



BEKESBOURNE-WITH-PATRIXBOURNE PARISH COUNCIL

Email: clerk.bwp@outlook.com

Tel: 07553763102

Date of Issue:

9th May 2024

Dear Councillor,

Notice is hereby given that the Statutory Meeting of the Parish Council will be held on **Monday 13th May 2025 at 7:30 pm**, at **Bekesbourne Village Hall**, where the business shown on the agenda below will be transacted:

Nicola Purcell

**Parish Clerk & Responsible Finance Officer to
Bekesbourne with Patrixbourne Parish Council**

1. Those Present
2. Apologies for Absence
3. Election of the Chair for the council year 2024-25
4. signing of Acceptance of Office- Chair
5. Election of the vice chair for the council year 2024-25
6. Signing of Acceptance of Office- Vice Chair
7. Councillor vacancies and Co-Option
8. Policies for adoption or review
9. To Adopt the calendar of meetings for the council year 2024-25
10. Chair's opening remarks
11. Declarations of councillor interests relevant to this agenda
12. To confirm minutes of the previous meeting (*held on 11th March 2024*)
13. To report any matters arising (*from the previous meeting not covered elsewhere on the agenda*)

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

14. Public representation (*notified to the clerk in advance of the meeting, agenda items only*)
15. External Reports
- 15.1 County Councillor Reports
- 15.2 City Councillor Reports

Parish Council meeting resumes

16. Parish Clerk report (*page 3*)

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

18. Highways Matters

18.1 Updates (HIP)

18.2 Any new matters

19. Finance Matters

19.1 To Approve Q4 Accounts (Jan-March)

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

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

20. Planning

20.1 Any new applications – none received at agenda issue date

20.2 Updates

21. CCC Local Plan Update- to agree any comments the parish council wish to submit.

22. Parish Historical Files

23. Next Meeting Date (Monday 10th June 2024)

24. Items for Next Agenda

An opportunity to speak on an Agenda item will be given at the beginning of Council business during Public Participation. Please let the Clerk know in advance if you wish to speak via email clerk.bwp@outlook.com

Supporting information:

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 15th May 2024.

19.3 April/May Payment Schedule

Payments Made in September/October 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