



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the Meeting of the Parish Council will be held on Monday 4 September 2017 at The European School of Osteopathy, Boxley ME14 3DZ commencing at 7.30 pm.

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
3. **Minutes of the Parish Council Meeting 3 July 2017** (7.32)
To consider the minutes and if in order sign as a true record (pages 3-4).
4. **Matters Arising From the Minutes** (7.35)
Reports see page 4.
5. **Report from the PCSO and Police Issues** (7.40)
Crime statistics and report (pages 5-6).
- Adjournment to enable members of the public to address the meeting** (7.48)
6. **Draft Minutes of Recent Committee Meetings** (7.58)
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
 - 6.1 Environment Committee meeting 3 July 2017 (page 7).
 - 6.2 Environment Committee meeting 10 July 2017 (page 7-10).
 - 6.3 Finance and General Purposes Committee meeting 11 July 2017 (pages 10-12).
 - 6.4 Estates Committee meeting 8 August 2017 (pages 12-15).
7. **Finance** (8.04)
 - 7.1 Payments made out of meeting 27.06.2017 – 29.08.2017. See report (pages 21-24).
 - 7.2 Receipts for the period 27.06.2017 – 29.08.2017. See report (pages 24-30).
 - 7.3 Account balances (page 31).
 - 7.4 Parish Councillor Internal Audit. To identify a volunteer.
 - 7.5 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.
8. **Policies and Procedures** (8.10)
 - 8.1 Adopted Code of Conduct Complaints (review). See report (pages 15-16).
 - 8.2 Draft Minutes on Website and Dispensation policies: the Clerk, having reviewed, considers them still fit for purpose.
9. **Reports from councillors/office** (8.15)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

- 9.1 Old Chalk New Downs (OCND). Report from Cllr Bob Hinder. (page 16).
- 9.2 Report on the ESO Graduation Service. Report from Cllr Bob Hinder. (page 16).
- 9.3 Report from Cllr Ivor Davis on the MBC Planning Committee concerning the STEM School Grove Green decision. Verbal report to be given at meeting.

10 Reports from Borough and County Councillors (8.20)
Our Ward councillors are invited to report and discuss matters affecting the parish.

- 11 Budget** (8.30)
- 11.1 Highway Project Budget. See report (page 16).
 - 11.2 Beechen Hall Extension. See report (pages 16-17).
 - 11.3 Draft Budget 2018/2019. Members are reminded to submit any suggestions or projects to the parish office/committees.

- 12 Matters for Decision** (8.45)
To consider any issues, such as attendance at meetings or as identified on the evening.
- 12.1 Civic Regalia. Received see report (page 17).
 - 12.2 Parish Tour. It is suggested for 11 November.
 - 12.3 Tunbury Sarsen Stones Walderslade Woodlands. See report and enclosure (pages 17-18).
 - 12.4 Five Acre and Wents Woods Weaving. See report (pages 18-19).

- 13 Correspondence** (9.00)
- 13.1 Invitation to KWT AGM Sat 23 September. 11.30 – 12.30.

- 14 Matters for Information** (9.02)
Report (pages 19-20).

- 15 Next Meeting** (9.03)
2 October 2017 at St John’s School, Provender Way, Grove Green ME14 5TZ commencing at 7.30pm. Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 25 September.

In view of the possible personal confidential nature of the item to be transacted, the public and press may be excluded from the meeting for part of the following item.

- 16. Wildfell Close** (9.04)
To receive and note the Clerk’s report, issued as a confidential enclosure and decide on what action to take.

- 17. Civic Recognition Recommendations** (9.26)
Members may put forward details of any persons that they may wish to recommend for civic recognition. It is suggested that details be first supplied to the Clerk.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 29 August 2017

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

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

**Supporting agenda papers for the Meeting of the Parish Council
Monday 4 September 2017
The Chairman will assume that these have been read prior to the meeting.**

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

**Item 3 Minutes of the Meeting of the Parish Council held on Monday 3 July 2017
at Weaving Street Village Hall, Weaving commencing at 7.30pm.**

Present: Mr B Hinder (Chairman), Mrs P Brooks, Mr J Constable, Mr I Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr G Hayday, Mr D Hollands, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Borough Cllr D Butler and 3 members of the public/press.

1. Apologies and absences

Cllrs Clarke (family commitment), Wendy Hinder (MBC Mtgs) and Macklin (unwell). Cllr Radcliffe Godfrey (absent). County Cllr Paul Carter (conference).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were none.

3. Minutes of the Parish Council Meeting 5 June 2017

4. Matters Arising From the Minutes

- 4.1 Minute 2996/5.1 Civic Regalia. The parish council should receive the completed regalia around 12 July. **Noted.**
- 4.2 Minute 2996/5.2 Honour Boards. Work to locate the missing dates will be undertaken in the near future. **Noted.**
- 4.3 Minute 2996/5.3 Dog Waste. Cllr Bob Hinder will attend the 19 July MBC Council meeting. **Noted.**
- 4.4 Minute 2996/5.4 HGV signage. The sign has been purchased and is awaiting installation by KCC. **Noted.**
- 4.5 Minute 2996/5.5 BT box Sandling. BT are investigating why the kiosk was never removed. **Noted.** The parish office was asked to chase for a response. **Action: Office.**
- 4.6 Minute 2997/15.1 Parish Tour. Availability dates are being obtained from councillors. **Noted.** Cllrs Hollands and Waller had not received notification of the suggested dates. **Action; office.**
- 4.7 Any other matters arising from the minutes which are not on the agenda. None.

5 Report from the PCSO and Police Issues

Crime statistics for June were **received and noted.** The PCSO is monitoring reports of nuisance bikes along Westfield Sole Road and the Chairman reported that nuisance mini bikes are being handed over the kissing gate at Cossington Lane/Walderslade Woods entrance.

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

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

- 6.1 Environment Committee meeting 5 June 2017.
- 6.2 Environment Committee meeting 12 June 2017.
- 6.3 Estates Committee meeting 13 June 2017. An amendment to item 14 was requested as the time period was not twice a year but once every two years. **Action: Office.**

7 Finance

- 7.1 Payments made out of meeting 30.05.2017 – 26.06.2017. **Received** and **noted**.
- 7.2 Receipts for the period 30.05.2017 – 26.06.2017. **Received** and **noted**.
- 7.3 Account balances. **Received** and **noted**. Corporate Multicard, Cllr Dengate asked that the word fee be removed from the description so that in future it is only described as a 'top up' rather than, as it currently was, a 'top up fee' which indicated a charge.

8 **Policies and Procedures**

Parish Councillor Allowances. After discussion covering a 1% increase and how the Chairman's allowance is calculated and presented in the accounts, Cllr Ivor Davies proposed that the Chairman's allowance is calculated as an additional 25% of the parish councillor allowance and that the Chairman receives a parish councillor allowance with an additional payment of 25% shown as a Chairman's allowance. Seconded by Cllr Dengate and **unanimously agreed**. Changes to payment to be effected from 1 April 2017.

9. **Reports from councillors/office**

Maidstone KALC draft minutes. **Received** and **noted**.

10 **Reports from Borough and County Councillors**

Cllr Wendy Hinder's report covering lack of maintenance at Boxley Road, Walderslade and Beechmore Drive and the receipt of the design for improvements at Old Chatham Road was **received** and **noted**.

Cllr Butler notified members that he is receiving complaints about a poor bus service at Impton Lane. Cllr Dengate notified the meeting that recent Facebook posts also raised concerns about the unreliable school bus service.

11 **Matters for Decision**

11.1 Kent Downs AONB Unit. Monday the 10th of July, 12.00 – 16.00 at Lenham Community Centre. Cllrs Harwood, Bob and Wendy Hinder to attend. **Action: Office**.

11.2 Invitation to Mayors Garden Party. The Chairman was unable to attend and councillors were asked to contact the parish office by Friday if they wish to attend. **Action: Councillors and office**.

12 **Correspondence**

None

13 **Matters for Information**

Old Chalk New Downs Newsletter.

14 **Next Meeting**

4 September 2017 at The European School of Osteopathy, Boxley ME14 3DZ commencing at 7.30pm.

Meeting closed at 7.55 p.m.

Item 4. Matters Arising From The Minutes. Purpose of Item: Information.
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- 4.1 Minute 3007/4.2 Honour Boards. It is planned to undertake another visit to the archives in early September.
- 4.2 Minute 3007/4.3 Dog Waste. Cllr Wendy Hinder has asked that this issue is taken back to the Environment Committee.
- 4.3 Minute 3007/4.4 HGV signage. The sign has been purchased and is awaiting installation by KCC, a delay has been caused by the need to obtain location approval from the Tonbridge & Malling Highways area.
- 4.4 Minute 3007/4.5 BT box Sandling. BT are investigating why the kiosk was never removed.
- 4.5 Any other matters arising from the minutes which are not on the agenda.

Item 5 Report from the PCSO and Police Issues

Purpose of Item: Information.

Report from PCSO Adlington. He is now covering 5 parishes and due to the PCSO vacancies is unlikely to be able to attend meetings and PCSO's no longer produce crime statistics.

If issues come up in the parish he will contact the parish council by telephone or e-mail. He did inform the office that there have been issues with cars, late at night and now early in the morning, revving up in the Tesco car park. The cars are parked near the recycling units. The Police have received many complaints and residents supplied some vehicle registration details for a group of vehicles that appeared at about 11pm. The vehicle owners have been spoken to but reports have been received that vehicles are now in the car park at about 2.00am. The store manager has been contacted and up until 11.00pm has arranged for a 'staff walk around' to move on any vehicles but after this time does not have sufficient staff to keep an eye on the car park. CCTV does not cover the recycling area and understandably residents do not wish to go over to the car park at that time. At the PCSO's request a letter has been sent to the store manager asking for the gates to the main car park to be reinstated and locked overnight.

Letter from Police

A few updates from the CSU and world of PCSO's...

Under the new policing model I alluded to in the last meeting with P/C & NHW, the numbers of PCSO's for wards has reduced, but we have gained some specialist PCSO roles.

Specialist roles include;

- DA PCSO – to safeguard and support victims of DA.*
- Vulnerable Adult PCSO – to work with partner agencies to safeguard and support the vulnerable adults in our community, MH, dementia etc...*
- Youth Engagement PCSO – to engage with young people, refer and support where applicable, to deter from criminality.*
- Missing Child Exploitation PCSO – to proactively work with repeat missing children and those at risk of CSE.*

This leaves 17 PCSO's to manage the ward demand at Maidstone district. With current vacancies (due to people leaving for other roles, or joining the regular police etc... which we are filling as quickly as we can), we have 14 PCSO's to manage the district demand. This means that wards have got bigger. With this extra demand means some of the services provided by the PCSO's can no longer be managed.

Mainly, they cannot attend every Parish Council meeting anymore, nor manage to give crime figures as they were. Some are responsible for 8 parishes, so this demand is unmanageable. What I have agreed is they will attend parish council meetings where there is a specific request from the parish because of unusual crime / ASB activity, and crime figures will be provided on the same basis. So basically, if a parish has had a problem with BOTD's, and a cluster has appeared my expectation is that the PCSO will bring it to the attention of the parish clerk at the time, and attend a parish council meeting if further reassurance is required.

I have also asked for surgeries to be streamlined more, so they are not held so rigidly and only advertised on our KP website, but they are more fluid and go to where the people actually are, and not wait for the public to come to them. Like spending an hour at the local Sainsbury's engaging with people other than waiting in an empty village hall for people to come to them.

Understanding the demand placed on the rural PCSO's may concern some parish councils, PCSO Alan HUNTER is taking on the role as a SPOC for all parish councils – so if they have a general policing query, they can email him and if he can't answer, he will email the local PCSO. He will attend our meetings with NHW from now on too, so everyone gets to know him. He is regularly talking to the parishes anyway, as he puts up the community CCTV so many will know him. It was felt that as he won't have the abstraction of the daily PCSO

demand of the ASB Themis records, call backs and the like, that he can provide a consistent and prompt response to councils. Of courses Parishes can still contact their local PCSO, and I would encourage them too, but Alan will be my liaison and a point of contact for all.

When my vacancies are filled, I can rejig the wards again and try and reduce demand to improve individual service provided. It could be the vacancies are filled quite quickly, but what I couldn't do was leave it as it was, with some wards not covered at all, waiting for reinforcements. I have to plan in long term vacancies and hope it's not needed.

I will ask all PCSO's to email their own parishes to let them know who they are, and I will email all parishes the fact that parish council meetings can no longer be routinely attended. I understand some parishes haven't been getting this service for a while, but others still get it regularly, so I am expecting a mixed response.

Would welcome your thoughts? Also, Inspector Mark HEDGES is confirmed as the Inspector from September, so I will ensure he comes to the next meeting and introduces himself. He is lovely – very similar in style to Jody, so I am sure he will get on well.

Rachael

*A/Insp Rachael CUMBERLAND
CSU Maidstone*

Clerk's note. There is a possibility of getting reported crime details from the Neighbourhood Watch website www.e-watch.co, click the Meercat photo, click on Maidstone and then select your ward from the drop down list on the right.

As of 25 August the following crimes were reported on the site. Guidance is sought from members as to whether they wish the parish office to go on line and obtain these statistics.

Boxley

Burglary Of Public Or Commercial Property

Between 11:20pm on Monday 14th of August and 6:00am on Tuesday 15th of August. Two Ford Transit vans were stolen. A trailer was also taken. vehicles were later recovered. Tools that were in the van were not found. Crime Report No. YY/023132/17 - Posted 2017-08-16

Theft

Between 5:30pm on Monday 14th of August and 7:55am on Tuesday 15th of August in Newnham Court Way. A Honda generator and an impact gun were stolen from a property. Crime Report No. YY/023134/17 - Posted 2017-08-16

Criminal Damage

Between 12:01am on Tuesday 8th of August and 5:30pm on Sunday 13th of August in Penhurst Close. A council metal waste bin was found, completely crushed flat, in a play area. Crime Report No. YY/023177/17 - Posted 2017-08-16

Theft From Motor Vehicle

On Saturday 12th of August between 12:01am and 11:59pm in Timbertops. A vehicle parked on a driveway was broken into. A wallet containing cash and cards was stolen. Crime Report No. YY/023110/17 - Posted 2017-08-15

Burglary Of Public Or Commercial Property

Between 3:00pm on Thursday 10th of August and 6:00am on Friday 11th of August in Bearsted Road. Sheds at a crematorium were broken into. Items stolen include a variety of hand tools, some strimmers, push mowers, backpack blower and a petrol ride on buggy. Crime Report No. YY/022702/17 - Posted 2017-08-12

Item 6 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 6.1 Minutes of the Environment Committee on Monday 3 July 2017 at Weaving Street Village Hall, Weaving commencing 7.59pm.

Councillors present: Mr P Dengate (Chairman), Mr J Constable, Mr Ivor Davies, Mr B Hinder, Mr D Hollands together with the Clerk, three visiting councillors Brooks, Hayday and Waller and a member of the public.

1 Apologies and absences

Cllrs Clarke (family commitment) and Wendy Hinder (MBC meetings).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None submitted.

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

3 Planning Applications for Consideration

*17/502295/FULL – Single storey extension and alterations to existing dwelling, alterations to existing garage to enable use as a games room and construction of a detached timber ‘Cart Lodge’ at Curlews, Boarley Lane, Sandling. **Noted**, no further comment. **Ratified**.*

17/502764/FULL – Demolition of existing conservatory and erection of two storey rear extension at Feldspar Close, Walderslade.

Do not wish to object.

17/502993/TPO - TPO application for 1 x Oak tree – to fell the large branches that overhang our boundary with a 50% reduction and have a crown lift to 8 metres. Cut back branches on remaining trees 1 x Conifer, 4 x Field Maple, 1 x Ash and 1 x Hazel to original pruning points at 28 The Hedgerow, Weaving.

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

17/503083/FULL – Construction of a single storey rear extension at 26 Briar Fields, Weaving.

Do not wish to object but there are concerns about the impact on neighbours during the development.

4. Next Meeting

Next full environment meeting 10 July 2017 at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.02 pm.

Item 6.2 Minutes of the Environment Committee on Monday 10 July 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Wendy Hinder (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr P Dengate and Mr Bob Hinder, together with the Clerk.

1 Apologies and absences

Dennis Hollands (holiday).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

3 Minutes of the Meetings 5 & 12 June 2017.

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

4. Matters Arising from the Minutes

- 4.1 Minute 3001/4.3. Land to the rear of Tesco Grove Green. Parish office will undertake the work when it is able. **Noted.**
- 4.2 Minute 3001/4.4 Development Wildfell Close. Cllr Bob Hinder has written to County Councillor Carter and a reply is awaited. The gates have been replaced by KCC and the firm responsible for producing the report can now access the site. **Noted.**
- 4.3 Minute 3001/4.7 Seat at Timber Tops Play Area. The seat has been installed by MBC. **Noted.**
- 4.4 Minute 3001/4.8 Community Payback Service. A contract has been received from CPS and this is currently being checked. **Noted.**
- 4.5 Minute 3001/4.9 Lower Thames Crossing. Issue dealt with under item 8.3.
- 4.6 Minute 3001/4.10 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the next MBC liaison meeting. **Noted.**
- 4.7 Any other matters arising from the minutes not on the agenda. None.

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

5. **Pre-application consultation land at Impton Lane.**

The representative from Kitewood did not attend.

6. **Planning Applications for Consideration**

17/503040/TPO PROPOSAL: TPO application to fell 1No Field Maple in rear garden of 14 Iris Close to ground level due to declining condition. 14 Iris Close Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/502798/FULL Erection of a single storey front extension to existing garage. 39 Coltsfoot Drive Weaving. Do not wish to object.

17/503264/TPO – TPO application to crown lift 1No Twin Stem Hornbeam in rear garden of 8 Forestdale Road to give a ground clearance of 5m and reduce height and radial crown spread by no more than 2m to balance crown at 8 Forestdale Road, Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/503265/TPO – TPO application to coppice both stems of Twin Stem Hornbeam due to extensive decay on main stem to south; crown lift single stem Field Maple to give a ground clearance of 5m and reduce height and radial crown spread by no more than 2m to balance crown; fell to ground level 1No Cherry tree at 10 Forestdale Road, Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/503341/TPO Tree Preservation Order: 1no. Ash (T2) - reduce two Eastern limbs to a radial spread of 1m. 1no. Hornbeam (T3) - reduce canopy by 30% to achieve a height of 6m and radial spread of 3m. 4 Podkin Wood Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/503454/TPO. Application to fell 1 no. Goat Willow. 34 Alexandra Glen Walderslade. Do not wish to object defer to the views of the Landscape Officer.

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

Willow Farm, Sandling – Appeal Dismissed. Cllrs Wendy Hinder and Clarke asked for a copy of the decision. **Action: Office.**

Forge Lane development. The planning officer was liaising with the applicant concerning an amended design for smaller properties and the parish council would be consulted. The office was asked to monitor the situation and to identify any issues highlighted in the Willow Farm decision that might affect the Forge Lane application.

Members **noted** that MBC was deciding where to allocate the Section 106 money from the NEXT development. A discussion took place on Section 106's and legal agreements.

8. **Highways and Byways**

8.1 Planning application 17/501471 for STEM school at land at Valley Park School New Cut Road. KCC Highway's response to the application was **received and noted.**

8.2 Members **received and noted** the results of the survey of committee members on the priority for allocating the £40,000 budget. Lengthy discussion took place on the results of the survey, the need to gain financial support from County Councillor Carter and how to manage the disappointment of some residents.

Cllr Dengate proposed seconded by Cllr Ivor Davies that **the Environment Committee investigate the Safer Crossing Point at Grovewood Drive North as the highway project. Agreed.** It was also **agreed** that;

- County Councillor Paul Carter is approached to pay for the speed count and flows survey at a cost of £1,676. The office to ensure that the survey is not undertaken during the school holidays. If County Councillor Carter was not willing to pay for the survey then the parish council would fund it.
- Tesco be approached about a contribution towards the cost.
- Other sources of funding be investigated.

Any underspend on the project could go towards another project.

Grovewood Drive South yellow lines. Members had placed this as the second priority and confirmed that they were unwilling to pay for any yellow lines whilst the planning application for the STEM School was outstanding as if permitted a Section 278 agreement would fund the yellow lines.

8.3 BPC/KCC meeting 27 June 2017 members **received and noted** the report. Discussion took place on outstanding highway issues:

- Changes to the design of Chatham Road. Members liked the design but expressed concern about the planned 8m gap between the bollards. KCC to be contacted for assurances that if these bollards do not stop HGVs parking that more will be installed and should any bollards be damaged that they would be promptly replaced. **Action: Office.**

The Sandling Resident's Association had now declined to pay for a village gateway. **Noted.**

- Speed reduction Walderslade Woodlands Road. Members **noted** that County Councillor Carter's promise to arrange for the speed limit to be reduced had not received funding. It was proposed from the Chair, and **agreed**, that **County Councillor Carter is approached to fund the reduction of the speed limit. Action: office.**
- Lidsing Road Crash Data 01/01/14 – 31/12/17 **received and noted.** KCC to be contacted to request that chevrons be painted on the road before any junction to warn drivers to take care. **Action: Office.**
- Junction 3 of the M2. KCC were investigating the possibility of a free flow slip onto the M2 London bound to see if this would improve capacity. KCC hoped to take a decision in the Autumn. **Noted.** The office to continue to monitor. **Action: Office.**
- Westfield Sole Road/Yelsted Lane/Harp Farm Road. Members' asked that this issue is monitored and returned to the agenda if there are any changes. **Action: Clerk.**
- HGVs using unsuitable roads, meeting with Kent MPs 4 July 2017. Update from KALC. **Received and noted.**
- Tree issues Boxley Road and adjacent closes. The Chairman informed members that she had arranged a site meeting with UK Power to discuss the tree problem.
- Congestion issue, development and lack of funding for improvements. Helen Whately MP to be approached about attending a meeting to discuss the problems within the parish. **Action: Clerk.** Cllr Dengate notified members that the Government was allocating funding for highway improvements.

8.4 Management of residents' requests for the parish council to seek improvements to the highway. The Clerk received guidance from members.

8.5 Reporting highway and vegetation issues. Members were reminded that they should report any issues.

9. **Policy and Procedures**

Response comments that are available in responding to planning applications. **Noted.**

10. **Members Reports**

Cllr Bob Hinder notified members that he had attended a meeting on the AONB and future management plans but had benefited more from the networking than the actual meeting.

11. **Volunteer Groups**

Cllr Ivor Davies notified members that Walderslade Woodlands Group had undertaken its first task day using the tractor which proved very useful.

12. **Matters for Information**

Cllr Dengate reported that when he had recently reported cases of flytipping to MBC they had been cleared quickly.

Bulb planting. Members were reminded to submit locations for possible bulbs. Areas identified were New Cut Road, Grovewood Drive North, round Wood Roundabout and Boxley Village Green and a verge at Spenlow Drive.

13. **Maidstone Borough Council Consultation Low Emission Strategy**

Members **received and noted** the briefing report. The parish council's response would be that it strongly agreed with the proposed action plans and strategies. An additional comment to be made was that the Current Air Quality Management Area is and has been for 8 years focused on Maidstone Town and the M20 and members wished to point out that the areas in the North of the Borough which border the M2 and A229 should be monitored for Air Quality. **Action: Office.**

14. **Next Meeting**

After discussion members agreed that unless anything urgent came up the August Environment Committee meeting would be cancelled. Clerk to liaise with the Chairman should any issues arise and responses to planning applications will be decided out of meeting.

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

Members **received and noted** the update on five outstanding issues. Members were concerned that property owners appear to blatantly ignore planning regulations and requests from enforcement officers and that there was a general failure by MBC to take decisions and action against people who breach planning regulations.

Guidance on the action that the office should take was provided to the Clerk.

Meeting closed at 9.25 pm.

Item 6.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 July 2017 commencing at 7.30 p.m.

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr P Dengate, Mr G Hayday, Mr B Hinder together with the Clerk.

The Chairman proposed Cllr G Hayday for co-option to the to the committee. **Agreed.**

1. **Apologies and non-attendance**

Cllr W Hinder (MBC work).

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

Item 8. Cllr. Clarke notified members that she was a member of Boxley Society.

3. **Minutes of the meeting of 16 and 23 May 2017**

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

4. **Matters Arising From the Minutes**

4.1 Minute 2991/4.1 Charitable Incorporated Organisations (CIOs). Grove Green Hall has some minor issues outstanding that the parish office has to submit. Vinters Valley NR

is still having issues with KCC and MBC that Cllr Vic Davies is attempting to resolve. **Noted.**

- 4.2 Minute 2992/8.1 WWG tractor and associated equipment insurance. The equipment was delivered on 13 June and insurance was located and in place for its full use. **Noted.**
- 4.3 Any other matters arising from the minutes, but not on the agenda. None.

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

5. **Financial report.**

5.1 Reconciliation of accounts.

- 5.1.1 Cooperative Bank. **Received and noted.**
- 5.1.2 HSBC Beechen Hall. With the identification of a typing error showing 64p instead of 54p and consequential amendment to grand total, **received and noted.**
- 5.1.3 Unity Trust Bank. **Received and noted.**
- 5.1.4 Santander Investment Bond. **Received and noted.**
- 5.1.5 Barclays Bank. **Received and noted.**
- 5.1.6 Lloyds (A). **Received and noted.**
- 5.1.7 Lloyds (B). **Received and noted.**
- 5.1.8 Nationwide Beechen Hall. **Received and noted.**
- 5.1.9 Nationwide PC. **Received and noted.**

The format and purpose of the report was clarified for members. **Noted.**

5.2 Investments. The RFO's report on current investments, future maturity dates and likely timescale of major expenditure was **received and noted.**

After lengthy consideration of issues relating to the Financial Compensation Scheme, timescale of planned improvements to the hall, the council's investment policies and the need for a formal Flexible or Phased budget report, it was **agreed** that:

- Maturing Santander Investment Bond to be reinvested for a further 12 months.
- The £40,750 from the maturing Nationwide PC bond would be placed into the Barclays Bank account.
- Phased or Flexed budget reports should now be submitted to the committee. The RFO to investigate the council's accounts package to see what reports were available and would supply members with an update before the next meeting.

Action: Clerk.

5.3 Income/Expenditure report as at 3 July 2017. Members enquired about the overspend on Budget 150/4275 (Walderslade Woodlands Group) for the purchase of a tractor. This will be reimbursed from the group's reserves. Report then **received and noted**

Budget Code 4620 Gas. After discussion, it was **agreed** that Cllr Dengate would be supplied with raw data concerning gas and electricity usage and the issue would be discussed at the Estates Committee meeting. **Action: Clerk.**

The parish office was asked to monitor water usage to ensure no water leaks went undetected. **Action: Office.**

6. **Contingency Fund and Budget adjustments**

- 6.1 Virement from Contingency Budget (code 230/4210) to Grounds Maintenance budget (code 240/4500) of £2,468. **Agreed.**
- 6.2 Movement of £96 from the General Insurance Budget (code 110/4105) to the Allotments Insurance budget (code 280/4105). **Agreed.**
- 6.3 Adjustments to Chairman's Allowance Budget (120/4150) reduced to £129, Parish Councillor Allowance/PAYE increased to £4123. **Agreed.**

7. **Personnel matters**

TOIL, training, leave and leave/sickness cover. Members received an update.

- 7.1 Training and Statement of Intent. Members **approved** the following replacement statement:

Boxley Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality services to and representation of the people of the parish, supported by an appropriate budget. See annexed Kent Association of Local Councils Model Statement. **Action: Office.**

7.2 Training programme for office staff and Councillors. **Approved. Action: Office.**

7.3 Staff appraisals. To be completed in July/August with the Chairman of the Parish Council making a report to the September F&GPC meeting. **Action: Cllr Bob Hinder and Clerk.**

As it was 9.30pm the Chairman used his power to extend the meeting for a further 30 minutes.

8 **Grant Requests**

Cllr Clarke answered questions but indicated that she would abstain from voting.

8.1 Boxley Society vegetation clearance - work disposal of waste. After discussion Cllr Vic Davies proposed seconded by Cllr Dengate that a **donation of £130** be made. **Agreed** (5 for 1 abstention). **Action: Office.**

8.2 Boxley Society preparation of Listed red telephone box for painting. After discussion covering BT's responsibility to maintain the box and the charitable fund raising of the Society, its membership and support within the village and the improvements undertaken by the group, Cllr Hayday proposed seconded by Cllr Vic Davies that a **donation of £320** be made. **Agreed** (3 for, 2 against and 1 abstention). **Action: Office.**

Boxley Society to be advised that it should consider retaining some of the money it raises to finance or part-fund its valuable maintenance work within the village. **Action: Cllr Clarke.**

9. **Independent Internal Auditor Review.**

Lionel Robbins to be appointed as the 2017/2018 IIA. **Agreed.** Investigation of appointing alternating IIAs to be investigated and reported back to members. **Action: Clerk.**

10 **Policies and Procedures: Reports and Reviews**

10.1 General. Risk Assessment. Deferred to the next meeting. Councillors wishing to see any changes to notify the Clerk. **Action: Councillors.**

10.2 Public Internet Access Policy: The Clerk, having reviewed, considers it still fit for purpose. **Noted.**

11 **Matters for Information**

Electronic communication. Deferred to next meeting and to include discussion on the future of the website. **Action: Office.**

12 **Date of Next Meeting**

Tuesday 12 September 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.48 p.m.

Item 6.4 Minutes of the Estates Committee on Tuesday 8 August 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

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

The meeting started with an inspection of the parish hall and office.

1. **Declaration of Interest or Lobbying**

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

2. **Apologies and absence**

None as all members were present.

3. **Minutes of Previous Meeting 13 June 2017**

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

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

4. **Matters Arising from Previous Minutes**

- 4.1 Minute 2977/4.2 Damaged headstone. Insurance claim made to KCC. **Noted.**
- 4.2 Minute 2977/4.4 North Wall Boxley Village Green. The Clerk's report was **received** and **noted**. The change to the committee's previous decision was **agreed**, MBC would now be allowed a 3-6 month period for monitoring the wall. The Clerk's report and photographs of the wall are to be sent to MBC with a request for a response on their monitoring and views of the condition of the wall within 3-6 months. A copy to be sent to the wall's owner. The Chairman asked that the damaging nature of the growth of trees on the owner's land be highlighted. **Action Clerk.**
- 4.3 Minute 2977/6.1 Additional lighting for entrance gate area at Beechen Hall. Members' **received** and **noted** the update. Whilst waiting for the software update the office was asked to investigate the possibility of a floodlight on a nearby lamp post being installed or the possibility of installing a camera aimed at the car park entrance. **Action Office.**
- 4.4 Minute 2978/7.5 Beechen Hall Floor. Repairs were carried out on Sunday 30 July. **Noted.** During the hall tour members commented on the excellent standard of work on the repair. Discussion took place covering: the condition of the remainder of the floor; the Assistant Clerk's report on possible refurbishment and previous quotations; and whether any refurbishment could be undertaken during the planned extension work in 2018. Cllr Ivor Davies proposed seconded by Cllr Dengate that **if the refurbishment work could be factored into the Christmas closedown or during the Easter period then the quotation of £3,400 to sand and varnish the floor is accepted. Agreed.** Members choose the company that had undertaken the recent work due to the standard of repair.
- 4.5 Minute 2978/7.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. The office has notified the hospital of the charges and is awaiting a response. **Noted.**
- 4.6 Minute 3006/12. The field maple that was obstructing the residents roof has been reduced but the Oak tree that was included in the resident's complaint is not on parish council land. Arrangements are being made to remove a small dead tree at the open space. **Action Clerk.**

5. **Dove Hill Allotments**

- 5.1 Cllr Bob Hinder's Allotment Report covered the issues highlighted in the agenda.
- 5.2 Allotments Annual Competition. Discussion covered: the revised date of Sunday 24 September; whether to have a formal BBQ or provide a BBQ for people to cook their own food, the latter was approved; the judging of the plots, already taken place; the possible attendance of Helena Whately MP; the need to set next year's date earlier to ensure the MP could attend. **Action: Cllr Bob Hinder.**
The Clerk was notified that the bottom gate had again been left open.
- 5.3 Security. The Chairman was thanked for refurbishing the drop bolt on the allotment gate.
- 5.4 Pest Purge report. **Received and noted.** Rabbits had again found access into the allotments due to a rip in the external fencing (NW corner behind the shed) which may have been caused by recent the company undertaking ground maintenance. The office to contact the contractor about careful use of strimmers. **Action Office.**
- 5.5 Pest Purge Contract Renewal. Cllr Bob Hinder proposed seconded by Cllr Clark that **the Pest Purge contract be renewed for a further year. Agreed.**
Cllr Dengate highlighted that a previous request to amend the Rules and Regulation to prevent use of any form of shooting on the allotments did not appear to have been actioned. Members **agreed** that prior to amending the R&R tenants will be approached about whether they had any suggestions for improvements. **Action: Clerk.**

6. **Boxley War Memorial**
 The Clerk's report was **received** and **noted**. After discussion members **agreed** that any additional names, for both conflicts, would be included on the blank right-hand panel on the middle drum. The Clerk was asked to investigate what wording other parishes may have used if they had been faced with a similar situation. **Action: Clerk.**
7. **Annual Inspection of Parish Council Property**
 The Clerk's report on the recent inspections was **received** and **noted**. Members decided no action was needed to mark the cobbled path across the village green as uneven. The maintenance work highlighted as needed was **noted**. **Action: office.**
8. **Matters for Information**
 8.1 VAT Issues. HMRC has acknowledged receipt of the query and was investigating. **Noted.**
9. **Assistant Clerk's Report**
 9.1 Hire fees income. **Received** and **noted**.
 9.2 Account balances. **Received** and **noted**.
 9.3 Nationwide Investment Bond. **Received** and **noted**.
 9.4 Income and Expenditure. **Received** and **noted**. The Clerk to investigate the expenditure shown under code 4210 and an explanation is to be sent to members. **Action: Clerk.**
 9.5 Accident Report. No accidents had been reported since the previous meeting. **Noted.**
 9.6 Gas and Electricity usage. Cllr Dengate requested that this item be placed on the next agenda. **Action Office.**
10. **Beechen Hall Extension**
 10.1 Notes of Meetings of the working group. **Received** and **noted**.
 10.2 Prior to the meeting a BHEWG meeting had been held to approve the design plans, several amendments were identified and will be notified to the company. **Action Office.**
- 11 **Weaving Diamond Jubilee Orchard**
 11.1 RoSPA Annual Playground Inspection. The report had identified that the overall risk as low and it contained a few suggestions which will be monitored through the routine weekly and quarterly inspections. Discussion took place on the vertical splits in the Oak uprights on the wooden equipment, it was decided that even if they exceeded the 8mm width, suggested by RoSPA as when intervention might be needed, that a separate risk assessment would be undertaken rather than automatically filling any splits. The Clerk confirmed that on her recent inspection no split exceeded 5mm.
 11.2 Tree Pruning at the orchard. Cllr Bob Hinder proposed seconded by Cllr Ivor Davies that **Medway Valley Countryside Partnership be appointed to undertake the work. Agreed. Action Office.**
- 12 **Policies and Procedures**
 12.1 Clerk's delegated power Dove Hill Allotments. **Agreed as still fit for purpose.**
 12.2 Burial Grounds Regulations. **Agreed as still fit for purpose.**
 12.3 Risk Assessments for hall (Fire, Drink and Public Licence). Reviewed and considered still fit for purpose. **Noted.**
 12.4 Business Continuity Plan. The test to see if a random sample of councillors and staff could locate their copy of the plan had been undertaken. It was **agreed** to place a copy on OneDrive, as most committee members had access to the site, and send out electronic and paper copies as needed. **Action: Office.**
 12.5 Annual inspection of Beechen Hall and office. Members identified a few maintenance issues. **Action Office.**
13. **Matters for Decision**
 13.1 Boxley Village Noticeboard. After discussion Cllr Bob Hinder seconded by Cllr Dengate proposed that **a seasoned Oak noticeboard at a cost of £993.26 (quote 1) is purchased. Agreed.** Members **noted** that a caretaker would be approached to undertake the installation at an additional cost. **Action: Office.**

14. **Date of Next Meeting.**

Tuesday 10 October 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 9.25 pm

Item 8. Policies and Procedures Purpose of Item: Decision.

8.1 Adopted Code of Conduct Complaints (review). Clerk's note. There is no legal requirement to have this document however its existence supports the Parish Council's wish to operate in a fair, open and accountable way. This document is scheduled for review every two years. Do members wish to keep to this schedule or identify it as a 'housekeeping'?

Current. **Policy on dealing with Code of Conduct Complaints**

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

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

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

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

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

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

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

*or if necessary the Vice-Chairman or Clerk.

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

Item 9. Reports from councillors/office Purpose of Item: Information.

Item 9.1 Old Chalk New Downs (OCND). Report from Cllr Bob Hinder.

I had a meeting with a representative of OCND at Boxley Warren and gave them a guided tour of the site. OCND will be officially launched on 15 October and the event will also be used to advertise the various groups that work within the funding area. Friends of Boxley Warren will be attending with their display. I have arranged a meeting in September to discuss the funding that could come to Boxley Warren and I am currently putting together some suitable projects. OCND is arranging training events to which volunteers can attend and the Clerk has arranged that if WWG & VVNR wished they could apply to fill any spare training spaces.

Item 9.2 Report on the ESO Graduation Service. Report from Cllr Bob Hinder.

I attended this service on Friday July 7th at All Saints Church in Maidstone on behalf of the Parish Council. I was delightfully surprised to be greeted as a VIP and escorted to the front of the church and seated next to the Chair of Trustees of the organisation. The church was full and it started with the graduates processing into the centre aisle to much applause and cheering from the congregation. They were followed by the dignitaries led by HRH Princess Eugenie who has recently taken over as Patron. Speeches were made, certificates and prizes given and then came my big surprise because the Princess was brought over to meet the VIP's and what a pleasure it was to meet and speak with her.

The Chair of Trustees was delighted that the Parish Council was represented and thanked us for our support by using their property for some of our meetings and thereby giving them precious income. I must say I felt embarrassed wearing the plastic name plate and wished the new insignia had arrived!

Item 11. Budget. Purpose of Item: Decision and Information.

11.1 Environment Committee Budget 2017/2018 Highway Project. The Parish Council is requested to ratify the Environment Committee's decision to use the £40,000 budget to install a safer crossing point on Grovewood Drive North. The selection and decision making processes have all been identified and publicised in the Environment Committee's agenda and minutes all of which are available on the parish council's website. Residents have also been kept informed by the parish council's e-mail alert system and the website. The 10 July minutes, included in this agenda, includes the decision.

The Environment Committee was asked to report its decision to the parish council. County Councillor Carter has agreed to pay for a pedestrian and traffic survey, once the school summer holidays are completed, on Grovewood Drive North. Costs for a zebra crossing commence at £15,000 however the cost for this site, due to the need for infrastructure work, might be in the region of £30,000 - £35,000.

11.2 Beechen Hall Committee Room Extension. Report from Cllr Vic Davies.

The Estates Committee, under the Terms and Reference of the Beechen Hall Extension Working Group, is required to report back to the Parish Council on the design of the proposed extension at Beechen Hall. Please see design plan and the Chairman of the Estates Committee is happy to answer any questions, however members are reminded that the previous Estates Committee agenda, which all members receive, have contained copies of all the notes of the BHEWG.

The situation so far:

- Working group considered, discussed and agreed the design requirements. Ratified by Estates committee.

- Tenders were sent out to project management companies and after due consideration Kent Design Studios were chosen to manage the project including finalising the design drawings, obtaining planning permission etc., preparing and sending out tender documents for building contractors, giving advice on choosing the winning contractor, managing the building time scale and overseeing all works during construction.
- An acoustics engineer was engaged to give advice on how best to make the new room as close to sound prove as possible and his recommendations were passed on to Kent Design Studio for them to incorporate in the design.
- Plans have been received for the working group's consideration and with a couple of minor alterations these will be submitted by Kent Design Studios for planning consent.
- When planning consent is given we will then be moving forward to the next stage, which is going out to tender.

Item 12. Matters for Decision. Purpose of Item: Decision.

12.1 Civic Regalia. There are no specific protocols issued for parish councils and so the following draft guidelines/protocol for the security and wearing of the pendant have been drawn together from various sources and common-sense.

Boxley Parish Council Chairman Pendant

Security and Safety

When not in use the pendant will be stored in the office safe. When provided to the Chairman or Vice Chairman for an event that person will be responsible for the pendant's security, at the earliest opportunity the pendant will be returned to the parish office for safekeeping.

It is not advisable to wear the pendant whilst travelling to and from an event, especially if the wearer is walking and not part of an organised parade. Nor is it advisable to leave the pendant unattended in a locked car. Prior to an event the wearer should plan how they will transport the pendant and where and when they will put it on.

Prior to and after use the pendant should be stored in its box.

Guidelines for when the pendant will be worn

The pendant can be used by the Chairman or Vice-Chairman when representing the parish council at a formal occasion. The correct badge (Chairman or Vice-Chairman) will be affixed to the collar.

It is expected that the pendant will only be used on formal occasions and the wearer should be suitably dressed e.g. suit and tie or smart clothing.

The following are guidelines for when the pendant can be worn:

- The Annual Meeting of the Parish Council.
- The Annual Meeting of the Parish.
- Any formal event or parade that the parish council is invited to attend.
- Any event where the invitation requests that regalia is worn.
- An event where the Chairman or Vice-Chairman is invited to talk to an audience or present prizes.

Item 12.3 Sarsen Stones Walderslade Woodlands.

Three reports are supplied to members as enclosures.

1. Clerks Risk Management Assessment.

2. KCC's response to the situation and Dr Shelley's findings and the need to formally protect the stones.
3. Dr Shelley's report on the historic value of the stones.

Item 12.4 Five Acre and Wents Woods Weaving.

Clerk's note: Cllr Vic Davies requested that if members wish to proceed with the suggestions that Wents Woods are included.

The following request was received from a resident with a full copy supplied to councillors on 25 July.



Reference: Five Acre Wood Weaving ME14 5TG

Dear Councillors,

I write to you in respect of Five Acre Wood, Weaving and to request your help to protect in perpetuity this semi-natural ancient woodland and the resident wildlife. With a view for you to consider this area to be officially designated as a Local Nature Reserve by Boxley Parish Council and or Maidstone Borough Council.

Background:

The Wood was acquired by Wards Construction in the 1970's together with land in Grove Green for the purpose of housing development. As you are aware Wards developed Grove Green however, Five Acre Wood was identified as Ancient Woodland and with Councillor Tony Harwood's support a "land swap" was agreed, which saved the Wood and this has remained a habitat for wildlife (including hazel dormouse and a long-established badger sett).

When Ward's completed The Hedgerow and Harrow Way developments, approximately 20 years ago, they transferred the Wood to MBC Planning and later the Parks Team, having fenced the access to Five Acre Wood from the Hedgerow side and continued the fencing along Exton Gardens.

For several years the environment of the Wood was generally well respected with only occasional fly tipping taking place. However, in 2009 the Wood was subject to camping and all night drinking parties resulting in rubbish being left including broken bottles, cans and plastics. Fly-tipping also increased with even a shopping trolley and a sofa discarded. Following the camping incident, I contacted MBC to make them aware of this mis-use of the Wood and the risk of out of control fires.

With the assistance of Councillor Tony Harwood and Joanna Joyce from MBC Parks Team the Wood was again secured by MBC. Within a few weeks the fencing had again been broken down and at this point I offered to maintain the fencing on behalf of MBC and Joanna Joyce accepted my suggestion.

Until the last rotational coppice management intervention at the Woods in autumn 2015, I continued to maintain the fencing on behalf of MBC ensuring that the area remained free of litter and disposing of the occasional fly-tipping debris.

Post-coppice bramble growth has made traversing the sunlit section of the Wood very difficult however, as the tree canopy develops ground cover will die back and this area will again be seen as 'opened up' to general public access.

My location:

Information redacted by the Clerk due to Data Protection, the residents lives very close to the woods

Five Acre Wood status:

Actively managed coppice ancient woodland, with no public rights of way, (the next information was redacted by the Clerk for security reasons) and an important screening role between historic Weaving Street and Grove Green housing estate. The Wood is currently designated as public open space and is not covered by any by-laws.

Concern for the environment:

Five Acre Wood is an area of ancient woodland, originally set aside for wildlife. There are inherent risks in opening the site up to disturbance and damage. Pet dogs 'smell of wolf' if you are a wild animal and there is documented evidence that their regular presence within semi-natural areas impacts negatively upon a range of wildlife. Also, the littering of the woods is not only unsightly but could lead to an increase in the rat population. Given the points above there are some very good arguments to restrict general public access to the area.

Treatment of a similar landscape:

The MBC owned River Len LNR in the town centre is a good parallel, where the most sensitive section of the reserve is restricted access, with wildlife and surrounding residents all very happy at the protection this confers.

Action requested:

I request your help and support please, to change the status of the Wood from public open space to a Local Nature Reserve or similar with a management plan and set of by-laws. The land is currently designated as public open space and is not covered by any by-laws, so MBC has no powers to restrict access. If the land were re-designated (and advertised) as a Local Nature Reserve, a management plan and by-laws could then be introduced and enforced, including restricted public access and sanction against damage to vegetation or fencing.

I understand that several local residents have expressed concern over the future of the Wood and with your involvement a sensitive area of ancient woodland can be adequately protected for future generations.

It may also be worthwhile incorporating the adjoining (non-ancient) Wents Wood into the designation because wildlife from ancient Five Acre Wood has colonised this area of woodland. Further, the semi-natural areas comprising Weaving Heath could also be considered as part of any designation.

I look forward to hearing from you in due course and I am more than happy to meet at the site if you would like to view the area.

Item 14. Matters for Information. Purpose of Item: Information.

- 14.1 CPRE Countryside Voice Summer 2017.
- 14.2 KALC Parish News. Supplied to councillors.
- 14.3 KWT Wild Kent Summer 2017.
- 14.5 DCLG Publication You've got the power: a quick and simple guide to community rights.

10. Community Right to Reclaim Land

Think that land in your community could be better used?

Across the country there are significant amounts of land, owned by public bodies, which are vacant or derelict and which could be better used for housing, business or parks. The [Community Right to Reclaim Land](#) enables individuals, community groups and other organisations, including developers, to ask that it be brought back into use and even bid to buy it.

Step 1: Check that the land you are concerned about is publicly owned

You can establish who the registered owner of the land is by contacting your local authority or [HM Land Registry](#).

Step 2: Fill in a Public Request to Order Disposal (PROD) form

You will need to set out evidence making a case for why the land should be sold off and also make suggestions as to how it should be used. See [further information and the form](#).

Step 3: Send this completed form to:

NPCU@communities.gsi.gov.uk

Item 7.1 Payments made out of meeting 30.05.2017 – 26.06.2017.

No payments were made from the following accounts:

- Santander Investment Bond
- Barclays Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council

7.1.1 HSBC Payments

Date: 29/08/2017

Boxley Parish Council

Page 1

Time: 09:55

HSBC General Account

List of Payments made between 27/06/2017 and 29/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2017	Suez Recycling & Recovery UK L	DD30709600	390.71		Refuse Collection/Recycling Ba
01/07/2017	Maidstone Borough Council	DD30731503	202.00		Rates
06/07/2017	Buisness Stream	DD2746492	193.06		Water Bill
14/07/2017	Opus Energy - Electricity	DD62466090	155.28		Electricity Bill
20/07/2017	Opus Energy - Electricity	DD22564462	27.23		Gas Bill
20/07/2017	Opus Energy - Electricity	DD22564462	-27.23		Gas Bill - June
20/07/2017	OPUS Energy - gas	DD22564462	27.23		Gas Bill June
30/07/2017	Suez Recycling & Recovery UK L	DD30743130	181.90		Refuse Collection
01/08/2017	Maidstone Borough Council	DD30731503	202.00		Rates
14/08/2017	Opus Energy - Electricity	DD62633119	189.85		Electricity Bill - July

Total Payments 1,542.03

7.1.2 Unity Trust Bank Payments

Unity Trust Account

List of Payments made between 27/06/2017 and 29/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/06/2017	Pest Purge Ltd	1756	190.00		Pest Control Services
27/06/2017	Timpson	IMPREST 95	6.40	Rob Burrows	Key Cutting
27/06/2017	Medmow.com	IMPREST 95	70.00	Rob Burrows	Mower Service
27/06/2017	Crime Prevention Products Ltd	IMPREST 95	53.88	Rob Burrows	PIR Intruder Alarm System
27/06/2017	John Hood	72	120.00		Tree Surgery - Impton Lane
27/06/2017	Kent Wildlife Trust	29016	50.00		Annual Subscription
29/06/2017	RTF Networks	DD6715572	115.02		Telephone & Broadband
30/06/2017	EFT Receipts Ac	IT00000068	100.74		Pension Contributions
30/06/2017	Mail Publications Ltd	102369	1,072.56		Chairmans Annual Report
30/06/2017	Unity Trust Bank	SERVICE CH	18.00		Quarterly Service Charge
01/07/2017	Northstar IT Services	DD13651/2	165.94		IT Services and Backup
07/07/2017	Barclays Bank Account	2991/5.2.2	25,000.00		Transfer of Funds
17/07/2017	Capital Cleaning (Kent) Ltd	193332	38.08		Sanitary
17/07/2017	Kent County Council	900045958	300.00		Grant - Old Chalk New Downs
17/07/2017	Thomas Fattorini Ltd	1220628	1,144.70		Chairman's Regalia
17/07/2017	KCC Commercial Services	C210124	299.35		Miscellaneous
17/07/2017	Mrs M Fooks	DM JULY	115.00		Downs Mail Delivery
17/07/2017	Boxley Timber and Fencing	INO63283	618.36		Post & Rail Fencing
17/07/2017	Lloyds Corporate Multipay Card	03	409.14		Credit card Top up fee
19/07/2017	Mrs P Bowdery	IMPREST 80	81.51		Imprest Account
19/07/2017	Argos Ltd	IMPREST 80	22.99		Carpet Cleaner
19/07/2017	Asda	IMPREST 80	12.10		Consumables
19/07/2017	Pest Purge Ltd	1792	190.00		Pest Control Services
21/07/2017	Mrs P Bowdery	21/07/PC01	2,243.57		Salary - July
21/07/2017	Mrs A Candy	21/07/PC03	608.65		Salary - July
21/07/2017	Mr R Hinder	21/07/PC10	48.66		Chairman's Allowance
21/07/2017	Mr I Davies	21/07/PC06	35.39		Councillor Allowance - July
21/07/2017	Mr V Davies	21/07/PC07	35.39		Councillor Allowance - July
21/07/2017	Mr P Dengate	21/07/PC08	26.59		Councillor Allowance - July
21/07/2017	Mrs M Fooks	21/07/PC02	1,287.01		Salary - July
21/07/2017	Mr T Harwood	21/07/PC09	35.39		Councillor Allowance - July
21/07/2017	Mrs W Hinder	21/07/PC11	35.39		Councillor Allowance - July
21/07/2017	Mrs L Lake	21/07/PC04	60.00		Downs Mail Delivery - July
21/07/2017	Mrs K Macklin	21/07/PC12	44.19		Councillor Allowance - July
21/07/2017	Mrs M Smith	21/07/BH01	570.47		Wages - July
21/07/2017	Mrs M Waller	21/07/PC17	36.59		Councillor Allowance - July
21/07/2017	Mr B Douglas	21/07/BH05	237.44		Wages - July
21/07/2017	Mr D Odell	21/07/BH02	269.44		Wages - July
21/07/2017	Mr P Poon	21/07/PC05	24.68		Litterpicking - July
21/07/2017	HMRC	577PW00105	1,451.51		PAYE
21/07/2017	EFT Receipts Ac	IT00000068	103.02		Pension Contributions
24/07/2017	B & Q	IMPREST 97	18.00	Rob Burrows	Chainsaw Oil/Ear Defenders
25/07/2017	Lloyds 12 Mnths	12749467	25,000.00		Transfer of Funds 3 month Bond
25/07/2017	Playsafety Limited	30336	84.00		Annual Playground Inspection
25/07/2017	Mriss J E Seal	C110	168.60		Cancelletaion Refund
25/07/2017	Maidstone Borough Council	615281	995.82		Supply & Fit Bench Timber Tops
25/07/2017	Kent Association Local Council	02801	72.00		Clerks Training

Continued on Page 2

Unity Trust Account

List of Payments made between 27/06/2017 and 29/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/07/2017	Boxley Village Society	3014/8.2	320.00		Grant - Restore Telephone Box
26/07/2017	RTF Networks	DD6716686	115.13		Telephone & Broadband Bill
01/08/2017	Northstar IT Services	DD13840/1	165.94		IT Services and backup
04/08/2017	Ajax Flooring Company Ltd	28973	768.00		Hall floor repair
04/08/2017	Rob Burrows	IMPREST 96	14.47		Imprest account 96
04/08/2017	Robin Hood Service Station	IMPREST 96	28.98	Rob Burrows	Fuel WWG Imprest 96
04/08/2017	B & Q	IMPREST 96	51.36	Rob Burrows	Fuel cans WWG Imprest 96
04/08/2017	Rob Burrows	IMPREST 96	3.18		Refresh Imprest 96 WWG
04/08/2017	Mrs M Fooks	DM AUG	115.00		DM Aug
04/08/2017	Commercial Services Trading Lt	LS184596	5,191.94		Grounds Maintenance 1st Instal
14/08/2017	B & Q	IMPREST 97	-18.00	Rob Barrows	Chainsaw Oil & Ear Defenders
22/08/2017	Mrs P Bowdery	22/08/PC01	2,207.16		Salary
22/08/2017	Mrs A Candy	22/08/PC03	594.40		Salary
22/08/2017	Mr I Davies	22/08/PC06	34.33		Councillor's Allowance
22/08/2017	Mr V Davies	22/08/PC07	34.33		Councillor's Allowance
22/08/2017	Mr P Dengate	22/08/PC08	25.73		Councillor's Allowance
22/08/2017	Mrs M Fooks	22/08/PC02	1,277.79		Salary
22/08/2017	Mr T Harwood	22/08/PC09	34.33		Councillor's Allowance
22/08/2017	Mr R Hinder	22/08/PC10	42.87		Councillor's & Chair Allowance
22/08/2017	Mrs W Hinder	22/08/PC11	34.33		Councillor's Allowance
22/08/2017	Mrs L Lake	22/08/PC04	60.00		Publicity
22/08/2017	Mrs K Macklin	22/08/PC12	42.93		Councillor's Allowance
22/08/2017	Mrs M Waller	22/08/PC17	35.73		Councillor's Allowance
22/08/2017	Mrs M Fooks	22/08/PC02	-1,277.79		Salary
22/08/2017	Mrs M Fooks	22/08/PC02	1,232.55		Salary
22/08/2017	Mr B Douglas	22/08/BH05	237.44		Wages
22/08/2017	Mr D Odell	22/08/BH02	269.44		Wages
22/08/2017	Mr P Poon	22/08/PC05	31.00		Litter Picking
22/08/2017	HMRC	577PW00105	1,420.14		PAYE
22/08/2017	EFT Receipts Ac	IT00000068	101.75		Pension Contributions
22/08/2017	Mrs M Fooks	22/08/PC02	-1,232.55		Salary - Aug
22/08/2017	Mrs M Fooks	22/08/PC02	1,260.69		Salary - Aug
22/08/2017	Mrs M Smith	22/08/BH01	570.47		Wages - Aug
24/08/2017	Sma Khanam	C138	150.00		Damage Waiver Deposit
24/08/2017	KCC Commercial Services	L2940695	83.94		Consumables
24/08/2017	Homebase	IMPREST 97	33.66	Rob Burrows	Cement Ballast
24/08/2017	Stuart J Daws & Co Ltd	IMPREST 97	137.96	Rob Burrows	Line Cutter & Files
24/08/2017	Rob Burrows	IMPREST 97	18.00	Rob Burrows	Mileage for Task Days - Aug
24/08/2017	KCS Professional Services	PP7MD03137	207.67		Photocopier Lease & copies
24/08/2017	B & Q	IMPREST 97	18.00	Rob Burrows	Chainsaw Oil & Ear Defenders
Total Payments			78,127.87		

7.1.3 Coop Payments

Date: 29/08/2017

Boxley Parish Council

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Time: 09:56

Co-Op General Account

List of Payments made between 27/06/2017 and 29/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2017	Mail Publications Ltd	DD102450/1	490.14		Downs Mail Page
25/07/2017	Unity Trust Account	501312	25,000.00		Transfer of funds
01/08/2017	Mail Publications Ltd	DD102681/2	490.14		Publicity
Total Payments			<u>25,980.28</u>		

7.1.4 Unity Corporate Multipay Card

29/08/2017

Boxley Parish Council

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Cashbook 12

User: MF

Lloyds Corporate Multipay Card

Receipts received between 27/06/2017 and 29/08/2017

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 17/07/2017	409.14						
03	Unity Trust Account	409.14			211		409.14	Credit card Top up fee
Total Receipts:		409.14	0.00	0.00			409.14	

Item 7.2 Receipts for the period 30.05.2017 – 26.06.2017.

No receipts were received for the following accounts:

- The Cooperative Bank
- Lloyds A
- Nationwide Beechen Hall
- Nationwide Parish Council

7.2.1 HSBC Receipts.

HSBC General Account

Receipts received between 27/06/2017 and 29/08/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 28/06/2017	158.85						
38	Ahmed	4.00			4026	100	4.00	Bank Charges
39	Sargent	114.20			520		-114.20	C105D Sargent 22/7/17
					1230	260	226.40	C105F Sargent 22/7/17
					1231	260	2.00	PL Insurance Sargent
40	Medway Leisure Stay & Play	40.65			1235	260	40.65	R1833 23/6/17
	Banked: 29/06/2017	39.05						
51	Pressman	39.05			520		-37.05	C94D Pressman 6/8/17
					1230	260	74.10	C94F Pressman 6/8/17
					1231	260	2.00	PL Insurance Pressman
	Banked: 29/06/2017	-39.05						
51	Pressman	-39.05			520		37.05	C94D Pressman 6/8/17
					1230	260	-74.10	C94F Pressman 6/8/17
					1231	260	-2.00	PL Insurance Pressman
	Banked: 29/06/2017	39.05						
51	Pressman	39.05			520		-37.05	C94D Pressman 6/8/17
					1230	260	74.10	C94F Pressman 6/8/17
					1231	260	2.00	PL Insurance Pressman
	Banked: 30/06/2017	44.04						
41	NGREA	44.04			1235	260	44.04	R1833 NGREA 27/6/17
	Banked: 30/06/2017	76.10						
52	Jenkins	76.10			520		76.10	C157F Jenkins 18/11/17
	Banked: 03/07/2017	579.99						
53	Kumon	579.99			1235	260	579.99	R1838 Kumon July
	Banked: 03/07/2017	23.10						
54	Caterpillar Music	23.10			1235	260	23.10	R1836 Caterpillar Music
	Banked: 04/07/2017	167.48						
55	Tumbletots	167.48			1235	260	167.48	R1844 TumbleTots July
	Banked: 05/07/2017	310.50						
56	Yoga	310.50			1235	260	310.50	R1845 yoga July
	Banked: 07/07/2017	40.65						
43	Medway Leisure Stay & Play	40.65			1235	260	40.65	R1833 Medway Leisure
	Banked: 07/07/2017	60.90						
57	Teenie Boppers	60.90			1235	260	60.90	R1843 Teenie Boppers
	Banked: 10/07/2017	637.65						
42	Goodearl	100.80			520		100.80	C156F Goodearl 20/8/17
43	Balfour Short Mat Bowls	246.60			1235	260	246.60	R1835 Balfour SMB July
44	Age Concern	290.25			1235	260	290.25	R1834 Age Concern July
	Banked: 10/07/2017	529.83						
Subtotal Carried Forward:		2,668.14	0.00	0.00			2,138.31	

HSBC General Account

Receipts received between 27/06/2017 and 29/08/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
45	Karate	333.35			1235	260	333.35	R1837 Karate July
46	Movement as Therapy	196.48			1235	260	196.48	R1840 MAT July
	Banked: 11/07/2017	62.75						
58	Martin	62.75			520		-62.75	c149D - Martin 13/08/2017
					1230	260	123.50	c149F - Martin 13/08/2017
					1231	260	2.00	PL Insurance Martin
	Banked: 11/07/2017	150.20						
59	Gough	150.20			520		150.20	c158F - Gough 10/9/17
	Banked: 12/07/2017	40.65						
47	Medway Leisure Stay & Play	40.65			1235	260	40.65	R1839 Medway Leisure
	Banked: 13/07/2017	303.50						
60	Khanam	303.50			520		-153.50	c138D - Khanam
					1230	260	305.00	c138F - Khanam
					1231	260	2.00	PL Insurance - Khanam
					560		150.00	Damage Waiver Deposit
	Banked: 18/07/2017	125.60						
61	Caparn	125.60			520		125.60	C162D Caparn 24/2/18
	Banked: 19/07/2017	120.65						
48	Medway Leisure Stay & Play	40.65			1235	260	40.65	R1839 Medway Leisure
49	Duffy	40.00			520		40.00	C159D Duffy 14/10/17
50	Green	40.00			520		40.00	C166D Green 8/10/17
	Banked: 19/07/2017	11.55						
65	Chambers	11.55			520		11.55	C160F Chambers 14/09/17
	Banked: 20/07/2017	234.45						
62	Olukoya	234.45			1230	260	232.45	C169F Olukoya 29/7/17
					1231	260	2.00	PL Insurance Olukoya
	Banked: 26/07/2017	60.00						
63	Yadav	60.00			520		60.00	C167D Yadav 4/11/17
	Banked: 27/07/2017	86.45						
64	Sargent	86.45			1230	260	86.45	C105F Sargetn 22/7/17
	Banked: 27/07/2017	156.75						
696	A Bead in Time	156.75			1235	260	156.75	R1846 ABIT Jul/Aug
	Banked: 27/07/2017	203.80						
67	Enti	203.80			1230	260	201.80	C174F Enti 5/8/17
					1231	260	2.00	PL Insurance Enti
	Banked: 28/07/2017	255.20						
51	De Vere	76.10			520		76.10	C161F De Vere 29/10/17
52	Medway Leisure Stay & Play	40.65			1235	260	40.65	R1839 Medway Leisure
53	Williams	138.45			1230	260	86.45	C168F Williams 9/9/17
					1231	260	2.00	PL Insurance Williams
	Subtotal Carried Forward:	4,479.69	0.00	0.00			4,429.69	

HSBC General Account

Receipts received between 27/06/2017 and 29/08/2017

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					560		50.00	Williams Damage Waiver
	Banked: 28/07/2017	44.04						
54	NGREA	44.04			1235	260	44.04	C1841 NHREA July Invoice
	Banked: 31/07/2017	545.92						
64	Kumon	545.92			1235	260	545.92	R1852 Kumon Aug Invoice
	Banked: 31/07/2017	178.40						
55	Sharma	178.40			520		-126.60	C87D Sharma 26/8/17
					1230	260	303.00	C87F Sharma 26/8/17
					1231	260	2.00	PL insurance Sharma
	Banked: 07/08/2017	81.50						
69	Summers	81.50			520		81.50	Hall hire Summers C170D
	Banked: 08/08/2017	103.80						
70	Pearson	103.80			1230	260	103.80	Hall hire Pearson C125
	Banked: 10/08/2017	672.65						
56	Sutton	153.50			520		-153.50	Hall hire deposit Sutton
					1230	260	305.00	Hall hire Sutton C121
					1231	260	2.00	PL Insurance Sutton
	Movement as Therapy	216.80			1235	260	216.80	Hall hire MAT R1854
58	Smith-Dance	54.50			1230	260	52.50	Hall hire Smith Dance
					1231	260	2.00	PL Insurance Smith-Dance
59	Karate	247.85			1235	260	247.85	Hall hire Karate R1851
	Banked: 10/08/2017	40.00						
60	Entl	40.00			1250	260	40.00	AEC Entl C174 05/08/17
	Banked: 15/08/2017	10.50						
71	Sing & Sign	10.50			1235	260	10.50	R1842 Sing & Sign July
	Banked: 15/08/2017	42.00						
72	Sing & Sign	42.00			1235	260	42.00	R1829 Sing & Sign June
	Banked: 18/08/2017	100.00						
73	Agyeman-Duah	100.00			520		100.00	C183D Agyeman-Duah
	Banked: 23/08/2017	419.40						
61	Crockford	49.40			1230	260	47.40	C181F Crockford 10/8/17
					1231	260	2.00	PL Insurance Crockford
62	Gray	41.50			1230	260	39.50	C182F Gray 16/8/17
					1231	260	2.00	PL Insurance Gray
65	OJarigho	178.50			520		178.50	C177D Ojarigho 17/3/18
66	Kaur	150.00			520		150.00	C178D Kaur 6/5/17
	Banked: 23/08/2017	332.86						
63	Balfour Short Mat Bowls	289.73			1235	260	289.73	R1850 BSMB August
64	Balfour Short Mat Bowls	43.13			1235	260	43.13	R1853 BSMB August 2
	Banked: 23/08/2017	34.55						
Subtotal Carried Forward:		7,085.31	0.00	0.00			7,050.76	

29/08/2017
09:57

Boxley Parish Council
Cashbook 1
HSBC General Account

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User: MF

Receipts received between 27/06/2017 and 29/08/2017

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
74	Enti	34.55			1230	260	34.55 C174A Enti 5/8/17
Total Receipts:		7,085.31	0.00	0.00			7,085.31

7.2.2 Unity Trust Bank

Unity Trust Account

Receipts received between 27/06/2017 and 29/08/2017

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 21/07/2017	6,855.50					
PSS17/18	Maidstone Borough Council	6,855.50			1100	130	6,855.50 1st Installment Parish
	Banked: 25/07/2017	25,000.00					
501312	Co-Op General Account	25,000.00			210		25,000.00 Transfer of funds
	Banked: 27/07/2017	2,768.92					
Q117/18	HMRC	2,768.92			105		2,768.92 VAT refund quarter 1
	Banked: 02/08/2017	30.00					
Davies 17	Davies	30.00			1280	280	30.00 Allotment rent
	Banked: 02/08/2017	30.00					
Dengate17	Dengate	30.00			1280	280	30.00 Allotment rent
	Banked: 02/08/2017	15.00					
Winnett17	Winnett	15.00			1280	280	15.00 Allotment rent
	Banked: 03/08/2017	60.00					
Peacock 17	Peacock	60.00			1280	280	60.00 Allotment Rent
	Banked: 04/08/2017	45.00					
Price 17	Price	45.00			1280	280	45.00 Allotment Rent
	Banked: 04/08/2017	15.00					
Monk 17	Monk	15.00			1280	280	15.00 Allotment rent Monk
	Banked: 05/08/2017	30.00					
Perry 17	Perry	30.00			1280	280	30.00 Allotment rent Perry
	Banked: 07/08/2017	30.00					
Giles 17	Giles	30.00			1280	280	30.00 Allotment rent Giles
	Banked: 07/08/2017	15.00					
Green 17	Green	15.00			1280	280	15.00 Allotment rent Green 2017
	Banked: 11/08/2017	140.44					
O'bree11B	O'Bree	5.44			1280	280	5.44 Allotment rent 2016 O'Bree
Hinder 17	Hinder	45.00			1280	280	45.00 Allotment rent Hinder 2017
Wright 17	Wright	60.00			1280	280	60.00 Allotment rent Wright 2017
Ransom 17	Ransom	30.00			1280	280	30.00 Allotment rent Ransom
	Banked: 11/08/2017	30.00					
Johnson17	Johnson	30.00			1280	280	30.00 Allotment rent Johnson
	Banked: 14/08/2017	30.00					
Murray11E	Murray James	30.00			1280	280	30.00 Allotment rent Murray
	Banked: 14/08/2017	50.44					
Reeves 17	Reeves	50.44			1280	280	50.44 Allotment rent Reeves
Total Receipts:		35,145.30	0.00	0.00			35,145.30

7.2.3 Unity Corporate Multipay Card

29/08/2017	Boxley Parish Council	Page 1
10:01	Cashbook 12	User: MF
	Lloyds Corporate Multipay Card	
	Receipts received between 27/06/2017 and 29/08/2017	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 17/07/2017	409.14						
03	Unity Trust Account	409.14			211		409.14	Credit card Top up fee
Total Receipts:		409.14	0.00	0.00			409.14	

7.2.4 Barclays Bank

29/08/2017	Boxley Parish Council	Page 1
09:59	Cashbook 6	User: MF
	Barclays Bank Account	
	Receipts received between 27/06/2017 and 29/08/2017	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 07/07/2017	25,000.00						
2991/5.2.2	Unity Trust Account	25,000.00			250		25,000.00	Transfer of Funds
Total Receipts:		25,000.00	0.00	0.00			25,000.00	

7.2.5 Lloyds B

29/08/2017	Boxley Parish Council	Page 1
10:00	Cashbook 8	User: MF
	Lloyds B	
	Receipts received between 27/06/2017 and 29/08/2017	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 25/07/2017	25,000.00						
12749467	Unity Trust Account	25,000.00			270		25,000.00	Transfer of Funds 3
Total Receipts:		25,000.00	0.00	0.00			25,000.00	

7.2.6 Santander

29/08/2017	Boxley Parish Council	Page 1
09:59	Cashbook 5	User: MF
	Santander Investment Bond	
	Receipts received between 27/06/2017 and 29/08/2017	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 31/07/2017	520.73						
Issue 93	Santander	520.73			1090	130	520.73	Annual Interest Santander
Total Receipts:		520.73	0.00	0.00			520.73	

7.3 Account closing balances.

Item	Date	BANK ACCOUNTS (closing balances at last statement)	
7.3.1	22.08.17	Coop General Account	£49,192.78
7.3.2	03.08.17	HSBC Beechen Hall	£28,303.08
7.3.3	03.08.17	Unity Trust Bank	£30,940.05
7.3.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
7.3.5	25.07.17	Barclays Bank	£41,439.25
7.3.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
7.3.7	22.08.17	Lloyds B (matures 26/10/2017)	£25,000.00
7.3.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over	£55,873.90
7.3.9	05.04.17`	Nationwide Parish Council (now 95 day saver account which rolls over	£60,749.66
		Total	£418,341.53