

## **BAPCHILD PARISH COUNCIL**

Clerk: Mrs E M Cruise, 18 Morris Court Close, Bapchild, Sittingbourne, Kent ME9 9PL  
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The Annual Meeting of the Bapchild Parish Council to be held virtually will be **on Thursday 28th May 2020 at 7.30 p.m.**

### **AGENDA**

1. Present
2. Apologies
3. Election of Chairman
4. Election of Vice-Chairman
5. Minutes of previous meeting dated 26<sup>th</sup> March 2020
6. To Consider: Bapchild Parish Council Risk Assessment 2020 – Clerk to report
7. To Consider: Bapchild Parish Council Statement of Internal Controls 2020 – Clerk to report
8. Review of Internal Audit 2019 - 2020 – Clerk to report
  - 8.1.1 To Consider: The Annual Governance Statement Return 2019/2020
  - 8.1.2 To Consider: The Annual Accounting Statements for 2019/2020
9. Bank reconciliation – monthly reports for April, May (Clerk to report)
  - 9.1 Cheques/online payments already drawn:**
    - 9.1.1 15/04/2020 EDF (1-31 March 2020) £126.87
    - 9.1.2 20/04/2020 Annual Subs KALC £458.95
    - 9.1.3 20/04/2020 Reimburse Clerk MS Office Annual Subs. £59.99
    - 9.1.4 20/04/2020 McCabe Ford Wms Accountant annual fees £290.40
    - 9.1.5 28/04/2020 Clerk Salary April 2020 £384.30
    - 9.1.6 11/05/2020 Streetlights Maintenance 1 (of 4) £352.91
    - 9.1.7 15/5/2020 EDF (1-30 April 2020) £129.25
  - 9.2 Cheques/online payments due:**
    - 9.2.1 28/05/2020 Clerk Salary May 2020 £384.30
    - 9.2.2 Annual Insurance due end of May 2020 £368.36
    - 9.2.3 Awaiting invoice from KCC re lighting column Wihtrud Road £1,563.71
  - 9.3 Income Received:**
    - 9.3.1 Bapchild St Laurence Church – Maintenance/Grass Cutting £747.58
    - 9.3.1 08/05/2020 SBC Precept & Lighting Grant first instalment £7,329.50
10. **Matters Arising from previous Minutes:**
  - 10.1 Stones Farm 18/505151/REM – Update (Cllr Bush)
11. **Highway Matters**
  - 11.2 Lighting matters – update
12. **Planning Matters:**
  - 12.1 18/506635/FULL Office Hempstead Farm – Appeal report
13. Panteny Lane – issues with parking/littering/ gated entrance – update
14. Leaves/Mud on footway A2 – cleared
15. Renewal of EDF and Zurich Insurance policies
16. **Any Other Business:**
  - 16.1 Clerk annual salary review – 1.1% = annual increase of £50.72 on current salary.

**17. Date of Next Meeting:**

Signed:

Clerk

Date: