

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 20 January 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **Beechen Hall, Wildfell Close, Walderslade ME5 9RU** at 7.30pm on **Monday 27 January 2014 2013**, when it is proposed to transact the following business:

- | | Time guide |
|---|------------|
| 1. Apologies and absences. | (7.30) |
| To receive and accept apologies for absence. | |
| 2. Declaration of Interests or Lobbying. | (7.31) |
| Members are required to declare any interests, dispensations or lobbying on items on this agenda. | |
| 3. Minutes of the Parish Council Meeting of 2 December 2013. | (7.33) |
| To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | |
| 4. Matters Arising From the Minutes. | (7.35) |
| 4.1 Minute 2596/4.2 Vacancy on the governing body of St John's School. Details of the vacancy will be placed on the parish noticeboards. | |
| 4.2 Minute 2597/12 Parking Old Chatham Road, Sandling: Borough Councillor Wendy Hinder to arrange a meeting with County Councillor Paul Carter with Councillor Ivor Davies attending. | |
| 5. Report from the PCSO and Police Issues. | (7.40) |
| To welcome the new PCSO and consider any report or information received. | |
| Adjournment to enable members of the public to address the meeting. | (7.45) |
| 6. Draft Minutes of Recent Committee Meetings. | (8.00) |
| For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion. | |
| 6.1 Environment Committee meeting 2 December 2013 (page 5). | |
| 6.2 Environment Committee meeting 9 December 2013 (pages 5-8). | |
| 6.3 Estates Committee meeting 10 December 2013 (pages 9-10). | |
| 6.4 Environment Committee meeting 13 January 2014 (pages 10-13). | |
| 6.5 Finance Committee 14 January 2014 (pages 13-14). | |
| 7. Finance. | (8.08) |
| 7.1 To note payments made out of meeting 03.12.14 – 20.01.14 (pages 16-21). | |
| 7.2 To note receipts for the period 26.11.13 – 20.01.14 (pages 21-24). | |
| 7.3 Account balances as at 20.01.14 (page 25). | |
| 7.4 To authorise payments of accounts (list to be supplied at meeting). | |

8. **2013/2014 Precept and Budget.** (8.12)
To agree the budget and set the precept; the Finance Committee having agreed that **"The budget be recommended to the parish council with a precept of £100,931 being set."** (2013/14 precept was £100,988). The Chairman and Clerk to sign the relevant paperwork to apply for the precept. The Chairman's commentary is enclosed for members' and they are asked to bring the paper copy of the budget to the meeting.
9. **Dove Hill Allotments.** (8.20)
To receive an update and to consider a Complaints appeal decision see report (pages 25-26).
10. **Policies and Procedures Review.** (8.28)
10.1 PC Policies and Procedures, etc. 2014/15 Calendar, see report (pages 26-28)
10.2 Committee numbers , see report (pages)
- 11 **Wildfell Close Enabling Development.** (8.35)
To receive a report on the proposed planning application see report (page 28) and enclosed confidential annexe.
- 12 **Matters for Decision.** (8.50)
To consider attendance at meetings etc.
World War 1 commemoration, see report (page 28).
- 13 **Reports from Borough and County Councillors.** (8.40)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 14 **Reports from councillors/office.** (8.52)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
- 15 **Matters for Information.** (9.00)
15.1 Open Space Society Newsletter (e-mail 19.12.13).
15.2 Celebrating Boxley Warren Update for Boxley Parish Council – October 2013 (pages 28-29).
- 16 **Next Meeting.** (9.01)
Monday 3 March 2014 at Weaving Village Hall, The Street, Weaving ME14 5JP.
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 23 February 2014.

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application; minute 2575/9.2 laptop access by members of the public, return to agenda when office ready to trial.

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 27 January 2014.
The Chairman will assume that these have been read prior to the meeting.**

Item 3. Minutes of the Meeting of the Parish Council held at the St John's School, Provender Way, Grove Green on Monday 2 December 2013, commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr Bob Hinder, Mrs W Hinder, Mr D Hollands (arrived with apologies during item 7.2), Mrs K Macklin, Mr G Smith, Mr A Springate, Mr P Sullivan, and Mrs M Waller, together with the Clerk, Borough Councillor Derek Butler and 2 members of the public/press.

1. Apologies and Absences.

Mrs A Spain (WI commitment). Mr D Holmes (absent)

2. Declaration of Interests or Lobbying on Items on this Agenda.

No declarations made.

3. Minutes of the Parish Council Meeting of 4 November 2013.

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

4. Matters Arising from the Minutes.

4.1 Minute 2586/4.1 Community Chest: The Chairman **notified** members of the judging panel's decision that three grants would be awarded:

- Kent Wildlife Trust: £833 for a webcam project at a kestrel's nest.
- Kent Wildlife Trust: £630 for developing walks within the parish.
- Walderslade Woods Group: £1,000 towards the purchase of a wood chipper with a condition that it is purchased within six months.

It was noted that the chairman had originally notified the panel that he was a working member of WWG and would abstain from voting however due to a voting deadlock the panel asked the chairman to cast a vote.

The panel declined to make an award to the Maidstone Wind Symphony as it was felt that there was no established connection or widespread benefit to the parish as a whole.

It was **agreed**:

- That the remaining budget for the Community Chest would be placed in the draft budget so that the parish council could consider making awards in the next financial year. **Action: office.**
- A review of the criteria would be undertaken as the judging panel wished to see smaller less well established groups applying. **Action: Cllrs Ivor Davies, Vic Davies, Dengate, Wendy Hinder and Maclin**

4.2 Minute 2587/12.2 Vacancy on the governing body of St John's School: after discussion it was **agreed** that an appeal for a volunteer, from parishioners who would also report pertinent matters to the Parish Council, would be made to parishioners via the Downs Mail, noticeboards and website. **Action: office.**

5. PCSO's Report and Police Issues.

As there was still no news of when the new PCSO will arrive, it was **agreed** that the parish office and if necessary the Chairman should write to the police, expressing the council's dissatisfaction and demanding urgent action. **Action: office and Cllr Ivor Davies.**

As no member of the public wished to speak the meeting was not adjourned.

6. **Draft Minutes of Recent Committee Meetings.
Received and noted.**

- 6.1 Estates Committee meeting 29 October 2013.
- 6.2 Environment Committee meeting 4 November 2013.
- 6.3 Environment Committee meeting 11 November 2013.
- 6.4 Finance Committee meeting 12 November 2013.

7. **Finance.**

- 7.1 Payments made out of meeting 05.10.13 – 25.11.13. **Noted.**
- 7.2 Receipts for the period 29.10.13 – 25.11.13. **Noted.**
- 7.3 Account balances as at 25.11.13. **Noted.**
- 7.4 Payments of accounts. **Authorised**
- 7.5 Members were reminded that they should not sign blank cheques or authorisation letters, the need to check invoices against cheques when signing and that cheque stubs need to be initialled by both signatories. Also that applications for dispensation must be submitted to the Clerk.

8. **Dove Hill Allotments.**

Cllr Bob Hinder's report on the latest situation at the allotments was **received**. Members **noted** that the fence would be completed around 11 December 2013 and the water troughs were being delivered soon after. Arrangements were in hand to have the footpath boundary trees planted on 25 January 2014 by the Conservation Trust Volunteers. The opening of the plot waiting-list on 16 December was being widely publicised.

Cllr Vic Davies notified members that Cllr and Mr Brooks had generously donated a seat to the parish council for the allotments. He asked that the thanks of the council be minuted, which was **agreed** unanimously.

9. **Policies and Procedures Review.**

Vision and business plan: **Agreed** with some minor changes.

10. **Wildfell Close Enabling Development.**

As insufficient and deficient information had been received from KCC it was **agreed** that the Clerk would supply members with a briefing via e-mail and post once clarification was received. **Action: Clerk.**

11. **Matters for Decision.**

There were none but members' attention was directed to the information at 14.3 and that the Environment Committee would be considering MBC's draft Green and Blue Structure Plan.

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

Borough Cllr Wendy Hinder's report was **received**. It was **noted** that if there was no progress on the issue of lorry parking on Old Chatham Road, Cllr Hinder would request a meeting with County Councillor Paul Carter to discuss and **agreed** that Chairman Ivor Davies should accompany her. **Action: Cllr Wendy Hinder and Cllr Ivor Davies.**

Borough Cllr Derek Butler asked how matters stood on the production of a Neighbourhood Development Plan as was important. He was told that progress was temporarily stalled because of pressure of other work but that companies would be invited to make presentations in the New Year. In the context of the Community Chest item on the agenda, he advised members that the Rochester Bridge Trust was also allocating grants and this might help parish organisations.

13. **Reports from councillors/office.**

- 13.1 Friends of Boxley Warren: Cllr Smith's report on a recent meeting and talk on fresh archaeological finds was **noted**.
- 13.2 KALC AGM: **Noted** that due to unforeseen circumstances the parish council was not represented at this meeting. A copy of the minutes will be circulated when received. **Action: office.**
- 13.3 KALC Maidstone meeting: Cllr Ivor Davies's report was **received**.
- 13.4 Cllr Vic Davies reported that the VVNR Murder Mystery Evening was a huge success with £1,661 being raised. Cllr Wendy Hinder congratulated the organisers on a splendid evening.

14. **Matters for Information.**
Received and noted

15. **Next Meeting.**

Monday 27 January 2014 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30 pm.

Meeting closed at 8.24 p.m.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of report; information.*

Item 6.1 Minutes of the Environment Committee on Monday 2 December 2013 at St John's School, Grove Green commencing at 8.28 pm.

Councillors present: Mrs W 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, Cllr Smith and Cllr Vic Davies.

1. **Declaration of Interests or Lobbying.**

None declared.

2. **Apologies and absences**

None as all members were present.

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

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

3.1 TA/0167/13 Tree Preservation Order application: TPO No 1 of 1969: an application for consent to remove 2 No Ash Trees at 5 Podkin Wood, Walderslade, Chatham.

Do not wish to object but defer to the Landscape Officer's views.

3.2 TA/0175/13 Tree Preservation Order no 9 of 2013: An application for consent to fell to 1no Yew Tree at St Mary's and All Saints Church, The Street, Boxley, Maidstone.

Wish to see the application approved, please see the accompanying independent structure survey which confirms that the tree is damaging the listed wall and will ultimately cause it to collapse directly into a public area used by pedestrians and vehicles. In order to be open and accountable please note that the parish council is the applicant.

3.3 TA/0176/13 Tree Preservation Order no 1 of 1969: An application for consent to carry out works to 1no Beech Tree being to reduce crown to a minimum crown radius of

3m every three years from date of application being approved, to crown lift to give a maximum clearance at 10 Fagus Close, Boxley, Chatham.

Wish to make the following comments but defer to the Landscape Officer's views: Concern is expressed over the extent of the work proposed for the Beech Tree and that this would be on a three yearly cycle.

4. Next Meeting.

Next Environment meeting 9 December at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 8.38 pm.

Item 6.2 Minutes of the Environment Committee on Monday 9 December 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs W 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.

1. Apologies and absences

Cllr Holmes (absent)

2. Declaration of Interest or Lobbying.

Apart from Cllr Hollands members declared that they had been lobbied on MA/13/1953. Cllr Dengate reminded members that he had attended the public consultation.

3. Minutes of the Meetings of 4 & 11 November 2013.

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

Matters Arising From Minutes.

4.1 Minute 2590/4.1 Lordswood bike barriers: **Noted** the previous welding had been interrupted by bad weather and so a 'holding' weld, which was what the resident saw, was put in place until the weather improved when a permanent weld was made. A resident had reported that one of the barriers had been removed and MBC located it and will reinstall it with a deeper base.

4.2 Minute 2590/4.2 Vegetation removal Grovewood Drive South: **Noted** due to some confusion the Clerk is seeking clarification from KCCH&T on whether they will be designing the verge or requiring the parish council to do so. **Action: office.**

4.3 Minute 2590/4.3 Junction improvements at Lordswood Lane/Gleamingwood Drive: **Noted** due to some confusion the Clerk is seeking clarification from KCCH&T on whether they will be deciding where signs would be placed or requiring the parish council to do so. **Action: office.**

4.4 Minute 2590/4.5 Pedestrian crossing at Running Horse roundabout. **Noted** the matter has been reported to KCCH&T and a response was awaited.

4.5 Minute 2590/4.6 Microchipping for Dogs, no Saturday dates are available until April 2014 so weekday availability is being checked. **Noted.**

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

5. Planning Applications and Appeals for Consideration.

5.1 MA/13/1687 Outline application with all matters reserved for future consideration for a new 12 court sports hall and ancillary accommodation at Valley Park Community School, Huntsman Lane, Maidstone.

Wished to see approved but saddened to see the loss of a significant green area but members understand the need to provide sports facilities for all weathers.

5.2 MA/13/1794 Retrospective application for the erection of a front porch and

replacement windows and door at 43 Orbit Close, Walderslade.

Do not wish to object.

5.3 MA/13/1796 Application for an extension and alterations to existing double garage to provide ancillary accommodation and a single integral garage at The Banks, Boxley Road, Walderslade.

Do not wish to object.

5.4 MA/13/1836 Erection of a single storey rear extension and first floor extension above garage, part conversion of garage to habitable accommodation, alterations to front door arrangement and construction of raised terrace at 6 Chequers Close, Chatham.

Do not wish to object however there are concerns about over development of the site and the existing property and the impact on the street scene due to the many facets of the roofline.

5.5 MA/13/1886 Erection of a two storey classroom extension comprising of 6 general classrooms and a single storey extension and refurbishment to provide new kitchen and canteen facilities at Valley Park Community School, Huntsman Lane, Maidstone.

Wished to see approved.

5.6 MA/13/1894 Single storey front extension at 4 Exton Gardens, Weaving.

Do not wish to object.

5.7 MA/13/1931 Demolition of existing buildings and redevelopment of site to provide new retail development comprising food store (A1), general A1 retail units, A3 cafes/restaurants and A3 conversion of existing oasthouse with associated highway works, closing up of existing site access, formation of new access via New Cut Roundabout and Newnham Park spine road, associated earthworks, parking and landscaping at Newnham Court Shopping Village, Bearsted Road, Weaving.

Members **received** the Clerk's briefing report and after lengthy discussion on design, impact on street scene and traffic issues it was **agreed**:

- The Clerk would contact the planning officer for advice.
- DHA would be approached and asked to come to a meeting to discuss various issues.
- The Clerk would produce, from the comments made at the meeting, a draft response for members to consider and approve out of meeting.

Action: office.

5.8 MA/13/1953 Application to remove condition 2 of MA/09/0973 which states No development hereby permitted shall be occupied unless and until completion and opening to traffic of a scheme of improvements or such other scheme of works has been approved in writing by the Secretary of State for Transport at Proposed Kent Clinic Institute, Newnham Park.

Do not wish to object.

5.9 MA/13/1970 Roof extension including insertion of rear dormer windows to facilitate loft conversion at 76 Chatham Road, Sandling.

Do not wish to object.

5.10 MA/13/1985 Erection of a side and rear extension and infilling for front balcony and new dormer window along with a new front porch at Millstream House, Boarley Lane, Sandling.

Do not wish to object.

5.11 TA/0133/13 TPO No. 1 of 1969: An application for consent to cut back overhanging branches of one tree to boundary with 17 Iris Close at 15 Iris Close, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

5.12 TA/0169/13 intention to coppice Beech Tree to 1m in height at woodland (Wents Wood) r/o, Exton Gardens, Weaving.

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

5.13 TA/0189/13 conservations area notification of intention to reduce height of 28 (no) conifer trees by up to 50% at Street Farm Cottage, The Street, Boxley.

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

5.14 TA/0190/13 TPO No.1 of 1969 an application for consent to undertake a crown reduction of 30% to 1. No. Silver Birch at 24 Round Wood Close, Walderslade.

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

6. **Planning Applications and Appeals Decisions**

Noted MBC notification of the removal, due to decay, of a Copper Beech tree at 48 Bargrove Road.

7. **Neighbourhood Development Plans.**

Noted contact with companies will be made to arrange a visit early in the New Year.

8. **Maidstone Borough Local Plan.**

Agreed Cllrs Bob Hinder and Ivor Davies would attend the Maidstone Borough Green and Blue Infrastructure Strategy meeting on 16 December 2013. **Noted** this will launch the public consultation which will last 6 weeks. **Action: Cllrs Bob Hinder and Ivor Davies.**

9. **Volunteer Groups.**

Reports were received from:

- Friends of Boxley Warren on their recent task days and new management plan.
- Walderslade Woods Group on their recent task day and their thanks for the parish council grant.

10. **Highways and Byways.**

10.1 Yellow Lines at Provender Way: **Noted** the response from KCCH&T that the situation will be monitored but the request for yellow lines would not currently be progressed. A copy had been passed to St John's School with a reminder that County Councillor Paul Carter had a devolved budget for highway issues.

10.2 Inconsiderate parking at Grove Green caused by events at Maidstone Studios: After discussion it was **agreed** that Geoff Miles would be contacted to request permission for Borough Councillor Wendy Hinder and representatives of the parish council to visit the site during a production so as to witness and understand the issue. **Action: office and councillors.**

10.3 KCC Highway Survey response: **Received** the draft responses from Cllr Vic Davies and Cllr Dengate. After discussion the response to the survey was **agreed** for submission to KCCH&T. **Action: office.**

10.4 Public Right of Way, Round Wood valley: After discussion it was **agreed** to review in 12 months whether to again apply for PRoW status for this pathway. It was recognised that although KCCH&T faced financial constraints it was important to have this pathway designated a PRoW. **Action: office.**

10.5 Grovewood Drive North crossing concerns: Members **received** County Councillor Paul Carters request for support to fund an improvement to a pedestrian refuge on Grovewood Drive North. After consideration members **agreed in principle** that a financial contribution may be made but that they required further information on design and costs before they could formally decide. **Action: office.**

10.6 Sandling Village Hall parking on verge: After discussion it was **agreed** that the parish council would consider approaching County Councillor Paul Carter for

funding for bollards to be placed on the verges to stop cars parking there. Prior to any approach members wished to be notified of the cost of such work and the number of bollards involved. **Action: office.**

10.7 Speeding vehicles Boxley Road, 29/11/13. **Noted** a report to the office that vehicles were speeding along the road. Further information was being sought and councillors agreed to notify the office of any incidences that they witnessed or heard. **Action: Councillors.**

10.8 Parking etc. Old Chatham Rd, Sandling. Borough Cllr Wendy Hinder's report on KCCH&T proposal for a Clearway Traffic Regulation Order that will stop lorries parking to the rear of residential properties. Cllr Hinder was still trying to progress the issue of drivers using the lorry park using the verge and countryside to relieve themselves.

11. Policy and procedures review.

There are none.

12. Matters for information.

12.1 MC/13/1549 Asbestos First: **Noted** an appeal against Medway Council's refusal had been lodged with The Planning Inspectorate.

12.2 Medway Draft Core Strategy: **Noted** the submission for approval has been withdrawn by Medway Council.

13. Next Meeting.

Next full environment meeting 13 January 2014 at Beechen Hall commencing at 7.30 p.m.

14. Enforcement and Section 106 updates from MBC.

Noted unauthorised tree surgery on trees at a property had been reported to MBC.

Meeting closed at 9.45 pm.

Item 6.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 December, 2013 at 7.30pm.

Councillors present – Mrs Pat Brooks, Mr I Davies, Mr Vic Davies (Chairman), Mr P Dengate, Mr P Sullivan, together with the Clerk and Assistant Clerk.

1. Declarations of Interest and Lobbying

None

2. Apologies and absence.

Cllrs B Hinder and G Smith (prior appointments).

3. Minutes of Previous Meeting 15 & 29 October, 2013.

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

4. Matters Arising From Previous Minutes.

4.1 Minute 2582/4.1 Yew Tree at St Mary and All Saints Church Members **noted** the Clerk's report that this application will be taken to the planning committee meeting in January 2014. **Action Office.**

4.2 Minute 2548/7.3 Beech Tree. This continues to be monitored. **Noted.**

4.3 Minute 2583/11.2 Ground maintenance contract. Tender documents have been sent out. **Noted.**

- 4.4 Minute 2583/9.1 Village Signs – Members **agreed** that two signs (Boxley and Grove Green) were in need of maintenance and repair in the forthcoming year and have placed a sum in the budget to cover this.
- 4.5 Minute 2583/9.2 Impton Lane Open Space – Members **noted** the trees for this open space are due to be planted early next year with the help of WWG. **Action office/WWG.**

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

5. **Dove Hill Allotments.**

- 5.1 Members **received** and **noted** a report on the current situation and the following verbal update was given at the meeting. Cllr Vic Davies thanked the working party consisting of Cllrs Ivor and Vic Davies, Bob Hinder, Pat Sullivan and John Brooks for their hard work laying the bases for the shed, compostable toilet and water troughs. The toilet and water troughs are to be delivered on Friday 13th December. Cllr Vic Davies provided a quote for a multi T lock padlock with interactive keys. It was agreed that Cllr Davies test one of these locks to see if it is suitable. It was also agreed that the Clerk would investigate similar style padlocks on the internet see if a cheaper quote could be achieved. **Action Office.**
- 5.2 The following decisions were **ratified** after discussion with the allotment working group and Estates Committee members
 - 5.2.1 Supply and purchase of compostable toilet. **Agreed.**
 - 5.2.2 Supply and purchase of 6 x water troughs, 1 x lockable standpipe (for disabled plots). **Agreed.**
 - 5.2.3 Bases for troughs and shed (concrete posts). **Agreed.**
 - 5.2.4 Plot Allocation Procedure and Allotments Tenancy Application. **Agreed.**
- 5.3 The Rules and Regulations document was **agreed** with minor alterations.
- 5.4 Members **agreed** to set the fees for the plots as follows: ½ plot at £30.00 pa. and ¼ plot at £15.00. They also agreed a refundable key deposit of £15.00 per key.
- 5.5 Insurance. Members **agreed** to the following insurance cover:
 - 5.5.1 Field gate – All risks cover @ £2.71.
 - 5.5.2 Weldmesh panel fencing and gates – All risks cover @ £169.00.
 - 5.5.3 Other Structures including shed, toilet, troughs and standpipe – all risks cover premium to be confirmed.
- 5.6 Consumables – Members **agreed** that each tenant is required to have their own supply of toilet paper and hand sanitizer.
- 5.7 Tree planting will take place on 25th January, 2014 and volunteers will be sought prior to this date. **Action office.**
- 5.8 Water connection tenders. Members **received** the tender nominees and **agreed** to proceed with Tender 1 South East Water however they requested clarification as to whether the quote included an isolator valve. **Action office.**
- 5.9 Opening ceremony, members **received** possible ideas which included press, radio, TV, the Mayor of Maidstone, the army and the local MP. It was agreed that a decision would be made out of meeting. **Action office/AWG.**

Ten minute comfort break

6. **Review of Policies and Procedures.**

- 6.1 Use of Parish Council Land – Deferred to February meeting and to include WDJO and the allotment land. **Action office.**

7. **2014/15 Budget**

- 7.1 To consider the undiscussed items on the draft Estates Committee General budget. Members **agreed** to adjustments within the budget. They also **agreed** to an additional section in Allotments entitled earmarked reserves for the purpose of refundable deposits. **Action office.**
- 7.2 To consider the undiscussed items on the draft Estates Committee Beechen Hall budget. Members **agreed** to minor adjustments within the budget with the addition of a loft counterbalance and Car park lighting. **Action office**
8. **Beechen Hall Reports**
- 8.1 **Received** and **Noted** the Oct/Nov Hire fees, with a comparison for the same period in the previous year.
- 8.2 **Received** and **Noted** the Assistant Clerk's profit and loss report,
- 8.3 Hall hire fees – Members **received** the Assistant Clerk's report and **agreed** to defer the decision until April and for this to be the review date in future years
- 8.4 Electrical Safety Maintenance Contract – Members considered the tender and unanimously agreed to proceed with Tender 3, Mr G J Sands. **Action office.**
9. **Matters for Decision.**
- 9.1 First World War: then and now Members **received** the Assistant Clerk's report and requested this item is deferred to the Parish Council and placed on the agenda for the January meeting with further information on the types of projects that can be achieved. **Action office.**
10. **Matters for Information.**
None at the time of compiling the agenda.
11. **Date of Next Meeting.**
Tuesday 11 February 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 4 February 2014.

Meeting closed at 9.55pm

Item 6.4 Minutes of the Environment Committee on Monday 13 January 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr Bob Hinder, Mr D Hollands, Mr A Springate, and Mrs M Waller together with the Assistant Clerk.

1. **Apologies and absences**
Cllr Dengate (work commitments), Cllr Spain (unwell), Cllr Holmes (absent)
2. **Declaration of Interest or Lobbying**
There were none.
3. **Minutes of the Meetings of 2, 9 & 19 December 2013.**
The minutes were **agreed** and **signed** as a correct record.
4. **Matters Arising From Minutes.**
 - 4.1 4.1 Minute 2600/4.2 Vegetation removal Grovewood Drive South: KCCH&T has put this work out to tender which closes on 13/1/2014 and the office will be notified of costs by 15/1/2013. **Noted.**
 - 4.2 Minute 2600/4.3 Junction improvements at Lordswood Lane/Gleamingwood Drive: Pedestrian warning signs have been erected on lamp posts by KCCH&T. Members

- noted** that it is highly likely that KCCH&T have funded these signs as the Parish Council has not received an invoice for the works.
- 4.3 Minute 2600/4.5 Pedestrian crossing on Sandling Lane east of the Running Horse public house. Members **noted** KCCH&T's response that evidence shows this location is not suitable for a pedestrian crossing.
- 4.4 Minute 2600/4.6 Microchipping for Dogs, a date has been set for Saturday 10 May, 2014 between 11am – 4pm at WDJO the Dogs Trust. Members requested this item is brought back to the March agenda. **Action office.**
- 4.5 Minute 2602/10.2 Inconsiderate parking at Grove Green - Geoff Miles, Maidstone Studios has been informed and the office is awaiting a response. **Noted.**
- 4.6 Minute 2602/10.5 Grovewood Drive North crossing improvements: **Noted** a response from County Councillor Carter concerning design and costs is awaited.
- 4.7 Minute 2602/10.6 Sandling Village Hall parking on the verge. **Noted** a site visit by the parish office will be undertaken to ascertain what is required a request will be submitted to County Councillor Paul Carter for consideration. **Action office.**

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

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

5.1 MA/13/2070 Conversion of part of existing garage to living accommodation including new side window at 49 Harvesters Way, Weaving ME14 5SH.
Do not wish to object.

5.2 MA/13/1982 Erection of an extension to existing building for veterinary use including storage of equipment and for clinical examinations at Newnham Court Equine Clinic Newnham Court ME14 5EL.
Do not wish to object.

5.3 MA/13/2090 Planning application for the erection of a single storey rear extension at 9 Ploughmans Way ME5 9DE.
Do not wish to object.

5.4 MA/13/1802 Single storey rear extension at 45 Bargrove Road, Maidstone ME14 5RT. *Do not wish to object.*

5.5 TA/0208/13 Tree Preservation Order no. 8 of 1986: An application for consent to fell 1(no) Cedar Tree at land between 50 & 52 Franklin Drive, Weaving ME14
The parish council is loathed to see a Cedar felled but will defer to the decision of the borough landscape officer.

5.6 TA/0209/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to reduce crown of one Hornbeam tree by 30% and prune back overhanging branches to boundary with 11 Olivine Close ME5.
Do not wish to object.

5.7 TA/0210/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to raise crowns to 6m and prune back overhanging branches to grass verge edge to three Sweet Chestnut trees and six groups of young Sweet Chestnut trees at Land off Wildfell Close, ME5.
Wished to see approved

5.8 TA/0211/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to carry out works to 1 (no) Fraxinus Excelsior being make safe hanging birch stem and reduce adjacent birch stem to 3.5m habitat pole (as described within tree report) at land rear of 9 Aston Close, Walderslade ME5 9JW.
Do not wish to object.

5.9 TA/0213/13 Tree Preservation Order no. 1 of 1969: An application for consent to

reduce crown of 1(no) Oak tree at 14 Quinion Close, Walderslade ME5 9JS.
Do not wish to object but defer to the decision of the borough landscape officer.

5.10 MA/13/2147 – 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, Bearsted Road, Weaving, Kent.
Do not wish to object.

5.11 Lordswood Urban Extension. Members **received** and **noted** County Councillor Paul Carter has replied to the copy of the parish council's letter of objection to the planning application.

6 **Planning Applications and Appeals Decisions**

None

7 **Neighbourhood Development Plans.**

Noted contact with companies will be made to arrange a visit, details will be circulated by email to committee members.

8 **Maidstone Borough Local Plan.**

Members **received** the Clerk's report on MBC's Green and Blue Infrastructure Consultation and agreed with the suggested responses; however it was suggested further emphasis was required on some of the answers. It was agreed that this would be recirculated before submission. Members thanked the Clerk for her excellent report on this consultation. **Action office.**

9 **Volunteer Groups.**

Reports were **received** from:

- Friends of Boxley Warren on their recent task days and new management plan.
- Walderslade Woods Group on their recent task day.

10 **Highways and Byways.**

10.1 Salt Bin, top of Saracen Fields. Members **noted** that KCCH&T has finally recognised that it owns the bin and arranged for it to be filled, unfortunately it has only been filled half way.

10.2 Resurfacing Running Horse roundabout – Members **received** and **noted** the proposed resurfacing and new road marking on the Running Horse roundabout Members requested to see the planned changes. **Action office.**

11 **Policy and procedures review.**

11.1 Policies and procedures 2014/15 calendar review. Members reviewed the calendar and **agreed** the following:

- procedures that could be viewed biennial would be split into odd and even years.
- Procedures that are to be reviewed annually would remain so.
- If there were any changes to any of the procedures outside of these times they would be brought to the appropriate agenda.

Action office.

12 **Matters for information.**

Newnham Court Shopping Village redevelopment – members **noted** the websites that can be visited for further information.

New Item

Changes to Planning department operations at MBC – Members **received** the Clerk’s report with regards to the amalgamation of Swale, Maidstone and Tunbridge Wells Borough Councils back office (administration and support) planning departments. Members discussed the potential impacts that this and the move towards e-planning would have on the Parish council and members of the public and requested a response outlining the concerns of the committee. It was **agreed** the clerk would draft a response and circulate to members before submitting. **Action office.**

13. Next Meeting.

Next full environment meeting 11 February 2014 at Beechen Hall commencing at 7.30 p.m.

14. Enforcement and Section 106 updates from MBC.

There were none.

Meeting closed at 9.00 pm.

Item 6.5 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 January 2014 commencing at 7.30 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, ,Mr Bob Hinder, Mrs Wendy Hinder, Mr G Smith together with the Assistant Clerk

1. Apologies and non-attendance.

Cllrs P Dengate (work commitments) Cllr K Macklin (absent)

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 11 November 2013.

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

4. Matters Arising.

4.1 Minute 2594/5.1 Members **received** and **noted** the Clerk’s explanation for the conflicting SCRIBE report.

4.2 Minute 2594/5.2 Income/Expenditure Report. Members noted that further investigations are necessary to find a way to tailor the report to the needs of the committee will be completed as soon as time allows in conjunction Cllrs Ivor Davies and Paul Dengate. **Action office /Cllrs I Davies and Dengate.**

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

5. Financial report.

5.1 Reconciliation of accounts report for 6 January 2014 - **received**. In the absence of the list of un-presented cheques Members were able to sign off the amount through a bank reconciliation that had been actioned after this report had been produced.

5.2 Income/Expenditure report as at 6 January 2014 - **received** with members seeking clarification and explanations on various codes.

5.3 Investment Bonds – Members **agreed** that the Clerk would investigate what options were available and to circulate out of meeting to committee members her recommendations. **Action office.**

6. Pensions

Members **received** the Clerk's report on the changes brought about by the Pensions Act 2008. The qualifying period for the PC to adopt the workplace pension scheme is 1st January, 2017. However Cllr Bob Hinder proposed with Cllr Geoff Smith seconding the motion for the Council to enrol with effect from 1st April, 2014. All councillors present were in favour. **Action office.**

7. **2014/15 Budget**

Members **received** and **agreed** the draft budget with a couple of small changes and considered the precept for 2014/15. Cllr Wendy Hinder proposed 'The budget is recommended to the Parish Council and that a precept of £100,931.00 be set' this was seconded by Cllr Pat Brooks with all in favour of the motion. This amount remains the same as 2013/14. **Noted.**

8. **Closure of Cooperative Bank account and opening of new bank account**

Members **received** the Clerk's report and after some discussion agreed to keep the Cooperative account as a working account. Members also agreed to make a decision on a new bank account once legislation has been passed for Parish Councils to do Internet Banking.

9. **Policy and procedures reviews.**

9.1 Review of banking arrangements – In view of item 8 Members requested this item is deferred to a future meeting.

9.2 Procedure for considering tenders – The Chairman thanked Cllr Vic Davies for his report and members agreed in principle to his suggestions. It was agreed that Cllr Davies to liaise with the office to firm up the procedure. **Action office/Cllr Vic Davies.**

9.3 Grants policy and procedure – **received** and **agreed.**

9.4 Investment Strategy - **received** and **agreed.**

9.5 Annual Health & Safety and Accident Book Review, **received** and **noted.** Members requested that all accidents should be reported to the Estates Committee as a separate agenda item. Cllr Smith asked for clarification from the PC's insurers to confirm their procedure for reporting accidents. **Action office.**

9.6 F&GPC Policies and Procedures, etc. 2014/15 Calendar, Members received the clerk's report and requested that items requiring an annual review remain annual and items requiring bi-annual review are split between odd and even years. **Action office.**

9.7 Financial Regulations, **received** and **agreed.**

10. **Personnel Matters**

TOIL and leave report **received.**

11. **Dove Hill Allotments**

Members **received** the Clerk's report and **agreed** that for the first year the PC will fund the expenditure and when it is handed over to an association there will be an accrued some from the first year of running. **Action office.**

12. **Grant Requests.**

None received.

13. **Matters for Information.**

None received.

14. **Date of Next Meeting.**

Tuesday 11 March 2014 at Beechen Hall, Wildfell Close, Walderslade
commencing at 7.30 p.m. Meeting closed at 9.05 pm

Item 7.1. Payments made out of meeting 03.12.14 – 20.01.14.

Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Refuse collections	09/12/2013	HSBC Beechen Hall	2dd24	Recycling Collection	SITA UK Ltd	S	82.72	16.54	99.26
Gas bill	09/12/2013	HSBC Beechen Hall	2dd25	Gas	Total Gas & Power	L	400.08	20.00	420.08
Consumables	09/12/2013	Coop General Account	bacs 10/12/13/11724410	Consumables	Kent County Council	S	66.31	13.26	79.57
Land at Sandy Lane	09/12/2013	Coop General Account	bacs 10/12/13/4842/4892/4895	Fencing Materials	J Dowle Fencing & Garden Services Ltd	S	564.00	112.80	676.80
WDJ Orchard	09/12/2013	Coop General Account	501260	Playground Paint	GB Sport & Leisure UK Ltd	S	55.95	11.19	67.14
Walderslade Woods Group	09/12/2013	Coop General Account	bacs 10/12/13/89568	WWG Equipment	Stuart J Daws & Co Ltd	S	44.54	8.91	53.45
Administration	09/12/2013	Coop General Account	bacs 10/12/13/11724410	Administration	Kent County Council	S	13.43	2.69	16.12
Photocopier	09/12/2013	Coop General Account	bacs 10/12/13/11724410	Photocopier	Kent County Council	S	158.07	31.61	189.68
Grounds maintenance contract	09/12/2013	Coop General Account	bacs 10/12/13/LS161726	Grounds Maintenance	Commercial Services Trading Ltd	S	2,479.57	495.91	2,975.48
Damage waiver current year	09/12/2013	Coop General Account	bacs 10/12/13/C601	Damage Waiver Deposit	Michacz	Z	150.00	0.00	150.00
Wages	09/12/2013	HSBC Beechen Hall	102638	Bacs payments made from Coop account	Cooperative Bank	Z	0.00	0.00	0.00
Walderslade Woods Group	10/12/2013	Coop General Account	Bacs 10/12/13/46-49	WWG Imprest Account	Mr R Burrows	X	124.95	3.33	128.28
Land at Sandy Lane	16/12/2013	Coop General Account	501261	Padlocks & Keys	Brooks Security Ltd	S	450.00	90.00	540.00
Salaries	17/12/2013	Coop	Bacs 20/12/PC01	Staff Salary	Mrs P Bowdery	Z	2,064.84	0.00	2,064.84

		General Account							
Publicity	17/12/2013	Coop General Account	Bacs 20/12/PC01	Publicity	Mrs P Bowdery	Z	20.00	0.00	20.00
Salaries	17/12/2013	Coop General Account	Bacs 20/12/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
General Maintenance	17/12/2013	Coop General Account	Bacs 20/12/PC05	Litter Picking	MS D Davies	Z	20.24	0.00	20.24
Chairman's allowance personal	17/12/2013	Coop General Account	Bacs 20/12/PC06	Chairman Allowance PAYE	Mr I Davies	Z	30.00	0.00	30.00
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.46	0.00	33.46
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	33.46	0.00	33.46
Salaries	17/12/2013	Coop General Account	Bacs 20/12/PC02	Staff Salary	Mrs M Fooks	Z	673.55	0.00	673.55
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.46	0.00	33.46
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.46	0.00	33.46
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.46	0.00	33.46
Publicity	17/12/2013	Coop General Account	Bacs 20/12/PC04	Publicity	Mrs L Lake	Z	40.00	0.00	40.00
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC14	Councillor Allowances PAYE	Mr G Smith	Z	33.46	0.00	33.46
Wages	17/12/2013	Coop General Account	Bacs 20/12/BH01	Wages	Mrs M Smith	Z	474.25	0.00	474.25
Publicity	17/12/2013	Coop General Account	Bacs 20/12/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00

Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC15	Councillor Allowances PAYE	Mrs A Spain	Z	33.46	0.00	33.46
Councillors allowance/PAYE	17/12/2013	Coop General Account	Bacs 20/12/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	33.46	0.00	33.46
Wages	17/12/2013	Coop General Account	Bacs 20/12/BH04	Wages	Mr A Fletcher	Z	197.13	0.00	197.13
Wages	17/12/2013	Coop General Account	Bacs 20/12/BH05	Wages	Mr B Douglas	Z	197.33	0.00	197.33
PAYE	17/12/2013	Coop General Account	Bacs 20/12	PAYE	Inland Revenue	Z	1,240.26	0.00	1,240.26
PAYE	17/12/2013	Coop General Account	Bacs 20/12	PAYE	Inland Revenue	Z	225.09	0.00	225.09
Boxley Warren	17/12/2013	Coop General Account	501262	FoBW Imprest Account	Steve Wright	X	33.27	2.18	35.45
Photocopier	17/12/2013	Coop General Account	Bacs 20/12/PRCOP0172328	Photocopier	Kent County Council (KCS)	S	158.07	31.61	189.68
Administration	17/12/2013	Coop General Account	Bacs 20/12/PRCOP0172328	Administration	Kent County Council (KCS)	S	73.40	14.68	88.08
Land at Sandy Lane	17/12/2013	Coop General Account	Bacs 20/12/3116	Shed	D & R Garden Buildings	Z	150.00	0.00	150.00
Electricity bill	17/12/2013	HSBC Beechen Hall	2dd26	Electricity	Southern Electric	L	260.03	13.00	273.03
Water bill	17/12/2013	HSBC Beechen Hall	2dd27	Water Bill	Southern Water	Z	497.18	0.00	497.18
Land at Sandy Lane	17/12/2013	Coop General Account	Bacs 20/12/4951	Allotment Fencing	J Dowle Fencing & Garden Services Ltd	S	16,422.10	3,284.42	19,706.52
Wages	17/12/2013	Coop General Account	Bacs 20/12/PC02	Salary	Mrs M Fooks	Z	449.03	0.00	449.03
Travel - staff	17/12/2013	Coop General Account	Bacs 20/12/PC02	Mileage	Mrs M Fooks	Z	17.88	0.00	17.88
Insurance	19/12/2013	Coop General Account	Bacs YILL 272004 1953	Insurance	Business Services at CAS Ltd	Z	108.06	0.00	108.06
Boxley Warren	19/12/2013	Coop	Bacs 2013-2014-49	Website Design &	Matthew King	Z	750.00	0.00	750.00

		General Account		Build						
Publicity	13/01/2014	Coop General Account	3dd65	Downs Mail	Mail Publications Limited	X	435.18		54.95	490.13
Administration	13/01/2014	Coop General Account	3dd66	Telephone Bill	British Telecommunications Plc	S	66.25		13.25	79.50
Wages	13/01/2014	HSBC Beechen Hall	102639	Bacs payments made from Coop account	Cooperative Bank	Z	0.00		0.00	0.00
Hall maintenance	13/01/2014	HSBC Beechen Hall	102640	Sanitary	Capital Cleaning (Kent) Ltd	S	29.61		5.92	35.53
Consumables	13/01/2014	HSBC Beechen Hall	102640	Consumables	Capital Cleaning (Kent) Ltd	S	30.75		6.15	36.90
Hall maintenance	13/01/2014	HSBC Beechen Hall	Bacs/14/1/14	Hall Maintenance	Mrs M Fooks	S	38.23		7.65	45.88
Rates	13/01/2014	HSBC Beechen Hall	2dd28	Rates	Maidstone Borough Council	E	364.00		0.00	364.00
Office rates	13/01/2014	HSBC Beechen Hall	2dd28	Rates	Maidstone Borough Council	E	156.00		0.00	156.00
Land at Sandy Lane	13/01/2014	Coop General Account	Bacs 14/1/14/37106	Wire Strop	Mrs M Fooks	S	42.60		8.52	51.12
Land at Sandy Lane	13/01/2014	Coop General Account	BACS 14/01/14/8328	Water Connection	South East Water	Z	1,000.00		0.00	1,000.00
Hall maintenance	13/01/2014	Coop General Account	Bacs 14/1/14/37106	Hall Maintenance	Mrs M Fooks	S	37.50		7.50	45.00
Salaries	20/01/2014	Coop General Account	Bacs 22/01/PC01	Staff Salary	Mrs P Bowdery	Z	2,064.84		0.00	2,064.84
Publicity	20/01/2014	Coop General Account	Bacs 22/01/PC01	Downs Mail	Mrs P Bowdery	Z	20.00		0.00	20.00
Salaries	20/01/2014	Coop General Account	Bacs 22/01/PC03	Staff Salary	Mrs A Candy	Z	503.80		0.00	503.80
General Maintenance	20/01/2014	Coop General Account	Bacs 22/01/PC05	Litter Picking	MS D Davies	Z	20.24		0.00	20.24
Chairman's allowance personal	20/01/2014	Coop General Account	Bacs 22/01/PC06	Chairman Allowance PAYE	Mr I Davies	Z	30.00		0.00	30.00
Councillors allowance/PAYE	20/01/2014	Coop General	Bacs 22/01/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26		0.00	33.26

		Account								
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	33.26		0.00	33.26
Salaries	20/01/2014	Coop General Account	Bacs 22/01/PC02	Staff Salary	Mrs M Fooks	Z	674.76		0.00	674.76
Wages	20/01/2014	Coop General Account	Bacs 22/01/PC02	Staff Salary	Mrs M Fooks	Z	449.84		0.00	449.84
Councillors allowance/PAYE	20/01/2014	Coop General Account	bacs 22/01/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26		0.00	33.26
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26		0.00	33.26
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26		0.00	33.26
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC04	Councillor Allowances PAYE	Mrs L Lake	Z	40.00		0.00	40.00
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46		0.00	41.46
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC14	Councillor Allowances PAYE	Mr G Smith	Z	33.26		0.00	33.26
Wages	20/01/2014	Coop General Account	Bacs 22/01/BH01	Staff Salary	Mrs M Smith	Z	474.25		0.00	474.25
Publicity	20/01/2014	Coop General Account	Bacs 22/01/BH01	Publicity	Mrs M Smith	Z	60.00		0.00	60.00
General Maintenance	20/01/2014	Coop General Account	Bacs 22/01/BH01	Litter Picking	Mrs M Smith	Z	41.48		0.00	41.48
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC15	Councillor Allowances PAYE	Mrs A Spain	Z	33.26		0.00	33.26
Councillors allowance/PAYE	20/01/2014	Coop General Account	Bacs 22/01/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	33.26		0.00	33.26
Wages	20/01/2014	Coop General Account	Bacs 22/01/BH04	Wages	Mr A Fletcher	Z	221.33		0.00	221.33

Wages	20/01/2014	Coop General Account	Bacs 22/01/BH05	Wages	Mr B Douglas	Z	197.13	0.00	197.13
PAYE	20/01/2014	Coop General Account	Bacs 22/01	PAYE	Inland Revenue	Z	1,240.28	0.00	1,240.28
PAYE	20/01/2014	Coop General Account	Bacs 22/01	PAYE	Inland Revenue	Z	229.90	0.00	229.90
Travel - staff	20/01/2014	Coop General Account	Bacs 22/01/PC03	Mileage	Mrs A Candy	Z	10.35	0.00	10.35

Total		38,345.53	4,256.07	42,601.60
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Item 7.2. Receipts for the period 26.11.13 – 20.01.14

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
304	Parish Service Scheme	29/11/2013	Coop General Account	23	Parish Services Scheme	Maidstone Borough Council	Z	7,007.00	0.00	7,007.00
305	Hire fee - casual	26/11/2013	HSBC Beechen Hall	BP099	Casual Hire Fee	Maclellan	Z	35.25	0.00	35.25
306	Hire fee regular	29/11/2013	HSBC Beechen Hall	BP098	Regular Hire Fee	Weight Watchers	Z	148.50	0.00	148.50
307	Hire fee regular	27/11/2013	HSBC Beechen Hall	141	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
308	Hire fee - casual	29/11/2013	HSBC Beechen Hall	142	Casual Hire Fee	Mason	Z	47.00	0.00	47.00
309	Insurance	29/11/2013	HSBC Beechen Hall	142	Insurance	Mason	Z	1.50	0.00	1.50
310	Land at Sandy Lane	29/11/2013	Coop General Account	24	Donation	Mr & Mrs Brooks	Z	1,000.00	0.00	1,000.00
311	Hire fee - casual	02/12/2013	HSBC Beechen Hall	143	Casual Hire Fee	Mirza	Z	140.00	0.00	140.00
312	Hire fee - casual	02/12/2013	HSBC Beechen Hall	144	Casual Hire Fee	Ryan	Z	90.03	0.00	90.03
313	Hire fee - casual	02/12/2013	HSBC Beechen Hall	145	Casual Hire Fee	MS Society	Z	124.00	0.00	124.00

314	Insurance	02/12/2013	HSBC Beechen Hall	145	Public Liability	MS Society	Z	1.50	0.00	1.50
315	Hire fee regular	03/12/2013	HSBC Beechen Hall	146	Regular Hire Fee	Tumble Tots	Z	161.70	0.00	161.70
316	Hire fee regular	04/12/2013	HSBC Beechen Hall	147	Regular Hire Fee	Balfour SMBC	Z	124.50	0.00	124.50
317	Hire fee regular	05/12/2013	HSBC Beechen Hall	148	Regular Hire Fee	Pilates	Z	46.50	0.00	46.50
318	Hire fee regular	30/11/2013	HSBC Beechen Hall	BP100	Regular Hire Fee	Kumon	Z	94.00	0.00	94.00
319	Hire fee regular	03/12/2013	HSBC Beechen Hall	BP101	Regular Hire Fee	Teenie Boppers	Z	58.80	0.00	58.80
320	Hire fee - casual	09/12/2013	HSBC Beechen Hall	149	Casual Hire Fee	Doye	Z	71.50	0.00	71.50
321	Insurance	09/12/2013	HSBC Beechen Hall	149	Public Liability	Doye	Z	1.50	0.00	1.50
322	Insurance	09/12/2013	HSBC Beechen Hall	150	Public Liability	Michacz	Z	1.50	0.00	1.50
323	Hire fee regular	09/12/2013	HSBC Beechen Hall	151	Regular Hire Fee	Karate	Z	181.35	0.00	181.35
324	Hire fee regular	05/12/2013	HSBC Beechen Hall	BP102	Regular Hire Fee	Baby Sensory	Z	29.40	0.00	29.40
325	Hire fee regular	09/12/2013	HSBC Beechen Hall	BP103	Regular Hire Fee	NCT stretch and relax	Z	29.40	0.00	29.40
326	Hire fee regular	11/12/2013	HSBC Beechen Hall	BP104	Regular Hire Fee	Yoga	Z	170.15	0.00	170.15
327	Hire fee regular	18/12/2013	HSBC Beechen Hall	BP105	Regular Hire Fee	Weight Watchers	Z	89.10	0.00	89.10
328	Hire fee - casual	17/12/2013	HSBC Beechen Hall	BP106	Casual Hire Fee	Speed	Z	70.50	0.00	70.50
329	Insurance	17/12/2013	HSBC Beechen Hall	BP106	Public Liability	Speed	Z	1.50	0.00	1.50
330	Hire fee - casual	17/12/2013	HSBC Beechen Hall	152	Casual Hire Fee	Hearn	Z	45.50	0.00	45.50
331	Hire fee casual future years	23/12/2013	HSBC Beechen Hall	153	Casual Hire Fee	Bamrah	Z	111.00	0.00	111.00
332	Hire fee regular	23/12/2013	HSBC Beechen Hall	154	Regular Hire Fee	Age Concern Malling	Z	448.20	0.00	448.20
333	Wages -AEC	23/12/2013	HSBC Beechen Hall	155	After Event Clean	Adesina	Z	30.00	0.00	30.00
334	Natwest Fixed 3 month	18/12/2013	Natwest Fixed 3 month	Natwest Dec	Interest	NATWEST	Z	98.25	0.00	98.25
336	Coop general account	05/12/2013	Coop General Account	26	Interest	Cooperative Bank	Z	17.32	0.00	17.32
337	Hire fee - casual	02/01/2014	HSBC Beechen Hall	156	Casual Hire Fee	Gardiner	Z	70.50	0.00	70.50

338	Insurance	02/01/2014	HSBC Beechen Hall	156	Public Liability	Gardiner	Z	1.50	0.00	1.50
339	Land at Sandy Lane	09/01/2014	Coop General Account	27	Goodwill payment	UK Power Networks	Z	750.00	0.00	750.00
340	Coop general account	08/01/2014	Coop General Account	28	Goodwill payment	NATWEST	Z	50.00	0.00	50.00
341	Coop general account	03/01/2014	Coop General Account	29	Interest	Cooperative Bank	Z	9.01	0.00	9.01
342	Hire fee - casual	02/01/2014	HSBC Beechen Hall	157	Casual Hire Fee	Training Together	Z	40.80	0.00	40.80
343	Hire fee - casual	06/01/2014	HSBC Beechen Hall	158	Casual Hire Fee	Preston	Z	84.15	0.00	84.15
344	Hire fee regular	07/01/2014	HSBC Beechen Hall	159	Regular Hire Fee	Tumble Tots	Z	215.60	0.00	215.60
345	Hire fee regular	09/01/2014	HSBC Beechen Hall	160	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
346	Hire fee regular	10/01/2014	HSBC Beechen Hall	161	Regular Hire Fee	Age Concern Malling	Z	597.60	0.00	597.60
347	Hire fee - casual	13/01/2014	HSBC Beechen Hall	162	Casual Hire Fee	Spice	Z	70.50	0.00	70.50
348	Hire fee casual future years	14/01/2014	HSBC Beechen Hall	163	Casual Hire Fee	Wimbury	Z	98.17	0.00	98.17
349	Hire fee regular	15/01/2014	HSBC Beechen Hall	164	Regular Hire Fee	Karate	Z	238.95	0.00	238.95
350	Hire fee casual future years	16/01/2014	HSBC Beechen Hall	165	Casual Hire Fee	Burrows	Z	142.50	0.00	142.50
351	Hire fee - casual	20/01/2014	HSBC Beechen Hall	166	Casual Hire Fee	Butler	Z	153.00	0.00	153.00
352	Insurance	20/01/2014	HSBC Beechen Hall	166	Public Liability	Butler	Z	1.50	0.00	1.50
353	Hire fee - casual	20/01/2014	HSBC Beechen Hall	167	Casual Hire Fee	Carney	Z	35.25	0.00	35.25
354	Hire fee regular	30/12/2013	HSBC Beechen Hall	BP107	Regular Hire Fee	I Say	Z	28.80	0.00	28.80
355	Hire fee regular	02/01/2014	HSBC Beechen Hall	BP108	Regular Hire Fee	AACTS	Z	879.94	0.00	879.94
356	Hire fee - casual	02/01/2014	HSBC Beechen Hall	BP109	Casual Hire Fee	Arnott	Z	80.00	0.00	80.00
357	Insurance	02/01/2014	HSBC Beechen Hall	BP109	Public Liability	Arnott	Z	1.50	0.00	1.50
358	Hire fee regular	05/01/2014	HSBC Beechen Hall	BP110	Regular Hire Fee	Yoga	Z	298.80	0.00	298.80
359	Hire fee regular	05/01/2014	HSBC Beechen Hall	BP111	Regular Hire Fee	Baby Sensory	Z	58.80	0.00	58.80
360	Hire fee regular	05/01/2014	HSBC Beechen Hall	BP112	Regular Hire Fee	Teenie Boppers	Z	78.40	0.00	78.40

361	Hire fee regular	06/01/2014	HSBC Beechen Hall	BP113	Regular Hire Fee	Kumon	Z	188.00	0.00	188.00
362	Hire fee - casual	07/01/2014	HSBC Beechen Hall	BP114	Casual Hire Fee	Maclellan	Z	35.25	0.00	35.25
363	Insurance	07/01/2014	HSBC Beechen Hall	BP114	Public Liability	Maclellan	Z	1.50	0.00	1.50
364	Hire fee - casual	08/01/2014	HSBC Beechen Hall	BP115	Casual Hire Fee	Pinon	Z	70.50	0.00	70.50
365	Hire fee regular	09/01/2014	HSBC Beechen Hall	BP116	Regular Hire Fee	A Bead In Time	Z	72.00	0.00	72.00
366	Hire fee regular	14/01/2014	HSBC Beechen Hall	BP117	Regular Hire Fee	NCT stretch and relax	Z	58.80	0.00	58.80
367	Hire fee regular	13/01/2014	HSBC Beechen Hall	BP118	Regular Hire Fee	I Say	Z	28.80	0.00	28.80
Total								15,011.55	0.00	15,011.55

Item 7.3. Account balances as at 20 January 2014.

HSBC Beechen Hall	£34,814.37
Coop General Account	£39,141.52
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	344,094.14
Cash	150.00
GRAND TOTAL (Banks and Cash)	£344,244.14

Item 9 Dove Hill Allotments. *Purpose of item: information and decision.*

To consider recommendations that maybe made from the Estates Committee meeting held on 27 January 2014 concerning the opening date of the allotments.

Complaints Appeal Procedure.

Clerk's suggestion: The parish council has no formal appeal procedure however it is felt that one should be in existence for the allotments. The following has been previously submitted to the Estates Committee and the parish council is asked to indicate whether there are any objections for the Estates Committee to set its own appeal system.

APPEAL

An appeal can only be made to a decision of the Estates Committee that deals with the Tenancy, rules and regulations of the Allotments. A decision concerning the conduct of staff or a decision which is produced by the Parish Council has no right of appeal.

If on receipt of the response to the complaint (and within one month of the date of the letter detailing the decision) the Tenant wishes to appeal then they should submit a letter detailing the reasons for the appeal and why the original decision was wrong.

- (a) On receipt of a written appeal the clerk will acknowledge response and notify the Chairmen of the Parish Council and the Estates Committee.

- (b) The clerk will arrange for at least 3 councillors (none of whom were involved in the original decision or who are members of the Estates Committee) to become the 'Appeals Group'.
- (c) The Clerk will produce a briefing paper on the situation and include the Appellants' letter. This document will be posted to the Appellant who will have 7 working days to respond with any additional information.
- (d) The Clerk will arrange a meeting of the Appeals Group, giving at least 7 days' notice to the Appellant, supplying a copy of the briefing note and any information provided by the Appellant.
- (e) The Appellant and Chairman of the Estates Committee will be allowed to attend the meeting but only for the purpose of answering questions. The Clerk shall take notes the meeting and answer any legal or policy questions.
- (f) Within 7 working days of the meeting the decision and the nature of any action to be taken shall be communicated in writing to the Appellant.

The decision of the Appeal Group will be accepted by the Estates Committee.

Item 10 Policies and Procedures Review. <i>Purpose of item: information and decision.</i>
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Item 10.1 Parish Council – Review of policies and procedures 2014/2015.

The purpose of this document is to ensure that the parish council and its office meets its duties and manages its risk effectively and efficiently. It is a rough timescale and will be subject to change as needed. The annual review of this document reminds members and the public of the existence of the policies and procedures and also allows for members to make amendments.

Members will be asked whether henceforth a report to a committee can be completed either as 'housekeeping' or biannually rather than annually.

*Clerk's note: It has been suggested that some of the parish council's documents could be reviewed every two years (earlier if there is an identified need). This would reduce the office and meeting workload and may be a more effective way of working. To aid any discussions documents that might be suitable are marked with **X**. If this is agreed then the document can be allocated either **Odd (O)** or **Even (E)** to identify which year the review should be in.*

*Previously only "Draft minutes on website" was identified on this list as **H-housekeeping** however it is now suggested that "Terms of Reference for Committees" be given this classification. The Terms of Reference have already been agreed by the parish council and would only be returned to the meeting if there are any changes that need approval by the parish council or if members request that they be put on an agenda.*

January (F&GPC meets)	X	Review of this document to allow adjustments. Member numbers for committees (in time for change at May meeting).
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check, find Councillor volunteer for an internal audit Review Cooperative 6 month investment bond.</i>
February (Estates meets)		No meeting
<i>Office note</i>		<i>Review Santander investment bond expires 25/04/14</i>

		<i>Photocopier lease expires 30/06/14 – review.</i>
March (F&GPC meets)	X H	Equal Opportunities Statement. Replacement Procedure (for project not managed by parish office). Terms of Reference for Committees.
<i>Office note</i>		<i>Place reminder in agenda about Standing Orders to remind members of the planned review in April. Include on agenda. "Members are 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. They also need to keep their register of interest updated".</i>
April (Estates meets)		Standing Orders, Terms of Reference and Financial Regulations
<i>Office note</i>		<i>Chair to do minimum standards check.</i>
May (F&GPC meets)	X	Complaints re Code of Conduct.
June (Estates meets)	X	Guidance notes for site visits and lobbying.
<i>Office note</i>		<i>Hal. Electricity supply contract with Southern Electric ends 30.04.16. Gas – British Gas contract ends 30.04.16. Start review January 2016. Start to review CCTV, alarm & sound system 12mth contract ends 22.09.13 Appliance service contract for boiler and oven expires July 2013. Find Councillor volunteer for an internal audit.</i>
July (F&GPC meets)	X	Parish Councillor Allowances. Press Policy.
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check. Include on agenda. "Members are 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. They also need to keep their register of interest updated".</i>
August (Estates meets)		No meeting
September (F&GPC meets)	X X X H	Adopted Code of Conduct – complaints. Land & building purchase policy. Internal Complaints. Draft Minutes on website. Civic recognition recommendations (take in confidence if needed)
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i>

October (Estates meets)	X	Protocol for attending p.c. and committee meetings. Community Engagement Strategy.
November (F&GPC meets)	X X	Freedom of Information. Records Management Policy.
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check. Remind members about 20 day deadline for F of I. Include on agenda. "Members are 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. They also need to keep their register of interest updated".</i>
December (Estates meets)		PC annual competency report. Annual Statement of Competency of PC.
<i>Office note</i>		

Item 11 Wildfell Close Enabling Development. *Purpose of item: information*

Clerks' briefing note. KCC has submitted the paper reports, including a draft Section 106 document, to go with the proposed planning application. Not yet drafted is the legal agreement that covers the passing of the land with an enabling budget to the parish council. KCC has been seeking legal advice on the tax implications of passing money directly over to the parish council and whilst this is being investigated wishes to proceed with the supporting paperwork. A confidential report is enclosed for members with further information.

As members are aware the previous draft Section 106 was sent to the parish council's solicitor. The new draft Section 106 has been checked against that legal advice and only one small issue remains unchanged but this is probably an oversight and has been reported to KCC.

Item 12. Matters for Decision. *Purpose of item: to make a decision or give guidance.*

World War 1 commemoration. To seek members views/ideas on the Government proposal that local organisations seek ways to commemorate the start of World War 1.

Item 14. Matters for Information

14.2 Report from Mike Phillips Mid Kent Downs Countryside Partnership. Celebrating Boxley Warren Update for Boxley Parish Council – October 2013

Progress and Events in last 3 months

The last three months has seen the design phase of the interpretation take place and the bulk of the heritage research has taken place. The Friends of Boxley Warren have continued to meet monthly and have bought and fitted out a tools shed at Beechen Hall. Activities undertaken up to October 31st, 2013:

- Design and liaison with FOBW and the Boxley Warren LNR Advisory Committee.
- One Friends of Boxley Warren meetings – 19th August
- Two Boxley Warren Action Days – all were led by Friends of Boxley Warren independently. The weekend events are proving to be better attended.
11th August
13th October
- Heritage events including lime kiln excavation and ground trothing of LiDAR data for Boxley Warren.
- Tools and shed purchased for Friends of Boxley Warren

Planned Activities in the next 3 months

- At least 3 Boxley Warren Action Days (3 led by Friends of Boxley Warren)
- Meeting of Friends of Boxley Warren – 18th November
- A least one practical event with 41st Medway Scouts
- At least 2 weekend archaeology/heritage events to take place.
- Final report for heritage project.
- Construction of and final design for interpretation – website – panel – sculptures.

Expenditure

Activities	£2959.15
Strimmer course for two people	£380.00
FOBW meeting	£200.00
Interim heritage payment	£2379.15
Shed including panelling and fixings	£729.61
TOTAL	£3688.75

A full copy of the accounts for the project is held at the Boxley Parish Council office

Total spent so far: £29,670.40
Total Budget: £56,526.00