

## 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 – Monday 23<sup>rd</sup> May 2022 at 7.30 p.m.

#### A G E N D A

1. Present
2. Apologies
3. Election of Chairman
4. Election of Vice-Chairman
5. Minutes of previous meeting dated 21<sup>st</sup> March 2022
6. Matters Arising from previous Minutes:
  - 6.1 Stones Farm 18/505151 – Vehicle traffic impact on A2 – detector loops Swanstree junction.
    - 6.1.2 Attenuation pond report update – Martyn Cassell SBC.
    - 6.1.3 Fox Hill landscaping/maintenance to cul-de-sac area – tree planting update.
  - 6.2 Amenity areas – update tree planting School Lane/shrub bed/trees Doubleday Drive/Morris Court Ct.
7. Highway Matters
  - 7.1 Bapchild HIP – update follow up from KCC Highways
  - 7.2 Parking issues outside Bapchild School - update
  - 7.3 Lighting matters – update (Clerk) – School Lane
  - 7.4 Ashtead Drive- update on re-seeding grassed area where drainage system installed.
8. Planning Matters
  - 8.1 22/502105/FULL – 28 St Laurence Close Retrospective planning application
  - 8.2 21/501334/OUT Provectus 95 Houses Fox Hill/School Lane Planning Application
  - 8.3 22/500654/EIASCO - Trenport scoping proposal for 300 houses
9. Storm Eunice – Horse Chestnut trees update
10. Toll House new perimeter fence – update from Enforcement
11. Local Plan Review Consultation - update
12. **To Consider: Bapchild Parish Council Risk Assessment 2022** – Clerk to report
13. **To Consider: Bapchild Parish Council Statement of Internal Controls 2022** – Clerk to report
14. **Review of Internal Audit 2021 - 2022 – Clerk to report**
  - 14.1.1 To Consider: The Annual Governance Statement Return 2021/2022
  - 14.1.2 To Consider: The Annual Accounting Statements for 2021/2022
- 15 Bank reconciliation – monthly reports for April, May (Clerk to report)

<u>15.1</u>	<u>Cheques/online payments already made:</u>	<u>Details</u>	<u>Amount</u>
15.1.1	25/04/2022	Clerk Salary April	397.20
15.1.2	27/04/2021	KALC/NALC Subscription	464.50
15.1.3	04/05/2022	EDF 1st March – 1 <sup>st</sup> April 2022	92.25
15.1.4	17/05/2022	EDF 2 <sup>nd</sup> April – 30 <sup>th</sup> April 2022	146.01

15.2	<b><u>Cheques/online payments due:</u></b>		
15.2.1	Before end May 2022	Zurich renewal Annual Insurance	374.93
15.2.2	Due by 25/5/2022	McCabeFordWms Payroll PAYE	273.60
15.2.3	May 2022	McAfee Subs Laptop reimb. Clerk	69.99
15.2.4	May 2022	Microsoft Subs Laptop reimb. Clerk	59.99
15.2.5	May 2022	Clerk reimburse mobile call to EDF	12.31
15.2.6	26/05/2022	Clerk Salary May	397.20
15.2.7	Before end May 2022	Streetlights Maintenance 1 (of 4)	352.91
15.2.8	To be invoiced end May	Lionel Robbins Auditor	90.00
15.3	<b><u>Income/Received Due:-</u></b>		
15.3.1	06/04/2022	Bapchild Church Grass Cutt/Maint	774.73
15.3.2	30/04/2022	Precept/Light Grant 1 (of 2)	7774.50

16 Renewal of Zurich Annual Insurance policy.

17 Refurbishment of Bus Shelter quote.

18 Clerk annual salary review.

**19 Any Other Business**

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

19.1 Litter Pick – date to be confirmed (end of May?)

**20 Date of Next Meeting:**

Signed:

Clerk

Date: