

Bilsington Parish Council

Ashford, KENT

www.bilsingtonpc.kentparishes.gov.uk



Parish Clerk

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TO: MEMBERS OF BILSINGTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the meeting of the PARISH COUNCIL to be held on **SATURDAY 11 JULY 2015 at 9.30 pm** in Bilsington Village Hall, Bilsington.

Peter Setterfield

Peter Setterfield MILCM
Clerk to the Council

The Chairman will take questions from parishioners. The number of speakers will be limited to five (time limit 3 minutes).

A G E N D A

1. **THE ROLE OF THE PARISH COUNCIL**

The Council is a Corporate body, a legal entity separate from that of its members, its decisions are the responsibility of the whole body. The Council has been granted powers by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money.

The Council is an elected body in the first tier of local government. Other tiers, the Borough and County Councils, have many legal duties to deliver services such as education, housing, town and country planning, transport, environmental health and social services. Local councils have the legal power to take action, but they have very few duties and greater freedom to choose what action to take. They can play a vital part in representing the interests of the communities they

serve and improving the quality of life and the local environment. Furthermore they influence other decision makers and can in many cases deliver services to meet local needs.

2. **THE ROLE OF THE PARISH COUNCILLOR**

There are over 80,000 local councillors in England, they are volunteers and are held accountable by local people for things that happen locally. Councillors work together in the Council to serve the community. The task is to bring local issues to the attention of the Council and help it make decisions on behalf of the local community.

3. **THE ROLE OF THE PARISH COUNCIL CHAIRMAN**

The chairman is elected annually by the members of the council at the annual meeting of the council. Unless he resigns or becomes disqualified, the Chairman continues in office until his successor becomes entitled to act as Chairman at the next annual meeting of the Council.

The Chairman's main role is to run council meetings. He can suggest the content and design of the agenda, but as legal signatory, technically the Clerk has the final say. The Chairman is responsible for involving all councillors in debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. The Chairman has a casting vote, his first is a personal vote as a member of the Council, if there is a tied vote, the Chairman can have a second or casting vote.

The Chairman will often be the public face of the Council and will represent the Council at official events. He may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not give his personal views.

The Chairman cannot legally make a decision on behalf of the Council.

4. **THE ROLE OF THE PARISH CLERK**

The Parish Clerk, also referred to as the Responsible Financial Officer or Proper Officer, provides advice and administrative support and takes action to implement council decisions. The Clerk may have to act as Project Manager, Public Relations Officer or Finance Administrator. The Clerk is not a secretary and is not at the beck and call of the Chairman or other Councillors; the Clerk is answerable to the Council as a whole. The Clerk is the Proper Officer of the Council in law. Legally councils can delegate decisions to the Clerk because they are trusted professional officers whose objectivity allows them to act for the Council, they cannot delegate to individual Councillors or the Chairman.

5. **WHAT DOES THE PARISH COUNCIL WANT TO ACHIEVE**

The Parish Council is asked to consider its aims and aspirations for its term of office. It is recognised that all of the aims cannot be achieved in

the short term therefore a programme will be drawn up of the aims having considered any costs involved in carrying them out and the financing thereof.

6. **WORKING WITH OTHERS**

The Parish Council is asked to consider how it wants to interact with the residents of Bilsington and work with them and the Borough Council to achieve its aims and objectives.

7. **APOLOGIES FOR ABSENCE**

8. **DECLARATIONS OF INTEREST**

- a. Disclosable Pecuniary Interests (DPI) under the Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interest must be declared.
- b. Other Significant Interests (OSI) under the Kent Code of Conduct adopted on 12 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

9. **MINUTES**

To approve and sign the minutes of the annual meeting of the Parish Council held on 16 May 2015.

10. **FINANCE:**

The Parish Council is asked to approve the payment of the cheques on the attached schedule of payments.

A request has been received from the Village Hall for the payment of subscription to Action for Communities in Rural Kent in the sum of £65.00 for a joint membership. The Parish Council has been a member in previous years paying for the Village Hall. This organisation covers many aspects of rural communities and provides guidance as well as assistance with the seeking of grants and financial assistance.

11. **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.

12. **PLANNING MATTERS**

Planning Application 15/00864/AS – Chestnut Lodge, Bonnington Road, Bilsington – Erection of a detached double garage.

Portacabin at the junction of Wills Lane and Newchurch Road:- The refusal to comply with the enforcement notices issued by Ashford Borough Council has resulted in this becoming a criminal offence which is being taken forward by the legal team at Ashford Borough Council. This is a lengthy process and will be followed through.

13. **ASSET MAINTENANCE**

The Parish Council is asked to consider putting in place a maintenance programme for the noticeboard, litter bins and benches.

14. **TELEPHONE BOX**

Over the last two years it has been mentioned that the Parish Council owns the telephone box situated in front of the Village Hall. Examination of the Parish Council files identifies that there was correspondence with BT in 2008 regarding the adopt a phone box scheme, however the accounts show no payment ever being made. Enquiries are being made of BT to see if the box can be transferred to the Parish Council.

15. **DEFIBRILLATOR**

Registration has been made with the British Heart Foundation to identify if a grant towards the purchase of a defibrillator is available. The initial stage requires the confirmation from the South East Coast Ambulance Service, this has been requested and is awaited.

16. **LITTER**

A proposal has been put forward that the Parish Council uses the services of a litter picker to assist in keeping the Parish free from litter as the Borough Council Contractor does not visit on a regular basis.

The Parish Council availed itself of the service some years ago but withdrew it when they were advised that they were no longer able to make cash payments in respect of the work undertaken on its behalf.

The Parish Council is asked to consider if it wishes to employ a litter picker and to determine the level of remuneration and the time to be spent on the activity. It should be noted that the Council will be required to notify H M Revenue & Customs if it is employing a letter picker and that there will additional administrative work involved for the Parish Clerk.

17. **PARKING**

The issue of parking has not improved following the works undertaken on the crossroads by Kent County Council. The County Council have acknowledged the error in the placement of the stop line on Ashford Road and have programmed the works to remove the current and previous stop lines and replace in the correct position.

Borough Councillor Jane Martin has been in dialogue with the Borough Council with regard to the bank in front of Cosway Cottages, which is owned by the Borough Council, with a view to cutting out the bank to provide parking spaces. The outcome of this is awaited.

18. **FIRST AID TRAINING:**

A proposal has been received by the Parish Council for it to consider sponsoring a first aid course for local residents. An indicative course would be first aid for adults which takes place over two sessions of 2 hours and costs £37.50 excluding VAT.

The Parish Council is asked to determine if it wishes to progress this considering the financial implications and that this has not been provided for in the budget.

19. **FUTURE EVENTS:**

The Parish Council is asked to consider what activities it wishes to participate in during the current year including Remembrance Sunday and Christmas festivities.

**Bilsington Parish Council
Schedule of Payments 11th July 2015.**

Date	Cheque No	Payee	Amount
30/6/15	000593	Clerks salary May	£185.39
30/6/15	000594	H M R C	£46.20
11/7/15	000595	Clerks salary June	£168.54
11/7/15	000596	H M R C	£42.00
11/7/15	000597	Clerks expenses	£154.90
11/7/15	000598	The Society of Local Council Clerks	£189.00