



**Extraordinary Full Council Meeting of
Birchington Parish Council
Tuesday 23rd June 2026 at 18.30 hrs
at the Library, Birchington**

Present:

Cllr Nick Blankley - Chairman
Cllr. Max Houghton – Vice Chairman
Cllr. Boneidol
Cllr. Colin Brown
Cllr. Phil Fellows
Cllr. Neville Hudson
Cllr. Jim Moore
Cllr. Bob Prebble
Cllr. John Tiley
Cllr. Linda Wright

Jane Bevan Clerk to the Council
Bill Anderson Deputy Clerk

2 x Members of the public

FC/2026/20: Apologies for Absence

Apologies for absence were received from TDC Cllr. Emma Dawson; TDC Cllr George Kup; and KCC Cllr Luke Evans.

At this point in the meeting, Cllr Max Houghton paid tribute to former Parish Councillor Brian White who had passed away on Sunday, 21 June 2026. He said Brian was also a long standing member of the Birchington branch of the Royal British Legion and for many years he had been actively involved in the twinning association between Birchington and La Chappelle. Following the tribute all in attendance stood for one minute's silence.

FC/2026/21: Declarations of Interest

Cllr John Tiley declared an interest in item 7. Refurbishment of the Parish Office.

FC/2026/22: Minutes of the Annual Meeting held on 5th May 2026

The minutes of the Annual meeting held on 5th May 2026 were presented and were **Agreed** as a true record.

FC/2026/23: Chairman's Report and Public Participation

A member of the public referred to the Birchington Residents Association and said for some reason their Facebook Page was showing as the Basildon Residents Association – this was being looked into. They added that this year would be the 70th anniversary of the Residents Association and well as a lunch to celebrate the anniversary there would also be a special coffee morning to which all Parish Councillors and staff were invited to attend. The Chairman thanked the member of public for their invitation. The Chairman congratulated the Clerk for

passing the Certificate in Local Council Administration (CILCA) which meant she was now a qualified Clerk. The Chairman said earlier in the day he had attended, along with other Parish Councillors, a consultation meeting in Westgate in relation to a proposal to build 80 properties on land west of Allen Avenue.

FC/2026/24 Finance and Annual Governance

To receive and approve the following statements/reports:

FC/2026/25 To consider and approve the Statement of Internal Control for the year ended 31.03.2026. **Approved.**

FC/2026/26 To receive and note the Annual Internal Audit Report. **Received and noted.**

FC/2026/27 To consider and approve the Annual Governance Statement (Section 1) for the year ended 31.03.2026. **Approved and signed.**

FC/2026/28 To consider and approve the Accounting Statements (Section 2) for the year ended 31.03.2026. **Approved and signed.**

FC/2026/29 To receive and approve the year end bank reconciliation. **Approved and signed.**

FC/2026/30 To note the arrangements for the Exercise of Public Rights. **Noted**

FC/2026/31 To receive and approve the asset register. **Approved.**

FC/2026/32 EXCLUSION OF PRESS AND PUBLIC The Committee is requested to pass a resolution to exclude the Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted.

FC/2026/33 Refurbishment of the Parish Council Office.

At this point Cllr Tiley left the meeting.

Cllr Prebble provided the background for the refurbishment of the Parish Office. He said that in 2025 shortcomings in the current office accommodation had been identified. In January 2026 Finance, Policy and Governance put forward a budget to do the work, which was unanimously approved by the Full Council at the meeting on 20 January 2026 (minute ref: FC/2025/102). At the same time Council agreed to cease the expenditure on the Library. In May 2026 invitations to tender were issued and four local contractors provided quotes. An evaluation report was considered at an Extraordinary Meeting of the Finance, Policy and Governance Committee on 16 June 2026 and factors such as cost, scope and timescale were discussed. After this lengthy and detailed process Finance, Policy and Governance agreed to recommend awarding the contract to TAB Property Maintenance whose tender was within the budget and met the requirements for the refurbishment.

The value of quote was £30,218 – reduced to £26,718 as the front door was removed from the quote as the office is in the Birchington Conservation Area. In addition, a further saving of up to £3.5k VAT would be made by BPC ordering materials direct from suppliers.

During the tender process the matter of remedial works to cure water ingress on the toilet wall was also identified – this was not included in the original tender process but would need to be added for the internal works on the toilet area to be successful. This was quoted as £1,600 by TAB Property Maintenance. Following further discussion the Chairman said the recommendation was now subject to agreement by the Full Council. A vote was taken and the recommendation was **agreed unanimously.**

Clerk

The vote was recorded: In favour: Cllrs Blankley, Houghton, Prebble, Moore, Hudson, Brown, Boneidol, Fellows, and Wright (Cllr Tiley was absent from the discussion and vote due to Declaration of Interest - see minute reference FC/2026/21). FC/2026/34 Date and Time of next meeting Tuesday, 7th July 2026 at 6.30pm in the library. Signed by the Chairman of the Parish Council: Nick Blankley Date: 30/06/26	
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