



# Boughton Malherbe Parish Council

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## Minutes of the Annual Meeting of the Parish Council held on Monday 30th May 2022 at 7.33 pm in the Village Hall

**Present:** Cllrs R Galton (Chairman); R Turner; B Adams; N Eastwood  
Clerk Mrs Vickie Ford

The Chairman opened meeting at 7.33pm

**Anybody filming or recording this meeting to declare it – none**

### **M01/05/22 Election of Chairman**

RESOLVED: Cllr R Galton was elected as Chairman to Boughton Malherbe Parish Council for the next year.  
Cllr Galton signed the Declaration of Acceptance of Office.

It was agreed not to elect a Vice Chairman.

### **M02/05/22 Election of Planning Committee Chairman**

RESOLVED: Cllr G Kernnaird was elected as Chairman of the Planning Committee for the next year.

### **M03/05/22 Election of Finance and Staffing Committee Chairman**

RESOLVED: Cllr R Turner was elected as Chairman of the Finance and Staffing Committee for the next year.

### **M04/05/22 Apologies**

Cllr Kennaird's apologies were received and accepted.

### **M05/05/22 Declarations:**

**Any lobbying – none declared**

**Any interest in items on the Agenda – none declared**

**Any changes to the register of pecuniary interests - none declared**

### **M06/05/22 Approval of Minutes**

RESOLVED: the Minutes of the meeting held on 7<sup>th</sup> March 2022 were taken as read, confirmed and signed as being an accurate record of the proceedings.

### **M07/05/22 Public Session – two members of public present**

A member of the public stated that, without improved attendance, the Church would inevitably close.

There was some discussion of possible ways in which attendance could be improved.

A member of the public raised the matter of Community Speedwatch. They had volunteered to join a team but no others had come forward. Cllr Turner reported that another resident had expressed their willingness to be involved: the Clerk to inform Cllr Kennaird.

### **M08/05/22 Annual Reviews**

Current arrangements for delegation to committees, employees and other authorities were confirmed; it was agreed that Cllrs Adams and Eastwood would continue to hold the Highways portfolio; and Cllr Kennaird would continue to lead on Community Speedwatch.

### **M09/05/22 Platinum Jubilee Event**

RESOLVED: the Platinum Jubilee Event organising group was adopted as a Working Group of the Parish Council in accordance with the Terms of Reference prepared by the Clerk.

It was noted that the Power for awarding the grant for the event was the Local Government Act 1972 s145: Provision of entertainment.

#### **M10/05/22 Terms of Reference of Committees**

The terms of reference for the Planning and Finance and Staffing Committees were noted and will be reviewed at the first meetings of the committees.

#### **M11/05/22 Nominations to Existing Committees**

RESOLVED: All councillors will be members of both committees.

#### **M12/05/22 Review of Standing Orders and Financial Regulations**

Members had before them revised Standing Orders and Financial Regulations based on the latest NALC models.

RESOLVED: to adopt the revised Standing Orders subject to:

3(f) total time designated for public participation at a meeting being increased to 15 minutes; and

13(e) a decision as to whether to grant a dispensation shall be made by the Proper Officer

RESOLVED: to adopt the revised Financial Regulations subject to:

6.10 removal of the preference for cheques.

#### **M13/05/22 Code of Conduct**

It was noted that no change was necessary

#### **M14/05/22 Representation on External Bodies**

It was noted that the Kent Association of Local Councils (KALC) would be resuming face-to-face meetings shortly.

RESOLVED: Cllrs Galton and Turner will continue to represent the Parish Council at KALC meetings.

#### **M15/05/22 Review of Land and Asset Register**

Cllr Turner asked the Clerk to check if the computer and software listed on the Register represented those purchased most recently.

RESOLVED: to adopt the Register of Assets, subject to any amendment required regarding the replacement computer and software purchased in 2020.

#### **M16/05/22 Arrangements for Insurance Cover**

As the 3-year agreement was due to end on 16<sup>th</sup> June, the Clerk had obtained quotations from A J Gallagher (previously Came & Co) and BHIB Insurance Brokers.

RESOLVED: to enter a further 3-year long term agreement with Hiscox through A J Gallagher.

#### **M17/05/22 Review of Membership of Other Bodies**

RESOLVED: to continue with membership of the Campaign for the Protection of Rural England (CPRE) and KALC; to pay the Clerk's membership fees to the Society of Local Council Clerks (SLCC) if under £100.

#### **M18/05/22 Complaints Procedures**

It was noted that no change was necessary.

#### **M19/05/22 Employment Policy and Procedures**

It was noted that there was an outstanding action on the Clerk to consult the Adviser to KALC regarding the proposed amendment.

#### **M20/05/22 Risk Register**

RESOLVED: to adopt the updated Risk Register, as prepared by the Clerk.

### **FINANCE**

#### **M21/05/22 Receipts since last meeting:**

Refund from Downsmail £9; Precept MBC £7,005

The Clerk was asked to check if there had been, or would be, any receipts under the Parish Services Scheme.

#### **M22/05/22 Authorisation of any payments since last meeting:**

Amesis Ltd £42; V J Ford £282; KALC £275.21; Simon Jones Associates Ltd £930.12; CPRE £36; Amesis Ltd £63.48; Mr Martin King\* £152.30; KALC (training) £102; Miss E English\* £250

\* Platinum Jubilee Event

#### **M23/05/22 Cheques for Signature**

Arthur J Gallagher £488.75; Mrs L Hook\* £198.00; C Tomlinson\* £90.00; Lionel Robbins £90.00

#### **M24/05/22 Bank Balances**

The following balances as at 29<sup>th</sup> April were noted:

Nat West Current £8,731.81

Nat West Business Saver £46,525.55

Nationwide £14,230.15

Cambridge and Counties £23,486.79

#### **M25/05/22 Bank Reconciliation**

The end of year statement, as prepared by the Clerk for internal audit etc, was noted.

#### **M26/05/22 Internal Auditor's Report 2021/22**

RESOLVED: to receive and note the Internal Auditor's report.

Members observed that, if the Parish Council resolved to approve the Certificate of Exemption later in the meeting, there would be no External Audit Report/closure documentation to consider and minute at the September meeting.

#### **EXTERNAL AUDIT 2021/22:**

#### **M27/05/22 Annual Internal Audit Report**

RESOLVED: to receive and note the Annual Internal Audit Report, forming page 4 of the Annual Governance and Accountability Return (AGAR).

#### **M28/05/22 Annual Governance Statement 2021/22**

Members had before them the Annual Governance Statement prepared by the Clerk.

RESOLVED: to approve the Annual Governance Statement (AGAR Section 1)

The Chairman and Clerk signed the Annual Governance Statement.

#### **M29/05/22 Accounting Statements 2021/22**

Members had before them the Accounting Statements, prepared and signed by the Responsible Financial Officer (RFO – the Clerk).

RESOLVED: to approve the Accounting Statements (AGAR Section 2)

The Chairman signed and dated the Accounting Statements.

#### **M30/05/22 Exemption Certificate**

Members had before them the exemption certificate prepared by the RFO.

RESOLVED: Since the Parish Council had met the criteria, to claim exemption for the year 2021/22.

RESOLVED: to approve the Exemption Certificate.

The Chairman and RFO signed and dated the Exemption Certificate (AGAR Form 2).

#### **M31/05/22 Commencement Date for Exercise of Public Rights**

The RFO informed Members that the commencement date would be Monday 13<sup>th</sup> June, as suggested by the External Auditor.

#### **M32/05/22 Outturn for 2021/22 Budget**

Members had before them the end of year statement of receipts and payments against budget prepared by the Clerk. The underspend of £496 was noted.

RESOLVED: Since the heading "Stationery, postage" included payments associated with recruitment of a new Clerk, to amend to "Admin".

#### **M33/05/22 Bank Signatories**

RESOLVED: due to difficulties with multiple authorisation of online payments and changes to the bank mandate, the Clerk to investigate other current accounts.

RESOLVED: to retain Cllr Turner as a signatory for the notice accounts; and to add Cllrs Galton and Eastwood.

#### **M34/05/22 Reserves Policy**

RESOLVED: to adopt the Reserves Policy as prepared by the Clerk.

**M35/05/22 Meeting Dates in 2022/23**

Agreed dates are: 4<sup>th</sup> July; 5<sup>th</sup> September; 7<sup>th</sup> November; 23<sup>rd</sup> January 2023; 6<sup>th</sup> March 2023.

**M36/05/22 New fencing between the Village Green and the pub**

The Chairman reported that he had approached a fencing contractor for indicative costs. As no costings had been received, the matter was deferred.

**M37/05/22 Potholes**

Members observed that there was a large pothole on the junction of Eastwood Road and Headcorn Road.

RESOLVED: Cllr Adams to inspect and report to KCC.

**M38/05/22 Speedwatch**

The Chairman reported that Cllr Kennaird was now holding the equipment.

**M39/05/22 Footpaths**

Members observed that many of the footpaths had become overgrown.

RESOLVED: the Chairman to assess work required; the Clerk to contact KCC to ascertain who is responsible for maintenance.

The Chairman closed the meeting at 9.36 pm