

Minutes of a meeting of Bilsington Parish Council held at Bilsington Village Hall on Thursday 5<sup>th</sup> May 2022 at 7.45pm

Present: Councillors; S Hudson (Chairman), M Bilham and R Thompson

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

Also present: P New (Neighbourhood Watch) L Harman ABC Ward Member and 3 residents.

880. **Election of Chairman for the municipal year 2022/2023:**

Councillor S Hudson proposed by Cllr R Thompson seconded by Cllr M Bilham and there being no further nominations:

**Resolved to appoint Cllr S Hudson as Chairman for the municipal year 2022/2023.**

881. **Election of Vice-Chairman for the municipal year 2022/2023:**

Councillor L Lawson proposed by Cllr M Bilham seconded by Cllr R Thompson and there being no further nominations

**Resolved to appoint Councillor L Lawson as Vice-Chairman for the municipal year 2022 / 2023.**

882. **Apologies for absence:**

Councillors S Carrington and L Lawson.

883. **Declarations of interest:**

There were no declarations of interest.

884. **Neighbourhood Watch:**

Report given during the Annual Parish Meeting which preceded this meeting.

885. **Public Participation:**

There were no public submissions.

886. **Minutes:**

The minutes of the Parish Council meeting held on 7<sup>th</sup> April 2022 were submitted, agreed as a true record, and signed by the Chairman.

887. **Annual Risk Assessment:**

**Report BPC/22/01** 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/22/01.**
- 2. To receive and endorse the Annual Risk Assessment.**

888. **Asset Register:**

**Report BPC/22/02** details the Parish Council's assets as at 31<sup>st</sup> March 2022.

**Resolved:**

- 1. To receive and note Report BPC/22/02.**
- 2. To receive and note the Asset Register as at 31<sup>st</sup> March 2022.**

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

**Report BPC/22/03** 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/22/03.**
- 2. To receive and endorse the report of the Independent Internal Auditor.**

**890. Statement on Internal Control for the year ended 31<sup>st</sup> March 2022 – Annual Governance Statement:**

**Report BPC/22/04** 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/22/04.**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31<sup>st</sup> March 2022**
- 3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2022**
- 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/22/04 which relates specifically to Box 6.**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

**891. Statement of Accounts for the year ended 31<sup>st</sup> March 2022:**

**Report BPC/22/05** attaches the Statement of Accounts for the financial year 2021 / 2022.

**Resolved:**

- 1. To receive and note Report BPC/22/05.**
- 2. To approve and endorse the Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2022.**
- 3. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2022.**
- 4. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2021 / 2022.**

892. **Certificate of Exemption from External Audit:**  
**Report BPC/22/06** 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/22/06.**
2. **To receive and authorise the Chairman and the Responsible Financial Officer to sign the Certificate of Exemption.**

893. **Planning Matters:**  
There were no planning matters.

894. **Finance:**  
Schedule of payments:

Staff costs March	£318.68
KALC subscription	£201.55
Staff costs April	£443.31
H J Hoad (Audit)	£50.00
Clerk's expenses	£63.20
R Spicer (Domain name)	£28.78

**Resolved to authorise the payments in the schedule.**

895. **Community Governance Review:**  
Ashford Borough Council is conducting a borough wide Community Governance Review to consider if any changes are needed to current parish, town or community council arrangements.

The primary purpose of the review is to deal with known issues but they would encourage all interested parties to let them know what they think about existing parish, town and community council arrangements and what changes, if any, they would like to see.

The consultation period will run from Monday 25 April to Monday 27 June 2022 and will be undertaken as set out in the Terms of Reference.

The documentation for this review can be viewed and downloaded using this link:  
[www.ashford.gov.uk/community-governance-review-2022](http://www.ashford.gov.uk/community-governance-review-2022)

896. **Village Hall:**  
Councillor M Bilham was nominated to attend meetings of the Village Hall Committee and to report back to the Parish Council.

897. **Platinum Jubilee Events:**  
Arrangements are in hand to hold a picnic on the Cricket Field on Saturday 4<sup>th</sup> June with the Village Hall as a wet weather alternative.

898. **Other items for information:**  
There being no further business the meeting closed at 8.25 pm.