



Boughton Malherbe Parish Council

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NOTICE OF A MEETING OF THE PARISH COUNCIL

To: All Councillors,

You are hereby summoned to a Meeting of Boughton Malherbe Parish Council at 7.30pm
Monday 24th January 2022 to be held in the village hall

Dated: 19 January 2022.

Chris Hume, Parish Clerk

Members of the public are very welcome to attend and will have an opportunity to speak.
All background papers can be found on the council's website under ***Parish Council/Background Documents***

AGENDA

1. **Anybody filming or recording this meeting to declare it.**
2. **Apologies** – to receive and accept apologies for absence.
3. **Declarations:**
 - Any lobbying**
 - Any interest in items on the agenda**
 - Any changes to the register of pecuniary interests**
4. **Approval of Minutes** – to approve the Minutes of 8th November and 6th December 2021
5. **Matters Arising**
6. **Public Session**
7. **Kent County Council and Maidstone Borough Council Reports**
8. **Planning Outcomes since 8th November 2021**
9. **Local Policing/Community**
 - 9.1 Police/Crime Report - stats to be tabled at the meeting
 - 9.2 Speedwatch – to receive an update from the Clerk regarding volunteers
10. **Highway and Footway Matters**
 - 10.1 Liverton Hill, Ditches, gullies, potholes**
 - 10.2 Traffic Incidents at Crumps Lane/Headcorn Road junction** – to agree action in response to report received from resident of Boughton Park circulated separately
 - 10.3 59 Bus** – update from John Collins
 - 10.3 Litter**
 - 10.4 Highways Improvement Plan**
 - (i) to note there are no changes to report. Latest version is on the website
 - (ii) to discuss proposal from Cllr Eastwood to add to the HIMP addition of a kerb on Liverton Hill to protect the hydrant from coverage with debris.
 - 10.5 Footpaths** – update on kissing gates replacing stiles
11. **Councillor Reports on any External Meetings attended**
12. **Finance**
 - 12.1 To note the Balance at the Bank:**

Nat West Curr. Ac.	£7168.93
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Nat West saver	£46,520.78
Nationwide	£14,150.58
Cambridge and Counties	£23,486.79

12.2 Income since the last meeting : Cambridge and Counties interest £523.14

12.3 Bank Reconciliation – to agree statement below

12.4 Any cheques to sign: none

12.5 Authorisation of any payments since the last meeting: Wynsdale Waste Management £66; Richard Tew, Christmas Tree £199.99

- 13. 2022/23 Budget** – to agree a budget for the forthcoming year. Draft below
- 14. 2022/23 Precept** – to set a precept for the forthcoming financial year. It is proposed that the precept is set at £7550 to include the cost of increasing the working hours of the Clerk
- 15. Future of the Village Shop** – update on any developments for information
- 16. Lengthsman** – to note feedback from insurers and report from Headcorn PC below regarding fire hydrants and re-consider the specification circulated separately before advertising the role
- 17. Honeywood and Douglas Trust** – to nominate a replacement for Mike Davidson as Trustee from the parish
- 18. Tree Survey** – to receive feedback from the Chairman and Clerk from the tendering exercise and decide whether to proceed. See below
- 19. Disposal of Historic Hard Copy Planning Applications** – to agree that the Clerk can dispose of hard copy planning applications held by the council prior to the introduction of electronic only copies as directed by MBC
- 20. Correspondence**
- 21. Further Information**

BANK RECONCILIATION STATEMENT

Bank Balances at 31st March 2018	as at 31st March 2020	21	
(as per Bank Statements)			£p
Nat West Current Account			48,072.99
Nationwide			14151
Cambridge and Counties			22,963.65
			85,187.22
Less Unpresented Cheques:-			199.00
			84,988.22

					£p
Balance brought forward 1st April 2017	forward 1st April 20				84,988.22
Receipts					11,184.08
					96,172.30
Less Payments in the Year					5917.22
					90,255.08

Balances at Bank	Statement to	3rd	Dec-21	NatWest	7,168.93
			Natwest	Bus saver	46,520.78
				Nationwide	14,150.58
			Cambridge and Counties		23,486.79
					91,327.08

Less Unpresented Cheques:-	online KCC	522.00
	online shop	550.00
	TOTAL	1072.00
		90,255.08

(i) Advice from Insurers Regarding Fire Hydrants

The coverage afforded by our policy depends on who has overall responsibility of the lengthsman/contractor. If they are considered a separate sub-contractor who also works for other parties, they should have their own insurance to cover their actions and our policy will not provide any cover for them.*****_

However, if the contractor is working on behalf of the Parish Council and exclusively so and the Parish Council agrees to accept responsibility for their duties, they will be insured automatically as an employee of the Parish Council under the following sections of the policy:

Employers' Liability

This cover will protect the Parish Council should they sustain an injury during the course of their duties and can successfully prove that the Parish Council has failed to provide an adequate duty of care towards them.

The Parish Council should ensure they are competent to carry out the tasks expected and that they have access to the correct tools as well as suitable clothing/protective equipment.

Public Liability

This section of the policy will operate should the Parish Council be found legally liable for any work undertaken by individuals that leads to loss, injury or damage being sustained by a member of the public.

Personal Accident

If aged between 16 and 90, they will be automatically covered under this section. There is a sum payable of £100,000 in the event of an accident causing death, loss of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent them from pursuing their usual occupation.

We recommend that the Council obtains written confirmation from KFRS passing on the responsibility to carry out the vegetation clearance to the Council and the Council should carry out a risk assessment, with any issues identified, rectified accordingly. We do not need to see a copy of this but ask that a copy of this is kept on file by the Council.

(ii) Arrangements in Headcorn re Fire Hydrants

You are right that this is not in the list of tasks (*for our Lengthsmen*) but it is something we keep an eye on

Our Cllrs inspect Fire Hydrants when we do our Open Space walks and then instruct the lengthsman to clear any that need to be cleared

We also regularly post on our social media asking residents to report any hydrants that need attention

So far so good

Item 17 – Tree Survey

Per our financial regulations we have received three quotes:

SJA £780.10
Sylvanarb £775
ACS Trees £770

These have been reviewed by the Chairman and the Clerk and the recommended bidder is SJA. However, the cost is above the estimated cost agreed by the council of £550. The original survey cost £450. This was conducted at the recommendation of our insurers, see their advice:

On the basis the Council are responsible for the maintenance of the trees, I can confirm that Public Liability Insurance will be provided automatically towards this responsibility. Please note this is subject to the Council taking reasonable steps to prevent accidents or injury.

Whilst it is not a requirement of the insurance policy, we recommend the Council seeks expert advice from an Arboriculturalist on the health of trees under their control and any points arising from the subsequent report are acted on. If the expert recommends, for example, a 3 year inspection programme is implemented, we are happy for the Council to be guided by this advice.

The periodic specialist inspection should be supported by regular, routine visual checks which can be carried out by a person(s) considered competent by the Council. Again, the expert should be able to provide advice and possibly some training on the frequency and content of these inspections.

We recommend these checks are recorded in writing with any problems identified being acted on within a reasonable period of time. Checks following periods of bad weather are especially important.

By following these practices the prospects of someone successfully claiming against the Council should be reduced thereby protecting the Council's premium from being increased.

I have attached a guidance note on this subject issued by Aviva, one of the other underwriters on our insurer panel, which I hope you find useful.

Please be advised that in the event an incident involving injury or damage arises and the Council is found to be legally liable, the policy we arrange will respond to deal with such a claim.

2022/23 DRAFT BUDGET

£	Budget 2021/22	Budget 2022/23	Notes
RECEIPTS			
Precept	5731.48	7550	
Parish Services Scheme	409	300	guesstimate - no details available
	6140.48	7850	
VAT Refund	200	150	
TOTAL RECEIPTS	6340.48	8000	
PAYMENTS			
Staff Costs - Clerks Wages	2498	4196	
Other Costs			
Village Green			
Maintenance	500	500	
Village Hall Hire	250	250	
Christmas Tree	300	300	
Litter Collection	100	0	
Churchyard			
Maintenance	500	500	
Emergency Plan	0	0	
Training Courses	300	300	
Internal Auditor	70	100	
Insurance	370	400	
KALC Membership	300	300	
Contingency	50	50	
Chairman's Expenses	50	50	
CPRE Membership	36	36	
Stationery, postage	200	200	
Toatl Other Costs	3026	2986	
Repairs Fund contribution	500	500	
Village Green fund		300	for repairs and tree surveys
TOTAL PAYMENTS	6324	7982	

Staff Budget	Salary	4033	7 hours per week at £11.08 assumes 2% increase - award pending
	Mileage	113	250 at 45p per mile
	Expenses	50	
TOTAL		4196	

Reserves (as of 24.1.22)		
Community Infrastructure Levy	£4,357.92	
Remaining Quinn Donation	£52,899.38	
Other Reserves	£32590.92	
Total	£89848.22	
Less recommended minimum reserves	£20,000	
Less CIL	£4,357.92	
Less Repairs fund	£500.00	
Available to spend	64990.3	