



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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To Parish Councillors, members of the public and press.

6 May 2014

Members are hereby summoned and notice is given that the **Annual Meeting of the Parish Council** will be held at **Beechen Hall, Wildfell Close, Walderslade ME5 9RU** on **Monday 12 May 2014** following the Annual Meeting of the Parish and Finance & General Purposes Committee when it is proposed to transact the following business:

Approx. time guide

1. **Apologies and absences.**
To receive and accept apologies for absence.
2. **Declaration of Interests or Lobbying.** (1 min)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
3. **Election of Chairman.** (2 mins)
To elect a Chairman and receive their Declaration of Acceptance of Office.
4. **To Elect a Vice-Chairman.** (2 mins)
5. **To Appoint Committees, Committee Chairmen and Vice-Chairmen.** (16 mins)
See attached report (page 3).
 - 5.1 Environment Committee.
 - 5.2 Environment Committee, appointment of chairman and Vice-Chairman.
 - 5.3 Estates Committee.
 - 5.4 Estates Committee, appointment of chairman and Vice-Chairman.
 - 5.5 Finance and General Purposes Committee.
 - 5.6 F&GP Committee, confirmation of chairman and appointment of Vice-Chairman.
6. **Appoint Representatives to External Bodies.** (4 mins)
See attached report (page 3).
7. **Inspection of Deeds and Trust Documents.** (1 min)
Originals are stored at the Solicitors; copies can be made available at the meeting.
8. **Minutes of the Parish Council Meeting of 7 April 2014.** (2 mins)
To consider the minutes of the meeting and if in order to sign as a true record (pages 3-5).
9. **Matters Arising From the Minutes.** (2 mins)
 - 9.1 Minute 2636 Police urban/rural boundary criteria: see report (page 5).
 - 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.
10. **Report from the PCSO and Police Issues.** (5 mins)
Crime statistics: will be supplied on the supplement agenda.
- To adjourn to enable members of the public to address the meeting.** (10 mins)
11. **Draft Minutes of Recent Committee Meetings.** (5 mins)
For the parish council to receive the minutes. Members are allowed to ask questions

of the Committee Chairmen but may not initiate a discussion.

11.1 Environment Committee meeting 7 April 2014 (pages 6-7).

11.2 Environment Committee meeting 14 April 2014 (pages 7-10).

11.3 Estates Committee meeting 15 April 2014 (pages 10-12).

- 12. Finance.** (6 mins)
- 12.1 To note payments made out of meeting 08.04.14 – 02.05.14 (pages 13-16).
- 12.2 To note receipts for the period 01.04.14 – 05.05.14 (pages 16-18).
- 12.3 Account balances as at 05.05.14. (page 19).
- 12.4 To authorise payments of accounts (list to be supplied at meeting).
- 13. 2013/2014 End of Year Return.** (4 mins)
- To receive the recommendation of the F&GP Committee. To agree and sign the End of Year Return; copies are enclosed in members' folders.
- Annual Audit for year-end 31.03.14: Details enclosed in members folders and also placed on noticeboards etc.
- 14. WW1 commemoration.** (8 mins)
- To consider how to commemorate the centenary: see report (page 19).
- 15. Policies and Procedures Review.** (5 mins)
- 15.1 Standing Orders: see report on page
- 15.2 Financial Regulations: see report on page
- 15.3 Complaints re Code of Conduct: see report (page 13 - 14).
- 16. Matters for Decision.** (6 mins)
- To consider attendance at meetings etc.
- 16.1 Attendance at school fetes: St John's School Fayre Sat 17 May 12 – 3.00;
Tunbury School Fete Sat 12 July.
- 16.2 Neighbourhood Development Plan, report to follow.
- 17. Reports from Borough and County Councillors.** (8 mins)
- To allow councillors to report and discuss matters affecting the parish.
- 18. Reports from councillors/office.** (4 mins)
- Representatives who attended any meeting on behalf of the parish council are invited to give a brief summary.
- 19. Matters for Information.** (1 min)
- To receive a list of items of general interest received.
- 20. Next Meeting.** (1 min)
- Monday 3 June 2013 at the European School of Osteopathy, Boxley ME14 3DA.
Councillor requests for agenda items are to be submitted no later than 26 May 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 12 May 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 5. To Appoint Committees, Committee Chairmen and Vice-Chairmen. *Purpose of report; to make appointments.*

- 5.1 Environment Committee.
- 5.2 Environment Committee, appointment of chairman and Vice-Chairman.
- 5.3 Estates Committee.
- 5.4 Estates Committee, appointment of chairman and Vice-Chairman.
- 5.5 Finance and General Purposes Committee, up to 8 members. Membership is made up of chairmen and vice-chairmen of the parish council and its committees plus at least one additional councillor.
- 5.6 F&GP Committee, confirmation of chairman and appointment of Vice-Chairman.

Item 6. Appoint Representatives to External Bodies.

The current organisations and post holders are:

Grove Green Community Association	Cllr Vic Davies
Kent Association of Local Councils	Cllr Wendy Hinder, Cllr Bob Hinder and Cllr Ivor Davies (reserve).
Action on Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees)	Cllr Waller and Cllr Ivor Davies (the latter intends to stand down).
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Mid Kent Steering Group	Cllr Geoff Smith

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the relevant committee agenda.

Item 8. Minutes of the Meeting of the Parish Council held at Tyland Barn, Tyland Lane, Sandling on Monday 7 April 2014 commencing at 7.30 pm. *Purpose of item: To receive and agree the minutes.*

Councillors present: Mrs P Brooks (Chairman), Mr Bob Hinder, Mrs W Hinder, Mr D Hollands (arrived during item 7.1), Mrs K Macklin, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler, and 3 (later 5) members of the public/press.

1. **Apologies and absences.**
Cllr Ivor Davies (attending a KALC meeting on behalf of BPC), Cllr Harwood (work commitment) and Cllr Smith (unwell).
2. **Declaration of Interests or Lobbying.**
None received.
3. **Minutes of the Parish Council Meeting of 3 March 2014.**
The minutes of the meeting were **agreed** and **signed** as a correct record.
4. **Matters Arising From the Minutes.**
 - 4.1 Minute 2627/4.1 Parish Emergency Plan: The Clerk's report was **received**.

- Agreed** the suggestion of an addition to the existing plan would be deferred to the Estates Committee. **Action: Clerk and Estates Committee.**
- 4.2 Minute 2627/9 Casual vacancy. The first formal notice informing parishioners of the vacancy and of their right to request a poll has been displayed. **Noted.**

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

Members **received** the PCSO's report and crime statistics for the period 25/02/2014 - 02/04/2014. The Clerk was requested to obtain a boundary map or criteria so that members could understand the difference between urban and rural areas. **Agreed** members will be supplied with the dates of the Jools Holland recordings at Maidstone Studio. **Action: Clerk.**

There was no adjournment as no member of the public wished to address the meeting.

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

Received and noted.

- 6.1 Environment Committee meeting 3 March 2014.
- 6.2 Environment Committee meeting 10 March 2014. Cllr Hinder volunteered to attend the MBC Planning Committee meeting on MA/14/0018 Hillah, Cossington Road. **Action: Cllr Bob Hinder.**
- 6.3 F&GP Committee meeting 11 March 2014.

7. **Finance.**

- 7.1 Payments made out of meeting 22.02.14 – 31.03.14. **Noted.** Vouchers 683 & 684: Cllr Dengate raised a query on whether the descriptions were accurate. **Agreed** the Clerk to investigate and notify members of any corrections as on first inspection it appeared that the descriptions had been mixed up. **Action: Clerk.**
- 7.2 Receipts for the period 25.02.14 – 31.03.14. **Noted.** Voucher 464: Cllr Bob Hinder asked for clarification. The Clerk notified members that the wrong description had been inserted and that instead of key deposit it should be rent. An amendment would be made **action: Clerk.** It was confirmed for Cllr Bob Hinder that rent amounts differed due to the date tenancy agreements started and the number of quarter plots rented.
- 7.3 Account balances as at 01.04.2014. **Noted.**
- 7.4 Payments of accounts. **Authorised.** The Clerk clarified the reason for bank to bank transfers between the HSBC and Cooperative Bank.
- 7.5 Members were reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatures. **Noted.**
- 7.6 Parish Councillor Audit, Cllr Ivor Davies will be asked to undertake the audit. **Action: Clerk.**
- 7.7 Annual Audit for year ending 31 March 2014. Councillors were notified that the audit commenced on 25 April and the relevant notices will be advertised. **Noted. Action: Clerk.**

8. **Dove Hill Allotments.**

Cllr Bob Hinder gave an update on two recent site visits to seek advice on the entrance area. Members were informed that Gallagher's Group would be submitting suggestions and idea of costs to the Estates Committee. Local residents and the Scout Group will be informed of the progress and warned of any potential disruption.

9. **Policies and Procedures Review.**

- 9.1 Standing Orders: Deferred to May meeting. **Action: Clerk.**
- 9.2 Financial Regulations: Deferred to May meeting. **Action: Clerk.**
- 9.3 Terms of Reference: No changes were requested by the committees. **Noted.**

10 **Matters for Decision.**

- 10.1 World War 1 commemoration: Cllr Ivor Davies' ideas about a bench or slatted seating area at the memorial and wording of a plaque were **noted**.
- 10.2 Laptop access by members of the public: The Clerk's report was **noted**. It was **agreed** that the suggested access would be trialled however members wished to see a risk assessment and a user policy produced. **Action: Clerk.**
- 10.3 Maidstone council's Overview and Scrutiny Committees. After discussion it was **agreed** that the issue would be deferred to the Environment Committee and members with any ideas or comments would be invited to submit them to the committee. Cllr Spain brought to members' attention the issue of the poor materials used to build the Travel Lodge at St Peter's Street and the fact that it was now becoming an eyesore. **Action: Environment Committee.**
- 11 **Reports from Borough and County Councillors.**
 Cllr Butler gave a brief report including the planning changes and the local plan public meetings. Cllr Butler was informed that the pilot scheme for the planning changes only included parishes that were 'easy' and that the parish council would be responding to the local plan consultation.
 Cllr Wendy Hinder gave a brief report and asked that councillors respond to the Chatham Road, Sandling traffic order consultation that was currently being run.
Action: Environment Committee and councillors.
 Both councillors agreed to take up the issue of the planning changes and cost to parishes with MBC.
- 12 **Reports from councillors/office.**
 12.1 Maidstone KALC Meeting, 19/3/14: Report by Ivor Davies **noted** and **received**.
 12.2 Cllr Hollands reported that he had attended, along with the Chairman and the Clerk, the launching of the Boxley Walk leaflets. The press had been present and positive things were said about the parish council's support. **Noted.**
- 13 **Matters for Information.**
Received and noted.
 13.1 Rural news issue 135.
 13.2 Open Space Spring 2014.
 13.3 Kent's second mini-conference for community speed watch practitioners on Saturday 26th April 2014 at the Kent Police Training School in Maidstone 10.00 – 12.30.
 13.4 Kestral cam update.
 13.5 Parish council and woodland activity packs availability and supply to local organisations.
- 14 **Next Meeting.**
 Annual Meeting of the Parish Council Monday 12 May 2014 at Beechen Hall, Wildfell Close, Walderslade, immediately following the Annual Meeting of the Parish which commences at 7.00 pm. Councillors to notify the parish office if they wish to change the committees they currently serve on.

Meeting closed at 8.28 p.m.

<p>Item 9 Matters Arising From the Minutes <i>Purpose of item: information.</i></p>
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- 9.1 Minute 2636 Police urban/rural boundary criteria. A reply to a request on how the boundary between urban and rural areas is set is awaited. Clerk note: The interactive site on the Kent Police website appears to indicate that the civic boundaries set by the Boundary Commission for parishes and MBC wards are the basis of the boundary. Chairman's comment: *It is clear from the police rural parishes meetings I attend that the distinction is for organisational reasons (rural crime is different to urban crime), mainly staffing levels.*

Item 11. Draft Minutes of Recent Committee Meetings. *Purpose of item: To receive.*

Item 11.1 Minutes of the Environment Committee on 7 April 2014 at Tyland Barn, Sandling commencing at 8.34 pm.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr P Dengate, Mr Bob Hinder, Mr D Hollands, Mrs A Spain, Mr A Springate, and Mrs M Waller together with the Clerk, Mrs K Macklin and two members of the public.

1. Declaration of Interests or Lobbying.

All members declared that they had been lobbied on MA/14/0387.

2. Apologies and absences

CLlr Ivor Davies (attending a KALC meeting on behalf of the parish council).

The meeting was adjourned at 8.35 to allow a resident to address members about application MA/14/0387, the meeting was reconvened at 8.40 pm.

3. Planning Applications and Appeals for Consideration.

3.1 MA/14/0213 Change of use from a mixed commercial/residential use for the barn and outbuilding; to residential for the barn retaining the existing commercial/residential use for the outbuilding at The Barn, Pollyfields Farm, Scragged Oak Road.

Noted. As only a small part of this site is within the Boxley Parish and as the access and egress is via Scragged Oak Road the parish council defers to the views of Detling Parish Council.

3.2 MA/14/0387 Erection of a single storey rear extension at Highmill, Tyland Lane, Sandling.

After lengthy discussion members **agreed unanimously:**

Wish to see refused and request the application is reported to the Planning Committee for the planning reasons set out below:

- The development will adversely impact on neighbours due to loss of natural light to their property.*
- The height of the development and the inclusion of a large domed roof light, almost at second storey height, would have an adverse impact on the quality of life of the neighbours as at night it could introduce unwanted light into the bedroom area of the property.*

A reduction in the height of the proposed development might make it more acceptable.

3.3 MA/13/2147 (amended details) Change of use and conversion of existing building to class D1 day nursery with outdoor play space and alterations to external appearance of the building, drop off/pick up area, turning and parking at Newnham Court Shopping Village.

Noted.

3.4 MA/14/0223 An application for a 12 x 6 catering unit on the car park outside the Harley Davidson showroom at Forstal Road, Aylesford.

CLlr Macklin raised concerns about the application. After consideration it was **agreed:**

Wish to see refused for the planning reasons set out below:

- This is proposed to be a permanent fixture at the location and would have an adverse impact on the nearby residential dwellings.*
- Adequate facilities are available within the immediate area, Cobtree Park having a café and street licences being awarded in the industrial area. The current refreshment facilities are all away from any residential dwellings.*
- There is concern that this unit which is adjacent to the motor cycle showroom and to Forstal Road will attract many customers. Forstal Road serves the*

Aylesford industrial area and was never designed for the amount and size of the traffic that currently uses it. Large HGVs have difficult driving conditions on the narrow road and any additional hazards or distractions will have a highway safety impact.

MA/14/0373 Advertisement consent for the installation of 10(no) internally illuminated fascia signs and 1(no) internally illuminated totem sign at Land at Eclipse Business Park.

Wish to see refused but not reported to the Planning Committee.

The reason for the signs is understood however it is felt that 10 internally illuminated signs, plus an internally illuminated totem sign is excessive for the site.

The M20 is now not illuminated at night and the impact, from sites situated adjacent to motorways and in the setting of the AONB, should be reconsidered with regards to night time light pollution originating from buildings and illuminated signs.

4. **Next Meeting.**

Next Environment meeting 10 March at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.13 pm.

Item 11.2 Minutes of the Environment Committee on Monday 14 April 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.32 p.m.

Councillors present: Mrs Wendy Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Clerk and Cllr T Baker, Chairman of Broomfield and Kingswood PC.

1. **Apologies and absences.**

Cllr Spain (convalescing).

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

None declared.

3. **Minutes of the Meetings of 10 March 2014.**

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

Item 7 was taken at this point.

4. **Matters Arising From Minutes.**

4.1 Minute 2631/4.1 Grovewood Drive North crossing improvements: Information is now awaited from KCCH&T. **Noted** and **agreed** that the issue will be returned to the agenda once it progresses.

4.2 Minute 2631/4.2 & 4.5 Bollards at Sandling Village Hall and Boxley Road, Walderslade. A grant application will be put together for submission to County Councillor Carter; the cost of installation is £50 per bollard. **Action: Clerk.**

4.3 Minute 2631/4.4 Verge work at Grovewood Drive South. The work to remove shrubs and grass area will commence when the weather is right. **Noted.**

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

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

5.1 MA/13/1532 Internal and external changes to the building including the re-cladding of external elevations in insulated panelling, glazing to new shop front and the formation of a new side balcony within existing gantry framework at Unit C, Aylesford Wharf, Forstal Rd. *Do not wish to object.*

5.2 MA/13/1797. Lordswood Urban Extension. **Ratified**, the Clerk's decision, after consulting committee members, to amend the parish council's response so that the application did not go to the Maidstone Planning Committee.

5.3 MA/14/0389 Erection of a pre-fabricated timber granny annexe for ancillary residential use at 66 Boxley Road, Walderslade.

Do not wish to object however request a condition that the accommodation is ancillary to the main house and cannot be used as a separate dwelling is requested.

5.4 MA/14/0419 Change of use of amenity land to garden land and erection of 2m high fencing at 7 Barleyfields, Weaving. *Do not wish to object.*

5.5 MA/14/0426 An application for a single storey front porch at 56 Restharrow Road, Weaving. *Do not wish to object.*

5.6 MA/14/0440 Approval of reserved matters of outlay, appearance, scale and landscaping of planning permission MA/11/0227 (outline planning permission for erection of a hotel with access to be considered at this stage and all other matters reserved for future consideration to allow the approved fixed Eclipse Park access and local highway improvement works to be implemented in advance of approval of the remaining reserved matters and discharge of other conditions) for the erection of a hotel (150 bedrooms) with associated parking (173 spaces) and landscaping at Eclipse Park, Sittingbourne. *Do not wish to object.*

5.7 MA/14/0476 – Erection of single storey kitchen extension to front of property at 29 Camomile Drive, Weaving, Maidstone. *Do not wish to object.*

5.8 MA/14/0493 Erection of a two storey rear extension, first floor side extension and rear conservatory at 17 Grey Wethers, Sandling. *Do not wish to object.*

5.9 TA/0006/14 Tree Preservation Order application: TPO No.1 of 1969: an application for consent to fell 1 (No) Ash Tree at 1 Fagus Close. *Do not wish to object defer to the Landscape Officer's views.*

5.10 TA/0067/14 Tree Preservation Order application: TPO No 1 of 1969: an application for consent to undertake a crown thinning of 50% of 1No Hornbeam, and a crown reduction of 40% of 2No Hornbeam at 25 Forestdale Road, Boxley, Chatham. *Do not wish to object defer to the Landscape Officer's views.*

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

MA/14/0171*.

7. **Neighbourhood Development Plans.**

The Chairman welcomed Cllr Baker who was invited to address members on Broomfield and Kingswood's experiences in developing a NDP. Areas covered included:

- Need to get the community on-board and involved in the development work for the NDP.
- The plan must be strongly supported by evidence.
- Cost and the need to build into any contract that the parish council can halt any work if it decides not to continue with the project.
- Due diligence.
- Strong working group needed.
- Timeline.
- How to involve the community and the need to keep residents updated on progress.

Members discussed issues with Cllr Baker answering questions.

The Chairman thanked Cllr Baker for sharing his experiences with members. Members considered the need to establish whether Boxley residents would want a NDP and whether they would support the cost of producing the document. It was

suggested that a public consultation would be needed in each of the North and South wards. After further discussion it was **agreed** that a pros and cons list for producing a NDP would be submitted to the Local Plan Working Group and a recommendation made to the Environment Committee on whether to progress the issue by putting an article in the Downs Mail to gauge the depth of support. **Action: Clerk and LPWG.**

8. **Maidstone Borough Local Plan.**

The working group is to meet on 23 April to formulate a respond to the draft Local Plan and the draft Community Infrastructure Levy Preliminary Charing Schedule. **Noted.**

9. **Volunteer Groups.**

Reports were **received** from:

- Walderslade Woods Group on their recent task day. A glade and steps had been created and volunteers from Hadlow Collage had been working in the woods.
- Friends of Boxley Warren on their recent task day and an appeal in the KM for volunteers. It was also reported that the area had been plagued by quad bikes and bikes. **Agreed** the PCSO was to be informed. **Action: Clerk.**

10. **Highways and Byways.**

10.1 Old Chatham Road, Sandling. The intention to have a clearway and waiting restrictions was **noted** and **received**.

10.2 Wildfell Close. A resident has complained about lack of maintenance and a site visit with KCCH&T has been arranged for 16 April. **Noted.**

10.3 KCC's Safe and Sensible Street Lighting project. The installation of timers to switch off street lights overnight will commence in the Maidstone area on 29 April. **Noted.**

11. **Policy and procedures review.**

Planning and the parish council explanation leaflet. Review deferred to the May meeting.

12. **Matters for information.**

Received and **noted**

12.1 2013 DCLG consultation on Greater Flexibilities for Change of Use. A summary of the 852 responses is available from www.gov.uk

13. **Next Meeting.**

Next full environment meeting 19 May 2014 at Beechen Hall commencing at 7.30 p.m.

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

There were none.

15. **Maidstone council's Overview and Scrutiny Committees suggestions and topics.** Deferred to the committee from the Parish Council meeting 7 April 2014.

Members **agreed** the following submission for the Planning, Transport and Development. OSC to investigate.

Planning, Transport and Development.

1. Describe the impact the issue [for review] is having;
Boxley Parish Council is concerned that some planning decisions by Maidstone are not consistent and in some cases the 'quality' of the decision appears questionable. The parish council does not wish to instigate a 'witch hunt' but feels that there should be some form of internal review procedure to help the department and individuals, if necessary, to develop and learn from experience. The review procedure should allow parish councils to report an application that has resulted, in its opinion, in development that is far removed from what was expected in the way of impact on the street character, materials etc. The parish council is aware that some planning applications are not to everyone's taste however where a local community ends up with a

development that sticks out like a 'sore thumb' or is an 'eyesore' then it should be allowed to report it in the understanding that a small group will review the end result against the plans etc. in a procedure that is equivalent to a quality control review.

If members wish to understand the impact of what this parish council considers is a 'questionable' decision please drive past The Oaks, Westfield Sole Road, Walderslade ME5 3HE and take note of the design, colour of the materials used and the adverse impact on the surrounding area. The parish council is aware that many issues are taken into account when considering a planning application and that nothing can be done to change the development once permission is given.

2. Who is it impacting on?

Communities and individuals living adjacent to the development. Within certain areas it may also impact on community safety, tourism, highways etc.

There is also impact on MBC as failure to learn whilst working results in a poor service, stagnation in individual staff personal development and also a lack of respect from users of the service.

Meeting closed at 9.25 pm.

Item 11.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 April 2014 at 7.30pm.

Councillors present: Mr Vic Davies (Chairman), Mrs Pat Brooks, Mr I Davies, Mr P Dengate, Mr Bob Hinder, Mr P Sullivan, together with the Clerk.

1. **Declaration of Interest or Lobbying.**

Dispensation notification for Item 5: Cllrs Dengate, Ivor Davies, Vic Davies, Hinder and Sullivan. Cllr Ivor Davies reminded members that he was a member of the WWG (item 12).

2. **Apologies and absence.**

Cllr G Smith (unwell).

3. **Minutes of Previous Meeting 11 February, 2014.**

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

As there were no public present the meeting was not adjourned.

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2623/4.1 Yew Tree at St Mary and All Saints Church. The Chairman notified the meeting that the tree had been felled but two stumps remained at the site. The Clerk was asked to check why they were there and arrange for their removal. **Action: Clerk.**

The Chairman notified members that he had been approached to have the old middle drum stone removed from the closed churchyard. After discussion the Clerk was asked to investigate whether it could be placed beside the planned bench and report back to members. **Action: Clerk.**

4.2 Minute 2623/4.4 Village Signs. The Chairman reported that the installation of the new post had been completed the previous day.

4.3 Minute 2624/8. MBC Play Area Strategy. The Chairman gave a report on the condition, excellent, of the site and play equipment at Shepherd's Gate Drive. After discussion it was **agreed** that further investigation was needed before the Parish Council could consider whether to take the area over. **Action: Clerk, Cllr Vic Davies and Cllr Sullivan.**

Members were requested to notify the parish office of any ideas or views on what the land could be used for if the equipment was not there.

5. **Dove Hill Allotments.**

- 5.1 Members **received** and **noted** Cllr Bob Hinder's report.
- 5.2 Access road to the site. The Clerk was asked to urgently obtain from Gallagher's Group the quotations for the improvements. It was **agreed** that an extra Estates Committee meeting would be arranged to consider the quotations. **Action: Clerk.**
6. **Interpretation Board – Impton Lane**
After consideration it was **agreed** that the suggestion should be placed on the October agenda for discussion on whether to include the project in the 2015/16 budget. **Action: office.**
7. **Earmarked Reserves.**
Members **received** and **noted** the Clerk's report. It was **agreed** that a budget entry 'Contingency Fund' would be included in the 2015/16 budget. **Action: office.**
8. **Boxley Village Green.**
Members **received** and **noted** the Clerk's report on the site visit with a local resident. After discussion it was **agreed**:
- To contact the MBC Conservation Officer as the wall may be included within the listed classification of Parsonage Farm.
 - Clear the area, east of driveway to Parsonage Farm, of the undergrowth and self-seeded sapling. Grass seed the area and add to the grass cutting schedule.
 - Consult the MBC Landscape Officer regarding the large Cherry growing in the undergrowth.
 - Arrange for the newly planted bushes to be removed.
- Members indicated that their initial views were to cut down the height and cut back the width of the ivy growing on the wall. Concern was raised about the parish council's liability of removing the ivy if it damaged the wall. Advice to be sought from the Conservation Officer. **Action: Clerk.**
9. **Matters for Information**
- 9.1 Boxley Burial Ground. **Noted** the Parish Clerk has refused a request for an internment.
- 9.2 North Wall Boxley Green. **Noted** that some stones have disappeared and that the Clerk is attempting to get MBC to take action to get it repaired.
10. **Assistant Clerk's Report.**
- 10.1 **Received** and **noted** the Feb/Mar Hire fees, with a comparison for the same period in the previous year.
- 10.2 **Noted** the Income and Expenditure report was not available. Defer to the next meeting.
- 10.3 Review of Hall hire fees. After consideration it was
- **Agreed**, Cllr Hinder proposing seconded by Cllr Brooks, that there is a 1% increase for regular hirers with effect from 1 September 2014. Members asked that the hirers be notified that this is due to an increase in hall bills.
 - **Agreed**, proposed by Cllr Dengate seconded by Cllr Ivor Davies, no increase to casual hire charges.
- 10.4 Review Discount for Children's Clubs and clubs. After discussion it was **agreed**, proposed Cllr Hinder seconded by Cllr Dengate, that the 25% discount for children's groups would no longer be offered to new clubs/groups. Whilst the discount would be preserved for existing hirers should they leave and decide to come back it would not be reinstated. Cllr Ivor Davies asked that clubs be informed of this.
11. **Beechen Hall Extension.**
Members **received** and **noted** the report. After discussion it was **agreed** that councillors would submit to the office any more ideas and that a draft brief would be provided to members to consider. Ideas put forward:

- Develop the loft space above the office, with a proper access installed in the back storage room, for storage.
- Expand the committee room.
- Extend the hall to the shed area.
- Expand the office into an L shape.
- Reduce the size of the foyer to increase the size of the committee room.

Action: office.

12. **Additional Storage at Beechen Hall.**

As no design or further information was received the request from WWG for an extension to their storage unit was deferred until the next meeting.

13. **Matters for Decision**

There were none.

14. **Date of Next Meeting.**

Tuesday 10 June, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.04 pm

Item 12. Finance. Purpose of item: Information.

**Boxley Parish Council
PAYMENTS LIST 08.04 – 02.05 2014**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier		Net	VAT	Total
11	Hall maintenance	15/04/2014	HSBC Beechen Hall	102651	Repairs to Taski Machine	Capital Cleaning (Kent) Ltd	S	32.98	6.60	39.58
12	Rates	15/04/2014	HSBC Beechen Hall	2dd2	Rates	Maidstone Borough Council	Z	368.96	0.00	368.96
13	Office rates	15/04/2014	HSBC Beechen Hall	2dd2	Rates	Maidstone Borough Council	Z	158.13	0.00	158.13
14	Maintenance	15/04/2014	Coop General Account	bacs 154078	Allotment Bench	Steve Wright	Z	148.00	0.00	148.00
15	Administration	15/04/2014	Coop General Account	bacs Imprest46	Stamps	Mrs P Bowdery	Z	66.00	0.00	66.00
16	Maintenance	15/04/2014	Coop General Account	bacs Imprest46	Seeds	Mrs P Bowdery	Z	3.00	0.00	3.00
17	Administration	15/04/2014	Coop General Account	bacs Imprest46	Stamps	Mrs P Bowdery	Z	39.60	0.00	39.60
18	Hall maintenance	15/04/2014	Coop General Account	bacs Imprest46	Window Cleaner	Mrs P Bowdery	Z	25.00	0.00	25.00
19	Administration	15/04/2014	Coop General Account	Bacs1863580/1866468	Chair Stoppers`	Kent County Council	S	119.74	23.95	143.69
20	Walderslade Woods Group	15/04/2014	Coop General Account	Bacs40511	Wood Chipper	Green Plant Uk Ltd	S	1,455.00	291.00	1,746.00
21	Subscriptions	15/04/2014	Coop General Account	501273	Subscription	Kent County Playing Fields Associaition	Z	20.00	0.00	20.00
22	Subscriptions	15/04/2014	Coop General	501274	Subscription	Open Spaces Society	Z	45.00	0.00	45.00

			Account							
23	Salaries	15/04/2014	Coop General Account	BACS22/04/PC01	Staff Salary	Mrs P Bowdery	Z	2,076.28	0.00	2,076.28
24	Publicity	15/04/2014	Coop General Account	BACS22/04/PC01	Publcity	Mrs P Bowdery	Z	20.00	0.00	20.00
25	Salaries	15/04/2014	Coop General Account	BACS22/04/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
26	Travel-staff	15/04/2014	Coop General Account	BACS22/04/PC03	Mileage	Mrs A Candy	Z	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	Z	40.00	0.00	40.00
28	General Maintenance	15/04/2014	Coop General Account	BACS22/04/PC05	Staff Salary	MS D Davies	Z	25.88	0.00	25.88
29	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC07	Councillor Allowances	Mr V Davies	Z	33.46	0.00	33.46
30	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC08	Councillor Allowances	Mr P Dengate	Z	25.26	0.00	25.26
31	Salaries	15/04/2014	Coop General Account	BACS22/04/PC02	Staff Salary	Mrs M Fooks	Z	679.67	0.00	679.67
32	Travel-staff	15/04/2014	Coop General Account	BACS22/04/PC02	Mileage	Mrs M Fooks	Z	34.32	0.00	34.32
33	Wages	15/04/2014	Coop General Account	BACS22/04/PC02	Wages	Mrs M Fooks	Z	453.11	0.00	453.11
34	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC09	Councillor Allowances	Mr T Harwood	Z	33.46	0.00	33.46
35	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC0	Councillor Allowances	Mr R Hinder	Z	33.46	0.00	33.46
36	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC11	Councillor Allowances	Mrs W Hinder	Z	33.46	0.00	33.46
37	Publicity	15/04/2014	Coop General	BACS22/04/PC04	Staff Salary	Mrs L Lake	Z	40.00	0.00	40.00

			Account							
38	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC12	Councillor Allowances	Mrs K Macklin	Z	41.66	0.00	41.66
39	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC14	Councillor Allowances	Mr G Smith	Z	33.46	0.00	33.46
40	Wages	15/04/2014	Coop General Account	BACS22/04/BH01	Wages	Mrs M Smith	Z	486.05	0.00	486.05
41	Publicity	15/04/2014	Coop General Account	BACS22/04/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
42	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC15	Councillor Allowances	Mrs A Spain	Z	33.46	0.00	33.46
43	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/PC17	Councillor Allowances	Mrs M Waller	Z	38.46	0.00	38.46
44	Wages	15/04/2014	Coop General Account	BACS22/04/BH04	Wages	Mr A Fletcher	Z	252.67	0.00	252.67
45	Wages	15/04/2014	Coop General Account	BACS22/04/BH05	Wages	Mr B Douglas	Z	195.27	0.00	195.27
46	Hall maintenance	15/04/2014	Coop General Account	BACS22/04/BH05	Hall Maintenance	Mr B Douglas	Z	39.63	0.00	39.63
47	PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	PAYE	HMRC	Z	1,248.74	0.00	1,248.74
48	Chairman's allowance personal	15/04/2014	Coop General Account	BACS22/04/HMRC	Chairman Allowance PAYE	HMRC	Z	10.00	0.00	10.00
49	Councillors allowance/PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	Councillor Allowances PAYE	HMRC	Z	68.80	0.00	68.80
50	PAYE	15/04/2014	Coop General Account	BACS22/04/HMRC	PAYE	HMRC	Z	57.40	0.00	57.40
51	Boxley Warren	15/04/2014	Coop General Account	CBW49/CBW50	Repairs and maintenance	S W Services	Z	800.00	0.00	800.00
52	Community Project	15/04/2014	Coop General	Bacs40511	WWG - Wood Chipper	Green Plant Uk Ltd	S	1,000.00	200.00	1,200.00

			Account							
Total								10,917.47	521.55	11,439.02

Boxley Parish Council
RECEIPTS LIST 01.04.14 – 05.05.14

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type		Net	VAT	Total
1	Coop general account	02/04/2014	Coop General Account	1	Interest	Cooperative Bank	Z		4.21	0.00	4.21
2	Allotment income	10/04/2014	Coop General Account	2	Rent	Steve Wright	Z		14.68	0.00	14.68
3	Earmarked Reserves	10/04/2014	Coop General Account	2	Key deposit	Steve Wright	Z		15.00	0.00	15.00
4	Allotment income	10/04/2014	Coop General Account	3	Rent	C Ransom	Z		14.42	0.00	14.42
5	Earmarked Reserves	10/04/2014	Coop General Account	3	Key deposit	C Ransom	Z		15.00	0.00	15.00
6	Allotment income	10/04/2014	Coop General Account	4	Paul Carter Grant	Kent County Council	Z		700.00	0.00	700.00
7	Walderslade Woods Group	11/04/2014	Coop General Account	5	Paul Carter Grant	Kent County Council	Z		2,000.00	0.00	2,000.00
8	Hire fee regular	01/04/2014	HSBC Beechen Hall	01	Regular Hire Fee	Tumble Tots	Z		161.70	0.00	161.70
9	Hire fee - casual	03/04/2014	HSBC Beechen Hall	02	Casual Hire Fee	Heritage	Z		35.25	0.00	35.25
10	Hire fee regular	07/04/2014	HSBC Beechen Hall	03	Regular Hire Fee	Karate	Z		210.15	0.00	210.15
11	Hire fee - casual	08/04/2014	HSBC Beechen Hall	04	Casual Hire Fee	Bamrah	Z		123.50	0.00	123.50
12	Insurance	08/04/2014	HSBC Beechen Hall	04	Public Liability	Bamrah	Z		1.50	0.00	1.50
13	Hire fee - casual	09/04/2014	HSBC Beechen Hall	05	Casual Hire Fee	Coleman	Z		35.25	0.00	35.25
14	Insurance	09/04/2014	HSBC Beechen Hall	05	Public Liability	Coleman	Z		1.50	0.00	1.50
15	Hire fee - casual	10/04/2014	HSBC Beechen Hall	06	Casual Hire Fee	Burgess	Z		153.00	0.00	153.00
16	Insurance	10/04/2014	HSBC Beechen	06	Public Liability	Burgess	Z		1.50	0.00	1.50

			Hall							
17	Hire fee - casual	10/04/2014	HSBC Beechen Hall	07	Casual Hire Fee	Brown	Z	117.50	0.00	117.50
18	Insurance	10/04/2014	HSBC Beechen Hall	07	Public Liability	Brown	Z	1.50	0.00	1.50
19	Hire fee regular	02/04/2014	HSBC Beechen Hall	BP01	Regular Hire Fee	Weight Watchers	Z	118.80	0.00	118.80
20	Hire fee regular	08/04/2014	HSBC Beechen Hall	BP02	Regular Hire Fee	NCT stretch and relax	Z	29.40	0.00	29.40
21	Hire fee regular	09/04/2014	HSBC Beechen Hall	BP03	Regular Hire Fee	Teenie Boppers	Z	19.60	0.00	19.60
22	Hire fee regular	12/04/2014	HSBC Beechen Hall	BP04	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
23	Hire fee regular	12/04/2014	HSBC Beechen Hall	BP05	Regular Hire Fee	Yoga	Z	195.05	0.00	195.05
24	Hire fee regular	14/04/2014	HSBC Beechen Hall	BP06	Regular Hire Fee	I Say	Z	46.80	0.00	46.80
25	Hire fee - casual	16/04/2014	HSBC Beechen Hall	BP07	Casual Hire Fee	Lall	Z	105.75	0.00	105.75
26	Insurance	16/04/2014	HSBC Beechen Hall	BP07	Public Liability	Lall	Z	1.50	0.00	1.50
27	Damage waiver current year	16/04/2014	HSBC Beechen Hall	BP07	Damage Waiver Deposit	Lall	Z	150.00	0.00	150.00
28	Allotment income	24/04/2014	Coop General Account	6	Rent	Mr R Hinder	Z	7.17	0.00	7.17
29	Allotment income	24/04/2014	Coop General Account	7	Rent	Gill Monk	Z	7.04	0.00	7.04
30	Earmarked Reserves	24/04/2014	Coop General Account	7	Key deposit	Gill Monk	Z	15.00	0.00	15.00
31	Boxley Warren	22/04/2014	Coop General Account	8	Grant	Boxley Parish Council	Z	250.00	0.00	250.00
32	Allotment income	29/04/2014	Coop General Account	9	Rent	Mr T Reeves	Z	12.92	0.00	12.92
33	Earmarked Reserves	29/04/2014	Coop General Account	9	Key deposit	Mr T Reeves	Z	15.00	0.00	15.00
34	Hire fee - casual	24/04/2014	HSBC Beechen Hall	BPO08	Casual Hire Fee	Monsur	Z	171.60	0.00	171.60
35	Insurance	24/04/2014	HSBC Beechen Hall	BPO08	Public Liability	Monsur	Z	1.50	0.00	1.50
36	Damage waiver current year	24/04/2014	HSBC Beechen Hall	BPO08	Damage Waiver Deposit	Monsur	Z	150.00	0.00	150.00
37	Hire fee regular	25/04/2014	HSBC Beechen Hall	BP09	Regular Hire Fee	Weight Watchers	Z	89.10	0.00	89.10
38	Hire fee - casual	28/04/2014	HSBC Beechen Hall	BO010	Casual Hire Fee	Preston	Z	30.60	0.00	30.60

39	Hire fee - casual	29/04/2014	HSBC Beechen Hall	BP011	Casual Hire Fee	Campbell	Z	70.50	0.00	70.50
40	Hire fee regular	24/04/2014	HSBC Beechen Hall	08	Regular Hire Fee	Sing & Sign	Z	20.00	0.00	20.00
41	Wages -AEC	28/04/2014	HSBC Beechen Hall	09	After Event Clean	Preston	Z	30.00	0.00	30.00
42	Allotment income	22/04/2014	Coop General Account	10	Rent	Perry	Z	7.00	0.00	7.00
43	Earmarked Reserves	22/04/2014	Coop General Account	10	Key deposit	Perry	Z	15.00	0.00	15.00
45	Precept	17/04/2014	Coop General Account	12	Precept	Maidstone Borough Council	Z	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	Z	54.00	0.00	54.00
47	Hire fee regular	30/04/2014	Coop General Account	11	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
Total								100,491.37	0.00	100,491.37

Boxley Parish Council

BANK ACCOUNTS

HSBC Beechen Hall	£36,895.33
Coop General Account	£108,118.34
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	415,151.92
Cash	150.00
GRAND TOTAL (Banks and Cash)	£415,301.92

Item 14. WW1 commemoration. Purpose of item: Information and decision.

Projects put before members are:

- A plaque/memorial at Boxley village.
- Planting of two trees, an English Oak and a Linden Tree, at Grove Green.
- A leaflet with an explanation of why War Memorials were erected and also a history of some of the fallen named on the memorial. A resident is willing to undertake the investigation and it is likely that an application for funding of a leaflet will be made to the Community Chest Grant.
- The wooden slating of the seated area around the War Memorial (a plaque could be incorporated).

Members are also asked to agree the wording of any plaque. It has previously been suggested that this should be:

“NOT FORGOTTEN

To commemorate the centenary of the
commencement of the
First World War”

The Church may be suggesting a seat for the area where the Yew Tree previously stood. The Clerk has pointed out that the burial ground land as this point is very high and with no barrier between the proposed location and the drop it may be a dangerous position. Members' views are sought on what project/projects they wish to undertake.

Item 15. Policies and Procedures Review *Purpose of item; consideration and decision.*

- 15.1 Standing Orders. It is taking longer than anticipated to produce a draft of Standing Orders and, as some items may come forward from a review of the Financial Regulations (see below), the issue will now be presented to the June or July Parish Council meeting.
- 15.2 Financial Regulations. The Financial Regulations need to be updated in the light of new guidance. A number of issues have been suggested for inclusion and the changes need consideration by the F&GP Committee. These will be presented to the June or July Parish Council meeting.
- 15.3 Complaints re Code of Conduct. *Clerk's note: This is a BPC policy about a procedure. No changes have been made to the Code of Conduct and so no changes have been suggested.*

Policy on dealing with Code of Conduct Complaints

Boxley Parish Council attempts to always work in an open and accountable way.

While it is recognised that there may occasionally be complaints against individual Parish Councillors, in order to be fair to members the Parish Council will not publicly acknowledge such a complaint until the independent Maidstone Borough Council Monitoring Officer decides that there is a case to investigate. The Parish Council will take no action that interferes with the investigation or which may inflame the situation. It has however no control over what the complainant makes public.

If a member or officer of the Parish Council receives a complaint that may fall within the Code it shall be immediately passed on to the Clerk or Chairman/Vice-Chairman for referral to the MBC Monitoring Officer.

On receipt of a complaint the Chairman* will write a **confidential** briefing note to all councillors simply stating that Councillor X is the subject of a complaint which has been referred to the Monitoring Officer. In the interests of fairness the issue/complaint will not be discussed at any Parish Council meeting.

If the Monitoring Officer decides to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken. The issue/complaint will not be discussed at any Parish Council meeting and it is up to Councillor X whether he/she wishes to have the complaint acknowledged publicly as unfounded.

If the Monitoring Officer notifies the Parish Council of a decision to further investigate the complaint, the Chairman* will write a **confidential** briefing note to all councillors stating this. The issue/complaint will not be discussed at any Parish Council meeting** however the Chairman and Vice-Chairman will draft a press release for use if the complaint becomes public. The press release will stick to the facts and not comment on the actual complaint. If subsequently the Monitoring Officer's decision is to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken.

On notification that the Monitoring Officer considers that there is substance to the complaint, which is when it is likely that the complaint will become public, the Chairman* will again write a briefing note to inform all councillors of the situation. Advice will be sought from the Monitoring Officer on whether the issue should be acknowledged as an item at the next Parish Council Meeting. The Parish Council (and individual councillors if approached) will stick to the facts and not comment on the actual complaint. The press release will be reviewed and, if necessary, released.

At the conclusion of the investigation the Parish Council will prepare, if necessary, another press release acknowledging any decision made by the Monitoring Officer. A draft of this press release will be supplied to all councillors. If it is felt necessary an

emergency Parish Council meeting will be arranged.

*or if necessary the Vice-Chairman or Clerk.

** If there is a recommendation from the Monitoring Officer that Councillor X or the Parish Council might require some training then the Parish Council will need to discuss generalities (i.e. need for and cost of training) but specifics of the complaint/decision will not be discussed.

Item 19. Matters for information. *Purpose of report; information.*

Medway NHW newsletter issue 32.

KWT magazine Spring 2014.

Kenward Trust newsletter Spring/Summer 2014.