



Boughton Malherbe Parish Council

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Minutes of Annual General Meeting of the Parish Council on Monday 8th May 2017, 7.45pm 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 and Martin Round(MBC)

Two members of the public

Cllr Turner opened meeting and congratulated and welcomed Cllr Shellina Prendergast, newly elected to KCC.

1. Anybody filming or recording this meeting to declare it: No declarations made.
2. **Apologies** – to receive and accept apologies for absence – Chris Wheal, John Boyd
3. Robert Turner was elected as Chairman of Boughton Malherbe Parish Council for 2017/18
Clerk to arrange for the Chairman to sign the Declaration of Acceptance of Office
4. Ron Galton was elected as Vice Chairman of Boughton Malherbe Parish Council for 2017/18
Clerk to arrange for the Vice Chairman to sign the Declaration of Acceptance of Office
5. **Declarations:**
Any lobbying - none
Any interest in items on the Agenda - none
Any changes to the register of pecuniary interests – none
6. The minutes of the meetings held on the 6th March 2017 and 20th March 2017 were approved.
Mike Hitchins pointed out that the minutes of the meeting on the 20th March are not on the website
– Clerk to arrange this
7. **Public session**

Maidstone Borough Council - Cllr Shellina Prendergast (MBC) drew the council's attention to the consultation on rail services and the rail franchise. It was agreed that Cllr J Collins would draft a response to the consultation and circulate this to other members. The Clerk will then submit the response. Shellina agreed to send, via the Clerk, a copy of the Headcorn publicity on the proposed timetable changes for the council to consider replicating.

Cllr Martin Round briefed the meeting on two issues: firstly, the local plan which is nearly complete. Secondly, potential mergers of councils which could have implications for Boughton Malherbe which need to be monitored.

Members of the Public

Mike Hitchins asked if the council had any plans to use the reserves comprising the legacy left to the parish. Cllr Turner outlined some of the potential ideas but explained that due to their commercial sensitivity it was not possible to place these in the public domain just yet. Cllr Turner thanked Mike for raising the issue and assured him that as soon as it was possible there will be public consultation and that the council will continue to actively seek appropriate use for these funds.

Mike Davidson drew the council's attention to increasing speeds from vehicles on Liverton Hill and an accident involving a cyclist last week.

8. Annual Reviews

Cllr Galton presented a short note outlining proposed procedural changes which had been circulated earlier in the day. Following discussion, it was agreed that:

(a) The following pre-ambule will be inserted ahead of the list of "portfolio holders" agreed at the meeting on the 20th March 2017:

"The following members are appointed as "Portfolio Holders" with responsibility to research, report, and advise the full council on the delegated subjects listed below, and to make recommendations for a vote and a mandate. The outcome shall be conveyed to external parties by the Clerk unless otherwise agreed. Portfolio Holders shall not make decisions, but are free to attend conferences and meetings, discuss and correspond via the Clerk's office with others as necessary to perform their roles, keeping other members fully informed."

(b) Under item 8(vii) the following to be incorporated into our Standing Orders:

"Unless authorised by resolution, no councillor shall:

- 1) Inspect any land and/or premises which the Council has a right or duty to inspect.
- 2) Issue orders, instructions or directions."

"Councillors shall not publish or assist anyone else to publish material that affects public support for a political party."

- (i) Review of delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities – agreed unchanged
- (ii) Planning – agreed unchanged. Terms of reference to be reviewed at the first meeting
- (iii) Finance – agreed unchanged. Terms of reference to be reviewed at the first meeting
- (iiii) Review of terms of reference for other committees – there are no other committees
- (iv) Receipt of nominations to existing committees – membership agreed unchanged
- (v) It was agreed to establish a staffing committee to comprise Cllrs: J Collins, A Allum and T King. The Clerk will prepare terms of reference and arrange the first meeting
- (vi) Review and adoption of Standing Orders and Financial regulations – these were agreed unchanged except for the changes agreed above.
Clerk to amend the standing orders and circulate amended version
- (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) 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 excessive speed and recent incident involving cyclist
- 9.2** Ditches, gullies, pot holes - Cllr Allum to pursue
- 9.3** Speedwatch – nothing to report
- 9.4** HGV Signage – signs now in place. The next objective is to move to a 7.5 tonne limit

10. Councillor Reports on any External Meetings attended - none forthcoming

11. Finance

- 11.1** Income since the last meeting - none
- 11.2** Authorisation of any payments since last meeting - none
- 11.3** To sign any cheques: none
- 11.4** To note the Balance at the Bank - £26,274.93 Nat West
£500.00 Santander
- 11.5** Bank Reconciliation approved and signed for 2016/17-year end position
- 11.6** The Annual External Audit Report were approved and signed
- 11.7** Approved the appointment of Lionel Robbins as Internal Auditor
- 11.8** The annual Parish Services return to MBC was approved and signed

12. Councillor Training in GGVH – offered by KALC if 20 Cllrs can attend. Agreed not to pursue at this time

13. Correspondence - on the table: None

14. Further Information –

Clerk to arrange date for Cllr Turner and Allum to attend the council's bank to amend the signatories and address for statements

Clerk to purchase copies of the publication "Local Councils Explained"

The Meeting closed 9.35pm

DRAFT