

BROOKLAND PARISH COUNCIL

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[DRAFT – to be accepted at the next meeting]

MINUTES 111

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 20 May 2013, following the Annual Parish Meeting

PRESENT: Mr C Hill (Chair), Mrs M Andrews, Mrs K Coleman, Mr R Hyman

PARISH CLERK: Mrs J Batt

MEMBERS OF THE PUBLIC: There were no Members of the Public present.

1. ELECTION OF CHAIRMAN

Mrs Coleman proposed Mr Hill for the position of Chairman, seconded by Mrs Andrews. There were no other nominations.

Mr Hill accepted the position of Chairman. Mr Hill signed his Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Other Significant Interest

Mr Hyman declared an Other Significant Interest in Planning Application No Y13/0304/SH as he has a connection, through a member of his family to the owner of the property.

i) Updating of Declarations of Interest for the Code of Conduct

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. ELECTION OF VICE CHAIRMAN

Mr Hyman proposed Mrs Coleman for the position of Vice Chairman, seconded by Mrs Andrews. There were no other nominations.

Mrs Coleman accepted the position of Vice Chairman. Unanimous

Finance and Policy Committee – Mr Hill and Mr Hyman

Village Hall – Mr Hill

KALC – Mr Hill and Mrs Coleman

Police – Mr Hyman

All Parishes Meeting – Mr Hill

Planning Committee – Deferred until we have a full Council

Footpaths – Mr Hill to liaise with Mr Cottingham

Annual Review of Parish Council Paperwork – F & P Committee

Six Monthly Review of Fixed Assets – September – Mrs Coleman and Mr Hill

March – Mrs Coleman and Mr Hill

Six Monthly Risk Assessment – September – Mrs Coleman and Mr Hill

March – Mrs Coleman and Mr Hill

Internal Parish Council Audit – Mr Kevin Funnell

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Hyman

Weekly Play Area Safety Check – Mrs Coleman and Mr Hill

Annual Play Area Safety Check – The Play Inspection Company

Website – Mr Hyman

Review of Emails – Mr Hyman

Review of Post Received – Mr Hill

We received an email from Came & Co informing us that they are no longer recommending Digley Associates Ltd to carry out the Annual Inspection, but that having met with the owners of The Play Inspection Company they would recommend them. In order to ensure that our youth area is inspected this year Mr Hill authorised the Clerk to request an inspection by this company as they come recommended by our insurance broker. Councillors were in agreement with this arrangement.

There was an error in the Earmarked Funds table. The figure for the Notice Board should read £535.43.

Minutes 110 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Coleman Seconded Mr Hyman

There were no Matters Arising.

There were no Members of the Public present.

10. CHAIRMAN'S REPORT

Many of the projects initiated by Brookland Parish Council are a work in progress. We raise matters with the relative departments and authorities and often we get a response which is not pursued, we therefore do not have a definite outcome or timescale on which to report. Other issues are relative to investigation which can take a considerable amount of time, involving many people before we eventually receive a positive response.

The patching and resurfacing which is currently in progress is the culmination of 8 years of lobbying the District and County Councils, also work by our Parish Clerk and time given by our Parish Councillors in meetings with various members of the Highways Department of Kent County Council in an effort to obtain the necessary funding.

When the work is completed in the immediate village at least, journeys on foot should be considerably safer, especially during the darker evenings.

11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**Correspondence**

Clerk and Councils Direct

Email Correspondence

Mr Hyman did not bring any emails to the attention of Councillors present.

All councillors are reminded that they should check their emails regularly, confirm receipt to the Clerk and inform her immediately of any to be included on the next agenda.

An article was published in the last edition of the Marsh Harrier requesting better communication from the Parish Council.

The Chairman informed the meeting that the minutes are published on the notice board, in the church and on the website and he felt that was quite adequate.

The Clerk reminded councillors of the need to be open and transparent at all times.

Finance**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	166.61		
	Expenses	37.33	1.32	205.26
M Coleman	Grass Cutting	230.00		230.00
Mr K Funnell	Internal Audit	60.00		60.00
Broker Network	Insurance Premium	643.10		643.10
Mr R Velvick	Grave Digging	275.00		275.00
TOTAL		1412.04	1.32	1413.36

Proposed Mr Hyman Seconded Mrs Coleman

Resolution

Councillors unanimously agreed to pay the above accounts.

Earmarked Monies

The following earmarked monies, totals including amounts budgeted for 2013/2014, are included in the balance shown above:-

Earmarked Monies

	Balance 15 April 2013	+/- May	Balance 20 May 2013
Youth Area Expenses	1428.28	500.00	1928.28
Youth Area Rent	NIL	100.00	100.00
War Memorial	2000.00		2000.00
Notice Board	535.43		535.43
Cemetery Maintenance	1358.03	3000.00	
Sale of Grave Space		500.00	
April and May Grass		-460.00	4398.03
Election Expenses	1448.97	1000.00	2448.97
TOTAL	6770.71	4640.00	11410.71

Adoption of Internally Audited Accounts, review and completion of associated paperwork

Councillors were circulated with copies of the summary receipts and payments for the Year ended 31 March 2013.

The Clerk reported that the internal audit took place on 19 April 2013.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report.

Councillors unanimously agreed to accept the internally audited accounts.

Review of System of Internal Control

Mr Hill read The Statement of Internal Control. He was happy that all was in order and signed the document.

Review of the effectiveness of the Internal Auditor

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

Insurance

Councillors unanimously agreed to insure with AVIVA again, through Came & Co.

Risk Assessment/Risk Inspection

Nothing to report.

Highways – Update following letter sent to KHS

Mr Hill updated councillors on the current situation, following his recent communication and meeting with officers from Highways. Work on the highways is underway in the parish.

Casual Vacancy

Mrs Andrews will advertise the Casual Vacancy in the Marsh Harrier.

Storage and Retention of Parish Council Post and Emails

Post will not be kept unless it is considered to be important. Old post will be recycled through the Blue Box System.

Emails

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Councillors agreed that emails should be deleted after 6 months.

IT SECURITY AND GOOD HOUSEKEEPING

Councillors should all bear the following in mind when using their home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

Storage of Parish Council Documents

Documents are currently stored in the filing cabinet in the Village Hall. Councillors will discuss this again at a future meeting.

Parish Council Website

Nothing to report.

12. YOUTH AREA

Nothing to report.

13. CEMETERY

Two grave spaces have been purchased by a resident of Greatstone.

14. PLANNING

Please see attached list.

Retention and Storage of Planning Applications

Planning Applications will be retained for 6 months and stored in the filing cabinet in the Village Hall.

15. **VILLAGE RESPONSIBILITIES**
Matters Arising from the Round Robin

There were no matters arising.

Village Hall

There is a problem with the heating in the hall.

The roof space of the hall has been boarded for extra storage.

Items to be reported to the Kent Highways/Highways Agency

The Clerk was asked to contact the Highways Agency and report the ramps in the road outside of Spring Bank and the cottages at the end of East View, as the vibration is damaging properties.

The Clerk will contact the Highways Agency again regarding the Horse and Rider signs.

16. **FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

The Clerk reported that she had been contacted by a lady interested in using the field at the rear of the hall for a show. She was asked to find out more details and councillors will discuss this further. If necessary a decision will be made during the month.

There being no other business the meeting closed at 8.46 pm.

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2013

MAY 2013

Y13/0304/SH Huckleberry House, Boarmans Lane, Brookland, Romney Marsh, Kent
Section 73 Application for removal of condition 4 of planning permission
SH/88/0059, to allow unrestricted occupation of the dwelling
Parish Council: Support 3: 1 abstention

The following application was only received on 20 May. Councillors agreed to discuss it at this meeting as they did not feel it was contentious.

Y13/0477/SH The Laurels, Harvey road, Brookland, Romney Marsh Kent
Erection of a two storey rear extension and alterations to existing
conservatory
Parish Council: Support