

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 the **Antony Room, Bapchild Village Hall on Thursday 16th May 2019 at 7.30 p.m.**

Result of Uncontested Election 2nd May 2019 – Notice of Members Elected

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

A G E N D A

1. Present
2. Apologies
3. Election of Chairman
4. Election of Vice-Chairman
5. Minutes of previous meeting
6. To Consider: Bapchild Parish Council Risk Assessment 2019 – Clerk to report
7. To Consider: Bapchild Parish Council Statement of Internal Controls 2019 – Clerk to report
8. Review of Internal Audit 2018 - 2019 – Clerk to report
 - 8.1.1 To Consider: The Annual Governance Statement Return 2018/2019
 - 8.1.2 To Consider: The Annual Accounting Statements for 2018/2019
9. Bank reconciliation – monthly reports for April, May (Clerk to report)
 - 9.1 Cheques/online payments already drawn:
 - 9.1.1 15/04/2019 EDF (1-31 March 2019) £160.78
 - 9.1.2 25/4/2019 Clerk Salary April 2019 308.17
 - 9.1.3 26/04/2019 Annual Subs KALC £407.47
 - 9.1.4 26/04/2019 Reimburse Clerk MS Office Annual Subs. £59.99
 - 9.1.5 15/5/2019 EDF (1-30 April) £160.01
 - 9.2 Cheques/online payments due:
 - 9.2.1 McCabe Ford Williams – Processing Payroll Annual Charge £228
 - 9.2.2 25/05/2019 Clerk Salary May £308.17
 - 9.2.3 Annual Insurance – due end of May
 - 9.3 Income Received:
 - 9.3.1 28/04/2019 SBC Precept & Lighting Grant first instalment £7147.50
 - 9.3.2 10/05/2019 Bapchild Church Maintenance/grass cutting £740.42
10. Review of Insurance Policy – (3 quotes to consider)
11. Matters Arising from previous Minutes
 - 11.1 Stones Farm 18/505151 – Approval of Reserved Matters
 - 11.2 SBC Enforcement Officer update ref Caravan rear 39 The Street (Clerk to report)
 - 11.3 PROW Tonge blocked entrance update
12. Highway Matters
 - 12.1 Amenity Areas – re-levelling/tree stumps/dead tree
 - 12.2 Lighting matters – update (Clerk)
 - 12.3 Horse Chestnut Trees School Lane – update
13. Planning Matters:
 - 13.1 18/506635/FULL Office Hempstead Farm

13.2 19/500607/FULL and 19/500606/SUB relating to 42-44 The Street

13.3 19/501630FULL and 19/501631/LBC The Toll House ME9 9AB

14. Five Parishes update (Cllr Bonney)

15. Any Other Business:

15.1 Clerk Salary increase (1st June 2019)

16. Date of Next Meeting:

Signed:

Date: