



Boughton Malherbe Parish Council

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NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

To: All Councillors,

You are hereby summoned to the Annual Meeting of Boughton Malherbe Parish Council at 7.30 pm (or on completion of the Annual Parish Meeting), Monday 15th May 2023 in Grafty Green Village Hall.

Dated 10th May 2023

Vickie Ford, Parish Clerk

Members of the public are very welcome to attend and will have an opportunity to speak.

AGENDA

PART A – ESSENTIAL ITEMS

1. **Anybody filming or recording this meeting kindly asked to declare it**
2. **2.1** To elect a Chairman of Boughton Malherbe Parish Council for the next year
2. **2.2** For the elected Chairman to sign the Declaration of Acceptance of Office
3. **3.1** To elect a Vice Chairman of Boughton Malherbe Parish Council for the next year
3. **3.2** For the elected Vice Chairman to sign the Declaration of Acceptance of Office
4. **4.1** To Elect a Chairman of the Planning Committee for the next year
4. **4.2** To Elect a Vice Chairman of the Planning Committee for the next Year
5. **5.1** To elect a Chairman of the Finance and Staffing Committee for the next year
5. **5.2** To elect a Vice Chairman of the Finance and Staffing Committee for the next year
6. **Apologies – to receive and accept apologies for absence**
7. **Declarations :**
 - Any lobbying**
 - Any interest in items on the agenda**
 - Any changes to the register of interests**
 - Any changes to the register of pecuniary interests**
8. **Approval of Minutes:** to approve the Minutes of 6th March 2023
9. **Public Session**
10. **Annual Reviews**
 - 10.1 Review of delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities
 - 10.2 To note the terms of reference for committees:
 - Planning,
 - Finance and Staffing
 - 10.3 Receipt of nominations to existing committees
 - 10.4 Appointment of any new committees, the number of members (including, if

- appropriate, substitute councillors) and receipt of nominations to them.
- 10.5 Review and adoption of appropriate standing orders and financial regulations
 - 10.6 Review of representation on or work with external bodies and arrangements for reporting back, including Maidstone KALC.
 - 10.7 Review of inventory of land and assets including buildings and office equipment.
 - 10.8 Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - 10.9 Review of the Council's and/or employees' memberships of other bodies: CPRE, KALC, SLCC.
 - 10.10 Review of the Council's complaints procedures
 - 10.11 Review of the Council's employment policy and procedures
 - 10.12 Review of the risk register

11. Finance

- 11.1 **Income since the last meeting:** £677.25 VAT refund; £7,113 precept; £3,650 KCC Community Transport Fund grant
- 11.2 **Authorisation of any payments since last meeting:** £500 St Nicholas Church; £271.25 Grafty Green Village Hall; £1,117.48 Clerk's salary; £60.67 Amesis Ltd; £215.76 R. Turner*; £100 Mrs N Oliver*; £286.98 KALC; £100 Mr M J Dallas*; £92.17 Amesis Ltd (*Coronation event)
- 11.3 **To sign any cheques:** £90 Lionel Robbins
- 11.4 **To note the Balance at the Bank (9th May)**

	£
Lloyds Current	14,610.96
Lloyds Business Instant Access	20,078.42
Lloyds 32 Day Notice	20,070.61
Nat West Current	Nil
Nat West Business Saver	Nil
Nationwide	14,465.77
Cambridge and Counties	23,685.05
- 11.5 **Bank Reconciliation:** to note end of year statement below
- 11.6 **Internal Auditor's Report:** to receive and note the report circulated separately
- 11.7 **External Audit 2022/23:**
 - (i) Approve and sign the Annual Governance Statement
 - (ii) Approve and sign end of year Accounting Statements
 - (iii) Approve and sign the Certificate of Exemption
 - (iv) RFO (Clerk) to set commencement date for exercise of public rights (Monday 12th June)
- 11.8 **To note outturn for 2022/23 budget:** see below
- 11.9 **Bank Signatories:** to review current signatories on all accounts
- 11.10 **Reserves Policy:** to review the reserves policy

- 12. **Dates, time and venue for meetings in 2023/24:** suggested dates were:
 - 3th July
 - 4th September
 - 6th November
 - 22nd January 2024
 - 4th March 2024

13. Number 52 Community Bus Service

- 13.1 To exclude the press and public under subsection (2) of the Public Bodies (Admission to Meetings) Act 1960 for item 13.2 of the agenda items on the grounds that it relates to exempt information of a commercial nature
- 13.2 To authorise the service agreement with Nu-Venture Coaches Ltd

- 13.3 To authorise use of Community Infrastructure Levy (CIL) monies as payment
- 14. **King's Head Public House as an Asset of Community Value (ACV):**
To authorise renewal of the nomination
- 15. **Village Green Maintenance:**
 - 15.1 To consider proposals for new fencing between the Village Green and the King's Head public house
 - 15.2 To agree to retain the planter
 - 15.3 To address Church Road access flooding problem
- 16. **Coronation Celebration:** To review final costs and to consider payment for additional children's souvenirs
- 17. **Christmas Party:** To consider sponsorship of a children's Christmas party in December 2023
- 18. **Replacement of Stiles on Public Rights of Way:**
 - 18.1 To receive a report on KH427 from the Chairman
 - 18.2 To consider delegated authority for the Clerk in order to fund conversion of stiles to gates within the Parish, subject to certain criteria being satisfied
- 19. **Traffic Calming:** to agree text of an article on traffic calming for publication in the Malherbe Monthly

PART B – ITEMS TO BE CONSIDERED IF THERE IS SUFFICIENT TIME; IF NOT TO BE DEFERRED UNTIL THE JULY MEETING

- 20. **Planning outcomes since 6th March:** to be tabled at meeting
- 21. **Local Policing/Community:** Crime stats to be tabled at meeting
- 22. **Highway and Footway Matters**
 - 22.1 **Liverton Hill, ditches, gullies, pot holes**
 - 22.2 **Water leaks**
 - 22.3 **Speedwatch**
 - 22.4 **Highways Improvement Plan:** no changes to report
 - 22.5 **Footpaths**
- 23. **Councillor Reports on any External Meetings attended**

Item 11.5 Bank Reconciliation**Bank balances at 31st March 2022**

(as per Bank Statements)

£

NatWest Current Account	2,050.81
NatWest Business Saver	46,522.31
Nationwide	14,230.15
Cambridge and Counties	23,486.79

86,290.06

Less Unpresented Cheques:- -324.00

85,966.06

£

Balance brought forward 1st April 2022 85,966.06

Receipts 8,523.67

94,489.73

Less Payments in the Year - 12,022.12

Balance at 31st March 2023 **82,467.61**

Bank balances at 31st March 2023

Lloyds Current	5,441.87
Lloyds Business Saver	40,053.07
NatWest current	-
Natwest Business Saver	-
Nationwide	14,465.77
Cambridge and Counties	23,685.05

83,645.76

Less unpresented cheques - 1,178.15

Balance at 31st March 2023 **82,467.61**

Item 11.8 - 2022/23 Outturn

	Budget 2022/23 £	Actual 2022/23 £
RECEIPTS		
Precept	7,005	7,005
LCTS		
Parish Services Scheme	327	327
Bank Interest	-	514
Misc	-	-
VAT Refund	150	677
TOTAL RECEIPTS	7,482	8,523
PAYMENTS		
Staff Costs - Clerks Wages	4,196	4,470
Other Costs		
Village Green Maintenance	500	333
Village Hall Hire	250	271
Christmas Tree	300	336
Christmas functions	-	-
Litter Collection	-	569
Churchyard Maintenance	500	500
Emergency Plan	-	-
Training Courses	300	170
Internal/External Auditor	100	90
Insurance	400	489
KALC & SLCC Membership	300	349
Contingency	-	288
Chairman's Expenses	-	-
CPRE Membership	36	72
Stationery, postage	200	265
Total Other Costs	2,886	3,732
Repairs Fund Contribution	-	-
Village Green Fund (trees)	400	1,175
TOTAL PAYMENTS	7,482	9,377

Quinn/Legacy spend		
Platinum Jubilee celebration		793
KCC Kissing gates		792
Village Hall centenary celebration		500
Ringfenced Receipts:		
Community Infrastructure (CIL)		-