

BISHOPSBOUNRE PARISH COUNCIL

Minutes of the Meeting of the Council

Wednesday 13th May 2026 at 18:00

Present: Cllr Jamie Cole (Chairman); Cllr Bryony Dutta; Cllr Debbie Tapley; Cllr James Thorneycroft; Flood Warden; 4 Members of the Public; Mrs Steph Woods (Clerk)

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE COUNCIL YEAR 2025/26

Cllr Dutta nominated Cllr Cole for the role of Chairman which was seconded by Cllr Tapley. No further nominations were received so Cllr Cole was elected as Chairman.

Cllr Cole nominated Cllr Tapley for the role of Vice Chairman which was seconded by Cllr Dutta. No further nominations were received so Cllr Tapley was proposed as Vice Chairman.

Cllr Cole and Cllr Tapley signed the declaration of acceptance which was witnessed and signed by the Clerk.

2. Chairman opening remarks, apologies and approval of absences:

The Chairman welcomed all to the meeting. Apologies were received from Cllr Sole and Cllr Homewood.

3. Declarations of interest:

None were received.

4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement.

- A resident that lives next to village hall requested a notification of events. Village Hall to coordinate this with the resident.
- The hedge on the right side of village hall needs cutting back. Cllr Cole to speak to landowner.
- The pétanque pitch was discussed. Cllr Cole to speak to Envisage to see if they can clear the weeds again.

5. Finance:

a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control will be posted on the website.

Certificate of Exception

This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.

Annual Governance Statements for 2025/26

This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2025/26 Annual Finances.

Accounting Statements 2025/26

The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 2025/26 will be circulated tomorrow by email. Both documents will go onto the Parish Councils website as part of the 2025/26 Annual Finances.

b) Payments and Receipts: Precept received 20/04/26.

Bank Balance as of 13th May 2026: £20,681.01 (£8,983.00 current account and £11,903.58 savings account)

Receipts:

CCC – Precept – £8,700.00

Unity Trust – Credit Interest - £65.03

Nicholas Rooke – Sponsorship Easter Event - £41.00

Payments:

Stephanie Woods – Clerk Salary (Mar & Apr 26)

Stephanie Woods – 33% Printer Toner - £31.99

East Kent Mole – Pest Control - £140.00
 Stephanie Woods – Noticeboard Magnets - £9.34
 HMRC – Clerk PAYE – £6.60
 Unity Trust – Service Charge (Mar & Apr 26)- £14.00
 Bryony Dutta – Reimbursement Easter Event Goods - £41.00
 Envisage – Inv 2307 Grounds Maintenance April 26 - £204.00
 Envisage – Inv 2277 Grounds Maintenance March 26 - £204.00
 KALC – Inv 9881 Annual Membership - £219.70
 Stephanie Woods – Mileage Oct 25 to May 26 - £27.00
 Zurich Insurance – Annual Insurance - £401.00

The above payments and a £5,000 transfer to be made from current to savings account (following precept receipt) were proposed by Cllr Thorneycroft and seconded by Cllr Cole. ALL AGREED.

- c) Annual Insurance Renewal – the Clerk detailed the quotations for this year’s Insurance and it was agreed to proceed with Zurich and payment was agreed as part of the payments above.
- d) Bishopsbourne PCC Grant Request – It was proposed by Cllr Cole to approve the grant request for £450.00 (towards grounds maintenance at the Church), which was seconded by Cllr Dutta. ALL AGREED.

6. URGENT PARISH MATTERS

- Painting of BT phone box – no further quotes have been received so Cllr Dutta proposed that the PC proceed with the original quotation discussed at the last meeting, which was seconded by Cllr Thorneycroft. ALL AGREED. Cllr Cole is currently investigating if there is any grant funding available to assist towards these costs.

7. CLOSE

There being no further business, the meeting was closed to the public at 18:31.

Signed (Chairman)

Date

Please note these Minutes remain as draft Minutes until they are approved by the Parish Council at their next Parish Council meeting on 8th July 2026.

Dates of Future Meetings:
 08/07/26, 09/09/26 and 11/11/26