



Boughton Malherbe Parish Council

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Minutes of the Annual Meeting of the Parish Council held on Monday 12th May 2025 at 7.30 pm in the Village Hall

Present: Cllrs N Eastwood; (Chairman); L Hook; C Tomlinson; G Thompson; S Peter

In attendance: Cllr Z Trzebinski (Maidstone Borough Council)

Clerk Mrs Marie Norris

The Chairman opened meeting at 7.30 pm

25/05/1 Election of Chairman

RESOLVED: Cllr N Eastwood elected as Chairman to Boughton Malherbe Parish Council for the next year.

Cllr Eastwood signed the Declaration of Acceptance of Office.

25/05/02 Cllr Tomlinson elected as Vice Chairman.

25/05/03 Apologies

None received.

b) No declarations of changes to the Register of Interests.

c) No Declarations of Pecuniary Interest or other interest on any items on the agenda.

d) No Requests for Dispensation.

e) No Declarations of Lobbying

25/05/04 Approval of Minutes

RESOLVED: the Minutes of the meeting held on 3rd March 2025 were taken as read, confirmed and signed as being an accurate record of the proceedings.

25/05/05 Public Session

No items were brought to the attention of the Parish Council.

25/05/06 County Councillor & Borough Councillor Reports

No report was received by the County Councillor for inclusion at the meeting.

Cllr Trzebinski (MBC) reported over the past few weeks the council has been in a period of Purdah, during which council activities have been limited, and as a result, not much has taken place. However, starting next week, a series of snap meetings will be held where councillors will vote on the formation of committees for the upcoming year, including the Planning Committee, Scrutiny Committee, and others. Work is also continuing on the Devolution planning process. Cllr Trzebinski further noted that Cllr Round will be inaugurated as the new Mayor of Maidstone next week; however, he will continue to remain actively involved in his ward duties.

25/05/07 Planning

Application Ref: 25/501182/ Full

Proposal Erection of a part single storey part two storey rear extension.

Address 1 Wallett Court Cottages, Southerden Road, Headcorn TN27 9LN

Comments 16 May 2025

The parish council had received this application by post and it had not been included on the Maidstone Planning list. The clerk raised this with Cllr Trzebinski who agreed to investigate this further on our behalf.

25/05/08 Review of Standing Orders and Financial Regulations

a) Review of Standing Orders

Members RESOLVED: to re -adopt the Standing Orders.

b) Review of Financial Regulations

RESOLVED to re-adopt the Financial regulations.

c) Review and confirm Insurance Cover

A pre quotation questionnaire from A J Gallagher Insurance Brookers had been received by the clerk and completed. The PC are now awaiting a quotation for insurance cover for 25/26. The clerk will circulate the quotation to members when received for consideration and or approval.

d) Review of Inventory land and assets.

RESOLVED The clerk will update the register of assets to include the storage bin and amend the Speedwatch equipment valuation to £500.

e) To review the Council's and clerk's membership of other bodies: CPRE, KALC.to

RESOLVED: to continue with membership of the Campaign for the Protection of Rural England (CPRE) and KALC.

25/05/09 Adoption of the following Policies

- a) It was noted that no change was necessary and the PC will re-adopt the Document Retention Policy
- b) It was noted that no change was necessary and the PC will re-adopt the Data Protection Policy
- c) Email Contact Privacy Notice – No change necessary.

25/05/10 Meeting Dates in 2025/26

Agreed dates are: 7th July; 1st September; 3rd November; 5th January 2026; 2nd March 2026; 11th May 2026.

25/05/11 Election of Planning Committee Chairman

Cllr Hook will continue as Planning Committee Chairman

b) Election of Finance and Staffing Committee Chairman

Cllr Thompson will continue his role as Finance Committee Chairman.

c) Appointment of Officer to other External Committees

Cllrs Hook and Tomlinson will continue to represent the Parish Council at KALC meetings; other representatives will be nominated ad hoc.

25/05/12 Finance

a) To note receipts on Income.(since 3 March 2025)

Lloyds Interest -	£	13.27
Lloyds 32 Day Notice	£	61.76
MBC Precept	£	7,546.00

b) To authorise payments as per the schedule

Village Hall Hire Quarter 1	£	100.00
Clerks Salary (March & April)	£	850.54
Hugo Fox d/d website hosting	£	11.99

The clerk advised the increase to salary was due an increment rise from April 2025 in line with her contract of employment.

c) To receive the bank reconciliation

As of 12th May 2025:

Lloyds Community Account -	£	4,038.58
Commercial Instant Access Account-	£	5,266.56
Lloyds 32 Day Notice -	£	42,019.91
Nationwide -	£	14,973.40
Cambridge & Counties	£	25,114.73

25/05/12/1 Annual Governance Statement 2024/25

Members had before them the Annual Governance Statement, prepared by the Clerk as the RFO.

RESOLVED: to approve the Annual Governance Statement (AGAR Section 1) The Chairman and the Clerk signed the Annual Governance Statement.

a) Accounting Statements

Members had before them the Annual Governance Statement, prepared by the Clerk as the RFO.

RESOLVED: to approve the Annual Governance Statement (AGAR Section 2) The Chairman signed the Accounting Statement.

b) Exemption Certificate

As gross income and expenditure did not exceed £25,000 in the year ending the 31 March 2025, the PC had met the criteria to claim the exemption from a limited assurance review.

RESOLVED: to approve the Exemption Certificate

The Chairman and the RFO/ Clerk signed and dated the Exemption Certificate

c) Commencement Date for Exercise of Public Rights

The clerk RFO informed members that the commencement date would be 3rd June 2025.

25/05/12.2 Nationwide Account

Members of the Parish Council agreed that the account held with Nationwide should be closed with immediate effect. The Chairman, as an authorised signatory, will contact Nationwide to arrange the closure of the account.

25/05/12.3 Review of Accounts held by the Parish Council

Regarding the other accounts held by the Parish Council, Cllr Thompson will carry out a review to ensure they are best suited to the Council's needs and are offering the most competitive interest rates. Cllr Thompson will report back to members with his findings and any recommendations.

25/05/12.4 Bank Mandate

It was agreed that no changes were necessary

25/05/12.5 Amesis Price Increase

The Parish Council agreed to the Amesis price increase for the lengthsman services.

25/05/13 Disposal of Item

The Chairman informed members that, following testing, the batteries and AED for the Speed Watch equipment are no longer functioning. The Parish Council agreed that these items should be disposed of and the Chairman will make the necessary arrangements for their disposal.

25/05/14 Village Green

It had been suggested that it might be beneficial to leave a small strip of grass near the planter on the village green unmown with the aim of encouraging wildlife and the growth of wildflowers. The Chairman will discuss this idea further with the Garden Club. At this stage, the proposal was put forward as a suggestion, and the Parish Council were generally in favour. They would now welcome feedback and views from local residents. Cllr Peter volunteered to re seed the bare area on the green later in the year.

25/05/15 Litter Pick

Following the success of last year's village litter pick, the Parish Council would like to organise another Community Litter Pick on Sunday 8th June at 9.30am meeting at the village green. Everyone is welcome to attend, and all necessary equipment will be provided. The Clerk will arrange for the event to be advertised on the local Facebook page and, if time allows, included in the June edition of the *Malherbe Monthly*.

25/05/16 Housing Needs Survey

Following a discussion, prompted by an email from Maidstone Borough Council inviting Boughton Malherbe to participate in the Housing Needs Survey, the Parish Council has considered the request and is happy to take part on the condition that any identified housing needs will contribute towards the overall Local Plan housing target.

25/05/17 Heathlands Development

The Parish Council would like to make residents aware that drop-in sessions regarding the Heathlands development are being held in Lenham on the 10th and 13th of May. These sessions provide an opportunity for residents to learn more about the proposals and ask questions.

25/05/18 Defibrillator

The clerk confirmed that the PC was unsuccessful in its application for a defibrillator grant. A match funding option was offered; however, it was specifically tied to the purchase of a particular make of defibrillator. The PC had already acquired a defibrillator of a different make independently. The Clerk agreed to contact A W Court to inform them of this situation.

25/05/19 Boughton Malherbe Resilience Plan

Cllr Hook circulated a copy of the updated Resilience Plan, formerly known as the Emergency Plan, to all councillors ahead of the meeting. This version serves as a temporary update to the previous plan and includes revised contact details and other key information. The Parish Council intends to develop a new, comprehensive version of the Resilience Plan in due course, which is currently in the early planning stages. Further details will be shared in the future, including how residents can get involved in the development of the document.

25/05/20 Ward Representation at a Future Function

The chairman of Headcorn had contacted Cllr Eastwood to seek approval to speak on behalf of the Ward at a future function. The PC were in agreement.

25/05/21 Any Other Business

There being no other business the Chairman closed the meeting at 8:05 pm

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