



Barham Parish Council

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TO: ALL MEMBERS OF BARHAM PARISH COUNCIL - Councillors are hereby summoned to attend a meeting of Barham Parish Council on **THURSDAY 05 MAY 2022** at **7.30pm** in Barham Village Hall for the transaction of the business described in the following Agenda.

A G E N D A

BUSINESS ITEMS:

1. This is the Annual Meeting of the Parish Council – the first item of business is TO ELECT a Chairman for the year 2022-2023. The Chairman and Councillors to sign the acceptance of office forms.
2. TO ELECT a Vice-Chairman for the year 2022-2023
3. The Chairman's opening remarks and apologies for absence
4. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
5. To review the councillor responsibilities for 2022-2023.
6. To agree as a correct record the Minutes of the last full parish council meeting held **07 April 2022**
7. **The meeting will be adjourned for parishioners' questions and comments.**

FINANCE:

8. Use of S101 delegation to the Clerk since the last meeting: None.
9. Annual subscriptions: TO RESOLVE to renew:
 - (a) Kent Association of Local Councils;
 - (b) Society of Local Council Clerks; and The Association of Local Council Clerks;
 - (c) Campaign for the Protection of Rural England;
 - (d) Action for Communities in Rural Kent.
 - (e) The Information Commissioners Office

and TO RESOLVE that payment be by direct debit or standing orders for the Public Works Loan Board six monthly instalments, EDF Energy (for street lighting) and the Green box electrical cabinet, the £35 annual subscription to the Information Commissioner's Office (ICO) and Castle Water (for water bill at Brickfield Recreation Ground).

Financial Regulation 15.5 states: All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council. TO NOTE that has been reviewed – the Insurance renewal from 01 June 2021 has the Fidelity Guarantee set at £250,000.

10. Authorisation of accounts

Other financial matters

- o TO NOTE the bank statements and bank reconciliation for March have been sent to Cllr Graham after the year end internal audit inspection for scrutiny and signature;
- o TO NOTE that the Clerk undertook an internal audit appointment with the internal auditor on 20 April 2022
- o TO CONSIDER finding an alternative auditor as the council's internal auditor for the annual audit.
- o TO NOTE the Clerk has completed and passed the Certificate in Local Council Administration as a requirement of her employment contract therefore one additional salary point will be added to the salary for successfully completing this.

TO RECEIVE any update on an application to the BBC 1 "The Repair Shop" programme makers to suggest the old village sign be refurbished and then rehomed into a dry place in the village

Bank Balances as at 31 March 2022

Current Account £31,605.23

Reserve Account £36,976.42

Includes Social Fund reserve of £1,067.88; Youth Club Balance reserve of £516.00

11. Standing Orders and Financial Regulations – annual review:

- TO RESOLVE that as there have been no changes to the model standing orders that the parish council continue with those already adopted in 2021 and published in 2020 until changes are made to the NALC Models.
- TO RESOLVE that as there have been no changes to the Model Financial Regulations that the parish council continue with those already adopted and published in October 2019 until changes are made to the NALC Models.

12. For Annual Return 2021-2022

TO RECEIVE AND APPROVE:

- i) The Year End Bank reconciliation to 31 March 2022 – year end balance is £69,425.41
- ii) Finance Risk Assessment
- iii) The Parish Council's Statement of Internal Control
- iv) The Parish Council's Statement of Accounting Policies
- v) The Internal Auditor's report and TO NOTE any recommendations thereon and TO NOTE the Internal Auditor having completed Section 4 of Annual Return
- vi) Breakdown of Income, Staff Costs and All Other Payments in 2021-2022
- vii) **The Annual Governance & Accountability Return (AGAR Form Part 3)** for the budget year ended 31 March for submission to PKF Littlejohn:
- Section 1 : the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and section 1 to be signed by the Chairman and the Minute No. subsequently noted
- Section 2 : the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)

AND TO RECEIVE

- Statement of Variances proforma and the explanations of significant variances.
- Ear Marked Reserves schedule up to 31 March
- The Parish Council's Register of Fixed Assets at 31 March

AND TO NOTE that the council will make arrangements for the exercise of public rights for the period 01 July to 10 August 2022, publishing, before 01 July 2022, the Notice of Public Rights (and a declaration that the accounting statements are as yet unaudited) along with Publication of the Annual Governance & Accountability Return Section 1 and Section 2 (approved and signed), along with a copy of the Internal Auditor's report, on both its parish noticeboard(s) and website

13. Publicity & Communications

- Facebook page for Barham parish council – any verbal update

14. Highways

15. Any other Highways matters

16. Open Spaces

- Undertaking of the six-monthly Cllrs visual play area inspections – Cllr and one other Cllr to undertake in May/June 2022

17. Footpaths & Rights of Way

18. Village Clubs & Societies including Barham Football Club

19. External Organisations

20. To receive Clerk report including correspondence (Separate Appendix)

21. Planning Matters

New planning applications since the last meeting:	
	No planning applications had been received to date
	You can view and comment on applications online at https://www.canterbury.gov.uk/planningsearch
Notifications:	
CA/22/00412 Cariad Cottage, Out Elmstead Lane, Barham, Canterbury, Kent, CT4 6PG Garden room in rear garden. – Permission Granted 25.04.2022	
CA/22/00535 Proposal - Replacement of existing conservatory with a single-storey extension. Location: Merley, Valley Road, Barham, Canterbury, Kent, CT4 6NX. - Permission Granted 25.04.2022	
CA/22/00021 - Bella Vista, Mill Lane, Barham, Canterbury, Kent, CT4 6QE Single-storey side/rear extension. – Permission Granted 25.04.2022	

Other Planning matters: New applications/Other Planning matters that arise before the meeting to be reported.

- 22. Councillors' items
- 23. Date and time of the next parish council meeting - 09 June 2022

Dates for Full Council: 05 May, 09 June, 07 July, no meeting in August, 01 September, 06 October, 03 November, 01 December, no meeting in January 2023, 02 February 2023 and 02 March 2023.

And possible committee meeting dates *should these be required*: 25 August, 24 November 2022 and 19 January 2023