

BAPCHILD PARISH COUNCIL

Clerk: Mrs E M Cruise, 18 Morris Court Close, Bapchild, Sittingbourne, Kent ME9 9PL

Telephone No: 0773-8825836

Email: clerk@bapchild.info

The Annual Meeting of the Bapchild Parish Council will be held in **St Laurence Church, School Lane**
Wednesday 10th May 2023 at 7.30 p.m.

Result of Uncontested Election 4th May 2023 – Notice of Members Elected

Members to Sign Declaration of Acceptance of Office and Pecuniary Interests Forms

AGENDA

1. Present
2. Apologies
3. Election of Chairman and Vice-Chairman
 - 3.1 New Council member?
4. Minutes of previous meeting (14th March 2023)
5. Matters arising from previous Minutes:
 - 5.1 Stones Farm attenuation pond report update
 - 5.2 Fox Hill landscaping/maintenance cul-de-sac area – tree planting update
6. Highway Matters
 - 6.1 Bapchild HIP – HGV weight restrictions update after KCC Teams meeting.
 - 6.2 Ashtead Drive – drainage/flooding update
7. Planning Matters
 - 7.1 21/501334/OUT Provectus 95 houses Fox Hill/School Lane Planning Application
 - 7.2 21/503906/EIOUT and 21/503914/EIOUT Highsted Park, revised plans.
8. Horse chestnut trees update
9. Toll House perimeter fence – update from Enforcement SBC
10. **To Consider: Bapchild Parish Council Risk Assessment 2023** – Clerk to report
11. **To Consider: Bapchild Parish Council Statement of Internal Controls 2023** – Clerk to report
12. **Review of Internal Audit 2022 – 2023** – Clerk to Report
 - 12.1 **To Consider: The Annual Governance Statement Return 2022/2023**
 - 12.2 **To Consider: The Annual Accounting Statements for 2022/2023**
13. Bank reconciliation – monthly reports for April, May balance to date – Clerk to report

<u>13.1</u>	<u>Cheques/online payments already made:</u>	<u>Details</u>	<u>Amount (Gross)</u>
13.1.1	13/04/2023	Maintenance Contract Streetlights 1(of4)	370.55
13.1.2	17/04/2023	EDF 1-31 st March 2023	83.74
13.1.3	<u>28/04/2023</u>	Clerk Salary April 2023	417.88
13.2	<u>Cheques/online payments due:</u>		
13.2.1	15/05/2023	EDF 1-30 th April 2023	Awaiting Invoice
13.2.2	28/05/2023	Clerk Salary May2023	417.88
13.3.3	End of May	Zurich Annual Insurance renewal due	397.84
13.2.4	April 2023	Reimburse Clerk McAfee/Microsoft Subs	134.98

13.2.5	Inv Dated 01/4/2023	KALC/NALC annual subscription due	472.48
13.2.6	Inv Dated 23/4/2023	Lionel Robbins Annual Audit fee	90.00
13.2.7.	Inv Dated 27/4/2023	McCabeFord Williams Accountancy/payroll	343.20
13.3	Income/Received Due:-		
13.3.1	28/04/2023	Precept & Lighting Grant 1 (of 2)	7432.50
13.3.2	Invoice sent April	Bapchild Churchyard grass cutting	796.99

14. Renewal of Zurich Annual Insurance Policy

15. KALC/NALC subscription

16. Reimburse Clerk for annual McAfee and Microsoft Office subscriptions.

17. Any Other Business

This is for information only; no decisions can be made on matters raised.

18. Date of next meeting.

Signed:

Date: