



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on Monday 3 June 2019 at European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30 pm.

1. Apologies and absences

To receive and accept apologies for absence.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.

3. Chairman's Announcements

4. Minutes of the Parish Council Meeting 13 May 2019

To consider the minutes and if in order sign as a true record (pages 3-5).

5. Matters Arising From the Minutes

- 5.1 Minute 3250/10.1 Franklin Drive Play Area. Borough Councillor Anne Brindle has agreed to donate her annual grant to the site which allows the purchase of six pieces of wooden equipment (much like that installed at WDJO). A revised lease agreement from MBC is awaited.
- 5.2 Minute 3250/10.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Work to be undertaken to try to identify users of the heath. Cllr Bob Hinder is advising the organiser of the petition on how best to present the petition to MBC asking that it voluntarily submits the heath for Village Green status.
- 5.3 Minute 325010.4 Candidates for election. Advice to be sought whether a candidate can opt to have a local e.g. Lordswood instead of a home address on the published paperwork. Action by the office has been delayed due to elections.
- 5.4 Any other matters arising from the minutes which are not on the agenda.

6. Crime Report and Police Issues

Crime report 2 May 2019 to 28 May 2019. See report (page 6).

Adjournment to enable members of the public to address the meeting

7. Draft Minutes of Recent Committee Meetings

To receive and note the following draft minutes.

- 7.1 Environment Committee 13 May 2019 See report (pages 6-7).
- 7.2 Environment Committee 20 May 2019. See report (pages 7-12).
- 7.3 F&GP Committee 28 May 2019. To follow.

8. Finance

- 8.1 Payments made out of meeting 07.05.19- 28.05.19. See report (pages 22-24).
- 8.2 Receipts for the period 07.05.19- 28.05.19. See report (pages 24-27).
- 8.3 Account balances. See report (page 28).

9. **Annual Governance Accountability Return for the Year Ended 31 March 2019**
 - 9.1 BPC Governance Statement. See report (pages 12-15).
 - 9.1.1 To consider the statement.
 - 9.1.2 To authorise the signature of the document by the RFO.
 - 9.2 AGAR Section 1- Annual Governance Statement 2018/19. See report (page 19).
 - 9.2.1 To receive the RFO's and F&GP Committee recommendations that the statement be approved.
 - 9.2.1 To authorise the signature of the document.
 - 9.3 AGAR Section 2. Accounting Statement 2018/19. See report (page 20).
 - 9.3.1 To note the recommendation of the RFO that the document is signed.
 - 9.3.1 To authorise the Chairman to sign the document.
- 10 **Policies and Procedures**

None scheduled for Review.
11. **GDPR**

Action is on going to ensure compliance. See report (page 21).
- 12 **Reports from councillors/office**

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
13. **Reports from Borough and County Councillors**

Our Ward councillors are invited to report and discuss matters affecting the parish.
14. **Matters for Decision**

To consider issues such as attendance at meetings etc.
15. **Correspondence**

To consider any received.
16. **Matters for Information**

To consider any received.
17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 24 June 2019.
18. **Next Meeting**

1 July 2019 at Weavering Street Village Hall, Weavering Street ME14 3DZ.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 28 May 2019

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: Minute 3190/7.3 OneDrive Training. Review in September 2019.

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

**Supporting agenda papers for the Meeting of the Parish Council
Monday 3 June 2019
The Chairman will assume that these have been read prior to the meeting.**

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

Item 4 Minutes of the Annual Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 13 May 2019 commencing at

Present: Mr B Hinder (Chairman), Mrs A Brindle, Mr J Constable, Mr Ivor Davies, Mr V Davies, Mr P Dengate, Mr G Hayday, Mrs W Hinder, Mrs P Huntingford, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Assistant Clerk Mrs M Fooks and two members of the public/press.

1. Apologies and absences

Ms L Clarke, Mr T Harwood, Mr D Hollands.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None submitted.

3. Election of Chairman.

Cllr V Davies nominated, with Cllr Dengate seconding – **Cllr Bob Hinder**. There being no other nominations this was **agreed**. The Chairman signed his Declaration of Acceptance of Office.

4. Election of Vice-Chairman

Cllr B Hinder nominated, with Cllr Macklin seconding – **Cllr Vic Davies**. Cllr Davies agreed to be nominated. There being no other nominations this was **agreed unanimously**.

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

Committees their Chairmen and Vice-Chairmen were appointed.

5.1 & 5.2 Environment Committee

Cllr L Clarke
Cllr J Constable
Cllr I Davies
Cllr A Brindle (Vice Chair)
Cllr B Hinder
Cllr W Hinder (Chair)
Cllr D Hollands
Cllr P Huntingford
Cllr J Willmott

5.3 & 5.4 Estates Committee

Cllr L Clarke
Cllr I Davies
Cllr V Davies (Chair)
Cllr P Dengate (Vice Chair)
Cllr B Hinder
Cllr P Sullivan
Cllr D Hollands

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

Cllr A Brindle
Cllr L Clarke
Cllr I Davies (Chair)
Cllr V Davies
Cllr P Dengate (Vice-chair)
Cllr B Hinder
Cllr W Hinder
Cllr G Hayday

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

Grove Green Community Association	Cllr Vic Davies
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Anne Brindle and Cllr Wendy Hinder (reserve)
Action with Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees)	Cllrs Wendy Hinder and Dennis Hollands Meets first Tuesday every other month
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Parish/Police Liaison meetings	Cllr Bob Hinder

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

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

8. **Chairman's Announcement**

The Chairman congratulated Cllr Brindle on her election as Borough Councillor for the Boxley ward. He also congratulated Cllr Wendy Hinder on becoming Deputy Mayor of Maidstone after 16 years as a borough councillor From Saturday 18 May. He announced that the first candidate had been interviewed for the Clerk's position with the other two candidates were scheduled for Wednesday 15 May.

9. **Minutes of the Parish Council Meeting 01 April 2019**

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

10. **Matters Arising from the Minutes**

10.1 Minute 3233/5.1 Franklin Drive Play Area. Borough Borough Councillors to consider suggested equipment from the contractor. MBC Draft Lease to be agreed.

Action: office.

10.2 Minute 3233/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Work to be undertaken to try to identify users of the heath. Due to recent work pressure this has not been started. **Action: office.** Cllr Bob Hinder **agreed** to contact Democratic Services to establish where to send the petition with 239 signatures and will progress forward. **Action Cllr B Hinder.**

10.3 Minute 3233/5.3 Informal working group for local traffic issues. The first meeting with Bearsted Parish Council has taken place and it is suggested that this item is moved to the Environment Committee agenda. Members **agreed** for this item to be moved to the environment committee and Cllr Bob Hinder thanked the members on this working group.

10.4 Minute 3235/16.1. Candidates for election. Advice to be sought whether a candidate can opt to have a local e.g. Lordswood instead of a home address on the published paperwork. Contact with MBC has been delayed until after the European Elections.

10.5 Minute 3234/13 Parish Clerk Interviews. These are scheduled for 13th and 15th May. F&GPC have the delegated powers to deal with this and they next meet (due to bank holiday Tues 28 May).

10.6 Any other matters arising from the minutes which are not on the agenda.

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

PCSO Matt Addlington reported the bike marking scheduled for 11 May went well in Grove Green, it was not so well attended in the North of the parish and it is hoped that another session later in the summer will be organised with more publicity. Cllr Dengate suggested Timber Tops play area might be a better place than Beechen Hall Car Park. PCSO Addlington informed members that nuisance youths at Grove Green would be dealt with accordingly and the local neighbourhood watch coordinator would be notified. A further report had been received on the stolen lead from St Mary's and All Saints Church in Boxley. Cllr Willmott asked whether the CCTV from Kings Arms had been viewed. PCSO Addlington could not confirm this but acknowledged it was available.

The meeting was not adjourned.

12. Draft Minutes of Recent Committee Meetings

- 12.1 Environment Committee meeting 1 April 2019. **Received** and **noted**.
- 12.2 Environment Committee meeting 8 April 2019. **Received** and **noted**.
- 12.3 Estates Committee 15 April 2019. **Received** and **noted**.

13. Finance

Due to the preparation the end of year accounts it was **agreed** that the following receipts and payments would be circulated to members out of meeting via email.

- 13.1 Payments made out of meeting 25.03.19 – 07.05.19.
- 13.2 Receipts for the period 25.03.19 – 07.05.19.
- 13.3 Account balances. **Noted**.
- 13.4 End of Year and Audit of Accounts. These have been signed off by the Internal Auditor and are being presented to F&GP committee for recommendation to the PC when it next meets on Tuesday 28 May 2019.

14. Policies and Procedures

None scheduled for review – Noted.

15. GDPR

Members **received** and **noted** the Clerk's report.

16. Reports from councillors/office

Cllr Macklin reported that she was unable to attend the Councillor Allowance Committee Meeting due to the change of date by MBC at short notice.

17. Reports from Borough and County Councillors

Cllr Wendy Hinder gave an update on recent reviews undertaken by Boxley and Bearsted Parish Councils to see if there were any further action that could be taken on the decision of the Popes Field Schools Application. She also highlighted the increase in fly tipping in the north of the parish particularly if Medway Council closes its waste disposal sites to non-residents of Medway and KCC's introduction of charges for soil, rubble hardcore and plasterboard at its sites.

18. Matters for Decision

There were none.

19. Correspondence

None received.

20. Matters for Information

Received and **noted**.

- 20.1 Discover the Kent Downs AONB.
- 21.2 KALC Communication and Social Media Networking Event.
- 21.3 KALC Dynamic Councillor Events from 1st June.
- 21.4 KALC Kent Police – Rural Matters magazine and Rural Liaison Ream Report
- 21.5 KALC Maidstone Area Committee Draft Minutes of 15 April 2019.

22. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 28 May 2019.

23. Next Meeting

3 June 2019 at The European School of Osteopathy, Boxley House, Boxley Village, ME14 3DZ.

Meeting closed at 8.30p.m.

Item 6. Crime Report and Police Issues Purpose of Item: Decision.

Crime Statistic between 02.05 and 10.05.2019

- Between 11:30pm on Friday 10th of May and 4:34am on Saturday 11th of May in Speedwell Close. A white Mercedes Sprinter van, EA67***, was stolen from the road.
Posted 19/05/2019
- Between 12:01am on Friday 10th of May and 6:49am on Monday 13th of May in Forstal Road. A container's padlock has been cut and the door prised open. An alarm was activated which possibly disturbed the intruder/s.
Posted 14/05/2019
- Between 8:00pm on Friday 10th of May and 9:03am on Saturday 11th of May in The Street. Lead roofing has been stolen from the church roof, and is the second time in recent weeks.
Posted 14/05/2019
- On Sunday 5th of May around 8:00pm in Shepherds Gate Drive. Thirteen bags of dog faeces were thrown at a property.
Posted 14/05/2019
- On Friday 3rd of May between 2:00pm and 2:33pm in Tollgate Way. Electrical cabling was stolen from behind the back gate of a property.
Posted 09/05/2019
- On Thursday 2nd of May between 12:40am and 1:10am in The Street. Men have climbed onto the roof of a church and removed approximately 20 mtrs of lead gully.

Item 7 Draft Minutes of Recent Committee Meetings Purpose of Item: Decision.

Item 7.1 Minutes of the Environment Committee on Monday 13 May 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 8.41 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Mr J Constable, Mr I Davies, Mr B Hinder, Mrs Pat Huntingford, Mr J Willmott and Mrs P Bowdery (Clerk).

1. **Apologies and absences**
Cllrs Clarke and Hollands.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.

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

3. **Planning Applications for Consideration**
19/501228/FULL Erection of a steel shed/workshop for use as part of existing scrap metal business. Broad View Farm Blind Lane Lidsing. **Ratified** the Clerk's decision, after consulting with members – The Parish Council has no material reason to object.

19/501804/TPOA Proposal: 1no Ash - cut back to boundary and sever ivy up to 1m in height. 1no Hazel Coppice - cut back to boundary. 1no Ash located behind hazel - cut back to boundary. Stack in woodland. 1no Beech - cut back to boundary and sever ivy up to 1m in height. 1no Hawthorn (leaning) - Fell to near ground level. Stack in woodland. 1no Ash (leaning) - Reduce to match adjacent stem. 3 Woodlands, Walderslade. **Ratified** the Clerk's decision, after consulting with members – Refer to Tree Officer - concern about how cut wood has previously been stacked which has an adverse impact on the visual amenity.

19/501400/TPOA Proposal: TPO Application - W3 Woodland Strip and W2b - Trees are to be Crown Lifted to a height of 6 Metres from ground level. Limbs that are over extended over the field to be cut back to max. of 5 metres to achieve 2-3 metre

clearance zone. See Application Form, TPO Schedule and Tree Works document for further information. Street Farm The Street Boxley **Ratified** the Clerk's decision, after consulting with members, *Do not wish to object defer to the views of the landscape officer.*

19/501780/FULL – Erection of a single storey side extension at Molverley, The Street, Boxley. **Ratified** the clerk's decision, after consulting with members *The Parish Council has no material reason to object.*

19/501943/TPO Application to reduce height of ash tree to approx. 10-12ft due to excessive shading at 2 Goldstone Walk, Walderslade.
Do not wish to object defer to the views of the landscape officer.

19/501930/FULL Erection of front porch including works to infill a redundant side door and insertion of French doors to the rear at 1 Bakery cottages, Chatham Road, Sandling. *The Parish Council has no material reason to object.*

4. **Next Meeting**

Next Environment Committee meeting 20 May 2019 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 8.55pm.

Item 7.2 Minutes of the Environment Committee on Monday 20 May 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.35 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands, Mrs P Huntingford and Mr J Willmott, together with Mrs P Bowdery Clerk, Mrs M Fooks Assistant Clerk and two members of the public.

1 **Apologies and absences**

None as all members present.

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

None.

3. **Minutes of the Meetings 1 & 8 April 2019**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3238/4.1 Yellow lines at junctions in Grove Green. Installation of yellow lines has been completed. **Noted.**

4.2 Minute 3238/4.3 Junction 3 M2. Waiting Government response to 10 MPs request for action on local infrastructure. **Noted.**

4.3 Minute 3243/7.1 Westfield Sole Road request for Do not follow SatNav sign for HGVs to access the Bredhurst Industrial Area. KCC are requesting that a Highway Improvement Plan is completed for any such requests. **Noted. Action office.**

4.4 Minute 3243/9 Litter bin New Cut Road. Request for a new bin submitted to MBC. Response awaited. **Noted.**

4.5 Any other matters arising from the minutes not on the agenda. **None.**

The meeting was adjourned to allow a member of the public to voice his concerns regarding the Waste and Recycling Sites at Shawstead Road, Hoath Way and Cuxton being accessible to Medway Residents only from 3rd June 2019. Cllr Bob Hinder confirmed that this reaction from Medway is because KCC will be charging for the disposal of soil, rubble and plasterboard at its sites. He also stated that the Parish Council is very concerned and has contacted County Cllr Paul Carter and Mike Whiting Cabinet Member requesting an urgent meeting. He will contact William Cornell, MBC

who is responsible for the removal of flytipping across the borough to see what financial impact this will have on MBC.

5. **Planning Applications for Consideration**

Ratifications

MC/19/0765 Outline planning application with some matters reserved (appearance, layout, scale and landscaping) for construction of up to 800 dwellings, primary school, supporting retail space of up to 150sqm and GP surgery with associated road link between North Dane Way and Pear Tree Lane and other road infrastructure, open space and landscaping. Land at East Hill Chatham Kent. To **ratify** the Clerk's decision, after consulting members,

Objection.

Reasons for refusal:

1. The proposed development will be on greenfield land that is a substantial tract of undeveloped land extending from the North Downs as a green wedge into the heart of the urban area.

The area:

- Provides a wider landscape setting for Capstone Farm Country Park.
- Contributes to the setting of the Kent Downs AONB to the south and the M2 motorway.
- Contributes significantly to informal open space needs of the communities which adjoin it.
- Prevents coalescence of Lordswood/ Princes Park/Walderslade and Hempstead.

It is considered that development would be contrary to BNE25 Development in the Countryside, BNE34 Areas of Local Landscape Importance.

2. The likely proximity to wildlife habitats, ancient woodland and woodlands, with the associated lighting and activity and likelihood of informal and harmful recreational use, of the proposed houses and gardens, will further adversely impact on flora and fauna habitats and the visual amenity to the wider area. The proposal is therefore considered contrary to the provisions of paragraph 118 of the NPPF 2012 and BNE37: Wildlife Habitats.
3. It will have an unacceptable visual and sensory impact on the rural character of the area. The importance of which is identified in the Medway classification of it as an Area of Local Landscape Importance. It is considered that development will be contrary to section (ii) of BNE1: General Principles for build development.
4. It is an incongruous and out of character incursion of built development into undeveloped countryside which will result in the irretrievable loss of agricultural land.
5. This site will generate significant amounts of traffic all of which will need to use the current local highway infrastructure which as best can be described as being unable to cope with current levels, especially along Princes Avenue and also the roads linking the site to Chatham and Gillingham. There will be an unacceptable increase in the localised congestion that is already being experienced and a negative impact on road safety for pedestrian, cyclists and other road users. Vehicles to the south of the main site are likely to travel through Lordswood, again causing impacting on the local roads.
Walderslade Woods Road will be used to access the M2 at Junction 3 and the A229 for traffic wishing to access the M20 and the parish council is of the opinion that the infrastructure will not cope. The development of the Lower Thames Crossing will result in a massive increase in vehicular movements at junction 3 especially of HGVs. KCC has already identified that the roundabouts at junction 3 are operating beyond design capacity.
Access to Maidstone will be via Boxley Village using a C road that is already heavily used. Other roads in the area, Westfield Sole and Harp Farm Road, are already used will be beyond their capacity as they are little more than country lanes. It is an

everyday occurrence for traffic to queue before the entrance to Boxley Village, sometimes from the top of Lidsing Hill, and to find a continuous queue from the village through to Penenden Heath at am peak times and the reverse back to Boxley and beyond at pm peak.

It is considered that the development will be contrary to BNE2 Amenity Protection (iii) Activity levels & traffic generation.

6. In the absence of legal agreement being in place to secure developer contributions in connection with education, health, recreation and community services, the development will place additional demands on local services without provision first being in place to ensure that the additional demands placed on these services are being met. The proposal will therefore result in an intensified use of these facilities to the detriment of existing users. The proposed development is close to the administrative boundary with Kent and Maidstone and these areas will be adversely impacted upon so section 106 payments should also be used outside of the Medway boundary.
7. The area is within the setting of the North Downs AONB and is also a water catchment area so development will potentially have an adverse impact on both.

19/501283/FULL 28 Lombardy Drive. To **ratify** the Clerk's decision, after consulting members, to respond to the Planning Officer that members "*are now happy for the Planning Officer to make the decision under delegated powers as, due to the recent changes made to the design, they no longer wish to object*".

19/502224/OUT Outline Application with access, layout and scale matters reserved for demolition of existing cattery and outbuildings and erection of a detached 3 bed dwelling house with access and parking. Lavender Cottage Bearsted Road Weaving ME14 5LD Deadline 31 May 2019. Draft response to be circulated to members.

19/501936/TPOA TPO application to fell one Hornbeam; Remove crossing branch on one Hornbeam over footpath; Reduce height of one Silver Birch to 6m; Reduce one Hornbeam to 2m radial distance; Sever Ivy on one Hornbeam. 1 Wildfell Close Boxley Kent ME5 9RU.
Do not wish to object. Defer to the views of the Landscape Officer.

19/502075/FULL Erection of a part two storey, part single storey rear and side extension, loft conversion with dormer to rear and 2no. roof lights to front. External insulation with render to the remainder of the original structure. Retaining wall to the rear garden. (Part retrospective). 4 Burleigh Drive, Boxley Maidstone Kent ME14 2HY.
The Parish Council has no material planning reason to object. However, it does not like retrospective/part retrospective applications.

19/502419/TPOA – TPO Application – T1 Crown reduce 1 x Oak starting height 19m remaining height 15m, starting width 10m remaining width 7m at 23 Celestine Close, Walderslade, ME5 9NG. *Do not wish to object. Defer to the views of the Landscape Officer.*

19/502418/TPOA – TPO Application to (T1) reduce lateral limbs overhanging by up to 30% starting width 11.5m and remaining width 8m (to reduce overhang to garden and reduce weight of leaning tree) at 10 Aston Close, Boxley, ME5 9JW. Deadline: 4 June 2019.
Do not wish to object. Defer to the views of the Landscape Officer.

19/500765/OUT – Revised details concerning the outline application at Gibraltar Farm, Ham Lane, Hempstead, Gillingham, Kent, ME7 3JJ. Deadline: 3 June 2019. Draft response to be circulated to members.

19/502316/FULL- Demolition of existing garage, conservatory and snug. Erection of single storey rear extension and two storey side extension at 4 Henley Fields Weaving Maidstone Kent ME14 5UY. *The Parish Council has no material planning reason to object.*

19/502280/LBC - Listed Building Consent for erection of new porch and single storey rear extension, internal alterations, installation of CCTV, refurbishment works and changes to fenestration at Boarley Farm, Boarley Lane, Sandling, Maidstone Kent ME14 3BS. *The Parish Council has no material planning reason to object. Defer to the views of the Conservation Officer*

19/502279/FULL- Erection of new porch and single storey rear extension with installation of CCTV, refurbishment works and changes to fenestration at Boarley Farm Boarley Lane Sandling Maidstone Kent ME14 3BS. *The Parish Council has no material planning reason to object. Defer to the views of the Conservation Officer*

19/502331/FULL - Conversion of garage into family room and erection of a single storey rear extension at St Louis Weaving Street Weaving Maidstone Kent ME14 5JR. *The Parish Council has no material planning reason to object.*

19/502430/TPOA - TPO Application T1 Twin stemmed Sweet Chestnut, Reduce by approx. 40% Starting Height 22m Remaining Height 13m Starting Width 3.5m Remaining Width 2.5m (mostly reducing height). Heavy lean over garage and on a bank. T2 Oak Lift to 5m garden side and reduce laterals by 2m (x 3 branches over the garden). encroaching into neighbouring property Starting Width 7.5m Remaining Width 5.5m G1 Pollard 3 x Sweet Chestnut Starting Height 13m Remaining Height 7m for maintenance purposes. T3 Reduce Beech by 30% Starting Height 16m Remaining Height 10m Starting Width 5m Remaining Width 3.5m for maintenance. T4 Reduce Oak by 30% Starting Height 19m Remaining Height 14m Starting Width 4.5m Remaining Width 4m. Dieback in crown. T5 Fell Oak - Tree is almost dead, only small amount of green foliage at Newnham Court Shopping Village Bearsted Road Weaving ME14 5LH.

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

19/502394/TPOA – TPO application to remove three conifer type trees at Vinters Park Crematorium, Bearsted Road Weaving Maidstone ME14 5LG. Deadline: 4 June 2019.

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

19/502491/TPOA – TPO Application to T1 Sweet Chestnut – Reduce 1 limb on South East Side by approximately 3-4m leaving an overall crown width of 5m at 15 Silver Tree Close, Boxley ME5 9ST. *Do not wish to object. Defer to the views of the Landscape Officer.*

6. **Development Popes Field, Weaving**

Discussion took place on what measures, if any, could be taken with regards to the decisions. Cllr Huntingford proposed seconded by Cllr W Hinder that as Parish Councillors were not experts the Parish Council employ the services of Lindsay Frost a Planning Consultant used by KALC. The Clerk was asked to obtain costs and then email members out of meeting for their views. **Action office.**

7. **Planning Decisions, Appeals and Appeals Decisions**

7.1 There were none

7.2 Cllr Willmott suggested that when BPC is attending an MBC planning committee meeting to object to a planning application it uses the time it is given more effectively by outlining the conditions the PC would like imposed if the planning officer is recommending permitting the application.

8. **Highways and Byways**

- 8.1 KCC works programme. **Received** and **Noted**.
- 8.2 MBC Off Street Parking Places Order Charges Cobtree Manor Park. Members were not in favour of the newly proposed charges and **agreed** to send a written objection. They also proposed that a community alert is sent to encourage residents to submit their responses too by the closing date of 31 May 2019. **Action office.**
- 8.3 Crash Data Walderslade Woods Road. Members **received** the Clerk's report and were extremely unhappy that the data available was almost 9 months out of date with no indication as to when more recent data would be released. A FOI request to the DFT and a letter of complaint to Paul Carter, Leader of KCC was requested. **Action office/Cllrs.**
- 8.4 Traffic survey Boxley Village. Members **received** the travel movement data from the survey and **agreed** it was very useful for any future need/comparison.
- 8.5 KCC Highways and Transportation message to Parish and Town Councils about Working better Together. Members **noted** the Clerk's report and agreed that all KCC was trying to do, was pass the buck and force more expenditure on to Parish Councils. It was **agreed** the office would look at converting its current wish list of highway improvements to a KCC's highways improvement Plan and a MBC's CIL request form. Concerns were raised that this type of expenditure was unsustainable and Parish Councils carry the burden of having to refuse residents requests. **Action office.**
- 8.6 Yellow lines in parish. Members **received** the Clerk's report and **agreed** that DYL's should also be placed on the converted wish list detailing the suggested locations. **Action Office.**
- 8.7 KCC Planned Tree Work. Members **received** and **noted** the schedule.

9. **Policy and Procedures**

- 9.1 Site Traffic Management Informative Note. Members reviewed and amended the note and **agreed** that it should remain in use. **Action Office.**
- 9.2 Review of Training needs. Members were asked to notify the office of any events they wish to attend. **Action Cllrs.**

10. **Members and Officer's Reports**

Land To the rear of Tesco Grove Green. Members received the Clerk's report and Cllr Bob Hinder **agreed** to write to Helen Whately MP, to see if she could progress this. It was **agreed** that if she could not then there would be no further action from the office. **Action Cllr B Hinder.**

11. **Volunteer Groups**

None supplied.

12. **Matters for Information**

Notification from Medway Council regarding changes to the Waste Recycling Sites in Medway to stop non Medway residents from using them. Members discussed the impact of this action on residents particularly in the northern part of the ward and have agreed that as well as the proposed action (agreed under the open session at the beginning of the meeting) a request for current fly tipping figures from MBC would be used with a view to monitoring any increases. **Action Office.**

13. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 3 June 2019. **Noted.**

14. **Next Meeting**

Next full Environment Committee meeting 10 June 2019 at Beechen Hall commencing at 7:30pm. **Noted.**

As no members of the public were present the Chairman did not pass a resolution but notified members that the meeting was going into confidential session.

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

Enforcement. Members **received** the MBC notification that no CIL payments were due to the Parish Council. Cllr Bob Hinder confirmed that the occupant of Bell Lane which has been under surveillance for some time by various agencies had pleaded not guilty to running an illegal waste site. This has now been sent to Crown Court in October. It has been acknowledged that it will cost hundreds of thousands of pounds to clear and clean the site.

Meeting closed 9.35pm.

Item 9 Annual Return for the Year Ended 31 March 2019. Purpose of Item: Decision.
--

9.1 **BPC Governance Statement**

Purpose of report. The Council is required to sign the End of Year Return and the following report, prepared by the RFO, is a statement outlining how the Council operates. Each year the RFO reviews the statement to ensure it accurately reflects the Council's system of internal control.

Members are asked to approve the following.

**Boxley Parish Council
Governance Statement for the Year ending 31 March 2020.**

The system of internal control and audit in place at the Council for the year ending 31 March 2020 and up to the date of approval of the annual report and accounts accords with proper practice. Boxley Parish Council will undertake the following work and checks to ensure that the parish council complies with the Annual Governance Accountability Return (AGAR) – Section 1 Annual Governance Statement.

1. SCOPE OF INTERNAL AUDIT.

Boxley Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and that it is used economically, efficiently and effectively¹.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure and to achieve the Council's policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- anticipate future changes to legislation, working practices etc. that will impact on the parish council and to identify any changes which require additional risk management and auditing;
- evaluate the likelihood of those risks being realised and the impact should they be realised; and
- manage these risks efficiently, effectively and economically.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

¹ The Accounts and Audit (England) Regulations 2011.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditor (PKF LittleJohn LPP) submits an annual Certificate of Audit, which is presented to the Council.

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting. At this same meeting the Council approves the level of precept for the following financial year.

The Council has appointed a Finance and General Purposes Committee (F&GPC) which meets 6 times each year and monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Council has delegated some financial and audit powers to the Estates Committee which also meets 6 times per year. The minutes of the meetings of the F&GPC and the Estates Committee are received by the Council where an opportunity to comment on them is available. The minutes of the Environment Committee, which meets approx. 24 times per year, are also submitted to the Council.

The full Council meets a minimum of 10 times and Committees 6 or 12 times each year².

The full Council and Committees monitor progress against the aims and objectives, identified by their individual Terms of Reference. Such reviews are supported by briefing papers and reports produced by the parish office, Councillors or Working Groups. The Parish Council has and does appoint Working Groups, but each have an approved Terms of Reference which details limitations of decisions and also the structure for submitting reports to the Council or committee.

The Clerk is responsible for ensuring that decisions or issues which impact on more than one committee are reported as necessary to ensure that all relevant parties are adequately briefed.

Individual committees are also responsible for monitoring their specific projects and budgets.

The Council carries out regular reviews of its internal controls (including 2 x Parish Councillor Audits annually), systems and procedures which are supported by the audits undertaken by the Independent Internal Auditor.

The Council acquired a General Power of Competence on 1 October 2012 and has renewed this power, by resolution, on 9 May 2016.

Data Protection

The Council is currently working towards compliance of the General Data Protection Regulations. The relevant policies and procedures are/have been prepared and the Council is looking to replace its website host and also its IT equipment to meet full compliance.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for

² Additional meetings are organised if required.

administering the Council's finances. The Clerk is responsible for day to day compliance with relevant laws and regulations and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are reported to the Council for approval. Each payment must be authorised by two members of the council who have checked the relevant invoice.

Payments made using a Lloyds Corporate Multipay card (which has a £500 expenditure limit) are also reported to the council for approval.

Income

All income is reported to the Council. The Parish Council manages a Community Hall and additional financial reports are submitted to the Estates Committee which is responsible for its maintenance and upkeep.

2. INDEPENDENCE.

Membership of the F&GPC consists of the Chairs and Vice-Chairs of the full Council and each of its committees plus two other councillors. With up to eight members and with all committee agendas being supplied to the 15 members of the Council it is felt that there is sufficient independence in and scrutiny of the work of the F&GP Committee.

The F&GPC receives the 2 x Independent Internal Audit reports, the 2 x Parish Councillor Audit reports and the External Auditor's response contained in the Annual Governance Accountability Report. Reports and recommendations are submitted to the full Parish Council.

Parish Councillor Audits are undertaken by different councillors, nominated at a full Council meeting and includes non-members of the F&GPC.

The Independent Auditor is independent of the Council, its financial decision making, management and control.

Parish councillors are encouraged to question the financial systems, controls, payments etc. All Council and committee agendas have an item for members to declare interest, lobbying, dispensations and predetermination; the item also carries a reminder that they must keep their Register of Interests up to date. Members are reminded three times per year that they must not sign blank cheques or payment authorisations and must check invoices against payment authorisations before signing and that invoices or payment reports need to be initialled by both signatories. Similar controls apply when electronic bank transfers are made with two councillors having to independently input authorisation for each transaction.

The Council has a Dispensation system. Currently Councillors serving on the Estates Committee who also rent Council allotments have been awarded dispensations to discuss and vote on matters relating to Dove Hill Allotments.

3. COMPETENCE.

Mrs Pauline Bowdery Clerk/RFO is qualified to Certificate of Higher Education in Local Policy and in September 2012 passed CiLCA's Section 7, General Power of Competence which enabled the Parish Council to pass the relevant resolution to obtain the power.

The Internal Auditor is qualified to undertake an audit of the Parish Council's accounts and systems.

The Council has a training budget and encourages all members to take advantage of training opportunities.

The F&GPC is required (via delegated powers) to undertake monitoring of the Council's income/expenditure and policy and procedures relating to financial issues.

Mrs Bowdery is retiring at the end of June and a new Clerk has been appointed. This Clerk is qualified to CiLCA standard and a formal recruitment process, including applying for references, has been followed. The Council already has risk management requirements in place to identify that passwords, authorisations etc. have to be changed to ensure that the system remains secure after a key member of staff has left.

4. RELATIONSHIPS.

The Council works to Standing Orders and Financial Regulations in all financial matters. It has systems and procedures to deal with tenders and issuing of work authorisations/contracts.

The Kent Code of Conduct legislation has been adopted by the Council.

Audit checks by the Independent Auditor and Parish Councillors ensure that these standards are maintained and adhered to.

The Council aims to work in an open and accountable way and publishes its income, expenditure, budget and audit return and reports on its website for public scrutiny.

Clerk's note: The following documents are pages 1-3 of the return, members are not required to sign these but should note them.

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you **must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

BOXLEY PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			NOT APPLICABLE
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable NOT APPLICABLE

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/11/18 26/02/19 08/05/19 ENTER LIONEL ROBBINS AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

08/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

9.2 AGAR Section 1- Annual Governance Statement 2018/19.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BOXLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		*Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes WBSA		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.boxleyparishcouncil.org.uk ADDRESS

9.3 AGAR Section 2. Accounting Statement 2018/19.

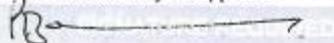
Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	338,004	345,862	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	107,437	107,437	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	63,358	161,002	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	80,018	81,463	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	82,919	266,216	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	345,862	266,622	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	350,236	281,630	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	457,065	537,689	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	89,969	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

29/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Clerk's note. Page 6 is the External Auditors' page.

Item 15. GDPR

Purpose of Item: Information

F&GPC is monitoring progress, due to the financial implications of the needed changes.

Clerk's report. Unfortunately approaches to the current website provider have failed to result in any response. A review by Cllrs Ivor Davies, Paul Dengate, the Clerk and the Assistant Clerk highlighted the need for the Parish Council to now work towards setting up a new website and then taking back control of the parish council's domain name. Without control of the current domain name the parish council would be forced to 'rebrand' itself which is it does not wish to do.

The parish office is liaising with the current IT providers (NorthStar) concerning a new site but before this can be progressed further the parish council has to identify the facilities that it wants available on the site. The parish office is currently drawing together a requirements list for councillors to consider.

Outstanding work.

- Data Storage. Currently local storage, the M-Drive, is used with an offsite backup being undertaken by NorthStarIT. This M-drive needs replacing not only due to age but because it cannot be encrypted. Consideration is being given to using the Cloud for parish council work. This would be more expensive as space would have to be rented however it would allow future flexibility in the way the office and parish councillors could work.
- Dedicated parish councillor e-mail addresses. Need to sort out website first.
- Acorn Room wi-fi. Extender needed to remedy wi-fi connection issues, probably related to the insulation

Item 8 Finance

Item 8.1 Payments made out of meeting 07.05.19 – 28.05.19

No payments were made from the following accounts:

- Barclays Bank
- Cooperative Bank
- Lloyds A
- Lloyds B
- Nationwide Parish Council
- Nationwide Beechen Hall

8.1.1 HSBC Payments

Date: 28/05/2019

Boxley Parish Council

Page 1

Time: 09:35

HSBC General Account

List of Payments made between 08/05/2019 and 29/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/05/2019	Opus Energy - Electricity	DD66250139	229.96		Electricity Bill - April
20/05/2019	OPUS Energy - gas	DD24241500	138.85		Gas Bill - April
Total Payments			<u>368.81</u>		

8.1.2 Unity Trust Bank Payments

Date: 28/05/2019

Boxley Parish Council

Page 1

Time: 11:13

Unity Trust Account

List of Payments made between 07/05/2019 and 28/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2019	KM Media Group	870733	358.80		Recruitment Advert
16/05/2019	Mail Publications Ltd	AS8519/AD1	88.20		Recruitment Advert
16/05/2019	H Goodsell & Son	AX15952/A	4,777.20		Corner Wall Repair Boxley
16/05/2019	KCC Commercial Services	I3381360	21.42		Consumables
16/05/2019	Waterlink South East Water Ltd	W0007477	1,668.00		2nd Install of Water Troughs
16/05/2019	Waller Assocaites Ltd	13584	1,200.00		Replacement Accoustic Doorset
16/05/2019	PC01	IMPREST 97	107.08		Miscellaneous
16/05/2019	Asda	IMPREST 97	5.00		Bleach & Handwash
16/05/2019	Toolstation	IMPREST 97	9.98		Light Bulbs
16/05/2019	Mr Octavian Cadar	C415	136.50		Damage Deposit Refund
16/05/2019	Lloyds Corporate Multipay Card	16519	110.87		top up funds
22/05/2019	PC01	22/05/PC01	2,189.05		Salary - May
22/05/2019	PC03	22/05/PC03	653.59		Salary - May
22/05/2019	PC06	22/05/PC06	34.76		Councillor Allowance
22/05/2019	PC07	22/05/PC07	34.76		Councillor Allowance - May
22/05/2019	PC08	22/05/PC08	34.76		Councillor Allowance - May
22/05/2019	PC02	22/05/PC02	1,606.13		Salary - May
22/05/2019	PC09	22/05/PC09	34.76		Councillor Allowance May
22/05/2019	PC10	22/05/PC10	43.41		Chairman's Allowance
22/05/2019	PC11	22/05/PC11	34.76		Councillor Allowance May
22/05/2019	PC04	22/05/PC04	60.00		Downs Mail Delivery May
22/05/2019	PC12	22/05/PC12	43.36		Councillor Allowance May
22/05/2019	BH05	22/05/BH05	324.78		Wages - May
22/05/2019	BH04	22/05/BH04	309.54		Wages May
22/05/2019	BH06	22/05/BH06	377.74		Wages May
22/05/2019	PC05	22/05/PC05	27.04		Litter Picking WDJO
22/05/2019	HMRC	577PW00105	1,717.48		PAYE
22/05/2019	EFT Receipts Ac	IT00000068	406.90		Pension Contributions
22/05/2019	PC02	DM DELIVER	25.00		Downs Mail Delivery May
22/05/2019	GJ & SJ Sands	INV 4A	3,020.00	minute 3173/11	Replacement lights GGCH
22/05/2019	Mr D Maheta	C343 BH	50.00		Refundable Cleaning Deposit
22/05/2019	Lionel Robbins	2019/44	75.00		Internal Audit of End of Year
22/05/2019	Waller Assocaites Ltd	13243	5,537.64		Final Invoice
22/05/2019	EFT Receipts Ac	IT00000068	-406.90		Pension Contributions
Total Payments			<u>24,716.61</u>		

Please note the refund from EFT Receipts – Pension Contributions at the bottom of the list. This was because the payment was submitted after deadline creating a refund. A new payment for £406.90 will be made on 29 May and will show on July PC Agenda.

8.1.3 Lloyds Corporate Multipay Card Payments

Date: 28/05/2019

Boxley Parish Council

Page 1

Time: 09:36

Lloyds Corporate Multipay Card

List of Payments made between 08/05/2019 and 29/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2019	Friend Growers	INV 55	29.95		True Service Tree
24/05/2019	Defib Store	6308	142.80		Replacement Defib Battery
Total Payments			<u>172.75</u>		

Item 8.2 Receipts for the period 07.05.19 – 28.05.19

No receipts were received for the following accounts:

- Cooperative Bank
- Barclays Bank
- Nationwide Parish Council
- Nationwide Beechen Hall
- Lloyds B

8.2.1 HSBC Receipts.

8.2.1 HSBC Receipts.

28/05/2019		Boxley Parish Council				Page 1	
10:44		Cashbook 1				User: MF	
HSBC General Account							
Receipts received between 07/05/2019 and 28/05/2019							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 07/05/2019	323.00					
016	Yoga	323.00			1235	260	323.00 R2152 Yoga May Invoice
	Banked: 07/05/2019	20.00					
017	Mama Baby Bliss	20.00			1235	260	20.00 R2142 Mama Baby May
	Banked: 07/05/2019	25.00					
018	Robbinz	25.00			520		25.00 C413D Robbinz 30/6/19
	Banked: 07/05/2019	185.63					
019	Tumbletots	185.63			1235	260	185.63 R2151 Tumbletots May
	Banked: 07/05/2019	27.00					
020	Kaur	27.00			520		-137.00 C401D Kaur 26/5/19
					1230	260	162.00 C401F Kaur 26/5/19
					1231	260	2.00 PL Insurance Kaur
	Banked: 08/05/2019	64.88					
021	Ojetunji	64.88			4001	260	64.88 Additional Charges C278
	Banked: 09/05/2019	15.00					
022	Mama Baby Bliss	15.00			1235	260	15.00 R2142 MBB Yoga 9/5/19
	Banked: 09/05/2019	100.00					
010	Phonics Builders	20.00			1235	260	20.00 R2148 Phonics Builders
011	Phoenixx	20.00			1235	260	20.00 R2147 Phoenix 1/5/19
012	Phonics Builders	20.00			1235	260	20.00 R2148 Phonics Builders
015	Medway Fit Parent & Baby	15.00			1235	260	15.00 R2144 MFPB 3/5/19
016	Phoenixx	25.00			1235	260	25.00 R2147 Phoenixx 7/5/19
	Banked: 10/05/2019	42.25					
023	Peat	42.25			520		-161.75 C354D Peat 8/6/19
					1230	260	202.00 C354F Peat 8/6/19
					1231	260	2.00 PL Insurance Peat
	Banked: 11/05/2019	30.00					
024	Expentancy Scanning Studios	30.00			1230	260	30.00 C344 ESS First Aid
	Banked: 12/05/2019	25.00					
025	Robbins	25.00			520		25.00 C413D Robbins 30/6/19
	Banked: 13/05/2019	27.00					
026	Maheta	27.00			520		-207.00 C343 Maheta 19/5/19
					1230	260	232.00 C343F Maheta 19/5/19
					1231	260	2.00 PL Insurance Maheta
	Banked: 14/05/2019	26.10					
027	Fouracre	26.10			520		-72.40 C393D Fouracre 8/6/19
					1230	260	96.50 C393F Fouracre 8/6/19
					1231	260	2.00 PL Insurance Fouracre
	Banked: 14/05/2019	30.87					
Subtotal Carried Forward:		941.73	0.00	0.00			910.86

Receipts received between 07/05/2019 and 28/05/2019

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
028	Green	30.87			520		-92.63	C411D Green 9/6/19
					1230	260	121.50	C411F Green 9/6/19
					1231	260	2.00	PL Insurance Green
	Banked: 16/05/2019	350.70						
013	MBC Conservative Group	72.00			1230	260	72.00	C430 MBC Conservative
018	Beauvais Group	20.00			1230	260	20.00	R2153 Beauvais Group
019	Karate	258.70			1235	260	258.70	R2139 Karate May Invoice
	Banked: 16/05/2019	40.00						
014	Medway Fit Parent & Baby	15.00			1235	260	15.00	R2144 MFPB 10/5/19
017	Phoenixx	25.00			1235	260	25.00	R2147 Phoenixx 14/5/19
	Banked: 16/05/2019	100.00						
029	Sing & Sign	100.00			1235	260	100.00	R2149 Sing & Sign May
	Banked: 16/05/2019	183.75						
030	Anura	183.75			520		183.75	C437D Anura 11/8/19
	Banked: 17/05/2019	256.00						
031	Maidstone Borough Council	256.00			1230	260	256.00	Hire Hall for Elections
	Banked: 17/05/2019	15.00						
032	Medway Fit Parent & Baby	15.00			1235	260	15.00	R2144 MedwayFit P&B
	Banked: 20/05/2019	93.00						
033	Bard/BD	93.00			520		93.00	C432F Bard/BD (A/R)
	Banked: 21/05/2019	383.35						
020	Singh	383.35			520		133.35	C387 Singh 29/6/19
					560		250.00	C387 Singh Damage
	Banked: 21/05/2019	24.00						
022	Blake	24.00			520		24.00	C426F Blake 31/8/19
	Banked: 23/05/2019	75.00						
034	A Bead in Time	75.00			1235	260	75.00	R2136 ABIT May Invoice
	Banked: 24/05/2019	30.00						
035	Medway Fit Parent & Baby	30.00			1235	260	30.00	R2144 MedwayFit P&B
	Banked: 27/05/2019	40.00						
036	Phonics Builders	40.00			1235	260	40.00	R2148 Phonics Builders
	Banked: 27/05/2019	15.00						
037	Mama Baby Bliss	15.00			1235	260	15.00	R2142 Mama Baby Bliss
Total Receipts:		2,547.53	0.00	0.00			2,547.53	

8.2.2 UTB Receipts

28/05/2019		Boxley Parish Council				Page 1	
10:50		Cashbook 2				User: MF	
		Unity Trust Account					
Receipts received between 07/05/2019 and 28/05/2019							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 08/05/2019	2,984.75					
	HMRC	2,984.75			105		2,984.75 VAT Refund 4th Quarter
	Banked: 21/05/2019	2,966.94					
	HMRC	2,966.94			105		2,966.94 VAT Refund 3rd Quarter
	Banked: 22/05/2019	20.71					
White2019	Lisa White	20.71			1280 570	280	5.71 Allotment Plot 4A 15.00 White Plot 4A key deposit
Total Receipts:		5,972.40	0.00	0.00			5,972.40

8.2.3 Lloyds A

28/05/2019		Boxley Parish Council				Page 1	
10:51		Cashbook 7				User: MF	
		Lloyds A					
Receipts received between 07/05/2019 and 28/05/2019							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 08/05/2019	112.63					
13548821	Lloyds Bank	112.63			1090	130	112.63 Interest Received Lloyds
Total Receipts:		112.63	0.00	0.00			112.63

8.2.4 Lloyds Corporate Multipay Card

28/05/2019		Boxley Parish Council				Page 1	
10:51		Cashbook 12				User: MF	
		Lloyds Corporate Multipay Card					
Receipts received between 07/05/2019 and 28/05/2019							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 16/05/2019	110.87					
16519	Unity Trust Account	110.87			210		110.87 top up funds
Total Receipts:		110.87	0.00	0.00			110.87

Item 8.3 Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
01.05.19	Coop General Account	£5,595.05
30.04.19	HSBC Beechen Hall (includes £50,00 of PC funds 'stored' in the HSBC account due to compensation limits)	£72,982.67
25.04.19	Unity Trust Bank (UTB)	£66,332.63
18.04.19	Barclays Bank	£84,085.33
08.05.19	Lloyds A (matures 08/08/2019)	£51,437.33
29.04.19	Lloyds B (matures 29/07/2019)	£25,245.71
31.03.19	Nationwide Beechen Hall (95 day saver account which rolls over)	£11,281.57
31.03.19	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,415.16
	Total	£337,375.45