

BAPCHILD PARISH COUNCIL

Minutes of the Annual Meeting held Monday 23rd May 2022

The Annual Meeting of the Bapchild Parish Council was held in the main hall, Bapchild & Tonge Village Hall, on Monday 23rd May 2022 at 7.30 p.m.

1.0 Present: Cllr Liz Trott (Chairman), Cllr Michael Palmer, Cllr Mik Larking, Cllr Chris Clifton, Mrs Liz Cruise (Clerk)

Also Present: Ward Cllr Monique Bonney, PCSO Katie Jordan and PCSO Jessica Stocks and two residents were welcomed to the meeting.

2.0 Apologies: Cllr Richard Bush (Vice Chairman), Cllr Carol Culver, Cllr Matthew Julians, County Cllr Rich Lehmann.

An introductory welcome and general discussion was held with PCSO Katie Jordan and her colleague PCSO Jessica Stocks. Katie would like to carry out some Police Surgeries (once per month) and will liaise with the Clerk over dates and venue. Katie confirmed she is planning a speed check along The Street, together with her colleagues. Cllr Trott thanked Katie for organising this. The Clerk will also send Katie contact details for Bapchild School referring to previously reported and ongoing issues with parking during pick up and drop off times in School Lane. Cllr Trott thanked Katie and Jessica for attending and they left the meeting to continue with their duties.

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

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

5.0 Minutes of previous meeting – It was **agreed unanimously** to accept the minutes of the last meeting held 21st March 2022 as a true record.

6.0 Matters Arising from previous Minutes:

6.1 Stones Farm 18/505151 – Vehicle traffic impact on A2 – detector loops Swanstree Avenue junction – The MOVA System has been installed and completed which was a requirement (condition) of the planning permission and confirmed by Paul Gregory. However, Cllr Bonney confirmed further information has been received by Paul Gregory in respect of the Swanstree Avenue Junction Improvement Works. This involves other developments in Teynham on land between Froggnall Lane and Orchard View and a contribution towards Swanstree Avenue, together with contributions from other various developments. KCC have confirmed the works are subject to any detailed design changes necessary. Cllr Bonney will email over a drawing indicating what the proposed Improvement Works are.

6.1.2 Attenuation pond report update – Martyn Cassell SBC. Cllr Bonney confirmed a draft report has been received from the specialist Independent Hydrologist and a discussion with Hyde Housing will follow. KCC Flood will also comment.

6.1.3 Fox Hill landscaping/maintenance to cul-de-sac area – tree planting update. Prior to this meeting Cllr Rich Lehmann confirmed this area is still the responsibility of the developer. It will be tidied up and the developer will continue with maintenance of this area. We await confirmation of a date for the tree planting.

6.2 Amenity areas – update tree planting School Lane/shrub bed/trees Doubleday Drive/Morris Court Ct. Replacement saplings have been planted on the amenity areas. The shrub beds at the bottom of Doubleday Drive/Morris Court have been cut back and tidied up;

no replacement shrubs have been planted. Although some overhanging tree branches have been cut back there is still dead wood in the large tree.

Clerk to report this to Graeme Tuff for a further update.

7.0 Highway Matters

7.1 – **Bapchild HIP update** – we have received confirmation from KCC that the “SLOW” road markings have been approved and will be carried out and funded via the KCC Small Works Budget. A resident asked about the possibility of looking at the junction when exiting the new Fox Hill cul-de-sac to turn right mentioning poor visibility, and speeding traffic on the A2. Members agreed to investigate this within our HIP.

7.2 **Parking issues outside Bapchild School** – update. As well as the Clerk sending the school contact details to PCSO Katie Jordan (as discussed earlier) it was confirmed the Revd Simon Young has spoken to the Headteacher, Christian Kelly in response to our recent letter to see whether anything else can be done to help with this ongoing issue.

7.1 **Lighting matters – update** (Clerk) – School Lane – we are still waiting for a date from KCC for the installation of the replacement lighting column in School Lane. We have 3 other lanterns to convert and that will complete our lighting conversion to LED. We need to prepare for next year and the possibility of not receiving the lighting grant because of SBC likely budget cuts in the draft budget early 2023 (confirmed by Cllr Bonney).

7.4 **Ashtead Drive- update** on re-seeding grassed area again where drainage system installed. Further to photographs and an email to KCC Alex Brauning it has been confirmed this has been chased up again via the contractor. We await a date for this to be carried out.

8.0 Planning Matters

8.1 **22/502105/FULL – 28 St Laurence Close** Retrospective planning application – there were no comments.

8.2 **21/501334/OUT Provectus 95 Houses** Fox Hill/School Lane Planning Application – no news or updates to report.

8.3 **22/500654/EIASCO - Trenport scoping proposal for 300 houses** – We sent our comments in February 2022 one concern we had was the issue with more traffic being generated and filtering out onto the A2 via Tonge and this application should be dealt with in conjunction with other East Sittingbourne Schemes via the Local Plan and not in isolation.

At this point it was time to start the Annual Assembly of Parishioners Meeting therefore the meeting was closed at 8.30 pm.

The Annual Assembly of Parishioners closed at 8.40 pm when the Annual meeting reconvened.

9.0 **Storm Eunice – Horse Chestnut trees update** – Paul Hegley, KCC Tree Officer for Swale has contacted the Tenant to request remedial work be carried out on the trees and a report of recommendations has been compiled. Cllr Bonney has not seen the report. Cllr Palmer raised concerns about the remaining trees, metal fencing to the perimeter of the field which had been damaged when the bough came down and the debris beneath and around the trees. We do not have a date for when the remedial work will be carried out.

10. **Toll House new perimeter fence** – We were informed by the Enforcement Officer in April this was pending consideration and we are awaiting a further update from SBC Enforcement Officer.

11. **Local Plan Review Consultation** – update. Cllr Bonney confirmed the Local Plan is progressing, a new Interim Head of Planning, Flo Churchill has been appointed, who is working through the issues. Discussions have been held between the CCG and NHS about a new Health/Urgent Care Centre for Sittingbourne. A new Director of Public Health has also been appointed.

12. To Consider: Bapchild Parish Council Risk Assessment 2022

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

13. To Consider: Bapchild Parish Council Statement of Internal Controls 2022

Prior to the meeting the Clerk had emailed the updated Statement of Internal Controls 2021 which was **approved unanimously** by all members.

14. Review of Internal Audit 2021 - 2022 - Prior to the meeting the Clerk had emailed to all members the **Annual Governance and Accountability Return for 2021/2022** for year ending 31st March 2022 for consideration and approval.

14.1.1 To Consider: The Annual Governance Statement Return 2021/2022

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 PKF Littlejohn by the Clerk.

Annual Internal Audit Report: - The Clerk reported she had met with the Auditor, Mr Lionel Robbins on 9th May 2022 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. Members considered and **approved the Annual Audit Report unanimously** and conveyed thanks to Mr Robbins and to the Clerk for her work in completing everything.

14.1.2 To Consider: The Annual Accounting Statements for 2021/2022 were considered by all members and **agreed unanimously**.

15.0 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.

15.1	<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 st April 2022	92.25
15.1.4	17/05/2022	EDF 2 nd April – 30 th April 2022	146.01
15.2	<u>Cheques/online payments due:</u>		
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	<u>Income/Received Due:-</u>		
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

16.0 Renewal of Zurich Annual Insurance Policy – Prior to the annual meeting the Clerk had emailed to all members the details. There was an increase of £3.34 since last year, total being £374.93 – **approved unanimously** by members for renewal. Members also **approved unanimously** payments of items as listed and tabled above, nos. 15.2.2 15.2.3,15.2.4,15.2.5,15.2.6,15.2.7,15.2.8

17.0 Refurbishment of Bus Shelter Quote - The Clerk to email thanks to County Cllr Rich Lehmann for his offer of a funding contribution towards this project, and we'll get back to him once we have heard from other parties. Also, the Clerk to contact Mike Finch from Hyde Housing for a possible contribution towards this project. The Clerk to email Cllr Bonney original request. Members **approved unanimously** to go ahead with this project.

18.0 Clerk Annual Salary Review – for consideration and approval. Prior to the meeting, The Clerk emailed out her hourly rate, she had been monitoring her current hours (30 per month) and they had increased to 31 hours per month. Based on the latest NALC Joint Council Salary Award figures for 2021-2022 and on 31 hours this would equate to £13.48 per hour, an annual increase of £248.16. Members **approved unanimously** new rate/hours, increase effective from 1st June 2022.

19.0 Any Other Business

19.1 – Litter Pick – Cllr Larking is looking at a possible date in July for the next community litter pick.

20 Date of next meeting – Monday 19th September 2022

There being no further business, Cllr Trott thanked everyone for attending and declared the meeting closed at 9.35 p.m.

Signed:

Date: