

Minutes of the annual meeting of Bilsington Parish Council held at Bilsington Village Hall on Thursday 7th May 2026 at 8:10pm.

Present: Councillors; L Lawson (Vice-Chair), M Bilham, A Evans and R Thompson.

In attendance: Peter Setterfield, Parish Clerk & Responsible Financial Officer.

1257. To elect the Chair of the Parish Council for the municipal year 2026/2027 and to receive the Chair's Declaration of Acceptance of Office.

There being no further nominations **Resolved to appoint Cllr S Hudson as Chair of the Parish Council for the municipal year 2026/2027 declaration to be signed at next meeting of the Parish Council.**

1258. To elect the Vice-Chair of the Parish Council for the municipal year 2026/2027 and to receive the Vice-Chair's Declaration of Acceptance of Office.

There being no further nominations **Resolved to appoint Cllr L Lawson as Vice-Chair for the municipal year 2026/2027, declaration of acceptance of office completed.**

1259. Apologies for absence:

Cllr S Hudson.

1260. Declarations of interest:

There were no declarations of interest.

1261. Minutes:

The minutes of the Parish Council meeting held on 26th March 2026 were submitted, agreed as a true record and signed by the Vice-Chair.

1262. Planning Matters

Planning application PA/2026/0650 – Willow Trees, Newchurch Road – Listed Building Consent for the repair, thermal upgrade and internal remediation of dwelling and associated outbuilding, together with localised structural strengthening – existing timber weatherboarding will be removed and replaced, breathable wall build-up will be introduced. Water-damaged plasterboard removal and repair. External walls to be upgraded, internal partitions and ceilings to be reinstated. Non-original internal masonry/blockwork partition wall to be removed. Localised structural strengthening of first floor joists to bathroom and bedrooms 1 and 2, plus associated outbuilding repairs, including replacement of decayed timbers and recladding to match the existing in all respects.

Resolved: to offer no objection to the application.

1263. Annual Risk Assessment

Report BPC/26/01 brings to the Parish Council the risk assessment undertaken as an assessment of its activities and assets to ensure that it has the necessary audit procedures in place and has adequate insurance cover in place.

Resolved:

1. To receive and note report BPC/26/01
2. To receive and endorse the Annual Risk Assessment

1264. Asset Register

Report BPC/26/02 details the Parish Council's assets as at 31st March 2026

Resolved:

1. To receive and note Report BPC/26/02
2. To receive and note the Asset Register as at 31st March 2026

1265. Report of the Independent Internal Auditor

Report BPC/26/03 encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Governance and Accountability Return

Resolved:

1. To receive and note Report BPC/26/03
2. To receive and endorse the report of the Independent Internal Auditor.

1266. Statement on Internal Control for the year ended 31st March 2026 – Annual Governance Statement

Report BPC/26/04 details the statement on internal control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return.

Resolved:

1. To receive and note Report BPC/26/04
2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2026
3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2026
4. To respond "Yes" in boxes 1 to 10 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report BPC/26/04 which relates specifically to Box 6
5. To authorise the Chair of the Parish Council meeting to sign the Annual Governance Statement.

1267. Statement of Accounts for the year ended 31st March 2026

Report BPC/26/05 attaches the Statement of Accounts for the financial year 2025 / 2026.

Resolved:

- 1. To receive and note Report BPC/26/05**
- 2. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for year ended 31 March 2026**
- 3. To authorise the Chair of the Parish Council meeting to sign the accounts contained within the Annual Return for 2025/2026**

1268. Certificate of Exemption from External Audit

Report BPC/26/06 sets out the criteria to enable the Parish Council to certify itself exempt from a limited assurance review.

Resolved:

- 1. To receive and note Report BPC/26/06**
- 2. To receive and authorise the Chair of the Prish Council meeting and the Responsible Financial Officer to sign the Certificate of Exemption.**

1269. Exercise of Public Rights

The period for the exercise of public rights has to be set as soon as practicable after the Parish Council has approved the annual return, the earliest that this can be is from 3 June 2026 until 14 July 2026 in accordance with legislation.

1270. Standing Orders

There have been no changes to the Standing Orders which reflect the current model issued by the National Association of Local Councils.

1271. Financial Regulations

There have been no changes to the Financial Regulations which reflect the current model issued by the National Association of Local Councils.

1272. Finance

Schedule of payments:

Staff costs March £506.56
Staff costs April £574.91
Clerk's expenses 352.40
H J Hoad (Internal Audit) £50.00
Kent Association of Local Councils £202.44

1273. Village Hall

The Parish Council is asked to nominate one of its members to the Village Hall Committee and to report back to the Parish Council

Resolved: to nominate Cllr M Bilham as the Parish Council representative on the Village Hall committee.

1274. ACRE

Report BPC/26/07 contains information from the Interim CEO of Kent ACRE about the organisation and their aims.

Resolved:

- 1. To receive and note Report BPC/26/07**
- 2. After due consideration the Parish Council will not pledge any funds at the current time.**

1275. Other items for information:

There being no further business the meeting closed at 8:30pm.

DRAFT