



Bilsington Parish Council

Ashford, KENT

www.bilsingtonpc.org.uk

Parish Clerk

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TO: MEMBERS OF BILSINGTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual meeting of the PARISH COUNCIL to be held on **Thursday 29th May 2024 commencing at 7.00pm.**

Peter Setterfield

Peter Setterfield PSLCC
Clerk to the Council

A G E N D A

1. **To Elect the Chair of the Parish Council for the municipal year 2025 / 2026 and to receive the Chair's declaration of acceptance of office.**
2. **To Elect the Vice Chair of the Parish Council for the municipal year 2025 /2026 and to receive the Vice Chair's declaration of acceptance of office.**
3. **To receive apologies for absence**

4. **To receive any declarations of interest from Members**
Members are invited to declare disclosable pecuniary interests in items on the agenda as required by the Bilsington Parish Council Code of Conduct for Members and by the Localism Act 2011.
5. **Neighbourhood Watch:**
6. **Kent County Councillor's Report:**
7. **Ashford Borough Councillors Report:**
8. **Public Participation Session:**
9. **To approve the minutes of the Parish Council meeting held on 24th April 2024.**
10. **Annual Risk Assessment:**
Report BPC/25/01 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.
11. **Asset Register:**
Report BPC/25/02 details the Parish Council's assets as at 31st March 2025.
12. **Report of the Independent Internal Auditor:**
Report BPC/25/03 encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Governance and Accountability Return.
13. **Statement on Internal Control for the year ended 31st March 2025 - Annual Governance Statement:**
Report BPC/25/04 details the statement on internal control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return.
14. **Statement of Accounts for the year ended 31st March 2025:**
Report BPC/25/05 attaches the Statement of Accounts for the financial year 2024 / 2025.
15. **Certificate of Exemption from External Audit:**
Report BPC/25/06 sets out the criteria to enable the Parish Council to certify itself exempt from a limited assurance review.

16. **Standing Orders**
Report BPC/25/07 brings to the Parish Council a revised set of Standing Orders derived from the model produced by the National Association of Local Councils.
17. **Financial Regulations**
Report BPC/25/08 brings to the Parish Council a revised set of Financial Regulations derived from the model produced by the National Association of Local Councils.
18. **Planning Matters:**

Planning application [PA/2025/0879](#) – Agricultural land to the south of Bilsington Priory. – change of use of agricultural land to natural burial ground to include a car parking area.
The Parish Council is asked to consider any further planning matters arising prior to the meeting.
19. **Finance:**
Schedule of payments:
Staff costs April £507.21
H J Hoad £50.00

The Parish Council is asked to authorise the Parish Clerk to open accounts with Unity Trust as Administrator with two councillors to authorise all transactions. The purpose of moving the banking arrangements away from Lloyds Bank is that account charges have been introduced on the account on all cheques issued, internet banking is not available where dual authorisation is required.
20. **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.
21. **Highways:**
The design and current estimate for the installation of the village gateways has been received from Kent Highways for the four gateways the estimate is £9,516.28. A request has been made to ascertain the cost of prioritising the B2067 and if any funding is available to offset the costs.
22. **Other items for information.**