

BAPCHILD PARISH COUNCIL

Minutes of the Annual Parish Meeting held on 18th May 2017

The Annual Parish Meeting of the Bapchild Parish Council was held at the Village Hall on Thursday 18th May 2017 at 7.30pm.

Present: Mrs L Trott (Chairman), Mrs A Greenaway, Mr M Juliens
Mrs E Cruise (Clerk)

Apologies: Mr R Bush (Vice Chairman), Mrs C Culver, Mr G Stone, Mr S Taylor

Public Participation: There was no public participation.

3.1 **Signing of Minutes:** The Minutes of the previous Parish Council Meeting held on 16th March 2017 were agreed by all members as a true record and signed by the Chairman.

4.1 **Bapchild Parish Council Risk Assessment 2017:** The Clerk presented the updated Risk Management Paper for consideration by members present and this was agreed and signed by the Chairman and to be reviewed again in 12 months.

4.2 **Action:** The Clerk will email the Risk Assessment document to all members not present.

5.1 **Bapchild Parish Council Statement of Controls 2017:** The Clerk presented the updated Statement of Internal Controls for the year ending 31st March 2017 for consideration by members present and this was agreed and signed by the Chairman and the Clerk, this document to be reviewed again 31st March 2018.

5.2 **Action:** The Clerk will email the Statement of Controls document to all members not present.

5.3 **Bapchild Parish Council Review of Internal Audit 2017:** The Clerk presented the updated Review of Internal Audit document for the year ending 31st March 2017 for consideration by members present and this was agreed and signed by the Chairman and the Clerk.

5.4 **Action:** The Clerk will email the Review of Internal Audit 2017 document to all members not present.

6. **PKF Littlejohn External Audit 2015-2016:** the Clerk presented the External Audit Certificate (as signed off by PKF Littlejohn) for 2015-2016 (Section 3 of the Annual Return) for consideration of the report by members. This is a requirement of the Accounts & Audit Regulations 2015.

7. **Internal Audit 2016-2017:** The Clerk presented the Internal Audit Report 2016 – 2017. Mr Lionel Robbins, Auditor met with the Clerk on 12th May 2017 in order to carry out the internal audit of the Parish Council records and was able to complete Section 4 of the 2016 – 2017 Annual Return. Mr Robbins confirmed there were no matters outstanding from the previous audit of 2015 – 2016. Mr Robbins found all the financial records were accurate and up-to-date and there were no unexplained entries in the bank reconciliations.

Mr Robbins noted that he was unable to find a minute recording the 2017-2018 precept, although there was other written evidence on file which indicated the precept was made.

7.1 **Action:** The Clerk to ensure the precept is added to the minutes in future.

7.2 Mr Robbins also noted that one claim was made to HMRC for recovery of VAT which covered a period of 2.5 years. Mr Robbins recommended a claim be made annually.

7.3 **Action:** The Clerk to make a claim annually in future.

7.4 Mr Robbins noted that the Clerk had historically been paid his/her salary by cheque but sometimes bi-monthly. He recommended this should be a monthly pay cheque, as with any employee. Members asked if it could be paid by Standing Order, to save raising individual cheques each month.

7.5 **Action:** It was agreed the Clerk would ask the Auditor for advice on this matter and report back.

7.6 **External Audit 2016-2017:** The Clerk presented the External Audit (Annual Return) paperwork for 2016-2017 which had been signed by Mr Robbins and was ready to be signed by the Chairman and the Clerk in preparation for sending off to PKF Littlejohn in June. The dates set for the period of exercise of public rights commence 5th June 2017 and end on 14th July 2017. It was agreed this paperwork would be signed at the end of this meeting.

7.7 **Action:** The Chairman and Clerk to sign the Annual Return.

8.1 **Renewal of Insurance Policy 2017-2018:** The annual insurance is due for renewal from 1st June 2017 and the Clerk had received a renewal quotation from Came & Company (£432.96) which was a slight increase on the previous year (£415.00.) AON had been asked to quote and the Clerk was still waiting for the quotation. It was agreed by members that if AON did not come back within the next few days, to renew with Came & Company.

8.2 **Action:** The Clerk to chase up AON and ensure insurance is renewed before the deadline.

9.1 **Matters arising from the previous Minutes:**

9.2 **Grass Cutting:** The Chairman reported that a site meeting had been held on 28th April 2017, attended by herself, the Vice-Chairman and the Clerk, with Alan Marolia from Swale Borough Council. Mr Marolia, was able to confirm during the walk around the village, who was responsible for each section of the amenity grass areas, shrub beds and tree maintenance. It was agreed that the Parish would instruct Swale Borough Council to continue maintaining the KCC areas to enable a seamless service to be provided for grass cutting. This would involve an increase in costings, (approximately £800.00) but half that cost will be refunded from KCC. The Parish Council would need a "Letter of Consent" from KCC so that the work can be sub-contracted to Swale BC.

9.3 **Action:** Vice-Chairman to chase up the "Letter of Consent."

9.4 The sign on the play area of Panteny Lane has been reported for replacement by the Vice-Chairman.

9.5 The Panteny Lane landscaped bank is also under discussion.

9.6 The footpath ZR 207 – between Wihtrud Road and Doubleday Drive overgrown foliage has been reported by the Vice-Chairman.

9.7 **Parish Boundary:** – The Clerk had received a map which defined the parish boundary. This map was presented at the meeting for all members.

9.8 **Street light Replacement:** The Clerk reported that this was in relation to the replacement lamp post outside 49/51 School Lane and that UKPN charged a connection/reconnection fee in addition to the cost of the replacement light. Mr Bonner from Streetlights Ltd said the works was likely to be carried out at the end of June.

9.9 **Morris Court Farm:** The Chairman reported this was in relation to the proposed development of 8 new houses, KCC have been contacted regarding arranging a site meeting concerning access to the site. To clarify for members, the site has not been sold, it is still "under offer." Councillor Andrew Bowles (KCC) has asked to be present at this meeting.

9.10 **Stones Farm update:** The Chairman, Vice-Chairman and Clerk had attended a meeting at Swale House on 20th April 2017. This meeting was arranged as a follow-up to answer queries raised at our previous meeting with Paul Sharpe. Most of the issues raised were addressed concerning the S106 Agreement. Confirmation was made that the £270,000 is an adequate sum for maintenance of the Countryside Gap for the first ten years. Then the costs will be paid of out of Swale Funds. The Countryside Gap is to be completed at the completion of the 100th dwelling and the traffic signals at Swanstree Avenue will be adapted, using computer-controlled loops. This will achieve better traffic flow

prior to the first occupation of any house on the development. As the traffic backs up already, we asked for the changes to the traffic signals to be made sooner and Councillor Andrew Bowles (KCC) has agreed to look into this. The Parish Council is also going to be consulted about the Lansdowne School drop-off area.

Mrs Greenaway raised the point that the junction between Vincent Road and Swanstree Avenue needs better signage and that the junction does not cater for pedestrians, in particular school children who use it regularly.

10.1 **School Parking Issues:** It was agreed by members that a meeting will be arranged once the new management team are appointed at the school. The Reverend Lesley Jones is our liaison with the School. It was confirmed the Village Hall Car Park is now in use 3 days per week. A letter has also been sent to KCC to request a site meeting concerning the renewal of the Bapchild School & Pre-School Temporary Planning permissions.

11.1 **Highway Matters:** The Chairman reported that the three trees outside the bungalows in Wihtrud Road would be looked into by SBC and discussions about removing the middle tree and pruning the other two trees took place during the meeting with Alan Marolia on 28th April.

12.1 **Planning Matters:** 47 The Street Bapchild. The Clerk reported no comments had been received concerning this planning application.

13.1 **Bus Shelter:** Mrs Greenaway raised concerns about the condition of the bus shelter. The Chairman advised an event had been planned earlier in the year to clean up the village, but was cancelled due to bad weather. It was suggested that a team of volunteers be created to help clean it up.

14.1 **Accounts:** The Clerk presented a bank reconciliation for the year end accounts and this was circulated to all members. This had also been signed off by the Auditor at the meeting on 12th May 2017. It was agreed as a true representation and signed by the Chairman.

14.2 The Clerk also presented a bank reconciliation to date and this was circulated to all members who agreed it was a true representation and it was signed by the Chairman.

14.3 **Cheques Already Drawn:** 14.3.1 Streetlights (Inv 8712) Repair £96.60 (No 100502)

14.3.2 Swale Borough Council Grass Cutting £2122.75 (No 100503)

14.3.3 KALC Annual Membership £408.17 (No 100504)

14.3.4 UKPN Replacement Column Works £938.40 (No 100505)

14.3.5 Clerk's Salary March £308.17 (No 100506)

14.3.6 Clerk's Salary April £308.17 (No 100507)

14.3.7 Clerk's Salary May £308.17 (No 100508)

14.3.8 McCabe Ford Williams £276.00 (No 100509)

15.1 **Any Other Business:**

15.2 13 Randle Way Planning Application – this notification had been received the day before the meeting and it was agreed that as all members had been forwarded the email prior to the meeting commencing, and had also had a chance to view the plans via the planning portal, it would be discussed, as any comments would need to be raised by the end of the month. There were no comments.

15.3 **Action:** The Clerk to email members to remind them to respond by the end of the month.

15.4 Mr Juliens raised the question of the speed of vehicles entering the village from Teynham area, particularly near the junction with Panteny Lane and enquired whether a camera could be installed.

It was agreed to add this to the Agenda for the next meeting. Councillor Andrew Bowles is to be invited to our next meeting and this can be raised with him.

15.5 **Action:** Clerk to add this point to the next Agenda and to send an invitation to Councillor Bowles to attend our next meeting.

15.6 **Date of next meeting:** The provisional date for the next meeting will be Thursday 21st September 2017 at 7.30 pm (subject to confirmation by all members.)

15.7 **Action:** Email to be sent out to all members not present this evening to confirm date is convenient.

15.8 **Meeting Closed:** The Annual Parish Meeting was drawn to a close at 9.35 pm

Signed: Chairman

Date:

The Annual Assembly of Parishioners Meeting

The Annual Assembly of Parishioners Meeting was opened at 8.30 p.m. No one was in attendance and therefore the meeting was closed at 8.35 p.m.