



# Boughton Malherbe Parish Council

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## Minutes of the Parish Council on Monday 17th May 2021, 7.45pm in the Village Hall

**Present:** Cllrs R Galton (Chair); R Turner; B Adams; N.Eastwood; G Kennaird  
Clerk Mr Chris Hume

Cllr Galton opened meeting at 7.51pm

1. **Anybody filming or recording this meeting to declare it.** - none
2. (i) Cllr R Galton was elected as Chairman to Boughton Malherbe Parish Council for the next year.  
(ii) Cllr Galton signed the Declaration of Acceptance of Office.
3. (i) Cllr R Turner was elected as Vice Chairman to Boughton Malherbe Parish Council for the next year.  
(ii) Cllr Turner signed the Declaration of Acceptance of Office.
4. (i) Cllr G Kennaird was elected as Chairman of the Planning Committee for the next year  
(ii) A Vice Chairman of the Planning Committee was not elected for the next Year
5. (i) Cllr R Turner was elected as Chairman of the Finance and Staffing Committee for the next year  
(ii) A Vice-Chairman for the Finance and Staffing Committee was not elected for the next year
6. **Apologies** – none
7. **Declarations:**  
    **Any lobbying** – none declared  
    **Any interest in items on the Agenda** – none declared  
    **Any changes to the register of pecuniary interests** - none declared
8. **Approval of Minutes** – approved the Minutes of 8<sup>th</sup> March 2021
9. **Matters Arising** – Clerk to correct error in the figure for the projected underspend from million to thousand. Clerk to ask Martin Round to chase up the complaint regarding Kitsilano. Cllr Kennaird updated the council about the planter application to KCC at Eastwood Road. It was agreed that Cllr Kennaird would first produce a proposal for the planter
10. **Public Session** – no members of public present
11. **Annual Reviews**
  - i. Reviewed delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities. – agreed that Cllr N Eastwood and Cllr B Adams will continue to hold the Highways portfolio and that Cllr Kennaird will lead on the traffic calming scheme
  - ii. Noted the terms of reference for committees which will be reviewed at the first meetings of the committees.
    - Planning,
    - Finance and Staffing
  - iii. All councillors will be members of the committees
  - iv. Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. None
  - v. Reviewed and adopted the standing orders and financial regulations

- vi. Reviewed and adopted the Kent Code of Conduct for Members
- vii. Reviewed the representation on or work with external bodies and arrangements for reporting back – including Maidstone KALC. Cllr Galton and Cllr Turner to attend Maidstone KALC meetings
- viii. Reviewed the inventory of land and assets including buildings and office equipment.
- ix. Reviewed and confirmed arrangements for insurance cover in respect of all insured risks. Confirmed that Came and Company would arrange insurance in 2021/22
- x. Reviewed the Council's and/or employees' memberships of other bodies. – agreed to continue membership of CPRE and KALC
- xi. Agreed the Council's complaints procedures
- xii. Agreed the council's employment policy and procedures
- xiii. Agreed the risk register
- xiv. Appointed Lionel Robbins as the Independent Internal Auditor

## **12. Finance**

**12.1 Income since the last meeting** –noted precept MBC £5,731.48

**12.2 Authorised the following payments since last meeting:** KALC £234.86 Air Ambulance £50; Fire Hydrant markers £55.18 ; Came and Company £379.59 ; Traffic Survey £ 354.00

**12.3 To sign any cheques:** Lionel Robbins, internal auditor £90.00 CPRE £36.00

**12.4 Note the Balance at the Bank-**

£ Nat West	48,072.99
£ Nationwide	14,150.58
£ Cambridge and Counties	22,963.65

**12.5 Bank Reconciliation** – noted end of year statement

**12.6 Internal Auditor's Report** – received and noted the report circulated separately

**12.6 External Audit 2017/18** – (i) Approved and signed the Annual Governance Statement  
(ii) Approved and signed end of year Accounting Statements

**12.7 Outturn for 2020/21 budget** – noted underspend of £1,307.42

**12.8 Bank Signatories** – agreed that the Clerk should set up online banking and agree internal controls with the internal auditor. Clerk to find out whether other banks offer dual authorisation for no charge.

## **13. Dates, time and venue for meetings in 2021/22 - agreed dates are:**

5th July 2021  
6th September 2021  
8th November 2021  
24th January 2022  
7th March 2022

## **14. Broadband Connectivity** – it was agreed that a donation would not be made to the Openreach ME17 2BH Community Fibre Partnership as there is no legal power for the council to fund or support broadband provision. A S. 137 grant could be used as a means to make a modest grant, but it was decided that this would not be pursued as the spend is capped at £3,800 and is the only flexible spend available to the council and would prevent the council making equal payments to other localities in the Parish. It was felt that this was not fair and would not provide the level of funding required.

## **15. Correspondence** - Letter from Eddie Hughes circulated separately. Thank you letter from the Air Ambulance

## **16. Further Information - none**

## **CLOSED SESSION**

## **17 Confidential** – noted Correspondence received from a resident regarding a Parish Councillor which is not relevant to parish council matters

## **CLOSED SEESION ENDED**

## **18. Highway and Footway Matters**

**18.1 Liverton Hill** – nothing to report

- 18.2 Ditches, gullies, pot holes** – poor white lines near Crumps Lane junction. Cllr Adams to report
- 18.3 Speedwatch** – nothing to report
- 18.4 Highways Improvement Plan** – (i) noted the latest version of the HIMP  
(ii) Received the results of the traffic survey on Headcorn Road – summary data produced by Cllr Eastwood and raw data to be sent to KCC by the Clerk
- 18.5 Footpaths** - (i) replacement of stiles – . It was agreed that the Clerk would produce a list of stiles for improvement for the next meeting with guidance from Cllrs Turner and Eastwood.  
(ii) Footpath's map – it was agreed that cllr Galton will produce photographs using the history society book plus wording about the Greensand Way in discussion with Sue Burch. Clerk to then send to KCC to produce the map.
- 18.6 Fire Hydrants** – noted report from Chris Wheal, and noted the information on the Parish Scheme and agreed to keep the matter under review
- 19. Councillor Reports on any External Meetings attended** - Cllr Galton reported on meeting with MBC and neighbouring parishes regarding Gypsy and Traveller issues
- 20. Quinn Donation** – it was agreed to discuss this further at the next meeting after the Clerk reports the spend to date

The meeting closed at 9.42pm