



## **BEKESBOURNE-WITH-PATRIXBOURNE PARISH COUNCIL**

Minutes of the meeting held on Monday 13<sup>th</sup> May 2024 at 7:30pm  
Bekesbourne Village Hall.

**Minutes to be formally agreed at the next meeting.**

### **1. Those Present**

Parish Cllr David Sladden (Chairman),  
Parish Cllr Caroline Tuffey;  
Parish Cllr Christine Sladden;  
Parish Cllr Mark Rhodes

Parish Cllr Joanne Watt (Vice Chair);  
Parish Cllr Andrea Nicholson;  
Parish Cllr Mary Evans;

Mrs N. Purcell (Clerk/Proper Officer to the council)

There were 2 members of the public present.

### **2. Apologies for Absence**

Parish Cllr Christine Ash

### **3. Election of the Chair for the council year 2024-25**

**Resolved:** It was proposed by M. Rhodes and seconded by A. Nicholson that D. Sladden be nominated as chair for the council year 2024-25.

**Outcome:** All in favour, motion carried. D.Sladden was duly elected as chair for the council year 2024-25.

### **4. Signing of Acceptance of Office- Chair**

D. Sladden signed the acceptance of office forms, followed by N. Purcell as the council's proper officer.

### **5. Election of the vice chair for the council year 2024-25**

**Resolved:** It was proposed by C. Tuffey and seconded by A. Nicholson that M. Rhodes be nominated as Vice Chair for the council year 2024-25.

**Outcome:** All in favour, motion carried.

### **6. Signing of Acceptance of Office- Vice Chair**

M. Rhodes signed the acceptance of office forms, followed by N. Purcell as the council's proper officer.

### **7. Councillor vacancies and Co-Option**

The Clerk noted that we still had one councillor vacancy remaining.

### **8. Policies for adoption or review**

All policies are published on the website, and a small supporting report was circulated to councillors ahead of the meeting.

All existing Policies require to be annually reviewed by Council; this year most are just the year change on the saved document title i.e. 2024. Bekesbourne With Patricbourne's adopted Model Financial Regulations 2019 are the exception as they require the following amendment: Council to consider the increase in Contract Finders contract

value threshold, which has increased by £5,000 to £30,000 as per the NALC (National Association of Local Councils) LTN 87 reissued in January 2024. The Clerk has amended the Model Financial Regulations 2019 already to reflect this, as per Financial Regulations 11b) (page 15): b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations. and 11h) page 15: h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £2,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. To Adopt the calendar of meetings for the council year 2024-25.

**Resolved:** It was proposed by C. Sladden and seconded by M. Rhodes to approve the following policies for the council year 2024-25:

• Adoption Leave & Pay Policy • Health & Safety Policy • Co-Option Policy • Councillor Email & Communication Policy • Data Retention & Disposal Policy • Disciplinary Policy • Equality & Diversity Policy • Expenses Policy • Flexible Working Policy • Freedom Of Information Policy Councillors were also presented with: • Standing Orders 2023-24 • Financial Regulations 2023-24 • Code of Conduct • ICT Policy • Maternity Policy • Paternity Policy • Performance Improvement Policy • Sickness Absence Policy • Subject Access Policy • Training & Development Policy • Vexatious Complaints Policy • Whistleblowing Policy

**Outcome:** All in favour, motion carried.

#### **9. To Adopt the calendar of meetings for the council year 2024-25.**

Council was presented with a proposed calendar of dates for future Parish Council meetings.

**Resolved:** It was proposed by M. Evans and seconded by M. Rhodes to approve the calendar of meetings for the council year 2024-25.

**Outcome:** All in favour, motion carried.

#### **10. Chair’s opening remarks**

D. Sladden welcomed all returning councillors to the new council year and thanked all those present for attending.

#### **11. Declarations of councillor interests relevant to this agenda**

M.Rhodes and C. Tuffey- Allotment Holders

#### **12. To confirm minutes of the previous meeting (*held on 11th March 2024*)**

**Resolved:** it was proposed by C. Tuffey and seconded by M. Rhodes, that the minutes from the meeting held on 11<sup>th</sup> March 2024 are a TRUE and ACCURATE record.

**Outcome:** 5 votes in favour, 2 abstained, motion carried.

**13. To report any matters arising (from the previous meeting not covered elsewhere on the agenda)**

The Clerk has contacted the landowner of the field adjacent to the allotments, to try and progress with having the overhanging trees maintained. No response yet.

*The meeting is suspended for up to 15 minutes to allow discussion with members of the electorate of the parish of Bekesbourne with Patricxbourne present at the meeting.*

**14. Public representation (notified to the clerk in advance of the meeting, agenda items only)**

None

**15. External Reports**

**15.1 County Councillor Reports**

Cllr Sole shared a report in advance of the meeting, which was circulated to councillors.

**15.2 City Councillor Reports**

Cllr Castle shared a report in advance of the meeting, which was circulated to councillors.

***Parish Council meeting resumes***

**16. Parish Clerk report**

**16.1** Correspondence received for an enquiry for the Parish Councillor vacancy.

**16.2** Lionel Robbins has been appointed as Internal Auditor, and the 2023/24 audit is taking place on Wednesday 15<sup>th</sup> May 2024.

**17. Any s101 Delegated Authority items to be noted by council.**

None

**18. Highways Matters**

**18.1 Updates (HIP)**

There has been some progression with some of the matters on the Highways Improvement Plan. Slow markings and speed roundels have now been painted. Permission has been sought for the 'junction ahead' warning sign, on Adisham Road nr Aerodrome Road.

**18.2 Any new matters**

None

**19. Finance Matters**

**19.1 To Approve Q4 Accounts (Jan-March)**

The Accounts were circulated ahead of the meeting.

**Resolved:** It was proposed by J. Watt and seconded by M. Rhodes to accept the Q4 Accounts.

**Outcome:** All in favour, motion carried.

**19.2 To approve any due payments that require SO or DD instruction for council year 2024-25**

The payments due by SO or DD are: Hugo Fox (Website costs) and Clerk Salary.

**Resolved:** It was proposed by C. Sladden and seconded by M. Evans to approve the listed payments that require SO or DD instruction for council year 2024-25.

**Outcome:** All in favour, motion carried.

**19.3 To note April/May payment schedule & approve any new payments.**

**April/May Payment Schedule as per financial regulations:**

Month	Type	Payment	Amount
April 2024	FPO	Mazars LLP (2023/4 audit fee)	£756.00
April 2024	FPO	Clerk reimbursement Dec-March Phone	
April 2024	FPO	Clerk Reimbursement HP Instant Ink(Feb's invoice)	£9.99
April 2024	DD	HugoFox LTD	£23.99
April 2024		Clerk (March) salary(payment processed in April due to bank hol)	As per salary sheet
April 2024	SO	Clerk (April) Salary	As per salary sheet

**Payments Due for Approval:**

Payment	Amount
Clerk Reimbursement HP Instant Ink (April's Invoice)	£9.99
Clerk Reimbursement Phone Bill (April- May)	£10.00

**Resolved:** It was proposed by A. Nicholson and seconded by C. Tuffey to approve the presented payment schedule.

**Outcome:** All in favour, motion carried.

**20. Planning**

**20.1 Any new applications –**

None

**20.2 Updates**

None

**21. CCC Local Plan Update- to agree any comments the Parish Council wish to submit.**

The Clerk drafted a response based on councillor comments and circulated in advance.

**Resolved:** it was proposed by A. Nicholson and seconded by C. Sladden to submit the drafted response to the CCC Local Plan.

**Outcome:** All in favour, Motion Carried.

**22. Parish Historical Files**

The Clerk advised the council that she has been in touch with Mr. S. Thomas, who possesses the extensive collection of historical files collected and archived by Jill Thomas. In honour of Jill's dedication to the history collection, the Clerk will work with Mr. Thomas to publish the collection over time on the parish website, making it available for public use. This initiative aligns with what Jill's wishes.

**23. Next Meeting Date**

Monday 10th June 2024

**24. Items for Next Agenda**

Village Sign

**Meeting Closed 20:08**

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It was agreed that these minutes are a true and accurate record:

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_