

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 16 MAY 2016, FOLLOWING THE ANNUAL PARISH MEETING AT THE VILLAGE HALL, BROOKLAND

1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

(A councillor who declares a DPI in relation to any item on the agenda should leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted).

(A councillor who declares an OSI may speak on the item, but should leave the meeting for the vote).

i) Updating of Declarations of Interest

4. ELECTION OF VICE CHAIRMAN

5. ELECTION OF OFFICERS TO COMMITTEES

Village Hall Committee

KALC

Police Committees

Planning Committee

Marsh Forum

Burial Board

Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council

Any other Committees suggested by Councillors

6. DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork

Six Monthly Review of Fixed Assets – September and March

Six Monthly Risk Assessment – September and March

Internal Parish Council Audit

Finance

Annual Review of Insurance Arrangements - June

Weekly Play Area Safety Check

Annual Play Area Safety Check

Website and Transparency

Completing and returning questionnaires

Councillor responsible for dealing with Post and Emails

Footpaths and Public Rights of Way

Any other responsibilities suggested by councillors

7. ACCEPTANCE OF MINUTES

8. MATTERS ARISING

- 9. PUBLIC INTERVAL**
- 10. CHAIRMAN'S REPORT**
- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
 - Correspondence/Email Correspondence
 - Internal Auditors Report
 - Review of System of Internal Control
 - Review of Effectiveness of Internal Auditor
 - Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
 - Signature and Dating by the person presiding at the meeting and Clerk – Section 1
 - Approval of the Accounting Statements by the members meeting as a whole – Section 2
 - Signature and Dating by the person presiding at the meeting – Section 2
 - Review of Direct Debits
 - Accounts to be paid
 - Bank Balance
 - Insurance/Self Insured Assets
 - Risk Assessment/Risk Inspection
 - Storage and Retention of Parish Council Post and Emails
 - Storage of Parish Council Documents
 - Parish Council Website
 - Arrangement for dealing with post and emails
 - Retention of Post and Emails
 - IT Security
 - General power of Competence
 - Proposed Skate Park
 - Queen's 90th Birthday Celebrations
- 12. YOUTH AREA**
- 13. CEMETERY**
 - Cemetery Administration
 - Review of Fees
 - Review of Rules
 - Registering of Memorial Garden
 - Scattering or Burial of Cremated Remains
- 14. PLANNING**
 - Applications received by the date of this agenda will be attached
 - Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information regarding applications.
 - Retention and Storage of Planning Applications
- 15. VILLAGE RESPONSIBILITIES**
 - Matters Arising from the Round Robin not previously covered
 - Items to be reported to Kent Highway Services/PROW/IDB
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Parish Clerk
10 May 2016

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2016

MAY 2016

- Y16/0388/SH 7 Whitehall High Street Brookland Romney Marsh Kent TN29 9QR
Certificate of lawful development (proposed) for the use of garage as living accommodation along with the removal of one window, the installation of one window on the side elevation and the installation of a replacement garage door
- Y16/0420/SH Sunnyside Old House Lane Brookland Romney Marsh Kent TN29 9RN
Certificate of lawful development (proposed) for erection of single storey stable building and two associated single storey buildings.
- Y16/0009/SH Middle House Nursery Straight Lane Brookland Kent
Determination as to whether the prior approval of the Local Planning Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building and any land within its curtilage from a use as an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage and distribution), Class C1 (hotels) or Class D2 (assembly and leisure).
- Y16/0010/SH Pepperland Nursery Straight Lane Brookland Romney Marsh Kent TN29 9QU
Determination as to whether the prior approval of the Local Planning Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building and any land within its curtilage from a use as an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage and distribution), Class C1 (hotels) or Class D2 (assembly and leisure).