



# **Bilsington Parish Council**

## **Ashford, KENT**

[www.bilsingtonpc.org.uk](http://www.bilsingtonpc.org.uk)

*Parish Clerk*

Peter Setterfield

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TO: MEMBERS OF BILSINGTON PARISH COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Annual meeting of the PARISH COUNCIL to be held on **Thursday 7<sup>th</sup> May 2026 commencing after the Annual Parish Meeting which starts at 7.00pm in Bilsington Village Hall.**

*Peter Setterfield*

Peter Setterfield  
Clerk to the Council

### A G E N D A

1. **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.**
2. **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.**

3. **To receive apologies for absence**
4. **To receive any declarations of interest from Members**  
Members are invited to declare disclosable pecuniary interests in items on the agenda as required by the Bilsington Parish Council Code of Conduct for Members and by the Localism Act 2011.
5. **To approve the minutes of the Parish Council meeting held on 26<sup>th</sup> March 2026.**
6. **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.

The Parish Council is asked to consider any further planning matters arising prior to the meeting.

7. **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.
8. **Asset Register:**  
**Report BPC/26/02** details the Parish Council's assets as at 31<sup>st</sup> March 2026.
9. **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.
10. **Statement on Internal Control for the year ended 31<sup>st</sup> 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.

11. **Statement of Accounts for the year ended 31<sup>st</sup> March 2026:**  
**Report BPC/26/05** attaches the Statement of Accounts for the financial year 2025 / 2026.
12. **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.
13. **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.
14. **Standing Orders**  
There have been no changes to the Standing Orders which reflect the current model issued by the National Association of Local Councils.
15. **Financial Regulations**  
There have been no changes to the Financial Regulations which reflect the current model issued by the National Association of Local Councils.
16. **Finance:**  
Schedule of payments:  
Staff costs March     £503.56  
Staff costs April: to follow  
Clerk's expenses: to follow  
H J Hoad (Internal Audit)             £50.00  
Kent Association of Local Councils £202.44
17. **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.
18. **ACRE:**  
**Report BPC/26/07** contains information from the Interim CEO of Kent ACRE about the organisation and their aims.
19. **Other items for information.**