



Boughton Malherbe Parish Council

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Minutes of Annual General Meeting of the Parish Council on Thursday 10th May 2018, 7.55pm in Grafty Green Village Hall

Present: Cllrs R Turner (Chair); A Allum; R Galton; T King; J Collins
Clerk Mr Chris Hume

In attendance: Cllrs Shellina Prendergast

Cllr Turner opened meeting and welcomed Cllr Shellina Prendergast, thanking her for all the work she does for the parish

1. Anybody filming or recording this meeting to declare it: No declarations made.
2. **Apologies** – to receive and accept apologies for absence – Chris Wheal, Mike Davidson, Mike Hitchins, Joan Drury
3. Robert Turner was elected as Chairman of Boughton Malherbe Parish Council for 2018/19 and signed the Declaration of Acceptance of Office
4. Ron Galton was elected as Vice Chairman of Boughton Malherbe Parish Council for 2017/18 and signed the Declaration of Acceptance of Office
5. **Declarations:**
 - Any lobbying - none
 - Any interest in items on the Agenda – Cllr Allum with regard to donation to Platts Heath School as she is a governor
 - Any changes to the register of pecuniary interests – none
6. The minutes of the meetings held on the 19th March 2018 were approved.
7. **Public session** – there were no members of the public present

Maidstone Borough Council/Kent County Council - Cllr Shellina Prendergast (MBC) has circulated a report for the annual parish meeting. The clerk will arrange for this to go on the website and in Malherbe Monthly
8. **Annual Reviews**
 - (i) Review of delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities – agreed unchanged
 - (ii) Planning – agreed unchanged.

- (iii) Finance – agreed unchanged.
- (iii) Review of terms of reference for other committees – Staffing Committee agreed unchanged
- (iv) Receipt of nominations to existing committees – membership agreed unchanged
- (v) It was agreed not to establish any new committees
- (vi) Review and adoption of Standing Orders and Financial regulations – these were agreed unchanged
- (viii) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. No changes made
- (ix) Review of representation on or work with external bodies and arrangements for reporting back. No changes made
- (x) Review of inventory of land and assets including buildings and office equipment. Noted and Agreed. No changes made.
- (xi) Review and confirmation of arrangements for insurance cover in respect of all insured risks. Agreed to adopt the recommendation from the council's brokers Came and Company. Clerk to confirm and arrange payment for one year
- (xii) Review of the Council's and/or employees' memberships of other bodies. No changes, agreed to retain KALC and CPRE membership
- (xiii) Establishing or reviewing the Council's complaints. Agreed unchanged
- (xiv) Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Agreed unchanged
- (xv) Establishing or reviewing the Council's policy for dealing with the press/media. Agreed unchanged
- (xvi) Establishing or reviewing the Council's Communications policy. Agreed unchanged
- (xvii) Establishing or reviewing the Council's Employment policy. Agreed unchanged
- (xviii) Setting the dates, times and place of ordinary meetings of the full Council for year – Clerk to circulate proposed dates

9. Highway and Footway Matters

- 9.1** Liverton Hill – noted continuing problems with potholes and water. Clerk to contact KCC again regarding worsening problems with advice from Cllr. Allum
- 9.2** Ditches, gullies, pot holes - Cllr Allum reported problems by Millpond Cottages and will report these to KCC
- 9.3** Speedwatch – meeting with Platts Heath and Ulcombe to take place on 17th May
- 9.4** HGV Signage – Cllr Allum reported that the fallen sign had now been erected

10. Councillor Reports on any External Meetings attended – Cllr Galton reported back from the Maidstone KALC meeting

11. Finance

- 11.1** Income since the last meeting – notice received regarding precept of £5405.00
- 11.2** Authorisation of any payments since last meeting – none. It was agreed that the cost of the finger post on the Village Green will come from the general fund
- 11.3** To sign any cheques: Refreshments for annual meeting £52.30
- 11.4** To note the Balance at the Bank - Nat West £14,425.17

Nationwide £25,025.89

Cambridge and Counties £85,000.00

11.5 Bank Reconciliation approved and signed for 2017/18-year end position

11.6 The Annual External Audit Report section 1 and 2 were approved and signed

- 12. Risk Assessment** – the council's risk assessment matrix was reviewed. It was agreed to add the risk of trees on the Village Green injuring the public. Delete reference to records being held in the Village Hall.
- 13. Village Green Trees** – agreed to conduct regular arboricultural surveys. Cllr Galton to provide the Clerk with the names of potential contractors and the Clerk to procure services in line with the council's financial regulations.
- 14. Quinn Donation** – Following a reminder from a parishioner of a suggestion that was omitted by mistake from the original list was discussed. The suggestion is to split the money in half with one half going to one or more projects and the other half set aside with a nominal spend of say £2000 PA for upkeep of the village to include litter picking, odd jobs, and keeping road signs clear. Possibly another two speed indicators, one at the bottom of Liverton Hill and a reminder at the village green. It is intended to set aside Precept funds for upkeep and the council has agreed to explore additional speed indicators. This suggestion, and the decision, are to be added to the list. The council also agreed to support suggestions 2,3 and 4 received in writing from Platts Heath School. The Clerk with secure formal commitment from the school to spend £2500 on these three items only:
- Books for our recently refurbished library to bring enjoyment for the children when reading - £500
 - A freshen up of the school building to look smart - £1000
 - A bundle of I-Pads/Kindles for independent interactive learning - £1000
- Agreed to add the following to a new phase 2 list (i) entrance path through closed part of churchyard (ii) wifi access in the Village Hall
- It was agreed to meet informally on the completion of the Planning Committee on Monday to discuss the remainder of the proposals and agree actions
- 15. GDPR Update** – (i) noted government amendment to exclude Parish Councils from the requirement to appoint a Data Protection Officer (ii) Clerk to contact Hugo Fox to ask about there plans to include privacy notices on the website (ii) Clerk to review simple data security policies for potential adoption by the council.
- 16. Correspondence** – noted correspondence from HMRC, MBC re precept, CPRE
- 17. Further Information** – Cllr Collins unable to attend the Maidstone bus meeting on 4th June. Cllr King to deputise

The Meeting closed 9.08pm