

Minutes of the Annual meeting of Bilsington Parish Council held at Bilsington Village Hall on Thursday 18th May 2017 at 6.30pm.

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

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

460. 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 R Corbett and there being no other nominations

RESOLVED: to elect Councillor S Hudson as Chairman of Bilsington Parish Council.

Councillor Hudson signed the Chairman's Declaration of Acceptance of Office.

461. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Proposed by Councillor S Carrington

Seconded by Councillor S Hudson and there being no other nominations

RESOLVED: to elect Councillor B Delmage as Vice Chairman of Bilsington Parish Council.

Councillor Delmage signed the Declaration of Acceptance of Office.

462. To receive apologies for absence:

Borough Councillors W Howard and J Martin, County Councillor M Angell

463. To receive any declarations of interest from members.

Councillor R Corbett declared an Other Significant Interest in the Planning matter for 2 Monument Terrace (minute 469) as he resides next door. He took part in the debate but did not vote.

464. Minutes.

The minutes of the meeting of the Parish Council held on 30th March 2017 were submitted, agreed as a true record and signed by the Chairman.

465. To appoint an Internal Auditor.

As required by the Accounts and Audit regulations 2015 the Parish Council are required to appoint an internal auditor.

RESOLVED: To renew the appointment of Mr H J Hoad as the Independent Internal Auditor for the year 2017/18

466. To review the Council asset register.

REPORT BPC/17/01 gives the detail of the Council's assets. The register shows a laptop computer and printer at original cost from 2011, the Clerk advised that the printer which is a multifunction unit, copier/printer/scanner has failed and needs replacing. It should also be noted that the laptop is nearing the end of its life and has issues with software compatibility.

The Clerk advised that he had made enquiries of the Kent Association of Local Councils as to the availability of grant funding to replace these as the equipment is required to remain compliant with the Transparency Code 2015, whilst initially thought it was for the initial purchase the National Association have agreed to accept a grant application.

RESOLVED:

1. To receive and note Report BPC/17/01
2. To receive and adopt the asset register
3. To authorise the Parish Clerk to source suitable replacement equipment and to obtain email confirmation from the majority before purchasing.

467. Finance:

Schedule of payments:

Date	Cheque No	Payee	Description	Amount
8/5/17	680&681	Clerks Salary	March	£267.65
8/5/17	682&683	Clerks Salary	April	£278.50
8/5/17	684	Mr H J Hoad	Internal Audit	£50.00
8/5/17	685	Clerks expenses		£33.40

RESOLVED:

1. To make the payments listed in the schedule
2. To authorise the Parish Clerk to apply for funding from the Transparency Fund provided by the Department for Communities and Local Government to offset staff costs in respect of compliance with the Transparency Code 2015.
3. To authorise the Parish Clerk to apply for funding from the Transparency Fund provided by the Department for Communities and Local Government for the replacement of the Parish Council's laptop Computer and Printer.

468. 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 B Delmage as the Parish Council's representative on the Village Hall Committee.

469. Planning Matters:

17/00589/AS – KEEPERS COTTAGE, PRIORY ROAD – erection of a single storey rear extension to bungalow.

RESOLVED: to support the application.

17/00459/AS – 2 MONUMENT TERRACE, RUCKINGE ROAD – Single storey rear extension including new link with existing outbuildings & external alterations to create additional accommodation.

RESOLVED: to support the application.

470. 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 2016/17 is attached to the minutes.

RESOLVED:

1. To receive and note the report.
2. To adopt the Annual Risk Assessment for 2016/17.

The meeting was suspended at 7.30 pm to enable the Annual Parish Meeting to take place.

The meeting was reconvened at 9.35pm

471. Statement on Internal Control for the Year ended 31 March 2017 – Annual Governance Statement:

REPORT BPC/17/02 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 2017.

RESOLVED:

1. To receive and note report BPC/17/02.
2. To approve and endorse the Statement on internal Control for the year ended 31 March 2017.
3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2017.
4. To respond yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return.
5. To authorise the Chairman of the Parish Council to sign the Annual Governance statement.

472. Report of the Independent Internal Auditor:

REPORT BOC/17/03 encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Return to PKF Littlejohn, the Parish Council's External Auditor.

RESOLVED:

1. To receive and note report BPC/17/03.
2. To receive and endorse the report of the Independent Internal Auditor.

473. Statement of Accounts for the Year ended 31 March 2017

REPORT BPC/17/04 attaches the Statement of Accounts for 2016/17.

RESOLVED:

1. **To receive and note Report BPC/17/04.**
2. **To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2017.**
3. **To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2016/17 and the Annual Governance Statement.**

474. General Data Protection Regulations:

The General Data Protection Regulations state that the Parish Council must appoint a Data Protection Officer.

The minimum tasks have been defined for the Data Protection Officer are:

- To inform and advise the Parish Council about their obligations to comply with the General Data Protection Regulations and other data protection laws;
- To monitor compliance with the General Data Protection regulations and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments and conduct internal audits;
- To be the first point of contact for supervisory authorities and for individuals whose data is processed.

The Parish Council must ensure that:

- The Data Protection Officer reports direct to the Council;
- The Data Protection Officer operates independently and is not dismissed or penalised for performing their task;
- Adequate resources are provided to enable the Data Protection Officer to meet their General Data Protection Regulation obligations.

RESOLVED:

1. **To appoint the Parish Clerk as the Data Protection Officer.**
2. **To receive regular reports from the Data Protection Officer.**
3. **To make available adequate resources to ensure the Parish Council fulfils its obligations under the General Data Protection Regulations.**

475. Speed Indicator Device

As the issues at Ruckinge have not been resolved it was agreed that the Parish Council should proceed alone at this stage in order to deliver the promised project. It was also agreed that should matters be resolved at Ruckinge then subject to a contribution from them the scheme will be made available to them.

476. Schedule of Meeting Dates:

The Parish Council considered a list of dates for meetings for the forthcoming year.

RESOLVED: to adopt the following dates:

Thursday 27th July 2017

Thursday 28th September 2017

Thursday 23rd November 2017

Thursday 25th January 2018

Thursday 15th March 2018

Thursday 24th May 2018

Annual Parish Meeting 31st May 2018

All meetings scheduled to commence at 7.30pm

477. Correspondence:

- a. Information Commissioners Office newsletter April 2017
- b. KCC Spring vegetation letter
- c. Rural Housing spotlight
- d. Rural Vulnerability Service – Rural Broadband
- e. Spring Council matters
- f. UK Power Networks Stakeholder newsletter
- g. Rural Network Services – weekly news digest 3rd April 2017
- h. Rural Network Services – weekly news digest 10th April 2017
- i. Rural Network Services – weekly news digest 18th April 2017
- j. Rural Network Services – weekly news digest 27th April 2017
- k. Information Commissioners Office newsletter May 17
- l. Rural Vulnerability Service – Rural Transport
- m. Rural Network Services – weekly news digest 2nd May 2017
- n. Rural Network Services – weekly news digest 8th May 2017

There being no other business the meeting closed at 9.35pm