



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 on Monday 6th November 2023 to be held in the Village Hall

Dated: 1st November 2023

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. **Anybody filming or recording this meeting is kindly requested to declare**
2. **Apologies:** to receive and accept apologies for absence
3. **Declarations:**
 - Any lobbying**
 - Any interest in items on the agenda**
 - Any changes to the register of pecuniary interests**
4. **Approval of Minutes:** to approve the Minutes of the full Council meeting held on 4th September 2023; and of the extraordinary meeting held on 28th September 2023
5. **Public Session**
6. **Kent County Council and Maidstone Borough Council Reports**
7. **Planning Outcomes since 4th September 2023:** to be tabled at the meeting
8. **Local Policing/Community:** Police/Crime Report: stats to be tabled at the meeting
9. **Highway and Footway Matters**
 - 9.1 **Liverton Hill, Ditches, gullies, potholes, water leaks:** for information only
 - 9.2 **Highways Improvement Plan:** to receive any update from the Chairman
10. **Councillor Reports on any External Meetings attended**
11. **Finance**
 - 11.1 **To note the balances at the Bank:** see statement below
 - 11.2 **Receipts since the last meeting:** £175.09 Lloyds Bank interest
 - 11.3 **Bank Reconciliation:** to agree statement below
 - 11.4 **Statement of receipts and payments against budget:** to receive statement below
 - 11.5 **Any cheques etc to sign:**
 - 11.6 **Authorisation of any payments since the last meeting:** £540 Tree Pro Ltd (incl £45 deposit); £23.98 Hugo Fox; £144.98 Platts Heath Primary School; £1,117.48 V J Ford; £35 ICO; £84 KALC; £117.68 Mrs Mary Burgess; £170.34 Amesis Ltd; £1,467 Kingswood Fencing
 - 11.7 **Authorisation of transfer between accounts:** £3,000 transferred from business saver to current account 29.9.23 (Lloyds bank)

12. **Information and Data Protection Policies**
To consider adoption of the policies presented by the Clerk
13. **Parish Council Email Addresses**
To consider transference of administration to a commercial organisation
14. **Christmas Tree**
 - 14.1 To adopt the organising group for "Carols round the Tree" as a working group of the Parish Council
 - 14.2 To authorise payment to the King's Head public house to cover electricity costs
15. **Licence to Install a Planter on the Highway**
To authorise an application for a licence to install a planter on the grass triangle at the junction of Headcorn Road and Eastwood Road
16. **Insurance Cover for Cyber Attack**
To consider taking out cover
17. **Application for Kent County Council Community Transport Grant**
To authorise an application for a grant for the 59 bus service over the next financial year
18. **Further Information**

Items 11.1 and 11.3 Bank Balances and Reconciliation

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	<u>23,685.05</u>
	83,645.76
Less unrepresented cheques	<u>- 1,178.15</u>
Balance at 31st March 2023	<u>82,467.61</u>
 Balance brought forward 1 st April 2023	 82,467.61
Receipts in the year	12,224.43
Less payments in the year	<u>-7,785.89</u>
Balance at 31st October 2023	<u>86,906.15</u>
 Bank balances at 31st October 2023	 £
Lloyds current	3,005.85
Lloyds business saver	7,139.52
Lloyds 32-day notice*	40,463.92
NatWest current	-
NatWest business saver	-
Nationwide	14,465.77
Cambridge and Counties	<u>24,165.11</u>
	89,240.17
Less unrepresented cheques	<u>-2,334.02</u>
Balance at 31st October 2023	<u>86,906.15</u>

* Balance at 26th October 2023

Item 11.4 Statement of receipts and payments against budget: second quarter 2023/24

	Budget 2022/23	Budget 2023/24	Actual to 30.9.23	Projected to 31.3.24
	£	£	£	£
RECEIPTS				
Precept	7,005	7,113	7,113	7,113
Parish Services Scheme	327	262	131	262
Bank interest		300	945	1,900
Community Transport			3,950	4,506
Misc				
VAT Refund	150	-	-	559
TOTAL RECEIPTS	7,482	7,675	12,139	14,340
Balance brought forward from previous year		22,844	82,468	82,468
PAYMENTS				
Staff Costs - Clerk's Salary	4,196	4,700	2,235	4,700
Other Costs				
Village Green Maintenance:	500			
Grass etc		500	199	500
Trees		900	45	450
Fencing		500	-	4,500
Village Hall Hire	250	250	-	250
Christmas Tree	300	350	-	350
Christmas functions	-	400	-	500
Litter Collection/lengthsman	-	800	352	800
PRoW replacement gates	-	2,600	-	2,600
Community grants:				
Churchyard Maintenance	500	500	-	500
Air Ambulance		50	300	300
Community Grants e.g. Coronation event		1,000	982	1,000
Community Transport (59 bus)	-	-	-	5,180
Emergency Plan	-	-	-	-
Training Courses	300	300	113	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	-	36
Stationery, postage, admin	200	500	129	600
Total Other Costs	2,886	10,264	3,061	19,215
Repairs Fund contribution	-	-	-	-
Village Green Fund	400	-	-	-
TOTAL PAYMENTS	7,482	14,964	5,296	23,915
Ringfenced reserves (CIL)				3,684
Earmarked reserve (Village Green)				-
Contingencies				
Emergency reserve		7,500		14,965 *
Clerk additional hours		2,010		2,010
Community bus		5,000		-
CLOSING BALANCE		1,045		52,234

*100% budgeted payments 2023/24