

Minutes of a meeting of Bilsington Parish Council held at Bilsington Village Hall on Thursday 24th May 2018 at 7.30pm

Present: Councillors; S Hudson (Chairman), S Carrington, R Corbett, B Delmage and G Russell.

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

Also present 1 member of the public.

585. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Proposed by Councillor S Carrington

Seconded by Councillor B Delmage and there being no other nominations

RESOLVED: To appoint Councillor S Hudson as Chairman of Bilsington Parish Council. Councillor Hudson signed the Declaration of Acceptance of Office.

586. To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office.

Proposed by Councillor S Hudson

Seconded by Councillor B Delmage and there being no other nominations

RESOLVED: To appoint Councillor S Carrington as Vice-Chairman of Bilsington Parish Council. Councillor Carrington signed the Declaration of Acceptance of Office.

587. To receive apologies for absence:

Kent County Councillor M Angell and Ashford Borough Councillor J Martin

588. To receive any declarations of interest from Members:

Councillor Delmage declared a disclosable pecuniary interest in minute 594, Cross Cottage, Bonnington Road as the owner. He did not take part in the discussion or vote on this application.

589. Minutes:

The minutes of the meetings held on 15th March 2018 and 19th April 2018 were submitted, agreed as a true record and signed by the Chairman.

590. To appoint an Internal Auditor:

The Parish Council is asked to appoint an Independent Internal Auditor for the financial year 2018/19.

RESOLVED: To appoint Mr H J Hoad as the Independent Internal Auditor to Bilsington Parish Council for the financial year 2018/19.

591. To review the Council asset register:

REPORT BPC/18/01 gives details of the Council's assets.

RESOLVED:

1. To receive and note Report BPC/18/01
2. To receive and note the asset register as at 31st March 2018.

592. **Finance:**

Schedule of payments:

Cheque No	Payee	Description	Amount
720 & 721	Staff Costs	March	£256.80
722 & 723	Staff Costs	April	£269.73
724	Clerks expenses		£93.04
725	Bilsington Village Hall	Room hire	£147.90
726	Mr H J Hoad	Internal Audit	£50.00

RESOLVED: To authorise the payments as per the schedule.

593. **Village Hall:**

The Parish Council is asked to nominate one of its members to attend meetings of the Village Hall Committee as the Parish Council's representative and to report back to the Parish Council at its meetings.

RESOLVED: To appoint Councillor Delmage as the Parish Council's representative for the Village Hall Management Committee.

594. **Planning Matters:**

18/00134/AS – Cross Cottage, Bonnington Road – variation of condition 2 on planning permission reference 16/01273/AS (part demolition of existing single storey extension and erection of two storey extension) to allow for changes to fenestration on rear and front and the addition of door and porch on side extension.

18/00241/AS- Cross Cottage, Bonnington Road – Part demolition of existing single storey extension and erection of two storey extension with associated internal alterations (revision to consent granted under 16/01274/AS to allow for changes to fenestration on rear and front and the addition of door and porch on side elevation).

RESOLVED: To support applications 18/00134/AS and 18/00241/AS.

18/00713/AS – Hill Farm House, Ashford Road – Proposed sun room extension, conversion of garage to games room with home office over & new car port & secure store with log store.

RESOLVED: The Parish Council supports the sun room extension, however, the Parish Council believe the proposed new car port & secure store with log store to be excessively large, exceptionally close to the boundary and incongruous to the surroundings and the large bulk of roof facing the adjoining property.

18/00725/AS- Broadoak, Stone Cross Road – Removal of Condition 2 on planning permission 15/00443/AS to allow permanent use of the site.

RESOLVED: The Parish Council have considered the application and resolved 4 votes to 1 to object to the application on the grounds that the situation has

not changed since the temporary permission was granted in 2012 and extended in 2015. The 2015 extension was granted on the grounds that the Borough had insufficient pitches available at that time, despite recent consultation on the subject of gypsy and traveller pitches no progress has been shown.

595. **Annual Risk Assessment:**

Report: each year the Parish Council needs to undertake a risk assessment of its activities and assets to ensure that it has the necessary audit procedures in place and has adequate insurance cover in place.

The Annual Risk Assessment for 2017/18 was attached to the agenda as Appendix 1.

RESOLVED:

1. To receive and note the Report.
2. To adopt the Annual Risk Assessment for 2017/18.

596. **Statement on Internal Control for the year ended 31 March 2018- Annual Governance Statement:**

REPORT BPC/18/02 details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2018.

RESOLVED:

1. To receive and note report BPC/18/02.
2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2018.
3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2018.
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/18/02 which relates specifically to box 6.
5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.

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

REPORT BPC/18/03 encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to PKF Littlejohn, the Parish Council's External Auditor.

RESOLVED:

1. To receive and note report BPC/18/03.
2. To receive and endorse the report of the Independent Internal Auditor.

598. **Statement of Accounts for the Year Ended 31 March 2018:**
REPORT BPC/18/04 attaches the Statement of Accounts for 2017/18.

RESOLVED:

1. To receive and note Report BPC/18/04.
2. To approve and endorse the Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2018.
3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2018.
4. To authorise the Chairman of the Parish Council to sign the accounts contained within the Annual Return for 2017/18 and the Annual Governance Statement.

599. **Annual Governance and Accountability Return Exemption Certificate:**

REPORT: as the higher of gross annual income or gross annual expenditure of the Parish Council does not exceed £25,000 and the qualifying criteria are met the Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review provided the Council completes the Annual Governance and Accountability Return and the certificate of exemption.

RESOLVED: to authorise the Chairman of the Parish Council to sign the Certificate of exemption.

600. **Standing Orders:**

REPORT: the Parish Council's existing Standing Orders are based on the National Association of Local Council's Model issued in 2013. Following changes in legislation the Association has brought forward the review date and has issued a new set incorporating all the changes.

The major changes are within the sections on Accounts and Accountability, where additional requirements have been put in place to safeguard public funds, and Data Protection, to reflect the requirements of the Data Protection Regulation.

RESOLVED: To receive and note the Report and adopt the revised Standing Orders.

601. **General Data Protection Regulation:**

REPORT BPC/18/05 brings to the Parish Council a suite of documents for adoption to comply with the General Data Protection Regulation.

RESOLVED:

1. To receive and note Report BPC/18/05.
2. To receive and adopt:
 - a. Councillor Privacy Notice
 - b. Data Breach Reporting Form
 - c. Email Contact Privacy Notice

- d. **GDPR Consent Form**
- e. **Information and Data Protection Policy**
- f. **Privacy Impact Assessment**
- g. **Privacy Notice**
- h. **Retention and Disposal Policy**
- i. **Social Media and Electronic Communications**
- j. **Subject Access Request Form**
- k. **The Management of Transferable Data Policy**

602. **Speed Indicator Device:**

Nothing to report.

603. **Schedule of meeting dates:**

26th July 2018

27th September 2018

29th November 2018

7th February 2019

28th March 2019

16th May 2019

Annual Parish Meeting 16th May 2019.

604. **Any Other Business:**

Ashford Borough Council have enquired if the Parish Council had or were considering completing an emergency plan. After debate it was resolved that an Emergency Plan would not be drawn up due to the small size of the Parish.

There being no other business the meeting closed at 9.40pm.