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The Mission Hall  
Forge Hill  
Aldington  
Kent  
TN25 7DT

TO MEMBERS ALDINGTON AND BONNINGTON PARISH COUNCIL.

**YOU ARE HEREBY SUMMONED** to attend the meeting of the **PARISH COUNCIL** to be held on **Monday 13<sup>th</sup> May 2024 at 7.30 pm** in Aldington Village Hall, Roman Road, Aldington.

*Peter Setterfield*

Peter Setterfield PSLCC  
Parish Clerk.

#### **AGENDA**

- 1. To receive and accept apologies for absence:**
- 2. To elect the Chairman of Aldington and Bonnington Parish Council for the municipal year 2024/2025, and to receive the Chairman's Declaration of Acceptance of Office:**
- 3. To elect the Vice-Chairman of Aldington and Bonnington Parish Council for the municipal year 2024/2025, and to receive the Vice-Chairman's Declaration of Acceptance of Office:**
- 4. To receive any declarations of interest from members:**
- 5. Public Participation Session:**  
This provides an opportunity for members of the public to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.
- 6. Neighbourhood Watch:**

## **7. Ashford Borough Councillor's Report:**

Members of the public are reminded that they are not permitted to participate in the remaining items on this agenda.

## **8. To approve the minutes of the Parish Council meeting held on 8<sup>th</sup> April 2024.**

## **9. Chairman's Report:**

## **10. Appointment of Members to the Planning Committee:**

The Parish Council is asked to nominate at least 4 members to sit on the Planning Committee.

## **11. Appointment of Members to Outside Bodies:**

The Parish Council is asked to nominate 2 members to attend meetings of the Ashford Local Committee of the Kent Association of Local Councils.

## **12. Review of Standing Orders:**

There have been no amendments to the model Standing Orders in the last twelve months, therefore the current Standing Orders are up to date.

## **13. Review of Financial Regulations:**

There have been no amendments to the model financial regulations in the last twelve months, therefore the current Financial Regulations are up to date,

## **14. Meeting Dates:**

The Parish Council traditionally meets on the second Monday of the month with the exception of August.

The following dates are proposed for the 2024/2025 municipal year:

10<sup>th</sup> June 2024

8<sup>th</sup> July 2024

9<sup>th</sup> September 2024

14<sup>th</sup> October 2024

11<sup>th</sup> November 2024

9<sup>th</sup> December 2024

13<sup>th</sup> January 2025

10<sup>th</sup> February 2025

10<sup>th</sup> March 2025

14<sup>th</sup> April 2025

## **15. Finance:**

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

## **Recommendations:**

- 1. To receive and authorise the payment of the items of expenditure.**
- 2. To authorise two transfers of £1,000 from deposit account to current account to cover payments effected before the meeting.**
- 3. To authorise the transfer of £5,000.00 from deposit account to current account.**

**16. General Risk Assessment:**

**Report ABPC/24/001** brings to the Parish Council a copy of the risk assessment carried out as part of the end of year audit exercise.

**17. Asset Register:**

**Report ABPC/24/002** brings to the Parish Council a copy of the asset register compiled from the Parish Council's records.

**18. Internal Auditor's Report:**

**Report ABPC/24/003** encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to the Parish Council's External Auditor, Mazars LLP.

**19. Annual Governance Statement:**

**Report ABPC/24/004** details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2024.

**20. Accounting Statements:**

**Report ABPC/24/005** attaches the Accounting Statement for 2023/24, part of the Annual Governance and Accountability Return.

**21. Code of Conduct:**

**Report ABPC/24/006** has been compiled as a result of a letter received from the Monitoring Officer at Ashford Borough Council on the subject of Code of Conduct Complaints.

**22. Quarry Field, Quarry Wood and Pond:**

An update will be given at the meeting.

**23. Neighbourhood Plan:**

An update will be given at the meeting.

**24. Aldington Meadows:**

An update will be given at the meeting.

**25. Events Committee:**

An update will be given at the meeting.

**26. Land at Quarry Wood:**

Mention was made at the Parish Council meeting in April about some unauthorised placement of rubbish on land between Quarry Wood and Wheatfields. The area of land was subject to a planning application, however it was identified that there was no connection to the land in Quarry Wood as the area adjacent to the highway was still registered at Land Registry in the name of Home Farm Self-Build Housing Association Limited.

Previous research on this and the possibility of the transfer of title was

undertaken by Wellers Law Group LLP who identified that the association had been deregistered with the Financial Conduct Authority on 7<sup>th</sup> July 1994. It was also reported that the Crown would wish to be satisfied that on the dissolution the land passed to the Crown. To fulfil this requirement a copy of the constitution of the organisation needs to be provided. Unfortunately the registrar of mutual organisations does not have a copy of the constitution, the only alternative would be a search in the National Archives which would be costly and time consuming and does not guarantee that the document will be found.

### **27. War Memorial:**

At the April meeting of the Parish Council a request had been made with regards to the provision of a stainless steel frame to hold the wreaths in place. Members requested that research be undertaken to ascertain if there was a protocol regarding the placement and retention of wreaths on memorials.

The War Memorials Trust provide guidance on the subject. Whilst there are no rules which state when wreaths should be removed from a memorial it is something that needs to be decided by the custodian of the memorial following consultation with the local community. The Trust recommends that a policy is put in place detailing when wreaths are to be removed in order that everyone is aware.

If wreaths are left in place for a long time they can begin to deteriorate which can give the appearance that the memorial is not being maintained. Furthermore, wreaths which are left directly on the stone for prolonged periods can cause staining on the stone from either the wreath or any metal within them, which can be difficult to remove.

The Parish Council is asked to consider how long an appropriate period time would be before wreaths are removed.

### **28. Any Items for Information:**

**Schedule of payments made prior to the meeting:**

Payee	Purpose	Amount
Transfer from deposit account		£1,000.00
R Spicer	Website Domain renewal	£31.18
L Harman	Reimbursement Plants	£576.82
L Harman	Reimbursement	£263.92
Transfer from deposit account		£1,000.00
Ashford Borough Council	Re Fordred monies	£250.00

**Schedule of payments to be made at the meeting:**

Payee	Purpose	Amount
L Harman	Reimbursement plants	£135.93
KALC	Annual subscription	£651.06
Ashford Borough Council	Newsletter printing	£290.74
Harmer & Sons	Grounds maintenance	£990.00
Staff costs		£2,629.44
G Taylor	Reimbursement	£38.00