

**BOUGHTON MALHERBE PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**held in Grafty Green Village Hall**  
**on Tuesday 14th May 2013 at 8.30pm**

Present: Robert Turner  
Ron Galton  
Tony King  
Barbara Pearce  
  
Christine King, Clerk  
  
7 Members of the Public

**1. Refreshments and Chairman's welcome**

Cllr Turner opened the meeting and then stood down in order that election of Chairman could take place

**2. Election of Officers – to appoint Chairman and vice Chairman**

Election of Chairman: Cllr Galton proposed Cllr Turner, Cllr Pearce seconded, all in favour.

Election of vice Chairman - Cllr Pearce proposed Cllr Galton, Cllr King seconded, all in favour.

**3. Chairman to sign Declaration of Acceptance of Office for coming term**

Cllr Turner signed the Declaration of Office for the coming term.

**4. Apologies – to receive and accept apologies for absence**

Keith Anderson; PCSO Alan Beech; John Collins; Cllr Hitchins; Richard Pilborough.

It was agreed that the apology from Cllr Hitchins be accepted.

**5. Any Declarations of Interest**

There were no Declarations of Interest

**6. Approval of Minutes**

The Minutes of the meeting on 26th March 2013, having been previously circulated, were approved, the official copy being signed as a true record by the Chairman.

**7. Public Session**

It was reported that the signpost at the junction of Headcorn Road and Eastwood Road is fingerless. The signs had pointed the way to Grafty Green, Headcorn and Ulcombe.

**Action CK**

## 8. Local Policing

### 8.1 Policing

It was considered that more frequent visits to the parish by PCSO Beech would be beneficial, and that a Saturday morning visit to the shop, as his predecessor used to do, would reach more people.

### 8.2 Speedwatch - consider purchase of equipment

There has not been much Speedwatch done of late - Headcorn and Lenham are both using their equipment so cannot lend it; the Police only have one machine which they use for training so are reluctant to lend it. It is considered that carrying out Speedwatch does reduce the speed of traffic and that to have our own equipment would be beneficial, especially if it could be hired out. The Police-approved equipment costs £1,945 plus delivery charge £25 and takes 7 - 10 days from receipt of order. Jenny Whittle had offered £500 towards the cost. The insurance would need checking. Cllr Turner proposed that, if the insurance is ok, we go ahead and buy the equipment, Cllr Galton seconded, all in favour.

**Action CK**

## 9. Highway and Footway Matters

### 9.1 Speed Indicator Device

There has been no response from Ben Hilden regarding repositioning of the Speed Indicator though we have found out that he has moved on. Nor have we had a bill for outstanding money. The Clerk will contact Richard Emmett.

**Action CK**

### 9.2 Flooding/Drains at Crumps Lane Corner, Headcorn Road ; contact Richard Emmett

**Action CK**

### 9.3 Ditches and Gullies in Woodcock Lane, work completed

### 9.4 Liverton Hill - covered in APM

### 9.5 Missing Finger Post, Chain Gate - covered in APM

### 9.6 Pot holes - Eastwood Road (by Petsfield) not filled

**Action CK**

## 10. Resources and Environment Matters

### 10.1 Emergency Plan - Cllr Galton

The emergency plan is well under way and close to the first full draft. Once the draft is reviewed and finalised we will submit it to KCC for comment. We will then know how much more work is necessary to complete the task, hopefully not too much. We could still be months away from the finishing line - because we think what we've done is adequate, though we may find we have more to do.

### 10.2 Neighbourhood Plan - Cllr King

A variety of talks have been by attended: KALC Neighbourhood Planning training; Brian Lloyd's (CPRE) talk, Cllr King went to the Harriethsham Annual Parish Council Meeting to see the presentation of Harriethsham's Neighbourhood Plan as it is just about to be ratified by MBC.

Key points from all of these talks is that the Neighbourhood Plan is vital even to small parishes like ours; it is about regeneration and conservation, and not just development, and will form part of the Statutory Development Plan; all parishes have the right to create a plan, so it is not a lightweight idea, but a serious bit of legislation and gives a lot of power to parishes. There is a financial incentive to have an accepted Neighbourhood Plan: 25% of the Community Infrastructure Levy (CIL) will be kept by a parish with an adopted Neighbourhood Plan which means cash for the parish. The next step for Boughton Malherbe is to formally recognize the committee and engage with MBC, CPRE, DCLG, and other parishes which are in varying stages of NP development and completion.

Cllr Turner proposed that the Parish Council approve the development of a Neighbourhood Plan for Boughton Malherbe, Cllr Galton seconded, all in favour.

### **10.3 Litter**

A date needs to be set for a volunteer group to do a litter pick.

**Action CK**

**10.4** Queen Elizabeth Yew Tree - following KALC advice, there is further research to be done. It was suggested that the advice of Tom La Dell be sought.

**Action CK**

## **11. Matters of Report**

**11.1** County and Borough Councillors' Reports  
Covered in APM

**11.2** The Chairman's Report  
Covered in APM

## **12. Nominate 2 KALC representatives**

Cllr Galton nominated Cllr Turner, Cllr King seconded, all in favour. Cllr Turner nominated Cllr Galton, Cllr Pearce seconded, all in favour.

## **13. Councillor Reports on External Meetings attended**

Cllr Turner attended 3 meetings since the last Parish Council Meeting: Speedwatch; KALC; and a Police Forum Meeting. There were 2 points from KALC: the Mobile Library will still continue although days/hours may be changed; there will fight re PSS as smaller parishes want an equitable share of remaining cash. One of the items discussed at the Police Forum Meeting at Headcorn was the definition of what is a 'crime' and what is an 'incident', and how the number of incidents is reducing crime figures.

## **14. Finance**

### **14.1 Annual Return of Accounts and Audit**

Copies of the Annual Return for the year ended 31st March 2013 together with relevant Documentation, having been audited by John Collins, were circulated. It was proposed by Cllr King and seconded by Cllr Turner that the Statement of Accounts and Annual Governance Statement of the Annual Audit Return to the Audit Commission be approved. All in favour.

### **14.2 Income since the last meeting**

Received	Precept	£5,168.00
	Legacy from Henry Town	

### 14.3 Authorisation of any payments since 26th March

It was unanimously resolved that the following payments be ratified:

GGVH Hire	000396	£400
St. Nicolas' Chyd Mtnce	397	500
C King, Salary	398	1100
CPRE Membership	399	29

### 14.4 To sign any cheques

It was unanimously resolved that the following payments be approved and cheques signed:

AON Insurance	000400	£371.82
John Collins	401	£ 60.00
KALC membership	402	£200.42

### 14.5 To Note the Balance at the Bank £24,953.98

## 15. Finance Committee/Parish Services Scheme Update

The Precept has been received. PSS has not yet been received .

## 16. Correspondence

Direct, - bins and bus shelters  
Audit commission Annual Return  
MBC Annual Return  
KALC - Membership Renewal  
AON Insurance Renewal  
DEFRA - 'Being a Good Employer'  
CPRE membership pack

## 17. Further Information

Cllr Turner would welcome any thoughts and suggestions regarding Henry Town's generous legacy .

## 18. Dates of next meetings

13th August, 12th November, 21st January 2014, 25th March 2014