

BAPCHILD PARISH COUNCIL

Minutes of the Annual Meeting held 16th May 2019

The Annual Meeting of the Bapchild Parish Council was held at the Village Hall on Thursday 16th May 2019 at 7.30 p.m.

Present: Mrs L Trott (Chairman) Mr R Bush (Vice Chairman), Mrs C Culver, Mr M Juliens, Mr M Palmer
Mrs E Cruise (Clerk)

Apologies: Mrs M Pape, Cllr Monique Bonney KCCllr Andrew Bowles

Visitors: No residents attended.

The recently held elections on 2nd May 2019 resulted in a non-contested Election for Bapchild Parish Council Members. There is currently a vacancy as Mr D Akhurst had declared prior to the Election he would be standing down.

3.0 Election of Chairman – It was proposed by Mr Bush and seconded by Mr Palmer that Mrs Trott be re-elected Chairman for the ensuing year. This was agreed. Mrs Trott signed her acceptance of office.

4.0 Election of Vice-Chairman – It was proposed by Mrs Culver and seconded by Mr Palmer that Mr Bush be re-elected Vice-Chairman for the ensuing year. This was agreed. Mr Bush signed his acceptance of office.

5.1 Signing of Minutes: The Minutes of the last Parish Council Meeting held on Thursday 21st March 2019 were agreed by all Members as a true record and signed by the Chairman.

6.1 To consider: Bapchild Parish Council Risk Assessment 2019 – The Clerk circulated to Members the updated Risk Assessment document which was approved by all Members.

7.1 To consider: Bapchild Parish Council Statement of Internal controls 2019 and Review of Internal Audit for year ending 31st March 2019 – The Clerk circulated to Members the updated Statement of Internal Controls which was approved by all Members and the Review of Internal Audit for year ending 31st March 2019 was signed and dated by the Chairman and by the Clerk.

8.1 Review of Internal Audit 2018 – 2019 the Clerk updated Members on the 8th May 2019 audit visit by Lionel Robbins and reported that no significant internal control issues were identified. Mr Robbins reminded The Clerk that when the Precept is set, an actual figure needs to be stated rather than a percentage. The Clerk confirmed with Mr Robbins that Bapchild Parish Council qualified for completion of the Certificate of Exemption in respect of completion of the AGAR return for 2018/2019 as neither the gross income, nor the expenditure exceeded £25,000 in the accounting year ending 31st March 2019.

8.1.1 To consider: The Annual Governance Statement Return 2018/2019 Part 2 Certificate of Exemption signed by the RFO (the Clerk) was tabled to all Members for consideration and was approved as a whole.

8.1.2 To consider: The Accounting Statements for 2018/2019 were presented to all Members by the RFO (the Clerk) including the end of year bank reconciliation for consideration and were approved by resolution. The Accounting Statements were signed and dated by the Chairman.

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 Hall Noticeboard.*

9.0 Bank reconciliation – the Clerk tabled monthly reports for April and May 2019. Both monthly reports were approved by Members and signed by the Chairman.

9.0 Cheques/online payments already drawn:

- 9.0.1 15/04/2019 EDF (1-31 March 2019) £160.78
- 9.0.2 25/4/2019 Clerk Salary April 2019 308.17
- 9.0.3 26/04/2019 Annual Subs KALC £407.47
- 9.0.4 26/04/2019 Reimburse Clerk MS Office Annual Subs. £59.99
- 9.0.5 15/5/2019 EDF (1-30 April) £160.01

9.1 Cheques/online payments due:

- 9.1.1 McCabe Ford Williams – Processing Payroll Annual Charge £228
- 9.1.2 25/05/2019 Clerk Salary May £308.17
- 9.1.3 Annual Insurance – due end of May

9.2 Income Received:

- 9.2.1 28/04/2019 SBC Precept & Lighting Grant first instalment £7147.50
- 9.2.2 10/05/2019 Bapchild Church Maintenance/grass cutting £740.42

9.3 The Clerk informed members of the forthcoming Grass Cutting and Ancillary costs as invoiced by SBC 1st April 2019 – 31st March 2020 - £2267.97 + VAT (i.e. a 3% increase compared with last year).

9.4 Also to consider was the Lighting Maintenance quarterly costs from Streetlights (Ken Bonner) which had increased to £287.76 + VAT (also a 3% increase from last year).

9.5 The Clerk still awaits an invoice from KCC for the replacement lighting column installed outside Rossetti House in School Lane (£1300).

9.6 The McCabe, Ford, Williams cost for processing the Payroll for the Clerk/year end submission to HMRC, P60 etc was invoiced at £190. + VAT – i.e. a saving of £10.00 on last year.

9.7 Following the above reporting by the Clerk, the payments due, and the increases to both Grass Cutting and Lighting Maintenance costs were approved by the Vice-Chairman and by every member.

9.8 It was noted by Mrs Culver that the Clerk had not claimed any expenses for consumable office items. The Clerk had been reimbursed for both renewal of the McAfee subscription (£59.99 inc. VAT) for the Parish Council laptop and for the renewal of Microsoft Office (£59.99 inc. VAT). Members agreed that these costs should be reimbursed, and a claim made for paper purchased/ink cartridges/stamps.

Action: Clerk to refer back with confirmation of costs of consumable items.

8.30 p.m. At this point, the Annual Meeting was adjourned to allow the Annual Meeting of Parishioners to commence.

8.40 p.m. As there were no attendees, the Annual Meeting of Bapchild Parish Council reconvened.

10.1 To consider: Review of Insurance Policy: The Clerk had received 3 Insurance quotations from the broker Came & Company, who would apply a £50 administration fee on top of any figure quoted. (This fee was waived last year). The best quotation had been with Ecclesiastical at £518.29 (including the £50 fee). The Clerk had independently asked Zurich for a quote and the quote for the same cover was £365.21 for 12 months. This would be a saving of £153.08. Members voted to renew with Zurich for the next 12 months.

Action: Clerk to renew with Zurich (effective 1st June 2019)

11.0 Matters Arising from Previous Minutes

11.1 Stones Farm 18/505151 – Approval of Reserved Matters is ongoing. We await responses to several queries previously raised including enquiries over the S106 Agreement concerning the amount of affordable housing proposed. Several outstanding applications await approval on reserved matters, archaeological and ecological conditions. Also, our village sign remains obscured as it is within the boundary of the Heras fencing.

11.2 SBC Enforcement Officer update – The Clerk reported that the Enforcement Officer from SBC had visited the owners of the caravan sited in the paddock (rear of 39 The Street) again and has been informed it has been sold and will be removed in approximately 3 weeks.

11.3 PROW Tonge – blocked entrance update it was reported that although the overhanging branches had been removed it would only allow access for walkers as the entry point involved walking around one edge of the concrete block and would not be accessible/suitable for wheelchair users, or prams/pushchairs on this popular footpath.

11.3.1 Mr Bush has reported the broken Finger Post in Panteny Lane at the entrance to the PROW and the footpath requiring strimming in Wihred Road/rear of Doubleday Drive and Morris Court Close.

12. Highway Matters

12.1 Amenity Areas – the tree stumps have been levelled.

12.2 Lighting Matters – The Clerk updated members on the lighting project, and a quote needs to be obtained from KCC reference the next concrete column to be replaced, together with a replacement lantern for one of the remaining obsolete mercury lanterns. Members approved.

Action: Clerk to obtain quote from KCC and Ken Bonner

12.3 The Horse Chestnut trees in School Lane – The KCC Soft Landscaping Department have made a site visit and we await a further progress report.

13. Planning Matters

13.1 18/506635/FULL – Hempstead Farm – there has been no decision from SBC Planning on this application to allow fruit grown outside Kent to be processed at this site.

13.2 19/500607/FULL and 19/500606/SUB relating to 42-44 The Street – The site has been fenced off and demolition of the old buildings is currently being carried out.

13.3 19/501630/FULL and 19/501631/LBC The Toll House ME9 9AB – SBC Planning Officer has confirmed the resident does not need planning permission for the mobile home which has been sited in the garden of this property.

14. Five Parishes update: There will be a further meeting next week (23rd May 2019) which will be attended by Mrs Culver and Mr Juliens.

15. Any Other Business:

15.1 Clerk Salary increase (to be applied from 1st June 2019) – Members approved a 4% salary increase. Clerk's salary to be reviewed annually in future, (this is the first increase since being appointed in 2016) approved.

15.2 The Dog Warden has visited the village to check specific areas where there had been an increase in dog fouling reported. This will also be mentioned in the next village newsletter.

16.0 The Date of the next meeting is Thursday 19th September 2019.

There being no further business, the meeting was closed at 9.25 p.m.

Signed Chairman:

Date: