



Boughton Malherbe Parish Council

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Minutes of the Annual Meeting of the Parish Council held on Monday 15th May 2023 at 7.45 pm in the Village Hall

Present: Cllrs N Eastwood; R Galton (Chairman); R Turner
In attendance: Cllrs M Round; Z Trzebinski (Maidstone Borough Council)
Clerk Mrs Vickie Ford

The Chairman opened meeting at 7.45 pm

Anybody filming or recording this meeting kindly requested to declare it: none

M01/05/23 Election of Chairman

RESOLVED: Cllr R Galton elected as Chairman to Boughton Malherbe Parish Council for the next year. Cllr Galton signed the Declaration of Acceptance of Office.
It was agreed not to elect a Vice Chairman.

M02/05/23 Election of Planning Committee Chairman

RESOLVED: in view of the low number of Councillors present, to defer the decision

M03/05/23 Election of Finance and Staffing Committee Chairman

RESOLVED: in view of the low number of Councillors present, to defer the decision

M04/05/23 Apologies

Cllr Adam's apologies were received and accepted. Apologies from Cllr S Prendergast (Kent County Council) were also noted.

M05/05/23 Declarations:

Any lobbying: In accordance with Cllr Adams' written request, the Chairman read out the following statement: "I [Cllr Adams] wish it to be recorded that I have been lobbied about a letter concerning the traffic calming survey results seen by a member of the public that has not yet been finalised for publication by the Parish Council. The lobbyist did not agree with the content of the letter."

Any interest in items on the agenda: none declared

Any changes to the register of pecuniary interests: none declared

M06/05/23 Approval of Minutes

RESOLVED: the Minutes of the meeting held on 6th March 2023 were taken as read, confirmed and signed as being an accurate record of the proceedings.

M07/05/23 Public Session: four members of public present, no public session

M08/05/23 Annual Reviews

Current arrangements for delegation to committees, employees and other authorities were confirmed with no changes.

M09/05/23 Terms of Reference of Committees

The terms of reference for the Planning Committee had been reviewed on 4th July and adopted by Full Council on 5th September 2022; the terms of reference for the Finance and Staffing Committees had been reviewed on 16th January and adopted by Full Council on 23rd January 2023.

M10/05/23 Nominations to Existing Committees

RESOLVED: All Councillors will continue to be members of both committees.

M11/05/23 Review of Standing Orders and Financial Regulations

Members had before them revised Standing Orders and Financial Regulations prepared by the Clerk.

RESOLVED: to adopt the revised Standing Orders as presented by the Clerk

RESOLVED: to adopt the revised Financial Regulations as presented by the Clerk

M12/05/23 Representation on External Bodies

RESOLVED: Cllrs Galton and Turner will continue to represent the Parish Council at KALC meetings; other representatives will be nominated ad hoc.

M13/05/23 Review of Land and Asset Register

Members had before them an updated register prepared by the Clerk.

RESOLVED: to adopt the updated Register of Assets as presented.

M14/05/23 Arrangements for Insurance Cover

As the Parish Council had entered into a 3-year agreement on 16th June 2022, members had before them a renewal quotation from A J Gallagher Insurance Brokers.

RESOLVED: to continue in the 3-year long term agreement with Hiscox through A J Gallagher.

RESOLVED: the Clerk to review insurance arrangements for kissing gates purchased by the Parish Council.

M15/05/23 Review of Membership of Other Bodies

RESOLVED: to continue with membership of the Campaign for the Protection of Rural England (CPRE) and KALC; to pay the Clerk's membership fees to the Society of Local Council Clerks (SLCC).

M16/05/23 Complaints Procedures

It was noted that no change was necessary.

M17/05/23 Employment Policy and Procedures

It was noted that no change was necessary.

M18/05/23 Risk Register

RESOLVED: to adopt the updated Risk Register, as prepared by the Clerk.

FINANCE

M19/05/23 Receipts since last meeting:

£677.25 VAT refund; £7,113 precept; £3,650 KCC Community Transport Fund grant

The Clerk was asked to check on receipts under the Parish Services Scheme.

M20/05/23 Authorisation of any payments since last meeting:

£500 St Nicholas Church; £271.25 Grafty Green Village Hall; £1,117.48 Clerk's salary; £60.67 Amesis Ltd;

£215.76 R. Turner*; £100 Mrs N Oliver*; £286.98 KALC; £100 Mr M J Dallas*; £92.17 Amesis Ltd

(*Coronation event)

M21/05/23 Cheques for Signature

£90 Lionel Robbins; £257.21 Mr J Thompson; £500.13 Arthur J Gallagher Insurance Brokers Ltd

M22/05/23 Bank Balances

The following balances as at 9th May were noted:

Lloyds Current	£14,610.96
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Lloyds Business Instant Access	£20,078.42
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Lloyds 32 Day Notice	£20,070.61
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Nat West Current	Nil
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Nat West Business Saver	Nil
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Nationwide	£14,465.77
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Cambridge and Counties	£23,685.05
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RESOLVED: the Clerk to transfer £10,000 from the Lloyds current account to the Lloyds instant access account.

RESOLVED: the Clerk to transfer £20,000 from the Lloyds instant access account to the Lloyds 32-day account.

M23/05/23 Bank Reconciliation

The end of year statement, as prepared by the Clerk for internal audit etc, was noted.

M24/05/23 Internal Auditor's Report 2022/23

RESOLVED: to receive and note the Internal Auditor's report.

Members also had before them the signed Annual Internal Audit Report, forming page 4 of the Annual Governance and Accountability Return (AGAR).

EXTERNAL AUDIT 2022/23:**M25/05/23 Annual Governance Statement 2022/23**

Members had before them the Annual Governance Statement prepared by the Clerk.

RESOLVED: to approve the Annual Governance Statement (AGAR Section 1)

The Chairman and Clerk signed the Annual Governance Statement.

M26/05/23 Accounting Statements 2022/23

Members had before them the Accounting Statements, prepared and signed by the Responsible Financial Officer (RFO – the Clerk).

RESOLVED: to approve the Accounting Statements (AGAR Section 2)

The Chairman signed and dated the Accounting Statements.

M27/05/23 Exemption Certificate

Members had before them the exemption certificate prepared by the RFO.

RESOLVED: Since the Parish Council had met the criteria, to claim exemption for the year 2022/23.

RESOLVED: to approve the Exemption Certificate.

The Chairman and RFO signed and dated the Exemption Certificate (AGAR Form 2).

M28/05/23 Commencement Date for Exercise of Public Rights

The RFO informed Members that the commencement date would be Monday 12th June.

M29/05/23 Outturn for 2022/23 Budget

Members had before them the end of year statement of receipts and payments against budget prepared by the Clerk, which was noted.

M30/05/23 Bank Signatories

Signatories to the Cambridge and Counties and Nationwide accounts had been reviewed and updated during the year; the Lloyds Bank accounts had been opened during the year.

RESOLVED: to remove Mr G Kennaird as a signatory from the Lloyds Bank accounts.

M31/05/23 Reserves Policy

It was noted that no change was necessary.

M32/05/23 Meeting Dates in 2023/24

Agreed dates are: 3rd July; 4th September; 6th November; 22nd January 2024; 4th March 2024.

M33/05/23 King's Head Public House as an Asset of Community Value (ACV)

It was noted that the current listing would expire in October 2023.

RESOLVED: to authorise an application for renewal of the nomination.

M34/05/23 New fencing between the Village Green and the King's Head Public House

The Parish Council had been reminded that the fencing (excluding the gate) should be replaced.

RESOLVED: the Clerk to confirm with Mr Sweet the arrangements for clearing the undergrowth; and also confirm if the section between the gate and Headcorn Road required replacement.

RESOLVED: the Clerk to obtain three quotations for the replacement of the fence between the gate and Church Road and to place the order in accordance with the lowest price.

M35/05/23 Village Green Planter

RESOLVED: to retain the planter.

M36/05/23 Village Green Access from Church Road

Councillors acknowledged that access from Church Road was prone to flooding.

RESOLVED: Councillors to inspect the site and table suggestions for improvement.

M37/05/23 Coronation Celebration

The Coronation celebration had been very well supported and received by the local community. The final cost of the event had been £637.01.

Mr Jon Thompson had asked the Parish Council to fund an additional 40 Coronation teddy bears supplied to Platts Heath School. This would cost £200 but the total cost would still remain below the budget of £1,000 agreed by the Parish Council.

RESOLVED: to fund the cost of the additional 40 Coronation teddy bears.

M38/05/23 Christmas Party

RESOLVED: the Clerk to approach Mrs Annie Allum to ask if she would be willing to organise a Christmas 2023 party on the Village Green, as in past years.

M39/05/23 Replacement of Stiles on Public Rights of Way

The Chairman reported that, following Parish Council discussions with KCC Public Rights of Way, and with the Landowner, the unsafe stile on footpath KH427 would be repaired by the Landowner once the ground had dried sufficiently to support vehicular access. However, owing to various difficulties, regretfully it would not be possible to replace the stiles along KH427 with any form of gate.

Members had before them a proposal from Cllr Eastwood to fund the conversion of stiles to gates within the Parish.

RESOLVED: subject to

- all members being fully informed
- budget allocation not to be exceeded
- written assurance of reasonable standard on installation being given,

to give delegated authority to the Clerk to pay a grant of up to £500 per gate towards the cost of replacing any stile.

M40/05/23 Traffic Calming

There was some discussion relating to the lobbying statement submitted by Cllr Adams.

RESOLVED: to defer agreement of the text of an article on traffic calming for publication in the Malherbe Monthly until Cllr Adams is present.

(Cllr Eastwood was opposed to the deferment)

M41/05/23 Planning Outcomes Since 6th March

23/500962/FULL Installation of 40no. solar panels to roofs of carport and cottage at Boughton Farm South Barn, Sandway, ME17 2BD: **REFUSED**

23/500826/FULL Section 73 - Application for minor material amendment to approved plans condition 2 (to allow increase in roof pitch and alterations to the form of the roof to the front elevation, raising of ground floor level, change of weatherboard cladding from vertical to horizontal and alterations to fenestration) pursuant to 22/503658/FULL for - Demolition of existing bungalow and outbuildings, erection of replacement single storey dwelling and carport/storage structure, and relocation of driveway entrance with new five-bar gate at Hillside, Headcorn Road, Grafty Green, ME17 2AP: **GRANTED**

M42/05/23 Local Policing/Community

It was noted that no crimes had been recorded within the Parish since 6th March.

M43/05/23 Highway Matters

A possible sink hole appearing at the junction of Woodcock Lane and Colbridge Lane had been reported to KCC.

The water leak outside Offen Farm was to be repaired during the coming week.

Low mains water pressure reported by some residents had been traced to the pressure reducing valves at the top of Liverton Hill.

There were no changes to report to the Highways Improvement Plan.

M44/05/23 Councillor Reports on any External Meetings attended

The Chairman and Cllr Turner had attended a Kent Association of Local Councils (KALC) meeting: nothing significant to report.

M45/05/23 Exclusion of the Press and Public

RESOLVED: to exclude members of the press and public under subsection (2) of the Public Bodies (Admission to Meetings) Act 1960 for the following item on the grounds that it related to exempt information of a commercial nature.

Members of the press and public left the meeting.

M46/05/23 Number 59 Community Bus Service

The Clerk reported that she had obtained confirmation from Maidstone Borough Council and the Internal Auditor that Community Infrastructure Levy (CIL) monies could be used to fund the 59 community bus service.

Funding of £3,650 had been obtained from the KCC Community Transport grant scheme towards a 12-month trial of the once-weekly shopper bus service between Grafty Green and Maidstone. A further £1,825 contribution from Parish Councils would be required to run the service until 31st March 2024.

RESOLVED: Boughton Malherbe Parish Council to contribute up to £1,000 from CIL monies.

RESOLVED: the Clerk to ask other Parish Councils to contribute funding.

RESOLVED: subject to sufficient funding being obtained, the Clerk to be given delegated authority to sign the proposed agreement with Nu-Venture, including discretion regarding the retention or otherwise of fares collected.

The Chairman closed the meeting at 10.05 pm