



Boughton Malherbe Parish Council

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NOTICE OF A MEETING OF THE PARISH COUNCIL

To: All Councillors,

You are hereby summoned to a Meeting of Boughton Malherbe Parish Council at 7.30pm
Monday 23rd January 2023 to be held in the village hall

Dated: 18th January 2023

VS Ford

Vickie Ford, Parish Clerk

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 7th November 2022 and the extraordinary meeting held on 28th November 2022
6. Public Session
7. Kent County Council and Maidstone Borough Council Reports
8. Planning Outcomes since 7th November 2022
9. Local Policing/Community
 - 9.1 Police/Crime Report - stats to be tabled at the meeting
 - 9.2 Speedwatch:
 - to receive an update from Cllr Kennaird
 - to consider publication of Cllr Kennaird's article on traffic calming in the Malherbe Monthly
10. Highway and Footway Matters
 - 10.1 Liverton Hill, Ditches, gullies, potholes
 - 10.2 Water leaks
 - 10.3 59 Bus:
 - to receive any update from the Clerk
 - to delegate authority to [Cllr X, Mr John Collins] and the Clerk for the submission of a grant application to the KCC Community Bus Fund, subject to confirmation that the proposed scheme meets the essential criteria
 - 10.4 Litter
 - 10.5 Highways Improvement Plan – to note there are no changes to report

- 10.6 Footpaths – update on kissing gates replacing stiles
11. Councillor Reports on any External Meetings attended
12. Finance
- 12.1 To note the balances at the Bank – see statement below
- 12.2 Income since the last meeting : £198.26 Cambridge & Counties, £13 Lloyds int
- 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: Clerk's expenses £59.05, ted learning Ltd £29.93, Clerk's salary increase from 1.4.22 £273
- 12.6 Authorisation of any payments since the last meeting: Amesis Ltd £84, Mr R Tew (Christmas tree) £239.99, Simon Jones Assoc £480.12, Amesis Ltd £42, V J Ford £1,026.48
- 12.7 To consider opening a 32-day notice savings account with Lloyds Bank
13. 2023/24 Budget – to agree a budget for the forthcoming year, revised draft below
14. 2023/24 Precept – to set a precept for the forthcoming financial year. It is proposed that the precept is set at £7,113 in accordance with the Finance and Staffing Committee's recommendation
15. Lengthsman:
- to increase the rate paid for lengthsman's services from £13 to £14 per hour
 - to order a black rubbish bin for the Village Green for the lengthsman's use
16. Electricity for Christmas tree lights – to approve remittance of £50 to the King's Head pub
17. Finance and Staffing Committee Terms of Reference – to adopt the revised Terms of Reference, as recommended by the Committee
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

Bank balances at 31 st March 2022	£
NatWest current	2,050.81
NatWest business saver	46,522.31
Nationwide	14,230.15
Cambridge and Counties	<u>23,486.79</u>
	86,290.06
Less unrepresented cheques	- 324.00
Balance at 31 st March 2022	<u>85,966.06</u>
Balance brought forward 1 st April 2022	85,966.06
Receipts in the year	7,571.54
Less payments in the year	<u>9,391.89</u>
Balance at 17 th January 2023	<u>84,145.71</u>

Bank balances at 31 st December 2022	£
NatWest current	Nil
NatWest business saver	Nil
Lloyds current	6,756.82
Lloyds business instant access	40,013.81
Nationwide	14,230.15
Cambridge and Counties	<u>23,685.05</u>
	84,685.83
Less unrepresented cheques	<u>-540.12</u>
Balance at 17 th January 2023	<u>84,145.71</u>

Item 12.4 Statement of receipts and payments against budget: third quarter 2022/23

	Budget 2021/22	Budget 2022/23	Actual to 31.12.23	Projected to 31.3.23
	£	£	£	£
RECEIPTS				
Precept	5,731	7,005	7,005	7,005
Parish Services Scheme	409	327	327	327
Bank interest (general reserves)			226	50
Misc				
VAT Refund	200	150	-	677
TOTAL RECEIPTS	6,340	7,482	7,558	8,059
PAYMENTS				
Staff Costs - Clerk's Salary and expenses	2,498	4,196	3,079	4,470
Other Costs				
Village Green Maintenance	500	500	203	500
Village Hall Hire	250	250	-	250
Christmas Tree	300	300	240	300
Christmas functions	300	-	-	-
Litter Collection	100	-	424	600
Churchyard Maintenance	500	500	-	500
Emergency Plan		-	-	-
Training Courses	300	300	170	300
Internal/external Auditor	70	100	90	90
Insurance	370	400	489	489
KALC & SLCC Membership	300	300	349	349
Contingency (incl defib spares)	50	-	288	288
Chairman's Expenses	50	-	-	-
CPRE Membership	36	36	36	36
Stationery, postage, admin	200	200	217	500
Total Other Costs	3,326	2,886	2,506	4,202
Repairs Fund contribution	500	-		
Village Green Fund (tree insp & maint)	-	400	1,175	1,175
TOTAL PAYMENTS	6,324	7,482	6,760	9,847
Non-budget				
Community Infrastructure (CIL) receipts			-	
Payments from Reserves:				
Platinum Jubilee celebration			793	793
Kissing gates			792	2,000
Village Hall Centenary celebration			500	500
Village Green fencing			-	200

Item 13. Revised Draft Budget 2023/24

	Budget 2021/22	Budget 2022/23	Actual to 31.12.22	Forecast to 31.3.23	Draft budget 2023/24	Note ref
	£	£	£	£	£	
RECEIPTS						
Precept	5,731	7,005	7,005	7,005	7,113	1
Parish Services Scheme	409	327	327	327	327	2
Bank interest			226	276	300	3
Misc						
VAT Refund	200	150	-	677	-	
TOTAL RECEIPTS	6,340	7,482	7,558	8,285	7,740	
Balance brought forward from previous year			85,966	85,966	22,844	4
PAYMENTS						
Staff Costs - Clerk's Salary	2,498	4,196	3,079	4,470	4,700	5
Other Costs						
Village Green Maintenance:	500	500				
Grass etc			203	500	500	6
Trees			1,175	1,175	900	7
Fencing			-	200	500	8
Village Hall Hire	250	250	-	250	250	
Christmas Tree	300	300	240	300	350	
Christmas functions	300	-	-	-	400	9
Litter Collection/lengthsman	100	-	424	600	800	10
PRoW replacement gates	-	-	792	2,000	2,600	11
Community grants:						
Churchyard Maintenance	500	500	-	500	500	
Platinum Jubilee event	-	-	793	793	-	
Village Hall Centenary celebration	-	-	500	500	-	
Air Ambulance			50	50	50	
Community Grants e.g. Coronation event					1,000	
Emergency Plan		-	-	-	-	
Training Courses	300	300	170	300	300	
Internal/external Auditor	70	100	90	90	300	12
Insurance	370	400	489	489	500	13
KALC Membership	300	300	229	229	250	
SLCC membership fees (Clerk)	-	-	120	120	120	
Contingency (incl defib spares)	50	-	238	238	408	
Chairman's Expenses	50	-	-	-	-	
CPRE Membership	36	36	36	36	36	
Stationery, postage, admin	200	200	217	500	500	14
Total Other Costs	3,326	2,886	5,766	8,870	10,264	
Repairs Fund contribution	500	-	-	-	-	
Village Green Fund	-	400	-	-	-	
TOTAL PAYMENTS	6,324	7,482	8,845	13,340	14,964	
Ringfenced reserves (CIL)				4,358		
Earmarked reserve (Village Green)				52,899		15
Contingencies						
Emergency reserve					7,500	16
Clerk additional hours				810	2,010	17
Community bus					5,000	18
CLOSING BALANCE				22,844	1,110	