



Boughton Malherbe Parish Council

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Minutes of Annual General Meeting of the Parish Council on Monday 13th May 2019, 7.55pm in Grafty Green Village Hall

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

In attendance: Cllrs Shellina Prendergast, Karen Chappel-Tay; 4 members of public

Cllr Turner opened meeting

1. Anybody filming or recording this meeting to declare it: No declarations made.
2. Robert Turner announced that he was standing down as Chairman of the Parish Council. Cllr Ron Galton was elected as Chairman of Boughton Malherbe Parish Council for 2019/20 and signed the Declaration of Acceptance of Office . There were two abstentions. Cllr Galton then took the Chair
3. No Councillor was elected as Vice Chairman of Boughton Malherbe Parish Council for 2017/18
4. (i) Councillor Robert Turner was elected as Chairman of the Planning Committee for the next year. There was one abstention
(ii) No councillor was elected as Vice Chairman of the Planning Committee for the next Year
5. (i) Councillor John Collins was elected as Chairman of the Finance and Staffing Committee for the next year
(ii) No Councillor was elected as Vice-Chairman for the Finance and Staffing Committee for the next year
6. **Apologies –none**
7. **Declarations :**
There were no declarations of lobbying
There were no interests in items on the Agenda
There were no changes to the register of interests
There were no changes to the register of pecuniary interests
8. **Approval of Minutes** – the Minutes of 12th March 2019 were approved
9. **Matters Arising from the Minutes** - none
10. **Public Session** - Cllr Shellina Prendergast reported that Boughton Malherbe was the first Parish to have a Highways Improvement Plan approved. Mike Hitchins asked that financial statements are placed on the website, Clerk to arrange. Mike Davidson led a vote of thanks to Robert Turner for his time as Chairman and everything he has done for the Parish.
11. **Annual Reviews**
 - i. Review of delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities. **Agreed unchanged**
 - ii. Review of the terms of references for committees.
 - Planning,
 - Finance and Staffing**Agreed unchanged.** Clerk to arrange for the Finance and Staffing Committee Terms of Reference to be reviewed by the next meeting of the committee

- iii. Receipt of nominations to existing committees – **no changes proposed. All Councillors to be members of all committees**
- iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. **No new Committees agreed**
- v. Review and adoption of appropriate standing orders and financial regulations **Agreed unchanged. Clerk to review wording to ensure it is gender neutral.**
- vi. Review of arrangements, including any charters, with other local authorities – in particular the Kent Code of Conduct for Members **Agreed unchanged**
- vii. Review of representation on, or work with, external bodies and arrangements for reporting back – including Maidstone KALC. **Agreed unchanged**
- viii. Review of inventory of land and assets including buildings and office equipment. **Agreed unchanged**
- ix. Review and confirmation of arrangements for insurance cover in respect of all insured risks. **Agreed unchanged**
- x. Review of the Council's and/or employees' memberships of other bodies. – **Agreed unchanged**
- xi. Agreeing or reviewing the Council's complaints procedures **Agreed as amended previously. Next Council meeting to receive a report back from the Code of Conduct training delivered by MBC**
- xii. Agreeing 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**
- xiii. Agreeing or reviewing the Council's policy for dealing with the press/media. **Agreed unchanged**
- xiv. Agreeing or reviewing the Council's Communications policy. **Agreed unchanged**
- xv. Agreeing or reviewing the council's employment policy and procedures **Agreed unchanged**

12. Highway and Footway Matters

- 9.1** Liverton Hill – Cllr Allum reported that the leaking drain had been reported to KCC
- 9.2** Ditches, gullies, pot holes – Clerk to report potholes by Woodsdsen which are now dangerous. Clerk to write to KCC regarding inadequate repair of potholes on Church Road seen by a resident.
- 9.3** Speedwatch – Cllr Turner to write a piece for Malherbe Monthly again to seek volunteers
- 9.4** Highways Improvement Plan – Cllr Allum updated the Council on progress, including further meetings with KCC Highwatys. The Council approved the revised drawings and agreed to proceed to the next stage including consultation with properties affected and place notices around the village. Clerk to contact KCC with regard to white line from Crumps Lane into the village

13. Councillor Reports on any External Meetings attended – Cllrs Galton and Turner had attended Maidstone KALC, Cllr Collins has attended the East of Maidstone Bus Pilot Group

14. Finance

- 14.1** Income received since the last meeting –KCC £500 for Commemorative stone; C.Hume £50 cash back on printer; precept MBC £5,515
- 14.2** Authorisation of any payments since last meeting: MLM £3432 KALC £234.86
- 14.3** To sign any cheques: £76.20 for Cllr Turner re: refreshments for annual meeting and litter picking equipment
- 14.4** Noted the Balances at the Bank)-

£ 14,207.48	Nat West(5/5/19)
£ 25,230.28	Nationwide
£ 85,492.65	Cambridge and Counties
- 14.5** Bank Reconciliation – agreed the statement circulated with the agenda
- 14.6** External Audit 2017/18 – (i) Approved and signed the Annual Governance Statement
(ii) Approved and signed end of year Accounting Statements
(iii) Approved and signed Certificate of Exemption
- 14.7** – Insurance – agreed in principle to appoint Came and Company for 2019/20 subject to the premium which will be conveyed to Councillors when notified

15. **Risk Assessment** – reviewed and agreed register of risks facing the council in 2019/20
16. **Quinn Donation** –
- Xmas Tree event – to be held 30th November
 - Noted that solar lights are fitted and are working
 - Clerk to obtain price for metal kissing gate
17. **Council Email Addresses** – Cllrs Collins, Galton and Turner to collectively seek help to activate their accounts
18. **Dates, time and venue for meetings in 2019/20** - dates are:
- 1st July
 - 9th September
 - 4th November
 - 20th January
 - 9th March
- Councillors to inform the Clerk if any of these dates are unsuitable. Dates to be confirmed at the next meeting
19. **Correspondence** – magazines from CPRE received
20. **Further Information** - none