



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery      **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

**To All Members of the Council, Press and Public**

**Members are hereby summoned and notice is given that the Meeting of the Parish Council will be held on Monday 5 March 2018 at Weaving Street Village Hall, Weaving Street, Grove Green ME14 5JP commencing at 7.30pm.**

1. **Apologies and absences** (7.30)  
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
3. **Chairman's Announcements** (7.33)
4. **Minutes of the Parish Council Meeting 22 January 2018** (7.38)  
To consider the minutes and if in order sign as a true record (pages 3-6).
5. **Matters Arising From the Minutes** (7.40)
  - 5.1 Minute 3069/6.1 Honour Boards. See report (page 6).
  - 5.2 Minute 3069/6.3 Franklin Drive Play Area. See report from Borough Cllr Hinder (page 6).
  - 5.3 Any other matters arising from the minutes which are not on the agenda.
6. **Crime Report and Police Issues** (7.45)  
See report (pages 6-7). Report from Cllr Bob Hinder on whether he had a response on when PCSOs would attend meetings.

**Adjournment to enable members of the public to address the meeting** (7.50)

7. **Draft Minutes of Recent Committee Meetings** (8.00)  
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
  - 7.1 Environment Committee meeting 22 January 2018 (pages 7-8).
  - 7.2 Environment Committee meeting 5 February 2018 (pages 8-12).
  - 7.3 Estates Committee meeting 13 February 2018 (pages 12-14).
8. **Finance** (8.06)
  - 8.1 Payments made out of meeting 22.01.18 – 26.02.18. See report (pages 24-26).
  - 8.2 Receipts for the period 22.01.18 – 26.02.18. See report (pages 26-29).
  - 8.3 Account balances 26.02.2018 (page 29).
9. **Parish Hall Extension: Public Works Loan** (8.10)  
To approve the Business Plan statement, to be forwarded to members.
10. **Policies and Procedures** (8.25)
  - 10.1 Equal Opportunities Statement. See report (pages 14-15).
  - 10.2 Standing Orders members are reminded that the annual review is scheduled for April.

11. **Correspondence Deadline** (8.28)  
To consider incorporating a 28-day deadline, for responses from MBC and KCC, on parish council correspondence. See report (page 15).
12. **Committee Membership** (8.35)  
Cllr Wendy Hinder requested a briefing note on membership of committees. See report (page 15).
13. **Planting and sponsorship of roundabouts** (8.38)  
Item requested by Cllr Hayday.
14. **Local Government Ethical Standards Government Review** (8.40)  
To consider whether to respond. See Report (pages 15-18).
15. **Reports from councillors/office** (8.50)  
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
- 15.1 Maidstone KALC 05.02.18. Verbal report from Cllr Ivor Davies. See draft minutes (pages 18-20).
- 15.2 General Data Protection Regulations GDPR. See Clerk's report (pages 20-21)
16. **Reports from Borough and County Councillors** (9.00)  
Our Ward councillors are invited to report and discuss matters affecting the parish. See report (page 21).
17. **Matters for Decision** (9.08)  
To consider any issues, such as attendance at meetings or as identified on the evening.
- 17.1 End of World War 1 commemorative plaque. See report (page 22). Item deferred from last meeting.
- 17.2 Annual Meeting of the Parish. To set a date.
- 17.3 MBC Parish Services Scheme Funding. See report (page 22).
- 17.4 OneDrive. See report (page 22).
- 17.5 Friends of Weaving Heath and Woodlands. See report (pages 22-23).
18. **Correspondence** (9.22)
- 18.1 Kent Downs Area of Outstanding Natural Beauty Management plan consultation (e-mail 09/02/18). Deadline 30<sup>th</sup> April 2018.
- 18.2 Thank you letter from St Benedict's CPS for the regifted ASDA products.
19. **Matters for Information** (9.23)
- 19.1 E-newsletter from the Office of the Kent Police and Crime Commissioner, Matthew Scott (e-mail 14/02/18).
- 19.2 Draft Minutes from the Joint Maidstone & District NhW Assoc / Maidstone Parishes Police Liaison Meeting (e-mail 13/02/18).
- 19.3 Maidstone KALC Draft Minutes of meeting 5 February 2018.
- 19.4 Helen Whately MP newsletter (e-mail 16/02/18).
- 19.5 KALC Parish News Feb 2018 (e-mail 22/02/18 circulated to members).
20. **Items for Next Agenda** (9.24)  
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 February 2018.
21. **Next Meeting** (9.25)  
9<sup>th</sup> April 2018 at Tyland Barn, Tyland Lane, Sandling ME14 3BD commencing at 7.30pm.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date 26 February 2018

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: None.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Items to be returned to a future agenda: None.

**Supporting agenda papers for the Meeting of the Parish Council  
Monday 5<sup>th</sup> March 2018  
The Chairman will assume that these have been read prior to the meeting.**

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

**Item 4 Minutes of the Meeting of the Parish Council held on Monday 22 January 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30pm.**

Present: Mr B Hinder (Chairman), Mrs A Brindle (joined meeting at item 5.2), Mrs P Brooks, Ms L Clarke, Mr J Constable, Mr I Davies, Mr V Davies, Mr P Dengate, Mr G Hayday, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Pauline Bowdery, Assistant Clerk Mrs M Fooks (left after item 5), Borough Councillor Derek Butler and 6 members of the public/press.

**1. Apologies and absences**

Mr T Harwood (absent).

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

Various members notified the meeting that they knew one or two of the candidates standing for co-option.

**3 Chairman's Announcements**

The Chairman announced that he would be attending the Lord Lieutenant of Kent's annual Civic Service.

The Chairman congratulated the Clerk on her M2 Junction 3 report which KALC had passed to its Transport Advisory Committee as an "exemplar example" for other Councils facing similar issues/projects.

The Chairman notified members of the death of Steve Wright and paid tribute to his work, support and dedication to protecting the environment.

**4. Minutes of the Parish Council Meeting 4 December 2017**

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

The Chairman proposed that due to the confidential nature of the following item (personal data) that the press and public be excluded from the meeting. **Agreed.** Members **agreed** that in future Co-option items should always be taken in private.

**5. Co-option to Parish Councillor Vacancy (North Ward)**

5.1 The three candidates were individually invited into the meeting to address members and councillors were given the opportunity to ask questions.

Voting took place and **Mrs Anne Brindle received the majority vote and was appointed to the vacant position.** Members **agreed** Cllr Macklin's comment that the standard of the three candidates was extremely high and that it was refreshing to know that the community had such willing people.

The Chairman left the meeting to notify the candidates of the vote and to thank them for attending.

- 5.2 Mrs Brindle signed the declaration of acceptance of office and was invited to join the meeting.

## 6. Matters Arising From the Minutes

- 6.1 Minute 3051/4.1 Honour Boards. The report was **received and noted**.
- 6.2 Minute 3051/4.4. Local Nature Reserve Grove Green. A response is still awaited from MBC. **Noted**.
- 6.3 Minute 3052/11 Franklin Drive Play Area. Cllr Wendy Hinder notified members that the funding for the equipment and safety surface had been secured but that Gallaghers did not wish to undertake the tree work. The Clerk had approached MBC to see if it would undertake the necessary tree work. Members were informed that MBC would not gift the land to the parish council so a long-term lease agreement would need to be produced. **Action: Clerk.**  
Cllr Macklin suggested that MBC be issued with a deadline by which to respond to the request for a long-term lease and members agreed that if a response was not received in 2 weeks then the issue had to be escalated. **Action: Clerk.**  
An agenda item was requested for the March meeting for members to decide whether the parish council should include a statement in correspondence to MBC and KCC that a reply is required in 28 days with a warning that after this period the issue will be escalated. **Action: Office.**
- 6.4 Any other matters arising from the minutes which are not on the agenda. None.

## 7. Crime Report and Police Issues

**Received and noted.** The Chairman expressed disappointment that no PCSO was present. Cllr Ivor Davies reported that the issue had been discussed at the recent KALC Police Liaison meeting and it will be 3-4 months before the new PCSOs would be working independently.

The Chairman to contact the Police to obtain clarification as to when PCSOs will be back attending the meeting. **Action: Cllr Bob Hinder.**

The meeting was adjourned at 8.36 pm for a member of the public to notify the council that extensive tree work had been undertaken at Abbey Court, on land adjacent to the A229. The Clerk was asked to investigate the status of the last planning application and report to the Environment Committee. **Action: Clerk.** Meeting reconvened at 8.38 pm.

## 8. Draft Minutes of Recent Committee Meetings

- 8.1 Environment Committee meeting 4 December 2017. **Received and noted.**
- 8.2 Environment Committee meeting 11 December 2017. **Received and noted.**
- 8.3 Estates Committee meeting 12 December 2017. **Received and noted.**
- 8.4 Environment Committee meeting 8 January 2018. **Received and noted.**
- 8.5 Estates Committee meeting 16 January 2018. **Received and noted.**
- 8.6 F&GPC meeting 16 January 2018. **Received and noted.**

## 9. Finance

- 9.1 Payments made out of meeting 28.11.17-22.1.18. **Received and noted.**
- 9.2 Receipts for the period 28.11.17-22.1.18 **Received and noted.**
- 9.3 Account balances 15.01.2018. **Received and noted.**
- 9.4 Parish Councillor Internal Audit. Cllr Brindle volunteered to undertake the audit. **Action: Cllr Brindle and the Clerk.**

## 10. 2018/2019 Precept and Budget.

- 10.1 Members **received and noted** the F&GPC recommendation that there is a zero increase in the precept.

The Chairman proposed that ***"this parish council agrees the 2018/2019 budget and that a precept of £107,437 be set"***. **Unanimously agreed.**

- 10.2 The Chairman and Clerk signed the relevant paperwork to apply for the precept. The Chairman thanked Cllr Ivor Davies for the work that he and the committee had undertaken to produce the budget and recommendation.

11. **Parish Hall Extension: Public Works Loan**

Members **received and noted** the F&GPC recommendation that the parish council apply for a Public Works Loan to fund 50% of the development and refurbishment at Beechen Hall.

Cllr Dengate proposed, Cllr Macklin seconded, "**Boxley Parish Council approves the application for a £90,000 Annuity Public Works Loan repayable over a term of 15 years.**" **Unanimously agreed. Action: Clerk and office.**

The Chairman thanked Cllrs Ivor Davies and Vic Davies and the F&GPC and Estates Committee for all their hard work.

12. **Policies and Procedures**

12.1 Policies and Procedures Review Calendar (review). **Approved.**

12.2 Member numbers for committees. No request for changes to the current numbers have been received. **Noted.**

Councillor Wendy Hinder invited Cllr Brindle to join the Environment Committee and the offer was accepted. The Clerk was asked to produce a briefing note on who can be appointed to a committee. **Action: Clerk.**

13. **Reports from councillors/office**

Cllr Ivor Davies gave a report on the KALC Police Liaison meeting including the new Police volunteers scheme. The Clerk confirmed that the parish office downloaded the crime reports that appeared in the agenda.

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

Borough Councillor Butler notified members that MBC is appointing a new Public Open Space and Delivery Officer to ensure that the Section 106 payments were allocated. Cllr Butler was asked to investigate what if any Section 106 monies may be coming to Boxley Parish/Ward.

Borough Councillor Wendy Hinder's report covering Franklin Drive Open Space, maintenance on Boxley Road Walderslade and her recent meeting with County Councillor Paul Carter concerning traffic issues in the North Ward.

15. **Matters for Decision**

15.1 2018/2019 Meeting dates. **Approved.**

15.2 End of World War 1 commemorative plaque. Item deferred to the next meeting. Members were reminded to submit any suggested words to the parish office. **Action: Councillors and office.**

16. **Correspondence**

16.1 Thank you letter from Heart of Kent Hospice for the donation.

16.2 Thank you from Poppy Appeal. The poppy box in the office raised £45.09.

16.3 Thank you letter from Tunbury School for the redirected ASDA donation.

17. **Matters for Information**

17.1 KALC Parish Council News Dec 2017.

17.2 Gift of a Christmas Food Hamper. This was with the provider's permission re-gifted to Kent Surrey Sussex Air Ambulance. A letter of thanks was sent to the company and KSSAA has written a letter of thanks to the parish council.

17.3 ASDA Chatham donation. The small items were re-gifted to two local primary schools for their summer fetes.

17.4 Draft Minutes of the Meeting of the KALC Maidstone Area Committee meeting 27 November 2017.

17.5 Draft Minutes of the 2017 KALC AGM 18 November 2017.

17.6 Local Government Financial Settlement NALC update.

17.7 Community Policing Volunteers.

17.8 E-newsletter from the Office of the Kent Police and Crime Commissioner, Matthew Scott.

18. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 February 2018. **Noted.**

Items suggested for the next agenda.

Cllr John Constable planting and sponsorship of roundabouts.

The Chairman highlighted that the next Maidstone KALC meeting was scheduled for 5 March which was also the parish council meeting. Cllr Ivor Davies would attend as the representative of the parish council.

#### 19 **Next Meeting**

5 March 2018 at Weaving Street Village Hall, Weaving Street, Grove Green ME14 5JP commencing at 7.30pm.

Meeting closed at 9.21 p.m.

<b>Item 5. Matters Arising From the Minutes.</b> Purpose of Item: Information.
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**Item 5.1 Honour Boards.** The work will be completed in March and presented to members at the April meeting.

**Item 5.2 Franklin Drive Play Area.** Report from Borough Councillor Wendy Hinder. I am pleased to give members an update on the progress. A site meeting with the play equipment provider identified suitable areas for the new and repositioned equipment. I have requested a 100 year lease agreement to be made with the parish council to take on responsibility of the site after the refurbishment and am awaiting a response from MBC although it will have to go to one of its committees for approval.

Arrangements have been made with MBC to mend an upright in the existing fence and permission is being sought to fell one of the five trees on the site. Equipment which is located under the trees is being fouled by bird droppings and the removal of a tree and tree surgery on two others would mean that not only is there little or no fouling but the new equipment can then be sited without taking up too much of the open area. Whilst Gallaghers will pay for the equipment and safety surface it will be up to the parish council to pay for the tree work as MBC has no funding available. I am therefore suggesting that the Environment Committee's Street Maintenance budget pays for the tree works, costs are awaited but it is likely to be about £1,000, and any other small scale items, such as new signage, that is needed.

<b>Item 6 Crime Report and Police Issues</b>
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Purpose of Item: Information.

#### **Crime reports 13 January – 20 February.**

##### ***Theft From Motor Vehicle***

On Tuesday 20th of February between 12:01am and 10:00am in Franklin Drive. A BMW 318 parked in a driveway was broken into. The steering wheel and dashboard were stolen.

Between 11:00pm on Monday 19th of February and 8:00am on Tuesday 20th of February in Gleaners Close. A vehicle has been broken into and interior parts removed.

Between 9:30pm on Monday 19th of February and 7:30am on Tuesday 20th of February in Harvesters Way. A vehicle has been broken into and the steering wheel was taken.

Between 9:00pm on Monday 19th of February and 8:45am on Tuesday 20th of February in Franklin Drive. A secured vehicle at a residential address was broken into.

On Monday 12th of February between 12:01am and 7:35pm in Restharrow Road. A grey Mercedes C220, was stolen from a driveway.

Between 7:00pm on Monday 5th of February and 8:00am on Tuesday 6th of February in Sylvan Glade. The front & rear number plates had been stolen from a Vauxhall Astra parked on the road.

Between 12:01am on Monday 15th of January and 10:00am on Tuesday 16th of January in Brownelow Copse. A BMW car was broken into. the steering wheel and a wallet were stolen.

On Monday 15th of January between 1:00am and 6:45am in Woodlands. A BMW 420i parked in a driveway was broken into. The steering wheel and dashboard was stolen.

### **Theft**

On Tuesday 20th of February between 11:00am and 11:30am in Forstal Road. Two men were seen driving a Ford Transit van onto a commercial site. They have taken various amounts of stainless steel that had come from a warehouse that was being demolished.

Between 4:30pm on Friday 19th of January and 7:15am on Monday 22nd of January in Chatham Road. A building site was broken into and diesel stolen from an excavator.

### **Criminal Damage**

Between 5:00pm on Friday 2nd of February and 9:00am on Monday 5th of February in Gleaming Wood Drive. Someone smashed the back window of a coach parked in the road.

### **Burglary Of Dwelling** *location not specified in report*

On Monday 22nd of January between 9:15am and 10:45am. A garage at a residential property was broken into and a battery motorised off-road scooter was stolen along with some scrap copper and brass.

<b>Item 7 Draft minutes of recent committee meetings.</b> Purpose of Item: Information.
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### **Item 7.1 Minutes of the Environment Committee on Monday 22 January 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 9.25 pm.**

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr C Constable, Mr P Dengate, Mr Ivor Davies, Mr Bob Hinder and Mr D Hollands, together with the Clerk Mrs P Bowdery.

The Chair welcomed Cllr Brindle to the committee.

1 **Apologies and absences**

None as all members were present

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

None.

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

3. **Planning Applications for Consideration**

18/500122/TPO application - 1 x Oak, 3 metre crown reduction, remove dead branches and clear epicormic growth, cut back branch overhanging roof of 26 Violet Close. 30 Violet Close Boxley Walderslade.

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

18/500069/FULL Part single/part two storey rear extension, two storey side extension and single store front extension. Broadview Grove Green Road Weaving.  
*The parish council can see no material planning reason to object.*

18/500087/FULL Single storey front extension, part first floor and two storey side extension. 17 Galena Close Walderslade.

*The parish council can see no material planning reason to object.*

18/500193/TPO Application for 1 x Ash - remove limb over hanging property boundary due to excessive shading and low amenity value. 1 x Cherry - reduce crown and spread to approx. 20ft and 15ft respectively. 6 Gean Close Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*  
*Members raised concern about the inappropriate description of the Ash Tree which are considered to be extremely valuable trees.*

17/506545/FULL Conversion of basement and existing garage to additional living accommodation, erection of a double garage with playroom over, and erection of orangery on existing balcony. 16 Podkin Wood Walderslade.  
Lengthy discussion took place as members felt that the development might have already taken place as a large imposing structure could be viewed from PRoW KH32. A query was also raised about whether the current garage, which was being redeveloped, had planning permission and members asked for clarification to be sought on these issues. Concern was raised about over development of the site and adverse impact on the street scene from the rear and possibly also the front of the property.  
The Clerk was asked to obtain the information and to agree with members the response. **Action: Clerk.**

18/500241/TPO Oak (T1) - Lift secondary branches to achieve ground 7m ground clearance. Thin canopy by 15% focusing on conflicting branches. Remove dead wood. Reasons for work - excessive shading and good forestry practice. 8 Travertine Road Walderslade.  
*Do not wish to object defer to the views of the Landscape Officer.*

#### 4. **Next Meeting**

Next full environment meeting 5 February 2018 at Beechen Hall commencing at 7:30pm.

Meeting closed at 9.45 pm.

### **Item 7.2 Minutes of the Environment Committee on Monday 5 February 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Councillors present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr P Dengate, Mr Bob Hinder and Mr D Hollands together with the Clerk and Mr Jonathon Buckwell DHA (item 4 and 18/500330).

#### 2 **Apologies and absences**

Cllr Ivor Davies attending Maidstone KALC meeting as the Parish Council's representative and Cllr J Constable (work commitment).

#### 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying** None.

#### 3. **Pre-application consultation Kitewood**

To enable Kitewood to submit a Topographical survey to members they have requested the visit is rescheduled to the 12 March meeting. **Noted. Action: Office.**

Item 5 was taken at this point.

#### 4. **Pre-application consultation DHA**

Members received information from Mr Buckwell DHA on planning application 18/500330. After receiving clarification on issues relating to the design, landscaping



etc. members took a decision on the planning application. Mr Buckwell was thanked for his attendance.

5. **Minutes of the Meetings 8 and 22 January 2018.**

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

6. **Matters Arising from the Minutes**

- 6.1 Minute 3062/4.2 Development Wildfell Close. Submission of the amended plan to MBC is expected in February with a referral to MBC Planning Committee in March. **Noted.**
- 6.2 Minute 3062/4.3 Ancient Woodland and TPOs. The issue should have been taken by Maidstone KALC to the 15/01/18 MBC liaison meeting. Cllr Ivor Davies is raising the issue at the Maidstone KALC meeting. **Noted.**
- 6.3 Minute 3062/4.4 Boxley Road, Walderslade, KCC tree/verge maintenance. The Chairman informed members that KCC is producing a maintenance plan for the area. **Noted.**
- 6.4 Minute 3062/4.5 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from Medway Council's Highways Engineer. **Noted.**
- 6.5 Minute 3062/4.8 Flooding Boxley Road near junction Longwood. KCC website shows "works being programmed". **Noted.**
- 6.6 Minute 3063/7.7 Obscured signage Boxley Village. Request for maintenance made. KCC website shows "under investigation". **Noted.**
- 6.7 Minute 3064/8 Fixed plate pedestrian crossing signs Grovewood Drive North. Request for these to be installed made to KCC. Awaiting response. **Noted.**
- 6.8 Any other matters arising from the minutes not on the agenda. None.

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

7. **Planning Applications for Consideration**

506545/FULL AMENDED title. Retrospective application for the conversion of basement and garage to additional living accommodation, erection of a double garage with playroom over, and erection of first floor side extension linking ground floor of main house and playroom (amendment to application no. 10/1820). 16 Podkin Wood Walderslade. After discussion members decided that as any comment on a retrospective planning application was wasted the response would be.

*Based on Boxley Parish Council's experience with MBC Enforcement there is no further action members wish to take.*

Guidance was sought by the Clerk, essentially members were deciding on a 'no comment' but wished to identify that without an effective enforcement process retrospective planning applications weakened the planning system. This response to be used on retrospective planning applications. **Action: Office.**

17/506433/FULL PROPOSAL: Erection of a single storey extension to the rear. 8 Grey Wethers Sandling ME14 3DW.

*The Parish Council has no material planning reasons to object.*

18/500312/FULL Removal of condition 37 of 16/507292/OUT – Outline Application with access matters sought for development of medical campus comprising up to 92,379 m<sup>2</sup> of additional floorspace (including additional hospital facilities, clinics, consultation rooms and a rehabilitation centre (classes C2/D1); education and training facilities with residential accommodation (class C2/D1); keyworker accommodation for nurses and doctors (class C3); pathology laboratories (class B1); business uses (class B1); ancillary retail services (class A1, A2, A3); and up to 116 bed class C2 neuro-rehabilitation accommodation; internal roads and car parks, including car park for residents of Gidds Pond Cottages; hard and soft landscaping including creation of a nature reserve (to renew existing consent 13/1163) - condition relating to limited only to occupiers directly associated with the life science, health care and medical sectors. Newnham Park Bearsted Road Weaving.

After lengthy discussion on what companies might be attracted to the site should the condition be removed members **agreed**.

*Boxley Parish Council is disappointed that the original concept of a specialised medical site is being watered down but it has no material planning reasons to object.*

18/500249/FULL Demolition of existing warehouse and 2 residential units; the erection of 23 single storey units with internal mezzanines for B1c, B2, B8 use and trade counter,

associated car parking, servicing, landscaping and access provision. Land at Forstal Road Aylesford Maidstone.

*The Parish Council has no material planning reasons to object.*

18/500495/TPO Application - 1 x Holm Oak -Pruning 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. This work is needed to give us more light and help with the amount of leaves that we have to clear up and dispose of. 44 Lombardy Drive Maidstone.

*Do not wish to object, defer to the views of the landscape officer.*

18/500403/FULL Erection of a part first floor side and part two storey rear extension. Formation of a bay window to the front of dwelling with a continuation of the existing pitched roof over. Insertion of a dormer window and 2no. roof lights to the front and 1no. roof light to the rear. 57 Lombardy Drive Maidstone.

*The Parish Council has no material planning reasons to object.*

18/500330/FULL Refurbishment and extension of existing garden centre buildings, including the enclosure of 2570 sqm GIA of existing external retail floor space to become internal retail floor space and ancillary cafe, amendments to the elevations and roof of existing buildings including installation of new cladding and roofing materials to existing glasshouses, reconfiguration of existing overflow car park, associated landscaping, and continued use of part of the site for external retail display at Newnham Court Shopping Village. Bearsted Road.

*The Parish Council has no material planning reasons to object.*

18/500346/FULL Erection of 115 dwellings together with associated infrastructure, open space, landscaping and access works. Lordswood Urban Extension, Gleamingwood Drive, Lordswood.

Discussion took place on the impact on the highway system and environment. KCC Highways and County Councillor Paul Carter had been contacted about the planning application. The Clerk was asked to draft a response reiterating the previous reasons for objection and to update this with the latest information on highway impact from agreed development etc. Cllr Dengate identified that lots more people are living at home and the figures factored in by a developer are not a true reflection of the actual car parking situation as evidenced by the huge parking problems created by inadequate on-site car parking. **Action: Clerk and councillors.**

## 8. **Planning Decisions, Appeals and Appeals Decisions**

STEM School New Cut Road, Grove Green. The parish council has been informed that the Public Inquiry will commence week beginning 21 May. Confirmation of dates and location awaited. **Noted.**

## 9. **Highways and Byways**

9.1 Yellow lines at junctions on Provender Way. Cllr Hinder's meeting with County Councillor Paul Carter has raised £2,000 from his devolved budget to pay for some yellow lines at junctions. St John's School has been contacted and a list of the worst junctions has been requested. It is not currently clear how far this funding will go. **Noted.**

9.2 Yellow lines Provender Way. MBC has attended twice to enforce the yellow lines and further information is being gathered concerning the status of the bus stop

- site. **Noted.** Cllrs Brindle and Hollands offered to check where the double yellow lines stopped on Provender Way. **Action: Cllrs Brindle and Hollands, Clerk.**
- 9.3 Chatham Road design, Sandling. The work is programmed for April however County Councillor Carter has queried some aspects of the design. During the work there will be periods of full and temporary closures with diversion signage and traffic control systems put in place when needed. Local residents will be receiving leaflets from KCC and the parish council will also send out information to residents. **Noted.**
- 9.4 Solar powered sign south of M2 bridge Lidsing Road. Solar powered sign south of M2 bridge Lidsing Road. It is a flashing speed limit sign and still required by KCC. **Noted.**
- 9.5 KCC Highway Works Programme. KCC Highway Works Programme has identified Section 278 Agreement Works to be undertaken in the parish.
- Maidstone Studios, New Cut Road. Zebra crossing and pedestrian crossing points. Submission received
  - St Michaels Close, Aylesford. Waitrose car park, new access Awaiting technical approval.
- Noted.**
- 9.6 Junction 3 M2. The responses from Helen Whately MP and Jesse Norman MP were **received** and **noted**. Helen Whately will be taking the issue up with KCC and Highway England. **Noted.** Members identified the need to keep up the pressure.
- 9.7 Community Work Group. The team is currently midway through a project but should be available towards the end of March/beginning of April. **Noted.**
- 9.8 KCC Tree Maintenance Beechen Bank Road. KCC will be assessing the road to see if work is needed. Cllr Ivor Davies's request that there is a pressing need to clear vegetation from around the street lights is to be relayed to KCC. **Noted.**
10. **20mph speed limits**  
Item requested by Cllr Constable. Defer to next meeting. Members confirmed that the information contained in the report was sufficient to enable discussion. **Action: Office.**
11. **Policy and Procedures**
- 10.1 Street Maintenance policy and pro forma (review). **Approved.**
- 10.2 Risk assessment volunteer litter pickers. **Agreed.** The Clerk was asked to review/produce a procedure of how the Parish Council would support a member of staff/volunteer who got a needle injury. **Action: Clerk.**
12. **Members Reports**  
None.
13. **Volunteer Groups**  
Friends of Boxley Warren. Cllr Bob Hinder reported that the group would continue to meet and will be planting an Oak tree in memory of Steve Wright. The next task day was to prepare the glade in which it would be planted. The family had thanked the parish council for its obituary for Steve in the parish newsletter. Cllr Bob Hinder will be liaising with the Clerk about any practical issues concerning the continuation of the group. **Action: Cllr Bob Hinder and Clerk.**
14. **Matters for Information**
- 14.1 KALC notification of KCC update to Household Waste Recycling Centre Policies. Amendments on length of trailer allowed, cost of disposal of tyres etc. **Noted.**
- 14.2 Annual Planning Conference 16 March 2018. Lenham Community Centre. Cllrs Brindle and Wendy Hinder asked to attend. **Action: Clerk and Cllrs Brindle and Wendy Hinder.**
- 14.3 Abbey Court, Boarley Lane, Sandling, felling of trees. Update on last planning application provided to members. **Noted.**
15. **Items for Next Agenda**

DoFT Consultation – Proposals for the creation of a Major Road Network. **Action: Clerk.**

16. **Next Meeting**

Next Environment Committee meeting 12<sup>th</sup> March 2018 at Beechen Hall commencing at 7:30pm.

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

There were none.

Meeting closed at 9.04 pm.

**Item 7.3 Minutes of the Estates Committee on Tuesday 13 February 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.32 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs L Clarke, Mr Ivor Davies, Mr P Dengate, Mr P Sullivan together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying**

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

2. **Apologies and absence**

Cllr Bob Hinder (family commitment)

3. **Minutes of Previous Meeting 12 December 2017**

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

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

4. **Matters Arising from Previous Minutes**

4.1 Minute 3059/4.1 Damaged headstone. **Noted** a cheque had been received from Landscape Services to cover the cost of the damaged headstone.

4.2 Minute 3060/11.2 North Wall- Boxley Green. Members **received** the Clerk's report and expressed their dissatisfaction at the response received from MBC and its implication that the Parish Council should be looking to carry out repairs on the wall as soon as possible. They have requested that a letter is sent to remind MBC that the Parish Council is not responsible for this wall and that it is an eyesore particularly as it is in a conservation area within the AONB. The condition of the wall has been in dispute for some 7 years plus and members would like some action taken by the owner of the wall to undertake the necessary repairs as reported by MBC in its latest communication. **Action office.**

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment Report as Cllr Hinder was not present at the meeting Cllr Dengate confirmed that there had been no sightings of rabbits, however there is damage to the central carriageway as there are signs of ground burrowing by moles.

5.2 Pest Purge Report –**Received** and **noted.**

6. **Boxley War Memorial**

6.1 The addition of war heroes' names to the memorial. The Clerk's report was **received** and **noted.** Members **agreed** that if no further information comes forward on Fred Dennis by April his details would not be added to the war memorial. Members also agreed with the recommendation that any additional information will be added to the blank column to the right on the middle drum and will include the date of conflict and the name of the individual. **Action office.**

6.2 Commonwealth War Grave Commission sign. Members received the request from the Church for a sign however members did not want to see a wall mounted one

but were happy for a plaque similar to the Parish Council's one to be placed in the ground. **Action office.**

7. **Matters for Information**

7.1 There were none.

8. **Assistant Clerk's Report**

8.1 Hire fees income. **Received** and **noted.**

8.2 Account and Investment Bond balances. **Received** and **noted.**

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

8.4 Profit and Loss report. **Received** and **Noted.**

8.5 Accident Report. None to report.

8.6 New Regular Hirers – Members **received** and **noted** the Assistant Clerk's report that 2 new hirers have started to use the committee room.

9. **Beechen Hall Extension**

9.1 Notes from BHEWG meeting held on 19 December were **agreed.** Members were informed that the notes from 8 February meeting were not quite finalised and would be emailed to the committee upon completion. **Action office.**

9.2 Nationwide Beechen Hall 95-day saver account. Members **agreed** to release £55,000.00 from this account to part fund the extension project. **Action office.**

9.3 Appointment of Structural Engineer – **Ratified** the Assistant Clerk's decision after consulting with BHEWG committee to appoint CALtech Ltd as the Structural Engineer. Members **noted** a site visit to Beechen Hall has been arranged for Wednesday 14 February 2018.

9.4 To agree final landscaping Plans. These were **agreed** with the following amendments:

- Drainage/gullies is not shown on the plan
- Query to comment 'existing paving to be extended to suit new wall.
- The area where the bin store is located will be concreted rather than paved once it has been re-sited.
- All existing paving to be removed and stored.

9.5 Appointment of Principal Designer & CDM Advisor – **Ratified** the Clerk's decision after consulting with BHEWG Committee to appoint Malcolm Hollis to this role.

Members requested that a financial spreadsheet is produced outlining the costs for this project including the costs paid so far which includes dates paid, expected due date and a brief description of the works. **Action office.**

10. **PA/Hearing Loop System – Beechen Hall**

Members **received** the comprehensive report written by Monty Knight Olds, Chairman, Grove Green Community Hall and after much discussion agreed in principal to obtain advice from the company that Grove Green Community Hall are using to install their system and report back at the April meeting. **Action office.**

11. **Weaving Diamond Jubilee Orchard**

11.1 Damage to Warner King Tree – Members **received** and **noted** the Assistant Clerk's report that a new tree has been ordered.

12. **Policies and Procedures**

12.1 Sharps policy (H) still fit for purpose. Cllr Dengate asked whether the current policy covered post Sharp's and it was **agreed** that the Assistant Clerk would liaise with the Clerk. **Action office.**

12.2 Disposal of Hazardous Material (H) still fit for purpose. **Noted.**

12.3 Hot Water Boiler risk assessment (H) still fit for purpose. **Noted.**

12.4 Review calendar Members reviewed the calendar and made some alterations.

12.5 Provision of playgrounds by the parish council after a lengthy discussion members made a few minor alterations to the strategy but asked for it to be returned to the April meeting with a report on play provisions within the parish and in particular

Shepherds Gate Drive play area and Maidstone's intention to run it down and remove it. **Action office.**

13. **Matters for Decision**

Members discussed the condition of the box trees at Boxley Village Green and after discussion **agreed** to remove these trees as they do not appear to be very healthy and were not growing and the decision was made to grass over the area. **Action Cllrs Vic Davies and Sullivan.**

14. **Date of Next Meeting.**

Tuesday 17 April 2018 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

In view of the confidential nature (personal details and data (financially sensitive) the following items was taken with the exclusion of the public and press for the duration of the item.

15. **Caretaker contracts and working conditions**

Members **received** and **noted** the Clerk's report and once additional information has been gathered a further meeting will be scheduled. **Action Cllr Clarke, Vic Davies and office.**

**New Item**

**Utility Contract Renewal Quotations**

Members **received** the quotations and based on the information **agreed** to remain with the current supplier Opus Energy for both Gas and Electricity as they had supplied the most competitive quote. It was noted that the relationship with the current supplier works well and information is readily available when required.

Meeting closed at 9.17 pm

**Item 10. Policies and Procedures.** Purpose of Item: Decision.

**10.1 Equal Opportunities Statement (Review).**

Current statement. Clerk's note. The current statement has been checked against the ACAS template and an addition after race (*including colour, nationality, and ethnic or national origin*) is suggested.

**Equal Opportunities Policy**

The parish council:

- Values diversity and believes that it strengthens our community.
- Is committed to treating everyone fairly and with courtesy and respect.
- Aims to eliminate discrimination in its own areas of responsibility and to promote anti-discriminatory practices in the wider community.
- Wishes to create an environment where all forms of discriminatory or oppressive behaviour are unacceptable and every member of the council's workforce and the community in general is able to develop their full potential.
- Recognises that the way in which we treat one another is a crucial element in ensuring that we create the right environment in which people can grow, develop and maximise their contribution.

The council therefore undertakes that:

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

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

**Item 11. Correspondence Deadline.** Purpose of Item: Decision.

January 2018 Parish Council meeting minute 6.3. An agenda item was requested for the March meeting for members to decide whether the parish council should include a statement in correspondence to MBC and KCC that a reply is required in 28 days with a warning that after this period the issue will be escalated.

**Item 12. Committee Membership** Purpose of Item: Decision.

**Committee Membership**

**Briefing note. Author Clerk**

Committees can be appointed by the parish council and the council is responsible for the Terms of Reference for the committee and for deciding the number of members. Committees can appoint sub-committees and should set Terms of Reference and numbers of members. Boxley Parish Council policy is that all Terms of References (which should include membership numbers) have to be approved by the parish council.

Committees, sub-committees and working groups can, with a few exceptions, be made up of members and non-members (people who are not parish councillors). The restrictions concerning membership are:

- All members of the Finance Committee (in this instance F&GPC) have to be members of the council.
- Non-members have no vote. There are 4 instances where this does not apply but currently none relate to Boxley Parish Council.
- Committees must be made up of more than one person.

Working or advisory groups can have a membership that have no councillors as they are a non-decision taking group.

Clerk's comments. There are practical issues regarding the appointment of non-members to a committee, for example:

Should they have sight of confidential information?

Should they be allowed to contact the office and request that work be undertaken?

How would they be appointed and 'voted' on.

How do you get rid of them if they are no good?

Councillor have to abide by the Code of Conduct and complete a Disclosable Pecuniary Interest document, non-members would not be subject to this.

These are not unsolvable problems but indicate the need to clearly set out policy and procedure for dealing with the appointment of non-members.

**Item 14 Local Government Ethical Standards Government Review.** Purpose of Item: Decision.

KALC e-mail (09/02)

The Committee on Standards in Public Life is undertaking a review of local government ethical standards. The review will consider all levels of local government in England, including Parish and Town Councils.

The Committee is inviting responses to its consultation to inform its review – the **deadline for responses is 5pm on 18 May 2018.**

The terms of reference for the review are to:

- examine the structures, processes and practices in local government in England for:
  - maintaining codes of conduct for local councillors
  - investigating alleged breaches fairly and with due process
  - enforcing codes and imposing sanctions for misconduct
  - declaring interests and managing conflicts of interest
  - whistleblowing
- assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
- make any recommendations for how they can be improved
- note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation

Further details on the consultation can be found at:

<https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>. Responses to the consultation should be sent to: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk) or by post to: Local government ethical standards review, GC.07, 1 Horse Guards Road, London, SW1A 2HQ.

Clerk's note: Councillors are bound by a Code of Conduct which can be found on the parish council website, in members' Parish Councillor Handbook but can also be supplied on request.

Maidstone Borough Council handles all Code of Conduct complaints.

The Parish Council has a Complaints Policy and Procedure which clearly states that complaints made about councillors have to be directed to MBC.

The Parish Council also has a policy about how it will deal with notification that a complaint has been made about a councillor which basically states that it will not comment on the issue and will await the Monitoring Officer's decision/report.

[...] = comments or clarification added by the Clerk.

**Consultation questions** *[not all may be relevant to the parish council]*

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

**Codes of conduct**

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?

*[Do members consider that the Code of Practice is easily understandable?]*

- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

*[selflessness: integrity: objectivity: accountability: openness: honesty: leadership.]*

**Investigations and decisions on allegations**

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?



- i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
- ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
- iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

### **Sanctions**

- f. Are existing sanctions for councillor misconduct sufficient?  
*[It has proved difficult to easily locate a list of possible sanctions to reproduce here however what is clear is that the previous sanctions allowed prior to the Localism Act 2011 were stronger including the right to suspend a member for up to 6 months, requirement for a written apology, attending training or conciliation. Now the list (for a District Council but the basis could also be used for [parish councils) appears to be*
  - i) Censure;
  - ii) Report the findings of the Standards Committee to Full Council and publish the findings on the Council website;
  - iii) Exclude the Councillor from premises other than Council meeting rooms when necessary for the attendance at Council/Committee meetings;
  - iv) Withdrawal of Council facilities, e.g. computer;
  - v) Instruct the Monitoring Officer to arrange training;
  - vi) Recommend to Council/Cabinet that the Councillor be removed from any outside body;
  - vii) Inform the Group Leader that the Committee recommend the Councillor be removed from Cabinet/Portfolio Responsibilities;
  - viii) Inform the Group Leader (or if independent – the Full Council) that the Committee recommend the Councillor be removed from a Committee(s)

*It is believed that there has been a Court ruling that someone can't be forced to undertake training.*

*When a member breaks the Pecuniary Interest Code this is dealt with under separate legislation e.g. Bribery Act].*

- i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?  
*[Should a local authority be required to notify it's members and parish councils of any sanctions issued and the reason why?]*
- ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

### **Declaring interests and conflicts of interest**

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
  - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to

that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?  
*[The new GDPR exist to stop personal information being published but this single document can contain significant information about a person/s. Is this requirement for spouse/partner information too intrusive especially as the document is displayed on the MBC website].*

*[A Clerk/RFO is not covered by the Code of Conduct, there are separate disciplinary procedures however should they not complete a similar form, perhaps kept at the parish office so members can see their pecuniary interests?]*

- ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.  
*[The Parish Council has an agenda item and this appears sufficient].*

### **Whistleblowing**

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?  
*[ BPC has no policy or procedure for this, although it would be bound by Employment Legislation should staff be whistleblowers].*

### **Improving standards**

- i. What steps could *local authorities* take to improve local government ethical standards?  
j. What steps could *central government* take to improve local government ethical standards?

### **Intimidation of local councillors**

- k. What is the nature, scale, and extent of intimidation towards local councillors?  
L. What measures could be put in place to prevent and address this intimidation?

<b>Item 15. Reports from councillors/office</b> Purpose of Item: Information.
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15.1 Maidstone KALC 05.02.18.  
KENT ASSOCIATION OF LOCAL COUNCILS

Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils held at Maidstone Town Hall, High Street, Maidstone at 7pm on Monday 5 February 2018

Present: Councillors: Geraldine Brown (Chairman) Yalding, Helen Anderson (Secretary), Bryan Vizzard Barming, Richard Ash Bearsted, Robert Turner Boughton Malherbe, Ivor Davies Boxley, Tina Clark Broomfield & Kingswood, Chris Webb Chart Sutton, John Clayton Detling, Roz Cheeseman Downswood, John Wilson East Farleigh, Malcolm Ireland East Sutton, Fred Stanley Harrietsham, Nigel Pyman Headcorn, Simon Reeves Langley, Bernard Cresswell Linton, Robin Gardner Otham, Rory Silkin Staplehurst, Eve Poulter Sutton Valence, Peter Coulling and Chris Douglass Teston, Peter Titchener Ulcombe, Martin Moy West Farleigh.

Apologies. Councillors: Fay Gooch Barming, Pat Marshall Bearsted, Ron Galton Boughton Malherbe, Bob Hinder and Steve Bowring Bredhurst, Mike Fitzgerald Coxheath, John Mather Headcorn, Cheryl Taylor Maggio Langley, Bob China Leeds, Richard Greenwood Lenham, Tom Burnham Staplehurst, Lorraine Cook Sutton Valence, John Perry Maidstone Borough Council.

2. Minutes. The minutes of the 27 November 2017 meeting were taken as read, confirmed as a correct record and signed by the Chairman.

3. Sam Bailey (MBC) Operation London Bridge –Sam Bailey, Democratic and Administration Services Manager at Maidstone Borough Council gave an overview of the protocol for marking the death of a senior national figure or local holder of high office. The slides from this presentation will be circulated via email.

4. Matters Arising. There was no matter arising raised.

5. Reports from Representatives:

5.1 Parish Liaison Group.

5.1.1 Parish Services Scheme Parishes have been informed of their allowance for the period 2018/19. It was noted that reduction of funding has significantly fallen since 2010 and now stands at just over £100,000 available for distribution. It was agreed that the Parish Liaison Team be expanded to 5 members including Eve Poulter (Sutton Valence) and Rory Silkin (Staplehurst) and a meeting is to be arranged to draft a paper looking at various alternative options to differential rating between the Parishes and Urban areas.

5.1.2 Planning Update It was noted that a number of graduates have been employed on a temporary basis to help the planning department catch up with application backlogs. Parish Councils should be aware that extensions for comments to applications are likely to be denied in the future (although it was agreed that there is no harm in asking) and Councils may have to call additional meetings in order to facilitate any applications that fall between Council meetings and the statutory deadline. Planning enforcement have recruited 2 more officers and feedback coming back is positive.

A letter has been circulated to Borough Council members from KALC Maidstone regarding consideration to the Local Plan First review (copy attached).

5.2 Maidstone Joint Transportation Board Two voting members of KALC Maidstone now officially sit on this Board. At a recent meeting the road junction improvements on the A274/Willington Street junction were turned down. The future of the Park and Ride Bus Service is due for consultation shortly. It was felt that given that the Local Plan was based on modal shift and encouraging the use of public transport etc, this would be a step in the wrong direction.

5.3 Medway Flood Partnership The Medway Flood Action Plan was launched in December and can be viewed at the following link <https://www.gov.uk/government/publications/the-river-medway-partnership-objectives-members-and-action-plan>

Surveys are being carried out on properties at most risk of flooding to establish what, if any, resilience measures can be installed to mitigate that risk. Multi agency working is also helping in identifying where ditch maintenance is required and where the responsibility lies i.e riparian owner, Internal Drainage Board (IDB), Kent Highways or MBC.

5.4 Audit, Governance & Standards Committee Peter Coulling gave a brief overview of the role this committee plays in Local Council.

6. Executive Committee Issues

6.1 Training Councillors are encouraged to attend training provided by KALC.

6.2 General Data Protection Regulation

6.2.1 Deadline for Compliance Councils should note that this is the 25 May 2018

6.2.2 Data Protection Policy KALC has run well attended courses on this and guidance will shortly be available on their website if required.

6.2.3 Self Assessment Checklist Councils are urged to go through this and determine their level of risk and take any appropriate actions required to keep data safe.

6.2.4 Appointment of Data Protection Officer Current guidance received indicates that neither clerk nor councillor can hold this role due to a conflict of interest. An external appointment will be required.

6.2.5 Budget for appointment of external DPO It is noted that a number of companies are offering this service for an annual fee. Charges range from £150 upwards depending on the size of the Council and the number of computers that are used.

6.3 Review of Area Committee Secretaries Remuneration this is currently being reviewed by KALC.

6.4 Date of KALC AGM in 2018 This will be held on Saturday 17 November at Ditton Community Centre.

## 7. Any Other Business

Maidstone Business Forum will be asked to provide a presentation at a future meeting.

Street Name Plates – It has been noted that new or replacement nameplates are annotated at the bottom with 'Borough of Maidstone' and this has been raised with Jennifer Shepherd at MBC as to why this is necessary.

8. Time and date of the next meeting This will be held on Monday 16 April 2018 at the Town Hall, Maidstone starting at 7pm.

Meeting Closed at 8.55pm

### **Item 15.2 General Data Protection Regulations GDPR.**

Clerk's report. I attended KALC GDPR training and will soon be providing members with a PDF copy of a PowerPoint presentation that I have pulled together. Paper copies will be provided to members with no computers and the PowerPoint can also be provided to any member on request. Please note it is in a PowerPoint format as large sections of it was 'borrowed' from a NALC presentation so it was more efficient to amend the original slides.

Should parish councillors require a GDPR PowerPoint presentation then this can be arranged. The following is an extract from the PowerPoint which summarises the impact on the parish council/parish office.

#### **Executive Summary**

Impact on Boxley Parish Council

- Although this is European legislation the UK Government will likely adopt it on/after Brexit.
- Individuals have a right to know what data is kept on them and consent to use and store their personal data must be obtained.
- It is an opt in rather than an opt out consent.
- The Parish Council will have to audit and document what data it holds, where it comes from, what it does with it, who it is shared with and the lawful basis for processing personal data. This information will be produced on a spreadsheet which will be submitted to the parish council and thereafter maintained.
- An independent Data Protection Officer will need to be appointed and will then audit the council for compliance. *Note: quotes are being sourced.*

- Breaches must be report to the Information Commissioner’s Office (ICO).
- Policies and procedures will be adopted to ensure that the parish council has and works to a system of Data Protection by Design.
- Companies that have access to the parish council documents (back-up and accounting systems) will need to comply to GDPR and will be approached.
- It is anticipated that the audit (paper and electronic) will require a two day closure of the parish office as all files are audited, old records shredded etc. Basically a good spring clean.
- Policies, Procedures and privacy statements will need to be drafted and agreed by members.
- Staff will receive internal training to ensure the requirements are understood and met.

All before the deadline 25 May 2018.

Information on the requirements of the regulations can be found on the KALC website or <https://ico.org.uk/>

NALC are producing a tool kit for parish councils and this will be consulted for templates etc.

The GDPR legislation covers not-for-profit organisations and such organisations supported by the parish council have been notified that they should also be considering the legislation and impact on their organisation.

As members will see I am recommending that the work is done over a two-day period with the office closed. The office will of course deal with any emergency calls and public visits. Councillors have kindly offered to help but space within the office will be limited and it will probably be more efficient if we keep numbers down and only use the office staff who know where things are stored etc. It would however be extremely helpful to know that we are able to call upon councillors if we run into trouble but more importantly know that we can approach councillors to read and proof read the policies and procedures that are being drafted as we work through the system. With the amount of information being gathered and processed during a hectic period fresh eyes and perceptions would be extremely helpful.

The following is a Work/timeline that has been produced and of course this work falls over the period when the office should be preparing for the End of Year and Start of Year period.

#### Work/timeline

- Awareness. Production of GDPR briefing and in-house training (all, Feb-March)
- Review of Information held by BPC. Investigation resulting in the production of a draft Information Audit document. Early March (PB,MF)
- Early to Mid March. Preparation of draft documents and any other work to ensure office is ready for 27 and 28 March (PB, MF, AC)
- 27 and 28 March. Two day office closure to undertake audit of all systems and documents (PB, MF, AC)
- March/April. Identification and production of an Action List (PB, MF,AC)
- April 2018. Submission of draft documents, policies and procedures for approval (Parish Council)
- April 2018. Action Plan implemented.
- May 2018. Submission of any outstanding documents to Parish Council (all)
- 25 May 2018 Compliance to GDPR

<p><b>Item 16. Reports from Borough and County Councillors.</b> Purpose of Item: Information.</p>
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Report from Borough Councillor Wendy Hinder. In addition to my report at item 5.2 I would also like to report that along Boxley Road Walderslade UK Power has now replaced the overhead cables with a large one which should now stop some residents living along this part of Boxley Road losing their power when there is a problem with falling branches. The extensive work on the trees was needed because of the safety issue due the severe lack of management over many years. I am hopeful that this area will now be covered by a management plan.

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

**17.1 Deferred from last meeting. End of World War 1 commemorative plaque.** In 2014 to commemorate the start of World War 1 Boxley Parish Council erected a commemorative plaque at Boxley War Memorial. At the same time, to allow for them to mature and to be 'unveiled' in 2018, the council also planted an Oak and a Linden tree on the verge at Grove Green.

At the time members asked that a budget be set aside to erect a suitable commemorative plaque to mark the end of World War 1. Members need to consider whether they still wish to have a plaque and if necessary to make provision in the budget.

**17.3 MBC Parish Services Scheme Funding.** To ratify the Chairman and Clerk's actions, after consulting with members, of signing the MBC agreement in order to receive the grant of £13,876.

**17.4 OneDrive**

The Beechen Hall Extension Working Group has been using OneDrive, a Cloud based storage facility, in its work. A folder is set up and individual members are issued with a password to access that folder, instructions on how to set up an account from your own computer were provided. It is now suggested that a OneDrive Policy and Procedure file is created which can be accessed by parish councillors. The majority of Policy and Procedures are included on the parish council's website however some sensitive ones are not. The advantage of OneDrive is that when a new draft policy or a substantially altered one is proposed it will give parish councillors an opportunity to leave comments before a meeting.

The GDPR

**17.5 Friends of Weaving Heath and Woodlands.**

Clerk's report. The Friends of Weaving Heath and woodlands (FoWHW) are in the process of producing a Constitution. MBC has management documents for Weaving Heath and Five Acre/Wents Woods and the group has identified the work it considers it could undertake. The Clerk has produced a draft Generic Risk Management Assessment to cover this work. Once the group has officially formed and, if necessary, further comments are incorporated into the draft documents the Clerk has suggested that a meeting is held with MBC.

Work outstanding for the Clerk. Site visit, arranging meeting with MBC and group (to obtain permission for them to work on KCC land etc.), formalising the documents and any other documentation to allow task days to run, notifying the insurance cover. Meeting with Chairman of the Group to clarify any issues and identifying any needs. Then liaising with the group as they start to work and them keeping tabs on things.

Local Nature Reserve Grove Green Status. MBC has indicated that it does not consider that LNR status is currently warranted as no education purpose for the area has been identified. It considered that proactive management and MBC support of this by a volunteer group will be sufficient and LNR status would not create a difference.

Equipment. No request for equipment for FoWHW has been received.

FoWHW held a litter pick (supported via MBC) on 20 February and collected numerous bags of rubbish and flytipping.

DECISION NEEDED: Subject to the group adopting a Constitution acceptable to the Parish Council a decision is needed as to whether it will be recognised as a Parish Council supported volunteer group.



## Item 9.1 Payments made out of meeting 22.01.18-26.02.18

No payments were made from the following accounts:

- Santander Investment Bond
- Barclay's Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council

### 9.4.1 HSBC Payments

Date: 26/02/2018

Boxley Parish Council

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Time: 10:00

HSBC General Account

#### List of Payments made between 22/01/2018 and 26/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2018	Suez Recycling & Recovery UK L	DD30929320	196.60		Refuse Collections - December
12/02/2018	Buisness Stream	DD2746492/	104.51		Water Bill
13/02/2018	Unity Trust Account	102705	6,901.34		Payments made our of UTB
14/02/2018	Opus Energy - Electricity	DD63627074	187.60		Electricity Bill
20/02/2018	OPUS Energy - gas	DD23056065	253.73		Gas Bill - Jan 18
<b>Total Payments</b>			<u>7,643.78</u>		

### 9.4.2 Unity Trust Bank Payments



## List of Payments made between 22/01/2018 and 26/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2018	Mrs M Fooks	DM JAN EDI	25.00		Downs Mail Delivery - Jan
22/01/2018	Flooring Sales Ltd	149047	105.45		Consumables
22/01/2018	KCC Commercial Services	L3057504/8	140.58		Consumables
22/01/2018	Mrs P Bowdery	22/01/PC01	2,222.24		Salary - Jan
22/01/2018	Mrs A Candy	22/01/PC03	615.15		Salary - Jan
22/01/2018	Mr I Davies	22/01/PC06	40.33		Councillor Allowance
22/01/2018	Mr V Davies	22/01/PC07	40.33		Councillor Allowance
22/01/2018	Mr P Dengate	22/01/PC08	31.73		Councillor Allowance
22/01/2018	Mrs M Fooks	22/01/PC02	1,427.12		Salary - Jan
22/01/2018	Mr T Harwood	22/01/PC09	34.33		Councillor Allowance
22/01/2018	Mr R Hinder	22/01/PC10	43.07		Chairman's Allowance
22/01/2018	Mrs W Hinder	22/01/PC11	34.33		Councillor Allowance
22/01/2018	Mrs L Lake	22/01/PC04	60.00		Downs Mail Delivery
22/01/2018	Mrs K Macklin	22/01/PC12	42.93		Councillor Allowance
22/01/2018	Mrs M Smith	22/01/BH01	570.47		Wages
22/01/2018	Mrs M Waller	22/01/PC17	42.03		Councillor Allowance
22/01/2018	Mr B Douglas	22/01/BH05	237.44		Wages
22/01/2018	Mr D Odell	22/01/BH02	166.62		Wages
22/01/2018	Mr P Poon	22/01/PC05	23.16		Litterpicker
22/01/2018	Miss H Fooks	22/01/PC18	82.80		Downs Mail Delivery
22/01/2018	HMRC	577PW00105	1,492.47		PAYE
22/01/2018	EFT Receipts Ac	IT00000068	105.55		Pension Contributions
26/01/2018	RTF Networks	DD6723833	125.71		Telephone and Broadband Servic
30/01/2018	Kent County Council	PP7MDO3318	267.49		Various
30/01/2018	Lionel Robbins	2018/1	100.00		Interim Audit
30/01/2018	Mrs P Bowdery	IMPREST 84	105.15		Imprest Account
30/01/2018	Asda	IMPREST 84	22.39	Mrs P Bowdery	Consumables
30/01/2018	Poundland Ltd	IMPREST 84	3.60	Mrs P Bowdery	Consumables
30/01/2018	Lordswood DIY	IMPREST 84	3.00	Mrs P Bowdery	Consumables
01/02/2018	Northstar IT Services	DD14877/14	165.94		IT Services and back up
06/02/2018	Lloyds Corporate Multipay Card	09	3.00		Monthly card fee Nov
14/02/2018	Kent Association Local Council	03476/0347	144.00		Annual Planning Conference
14/02/2018	Pilgrims Way Magazine	2018/21	25.00		Beechen Hall Advertisement
22/02/2018	Mrs P Bowdery	22/02/PC01	2,283.05		Salary & mileage
22/02/2018	Mrs A Candy	22/02/PC03	594.40		Salary
22/02/2018	Mr I Davies	22/02/PC06	34.33		Councillor Allowance
22/02/2018	Mr V Davies	22/02/PC07	34.33		Councillor Allowance
22/02/2018	Mr P Dengate	22/02/PC08	25.73		Councillor Allowance
22/02/2018	Mrs M Fooks	22/02/PC02	1,267.85		Salary
22/02/2018	Mr T Harwood	22/02/PC09	34.33		Councillor Allowance
22/02/2018	Mr R Hinder	22/02/PC10	42.87		Councillor Allowance
22/02/2018	Mrs W Hinder	22/02/PC11	34.33		Councillor Allowance
22/02/2018	Mrs L Lake	22/02/PC04	60.00		Publicity delivery
22/02/2018	Mrs K Macklin	22/02/PC12	42.93		Councillor Allowance
22/02/2018	Mrs M Smith	22/02/BH01	570.47		Wages
22/02/2018	Mrs M Waller	22/02/PC17	35.73		Councillor Allowance
22/02/2018	Mr B Douglas	22/02/BH05	237.44		Wages

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Date: 26/02/2018

**Boxley Parish Council**

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Time: 10:00

**Unity Trust Account**

**List of Payments made between 22/01/2018 and 26/02/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2018	Mr D Odell	22/02/BH02	269.44		Wages
22/02/2018	Mr P Poon	22/02/PC05	18.56		Wages
22/02/2018	Miss H Fooks	22/02/PC18	80.60		Publicity delivery
22/02/2018	HMRC	IT00000068	1,459.84		PAYE
22/02/2018	EFT Receipts Ac	IT00000068	103.06		Pension
22/02/2018	Mrs M Fooks	DM FEB	25.00		Publicity delivery
26/02/2018	B & Q	CONSUMABLE	5.20	Mr D Odell	Toilet Cistern Lever
26/02/2018	Jessup Electrical Wholesale	CONSUMABLE	15.29	Mr D Odell	Replacement Light Bulbs
26/02/2018	KCC Commercial Services	L3084555	50.16		Miscellaneous
<b>Total Payments</b>			<b>15,873.35</b>		

### 9.4.3 Coop Payments

Date: 26/02/2018

**Boxley Parish Council**

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Time: 10:01

**Co-Op General Account**

**List of Payments made between 22/01/2018 and 26/02/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	Mail Publications Ltd	DD113554/5	490.14		Downs Mail Page - Jan 18
<b>Total Payments</b>			<b>490.14</b>		

### 9.1.4 Lloyds Corporate Multipay Card

Date: 26/02/2018

**Boxley Parish Council**

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Time: 10:01

**Lloyds Corporate Multipay Card**

**List of Payments made between 22/01/2018 and 26/02/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2018	Royal British Legion Industrie	020773	38.64		Beechen Hall Sign Car Park
02/02/2018	Lloyds Corporate Multipay Card	10	3.00		Monthly Card Fee
<b>Total Payments</b>			<b>41.64</b>		

### Item 9.2 Receipts for the period 28.11.17-15.1.18

No receipts were received for the following accounts:

- Cooperative Bank
- Santander Investment Bond
- Barclays Bank Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds Corporate Multipay Card

## 9.2.1 HSBC Receipts.

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### HSBC General Account

Receipts received between 22/01/2018 and 26/02/2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 22/01/2018	<b>38.05</b>						
171	Bannister	38.05			520		38.05	C250D Bannister 15/4/18
	Banked: 22/01/2018	<b>91.50</b>						
123	Mid Kent Astronomical Society	15.40			1235	260	15.40	R1923 MKAS Jan Invoice
124	Wilkins	76.10			520		76.10	C246F Wilkins 31/3/18
	Banked: 22/01/2018	<b>146.65</b>						
125	Medway Leisure Stay & Play	121.95			1235	260	121.95	R1916 Medway Leisure
126	Bailey	24.70			520		24.70	C203D Bailey 7/7/18
	Banked: 24/01/2018	<b>178.50</b>						
172	Phillips	178.50			520		178.50	C244D Phillips 27/10/18
	Banked: 25/01/2018	<b>114.25</b>						
173	Pavalakanther	114.25			520		114.25	C249D Pavalakant
	Banked: 29/01/2018	<b>50.40</b>						
174	O'Connor	50.40			520		-50.40	C224D O'Connor 25/2/18
					1230	260	98.80	C224F O'Connor 25/2/18
					1231	260	2.00	PL Insurance O'Connor
	Banked: 29/01/2018	<b>50.40</b>						
175	Shearer	50.40			520		50.40	C255D Shearer 10/6/18
	Banked: 30/01/2018	<b>429.00</b>						
127	Shoker	429.00			1230	260	277.00	C251F Shoker 3/3/18
					1231	260	2.00	PL Insurance Shoker
					560		150.00	Damge Deposit Shoker
	Banked: 30/01/2018	<b>32.20</b>						
176	Jacobs	32.20			1230	260	32.20	C234F Jacobs 24/2/17
	Banked: 30/01/2018	<b>310.50</b>						
177	Yoga	310.50			1235	260	310.50	R1938 Yoga Feb Invoice
	Banked: 31/01/2018	<b>512.04</b>						
178	Kumon	512.04			1235	260	512.04	R1929 Kumon Feb Invoice
	Banked: 02/02/2018	<b>53.90</b>						
179	Caterpillar Music	53.90			1235	260	53.90	R1927 Caterpillar Music
	Banked: 02/02/2018	<b>60.90</b>						
180	Teenie Boppers	60.90			1235	260	60.90	R1936 Teenie Bopper Feb
	Banked: 04/02/2018	<b>62.75</b>						
181	Russell	62.75			520		-50.40	C233D Russell 3/3/18
					1230	260	111.15	C233F Russell 3/3/18
					1231	260	2.00	PL Insurance Russell
	Banked: 05/02/2018	<b>167.48</b>						
<b>Subtotal Carried Forward:</b>		2,298.52	0.00	0.00			2,131.04	

## HSBC General Account

Receipts received between 22/01/2018 and 26/02/2018

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
182	Tumbletots	167.48			1235	260	167.48	R1937 Tumbletots Feb
	Banked: 05/02/2018	<b>92.40</b>						
183	Kidslingo	92.40			1235	260	92.40	R1931 Kidslingo Feb
	Banked: 06/02/2018	<b>111.00</b>						
184	Drew	111.00			520		111.00	C256D Drew 26/5/18
	Banked: 06/02/2018	<b>142.88</b>						
130	Medway Leisure Stay & Play	142.88			1235	260	142.88	R1930 Medway leisure
	Banked: 06/02/2018	<b>482.12</b>						
128	NGREA	44.04			1235	260	44.04	R1918 NGREA Jan Invoice
129	Movement as Therapy	198.33			1235	260	198.33	R1933 MAT Feb Invoice
131	Horsley	89.55			520		89.55	C253D Horsley 12/5/18
137	Medway Council	150.20			520		150.20	C252F Medway Council
	Banked: 09/02/2018	<b>583.60</b>						
132	Karate	290.60			1235	260	290.60	R1928 Karate Feb Invoice
133	Balfour Short Mat Bowls	293.00			1235	260	293.00	R1926 BSMB Feb Invoice
	Banked: 10/02/2018	<b>37.50</b>						
185	A Bead in Time	37.50			1235	260	37.50	R1924 ABIT Feb Invoice
	Banked: 12/02/2018	<b>102.45</b>						
186	Spiropoulos	102.45			520		-102.45	C238D Spiropoulos
					1230	260	202.90	C238F Spiropoulos
					1231	260	2.00	PL Insurance Spiropoulos
	Banked: 14/02/2018	<b>108.30</b>						
187	Crust	108.30			520		108.30	C260F Crust 15/4/18
	Banked: 14/02/2018	<b>129.50</b>						
134	Thompson	79.10			520		-100.00	C241D Thompson 24/3/18
					1230	260	177.10	C241F Thompson 24/3/18
					1231	260	2.00	PL Insurance Thompson
135	Glass	50.40			520		50.40	C259D Glass 30/6/18
	Banked: 15/02/2018	<b>178.50</b>						
188	Ojarigho	178.50			520		-178.50	C177D Ojarigho 17/3/18
					1230	260	355.00	c177F Ojarigho 17/3/18
					1231	260	2.00	PL Insurance Ojarigho
	Banked: 17/02/2018	<b>50.40</b>						
189	Short	50.40			520		-50.40	C239D Short 24/3/18
					1230	260	98.80	C239F Short 24/3/18
					1231	260	2.00	PL Insurance Short
	Banked: 19/02/2018	<b>50.40</b>						
190	Daltrey	50.40			520		50.40	C261D Daltrey 8/4/18
	Banked: 19/02/2018	<b>89.55</b>						
191	Francis	89.55			520		89.55	C258D Francis 30/6/18
<b>Subtotal Carried Forward:</b>		4,457.12	0.00	0.00			4,457.12	

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Boxley Parish Council

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HSBC General Account

Receipts received between 22/01/2018 and 26/02/2018

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 21/02/2018	38.05						
192	Conafray	38.05			520		38.05	C263D Conafray 5/5/18
	Banked: 23/02/2018	50.40						
193	Foyster	50.40			520		50.40	C262D Foyster 8/7/18
<b>Total Receipts:</b>		4,545.57	0.00	0.00			4,545.57	

## 9.2.2 Unity Trust Bank Receipts

26/02/2018

Boxley Parish Council

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User: MF

Unity Trust Account

Receipts received between 22/01/2018 and 26/02/2018

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 31/01/2018	1,021.60						
Allibone	Commercial Services Trading Lt	1,021.60			1130	130	1,021.60	Claim for
	Banked: 02/02/2018	1,642.44						
1562/2	HMRC	1,642.44			105		1,642.44	VAT Refund 3rd Qtr 17/18
	Banked: 13/02/2018	6,901.34						
102705	HSBC General Account	6,901.34			210		6,901.34	Payments made our of
<b>Total Receipts:</b>		9,565.38	0.00	0.00			9,565.38	

## 9.3 Account closing balances.

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	04.01.18	Coop General Account	£22,122.52
5.1.2	06.02.18	HSBC Beechen Hall	£25,988.33
5.1.3	13.02.18	Unity Trust Bank (UTB)	£57,492.00
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	31.01.18	Lloyds B (matures 26/01/2018)	£25,027.73
5.1.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over)	£55,873.90
5.1.9	31.10.17	Nationwide Parish Council (now 95 day saver account which rolls over)	£19,999.66
		<b>Total</b>	<b>£374,786.20</b>

