

# BAPCHILD PARISH COUNCIL

## Minutes of the Annual Meeting held Tuesday 14th May 2024

The Annual Meeting of the Bapchild Parish Council was held on Tuesday 14th May 2024 at 7.30 p.m.  
Venue: The Antony Room

**1.0 Present:** Cllr Liz Trott, Cllr Richard Bush, Cllr Carol Culver, Cllr Mik Larking,  
Mrs Liz Cruise (Clerk)

**Also Present :** PC Kirsten Jones

**2.0 Apologies:** Cllr Chris Clifton, Cllr Katie Pidduck, Cllr Matthew Julians, County Cllr Rich Lehmann and  
Borough Cllr West Downs, Monique Bonney.

### **Public Participation:**

There were no public attendees.

At the beginning of the evening, PC Kirsten Jones attended to give an update on any local incidents. Cllr Trott welcomed Kirsten. In respect of the West Downs area, Kirsten reported some vehicle crime in relation to theft of number plates and suspected stolen car parts being located within a commercial premises. There had also been further reports of off-road nuisance bikes mainly affecting Rodmersham and Highsted Forstal area. Kirsten confirmed the Police will continue to monitor the situation going forward and if anyone sees the bikes it is vitally important to continue to report them. Police Surgeries are going to be held again; the next one is at Rodmersham Coffee Shop Monday 3<sup>rd</sup> June 11.00 – 12.30 hours. If the Police Surgeries aren't attended, Kirsten suggested it might be useful in future to visit the village and meet residents via a walk around which members thought would be beneficial to residents.

Members thanked Kirsten for attending and she left to continue her duties.

**Action: Clerk to add latest West Downs area newsletter to the website and noticeboard and add the date of the Police Surgeries.**

**3.0 Election of Chairman:** It was proposed by Cllr Bush and seconded by Cllr Larking that Cllr Trott be re-elected Chairman for the ensuing year. Cllr Trott accepted. **Agreed unanimously.**

**Election of Vice-Chairman:** It was proposed by Cllr Trott and seconded by Cllr Culver that Cllr Bush be re-elected Vice-Chairman for the ensuing year. **Agreed unanimously.**

With new residents moving into Spring Acres, a general discussion was held around promoting the Parish Council to all residents, should a vacancy occur in the future.

**4.0 Minutes of previous meeting –** It was **agreed unanimously** to accept the minutes of the meeting held 26<sup>th</sup> March 2024 as a true record. Cllr Trott signed the minutes.

### **5.0 Matters Arising from previous Minutes:**

#### **5.1 Attenuation pond/handover/security/Countryside Park**

The current situation has not changed since our last meeting when Martyn Cassell had confirmed he is liaising with the developer over the pond handover and the Legal Teams are currently debating an issue with the line of the access road/path in one area beside

the Fox and Goose. The Warden, Kris, is still undertaking weekly visits and the attenuation pond is working as intended with no current issues.

It was agreed to contact Julian Moat, Chartway asking when the Management Company takes responsibility for the Spring Acres site and who it is, for future reference.

**Action: Clerk to email Julian for contact details.**

### **5.2 Fox Hill landscaping/maintenance cul-de-sac area update.**

The grass has now been reseeded and it was agreed the area should now be adopted into our existing landscaping contract with SBC and Blenwood to bring the grass cutting in line with the other amenity areas of the village. This would include the triangular area outside the parking bays and both side of the parking area wooden fence.

**Action: Clerk to email Graeme Tuff for costings and to ask him to add to our grass cutting annual contract.**

### **5.3 Amenity areas – overgrown trees/hedge Doubleday/Morris Court/PROW rear of School.**

PROW Officer Dennis Fogel has carried out a recent visit and confirmed he is happy with the footway currently since it showed the path itself to be clear of overgrowth. His remit does not cover the lighting column issue we have reported where the light is obscured by the size of the hedgerow and trees growing both sides of the column. A discussion was had around ways to increase the amount of spread of the light and it was **agreed unanimously** to enquire via Ken Bonner and Streetlights the possibility of adding an extension arm to the lighting column which would bring the lantern into clearance away from the school boundary fence. Alternatively, a brighter lantern might help with this issue.

**Action: Clerk to email Ken Bonner for advice and quote.**

## **6.0 Highway Matters**

### **6.1 Bapchild HIP update**

The Clerk notified the school of the pending installation of the upgraded warning signs and The following response and further update was received from the Headteacher, Christian Kelly:-

*That's great to have the upgraded warning signs. Could it please be minuted that the school and Governing Body is very grateful for the support from the Parish Council in improving the safety notices and its work around road safety.*

*In addition, to the work you have done the school is in the process of updating its travel plan as well as applying through KCC for a new Cross Patrol. We have already put new signage up at different points in the school to raise awareness with our parents.*

## **7.0 Planning Matters**

**7.1 21/501334/OUT Provectus 95 Houses Fox Hill/School Lane Planning Application – REFUSED** by SBC Planning 19/04/2024 numerous varied reasons were given for the refusal.

**7.2 24/500125/FULL – Pitstock Solar Farm – Cerda report is imminent.**

**7.2.21/503906/EIOUT and 21/503914/EIOUT Highsted Park, revised plans – no new update on the Cerda report currently.**

**8.30 pm – Cllr Trott paused the meeting at this point to open the Annual Assembly of Parishioners meeting.**

**8.35 pm – There being no residents in attendance, the Annual Assembly of Parishioners was closed. Cllr Trott re-convened the Annual Meeting.**

### **8. Local Plan Review – update**

The 5 Year Housing Land Statement update taken from SBC website dated 25/3/2024 confirms 5.13 years' worth of housing land supply.

### **9. Suez Waste and Recycling Contract issues**

Prior to the meeting Cllr Lehmann provided an update, to confirm the situation is improving week on week, and changes have been made to the lorry sizes with extra staff recruited and some extra catch-up rounds put in place. Cllr Bush reported to Swale the blue bins from Fox Hill and some bins from Ashtead Drive and The Street area have also been reported as missed.

### **10. Replacement noticeboard – update on Village Hall fence repairs.**

Cllr Trott received notification that following the quotes received for the fence repairs the Village Hall Committee will not be proceeding. The Clerk will therefore send round examples of noticeboards for all Members to consider.

### **11. To Consider: Bapchild Parish Council Risk Assessment 2024 – Clerk to report**

Prior to the meeting the Clerk had emailed to all members the updated Risk Assessment document, which was **approved unanimously** by all members.

### **12. To Consider: Bapchild Parish Council Statement of Internal Controls 2024**

Prior to the meeting the Clerk had emailed the updated Statement of Internal Controls 2024 which was **approved unanimously** by all members.

**13. Review of Internal Audit 2023 - 2024** - Prior to the meeting the Clerk had emailed to all members the **Annual Governance and Accountability Return for 2023/2024** for year ending 31<sup>st</sup> March 2024 for consideration and approval.

#### **13.1. To Consider: The Annual Governance Statement Return 2023/2024**

**Certificate of Exemption-** Members considered the criteria for submitting the Exemption Certificate had been met and this therefore was **approved by all unanimously**. The Exemption Certificate (signed and dated by Cllr Trott and the Clerk) will be emailed to Mazars LLP by the Clerk.

**Annual Internal Audit Report:** - The Clerk reported she had met with the Auditor, Mr Lionel Robbins on 10<sup>th</sup> April 2024 and Mr Robbins had reported that no significant internal control issues were identified. The Audit report from Mr Robbins had been circulated to members prior to the meeting by email. The Notice of Public Rights and Publication of Annual Governance & Accountability Return dates will be from **Monday 3rd June 2024 – Friday 12<sup>th</sup> July 2024** (the date for display of the Notice will be 31st May 2024). Members considered and **approved the Annual Audit Report unanimously** and conveyed thanks to the Clerk for her work in completing everything.

**13.2 To Consider:** The Annual Accounting Statements for 2023/2024 were considered by all members and **agreed unanimously**.

**Action: The Clerk to ensure the correct end of year procedure is followed in respect of publishing the Audit requirements on the Bapchild.info Website and displaying the correct information on the Village Noticeboard, plus email proof of publication to Mr Robbins (Auditor).**

**14.0 Bank reconciliation – monthly reports for April, May (balance to date) – the Clerk had previously circulated the monthly bank reports for members to consider. The April monthly report was **approved****

**unanimously** by all members and signed by the Chairman. Members **approved unanimously** the May report and balance to date figure, also signed by the Chairman.

<u>14.1</u>	<u>Cheques/online payments already made:</u>	<u>Details</u>	<u>Amount</u>
14.1.1	16/04/2024	Maintenance Contract Streetlights 1 (of 4)	370.55
14.1.2	17/04/2024	EDF 01-March 2024 – 01 April 2024	88.03
14.1.3	28/04/2024	Clerk Salary April 2024	448.88
<u>14.2</u>	<u>Cheques/online payments due:</u>		
14.2.1	15/05/2024	EDF 2nd-30 <sup>th</sup> April 2024	Awaiting Invoice
14.2.2	28/05/2024	Clerk Salary May 2024	448.88
14.2.3	End of May	Zurich Annual Insurance renewal due	404.71
14.2.4	April 2024	Reimburse Clerk McAfee/Microsoft Subs.	134.98
14.2.5	Inv dated 01/04/2024	KALC/NALC annual subscription due	518.21
14.2.6	Inv dated 21/04/2024	Lionel Robbins Annual Audit Fee	105.00
14.2.7	Inv dated 27/04/2024	McCabe Ford Williams Accountancy/payroll	Invoice Awaited
<u>14.3</u>	<u>Income/Received Due:-</u>		
14.3.1	28/04/2024	Precept & Lighting Grant 1 (of 2) SBC	7432.50
14.3.2	16/04/2024	Bapchild Churchyard Grass Cutting	913.24

### **15.0 Approval of Annual Subscriptions**

Prior to the annual meeting the Clerk had emailed to all members the details for the following annual renewals:-

15.1 Renewal of Zurich Annual Insurance Policy – Renewal quote £404.71 (slight increase of 1.72% from last year) was **approved unanimously** by members.

15.2 KALC/NALC subscription – (increase of 9.6% from last year) invoice is based on the published tax base figures for 2023/2024 in the Parish/Town/Community Council at 74.5p per 23/24 tax base unit plus a standing charge of £65 + VAT - **approved unanimously** by members.

15.3 Reimburse Clerk for annual McAfee and Microsoft Office subscriptions a total of £134.98 (no change from last year) for the Parish Council owned laptop – **approved unanimously** by members.

Members also **approved unanimously** payment of items as listed and tabled above.

**16.0 Any Other Business** - This is for information only; no decisions can be made on matters raised.

**16.1 Litter Pick** – Members expressed thanks to a young resident from Wihtrud Road, for her hard work (as part of undertaking her Bronze Duke of Edinburgh Award) carrying out weekly litter picks for three months. Cllr Larking provided guidance and completed the required paperwork and reported back to members. This has been very successful, and the hard work which has been carried out to keep the village clear of litter has not gone unnoticed by residents.

**Action: Clerk to send thank you letter**

The next Bapchild Village litter pick will be planned for the autumn (date to be confirmed).

16.2 Cllr Culver reported the PROWZR190 has been ploughed at the top corner field beyond the Spring Acres development boundary. This had already been reported to the PROW Team by the

Clerk as residents who regularly use the path had complained. Cllr Lehmann has also reported this issue and the landowner has been contacted to reinstate the PROW.

**17.0 Date of next meeting – Tuesday 24th September 2024 – to be confirmed Action – Clerk to check availability of The Antony Room and book**

There being no further business, Cllr Trott thanked everyone for attending and declared the annual meeting closed at 9.25 pm.

Signed:

Date: