



**Minutes of the Bearsted Parish Council's Annual Meeting of the Council held at
Madginford Hall, Egremont Road on Tuesday 7th May 2024 at 7.30pm**

Present:	Cllr David Hall - Chairman	Cllr Frank Jagger
	Cllr Val Springett - Vice Chairman	Cllr Martha Monday
	Cllr Richard Ash MBE	Cllr Carolyn Smith
	Cllr Pat Catt	Cllr Chris Waters
	Cllr James Day	

Also, in attendance were The Clerk Joanne Upton, the Deputy Clerk Amy Bush and the Administrator Lauren White. There were two members of the public.

- 1. Election of Chairman and Declaration of Acceptance of Office.**
Cllr's Ash & Springett nominated Cllr Hall for Chairman, Cllr Hall accepted and with no other nomination Cllr Hall was duly elected with all in favour. Cllr Hall signed the Declaration of Acceptance of Office.
- 2. Election of Vice Chair and Declaration of Acceptance of Office.**
Cllr Hall nominated Cllr Springett for Vice Chair, Cllr Springett accepted and with no other nominations Cllr Springett was duly elected with all in favour. Cllr Springett signed the Declaration of Acceptance of Office.
- 3. All Members to sign Declaration of Acceptance of Office.**
The remaining Councillors all signed a Declaration of Acceptance of Office.
- 4. Declarations of intention to record**
The Deputy Clerk declared the meeting would be recorded for minuting purposes.
- 5. Apologies and absences**
Apologies and reasons were received from Cllr's English, Turner & Spooner and were duly noted.
- 6. Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
- 7. To Appoint Committees:**
 - a) Environment Committee: Cllr Hall proposed to accept Cllr's English, Spooner, Ash, Catt, Smith and Jagger onto the Committee, this was seconded by Cllr Ash and resolved with all in favour.
 - b) Communications Committee: Cllr Hall proposed to accept Cllr's Catt, Day, Monday, Hall, Ash, Springett and Turner onto the Committee, this was seconded by Cllr Smith and resolved with all in favour.
 - c) Traffic & Transport Committee: Cllr Hall proposed to accept Cllr's Springett, Day, Ash and Spooner onto the Committee, and Cllr's Hall and Jagger will be reserves this was seconded by Cllr Smith and resolved with all in favour.
 - d) HR Committee: Cllr Hall proposed to accept Cllr's Waters, Monday, Smith, English, Spooner, Hall & Catt on to the Committee, this was seconded by Cllr Springett and resolved with all in favour.

- e) Finance Working Group: Cllr Hall proposed to accept Cllr's Ash, Jagger, Smith and Hall on to the working group, Cllr Spooner will be a reserve, this was seconded by Cllr Springett and resolved with all in favour.
- f) Planning Working Group: Cllr Hall proposed to accept Cllr's Water, Day, Monday, and Smith on to the working group, this was seconded by Cllr Waters and resolved with all in favour. It was agreed the members would email their comments to the Administrator directly to respond to MBC or raise at Full Council. Cllr Jagger noted that BPC needs to make clear to residents how we can continue to support them in the planning process.

8. Election of KALC representatives (two members)

Cllr's Ash and Smith agreed they would be representatives. This was proposed by Cllr Hall, seconded by Cllr Monday and resolved with all in favour.

9. Review of Terms of Reference and standing orders specific to committees and sub-committees

- a) Environment Committee: Cllr Springett proposed to adopt the TOR removing item 5 and amending the wording of item 10 to indicate a resident may address the Council but issues may not be discussed if not on the agenda. Delegated authority given to the Clerk & Chairman to provide the wording. This was seconded by Cllr Hall & resolved with all in favour.
- b) Communications Committee: Cllr Hall proposed to adopt the TOR but to move item 3 to the Environment TOR and amend the wording for public participation to be the same on all TOR's. This was seconded by Cllr Smith and resolved with all in favour.
- c) Traffic & Transport Committee: Cllr Hall proposed to adopt the TOR with an amendment to item 8 with the same wording for public participation, this was seconded by Cllr Ash and resolved with all in favour.
- d) HR Committee: Cllr Hall proposed to adopt the TOR with no amendments, this was seconded by Cllr Springett & resolved with all in favour.
- e) Finance working group: Cllr Jagger requested adding wording for the management and development of our financial systems, Cllr Hall proposed to adopt the TOR with this amendment, this was seconded by Cllr Springett and resolved with all in favour.
- f) Planning working group: Cllr Hall proposed to adopt the TOR, this was seconded by Cllr Springett and resolved with all in favour.

10. Review of delegation arrangements to committees, sub-committees, and staff.

Cllr Hall proposed to adopt the Scheme of Delegation with no amendments, this was seconded by Cllr Springett and resolved with all in favour.

11. Review of the Councils asset register

Queries were raised on how the value of assets are recorded. The Clerk confirmed the original purchase price cannot be amended and must remain historical. However further work needs to be done to update the insurance value. Cllr Ash has also offered to review all items on the list to ensure they are still in situ.

12. Review of arrangements for insurance cover for insurable risks.

Based on the further work needed to ensure the correct replacement value is determined for all assets, we will need to review our insurance policy to insure we are adequately covered.

Cllr Hall proposed to adopt the Risk Register with no amendments, this was seconded by Cllr Smith and resolved with all in favour.

13. To review direct debits and regular payments.

Cllr Hall proposed to accept the regular payments, this was seconded by Cllr Ash and resolved with all in favour.

20.36 Adjournment to enable members of the public to address the meeting.

One member of the public raised concerns that a Parish Councillor has stated their affiliation to a political party during the recent election and queried how this was affect parish council business.

The Council confirmed that the constitution does not exclude the right to state a Councillors association to a party and that it would be down to the Chairman of the Council and Chairs of Committees to ensure debate remains neutral and not politically motivated.

At 20:44 Cllr Hall resumed the meeting. As there was no further matter to discuss the meeting closed 20.45.

Signed..... Date.....