



# Boughton Malherbe Parish Council

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## NOTICE OF A MEETING OF THE PARISH COUNCIL

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To: All Councillors,

You are hereby summoned to a Meeting of Boughton Malherbe Parish Council at 7.30pm  
Monday 22<sup>nd</sup> January 2024 to be held in the village hall

Dated: 17<sup>th</sup> January 2024

Vickie Ford, Parish Clerk

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Members of the public are very welcome to attend and will have an opportunity to speak.  
All background papers can be found on the council's website under **Parish Council/Background Documents**

### AGENDA

1. To choose a Chairman to preside at the meeting
2. Anybody filming/recording this meeting is kindly requested to declare
3. Apologies: to receive and accept apologies for absence.
4. Declarations:
  - Any lobbying
  - Any interest in items on the agenda
  - Any changes to the register of pecuniary interests
5. Approval of Minutes: to approve the Minutes of the Full Council meeting held on 6<sup>th</sup> November 2023
6. Public Session
7. Kent County Council (KCC) and Maidstone Borough Council (MBC) Reports
8. Planning Outcomes since 6<sup>th</sup> November 2023
9. Local Policing/Community
  - 9.2 Police/Crime Report: stats to be tabled at the meeting
  - 9.2 Community Wardens: to receive an update on the actions of Headcorn Parish Council
10. Highway and Footway Matters
  - 10.2 Liverton Hill, Ditches, gullies, potholes, water leaks
  - 10.2 59 Bus: to receive any update from the Clerk
  - 10.3 Litter: to consider installation of the rubbish bin supplied by MBC for the Lengthsman's use
11. Councillor Reports on any External Meetings attended
12. Finance
  - 12.1 To note the balances at the Bank: see statement below
  - 12.2 Receipts since the last meeting: Lloyds Bank interest £193.88; HMRC VAT refund £559.09; MBC Parish Services Scheme £131; National Lottery Community Fund (59 bus) £7,800
  - 12.3 Bank Reconciliation: to agree statement below
  - 12.4 Statement of receipts and payments against budget: to receive statement below

- 12.5 Any cheques to sign:**  
**12.6 Authorisation of any payments since the last meeting:** Clerk's expenses £57.50; Amesis Ltd £60.67; Mr R Tew (Christmas tree) £275; Mr J Thompson (Christmas Carol event) £489.84; Amesis Ltd £60.67; V J Ford £1,117.48; ted Learning Ltd £40.79
- 13. 2024/25 Budget:** to agree a budget for the forthcoming year, revised draft below
- 14. 2024/25 Precept:** to set a precept for the forthcoming financial year. It is proposed that the precept is set at £10,000 in accordance with the Finance and Staffing Committee's recommendation
- 15. Parish Council Domain Name/Email Addresses:** to receive information and further consider adoption of a .gov.uk domain name
- 16. D-Day 80:** to consider commemoration by the Parish
- 17. CPRE Grant:** to consider authorisation of an additional grant
- 18. Clerk's Salary:** to implement the recommendation of the Finance and Staffing Committee
- 19. Further Information**

**Items 12.1 and 12.3 Bank Balances and Reconciliation**

|  |                         |
|--|-------------------------|
| <b>Bank balances at 31<sup>st</sup> March 2023</b> | <b>£</b>                |
| Lloyds current                                     | 5,441.87                |
| Lloyds business saver                              | 40,053.07               |
| NatWest current                                    | -                       |
| NatWest business saver                             | -                       |
| Nationwide   | 14,465.77               |
| Cambridge and Counties                             | <u>23,685.05</u>        |
|  | 83,645.76               |
| Less unrepresented cheques                         | <u>- 1,178.15</u>       |
| <b>Balance at 31<sup>st</sup> March 2023</b>       | <b><u>82,467.61</u></b> |
| <br>   |                         |
| Balance brought forward 1 <sup>st</sup> April 2023 | 82,467.61               |
| Receipts in the year                               | 20,960.48               |
| Less payments in the year                          | <u>-9,923.81</u>        |
| <b>Balance at</b>                                  | <b><u>93,504.28</u></b> |
| <br>   |                         |
| <b>Bank balances at</b>                            | <b>£</b>                |
| Lloyds current                                     | 8,242.94                |
| Lloyds business saver                              | 7,162.94                |
| Lloyds 32-day notice*                              | 40,686.46               |
| NatWest current                                    | -                       |
| NatWest business saver                             | -                       |
| Nationwide   | 14,465.77               |
| Cambridge and Counties                             | <u>24,165.11</u>        |
|  | 94,723.22               |
| Less unrepresented cheques                         | <u>-1,218.94</u>        |
| <b>Balance at</b>                                  | <b><u>93,504.28</u></b> |

\* Balance at 11<sup>th</sup> January 2024

| <b>Item 12.4 Statement of receipts &amp; payments against budget: third quarter 2023/4</b> | Budget 2022/23 | Budget 2023/24 | Actual to 31.12.23 | Projected to 31.3.24 |
|--|----------------|----------------|--------------------|----------------------|
|  | £              | £              | £                  | £                    |
| <b>RECEIPTS</b>  |                |                |                    |                      |
| Precept  | 7,005          | 7,113          | 7,113              | 7,113                |
| Parish Services Scheme   | 327            | 262            | 262                | 262                  |
| Bank interest  |                | 300            | 1,231              | 1,900                |
| Community Transport  |                |                | 11,750             | 11,750               |
| Misc   |                |                |                    |                      |
| VAT Refund   | 150            | -              | 559                | 559                  |
| <b>TOTAL RECEIPTS</b>  | <b>7,482</b>   | <b>7,675</b>   | <b>20,915</b>      | <b>21,584</b>        |
|  |                |                |                    |                      |
| Balance brought forward from previous year   |                | 22,844         | 82,468             | 82,468               |
|  |                |                |                    |                      |
| <b>PAYMENTS</b>  |                |                |                    |                      |
| Staff Costs - Clerk's Salary   | 4,196          | 4,700          | 3,352              | 4,834                |
| Other Costs  |                |                |                    |                      |
| Village Green Maintenance:   | 500            |                |                    |                      |
| Grass etc  |                | 500            | 339                | 500                  |
| Trees  |                | 900            | 450                | 450                  |
| Fencing  |                | 500            | 1,467              | 1,467                |
| Village Hall Hire  | 250            | 250            | -                  | 250                  |
| Christmas Tree   | 300            | 350            | 325                | 375                  |
| Christmas functions  | -              | 400            | 476                | 476                  |
| Litter Collection/lengthsman   | -              | 800            | 602                | 800                  |
| PRoW replacement gates   | -              | 2,600          | -                  | -                    |
| Community grants:  |                |                |                    |                      |
| Churchyard Maintenance   | 500            | 500            | -                  | 500                  |
| Air Ambulance  |                | 50             | 300                | 300                  |
| Community Grants e.g. Coronation event   |                | 1,000          | 982                | 982                  |
| Community Transport (59 bus)   | -              | -              | -                  | 5,180                |
| Emergency Plan   | -              | -              | -                  | -                    |
| Training Courses   | 300            | 300            | 183                | 300                  |
| Internal/external Auditor  | 100            | 300            | 90                 | 90                   |
| Insurance  | 400            | 500            | 500                | 500                  |
| KALC Membership  | 300            | 250            | 239                | 239                  |
| SLCC membership fees (Clerk)   | -              | 120            | 112                | 112                  |
| Contingency (incl defib spares)  | -              | 408            | -                  | 408                  |
| CPRE Membership  | 36             | 36             | -                  | 100                  |
| Stationery, postage, admin   | 200            | 500            | 191                | 600                  |
| <b>Total Other Costs</b>   | <b>2,886</b>   | <b>10,264</b>  | <b>6,256</b>       | <b>13,629</b>        |
| Repairs Fund contribution  | -              | -              | -                  | -                    |
| Village Green Fund   | 400            | -              | -                  | -                    |
| <b>TOTAL PAYMENTS</b>  | <b>7,482</b>   | <b>14,964</b>  | <b>9,608</b>       | <b>18,463</b>        |
| Ringfenced reserves (CIL)  |                |                |                    | 3,684                |
| Earmarked reserve (Village Green)  |                |                |                    | -                    |
| <b>Contingencies</b>   |                |                |                    |                      |
| Emergency reserve  |                | 7,500          |                    | 14,965               |
| Clerk additional hours   |                | 2,010          |                    | 2,175                |
| Community bus  |                | 5,000          |                    | -                    |
| <b>CLOSING BALANCE</b>   |                | <b>1,045</b>   |                    | <b>64,765</b>        |

\*Includes National Lottery grant of £7,800 for 59 bus service 2024/25

\*\*100% budgeted payments 2023/24

| <b>Item 13. Revised Draft Budget</b>       | Budget<br>2022/23 | Budget<br>2023/24 | Actual to<br>31.12.23 | Projected to<br>31.3.24 | Rev Draft<br>budget<br>2024/25 |
|--|-------------------|-------------------|-----------------------|-------------------------|--------------------------------|
|  | £                 | £                 | £                     | £                       | £                              |
| <b>RECEIPTS</b>                            |                   |                   |                       |                         |                                |
| Precept                                    | 7,005             | 7,113             | 7,113                 | 7,113                   | 10,000                         |
| Parish Services Scheme                     | 327               | 262               | 262                   | 262                     | 262                            |
| Bank interest                              |                   | 300               | 1,231                 | 1,900                   | 2,000                          |
| Community Transport                        |                   |                   | 11,750                | 11,750                  | -                              |
| Misc                                       |                   |                   |                       |                         |                                |
| VAT Refund                                 | 150               | -                 | 559                   | 559                     | -                              |
| <b>TOTAL RECEIPTS</b>                      | <b>7,482</b>      | <b>7,675</b>      | <b>20,915</b>         | <b>21,584</b>           | <b>12,262</b>                  |
| Balance brought forward from previous year |                   | 22,844            | 82,468                | 82,468                  | 81,905                         |
| <b>PAYMENTS</b>                            |                   |                   |                       |                         |                                |
| Staff Costs - Clerk's Salary               | 4,196             | 4,700             | 3,352                 | 4,834                   | 5,075                          |
| Other Costs                                |                   |                   |                       |                         |                                |
| Village Green Maintenance:                 | 500               |                   |                       |                         |                                |
| Grass etc                                  |                   | 500               | 339                   | 500                     | 500                            |
| Trees                                      |                   | 900               | 450                   | 450                     | 900                            |
| Fencing                                    |                   | 500               | 1,467                 | 1,467                   | 3,500                          |
| Village Hall Hire                          | 250               | 250               | -                     | 250                     | 280                            |
| Christmas Tree                             | 300               | 350               | 325                   | 375                     | 400                            |
| Christmas functions                        | -                 | 400               | 476                   | 476                     | 500                            |
| Litter Collection/lengthsman               | -                 | 800               | 602                   | 800                     | 900                            |
| PRoW replacement gates                     | -                 | 2,600             | -                     | -                       | 5,000                          |
| Community grants:                          |                   |                   |                       |                         |                                |
| Churchyard Maintenance                     | 500               | 500               | -                     | 500                     | 500                            |
| Air Ambulance                              |                   | 50                | 300                   | 300                     | 50                             |
| Community Grants e.g. Coronation event     |                   | 1,000             | 982                   | 982                     | 1,000                          |
| Community Transport (59 bus)               | -                 | -                 | -                     | 5,180                   | 7,800                          |
| Emergency Plan                             | -                 | -                 | -                     | -                       | -                              |
| Training Courses                           | 300               | 300               | 183                   | 300                     | 300                            |
| Internal/external Auditor                  | 100               | 300               | 90                    | 90                      | 300                            |
| Insurance                                  | 400               | 500               | 500                   | 500                     | 525                            |
| KALC Membership                            | 300               | 250               | 239                   | 239                     | 250                            |
| SLCC membership fees (Clerk)               | -                 | 120               | 112                   | 112                     | 120                            |
| Contingency (incl defib spares)            | -                 | 408               | -                     | 408                     | 408                            |
| CPRE Membership                            | 36                | 36                | -                     | 100                     | 60                             |
| Stationery, postage, admin                 | 200               | 500               | 191                   | 600                     | 500                            |
| <b>Total Other Costs</b>                   | <b>2,886</b>      | <b>10,264</b>     | <b>6,256</b>          | <b>13,629</b>           | <b>23,793</b>                  |
| Repairs Fund contribution                  | -                 | -                 | -                     | -                       | -                              |
| Village Green Fund                         | 400               | -                 | -                     | -                       | -                              |
| <b>TOTAL PAYMENTS</b>                      | <b>7,482</b>      | <b>14,964</b>     | <b>9,608</b>          | <b>18,463</b>           | <b>28,868</b>                  |
| Ringfenced reserves (CIL)                  |                   |                   |                       | 3,684                   |                                |
| Earmarked reserve (Village Green)          |                   |                   |                       | -                       |                                |
| <b>Contingencies</b>                       |                   |                   |                       |                         |                                |
| Emergency reserve                          |                   | 7,500             |                       |                         | 14,964                         |
| Clerk additional hours                     |                   | 2,010             |                       |                         | 2,175                          |
| Community bus                              |                   | 5,000             |                       | -                       | -                              |
| <b>CLOSING BALANCE</b>                     |                   | <b>1,045</b>      |                       | <b>81,905</b>           | <b>48,160</b>                  |