



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 7.45pm (or on completion of the Annual Parish Meeting), Monday 17th May 2021 in Grafty Green Village Hall.

Dated 12th May 2021.

Chris Hume, Parish Clerk

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

This meeting will be held under Covid-safe arrangements. All attendees to remain at least 2 metres apart. Face masks to be worn at all times. Numbers may be limited to ensure maintenance of safe distances.

AGENDA

PART A – ESSENTIAL ITEMS

1. **Anybody filming or recording this meeting to declare it.**
2.
 - (i) To elect a Chairman to Boughton Malherbe Parish Council for the next year.
 - (ii) For the elected Chairman to sign the Declaration of Acceptance of Office.
3.
 - (i) To elect a Vice Chairman to Boughton Malherbe Parish Council for the next year.
 - (ii) For the elected Vice Chairman to sign the Declaration of Acceptance of Office.
4.
 - (i) To Elect a Chairman of the Planning Committee for the next year
 - (ii) To Elect a Vice Chairman of the Planning Committee for the next Year
5.
 - (i) To elect a Chairman of the Finance and Staffing Committee for the next year
 - (ii) To elect a Vice-Chairman for 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 8th March 2021
9. **Matters Arising from the Minutes and Actions** – action sheet circulated separately
10. **Public Session**
11. **Annual Reviews**
 - i. Review of delegation arrangements/confirmation of portfolios, to committees, sub-committees, employees and other local authorities.

- ii. To note the terms of reference for committees which will be reviewed at the first meetings of the committees.
 - Planning,
 - Finance and Staffing
- iii. Receipt of nominations to existing committees
- iv. Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- v. Review and adoption of appropriate standing orders and financial regulations
- vi. Review and adopt the Kent Code of Conduct for Members
- vii. Review of representation on or work with external bodies and arrangements for reporting back – including Maidstone KALC.
- viii. Review of inventory of land and assets including buildings and office equipment.
- ix. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- x. Review of the Council's and/or employees' memberships of other bodies. – CPRE, KALC
- xi. Agreeing or reviewing the Council's complaints procedures
- xii. Agreeing or reviewing the council's employment policy and procedures
- xiii. Agreeing or reviewing the risk register

11. Finance

11.1 Income since the last meeting –precept MBC £5,731.48

11.2 Authorisation of any payments since last meeting: KALC £234.86 Air Ambulance £50;
Fire Hydrant markers £55.18 ; Came and Company £379.59 ; Traffic Survey £ 354.00

11.3 To sign any cheques: Lionel Robbins £90.00

11.4 To note the Balance at the Bank-

£ Nat West	48,,072.99
£ Nationwide	14,150.58
£ Cambridge and Counties	22,963.65

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

11.6 External Audit 2017/18 – (i) Approve and sign the Annual Governance Statement
(ii) Approve and sign end of year Accounting Statements

11.7 To note outturn for 2020/21 budget – see below

11.8 Bank Signatories – to receive a report from the Clerk's discussions with NatWest bank and to agree to establish online banking provided the process is agreed with the internal auditor

12. Dates, time and venue for meetings in 2021/22 - suggested dates were:

- 5th July
- 6th September
- 8th November
- 24th January 2022
- 7th March 2022

13. Broadband Connectivity – to agree how to respond to the request below. KALC advice also found below.

14. Correspondence - Letter From Eddie Hughes circulated separately

15. Further Information

CLOSED SESSION

16 Confidential – to note Correspondence received

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

- 17. Highway and Footway Matters**
 - 17.1 Liverton Hill**
 - 17.2 Ditches, gullies, pot holes**
 - 17.3 Speedwatch**
 - 17.4 Highways Improvement Plan** – (i) to note the latest version of the HIMP (ii) to receive and discuss the results of the traffic survey on Headcorn Road – summary data produced by Cllr Eastwood below
 - 17.5 Footpaths** - (i) replacement of stiles – to select stiles for replacement – note from Cllr Turner (ii) Footpath’s map – to agree local sites to illustrate on the map – proposals received: St Nicholas Church; QE Tree, Gibbet Steps (Elmstone Hole) Chilston Park
 - 17.6 Fire Hydrants** – to note report from Chris Wheal that all hydrants have been checked and cleared and note the information on the Parish Scheme circulated separately and agree to keep the matter under review
- 18. Councillor Reports on any External Meetings attended**
- 19. Quinn Donation** – to discuss next steps and receive updates. Matrix circulated separately.