



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 5 June 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. **Co-option to Parish Councillor Vacancy (South Ward)** (7.32)
 - 3.1 To consider co-option to the two South Ward vacancies. See report (page 3).
 - 3.2 To accept declaration acceptance of office successful candidate/s.
 4. **Minutes of the Parish Council Meeting 8 May 2017** (7.55)
To consider the minutes and if in order sign as a true record (pages 3-6).
 5. **Matters Arising From the Minutes** (7.58)
 - 5.1 Minute 2980/10.1 Civic Regalia. The parish council should receive the completed regalia in early July.
 - 5.2 Minute 2980/10.4 Honour Boards. Work to locate the missing dates will be undertaken in the near future.
 - 5.3 Minute 2980/10.5 Dog Waste. Cllr Bob Hinder will attend the July MBC Council meeting.
 - 5.4 Minute 2980/10.6 HGV signage. The sign has been purchased and is awaiting installation by KCC.
 - 5.5 Minute 2980/11 BT box Sandling. A request that the box is removed has been sent to Openreach.
 - 5.6 Any other matters arising from the minutes which are not on the agenda.
 6. **Report from the PCSO and Police Issues** (8.02)
Crime statistics, if received, will be provided on the supplement agenda or at the meeting.
- Adjournment to enable members of the public to address the meeting** (8.10)
7. **Draft Minutes of Recent Committee Meetings** (8.20)
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion.
 - 7.1 Environment Committee meeting 8 May 2017 (pages 6-10).
 - 7.2 Environment Committee meeting 15 May 2017 (pages 10-14).
 - 7.3 F&GP Committee meeting 16 May 2017 (pages 14-16).
 - 7.4 Estates Committee meeting 23 May 2017 (page 16).
 - 7.5 F&GP Committee meeting 23 May 2017 (pages 17-18).
 8. **Finance** (8.30)
 - 8.1 Payments made out of meeting 03.05.2017-30.05.2017 See report (pages 21-24).

8.2 Receipts for the period 03.05.2017-30.05.2017. See report (pages 24-26).

8.3 Account balances (page 27).

- 9 **Annual Return For The Year Ended 31 March 2017** (8.35)
- 9.1 Section 1. The RFO to sign the Annual Governance Statement. See report (pages 17-18).
- 9.2 Section 1. The Parish Council to approve the Chairman signing the Annual Governance Statement, it being the recommendation of the RFO and the F&GP Committee that approval be given.
- 9.3 Section 2. Accounting Statement. The RFO and Chairman to sign the statement (pages 18-19).
- 9.4 Independent Annual Internal Audit Report (page 20)
- 10 **Policies and Procedures** (8.39)
None.
- 11 **Reports from councillors/office** (8.40)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.
- 11.1 Maidstone's Civic and Freedom Parade and Civic Service, Saturday, 20 May 2017.
- 11.2 St John's Spring Fayre Sat 13 May 2017.
- 11.3 Parish/Police Liaison meeting 24th May. Unfortunately no representative was able to attend.
- 12 **Reports from Borough and County Councillors** (8.48)
Our Ward councillors are invited to report and discuss matters affecting the parish.
- 13 **Matters for Decision** (8.58)
To consider any issues, such as attendance at meetings or as identified on the evening.
- 14 **Correspondence** (9.03)
14.1 Thank you letter from Kent, Surrey & Sussex Air Ambulance
- 15 **Matters for Information** (9.04)
15.1 Parish Tour. Councillors will be contacted and asked to submit dates that they would not be available for a parish tour.
- 16 **Next Meeting** (9.08)
3 July 2017 at Weaving Street Village Hall, Weaving ME14 5JP commencing at 7.30pm.
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 26 June.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 30 May 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 5 June 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. Co-option to Parish Council Vacancy. Purpose of Item: Decision

Each candidate is given up to 3 minutes to address the parish council and no candidate/s remains in the room whilst another candidate makes an address. Candidates do not have to address members if they do not wish to do so.

If there are more candidates than positions the parish council appoints using an absolute majority vote of those present and voting (LGA Act 1972, s 86).

Item 4 Minutes of the Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 8 May 2016 commencing at 7.53pm.

Present: Mr B Hinder (Chairman), Mrs P Brooks, Mr J Constable, Mr Ivor Davies, Mr P Dengate, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Assistant Clerk Mrs M Fooks, Parish, Borough Cllr D Butler and three members of the public/press.

1. **Apologies and absences**

Cllr L Clarke (illness), Cllr Radcliffe Godfrey (family commitment) and Cllr Harwood (work commitments).

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

None submitted.

3. **Election of Chairman.**

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

4. **Election of Vice-Chairman**

Cllr Wendy Hinder nominated, with Cllr Waller seconding – **Cllr Vic Davies**. Cllr Davies agreed to be nominated on the understanding that he would not be able to attend the Environment Committee meetings. There being no other nominations this was **agreed unanimously**.

5. **Co-option to Parish Council Vacancies**

Four people had submitted a written interest however only one attended the meeting. The Chairman nominated Mr Constable for co-option to the parish council. **Agreed unanimously**.

6. **To Appoint Committees, Committee Chairmen and Vice-Chairmen**

Committees their Chairmen and Vice-Chairmen were appointed.

6.1 & 6.2 Environment Committee

Cllr L Clarke
Cllr J Constable
Cllr I Davies
Cllr P Dengate (Vice-chair)

6.3 & 6.4 Estates Committee

Cllr L Clarke
Cllr I Davies (Vice-chair)
Cllr V Davies (Chair)
Cllr P Dengate

Cllr B Hinder
Cllr W Hinder (Chair)
Cllr D Hollands

Cllr B Hinder
Cllr P Sullivan

6.5 & 6.6 Finance and General Purposes Committee (F&GP Committee)

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

Item 11 was taken at this point in the agenda.

7. To Appoint Representatives to External Bodies

Grove Green Community Association	Cllr Vic Davies
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Bob Hinder and Cllr Wendy Hinder (reserve)
Action with Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees)	Cllr Maureen Waller and Cllr Dennis Hollands
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Mid Kent Steering Group	Cllr Bob Hinder
Parish/Police Liaison meetings	Cllr D Hollands

8. Inspection of Deeds and Trust Documents

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

9. Minutes of the Parish Council Meeting 4 April 2016

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

10. Matters Arising From the Minutes

- 10.1 Minute 2972/5.1 Civic Regalia. Members **noted** that the completed item should be received in early July.
- 10.2 Minute 2972/5.2 Kestrel Boxes – **Noted** all 3 boxes have been erected.
- 10.3 Minute 2972/5.3 K60 Telephone Box, Boxley Village. The Boxley Society has been informed that BT will provide the paint for villagers to paint the box themselves. **Noted.**
- 10.4 Minute 2972/5.4 Honour Boards. Noted work will be undertaken soon to locate the missing dates. **Action office.**
- 10.5 Minute 2972/5.5 Dog Waste. **Noted**, due to unforeseen circumstance Cllr Bob Hinder was unable to attend the April MBC Full Council meeting and will now put the question to July meeting.
- 10.6 Minute 2972/5.7 HGV Signage - The sign has been purchased and supplied to KCC Highways for erection. The Clerk confirmed that this will be done this week. Cllr Dengate asked why it wasn't portable and the Clerk advised that KCC do not have portable signs on the verges they must be erected onto posts. **Noted.**
- 10.7 Any other matters arising from the minutes which are not on the agenda. None.

11. Report from the PCSO and Police Issues

Mrs A Dickerson asked if it was possible for the office to contact BT to ask if they could dispose of the telephone box in Sandling as it no longer has a telephone in it. A police report had not been received in time for the meeting. The Clerk explained that this would be forwarded to members by email out of meeting once it had been received. **Action office.**

12. Draft Minutes of Recent Committee Meetings

- 12.1 Environment Committee meeting 3 April 2017. **Received** and **noted.**

- 12.2 Estates Committee 11 April. **Received** and **noted**.
- 12.3 Environment Committee meeting (notes of meeting) 13 April 2017. **Received** and **noted**.
13. **Finance**
- 13.1 Payments made out of meeting 29.03,17 – 02.05.17. **Received** and **noted**.
- 13.2 Receipts for the period 29.03.17 – 02.05.17. **Received** and **noted**.
- 13.3 Account balances. **Noted**.
- 13.4 Annual Return for Year Ending 31 March 2017- **Noted** a draft end of year account will be presented to the F & GP Committee on 16 May for recommendation to the Parish Council at its June meeting. **Action Clerk**.
- 13.5 Parish Services Scheme – **Ratified** the Clerk's and Chairman's signature of the return required by MBC, based on expenditure during 2016/17.
14. **Policies and Procedures**
There were none.
15. **Reports from councillors/office**
- 15.1 History in Walderslade – A verbal update was provided by Cllr Macklin highlighting Dr Shelley a local historian and expert in Neolithic sculptures has evidence that the Sarcen stones in the woodlands are Neolithic, he has had a lot of contact with both the Clerk and Cllr Macklin over the past few weeks and it was agreed that the Clerk would carry out a risk assessment of the stones which will be fed back to the environment committee at a future meeting and Dr Shelley. It was also agreed that the Chairman Cllr Bob Hinder would email Dr Shelley to explain the amount of time the office and Councilors were able to give to this issue. **Action Clerk/Chairman**.
- 15.2 Cllr Vic Davies recently attended the 20th Birthday Party for the Downs Mail.
16. **Reports from Borough and County Councillors**
- 16.1 Cllr Wendy Hinder gave a report and was concerned at the amount of flytipping that is occurring in the Borough particularly north of the ward. As the warm weather approaches of particular concern is the amount of garden waste that is being tipped into the Woodlands. The Clerk explained there is a standard letter that can be delivered to areas where this is taking place and to let the office know. She also requested that an article was placed in the next edition of the Downs Mail. **Action: parish office**.
- 16.2 Cllr Butler notified members that it has been a quiet month. He then went on to say that he had had a wonderful year as Mayor of Maidstone and that he was privileged to attend two event in Boxley namely planting a Warner King apple tree in the orchard following a successful grant application from Tesco's bags for life and Mid Kent Downs organisation. He and his wife Mary were also asked to judge the best plot award at Dove Hill Allotments back in August 2016. Since then he has welcomed Princess Royal to the borough, has been to Leeds Castle, Five Acre Wood School, Laney's Farm which helps adults with mental disabilities. And lastly he said it is the people he will remember the most that he has met throughout his year in office.
17. **Matters for Decision**
- 17.1 Maidstone's Civic and Freedom Parade and Civic Service Saturday 20 May. If no-one is available to attend apologies will be sent by the office. **Action office**.
- 17.2 St John's Spring Fayre Sat 13 May 2017. Cllrs Vic Davies and Pat Sullivan to attend. Boards to be collected from office Friday 12 May. **Action Cllr Vic Davies and office**.
- 17.3 ESO Graduation All Saints Church Maidstone Friday 7th July 2016 at 1pm. Cllr Bob Hinder to attend. **Action: Cllr Bob Hinder and office**.
- 18 **Correspondence**
None received.
- 19 **Matters for Information** – The following items were **received** and **noted**.

- 19.1 Parish Tour. Councillors will be contacted and asked to submit dates that they would not be available for a parish tour.
- 19.2 Medway Neighbourhood Watch Magazine Spring 2017.
- 19.3 CPRE Countryside Voice. Spring 2017.
- 19.4 Bird and Bat Walk WDJ0 12 May 7pm – 9.00pm.
- 19.5 KALC Parish News April 2017.

20 Next Meeting

5 June 2016 at The European School of Osteopathy, Boxley House, Boxley Village, ME14 3DZ. Cllr Hollands gives his apologies for this meeting.

Meeting closed at 9.04 p.m.

Item 7 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 7.1 Minutes of the Environment Committee on Monday 8th May 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 9.10 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Mr J Constable, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, Mr D Hollands, together with the Clerk.

1 **Apologies and absences**

Cllrs L Clarke (illness) and M Radcliffe Godfrey (family commitments)

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**

17/501747/FULL. Erection of single storey front extension to existing garage and creation of first floor (over existing garage) with insertion of rooflights and external alterations. 33 Lombardy Drive Maidstone. Do not wish to object.

17/501974/TPO Application - 1 x Hornbeam, cut back 30/40%. 8 Orbit Close Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/501956/FULL. Erection of a single storey rear extension. 77 Bargrove Road Maidstone. Do not wish to object.

17/501723/REM. Approval of reserved matters (siting, design, external appearance and landscaping) pursuant to outline permission MA/13/1163 for the development of a 4222 sqm GEA class C2 care facility comprising a mixture of step-down residential, nursing, dementia, rehabilitation and respite care at Zone 5, Kent Medical Campus, Maidstone. Plot 5 Kent Medical Campus Kent Institute Of Medicine And Surgery Newnham Court Way Weaving Maidstone.

Do not wish to object but parish council has grave concerns as:

It feels that the Transport Statement and analytical data for the KIMS site is out of date and needs revisiting.

The provision for parking will be insufficient. The KIMS hospital had to apply for additional parking provision just after it was opened.

The surrounding highway infrastructure is poor and additional traffic will add to the congestion.

The development is not served by public transport and so there will be a reliance on private vehicles.

Ratified the Clerk's decisions, after consultation with members.

17/501471/FULL. Erection of a three storey secondary school with associated access, car parking and landscaping. Land at Valley Park School New Cut Road Maidstone.

Issues highlighted by the members of the public included:

- *Not enough parking for staff and visitors on site.*
- *Parking for visitors, especially on open evenings/afternoons and during any event at the school would use Grove Green as there is no alternative provided by the school.*
- *Need for a new local school not proved, why bring more children into the area?*
- *Safety issue with increased traffic.*
- *Too much traffic already area can't take any more.*
- *Concern over traffic during construction.*
- *Access opposite Grovewood Drive South, dangerous, unacceptable impact on the second of only 2 ways into and off of Grove Green.*
- *Alternative access points rather than off of New Cut Road opposite Grovewood Drive South.*
- *Students from the adjacent schools already Park on Grovewood Drive South.*
- *The catchment area of the school shows that it is not targeted at local children.*
- *Residents spoke of littering and some vandalism from students going to from the current schools and fear an increase in this antisocial behaviour.*
- *If yellow lines are placed on Grovewood Drive South and parking would be forced into the local roads and closes.*
- *Environmental impact on the trees, loss of trees and landscaping.*
- *Loss of community facilities as the playing fields are being built on.*
- *Noise and light pollution would be suffered by local residents.*
- *Lack of notification about the planning application and also the public exhibition.*
- *Support for quality schools.*

Residents were encouraged to submit individual letters of objection to the planning application. Residents were also encouraged to include any conditions that might mitigate the impact of the development should it be permitted.

Clarification on some of the issues raised concerning the catchment area, possible number of staff and the car parking provision at the school was supplied.

Having discussed the situation with residents' members gave guidance to the Clerk on the issues that they considered should be highlighted in the response. The Clerk was asked to draft a response for members to consider.

Guidance supplied included/identified that:

Members welcome the provision of a STEM school in Maidstone but the proposed site is unacceptable and so the parish council wishes to see the development refused and requests that the application is reported to the planning committee.

Reasons for objection.

Highways issues. The validity of the data used to reach the conclusion in the Transport Assessment Document (TAD) was questioned. The baseline for calculations on which the sustainability of the school, with regards to vehicle journeys, was incorrectly identified as being comparable to Valley Park Community School, a comprehensive, when Invicta Grammar School would be a closer match to the proposed school as both schools offer a specialised education and thus take the students from a wider catchment area.

The TAD contains several contradictions which again affect the data. In certain sections it identifies the proposed school as a local school and yet in other sections it recognises that students will come from Sutton Road, East Maidstone, Detling and South Maidstone. The travel calculations do include allocations for students coming from these areas.

The proposed school should be providing 172 bike spaces but the application shows that only 32 are being provided as "cycle trips are not considered to form a significant part of total movements".

104 parking spaces will be provided on site for visitors and staff so any open day/evening or school event will result in a significant number of cars parking in Grove Green. With 100 full time equivalent staff it is questionable whether the spaces provided on site will be sufficient for the demand leading to offsite parking.

The TAD (Local Conditions 2.6.1) states that vehicles parked on Grovewood Drive South did not impede other vehicles. This is contrary to evidence collected by the parish council and residents and failed to identify that Maidstone Borough Council has also assessed the situation and has written to Kent County Council asking it to intervene as it considers there are now safety issues for pedestrians and other road users. Parents will use Grovewood Drive South at school drop off and pick up times.

The Committed Development section is incomplete as it fails to properly take into account Waitrose and the planned hotel at Eclipse Park, the KIMS development site assessment for traffic may now be out of date as advertising for the site does not now present it as a medical campus but as A1, B1, C2 and D1 Use Classes, planning permission is being sought for 48 dwellings on land West of Eclipse Park

The cumulative impact of all these additional traffic movements makes the new school unsustainable.

Noise, light and air pollution.

Landscaping. The loss of some very prominent trees, which due to their contribution to the landscape and street amenity are covered by Tree Protection Orders, is regrettable. Replacement trees and landscaping should be indigenous and of a high standard.

Vinters Valley Nature Reserve, which is adjacent to the proposed school, will be susceptible to impact due to increased usage.

Cumulative Effect of additional traffic and off site car parking unacceptable.

Conditions.

If planning permission is approved the following conditions were identified as required.

Section 106 provision for single yellow line with a one hour parking restriction along Grovewood Drive South and in the adjacent roads and closes to be in place prior to commencement of development. The yellow line design proposal to be subject to consultation with the parish council and community. The provision of Road Traffic Orders banning parking on verges to be placed along Grovewood Drive South.

During development no construction vehicles are to be permitted to park in or drive through Grove Green and provision of sufficient on-site car parking for contractors vehicles must be provided prior to the main construction work commencing.

Indigenous trees should be used in the landscaping proposals.

17/501077/TPO application -1no. Hornbeam (Carpinus betulus) – Cut back growth to boundary or appropriate pruning points by approximate 2m, to final length of approximately 4m and remove lowest branch with open wound. 1no. Hornbeam (Carpinus betulus) - Cut back growth to boundary or appropriate pruning points by approximate 2m, to final length of approximately 3m and remove lowest small branch. 1no. Hornbeam (Carpinus betulus) - Fell to near ground level. 6 Forestdale Road Walderslade.

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

17/500936/FULL Demolition of existing garage and erection of a two storey side extension. (Revised scheme to approved application 16/503769/FULL). 14 Threshers Drive Weaving.

Ratified Do not wish to object.

17/501451/TPO. Common beech - Reduce large lateral limb 4m to the west. Remove all major deadwood and minor deadwood longer than 1m. Common beech - Section fell to near ground level. Land at New Cut Road Maidstone.

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

17/501620/TPO Application. Proposed works:

1. Remove broken branch stub at 14m to N - to be reduced back to first available fork.
2. Reduce adjacent 'twin' branch (with decay/wound) back to upright side branch.
3. Lightly thin eastern canopy (mainly upper canopy to NE and lower canopy to SE), to achieve equal canopy density through eastern canopy, to be achieved through the removal of branches <100mm dia., focusing on damaged and suppressed branches.
4. Lightly thin/formative prune the younger northern and western canopy, to be achieved through the removal of branches <75mm dia., focusing on damaged and suppressed branches - 1 no. Beech.95 Lombardy Drive Maidstone.

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

17/501540/FULL Block of stables for private use at Stone House Sandy Lane Maidstone.

Ratified Do not wish to object but a condition should be imposed so that the stables can only be used for the owner's horses and not developed into a business.

The parish council having improved the lane outside the entrance to the allotments are concerned about the potential impact of large horse boxes and feed/hay delivery vehicles on the condition of the road. Members would like to see a section 106 contribution road improvements.

17/501304/TPO Application to fell Ash tree. 7 Spenlow Drive Walderslade.

Ratified Defer to the views of the landscape office but there is grave concern about the felling of an Ash tree.

17/501411/FULL Erection of a wooden double garage. 3 Bakery Cottages Chatham Road Sandling Maidstone.

Ratified Do not wish to object.

17/501530/TPO application for 2 no. Hornbeam trees (within 2 The Covert) - Cut back overhanging branches by 4 metres. 2 The Covert Boxley Chatham Kent ME5 9JJ.

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

17/501719/TPO application for - Common Ash (*Fraxinus excelsior*) - Fell to near ground level. Fair vitality, weak stem union, minor deadwood, overhanging adjacent land. Land Rear Of 16 Podkin Wood Walderslade.

Ratified Defer to the views of the landscape office but there is grave concern about the felling of an Ash trees.

17/501778/FULL The development of the land to accommodate 48 dwellings (7 x 1 bed flat, 8 x 2 bed flats, 6 x 2 bed houses, 17 x 3 bed houses, and 10 x 4 bed houses) together with associated new access road, car parking, landscaping and open space. Land West Of Eclipse Park Sittingbourne Road Maidstone.

Ratified Do not wish to object but concern expressed on the noise pollution and air quality that residents will experience even with acoustic fencing and bund. Impact of increased human activity on the adjacent Ancient Woodland. Member's welcomed the 15 m buffer zone but request the introduction of habitats for lizards and slow worms into the landscape design. Concern over the proximity of the overhead cables to the residential dwellings and the fact that the area beneath is to be designated an open space.

17/501772/LBC Listed Building Consent for re-tiling of roof (Works Completed). Barn Cottage Boxley Road Boxley.

Ratified Do not wish to object.

4 **Next Meeting**

Next full environment meeting 15 May at Beechen Hall, Wildfell Close, Walderslade commencing at 7:30pm.

Meeting closed at 9.29 pm.

Item 7.2 Minutes of the Environment Committee on Monday 15 May 2017 at Beechen Hall, Wildfell Close commencing at 7.30 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr Bob Hinder, Mr D Hollands together with the Assistant Clerk.

1 **Apologies and absences**

Mr P Dengate (convalescing).

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

None.

3 **Minutes of the Meetings of 6th & 13th March & 6th April 2017.**

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

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

4. **Matters Arising from the Minutes**

4.1 Minute 2966/4.1 Inconsiderate parking Provender Way, yellow lines. Awaiting response from County Councillor Carter. **Noted.**

4.2 Minute 2966/4.2 Grovewood Drive South yellow lines. Awaiting response from County Councillor Carter. **Noted.**

4.3 Minute 2966/4.3. Land to the rear of Tesco Grove Green. Parish office is still attempting to locate the owners. **Noted.**

4.4 Minute 2966/4.4 Development Wildfell Close. Due to lack of action from KCC members **agreed** that this issue should be escalated and Cllr Bob Hinder will contact County Councillor Paul Carter to try and establish why the application is taking so long to determine. **Action Cllr Bob Hinder.**

4.5 Minute 2966/4.6. Grovewood Drive North Crossing facility. The petition was submitted too KCC and a positive response indicating there might be funding available had been received by the resident. **Noted.**

4.6 Minute 2955/4.7. Parking at Grovewood Drive North, Shepherd's Gate Drive etc. Awaiting response from County Councillor Carter. **Noted.**

4.7 Minute 2969/12 Seat at Timber Tops Play Area. Awaiting a date for installation by MBC. **Noted.**

4.8 Any other matters arising from the minutes not on the agenda. There were none.

5. **Planning Applications for Consideration**

17/502080/FULL Erection of two Pergolas with lighting and awnings, a retaining wall including an external fireplace, and fences, together with the replacement of the existing entrance canopy. The Running Horse Chatham Road Sandling..
Do not wish to object.

17/502043/ADV Advertisement consent for the insertion of 1no. illuminated logo board, 1no. illuminated totem sign, 2no. illuminated corex signs with trough light and 1no. externally illuminated post mounted double sided welcome sign. The Running Horse Chatham Road Sandling Maidstone Kent.

Boxley Parish Council wishes to see refused but not reported to the planning committee **the illuminated totem sign only** for the reasons set out below:

- The height, sheer size and bulk of the sign is out of keeping with the street scene.

- The site has a backdrop of the AONB and the addition of an illuminated totem sign would be incongruous and unsightly. It is also felt this could be a distraction to passing traffic particularly on the A229 and Sandling Lane.
- This will increase the light pollution on the area.

KCC/TM/0111/2017 The permanent retention of the Allington Waste Management Facility at Allington Waste Management Facility, Laverstoke Road, 20/20 Business Park, Allington, Maidstone, Kent, ME16 0LE. Do not wish to object.

17/502122/TPO Tree Preservation Order for 2no. Sweet Chestnut (T01 and T03) and 1no. Field Maple (T02) - to fell trees and grind stump and 1no. Hornbeam (T04) - sectionally remove North Western stem to remove leaning branches to ground level and remove deadwood. 2 Spenlow Drive Walderslade.

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

17/502131/TPO application - 1no. Sweet Chestnut - decay along the stem, ivy covered - Fell to near ground level. 1no. Silver Birch - Leaning towards garden, rubbing and growing through adjacent beech tree - Fell to near ground level. 16 Tufa Close Walderslade. Do not wish to object defer to the views of the Landscape Officer.

17/502132/TPO application - 1no. Common Hornbeam (*Carpinus betulus*) - Fell to ground level. 1no. Common Ash (*Fraxinus excelsior*) - Fell to 4m height. 1no. Multistem Common Ash (*Fraxinus excelsior*) - Cut back limb overhanging adjacent garden to boundary (by approx.3m), leaving the final spread of the limb in approx. 6m. 1no. Silver Birch (*Betula pendula*) - Fell to ground level. 9 Round Wood Close Walderslade.

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

17/502399/FULL Erection of a timber framed car port in front garden. Glenside Boxley Road Walderslade Chatham.

Wished to see refused but not reported to the planning committee for the reasons set out below.

- The structure will have an adverse visual impact on the street scene. The landscaping will not obscure this development from the road as it will be clearly seen when travelling from South to North along Boxley Road.
- The timber framed car port is referred to as 'proposed garage' on the plans and if the planning officer is minded to approve, the parish council have requested that a condition is placed on this application that does not allow doors to be put on the front of this structure.
- This site has seen a brick built garage being given permission to be turned into ancillary accommodation. Then followed by a retrospective application for a wooden shed. Now a third application for a car port, which has led, we believe, to overdevelopment at the front (visible aspect from the road) of the site.

17/500884/FULL Single storey rear extension, internal alterations, demolition of existing detached garage and sheds, new detached games room/office/store. The Hive Weaving Street Weaving. Do not wish to object.

17/502344/FULL Proposed front porch. 7 Camomile Drive Weaving.
Do not wish to object.

17/502295/FULL Part two-storey and part single storey extensions and alterations to existing dwelling, alterations to existing garage to enable use as a games room and construction of a detached timber 'Cart Lodge'. Curlews Boarley Lane Sandling.
Do not wish to object.

17/500388 - Maidstone Studios application.

At the last meeting members noted that 8 additional visitor car parking spaces had been provided. Members' objection with a request that it is reported to the MBC planning committee was solely due to the parking issues. In view of the additional parking spaces

Members **agreed** to withdraw the request to report this application to the Planning Committee.

17/501471/FULL. Erection of a three storey secondary school with associated access, car parking and landscaping. Land at Valley Park School, New Cut Road, Maidstone. Members **noted** County Councillor Paul Carter's response.

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

There were none.

7. **Highways and Byways**

7.1 Lower Thames Crossing. Members raised concerns over the impact that this will have on Junction 3 of the M2 motorway and junction 6 of the M20. Members stated that Junction 3 is already at full capacity and Bluebell Hill has become an accident hotspot, junction 6 is also near full capacity. Members expressed concerns that if the Dartford Tunnel is in anyway compromised or closed it will mean additional traffic on local roads. It has been reported that HGV traffic is up 40% and the pollution this will create could be seriously detrimental to the health of our residents. It was agreed that these issues would be raised at the meeting with KCC Highways in June. **Action: Cllr Wendy Hinder.**

7.2 The Sandling No Parking Overnight Sign. This is being collected by our Highways Steward and installed by w/e 20 May 2017. **Noted.**

7.3 Pantomine, Maidstone Studios. Members **received** the Clerk's report which highlighted the impact this could have on parking in the surrounding roads of Grove Green. It was reported that Geoff Miles owner of the Studios has a plans/ideas, not yet formalized, and members requested that he is contacted again in 6 weeks to see if he could reveal his plans. **Action office.** Members suggested printing on the tickets that because this is a residential area and parking is very difficult a courtesy bus is laid on from the local park and ride. **Action office.**

8. **Grounds Maintenance**

8.1 Grounds Maintenance. Various contractors have been contacted asking for potential costs etc. but only one expression of interest has been received. The Assistant Clerk confirmed the company was the Parish Council's existing contractor Landscape Services and members were happy with the hourly that had been quoted. It was agreed that an individual quote will be sought for each identified job as and when the committee agrees it. Members asked is they could provide a cost for removing rubbish/cuttings. **Action Office.**

8.2 Community Payback Service. A meeting has been arranged with the CPS and the Clerk, the Clerk has been supplied with various documents that need checking once this has been done an update will be supplied to members **Noted.**

8.3 Replacement Litter Bins. Members **received** the Clerk's update, it was **noted** that the Weaving Heath one had been replaced since the agenda went out and Cllr Wendy Hinder **agreed** to chase the one for The Spinney. **Action Cllr Wendy Hinder.**

9. **Highway Projects**

9.1 Members received an update on recent discussions regarding Westfield Sole Road/Yelsted Lane/Harp Farm Road. Members noted the possible solutions to tackling the problems faced by the landowners and motorists using these roads, and these issues will be discussed again at a future meeting with KCC Highways Executives and Engineers. **Noted.**

9.2 Identifying priority of known highway issues. Members **agreed** to defer this item until July, however as many of the projects are subject to the highways report submitted to Paul Carter and in view of the meeting to be confirmed with highways members agreed to complete the form so that the Parish Council can determine which project is of the highest priority. The Assistant Clerk will identify a deadline and notify members. **Action Cllrs and office.**

- 9.3 KCC Highway Asset Management Report. Members **received** and **noted** the extract with some scepticism. Members asked if the office could ascertain what classification the roads are within our parish and how they are marked? **Action office.**
- 9.4 KCC Potholes. **Noted** KCC's new online fault reporting tool and twitter account.
10. **Ancient Woodland**
Concern has been raised about MBC not being proactive to protect woodland. This issue will be taken to the KALC Maidstone Liaison Meeting. Members **received** the Clerk's suggestion to try and engage residents/volunteer groups to identify trees that might need a TPO and to contact MBC to ascertain if there is already one in place. It was **agreed** that this could be done via an article in the Downs Mail and Cllr Bob Hinder **agreed** to help write the article. **Action Cllr Bob Hinder.**
11. **Maidstone Local Plan**
- 11.1 To consider a further addition to the BPC's recent response to deal with an issue the Chairman has identified at junction 8 with proposed development at Woodcut Farm. After some discussion members agreed that the Clerk and Chairman would draft a response raising concerns of the impact this development would have on the neighbouring parishes. **Action: Cllr Wendy Hinder and Clerk.**
- 11.2 Community Infrastructure Levy: Draft Charging Schedule Statement of Modifications. **Agreed** no response required.
12. **Policy and Procedures**
- 12.1 Site Traffic Management Informative Note - **agreed** still fit for purpose.
- 12.2 Training. Both Cllrs Hollands and Constable expressed an interest in Councillor training with KALC. **Action office to notify dates.**
13. **Members Reports**
Maidstone Joint Transport Board. Cllr Bob Hinder stated that he had not received any feedback from the meeting and asked if the office could chase for the minutes. **Action: office.** There are two vacant positions on the MJBT Committee via KALC and Cllr Bob Hinder confirmed he had put himself forward for nomination. **Action: Cllr Bob Hinder.**
14. **Volunteer Groups**
Cllr Bob Hinder reported that the FoBW task day had taken place on Sunday 14 May present on the task day was David Attwood the landowner who had placed a wooden log at the entrance to deter off road bikes and quad bikes. Steve Wright suggested that a more preventative measure would be to erect a piece of motorway crash barrier on 2 posts which the landowner agreed to. Cllr Bob Hinder asked for an article in the Downs Mail asking users of Boxley Warren to report any off road/quad bikes they might see to 101. Cllr Constable reported that he had seen some quad bikes on Friday 12 May around 10pm by Penenden Heath. These bikes had no plates or lights and had mounted the footpath to get ahead of the traffic. Having followed them for a while he noticed they turned off in the direction of the Motorway. **Action office.**
15. **Matters for Information.**
- 15.1 Planning Survey MBC - **Noted**
- 15.2 Junction 8 M20 – Appeal to Planning Inspectorate. **Noted.**
- 15.3 Land at west entrance to Impton Lane – Members received the Clerk's report indicating that Kitewood the owners of the land would like to talk to the parish council about the plans it has for building 3-5 units on this parcel of land. They also enquired whether the parish council may be interested in purchasing the land. Members **agreed** that attendance could be at the June or July meeting and asked if the Clerk could ascertain what figure they had in mind to sell the land. **Action Office.**
16. **Next Meeting**
Next full Environment Committee meeting 12 June 2017 at Beechen Hall commencing at 7:30pm.

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

There were none. Cllr Bob Hinder requested an update on Bell Lane.

Cllr Wendy Hinder reported that she had been at a meeting where John Edwards, MBC Officer, had stated he would be quite happy to come along and talk to parish councils on street cleansing. Members agreed that an invitation should be sent to him. **Action: office.**

Meeting closed at 9.25pm.

Item 7.3 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 16 May 2017 commencing at 7.30 p.m.

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr B Hinder together with the Clerk and Mr R Burrows, Chairman Walderslade Woodlands Group.

1. **Apologies and non-attendance**

Cllr P Dengate (convalescing) and Cllr W Hinder (previous commitment).

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

Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Nature Reserve item 4.1.

The Chairman notified members he was a member of Walderslade Woodlands Group item 8.1.

3. **Minutes of the meeting of 14 March 2017**

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

4. **Matters Arising From the Minutes**

4.1 Minute 2969/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies informed the meeting that the Trust was now in contact with Maidstone Borough Council and Kent County Council and hopefully the work to finalise the change will be completed soon. Clerk not to take any further action unless contacted by Cllr Vic Davies.

4.2 Any other matters arising from the minutes, but not on the agenda. None.

The meeting was briefly adjourned to allow Mr Burrows to speak, item 8.1 was then taken at this point.

5. **Financial report.**

5.1 Reconciliation of accounts reports.

5.1.1 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. **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 Bank account A. For future ease of reference the two Lloyds Bank investments are to be labelled as A and B. **Received and noted.**

5.1.7 Lloyds Bank account B. A difference of £35 between the statement and report was identified. The Clerk to investigate and notify members whether this was a typing error. **Received and noted.**

5.1.8 Nationwide-Beechen Hall. **Received and noted.**

5.1.9 Nationwide-PC. **Received and noted.**

5.2 Investments.

5.2.1 The Clerk's report explanation on the recent maturing investments and the issue regarding reinvestment of Lloyds B was **received and noted**. The Clerk was **authorised** to reinvest the returned funds in Lloyds. **Action: Clerk.**

- 5.2.2 The transfer of £25,000 from the UTB account to the Barclays account to reduce financial exposure was **approved. Action: Clerk.**
- 5.2.3 Nationwide Parish Council. To reduce exposure the Clerk was investigating opening an account with Metro Bank. To expedite matters the Clerk suggested that the committee ask full council for delegated powers to open such an account if it proves to meet the council's needs. **Noted and agreed. Action: Clerk.**
- 5.2.4 Cooperative Bank. After discussion members **agreed in principle** to the reduction of the number of current accounts, with the likely closure of the Cooperative Bank account. Members recognised that this may not be an immediate action and agreed that the Clerk should investigate and report back on the pros and cons of doing this.
- 5.3 Income/Expenditure report as at 31 March 2017. **Received and noted.**
- 5.4 Parish Councillor Internal Audit 31 March 2017. **Received and noted.**

6. **Annual Governance Statement**

Cllr Bob Hinder proposed seconded by Cllr Vic Davies that **The Annual Governance Statement is approved. Unanimously agreed.**

Members welcomed the positive remarks contained within the External Independent Auditor's Report. **Received and noted.**

7. **Annual Return for the Year Ended 31 March 2017**

End of Year return. **Received and noted.** The Chairman proposed that **the RFO's recommendation that the End of Year Return be submitted to the parish council for signature be adopted. Unanimously agreed. Action: Clerk.**

8. **Earmarked Reserves**

8.1 Walderslade Woodlands Group Earmarked Reserves. Mr Burrows gave notification of planned expenditure of £4,300 on a two-wheel tractor and associated equipment to allow easier access to and movement around Walderslade Woods during task days. The expenditure would reduce the group's Earmarked Reserves to below the agreed £10,000 ceiling. Members queried the legality of using such a vehicle on a public highway or footway and WWG was asked to check the legislation about road tax and insurance. The Clerk was asked to liaise with WWG regarding the insurance and all risks coverage. **Action: Clerk.**

8.2 Reserves Review. With some minor amendments **approved. Action: Clerk.**

9. **Contingency Fund and Budget adjustments**

Boxley Village Green noticeboard. Members agreed to vire £1,200 from the Contingency Fund to the Noticeboards budget to allow for the purchase of a double door noticeboard.

10. **Personnel matters**

Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.**

11. **Grant Requests**

11.1 Kent, Surrey and Sussex Air Ambulance. After discussion the Chairman proposed seconded by Cllr Bob Hinder that a **donation of £500** is made. **Agreed** (3 for 1 against).

11.2 Old Chalk New Downs 2016 £300 'in principle' grant. Members **agreed** the release of the match funding grant. **Action: Clerk.**

12. **Matters for Information**

None.

13. **Policies, Procedures and Reports Reviews**

13.1 Training and Statement of Intent. The existing statement of intent to be replaced by a simple policy statement (Clerk to draft for next meeting). **Action: Clerk.** Discussion took place on different training options. The Clerk was asked to submit a training

programme for the staff. Members were informed that Cllrs Constable and Holland had indicated that they wished to attend KALC training. **Action: Office.**

13.2 Insurance Cover. Members **received and noted** the comparison report for renewing the PC-General policy and **agreed** to renew with the current provider for one year to bring it in line with the Beechen Hall policy for possible advantage of scale. **Action: office.**

13.3 A review of the policy on Petty Cash and Payment of bills by Direct Debit and Standing Orders has been undertaken by the Clerk and the list of agreed companies/payments. These are considered still fit for purpose. **Noted.**

14. **Date of Next Meeting**

Tuesday 11 July 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.01 p.m.

Item 7.4 Minutes of the Estates Committee, Extra Meeting on Tuesday 23 May 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 5.00 pm

Councillors present: Mr Vic Davies (Chairman), Mr Ivor Davies, Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Clerk and Assistant Clerk.

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

None

2. **Apologies and absence.**

Cllr L Clarke (delayed in traffic)

As there were no public or press present the meeting was not adjourned

3. **Beechen Hall Extension** – Members **received** the tenders report for the Project Manager. Sixteen invitations were sent out but only three companies submitted quotations and of those three companies only one had fully met the brief. After some discussion and clarification of what a principle designer was it was proposed from the Chair to accept, in principle, the tender from Kent Design Studio, subject to references and an initial pre-meeting. The motion was seconded by Cllr Dengate with all in favour. The request for funding to be released to be submitted to Finance and General Purposes committee.

4. **Date of Next Meeting.**

Tuesday 13 June, 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 5.33 pm

Item 7.5 Minutes of the Finance and General Purposes Committee Extra Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 23 May 2017 commencing at 5.34 p.m.

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mr P Dengate Mr B Hinder together with the Clerk and Assistant Clerk and Mr P Sullivan.

1. **Apologies and non-attendance**

Cllrs Clarke (delayed in traffic) and Cllr W Hinder (MBC Meeting).

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

None

3. **Beechen Hall Extension** – Members **noted** the decision of the Estates Committee, made after due process, to accept in principle the tender by Kent

Design Studio for supply of a Project Manager and associated services for the construction of the Beechen Hall Extension.

*Members then **considered** the committee's request for the release of up to £15,000 from earmarked funds to meet this expenditure. Following a short discussion, the Chairman proposed, seconded by Cllr Bob Hinder, that this request be met. **Agreed** unanimously.*

4. **Date of Next Meeting**

Tuesday 11 July 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 5.39 p.m.

Item 9 Annual Return For The Year Ended 31 March 2017. Decision.
--

Purpose of Item:

9.1 Section 1. The RFO to sign the Annual Governance Statement.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BOXLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

DATE: 17/03/2017

and recorded as minute reference:

MINUTE REFERENCE: 17/03/2017

Signed by Chair at meeting where approval is given:

DATE: 17/03/2017

Clerk:

DATE: 17/03/2017

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

9.2 Section 1 (above). The Parish Council to approve the Chairman signing the Annual Governance Statement, it being the recommendation of the RFO and the F&GP Committee that approval be given.

9.3 Section 2 (below). Accounting Statement. The RFO and then the Chairman to sign the statement.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BOXLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	291,288	348,152	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	98,481	98,481	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	73,367	71,293	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	78,867	77,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	38,118	102,116	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	348,152	338,004	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	350,562	337,732	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	437,611	451,172	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature]

Date

[Date]

I confirm that these accounting statements were approved by this smaller authority on:

[Date]

and recorded as minute reference:

[Date]

Signed by Chair at meeting where approval is given:

[Date]

9.4 To receive the Independent Annual Internal Audit Report.

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

BOXLEY PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

(Empty box for additional risk areas)

Name of person who carried out the internal audit **LIONEL ROBBINS**
 Signature of person who carried out the internal audit *[Signature]* Date **11/05/2017**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Item 8.1 Payments made out of meeting 03.05.2017-30.05.2017

No payments were made from the following accounts:

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

8.1.1 HSBC Payments

Date:30/05/2017	Boxley Parish Council	Page 1
Time:09:58	Cashbook 1	User: PB
	HSBC General Account	
	Payments made between 03/05/2017 and 30/05/2017	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/05/2017	Opus Energy - Electricity	DD62141195	153.10		25.52	4615	260	127.58	Electricity Bill mth 1
16/05/2017	Unity Trust Account	Feb/Mar 17	4,466.85			200		4,466.85	Feb/Mar payments
20/05/2017	OPUS Energy - gas	DD22432690	106.54		5.07	4620	260	101.47	Gas Bill Mth 1
	Total Payments:		4,726.49	0.00	30.59			4,695.90	

8.1.2 Unity Trust Bank Payments

Date: 30/05/2017

Boxley Parish Council

Page 1

Time: 10:00

Cashbook 2

User: PB

Unity Trust Account

Payments made between 03/05/2017 and 30/05/2017

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£\VAT	A/c	Centre	£ Amount	Transaction Details
11/05/2017	South East Water	11	140.30			4400	280	140.30	Allotment Water Bill 1617
11/05/2017	Northstar IT Services	13258/59	165.94		27.66	4040	100	138.28	IT & backup services
11/05/2017	St John's C of E Primary Schoo	188	45.00			4100	110	45.00	Hall hire 13/4/17
11/05/2017	CPRE	78995	36.00			4045	100	36.00	Annual Membership 16-17
11/05/2017	Mrs M Fooks	DM DEL MAY	115.00			4115	110	90.00	DM Delivery May H Fooks
						4115	110	25.00	DM Delivery May O Fooks
11/05/2017	D&S Construction	DS/BHD2/17	777.50			4650	280	777.50	Replace Emergency lights
11/05/2017	Rob Burrows	MPREST 92	22.50			4275	150	22.50	Mileage for task days
11/05/2017	Sherlodge Garage	MPREST 92	46.90		7.82	4275	150	39.08	Diesel for Brian's Van
11/05/2017	B & Q	MPREST 92	47.48		7.91	4275	150	39.57	Materials for siting of traile
11/05/2017	KCC Commercial Services	MD0304130/	353.62		58.94	4040	280	53.69	Photocopier lease 50% 1st Qtr
						4040	100	53.69	Photocopier lease 50% 1st Qtr
						4020	100	33.14	Photocopies B&W & Colour
						4020	280	14.21	Photocopies B&W & Colour
						4610	280	117.25	Consumables
						4020	100	22.70	office stationery
16/05/2017	Mrs Mandy Patania	C136	150.00			520		150.00	Returned Damage Waiver Deposit
22/05/2017	TP Structures Ltd	1328	1,911.60		318.60	4210	130	1,593.00	Expandastore - Insurance Claim
22/05/2017	Lionel Robbins	2017/43	75.00			4025	100	37.50	Annual Return - Internal Audit
						4025	280	37.50	Annual Return - Internal Audit
22/05/2017	Mrs M Smith	22/5/BH01	570.47			4001	280	570.47	Wages
22/05/2017	Mr D Odell	22/5/BH02	306.44			4001	280	300.04	Wages
						4650	280	6.40	Mileage
22/05/2017	Mr B Douglas	22/5/BH05	237.44			4001	280	237.44	Wages
22/05/2017	Mrs P Bowdery	22/5/PC01	2,186.64			4000	100	2,186.64	Salary
22/05/2017	Mrs M Fooks	22/5/PC02	1,232.35			4000	100	739.41	Salary
						4001	280	492.94	Salary

Unity Trust Account

Payments made between 03/05/2017 and 30/05/2017

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis			
						A/c	Centre	£ Amount	Transaction Details
22/05/2017	Mrs A.Candy	22/5/PC03	637.16			4000	100	594.26	Salary
						4055	100	42.90	Mileage Claim (Apr-May)
22/05/2017	Mrs L Lake	22/5/PC04	60.00			4115	110	60.00	Downs Mail Delivery
22/05/2017	Mr P Poon	22/5/PC05	24.68			4400	230	24.68	Litter Picker WDUO
22/05/2017	Mr I Davies	22/5/PC06	33.91			4160	120	33.91	Councillor Allowance
22/05/2017	Mr V Davies	22/5/PC07	33.91			4160	120	33.91	Councillor Allowance
22/05/2017	Mr P Dengate	22/5/PC08	25.31			4160	120	25.31	Councillor Allowance
22/05/2017	Mr T Harwood	22/5/PC09	33.91			4160	120	33.91	Councillor Allowance
22/05/2017	Mr R Hinder	22/5/PC10	41.14			4150	120	41.14	Chairmans Allowance
22/05/2017	Mrs W Hinder	22/5/PC11	33.91			4160	120	33.91	Councillor Allowance
22/05/2017	Mrs K Macklin	22/5/PC12	42.51			4160	120	42.51	Councillor Allowance
22/05/2017	Mrs M Waller	22/5/PC17	31.31			4160	120	31.31	Councillor Allowance
22/05/2017	Kilworth Machinery Ltd	30465	5,160.00		860.00	4275	150	4,300.00	Two Wheel Tractor
22/05/2017	Kent, Surrey and Sussex Air Am	41347	500.00			4270	150	500.00	Donation KJSS Air Ambulance
22/05/2017	HMRC	577P000105	1,398.69			4005	100	1,114.85	PC PAYE
						4150	120	10.20	Chairmans Allowance PAYE
						4160	120	62.80	Councillor Allowance PAYE
						4005	260	210.84	BH PAYE
22/05/2017	Mrs P Bowdery	MPREST 79	66.75			4020	100	35.14	Stamps/Scissors/fe
						560		15.00	Returned key deposit Plot 13A
						4020	260	6.72	Stamps
						4610	260	9.89	Door Wedges/bleach/soa powder
						4610	260	24.58	Keys/Light Bulb
22/05/2017	Lordswood DIY	MPREST 79	29.50		4.92	4610	260	24.58	Keys/Light Bulb
22/05/2017	Home Bargains	MPREST 79	2.98		0.50	4610	260	2.48	Consumables
22/05/2017	Asda	MPREST 79	10.50		1.75	4610	260	8.75	Consumables
22/05/2017	EFT Receipts Ac	IT00000068	100.74			4010	100	35.77	PC Pension Contributions
						4010	260	10.33	BH Pension Contributions
						4010	100	43.17	Employee Pension Contributions
26/05/2017	RTF Networks	DD6714309	112.73			4010	260	11.47	Employee Pension Contributions
						4020	100	93.94	Telephone Charges
Total Payments:			16,799.82	0.00	1,306.89			15,492.93	

8.1.3 Unity Corporate Multipay Card

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Boxley Parish Council

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Unity Corporate Multipay Card

Payments made between 03/05/2017 and 30/05/2017

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
16/05/2017	Argos Ltd	265734	78.99		13.16	4650	260	65.83	Camera +Memory Disk
Total Payments:			78.99	0.00	13.16			65.83	

Item 8.2 Receipts for the period 03.05.2017-30.05.2017

No receipts were received for the following accounts:

- The Cooperative Bank Payments
- Santander Investment Bond
- Barclays Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council
- Unity Corporate Multipay Card

8.2.1 HSBC Receipts.

Receipts received between 03/05/2017 and 30/05/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 03/05/2017	14.23						
19	Southern Water	14.23			1130	130	14.23	Credit for BH water bill
	Banked: 04/05/2017	162.54						
14	NGREA	44.04			1235	260	44.04	R1803 NGREA April
16	Waters	118.50			520		118.50	C129D Waters 17/12/17
	Banked: 04/05/2017	144.25						
15	Tayi	144.25			520		144.25	C140D Tayi 2/7/17
	Banked: 04/05/2017	76.10						
18	Davey	76.10			520		76.10	C134D Davey 23/7/17
	Banked: 04/05/2017	30.80						
20	Caterpillar Music	30.80			1235	260	30.80	R1811 Caterpillar Music
	Banked: 04/05/2017	13.69						
21	Candy	13.69			1230	260	13.69	C109F 13/5/17
	Banked: 05/05/2017	215.63						
17	Balfour ShortMat Bowls	215.63			1235	260	215.63	R1810 Balfour SMB May
	Banked: 05/05/2017	495.55						
18	Westover	185.95			520		-86.35	C994D Westover 3/6/17
					1230	260	270.30	C994F Westover 3/6/17
					1231	260	2.00	PL Insurance Westover
19	Age Concern	309.60			1235	260	309.60	R1809 Age Concern May
	Banked: 05/05/2017	12.35						
22	Patania	12.35			1230	260	12.35	C136D Patania 13/5/17
	Banked: 05/05/2017	60.90						
23	Teenie Boppers	60.90			1235	260	60.90	R18 Teenie Boppers May
	Banked: 07/05/2017	37.05						
24	Gillingham	37.05			1230	260	37.05	C33F Gillingham 14/5/17
	Banked: 08/05/2017	137.85						
25	Sykik Events	137.85			520		137.85	C141D Sykik Events
	Banked: 08/05/2017	153.50						
26	Khanam	153.50			520		153.50	C138D Khanam 12/8/17
	Banked: 09/05/2017	88.45						
20	Skinner	88.45			1230	260	86.45	C142F Skinner 17/6/17
					1231	260	2.00	PL Insurance Skinner
	Banked: 12/05/2017	76.10						
26	Marrable	76.10			1230	260	74.10	C144F Marrable 4/6/17
					1231	260	2.00	PL Insurance Marrable
21	Banked: 15/05/2017	121.95						

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21	MAT	121.95			1235	260	121.95	R1814 MAT May
	Banked: 16/05/2017	205.10						
22	Karate	205.10			1235	260	205.10	R1812 Karate May
	Banked: 19/05/2017	258.50						
28	Maidstone Borough Council	258.50			1230	260	258.50	MBC hall hire 04.05/2017
	Banked: 19/05/2017	178.50						
29	Ewohime	178.50			520		178.50	C145D Ewohime
	Banked: 22/05/2017	180.00						
23	Shofela	180.00			520		180.00	C147D Shofela 11/11/17
	Banked: 24/05/2017	76.10						
30	Cuckow	76.10			1230	260	74.10	C143F Cuckow
					1231	260	2.00	PLinsurance Cuckow
	Banked: 24/05/2017	62.75						
31	Negus	62.75			1230	260	60.75	C118F Negus 24/05/17
					1231	260	2.00	PLinsurance Negus
	Banked: 25/05/2017	302.57						
32	AACT S	302.57			1235	260	302.57	R1821 AACTS June/July
	Banked: 25/05/2017	30.80						
33	Caterpillar Music	30.80			1235	260	30.80	R1824 Caterpillar Music
	Banked: 26/05/2017	490.50						
24	Balfour Short Mat Bowls	246.60			1235	260	246.60	R1823 Balfour SMB June
25	Movement as Therapy	243.90			1235	260	243.90	R1827 Movement as
	Banked: 26/05/2017	56.25						
34	A Bead in Time	56.25			1235	260	56.25	R1820 ABIT June
	Banked: 29/05/2017	62.75						
35	Martin	62.75			520		62.75	C149D Martin 13/8/2017
Total Receipts:		3,744.76	0.00	0.00			3,744.76	

8.2.2 Unity Trust Receipts

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10:00

Boxley Parish Council
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Unity Trust Account
Receipts received between 03/05/2017 and 30/05/2017

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Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/05/2017	4,466.85						
Feb/Mar 17	HSBC General Account	4,466.85			210		4,466.85	Feb/Mar payments
Total Receipts:		4,466.85	0.00	0.00			4,466.85	

8.3 Account closing balances.

Item	Date	BANK ACCOUNTS (closing balances at last statement)	
8.1.1	28.04.17	Coop General Account	£25,253.53
8.1.2	01.05.17	HSBC Beechen Hall	£22,243.85
8.1.3	01.05.17	Unity Trust Bank	£109,055.22
8.1.4	22.08.16	Santander Investment Bond (matures 01.08.17)	£75,627.77
5.1.5	19.05.17	Barclays Bank	£16,439.25
5.1.6	08.02.17	Lloyds A (matures 08/05/2017)	£50,583.21
5.1.7	10.02.17	Lloyds B (matures 15/05/2017)	£25,366.21
5.1.8	31.04.17	Nationwide Beechen Hall 12 mth (now 95 day saver account)(matures 22.05.17)	£55,873.90
5.1.9	31.03.17`	Nationwide Parish Council 12 mth (now 6 mth matures 12.06.17)	£60,749.66
		Total	£441,192.60