

Minutes of the Annual meeting of Bilsington Parish Council held at Bilsington Village Hall on Monday 20<sup>th</sup> May 2024 at 7:45pm

Present councillors: S Hudson (Chairman, M Bilham, L Lawson and R Thompson.

In attendance: Peter Setterfield PSLCC, Parish Clerk & Responsible Financial Officer.

Also present: Cllr L Harman (ABC)

1062. **To elect the Chairman of the Parish Council for the municipal year 2024 / 2025 and to receive the Chairman's declaration of acceptance of office.**

**Resolved: There being no further nominations to elect Councillor S Hudson as Chairman for the municipal year 2024 / 2025. Declaration of Acceptance of Office completed.**

1063. **To elect the Vice-Chairman of the Parish Council for the municipal year 2024 / 2025 and to receive the Vice-Chairman's declaration of acceptance of office.**

**Resolved: There being no further nomination to elect Councillor L Lawson as Vice-Chairman for the municipal year 2024 / 2025. Declaration of Acceptance of Office completed.**

1064. **Apologies for absence:**

There were no apologies for absence.

1065. **Declarations of interest:**

There were no declarations of interest.

1066. **Public participation:**

There were no public submissions.

1067. **Minutes:**

The minutes of the Parish Council meeting held on 27<sup>th</sup> March 2024 were submitted, agreed as a true record and signed by the Chairman.

1068. **Standing Orders:**

The current Standing Orders have been reviewed against the current model provided by the National Association of Local Council. It is confirmed that they are up to date.

1069. **Financial Regulations:**

A revised model set of Financial Regulations has recently been published by the National Association of Local Councils. This has been used to draw up revised Financial Regulations for the Parish Council circulated to members prior to the meeting.

**Resolved: To adopt the revised Financial Regulations.**

1070. **Annual Risk Assessment:**

**Report BPC/2024/01** brings to the Parish Council the risk assessment undertaken as an assessment of its activities and assets to ensure that it has the necessary audit procedures in place and has adequate insurance cover in place.

**Resolved:**

- 1. To receive and note Report BPC/24/01**
- 2. To receive and endorse the Annual Risk Assessment.**

**1071. Asset Register:**

**Report BPC/24/02** details the Parish Council's assets as at 31<sup>st</sup> March 2024.

**Resolved:**

- 1. To receive and note Report BPC/24/02**
- 2. To receive and note the asset register as at 31<sup>st</sup> March 2024.**

**1072. Report of the Independent Internal Auditor:**

**Report BPC/2024/03** encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Governance and Accountability Return.

**Resolved:**

- 1. To receive and note Report BPC/2024/03**
- 2. To receive and endorse the report of the Independent Internal Auditor.**

**1073. Statement on internal control for the year ended 31<sup>st</sup> March 2024 – annual Governance Statement:**

**Report BPC/24/04** details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return.

**Resolved:**

- 1. To receive and note Report BPC/24/04**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31<sup>st</sup> March 2024.**
- 3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31<sup>st</sup> March 2024.**
- 4. To respond “yes” in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report BPC/24/04 which relates specifically to box 6**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

**1074. Statement of Accounts for the year ended 31<sup>st</sup> March 2024:**

**Report BPC/24/05** attaches the Statement of Accounts for the financial year 2023 / 2024.

**Resolved:**

- 1. To receive and note Report BPC/24/05**

2. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2024.
3. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2023 / 2024.

1075. **Certificate of exemption from External Audit:**

**Report BPC/24/06** sets out the criteria to enable the Parish Council to certify itself exempt from a limited assurance review.

**Resolved:**

1. To receive and note Report BPC/24/06
2. To receive and authorise the Chairman and the Responsible Financial Officer to sign the certificate of exemption.

1076. **Planning matters:**

**Planning application PA/2024/0679 – Bourne Farm, Bourne Road, Aldington –**  
Pool enclosure attached to building.

**Resolved: The Parish Council has no objection to the application.**

**Planning application PA/2024/0696 – Bourne Farm, Bourne Road, Aldington –**  
Listed Building Consent for pool enclosure attached to dwelling.

**Resolved: The Parish Council has no objection to the application.**

1077. **Finance:**

Schedule of payments:

Staff costs March	£452.68
Staff costs April	£495.17
Clerk's expenses	£56.18
KALC	£219.25
R Spicer	£31.18
H J Hoad	£50.00

1078. **Village Hall:**

The Parish Council is asked to nominate one of its members to the Village Hall Committee and to report back to the Parish Council.

**Resolved: To nominate Councillor M Bilham to attend meetings of the Village Hall.**

1079. **Code of conduct:**

**Report BPC/24/07** has been compiled as a result of a letter received from the Monitoring Officer at Ashford Borough Council on the subject of Code of Conduct complaints.

**Resolved: to receive and note Report BPC/24/07**

1080. **Other items for information:**

There being no further business the meeting closed at 8:45pm