

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
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Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 26 August 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **European School of Osteopathy, Boxley Village, ME14 3DZ** at 7.30pm on **Monday 1 September 2014** when it is proposed to transact the following business:

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| | Time guide |
| 1. Apologies and absences. | (7.30) |
| To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying. | (7.31) |
| Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | |
| 3. Minutes of the Parish Council Meeting of 7 July 2014. | (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 2661/10.2 WW1 commemorative plaque. Delivery is awaited. | |
| 5. Report from the PCSO and Police Issues. | (7.38) |
| 5.1 To receive crime statistics report (pages 5-6). | |
| 5.2 KCC briefing on Anti-social Behaviour Community Trigger see report (pages 6-7). | |
| Adjournment to enable members of the public to address the meeting. | (7.42) |
| 6. Draft Minutes of Recent Committee Meetings. | (7.50) |
| 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 14 July 2014 (pages 7-12). | |
| 6.2 F&GP Committee meeting 15 July 2014 (pages 13-14). | |
| 6.3 Estates Committee meeting 12 August 2014 (pages 14-16). | |
| 6.4 Environment Committee meeting 18 August 2014 (pages 14-16). | |
| 7. Finance. | (7.56) |
| 7.1 To note payments made out of meeting 08.07.14 – 26.08.14 (pages 21-27). | |
| 7.2 To note receipts for the period 30.06.14-26.08.14 (pages 27-30). | |
| 7.3 To note Account balances as at 26.08.14 (page 31). | |
| 7.4 To authorise payments of accounts (list to be supplied at meeting). | |
| 8. Policies and Procedures Review. | (8.02) |
| 8.1 Land and building purchase policy see report (pages 31-32). | |
| 8.2 Internal Complaints see report (pages 32-34). | |
| 8.3 Housekeeping reviews see report (page 34) | |

- 9 **Matters for Decision** (including attendance at meetings etc.). (8.10)
9.1 Civic recognition recommendations, the meeting will go into confidential mode if any nominations are to be put forward.
- 10 **Neighbourhood Development Plan** (8.12).
To consider the report (page 34) on the response received to articles in the Downs Mail and to decide on what action to take.
- 11 **Reports from Borough and County Councillors.** (8.20)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 12 **Reports from councillors/office.** (8.28)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
12.1 KALC (Maidstone) Meeting 7 August 2014 (page 35)
12.2 Dove Hill Allotments official opening (page 35).
- 13 **Matters for Information.** (8.32)
13.1 Thank you from a resident for the useful information on the noticeboards.
13.2 Kent County Playing Fields Association August newsletter (e-mail 14/8/14).
13.3 Action for Communities in Rural Kent (e-mail 14/08/14)
13.4 Kent Downs AONB Countryside Day 3rd October 2014 – Save the date. See details (pages 35-36)
13.5 Litter picking Walderslade Woods see details (pages 36).
13.6 Open and accountable see details (pages 36).
13.7 Citizens Advice Bureau Annual Report (e-mail 25/08/14). AGM Great Hall, Archbishop’s Palace, Maidstone on Monday 22nd September 2014 at 7pm.
- 14 **Next Meeting.** (8.35)
Monday 6 October 2014 at St John’s School, Provender Way, Grove Green, ME14 5TZ commencing at 7.30 pm. Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 29 September 2014.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 1 September 2014.
The Chairman will assume that these have been read prior to the meeting.**

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

Item 4 Minutes of the Meeting of the Parish Council held at The European School of Osteopathy, Boxley Village on Monday 2 June 2014 commencing at 7.30 pm.

Minutes of the Meeting of the Parish Council held at Weaving Village Hall, The Street, Weaving on Monday 7 July 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr T Harwood, Mrs K Macklin, Mr G Smith, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk and three members of the public/press. Mr M Hinchliffe joined the meeting after the signing of his Declaration of Acceptance of Office (item 3).

1. Apologies and absences.

Cllr Bob Hinder (holiday), Cllr Wendy Hinder (holiday) and Cllr Hollands (holiday). Borough Councillor Butler (MBC commitment). County Councillor Paul Carter.

2. Declaration of Interests, dispensations, predetermination or Lobbying.

None declared.

3. Co-option to Parish Councillor Vacancy (South Ward).

Taken after the adjournment for the public to speak. Mr Hinchliffe was co-opted to the vacant parish councillor position and having signed his declaration of office was invited to join the meeting.

4. Minutes of the Parish Council Meeting of 2 June 2014.

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

5. Matters Arising From the Minutes.

5.1 Minute 2655/5.2 Neighbourhood Development Plan: The deadline for a response has been extended to 20 July. **Noted.**

6. Report from the PCSO and Police Issues.

The crime statistics were **received** and **noted**.

The meeting was adjourned at 7.35pm to allow a member of the public to identify two highway issues which will be reported to KCCH&T and the Environment Committee. The meeting was reconvened at 7.42 pm.

Item 3 was taken at this point. The delay was caused by the non-attendance of the second candidate who subsequently withdrew her application.

**7. Draft Minutes of Recent Committee Meetings.
Received and noted:**

7.1 Environment Committee meeting 9 June 2014. Amendment requested to item 8: 14, not 40, members attended the task day.

7.2 Estates Committee meeting 10 June 2014. Amendment requested to item 5.1: "in lieu of a donation" to read "for a donation".

8. **Finance.**
- 8.1 Payments made out of meeting 28.05.14-30.06.14. **Noted.**
- 8.2 Receipts for the period 28.05.14-30.06.14. **Noted.**
- 8.3 Account balances as at 30.06.2014. **Noted.**
- 8.4 Payments of accounts. **Authorised.**
- 8.5 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 signatories. **Noted.**
9. **Policies and Procedures Review.**
- 9.1 Parish Councillor Allowances. After discussion it was proposed by Cllr Macklin **in principle for budgetary purposes to build in an annual 1% increase which would then allow members to review annually the financial implications.** Cllr Harwood seconded the proposal and it was **agreed** with three abstentions.
- 9.2 Training Needs Annual Review. The Clerk's report was **noted and received.** Members requested that Facebook training be set up as soon as possible. **Action: office.**
- 10 **Matters for Decision.**
- 10.1 Members' Handbook: Members welcomed the production of a handbook and **agreed** the contents list with a request for copies of Committees' Terms of Reference to be included and cross references to where documents could be found if they were not in the handbook. **Action: Clerk.**
- 10.2 World War I commemorative plaque: After lengthy discussion it was **agreed:**
- Not to include the words "In memoriam" (6 for, 5 against with 1 abstention);
 - No full stops to be used;
 - Plaque would be Corian (black quartz) with gold lettering;
 - Plaque to be mounted on a low stand to the right of the War Memorial;
 - A copy of the parish council's logo will be included on the plaque;
 - the wording will be amended to read

To commemorate the centenary of the outbreak of the
Great War 1914 – 1918
Their endeavour and sacrifice is not forgotten
(9 for and 3 against).
- Action: Clerk to supply a mock up and costs to the F&GP Committee.**
- 11 **Reports from Borough and County Councillors.**
- Cllr Wendy Hinder's report was **received.** Members noted she had received complaints about advertising vans parked on the Lidsing Road bridge over the M2 and that she had reported the need for vision-splay maintenance at the junction with Harp Farm Road and flytipping at Yelsted Lane.
- 12 **Reports from councillors/office.**
- Received and noted:**
- 12.1 Cllr Harwood's report on the Boxley Warren Local Nature Reserve Management Committee site meeting 30 May 2014. Cllr Harwood confirmed that additional money had now been attracted for two more ponds and that the first one built had quickly filled up. The ponds would hopefully keep the footpath drier.
- 12.2 Cllr Bob Hinder's report on the Boxley Warren theatrical day 15.06.14.
- 13 **Matters for Information.**
- Received and noted:**
- 13.1 Open Space Society Newsletter Summer Edition.
- 13.2 Thank you letter for £250 grant from Friends of Boxley Church.

13.3 KCC Inside Track issue 217 (funding information passed to volunteer groups).

14 **Next Meeting.**

Monday 1 September 2014 at European School of Osteopathy, Boxley Village, ME14 3DZ commencing at 7.30 pm.

Meeting closed at 8.55 p.m.

Item 5.1 Crime Figures. 28/06/2014 - 23/08/2014. Purpose of item: information.

Clerk's note. Three entries in the 2014 figures were removed as they were not within the parish boundary but it is impossible to check on the 2013 figures so it is likely the 47 figure also contains some roads outside of the boundary.

Offence	Address	Year on Year
	<u>28/06/2014 - 23/08/2014</u>	28/06/2013 - 23/08/2013
Theft	Newnham Court	47
Theft	Groewood Drive North	
Criminal Damage	Bearsted Road	
Criminal Damage	New Cut Road	
Burglary	Violet Close	
Burglary	Impton Lane	
Theft from Motor Vehicle	Abigail Crescent	
Burglary	Feldspar Close	
Theft from Motor Vehicle	Cinnabar Close	
Criminal Damage	Sandbourne Drive	
Theft from Motor Vehicle	Silvertree Close	
Theft from Motor Vehicle	Sandstone Rise	
Theft from Motor Vehicle	Sandstone Rise	
Theft	Groewood Drive North	
Theft	Groewood Drive North	
Theft from Motor Vehicle	Old Chatham Road	
Burglary	Dogwood Close	
Theft from Motor Vehicle	Ploughmans Way	
Theft from Motor Vehicle	St Michaels Close	
Theft from Motor Vehicle	Chatham Road	
Theft of Pedal Cycle	Chatham Road	
Theft from Motor Vehicle	St Michaels Close	
Burglary	Harp Farm Road	
Criminal Damage	Forstal Road	
Burglary	The Street	
Criminal Damage	Forstal Road	
Theft of Motor Vehicle	Podkin Wood	
Burglary	Sandy Lane	

Attempt Burglary	Forstal Road
Criminal Damage	Birch Drive
Burglary	Podkin Wood
Burglary	Podkin Wood

Item 5.2 Anti-social Behaviour, Crime and Policing Act 2014: Community Trigger
Purpose of item: information.

The Anti-social Behaviour, Crime and Policing Act 2014 received Royal Assent in March 2014. Phasing in of the Act began in May, with all aspects of the legislation due to be in force by autumn 2014. It overhauls the existing powers and tools that are available to deal with ASB. There is also a new element allowing the public to request a review of the actions taken around ASB complaints, referred to as the Community Trigger. Government have conducted various pilots around the Country to test how differing criteria would be activated and how the review process would work in practice. The decision is left to all local authorities to decide what the criteria for their area will be and how the review process will take place. The discussions around the criteria and review processes are ongoing across Kent & Medway and will be in place for the October commence of the legislation. The agreement to date is that there will be a pan Kent & Medway Criteria. This will be most beneficial to residents as it will provide consistency throughout the County rather than having to determine individual district criteria.

Victims will be able to use the Community Trigger to demand action by requesting a review of their case. Agencies including councils, the police, local health teams and registered providers of social housing will have a duty to undertake a case review when someone requests one and the case meets a locally defined threshold.

The Community Trigger can also be used by any person on behalf of a victim, for example a family member, friend, carer, councillor, Member of Parliament or other professional person. This is intended to ensure that all victims are able to use the Community Trigger. However, the victim's consent should be sought by the person using the Community Trigger on their behalf.

The Community Trigger can be used by a person of any age, and agencies should make it as accessible as possible to all victims

The process around the Community Trigger is demonstrated in the table on page 2.

Updates on the progress of discussions will be provided to the Kent Community Safety Partnership. Once the processes are formally agreed, all authorities will take the necessary action required to publicise the new Community Trigger to the residents of Kent & Medway.

Purpose	Gives victims and communities the right to request a review of their case and bring agencies together to take a joined up, problem-solving approach to find a solution.
Relevant bodies and responsible authorities	Councils; <ul style="list-style-type: none"> • Police; • Clinical Commissioning Groups in England and Local Health Boards in Wales; • Registered providers of social housing who are co-opted into this group.

Threshold	To be defined by the local agencies but not more than: <ul style="list-style-type: none"> • three complaints in the previous six month period. May also take account of: <ul style="list-style-type: none"> • the persistence of the anti-social behaviour; • the harm or potential harm caused by the anti-social behaviour; • the adequacy of response to the anti-social behaviour
Details	When a request to use the Community Trigger is received, agencies must decide whether the threshold has been met and communicate this to the victim; <ul style="list-style-type: none"> • If the threshold is met, a case review will be undertaken by the partner agencies. Agencies will share information related to the case, review what action has previously been taken and decide whether additional actions are possible. <p>The local Community Trigger procedure should clearly state the timescales in which the review will be undertaken;</p> <ul style="list-style-type: none"> • The review encourages a problem-solving approach aimed at dealing with some of the most persistent, complex cases of anti-social behaviour; • The victim is informed of the outcome of the review. Where further actions are necessary an action plan will be discussed with the victim, including timescales
Who can use the Community Trigger?	A victim of anti-social behaviour or another person acting on behalf of the victim such as a carer or family member, Member of Parliament or councillor. <ul style="list-style-type: none"> • The victim can be an individual, a business or a community group.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of item: information.*

Item 6.1 Minutes of the Environment Committee on Monday 14 July 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr M Hinchliffe, Mrs Wendy Hinder (Chairman), Mr Bob Hinder, Mr D Hollands, Cllr A Spain, Mr A Springate together with the Clerk (left after planning application 14/500932) and Assistant Clerk.

1. Apologies and absences.

There were none.

2. Declaration of Interest or Lobbying.

Cllr P Brooks declared she had been lobbied on Item 9.4.

3. Minutes of the Meetings of 9 June 2014.

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

4. Matters Arising From Minutes.

4.1 Minute 2651/10.5 Westfield Sole Road additional signage. Members **noted** that KCCH&T have agreed to arrange 'unsuitable for HGV' signs to be placed at the ends of the road.

As no member of the public was present the meeting was not adjourned.

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

MA/14/0018 land to the rear of Hillah, Cossington Lane. **Ratified** the Clerk's decision, after consulting with members that this planning application is not reported to the MBC Planning Committee.

Asbestos Waste Site, North Dane Way KSL140603/HW07: Environment Agency - 3R Waste Limited, North Dane Way, Lordswood - Environmental Permit application (e-mail 4.6.14).

Ratified the Clerk's response, after consulting members. *The following was placed beside the relevant section of the risk assessment produced by the company.*

Boxley Parish Council comments

The site is situated to the adjacent to the extensive Lordswood housing areas, a leisure centre (with outside football pitches) and farmland. The agricultural plateau is also a water catchment area for the spring line just below the North Downs. Pumping stations exist along the bottom of the North Downs Escarpment and so this is a very sensitive area. There is a proposal to build 500 homes on the land adjacent to and surrounding the site (and it is understood that further large developments may be under consideration) so the potential for human exposure to contamination will have increased if any accidental spillage occurs.

Inadequate road infrastructure increases risk of spillage leading to air transport then inhalation. The site is situated off of North Dane Way which is a modern road however the road infrastructure that delivers traffic to this road is old and not suitable for the traffic that currently uses it. Access to the site will either be via;

- Walderslade/Lordswood;
- The Medway Towns conurbation; or
- Across country.

These routes are unsuitable because they are either through heavily populated areas or on roads primarily designed for local residential use. Each route has its own problems but share a common safety issue in that there are regular crashes and shunts. Access from M20 J6/A229 and M2 J3 would be via the A2045 which leads into residential roads before reaching North Dane Way. Access from M2 J4 would be via either single track country lanes or through the urban area. It is not if a crash happens but when a crash happens causing spillage and unacceptable exposure to the asbestos being carried by the vehicles. Any ground spillage will result in: Ground and wind pollution not only affecting residential properties in the adjacent area but also potentially contaminating farmland and water supplies for years to come.

Flytipping. This is a particular problem in this area and CCTV cameras have had to be installed outside Shawstead Lane Household Refuse site to identify offenders. There is concern that asbestos waste will be dumped at this site by unscrupulous contractors. Column D of this assessment fails to recognise the danger to the local human population.

The site is within an agricultural area with the associated wildlife. Any materials left outside, whilst waiting to be unloaded, will attract crows and magpies. These local birds and foxes have learnt that plastic bags are associated with food and now have a learnt habit to rip open anything that is plastic. This would cause a pollution hazard.

The agricultural plateau is part of the North Downs chalk aquifer which is important for supplying water within Kent and to London. It is also a water catchment area for the spring lines situated along the base of the North Downs Escarpment which feeds into the ponds and streams that ultimately find their way into the River Medway. Pumping stations exist along the bottom of the North Downs Escarpment and so this is a very sensitive area.

This is a site set back from the road and it has in the past been the subject to anti-social behaviour and there is concern that if this happens again then the resulting vandalism will cause health and pollution issues.

The site is located on a plateau that is high, exposed and windy.

The agricultural plateau is part of the North Downs chalk aquifer which is important for supplying water within Kent and to London. It is also a water catchment area for the spring lines situated along the base of the North Downs Escarpment which feeds into the ponds and streams that ultimately find their way into the River Medway. Pumping stations exist along the bottom of the North Downs Escarpment and so this is a very sensitive area.

14/500168/TPO - Application to fell 1 x Ash tree at 30 Spenlow Drive Chatham Kent ME5 9JT.

Wished to see refused, members were concerned at the lack of information submitted with this application and felt that a photograph would have been helpful. They also had concerns that with the outbreak of Ash die back disease they are reluctant to see the felling of a healthy Ash tree.

14/500574/PNJCLA **FOR INFORMATION** Article 10 consultation, change of use of the Pump House, currently in use as B1(a): Office to 5 x residential apartments falling within use class C3 Forstal Pumping Station Forstal Road Aylesford Kent ME20 7AH. *Members raised concerns that the Parish Council was not a consultee at this stage however **noted** the Clerks comments that under the new permitted development regulations only the planning authority, Kent Highways, the Environment Agency and Environmental Health team can state whether there are objections, thus triggering a full application, objections can be based on highway traffic, flooding, contamination etc.*

14/500676/FULL Single storey side and rear at 56 Fir Tree Grove Lordswood Kent ME5 8XD. *Do Not Wish to Object.*

MA/14/0018 Proposal: Revised plans including two windows being fitted with obscure glass at Hillah, Cossington Road.

Do not wish not object but members assume the condition for using obscure glass will be rigorously enforced as the parish council has previous experience of this not happening to the detriment of local residents.

14/500451/FULL/GFBR- New Annex Extension at 14 Exton Gardens, Weaving Kent ME14 5AT. Wished to see refused and reported to the planning committee for the reasons below:

MBC does not consider garden land to be previously developed land and therefore this development, despite its title of annexe is an independent two bedroom property in what is a desirable location. It will have vehicle access to the public highway via a shared driveway and may be easily split off from the main property by the installation of a garden fence.

The development being termed as an annexe means that the planning requirements are not as stringent as those required for a new dwelling.

It is likely, as supported by the planning officer's pre-application advice dated 11 December 2013, that a new dwelling might be refused as "*there is insufficient space to satisfactorily accommodate a new house here. A new dwelling would appear as a cramped over development of the site with the dwelling being located close to the*

road on quite a prominent corner site. In addition to the adverse visual impact, there would seem to be no available space for private garden areas to serve what would presumably be a family sized dwelling. I am also concerned that the new dwelling would dominate the outlook of the adjacent property no 14".

Whilst sympathetic to the needs of the family this parish council has a policy that it will only take into account planning material reasons.

- The height, bulk and location are detrimental to the existing street scene.
- There are insufficient provisions for a garden and car parking.
- This is overdevelopment of the site.

If the planning officer is minded to approve then a planning condition must be included that links the occupation of this house to that of the persons living at no 14 so that it remains an annexe to the main property and should not be separated, sub divided or altered in anyway so as to create a separate self-contained residential unit.

14/500932/FULL Conversion and change of use of Church Hall to 5 bed dwelling at Boxley Church Hall The Street Boxley Kent ME14 3DX.

*Do not wish to object, but rely on the views of the Conservation Officer. It was **agreed** that BPC's traffic management policy is forwarded to the applicant.*

14/500705/FULL/JOBA: Proposal: Extension to the existing dormer roof at the rear and create a full width extension in the same style at the front of the house. Location: 17 Woodlands Boxley Kent ME5 9JX. *Do not wish to object.*

14/500290/FULL/MAHA: Proposal: Demolition of a number of disused temporary structures associated with Maidstone Studios and the erection of 77 dwellings together with access, parking, garaging, landscaping and ancillary works on land to east of Maidstone Studios. Location: The Maidstone Studios, Vinters Business Park, New Cut Road, Maidstone. **Deadline 31 July 2014.** This application arrived today with little time to prepare a report for the meeting therefore the Clerk will view the plans and circulate a report out of meeting to canvass members' views/decision. **Noted.**

Members raised the question of whether there was a Section 106 agreement in place when this site was originally approved for redevelopment. It was **agreed** that the Assistant Clerk would investigate, Members suggestions for a 106 agreement could include:

- A crossing for residents to access local facilities including play ears for children.
- Additional play facilities.

Pre-application notification

Brooklyn Yard Land north of M20 J6 Chatham Road Sandling Maidstone Proposed development by Scania UK. Cllr Bob Hinder informed members that this site has been put forward by the company Scania to become its main depot once the leases have expired on its depots at Sittingbourne and Dover.

6. Planning Decisions, Appeals and Appeals Decisions.

The following were **noted**:

Newnham Court Shopping Village. REFUSED

MA/14/0517* – Alterations to existing double garage to provide ancillary accommodation at The Banks, Boxley Road, Walderslade, Chatham, Kent, ME5 9JE. **This application was Approved/Granted with conditions on 2/6/14.**

7. **Neighbourhood Development Plans.**

Noted the first stage for obtaining the community's views is under way.

8. **Volunteer Groups.**

Friends of Boxley Warren. Cllr Bob Hinder gave a verbal report on the recent task day which was spent clearing the area around the box trees to open it up and encourage new growth. Outside of Surrey this is the only area where box trees are grown. He also reported that due to Ash die back they are keen to support the Forestry Commissions National Strategy to conserve Ash.

Walderslade Woodlands Group report by Chairman Rob Burrows.

At the start of the month, some members of the group cut back the vegetation in the following places:-

- branches obstructing the CCTV cameras at Beechen Hall
- the steps on the footpath (KH32) between Impton Lane and Tunbury Avenue
- the steps and footpath joining the above with Chippendale Close
- Miss Kissick's Glade - the seated area in Tunbury Bottom.

The Friday Task Force has commenced work on the plateaux. East, Central and North have all had their peripheral paths mowed, with ash saplings on Central from last year and this, being chipped for pathing topping.

Unfortunately, both chipper outings have resulted in punctures being sustained, and needing emergency recovery work.

To prevent this from happening again, we are going to get the tyres filled with a special rubberised foam, which will make them permanently puncture-proof.

The next few weeks should enable us to also open up the West and North East plateaux. This will mean that these plateaux will be accessible to the public for the very first time. Watch this space!

Cllr Springate added that there has been a lot of preparation by the group for the Friday task day and should be commended. He also remarked the areas they have been working on are full of regenerated Ash trees with no evidence of the die-back disease.

9. **Highways and Byways.**

9.1 Bollards

- Members agreed that additional bollards on both sides are required at the village end of Boxley Road, Walderslade to prevent further parking along the verge and dropped kerb. The cost of these bollards will come from the street maintenance budget and the office will determine how many will be required. **Action office.**
- Members **agreed** that before considering bollards at Boxley Road/Travertine Road that it would do a letter drop to the dwelling responsible to explain the dangers of parking on this spot. If the problem persists then it should be brought back to a future meeting. **Action office.**

9.2 Condition of vegetation throughout the parish – Cllr Waller reminded the Assistant Clerk that the roots of trees removed by MBC on a piece of land by the Yew Tree pub were still there and should be removed. **Action Assistant Clerk.**

9.3 Integrated Transport Policy – **Noted** KCC has agreed to a representative of Parish Councils to be on the working group to produce this strategy. Cllr I Davies confirmed that at the latest KALC meeting this had been agreed.

9.4 Speed Limit Grange Lane. Members **received** a residents request to support the reduction of the speed limit along Grange Lane. It was concluded that whilst the Parish Council was sympathetic to this request it did not have the power to resolve it and needed to be taken up at a higher level. Cllr Wendy Hinder has **agreed** to take up this request as a Borough Councillor. **Action Cllr Wendy Hinder.**

9.5 Speed Limit Walderslade Woods Road – Members **noted** a request from a resident to reduce the speed limit to 40mph from the traffic lights to Roundwood Roundabout. The Clerk has requested an explanation from KCC why this stretch of the road has not been reduced in line with the stretch from Bridgewood Manor Roundabout to the traffic lights. Once this has been received the committee will be more informed to make a decision. **Action Clerk.**

9.6 A 20mph Speed Limit from Yew Tree Pub to the Scouts Activity Centre along Grange Lane. Members queried why this request was placed on the agenda? They raised concerns that it could not be enforced as it was difficult to travel any faster along this road. **Action Clerk.**

10. **Policy and procedures review.**

Annual Competency Review – Members **received** and **agreed** the clerk's comments with small amendment. **Action office.**

11. **Maidstone Play Area Strategy Consultation Results**

Members **received** the Clerk's report with two sections requiring answers from the committee.

- The first was a reference to play areas in Walderslade, MBC confirmed that there is a play area 'Timber Tops'. Members would like it acknowledged that this is not in Walderslade but in Lordswood. The nearest play area to this falls within Tonbridge and Malling at Tunbury Wood and is in fact more than 12 mins walk due to the topography of the land. Therefore there aren't any play areas in Walderslade within the Maidstone boundary.
- The second, being lack of play areas in Boxley and Sandling – A suggestion from MBC was whether the Church would consider using some of its land to incorporate a play area? The Council has it on good authority from the Parochial Church that there is no land available at St Mary's and All Saints Church to develop a play area, equally there are little or no footpaths through the village.
- There is no land available at Sandling. However the walk to Cobtree Manor Park is via the A229 Chatham Road, which takes at least 20 minutes.

Members also requested that part of the section 106 funding from the Maidstone Studios development should be earmarked to maintain a play area in Grove Green.

12. **Matters for information.**

Noted The order to change the yellow lines and restrictions at Cuckoo Woods Avenue has been advertised.

13. **Next Meeting.**

Members agreed to change the next full environment meeting from 11 August to 18 August 2014 at Beechen Hall commencing at 7.30 p.m.

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

None submitted.

Meeting closed at 9.20 pm.

Item 6.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 July 2014 commencing at 7.30 p.m.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder and Mr G Smith together with the Clerk

1. Apologies and non-attendance.

Cllr Vic Davies (holiday).

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 20 May 2014.

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

4. Matters Arising.

Minute 2653/5.2 Income/Expenditure Report code 47. An inputting error early in 2013 meant that the old precept (2012/13) was not changed to reflect the 2013/14 precept. **Noted.**

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

5. Financial report.

5.1 Reconciliation of bank accounts report for 7 July 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 7 July 2014 **received** and **agreed**. Clerk asked to investigate code 132 as there appears to be an overspend. **Action: Clerk.**

5.3 Investment Bonds. The Clerk's informed members that the Santander Bond was now set-up. A payment of £125,000 to Lloyds Bank had been actioned that morning with 2 bonds being set up. This reduced the exposure at the Cooperative Bank to under £20,000. **Noted** and **received**.

5.4 Exporting of SCRIBE reports into excel review due July 2014. The Clerk's report that the work on two documents was undertaken by the office with the Chairman undertaking the report submitted to members at item 5.2. Whilst the export of the documents into excel was time consuming it meant that the reports could be included in the agenda and so displayed on the website. **Noted** and **received**.

5.5 Parish Councillor Audit 29 May 2014. The Chairman's report was **noted** and **received**. A revised Parish Council Audit checklist would be drawn up. **Action: Clerk.**

6. Policy and procedures reviews.

6.1 Audit Control: Governance Statement was **received** and **agreed**.

6.2 Risk Assessment: Internet Access by members of the Public, using the Parish Councils computers Risk Assessment was, with some minor amendments suggested by Cllr Dengate, **received** and **agreed**. A biennial review was **agreed**.

6.3 Internet Access by members of the Public, using the Parish Councils computers Policy was, with advice contributed by Cllr Dengate, **received** and **agreed**. A housekeeping review was **agreed**.

6.4 BPC Policy for staff and councillors. Acceptable use of computer facilities, email and the internet **received** and **agreed**. A biennial review was **agreed**. Staff and councillors will be issued a copy of the policy. **Action: office.**

6.5 Bullying and Harassment Policy **received** and **agreed**. A biennial review was **agreed**. Staff and councillors will be issued a copy of the policy. **Action: office.**

6.6 Risk Assessment was, with an inclusion of a reference to low light conditions on site visits, **received** and **agreed**. An annual review was **confirmed** as being operated.

Clerk was asked to investigate with Cllr Dengate the issue of future password security.

6.7 Complaints form. The complaint's form was **agreed** with an amendment. All future complaints will go to a newly created chairman e-mail address with an automatic copy to the Clerk. The complaint form to be placed on the website with a facility to complete it on line. **Action: office.**

6.8 Annual competency review/statement. **Received and noted.**

7. **Personnel Matters**

TOIL and leave report **received.**

8 **Training Needs Review.**

Cllr Hinchliffe had expressed interest in training and would be contacting the office. Cllr Smith asked if the parish council could source some computer training and it was suggested that other councillors may also be interested. **Action: office.**

9 **Grant Requests.**

None received.

10 **Matters for Information.**

None.

11 **Date of Next Meeting.**

Tuesday 9 September 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 20.53 pm.

Item 6.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 August 2014 at 7.34pm.

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mr B Hinder, Mr G Smith, Mr P Sullivan, together with the Clerk.

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

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Hinder and Sullivan.

2. **Apologies and absence.**

Cllr Dengate (holiday).

3. **Minutes of Previous Meeting 10 June, 2014.**

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

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

4. **Matters Arising From Previous Minutes**

4.1 Minute 2660/4.1. War Memorial Old Middle Drum. After discussion and notification that the church did not have a use for the old and damaged drum it was **agreed**, proposed by Cllr Ivor Davies and seconded by Cllr Brooks that the local resident who had requested it for his garden would be allowed to take it. **Action: office.**

4.2 Minute 2660/4.2. MBC Play Area Strategy. **Noted** the draft strategy is currently being formed and the matter will be discussed at the October meeting. **Action: Cllrs Vic Davies and Sullivan. Agenda item.**

5. **Dove Hill Allotments**

5.1 **Received** and **noted** the update from Cllr Bob Hinder.

5.2 Access road to the allotment site. **Noted** the Clerk was seeking clarification from the developer and KCCH&T as to who was to sign the agreement. **Action: Clerk.**

- 5.3 Additional grass cutting at Allotments. **Ratified** the Assistant Clerk's decision after consulting with the Chair and Vice Chair out of meeting to award the additional grass cutting to KCC Landscape Services at a cost of £200.00 for the year.
- 5.4 Official Opening Sunday 24th August. Members **noted** the update and discussion took place on vehicle parking and organising the day. The Chairman asked that all members arrive early to help with the organisation. A further update will be supplied once the Assistant Clerk returns from leave. **Action: Office and Cllrs.**

6 **Boxley Village Green and South Wall**

The Clerk's report was **received** and **noted**. The Clerk was asked to obtain information and to brief members after the site visit from English Heritage. **Action: Clerk.**

7 **Matters for Information**

None submitted.

8. **Assistant Clerk's Report**

8.1 **Received** and **noted** hire fees for June/July with a comparison for the same period in the previous year.

8.2 **Received** and **noted** the briefing on marketing. Cllr Smith suggested that consideration be given to placing a substantial noticeboard on Walderslade Woods Road as this would be free advertising for the hall., It was **agreed** that examples and costs will be submitted to the next meeting. **Action: Office.**

Regular hirers. It was **agreed** that subject to discussion with the Chairman and Clerk the Assistant Clerk could encourage new regular clubs or support existing hirers who are trying to expand or attract new members by granting them 'free' hours. A limit of £40 per regular hirer was set.

8.3 **Received** Income and Expenditure.

8.4 **Received** Bank Reconciliation. Cllr Ivor Davies asked for changes to the report and asked that the information given be properly linked to an actual statement. **Action: Clerk.**

9. **Beechen Hall Extension**

Noted the report on the meeting with Faithdean. Members were notified that Faithdean were visiting the hall with a sub-contractor and would then submit the options report. Clerk to update members via e-mail on the results of the second visit. **Action: Clerk.**

10. **Policies and Procedures**

10.1 Annual Look at the Hall. Members **noted** and with a few amendments **agreed** the future project list.

Replacement windows- to be annually reviewed and included in the budget when considering Beechen Hall extension. 2014 still fit for purpose.
Replacement front doors- to be annually reviewed and included in the budget when considering Beechen Hall extension.
Beechen Hall extension. Currently under review.
Replacement lighting in car park (installed 96 or 97?) <i>This was reviewed in 2013 after cutting back trees in the car park and these are now deemed sufficient.</i>
Replacement floor in ladies and disabled toilets - review annually. As original flooring consider 15/16? Or complete refurbishment of toilets. If planned investigate tap sensors to stop water wastage?
Grey Water System. Only if investment in a system was deemed cost effective.
Replacement kitchen- to be annually reviewed and included in the budget when needed. Fairly good condition at present probably need it 2019/20?
Replacement tables and chairs. To be replaced as and when required (ad hoc). Tables and chairs purchased in 1994. Oct 2011 with three tables being replaced 2010 - 2012. New

Chairs should be considered when looking at extending storage space possibly 15/16 budget

Cllr Ivor Davies asked whether Short Mat Bowls could be approached to stain their shed green. The outlook from the hall, through the fire doors was currently not pleasant. Members **agreed** that if necessary the Estates Committee would cover the cost of the stain. **Action: Office.**

10.2 Annual Competency Review. Members **received** and took on board the comments in the report. Cllr Ivor Davies asked whether it was possible for members to be notified when the draft minutes were placed on the website, **agreed**. The parish office to remind members via e-mail of any action they had volunteered to take.

10.3 Housekeeping risk assessments. **Noted** three 'housekeeping' reviews have been completed with documents being updated or refreshed where necessary on: Beechen Hall Clerk's delegated powers; Burial Ground Regulations; and Risk Assessment for Fire, Drink and Public licence.

10.4 Risk Assessment Dove Hill Allotments. **Received** and **agreed**. A sign stating *Tenants only* was requested for the metal gate. Discussion took place on the emptying of the troughs so that there was minimal stranding water on the site over the winter. It was agreed to deal with this when the water was turned off over the winter. **Action: Allotment Working Group.**

11. Vacant position for Relief Caretaker

Members **received** an update on the advertising. It was **agreed** that applicants will be invited to an interview in early September. Panel members, subject to their availability to be the Chairman, Cllr Ivor Davies and Cllr Hinder. **Action: Office, Cllrs Vic Davies, Ivor Davies and Hinder.**

12. Matters for Decision

12.1 Height Barrier at Beechen Hall. The chairman and Cllr Sullivan offered to look at raising the hinges, by inserting washers, to compensate for the drop on the bar but this would require equipment to be hired in. It was **agreed** that they would liaise with the office.

Action: Cllrs Vic Davies, Sullivan and the office.

12.2 Personal Licence cover for Beechen Hall. Members **agreed** that the Clerk should investigate whether the hall now actually needed a Personal Licence Holder for the sale of alcohol. **Action: Clerk.**

Cllr Smith raised the issue of cracks and possible loose bricks in the listed wall adjacent to the War Memorial. Members were informed that the wall and cracks were being monitored but work was not planned until the roots of the demolished Yew Tree had contracted. The Clerk regularly visited the site to check for any developing safety issues but the wall condition had not changed.

13. Date of Next Meeting.

Tuesday 14 October, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 8.53 pm

Item 6.4 Minutes of the Environment Committee on Monday 18 August 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

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

6. Apologies and absences

Cllr Hinchliffe (family commitment), Cllr Hollands (family commitment) and Cllr Spain (holiday).

7. **Declaration of Interests, dispensations, predetermination or Lobbying**

Cllr Dengate declared that he was predeterminded on item 11 Proposed development at Gibraltar Farm.

Cllr Wendy Hinder declared that she was predeterminded on 14/500290 Maidstone Studios.

All councillors declared that they had been lobbied on MA/14/0387 Highmill and 14/501511 Street Farm.

8. **Minutes of the Meetings of 14 July 2014**

The minutes were **agreed** and **signed** as a correct record. **Noted** that a copy had not been circulated with the agenda and it was **agreed** members, some of whom had read the minutes on the website, would be supplied with a copy. **Action office.**

9. **Matters Arising From Minutes**

4.1 Minute 2663/10.5 Westfield Sole Road additional signage. **Noted** KCCH&T has agreed to arrange 'unsuitable for HGV' signs to be placed at the ends of the road. The office to ask for a date for their erection. **Action office.**

4.2 Minute 2667/9.5 Speed limit Walderslade Woods Road. **Noted** KCCH&T has been reminded that a response to why one end of the road is a 40 mph limit and the other end is not is still awaited. **Action office.**

As no member of the public was present the meeting was not adjourned.

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

5.1 MA/14/0387 Amended plans. Erection of a single storey rear extension at Highmill, Tyland Lane, Sandling. **Ratified** (abstention Cllr Dengate) the Clerk's response after consultation with committee members.

Object. Wish to see refused due to the adverse impact on the neighbours due to loss of natural light to their property. Do not wish to see reported to the Planning Committee.

5.2 14/500290/FULL. Demolition of a number of disused temporary structures associated with Maidstone Studios and erection of 77 dwellings together with access, parking, garaging, landscaping and ancillary works on land to east of Maidstone Studios at The Maidstone Studios Vinters Business Park New Cut Road Maidstone Kent. **Noted** the Clerk's response, to submit and objection due to the lack of affordable housing in the application, after consultation with committee members (two abstentions to response letter, Cllr W Hinder and Cllr Waller).

The Chairman raised concerns about the decision and informed members of feedback from the community and information on other issues. After lengthy discussion covering: publicity of planning decisions; affordable housing needs; reference to standing orders and procedures Cllr Springate proposed seconded by Cllr Bob Hinder that **having considered feedback from the residents and Borough Councillor that the original response be withdrawn.** The proposal was **agreed**, 4 votes for, 2 abstentions (Cllrs Davies and Waller) and no vote (Chairman) due to predetermination.

Cllr Bob Hinder proposed that

Do not wish to object but the parish council has the following concerns:

- *Potential safety issues in the 'public squares' because of conflict between pedestrian, private and commercial vehicles using the same space.*
- *Problems with access for emergency services being impeded by the amount of traffic on show nights using a single entrance.*
- *Can the schools take additional children?*
- *Adverse impact on the local highway infrastructure.*

If the planning officer is minded to agree then the parish council would like to see included in the permission:

- *A condition to remove the Permitted Development Rights to stop any changes at Maidstone Studios without full planning permission. The location of the residential properties immediately adjacent to Maidstone Studios means that any permitted change that might involve additional traffic or machinery could introduce air and noise pollution with an unacceptable impact on the residents.*
- *A light controlled crossing at New Cut Road to allow safe access to local facilities.*
- *A contribution to play provision or maintenance of existing areas at Grove Green.*

Agreed with 2 abstentions (Cllrs Davies and Waller) and no vote (Chairman) due to predetermination.

The Clerk was asked to notify the planning officer and other councillors of the change in decision. **Action Clerk.**

5.3 14/500353/PNJCLA Flood risk assessment. Prior Notification to Nature Reserve, Change of use from offices (Class B1a) to residential use (Class C3) to five residential apartments at The Pump House Forstal Road Aylesford. **Ratified** the Clerk's response after consultation with committee members, *Noted the parish council defers to the views of the Environment Agency.*

5.4 14/500355/FULL/JAMO. Front extension to garage under part flat and part pitched tiled roof at 73 Lombardy Drive Maidstone. *Do Not Wish to Object.*

5.5 14/500386/FULL/KEHO. Replacement single storey side extension to provide enlarged kitchen/dining area at Harbourland House, Boxley Road, Boxley. *Do Not Wish to Object.*

5.6 14/500485/FULL. Occupational managers dwelling with accommodation on two floors at The Nursery, Dunn Street.

Objection on the grounds that this is development in the AONB and the businesses operated at the site do not require the 24 hour presence of a manager.

The chalet development is a small part of this site and the football pitches are now, it is understood, let to the adjacent stables for the grazing of horses. The adjacent stables have on-site 24 hour management and so there is adequate security and provision for the collection of the horses. There are no physical stables at The Nursery.

If the planning officer is minded to permit development then a condition is requested that this unit cannot be used as a holiday chalet or a private dwelling and occupation is directly linked to the business on site. This condition is requested to stop residential development in the countryside by stealth.

The application to be reported to the planning committee.

The Clerk was asked to investigate any other local issues and to include information in the response.

5.7 14/500694/FULL/KAAL. Installation of Click & Collect locker facility located within the store car park and associated works at Tesco Stores Ltd Minor Centre Grovewood Drive North Weaving. *Do Not Wish to Object.*

5.8 14/500695/ADV/KAAL. Advert consent for non-illuminated signage to proposed Click and Collect facility and directional signage within store car park at Tesco Stores Ltd Minor Centre Grovewood Drive North Weaving. *Do Not Wish to Object.*

5.9 14/500734/FULL. Erection of single storey rear extension to replace existing conservatory at 6 The Covert, Walderslade. *Do Not Wish to Object.*

5.10 14/500773/FULL. Erection of single storey rear extension at 12 Wents Wood Weaving. **Ratified** the Clerk's response after consultation with committee members *Do not wish to object.*

5.11 14/501194/FULL. Erection of outbuilding in rear garden at 2 The Maltings, Weaving. *Do Not Wish to Object.*

- 5.12 14/501195/FULL. Erection of single storey garage at 28 Larchwood Close, Walderslade.
Do Not Wish to Object.
- 5.13 14/501240/FULL. Demolition of existing garages to allow for erection of detached dwelling and associated works at Land Adjacent 1 Bakery Cottages Chatham Road, Sandling.
Do Not Wish to Object. Members' noted that the road servicing the properties was maintained by tenants and hoped that the developer will arrange to repair any damage caused by the building work.
A copy of the Boxley Traffic Management Advice to be supplied to the developer. **Action office.**
- 5.14 14/501387/FULL. Garage conversion at 33 Blacksmith Drive, Grove Green.
Do Not Wish to Object.
- 14/501511/FULL/RITI. Conversion of redundant farm building to dwelling at Street Farm, The Street Boxley.
Objection. There is still unresolved enforcement on the original development at the site. It is understood that the conditions relating to materials were not met resulting in unapproved and incompatible materials being used. This application seeks to mirror the wrong materials used on the other buildings which will result in a development that is out of keeping with the character of the area and also the original agricultural buildings.

The proposed increased height and the infilling of the gaps between the roofs does not retain the perspective and compromises the character of the site and agricultural buildings which is within the AONB.
The application to be reported to the planning committee.
- 14/501683/FULL. Single storey rear extension at 13 Granary Close Weaving.
Do Not Wish to Object.
- 14/501814/TPO/LOWE. Hornbeams x 2 (*Carpinus betulus*) To reduce canopies of trees back to previous reduction points, as agreed in July 2006 ref: TA/0080/06 and in September 2009 ref: TA/0118/09. Ash Tree (*Faxinus excelsior*) To reduce canopy of the tree back to previous reduction points, as agreed in September 2009 ref: TA/0118/09 at 3 Round Wood Close Walderslade. **Ratified** the Clerk's response after consultation with committee members *Do not wish to object defer to the views of the Landscape Officer.*
- 14/501604 – Renewal of planning permission MA/11/0322 erection of storage building with offices, parking and access at Newnham Court Farm, Bearsted Road. Members reviewed the previous response and agreed it would be reiterated.
Do not wish to object but dispute the applicant's claim in the Design & Access Statement that 'the Sittingbourne Road park-and-ride is within a short (5 minute) walk from the site'. The present facility is considerably further and to safely access the park-and-ride requires a convoluted route as there are no pedestrian crossing facilities on the busy M20 access road. Therefore the Council challenges the assertion that 'the proposal will not result in any increase in traffic movements to or from the site'. Furthermore, the park-and-ride is provided to reduce traffic movements in the Town Centre by encouraging commuters to use public transport, not for the benefit of employees working locally.
- 14/502251/TPO. Application for consent to cut back branches of various trees overhanging The Street, Boxley at Land adjacent The Street, Boxley.
Supported but defer to the views of the Landscape Officer.

13/1480 An outline application for the demolition of existing industrial units and the construction of 9 no. new houses with garaging. Landscaping is reserved for future consideration. Tyland Corner, Tyland Lane, Sandling. *Do not wish to object.*

11. Planning Decisions, Appeals and Appeals Decisions

None received.

12. Neighbourhood Development Plans

Noted a report on the response is being submitted to the September Parish Council meeting.

13. Volunteer Groups

The Walderslade Woods Group Chairman's report August 2014 was **received**. Cllr Bob Hinder asked a question about the marking of the path edges with branches which Cllr Springate answered. The idea of the installation of a dew pond was welcomed.

The Friends of Boxley Warren Chairman's report was **received**. The installation of two new ponds was welcomed.

14. Highways and Byways

9.1 Part-night street lighting and vehicle break. The resident's concerns about the increased crime caused by the part-night lighting was **noted**. It was **agreed** to write to County Councillor Paul Carter about the issue and asking whether KCC was monitoring any impact and whether it would consider reviewing the policy if there was a rise in crime. **Action: Clerk.**

9.2 Bollards. Members **received** the details on the cost of installing the bollards at the site. Cllr Dengate notified members that residents along Gleamingwood Drive were now parking behind the bollards that had been installed there. It was proposed from the chair that £800 of the street maintenance budget be allocated to pay for the installation of 16 bollards on Boxley Road verges at its (village end) junction with Beechen Bank Road. **Agreed (Cllr Springate abstaining). Action: Office.**

9.3 Speed limit Grange Line. The Clerk's reminder that the issue was raised by a resident at the July Parish Council meeting and deferred onto the Environment Committee meeting was **noted. Agreed no further action.**

15. Policy and procedures review

None scheduled for this meeting.

16. Proposed development at Gibraltar Farm

Cllr Dengate briefed members on: the creation of an action group and a Facebook page; a leaflet delivery being undertaken by the action group and that the planning application as expected to be lodged with Medway Council very soon. **Agreed** the parish council would link its Facebook page to the action group's Facebook page and that it would respond to the planning application.

17. Matters for information

12.1 Medway Council Local Plan Consultation. **Noted** that the Clerk was monitoring the progress and would report back to the committee any issues that might affect the parish.

12.2 MBC consultation on provision of taxi ranks in the town centre. **Received.**

18. Next Meeting

Next full environment meeting 8 September 2014 at Beechen Hall commencing at 7.30 p.m.

19. Enforcement and Section 106 updates from MBC

None received

Meeting closed at 9.51 pm.

Item 7.1. Payments made out of meeting 08.07.14 – 26.08.14

PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
177	Salaries	22/07/2014	Coop General Account	BACS 22/7/PC01	Staff Salary	Mrs P Bowdery	Z	2,076.08	0.00	2,076.08
178	Publicity	22/07/2014	Coop General Account	BACS 22/7/PC01	Publicity	Mrs P Bowdery	Z	20.00	0.00	20.00
179	Salaries	22/07/2014	Coop General Account	BACS 22/7/PC03	Staff Salary	Mrs A Candy	Z	499.20	0.00	499.20
180	Travel-staff	22/07/2014	Coop General Account	BACS 22/7/PC03	Mileage	Mrs A Candy	Z	17.55	0.00	17.55
181	General Maintenance	22/07/2014	Coop General Account	BACS 22/7/PC05	Litter Picking	MS D Davies	Z	25.88	0.00	25.88
182	Chairman's allowance personal	22/07/2014	Coop General Account	BACS 22/7/PC06	Chairman Allowance PAYE	Mr I Davies	Z	40.00	0.00	40.00
183	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
184	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
185	Salaries	22/07/2014	Coop General Account	BACS 22/7/PC02	Staff Salary	Mrs M Fooks	Z	697.40	0.00	697.40
186	Wages	22/07/2014	Coop General Account	BACS 22/7/PC02	Wages	Mrs M Fooks	Z	464.93	0.00	464.93
187	Consumables	22/07/2014	Coop General Account	BACS 22/7/PC02	Consumables	Mrs M Fooks	X	14.48	2.00	16.48
188	Hall maintenance	22/07/2014	Coop General Account	BACS 22/7/PC02	Hall Maintenance	Mrs M Fooks	S	33.32	6.66	39.98
189	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26

190	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
191	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
192	Publicity	22/07/2014	Coop General Account	BACS 22/7/PC04	Publicity	Mrs L Lake	Z	40.00	0.00	40.00
193	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
194	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
195	Wages	22/07/2014	Coop General Account	BACS 22/7/BH01	Wages	Mrs M Smith	Z	486.05	0.00	486.05
196	Publicity	22/07/2014	Coop General Account	BACS 22/7/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
197	General Maintenance	22/07/2014	Coop General Account	BACS 22/7/BH01	Litter Picking	Mrs M Smith	Z	62.22	0.00	62.22
198	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
199	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 22/7/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.46	0.00	38.46
200	PAYE	22/07/2014	Coop General Account	BACS 22/7/BH04	Holiday pay	Mr A Fletcher	Z	204.39	0.00	204.39
201	Wages	22/07/2014	Coop General Account	BACS 22/7/BH05	Wages	Mr B Douglas	Z	419.70	0.00	419.70
202	PAYE	22/07/2014	Coop General Account	BACS 577PW00105655	PAYE	HMRC	Z	1,135.23	0.00	1,135.23
203	Chairman's allowance personal	22/07/2014	Coop General Account	BACS 577PW00105655	Chairmans PAYE	HMRC	Z	10.00	0.00	10.00
204	Councillors allowance/PAYE	22/07/2014	Coop General Account	BACS 577PW00105655	Councillor Allowances PAYE	HMRC	Z	66.40	0.00	66.40
205	PAYE	22/07/2014	Coop General Account	BACS 577PW00105655	PAYE	HMRC	Z	210.53	0.00	210.53
206	Publicity	22/07/2014	Coop	BACS96891	Publicity	Mail Publications	Z	577.94	0.00	577.94

			General Account			Limited				
207	Consumables	22/07/2014	Coop General Account	BACS 22/7/210124	Consumables	Kent County Council	S	33.15	6.63	39.78
208	Administration	22/07/2014	Coop General Account	BACS 22/7/210124	Administration	Kent County Council	X	51.79	10.35	62.14
209	Photocopier	22/07/2014	Coop General Account	BACS 22/7/210124	Photocopier	Kent County Council	S	232.33	46.47	278.80
210	Administration	22/07/2014	Coop General Account	BACS 22/7/03616	Security	Mrs P Bowdery	S	75.00	15.00	90.00
211	Publicity	22/07/2014	Coop General Account	3dd6	Publicity	Mail Publications Limited	X	435.18	54.95	490.13
212	Contingency fund	23/07/2014	Coop General Account	Bacs BPC Allot.	Bellmouth Construction Sum & fees	Kent County Council	Z	1,500.00	0.00	1,500.00
213	Coop general account	15/07/2014	Coop General Account	Lloyds Bond	CHAPS payment	Cooperative Bank	Z	25.00	0.00	25.00
214	Administration	08/07/2014	Coop General Account	3dd 7	Telephone Bill	British Telecommunications Plc	S	66.62	13.32	79.94
215	Administration	08/07/2014	HSBC Beechen Hall	CRI/07509412/08000599	Bank Charge	HSBC	Z	4.00	0.00	4.00
216	Hire fee - casual	08/07/2014	HSBC Beechen Hall	060002	Unpaid Cheque	Johnson	Z	107.25	0.00	107.25
217	Hall external decoration	28/07/2014	Coop General Account	BACS 29/7/14	External Decoration	Chris Smy/CDS Property Maintenance	Z	200.00	0.00	200.00
218	Barclays Bank	29/07/2014	Barclays Bank	100001	Transfer of Funds	Boxley Parish Council	Z	0.00	0.00	0.00
219	Boxley Warren	29/07/2014	Coop General Account	Bacs 29/7/14 emailed	Pond Lining	Butyl Products Ltd	S	892.50	178.50	1,071.00
220	Contingency fund	30/07/2014	Coop General Account	BACS 30/7/14/Sign Maker	Commemorative Plaque	Mrs P Bowdery	X	175.62	35.13	210.75
221	Publicity	01/08/2014	Coop General Account	3DD7	Publicity	Mail Publications Limited	X	435.19	54.95	490.14
222	Gas bill	04/08/2014	Coop General Account	2DD12	Gas	British Gas	X	260.50	13.03	273.53

223	Gas maintenance	12/08/2014	Coop General Account	BACS Cube6435	Gas Safety Check	Cube Plumbing & Heating	S	80.00	16.00	96.00
224	Consumables	12/08/2014	Coop General Account	BACS I1977181	Consumables	Kent County Council	S	71.09	14.22	85.31
225	Grounds maintenance contract	18/08/2014	Coop General Account	BACS LS166945	Grounds Maintenance	Commercial Services Trading Ltd	S	3,381.93	676.39	4,058.32
226	General Maintenance	12/08/2014	Coop General Account	BACS CDS PM	Noticeboard WWG	Chris Smy/CDS Property Maintenance	X	270.00	0.00	270.00
227	Walderslade Woods Group	12/08/2014	Coop General Account	BACS 1216	Training	ME Training Services	X	290.00	0.00	290.00
228	Administration	12/08/2014	Coop General Account	BACS Imprest 48	Postage	Mrs P Bowdery	X	21.30	0.00	21.30
229	Chairman's allowance Civic	12/08/2014	Coop General Account	BACS Imprest 48	Work Experience Gift	Mrs P Bowdery	X	12.36	0.00	12.36
230	Administration	12/08/2014	Coop General Account	BACS Imprest 48	Postage	Mrs P Bowdery	X	6.36	0.00	6.36
231	Maintenance	12/08/2014	Coop General Account	BACS Imprest 48	Miscellaneous	Mrs P Bowdery	X	2.98	0.00	2.98
232	Hall maintenance	12/08/2014	Coop General Account	BACS Imprest 48	Miscellaneous	Mrs P Bowdery	X	30.14	0.00	30.14
233	Administration	12/08/2014	Coop General Account	BACS Imprest 48	Advertisement/Publicity	Mrs P Bowdery	X	3.00	0.00	3.00
234	Hall maintenance	12/08/2014	Coop General Account	BACS Imprest 48	Screwdrivers	Mrs P Bowdery	X	29.15	5.82	34.97
235	Administration	12/08/2014	Coop General Account	BACS inv5760	Sign	Signs & imaging	S	35.00	7.00	42.00
236	Boxley Warren	12/08/2014	Coop General Account	SWS12.08.14	Boxley Warren Improvements	S W Services	X	1,265.82	3.17	1,268.99
237	Boxley Warren	12/08/2014	Coop General Account	BACS204654	FoBW Equipment	George Carr & Sons (Saws) Ltd	X	331.93	66.38	398.31
238	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Imprest Account	Mr R Burrows	Z	162.57	0.00	162.57
239	Walderslade Woods	12/08/2014	Coop	BACSWWGIMPREST60	Petrol	Mr R Burrows	X	43.97	8.80	52.77

	Group		General Account							
240	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Chipper repair	Mr R Burrows	S	12.50	2.50	15.00
241	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Materials Homebase	Mr R Burrows	S	24.77	4.95	29.72
242	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Refreshments Booker	Mr R Burrows	X	30.74	2.90	33.64
243	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Chainsaw clips	Mr R Burrows	X	2.10	0.40	2.50
244	Walderslade Woods Group	12/08/2014	Coop General Account	BACSWWGIMPREST60	Southern Tres	Mr R Burrows	S	68.00	13.60	81.60
245	Rates	01/08/2014	HSBC Beechen Hall	2dd12	Rates	Maidstone Borough Council	Z	371.70	0.00	371.70
246	Office rates	01/08/2014	HSBC Beechen Hall	2dd12	Office Rates	Maidstone Borough Council	Z	159.30	0.00	159.30
247	Wages	12/08/2014	HSBC Beechen Hall	102658	Bacs payments made from Coop account	Beechen Hall	Z	0.00	0.00	0.00
248	Barclays Bank	12/08/2014	Barclays Bank	100002	Transfer of Funds	Barclay Bank	Z	0.00	0.00	0.00
249	Refuse collections	19/08/2014	HSBC Beechen Hall	2dd13	Refuse Collection	SITA UK Ltd	S	106.24	21.25	127.49
250	Salaries	22/08/2014	Coop General Account	Bacs 22/8/PC01	Salary	Mrs P Bowdery	Z	2,045.45	0.00	2,045.45
251	Hall marketing	22/08/2014	Coop General Account	Bacs 22/8/PC01	Hall Marketing	Mrs P Bowdery	Z	10.00	0.00	10.00
252	Publicity	22/08/2014	Coop General Account	Bacs 22/8/PC01	Downs Mail	Mrs P Bowdery	Z	20.00	0.00	20.00
253	Salaries	22/08/2014	Coop General Account	Bacs 22/8/PC03	Salary	Mrs A Candy	Z	494.16	0.00	494.16
254	Travel-staff	22/08/2014	Coop General Account	Bacs 22/8/PC03	Mileage	Mrs A Candy	Z	14.30	0.00	14.30
255	General Maintenance	22/08/2014	Coop General Account	Bacs 22/8/PC05	Litter Picking	MS D Davies	Z	32.35	0.00	32.35

256	Chairman's allowance personal	22/08/2014	Coop General Account	Bacs 22/8/PC06	Chairman Allowance PAYE	Mr I Davies	Z	40.00	0.00	40.00
257	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
258	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
259	Salaries	22/08/2014	Coop General Account	Bacs 22/8/PC02	Salary	Mrs M Fooks	Z	689.00	0.00	689.00
260	Wages	22/08/2014	Coop General Account	Bacs 22/8/PC02	Salary	Mrs M Fooks	Z	459.33	0.00	459.33
261	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26
262	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
263	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
264	Publicity	22/08/2014	Coop General Account	Bacs 22/8/PC04	Downs Mail delivery	Mrs L Lake	Z	40.00	0.00	40.00
265	Hall marketing	22/08/2014	Coop General Account	Bacs 22/8/PC04	Hall Marketing	Mrs L Lake	Z	10.00	0.00	10.00
266	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
267	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
268	Wages	22/08/2014	Coop General Account	Bacs 22/8/BH01	Wages	Mrs M Smith	Z	480.39	0.00	480.39
269	Publicity	22/08/2014	Coop General Account	Bacs 22/8/BH01	Publicity	Mrs M Smith	Z	60.00	0.00	60.00
270	Hall marketing	22/08/2014	Coop General Account	Bacs 22/8/BH01	Hall Marketing	Mrs M Smith	Z	20.00	0.00	20.00
271	Councillors allowance/PAYE	22/08/2014	Coop General Account	Bacs 22/8/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
272	Councillors	22/08/2014	Coop	Bacs 22/8/PC17	Councillor Allowances	Mrs M Waller	Z	38.26	0.00	38.26

	allowance/PAYE		General Account		PAYE					
273	Wages	22/08/2014	Coop General Account	Bacs 22/8/BH05	Wages	Mr B Douglas	Z	278.12	0.00	278.12
274	PAYE	22/08/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,139.73	0.00	1,139.73
275	PAYE	22/08/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	196.21	0.00	196.21
276	Councillors allowance/PAYE	22/08/2014	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	66.60	0.00	66.60
277	Chairman's allowance personal	22/08/2014	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	10.00	0.00	10.00
278	Gratuity/pension	22/08/2014	Coop General Account	Bacs 22/8	Pension Contributions	EFT Receipts Ac	Z	81.80	0.00	81.80
279	Pension	22/08/2014	Coop General Account	Bacs 22/8	Pension Contributions	EFT Receipts Ac	Z	22.36	0.00	22.36
280	Walderslade Woods Group	22/08/2014	Coop General Account	BacsImp64	WWG Imprest Account	Mr R Burrows	X	78.21	11.47	89.68
281	Boxley Warren	22/08/2014	Coop General Account	Bacs BPC/978	Lectern Sign	Furniture Art	Z	500.00	0.00	500.00
282	WDJ Orchard	22/08/2014	Coop General Account	Bacs 013174	Playground Inspection	Playsafety Limited	S	65.00	13.00	78.00
Total								25,896.61	1,304.84	27,201.45

Item 7 .2. Receipts for the period 31.06 – 26.08.14

RECEIPTS LIST

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
130	Hire fee - casual	30/06/2014	HSBC Beechen Hall	147	Casual Hire Fee	Scates	Z	104.65	0.00	104.65
131	Insurance	30/06/2014	HSBC Beechen Hall	147	Insurance	Scates	Z	1.50	0.00	1.50
132	Hire fee regular	01/07/2014	HSBC Beechen	BP032	Regular Hire Fee	Yoga	Z	178.45	0.00	178.45

			Hall							
133	Allotment income	03/07/2014	Coop General Account	19	Rent	S Greenfield	Z	3.55	0.00	3.55
134	Earmarked Reserves	03/07/2014	Coop General Account	19	Key deposit	S Greenfield	Z	15.00	0.00	15.00
135	Hire fee regular	01/07/2014	HSBC Beechen Hall	148	Regular Hire Fee	Tumble Tots	Z	161.70	0.00	161.70
136	Hire fee regular	02/07/2014	HSBC Beechen Hall	149	Regular Hire Fee	Age Concern Malling	Z	653.63	0.00	653.63
137	Hire fee - casual	03/07/2014	HSBC Beechen Hall	150	Casual Hire Fee	Johnson	Z	105.75	0.00	105.75
138	Insurance	03/07/2014	HSBC Beechen Hall	150	Insurance	Johnson	Z	1.50	0.00	1.50
139	Hire fee regular	03/07/2014	HSBC Beechen Hall	151	Regular Hire Fee	Balfour SMBC	Z	266.25	0.00	266.25
140	Coop general account	04/07/2014	Coop General Account	20	Compensation	Santander	Z	45.00	0.00	45.00
141	Allotment income	04/07/2014	Coop General Account	21	Rent	Rebecca Crosbie	Z	3.63	0.00	3.63
142	Earmarked Reserves	04/07/2014	Coop General Account	21	Key deposit	Rebecca Crosbie	Z	15.00	0.00	15.00
143	Hire fee regular	02/07/2014	HSBC Beechen Hall	BP033	Regular Hire Fee	AACTS	Z	1,096.23	0.00	1,096.23
144	Hire fee regular	02/07/2014	HSBC Beechen Hall	BP034	Regular Hire Fee	Teenie Boppers	Z	58.80	0.00	58.80
145	Hire fee regular	05/07/2014	HSBC Beechen Hall	BP035	Regular Hire Fee	Kumon	Z	235.00	0.00	235.00
146	Hire fee regular	08/07/2014	HSBC Beechen Hall	BP036	Regular Hire Fee	NCT stretch and relax	Z	73.50	0.00	73.50
147	Hire fee regular	08/07/2014	HSBC Beechen Hall	BP037	Regular Hire Fee	Baby Sensory	Z	29.40	0.00	29.40
148	Hire fee regular	03/07/2014	HSBC Beechen Hall	152	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
149	Earmarked Reserves	07/07/2014	Coop General Account	22	Key deposit	Michael Price	Z	15.00	0.00	15.00
150	Hire fee - casual	11/07/2014	HSBC Beechen Hall	154	Casual Hire Fee	Burrows	Z	142.50	0.00	142.50
151	Hire fee regular	14/07/2014	HSBC Beechen Hall	155	Regular Hire Fee	Karate	Z	280.20	0.00	280.20
152	Hire fee - casual	14/07/2014	HSBC Beechen Hall	156	Casual Hire Fee	Simpson	Z	42.65	0.00	42.65
153	Hire fee regular	10/07/2014	HSBC Beechen Hall	153	Regular Hire Fee	A Bead In Time	Z	72.00	0.00	72.00
154	Hire fee regular	14/07/2014	HSBC Beechen Hall	BP038	Regular Hire Fee	Weight Watchers	Z	118.80	0.00	118.80
156	Hire fee - casual	12/07/2014	HSBC Beechen Hall	BP039	Casual Hire Fee	Outram	Z	35.25	0.00	35.25

157	Insurance	12/07/2014	HSBC Beechen Hall	BP039	Public Liability	Outram	Z	1.50	0.00	1.50
158	Hire fee - casual	10/07/2014	HSBC Beechen Hall	BP040	Casual Hire Fee	Johnson	Z	105.75	0.00	105.75
159	Insurance	10/07/2014	HSBC Beechen Hall	BP040	Public Liability	Johnson	Z	1.50	0.00	1.50
160	Administration	10/07/2014	HSBC Beechen Hall	BP040	Bank Charge	Johnson	Z	4.00	0.00	4.00
161	Hire fee - casual	10/07/2014	HSBC Beechen Hall	BP041	Casual Hire Fee	Carpenter	Z	39.30	0.00	39.30
162	Insurance	10/07/2014	HSBC Beechen Hall	BP041	Public Liability	Carpenter	Z	1.50	0.00	1.50
163	Coop general account	04/07/2014	Coop General Account	23	Interest	Cooperative Bank	Z	12.22	0.00	12.22
164	Hire fee - casual	24/07/2014	HSBC Beechen Hall	BP042	Casual Hire Fee	Mrs A Candy	Z	35.25	0.00	35.25
165	Insurance	24/07/2014	HSBC Beechen Hall	BP042	Public Liability	Mrs A Candy	Z	1.50	0.00	1.50
166	Hire fee - casual	24/07/2014	HSBC Beechen Hall	157	Casual Hire Fee	Van Den Berg	Z	94.00	0.00	94.00
167	Insurance	24/07/2014	HSBC Beechen Hall	157	Public Liability	Van Den Berg	Z	1.50	0.00	1.50
168	Hire fee - casual	23/07/2014	HSBC Beechen Hall	BP043	Casual Hire Fee	Froud	Z	70.50	0.00	70.50
169	Hire fee - casual	28/07/2014	HSBC Beechen Hall	BP044	Casual Hire Fee	Stoneman	Z	47.00	0.00	47.00
170	Water bill	30/07/2014	HSBC Beechen Hall	BP045	Refund	Southern Water	Z	4.03	0.00	4.03
171	Hire fee - casual	29/07/2014	HSBC Beechen Hall	158	Casual Hire Fee	Van Den Berg	Z	23.50	0.00	23.50
172	Hire fee regular	30/07/2014	HSBC Beechen Hall	159	Regular Hire Fee	NGREA	Z	42.58	0.00	42.58
173	Hire fee - casual	30/07/2014	HSBC Beechen Hall	160	Casual Hire Fee	Franks	Z	35.25	0.00	35.25
174	Hire fee regular	31/07/2014	HSBC Beechen Hall	161	Regular Hire Fee	Pilates	Z	52.40	0.00	52.40
175	Allotment income	05/08/2014	Coop General Account	Inv7c	Adjustment rent	Mr P Dengate	Z	30.00	0.00	30.00
176	Allotment income	06/08/2014	Coop General Account	Inv10a	Allotment rent	Winnett	Z	15.00	0.00	15.00
177	Allotment income	07/08/2014	Coop General Account	Inv11c	Allotment rent	Mr T Reeves	Z	30.00	0.00	30.00
178	Allotment income	07/08/2014	Coop General Account	Inv4c	Adjustment rent	Mr I Davies	Z	30.00	0.00	30.00
179	Allotment income	07/08/2014	Coop General Account	Inv3a	Allotment rent	Wright	Z	60.00	0.00	60.00
180	Allotment income	07/08/2014	Coop General Account	Inv5a	Allotment rent	Mr B Allchorne	Z	30.00	0.00	30.00

181	Allotment income	08/08/2014	Coop General Account	Inv8c	Allotment rent	Steve Wright	Z	30.00	0.00	30.00
182	Allotment income	11/08/2014	Coop General Account	Inv1A	Allotment rent	Wrapson	Z	45.00	0.00	45.00
183	Allotment income	11/08/2014	Coop General Account	Inv7A	Allotment rent	Perry	Z	15.00	0.00	15.00
184	Allotment income	12/08/2014	Coop General Account	Inv7e	Allotment rent	Sullivan7e	Z	30.00	0.00	30.00
185	Allotment income	12/08/2014	Coop General Account	Inv8D	Allotment rent	Simpson	Z	30.00	0.00	30.00
186	Water bill	30/07/2014	HSBC Beechen Hall	BP045	Rates	Southern Water	Z	4.03	0.00	4.03
187	Hire fee regular	31/07/2014	HSBC Beechen Hall	BP046	Regular Hire Fee	AACTS	Z	131.61	0.00	131.61
188	Hire fee regular	01/08/2014	HSBC Beechen Hall	BP047	Regular Hire Fee	Weight Watchers	Z	118.80	0.00	118.80
189	Hire fee regular	07/08/2014	HSBC Beechen Hall	162	Regular Hire Fee	Balfour SMBC	Z	224.75	0.00	224.75
190	Allotment income	15/08/2014	Coop General Account	Inv4A	Allotment rent	Clarke	Z	30.00	0.00	30.00
191	Allotment income	15/08/2014	Coop General Account	Inv9E	Allotment rent	Peacock9e	Z	60.00	0.00	60.00
192	Allotment income	18/08/2014	Coop General Account	Inv 3E	Allotment rent	Johnson	Z	60.00	0.00	60.00
193	Allotment income	18/08/2014	Coop General Account	Inv 5c	Allotment rent	Hinder5c	Z	45.00	0.00	45.00
194	Allotment income	18/08/2014	Coop General Account	Inv 10c	Allotment rent	Giles10c	Z	30.00	0.00	30.00
195	Allotment income	18/08/2014	Coop General Account	Inv 8A	Allotment rent	Murray 8a	Z	30.00	0.00	30.00
196	Allotment income	18/08/2014	Coop General Account	Inv11E	Allotment rent	Murray 11E	Z	30.00	0.00	30.00
197	Allotment income	18/08/2014	Coop General Account	Inv 11B	Allotment rent	Crosbie 11B	Z	15.00	0.00	15.00
198	Allotment income	19/08/2014	Coop General Account	Inv 6C	Allotment rent	Beckwith	Z	30.00	0.00	30.00
199	Allotment income	19/08/2014	Coop General Account	Inv 5F	Allotment rent	Shaw	Z	60.00	0.00	60.00
200	Allotment income	20/08/2014	Coop General Account	Inv 10B	Allotment rent	Trinder 10B	Z	15.00	0.00	15.00
Total								5,609.81	0.00	5,609.81

Item 7.3 Account balances as at 26.08.14 *Purpose of item: information.*

Boxley Parish Council BANK ACCOUNTS

HSBC Beechen Hall	£11,154.03
Coop General Account	£22,252.35
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£1.76
Barclays Bank	£67,138.25
HSBC Invest Bond	£25,000.00
Lloyds 3 mth	£45,000.00
Lloyds 12 mth	£80,000.00
Total in Banks	375,586.70
Cash	150.00
GRAND TOTAL (Banks and Cash)	£375,736.70

Item 8 Policies and Procedures Review. *Purpose of item: information and decision.*

Item 8.1 Current Policy. Land and building purchase policy

The Council will consider purchasing or leasing land* or buildings** after careful consideration of the following;

Whether the use to which the land or building would be put would be primarily for the good of the parishioners. The judgment of what constitutes 'good' will be with the then Council but it is expected that the benefit to the parishioners would be recreational use, wildlife conservation or for environmental reasons either now or in the future.

The Parish Council will consider purchasing or leasing land to stop detrimental development.

Constitute good value for money in the context of the benefits (current or future), tangible and intangible that would accrue, in the first instance, to our parishioners. If the previous criterion is met, the Council will obtain a property valuation, prior to any decision

to buy or lease. It must be able to justify the cost of any purchase or lease including future maintenance, site security, etc. Any decision on the purchase or lease of land or building will take place at an open meeting after careful deliberation. The Council will endeavour to identify, in advance, a wish list for areas where Council-held land or buildings would benefit local communities and the reasons why it is considered of benefit.

*Local Government Act 1972, ss 124,126,127 (Power to acquirement by agreement, to appropriate, to dispose of...) Local Government Act 1972, ss139 (Power to accept gifts of land).

** Local Government Act 1972, s133, s144. Local Government (Misc Prov) Act 1976, s19

Item 8.2. Current policy: Code of Practice for Handling Complaints against the Parish Council.

Clerk's note: There has been no notification from KALC of any changes to legislation etc.

Boxley Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council. The Parish Council is determined to conduct its business in a fair and equitable manner. To meet this standard the following complaints procedure has been adopted. Complaints or allegations will normally fall under one of three heads, namely:

- Misconduct by Parish Councillors.
- Misconduct by Council staff.
- The Parish Council's procedures, policy or administration.

Misconduct by Parish Councillors.

All councillors have to conform to the adopted Code of Conduct a copy of which is available on the parish council website (www.boxleyparishcouncil.org.uk) or from the parish office. The Code of Conduct details the behaviour and rules by which a Councillor has to work and details the seven principles of public life: **SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY** and **LEADERSHIP**.

Any member of the public, parish councillor or council personnel can make a complaint using The Maidstone Borough Council complaints procedure details of which can be found on the Maidstone Borough Council website (www.maidstone.gov.uk/complaints) or obtained from Maidstone Borough Council.

The Parish Council has a separate policy (Code of Conduct Complaints) detailing the process it would take if it was informed of a complaint to the Monitoring Officer at Maidstone Borough Council.

Misconduct by Council staff.

Any complaints should be made in writing to the Chairman of the Parish Council, the e-mail contact address and telephone number are on the parish website or are available from the parish office. If a letter is received at the parish office it will be passed onto the Chairman. The matter will come under the Parish Council's adopted Disciplinary Procedure of the Parish Council.

The Parish Council's procedures, policy or administration.

A complaint should not be made just because you do not agree with a decision of the Parish Council. You will need to show that the Parish Council did not follow correct procedure or policy and this has resulted in unfair treatment. The Parish Council has numerous policies and procedures and its minutes and most records are open for public scrutiny. This policy is in accordance with the Freedom of Information Act 2000 – Publication Scheme. A copy of the Freedom of information Act publication scheme and the Council's minutes and many other policies are on the Parish Council's website www.boxleyparishcouncil.org.uk or are available from the parish office.

It is in the particular interest of a Parish Council to settle a complaint because, even if it is unjustified, it will in the absence of a settlement be raised again. This is bad for the council since it wastes time and affects its reputation.

1. If a complaint about procedures or administration is notified orally to a councillor or clerk and they cannot satisfy the complainant forthwith the complainant shall be asked to put the complaint in writing to the clerk.
2. If the complainant prefers not to put the complaint to the clerk he/she shall be advised to put it to the chairman.
3. (a) On receipt of a written complaint the clerk or chairman, as the case may be, shall try to settle the complaint directly with the complainant but shall not do so in respect of a complaint about the behaviour of the clerk or of a councillor without first notifying that person and giving them an opportunity for comment on the manner in which it is intended to attempt to settle the complaint. The Parish Council shall not get involved with complainants about the misconduct of a councillor but will instead refer the complainant to the Local Monitoring Officer at Maidstone Borough Council.
(b) Where the chairman receives a written complaint about his or her own actions then he or she shall forthwith refer the complaint to the council.
(c) Where the clerk receives a written complaint about his or her own actions then he or she shall forthwith refer the complaint to the chairman.
4. The chairman or the clerk shall report to the next meeting of the Parish Council any written complaint disposed of by direct action with the complainant.
5. The chairman or clerk shall bring any written complaint that has not been settled to the next meeting of the Parish Council. The clerk shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint orally.
If the complainant is submitting documentation or evidence to which they will be referring to at the meeting then they should, 7 clear working days prior to the meeting, provide copies to the council. Similarly the Parish Council should supply the complainant with copies of any Parish Council documents, which are requested and available under the Freedom of Information Act - Publication Scheme.
6. The Parish Council shall consider whether the circumstances attending any complaint warrants the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Parish Council meeting in public. In the interest of openness and accountability there must be clear relevant reasons or a request from the complainant for the matter to be held without the presence of the press or public.
7. At the meeting the Chairman should
 - (a) Introduce everyone
 - (b) Explain the procedure
 - (c) Ask the complainant to outline the grounds of the complaint.
 - (d) Allow members to ask questions.
 - (e) Allow the Clerk or other Proper Officer to explain the council's position.
 - (f) Allow members to question the Clerk or Proper Officer.
 - (g) Members to decide whether or not the grounds for the complaint have been made.
8. 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 complainant.

9. The Parish Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

Note. The Local Government Ombudsman is unable to deal with complaints about Parish Councils as its legal remit only covers County, District and Borough Councils.

Item 8.3 Housekeeping reviews. Clerk's report: Two 'housekeeping' reviews have been completed with documents being considered still fit for purpose: Draft minutes on website (refreshed with a note about notifying councillors that draft minutes have been placed on the website) and dispensations.

Item 10 Neighbourhood Development Plan.

The following information was sent to members in July and members are asked to make a decision on any further action.

"The deadline for the residents to comment to the articles in the Downs Mail about the Neighbourhood Development Plan was 20 July.

Four responses (from residents) have been received to the request for comments on the NDP issue. Three from Walderslade and one from Grove Green.

1. Against the NDP for two reasons:
 - Cost, even with increased potential income on the CIL it would take a huge development or a number of large developments to cover the cost of producing the NDP to get the extra 10% on the CIL.
 - The Government and LPA want development so are only paying lip service to the community.
2. Support for NDP. Links their support to using the NDP to get the ALLI reinstated for Walderslade and Lidsing.
3. Support for NDP. Links their support to using the NDP to get the ALLI reinstated for Walderslade and Lidsing.
4. No to NDP. Concern that residents will have their own agenda and will push it for NDP.

Two written responses have been received from councillors, these were received before the two Downs Mail articles.

5. Against NDP.
6. Do not see the value of forcing a NDP where there is no will from local people to own and drive it forward.

With such few comments and what is only 0.0852% of the electors of the parish bothering to reply, 0.0568% if you take out the 2 councillors. I would hazard an opinion that the community are not interested in an NDP.

The DM articles only stated that BPC was going to gauge the interest of residents. The Chairman said members would be notified of the response to enable you to be part of any decision on further action. In view of this an item will be placed on the September PC agenda".

Item 12 Reports from councillors/office. *Purpose of item: information.*

12.1 KALC (Maidstone) Meeting 7 August 2014: report by Ivor Davies.

This was a short meeting with fewer than usual representatives attending and little business transacted. The only point of particular note was the presence of the new MBC cabinet member for Community and Leisure Services, John Perry, currently also chairman of Staplehurst PC although he is standing down. John addressed the meeting saying that in his new role he was determined to work closely with the parishes as he was well aware of the existing feeling that their views were mainly ignored, even when sought. He intended to make it a point of visiting as many parish councils as he could.

As regards the Local Plan, there was some confusion (since ironed out) over how parishes were to be consulted in the next step of deciding the final list of development sites and how this tied in with evolving Neighbourhood Plans. One representative suggested that there was a danger that the views of parishes that did not intend to have NPs would be ignored. This would be grossly unfair as several councils had made a conscious decision that it was not in the best interest of their residents not to prepare such a document but their opinions should still be heard. John Perry promised to report this back, although he thought the fear was unfounded. Flood wardens, warning systems and the Leigh Barrier took up much of the rest of the meeting - things that fortunately do not affect us.

Item 12.2 Dove Hill Allotments opening.

Report Cllr Bob Hinder Chairman AWG.

The allotments were officially opened on Sunday 24 August by Andy Garland of BBC Radio Kent Sunday Gardening programme. The day proved brilliant weather wise and was enjoyed by all who attended. Andy Garland stayed for much longer than we expected and after his very informative speech we were treated to informal advice surgeries on our allotment problems on our plots. Ivor and I were interviewed and it is believed that this will be broadcasted on Sunday 31st, so will be available on the i-player of those who miss it. The parish council's website and facebook will have photographs and the opening has been featured on the BBC Radio Kent Facebook.

The allotments are now in full harvesting mode and then we will all start again. This is probably my final report to the parish council but please do follow what is going on via the reports to the Estates Committee.

Item 13 Matters for information. *Purpose of item: information.*

Item 13.4 Kent Downs AONB Countryside Day 3rd October 2014 – Save the date.

Please save the date for this year's Kent Downs Area of Outstanding Natural Beauty (AONB) Countryside Day.

On the 3rd October we will be holding our annual Countryside Day at the extraordinary new education building at Samphire Hoe, below the White Cliffs near Dover.

<http://www.samphirehoe.com/uk/home/>

The day will run between 12 noon and 4pm a simple lunch will be provided.

At the Countryside Day this year there will be a chance to:

- Hear about what's been achieved in the Kent Downs Area of Outstanding Natural Beauty and help us set the priorities for action in the future.
- Learn about and engage in the Heritage Lottery funded 'Up on the Downs' scheme operating around Dover and Folkestone and see work on the ground
<http://www.uponthedowns.org.uk/Home.aspx>

- Hear about the management of the Heritage Coasts – including an opportunity to feed into the seascape assessment of the strait of Dover – more will be revealed...

After lunch there will be an opportunity to visit Samphire Hoe, The National Trust White Cliffs and other downland sites near Dover.

We hope a Member of the Parish Council will be able to join us – more details will be sent in the next few weeks.

Item 13.5 Litter picking Walderslade Woods.

The following article will appear in the Downs Mail.

The youth of Today!

Are often criticised and all you appear to read about in the papers is bad news. The Parish Clerk was happy to report some good news to the parish council in that during the summer holidays two young ladies turned up in the company of their grandparents, who they were visiting, to borrow litter pickers from the office to clear litter from Walderslade Woods. Not only had they asked their grandparents if they could do it but they came back a second time. The Clerk reports that there were many black bags of rubbish disposed of and the young ladies and grandparents worked hard and were very pleased to leave the woods looking cleaner.

Item 13.6 Open and accountable.

Clerk's note: the following was received from KALC and members have already been briefed about the change that allows meetings to be recorded. A NALC legal topic note is waited as this legislation also contains changes affecting the timing of agenda release and decision taking. When received a fuller briefing will be supplied to members.

"Earlier today, DCLG issued a press release on the new law to make councils, including parish and town councils and other local government bodies such as the fire and rescue authorities, more transparent and accountable to their local communities (see <https://www.gov.uk/government/news/press-freedom-boosted-by-new-right-to-report>). The new law allows the press and public to film, tweet and blog public meetings. Alongside this press release DCLG has published a guide for the press and public on attending and reporting meetings of local government which is attached and will also be of help to member Councils, particularly Parts 1, 4 and 5.

The Guide is structured as follows:

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information."