters arising from the minutes.**

There were none.

4. **Boxley Parish Council Chairman's Report.**

The Chairman gave his annual report on the activities of the Parish Council in the preceding year. His report included recognition of the work of parish councillors, office and hall staff and local volunteer groups – Vinters Valley Trust, Walderslade Woods Group (WWG) and Friends of Boxley Warren. The opening of Dove Hill Allotments was noted and the work of Bob Hinder, the Clerk, John Brooks, the Royal and Ghurkha Engineers and the support of St Paul's Scouts acknowledged. Copies of the full report

were made available to those present at the meeting and will be published in the Downs Mail and displayed on the website.

5. Financial Report from the Parish Council.

The Supporting Notes to Boxley Parish Council's accounts for the year ended 31 March 2014 were made available at the meeting and will be posted on the website.

6. To receive Reports from local organisations.

Rob Burrows, Chairman WWG, gave a report on recent work and progress in the woods by the volunteers and the group's future plans. He was thanked by the Chairman.

Bob Hinder, Chairman Friends of Boxley Warren, gave a report on the work undertaken by the group and future plans, including the creation of viewpoints and hazel coppicing. A seat and two sculptures have recently been installed on the Pilgrim's Way.

Written reports from the Grove Green Community Association and Vinters Valley Trust were received. All written reports were made available to those present at the meeting.

7. To receive questions from residents.

There were none.

The Chairman presented a KALC Community Awards Scheme certificate to John Brooks, a resident of the parish. This was the first such award in Boxley and was made in recognition of Mr Brooks' contribution and support of the work of the Parish Council and service to the whole community over very many years.

8. Date of next meeting.

To be confirmed.

Meeting closed at 7.25 p.m.