

# BROOKLAND PARISH COUNCIL

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## MINUTES 147

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 16 May 2016, following the Annual Parish Meeting

**PRESENT:** Mrs S Saxby (Chair) Mrs K Coleman, Mrs V Wallington, Mr C Hill  
and Mr J Burgoyne

**COUNTY COUNCILLOR:**

**DISTRICT COUNCILLOR:**

**PARISH CLERK:** Mrs J Batt

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

**1. ELECTION OF CHAIRMAN**

Mr Wallington proposed Mrs Saxby for the position of Chairman, seconded by Mr Hill. There were no other nominations. Unanimous

Mrs Saxby accepted the position of Chairman and signed a Declaration of Acceptance of Office.

**2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from County Councillor, Mrs C Waters, District Councillor, Mr C Goddard and Webmaster, Mr C Stanley.

**3. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Other Significant Interest**

There were no Declarations of Other Significant Interest.

**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**

Mrs Saxby proposed Mrs Wallington for the position of Vice Chairman, seconded by Mr Hill. There were no other nominations. Unanimous

Mrs Wallington accepted the position of Vice Chairman.

**5. ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL**

Finance and Policy Committee – Councillors agreed not to form a F and P Committee

KALC – Mrs Saxby

Police Committees – Mrs Wallington

Village Hall – Mrs Saxby

All Parishes Meeting – Mrs Coleman and Mr Hill

Planning Committee – Mrs Wallington (chair), Mrs Coleman and Mr Burgoyne

Mrs Saxby (ec officio)

Marsh Forum – Mrs Coleman and Mr Hill

Burial Board – All Councillors

Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council – Any available councillors

Any other committees suggested by Councillors - None

**6. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL**

Annual Review of Parish Council Paperwork – Mrs Saxby

Six Monthly Review of Fixed Assets – September and March - Mrs Saxby and Mrs Wallington

Six Monthly Risk Assessment – September and March – Mrs Saxby and Mrs Wallington

Internal Parish Council Audit – Mr Kevin Funnell

Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – Mrs Wallington

Weekly Play Area Safety Check – Mr Burgoyne

Annual Play Area Safety Check – The Play Inspection Company

Website and Transparency– Mrs Saxby

Completing and return of questionnaires – Mrs Wallington

Review of Emails – Mrs Saxby

Review of Post Received – Post will be brought to the next meeting

Footpaths and Public Rights of Way – Mr Hill

Cemetery – Mr Hill

Any other responsibilities suggested by Councillors - None

**7. ACCEPTANCE OF MINUTES**

Minutes 146 of the last meeting were accepted and it was unanimously agreed that Mrs Saxby should sign them.

**Proposed Mr Burgoyne      Seconded Mrs Coleman**

**8. MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

**9. PUBLIC INTERVAL**

There were no Members of the Public present.

**10. CHAIRMAN'S REPORT**

The Chairman did not have anything the report that was not covered on the agenda.

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

Zurich Municipal  
SDC Poster for Eu Referendum  
Clerk and Councils Direct  
Marie Curie  
Wicksteed Leisure

**Email Correspondence**

Councillors did not bring any emails to the attention of the Council

**Internal Auditors Report**

The Clerk reported that Mr Funnell carried out his final audit for the year 2016/2017 on 20 April and did not find anything major to report. The Clerk read his report out to councillors.

**Review of System of Internal Control**

Councillors were satisfied that the Statement of Internal Control, was in order and Councillor Saxby and the Clerk 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.

**Approval of the Annual Governance Statement by the members meeting as a whole – Sec 1**

Councillors completed the Annual Governance Statement.

**Resolution: Councillors unanimously approved the Annual Governance Statement**

**Proposed: Councillor Wallington      Seconded: Councillor Coleman**

**Signature and Dating by the person presiding at the meeting and the Clerk – Section 1**

Councillor Saxby and the Clerk signed and dated the Annual Governance Statement.

**Approval of the Accounting Statements by the members meeting as a whole – Section 2**

Councillors considered the Accounting Statements.

**Resolution: Councillors unanimously approved the Accounting Statement**

**Proposed: Councillor Burgoyne      Seconded: Councillor Hill**

**Signature and dating by the person presiding at the meeting**

Councillor Saxby signed and dated the Accounting Statement, previously signed and dated by the Clerk.

**Review of Direct Debits**

The Council does not have any Direct Debits.

**Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	49168.45	Current Account	47529.60
Plus Receipts	<u>2475.13</u>	Plus u/c receipts	<u>0.00</u>
	<b>51643.58</b>		<b>47529.60</b>
Less, Payments	<u>3843.17</u>	Less u/c cheques	<u>3051.53</u>
	<b>47800.41</b>		<b>44478.07</b>
Less Earmarked funds	<u>23725.06</u>	Plus Reserve a/c	<u>3322.34</u>
<b>Available Funds</b>	<b>24075.35</b>		<b>47800.41</b>
		Less Earmarked Funds	<u>23725.06</u>
		<b>Available Funds</b>	<b>24075.35</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	798	Salary Expenses Clerks Expenses General Admin	183.18 8.01 33.24		224.43
M Coleman	799	Grass Cutting Clearing Weeds	150.00 80.00	46.00	276.00
Kevin Funnell	800	Internal Audit	75.00		75.00
Came & Company	801	Insurance Renewal	716.10		716.10
BVHMC	802	Contribution to Grass Cutting	400.00		400.00
Mrs S Saxby	803	Gas for Beacon	75.88	15.17	91.05
Mrs V Wallington	804	Filing Cabinet	104.99	21.00	125.99

**Proposed Councillor Saxby**

**Seconded Councillor Hill**

**Earmarked Fund**

	<b>Balance 21 April 2016</b>	<b>+/- May</b>	<b>Balance 16 May 2016</b>
Youth Area Expenses	1751.43		1751.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	16246.03		
Grass Cutting – April		-150.00	
Grass Cutting – May		-150.00	
Clearing Weeds – May		-80.00	15866.03
Village Hall Grass	400.00	-400.00	NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17

**Insurance/Self Insured Assets**

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

Brookland Parish Council self insures the Gas Fired Beacon.

**Risk Assessment/Risk Inspection**

Nothing to report.

**Storage and Retention of Parish Council Post and Emails**

Post that is not specific to Brookland will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.

**Emails**

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

**Storage of Parish Council Documents**

Councillors are satisfied that all documents are secure in the filing cabinets in the cupboard in the village hall.

**Parish Council Website**

Councillors are satisfied that the website is in good order.

**Arrangements for dealing with Parish Council Post and Emails**

The post will be brought to the meeting for discussion.

**Emails**

All emails are forwarded to all councillors and Councillor Saxby will monitor them and bring any of particular importance to Brookland to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

**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.

**General Power of Competence**

Confirmation that Brookland Parish Council adopted the General Power of Competence at the meeting held on 18 May 2016.

**Proposed Skate Park**

Nothing to report.

**Queen's 90<sup>th</sup> Birthday Celebrations**

The lighting of the beacon on 21 April was successful and was attended by about 15 Parishioners. Rev Shuna Body lit the beacon on behalf of Brookland.

Photographs of the event have been forwarded to the official website and Councillor Saxby will forward them to Mr Stanley for our website.

Councillors agreed to accept Rev Body's offer to display the beacon in the church.

**12. YOUTH AREA**

Councillor Hill reported that he had put the safety notice up on the MUGA fence.

The spring on the gate has broken and Councillor Burgoyne offered to look at it with a view to repairing/replacing it.

**13. CEMETERY****Cemetery Administration**

Councillor Burgoyne offered to quote to clear the rubbish from the Cemetery.

The Clerk will contact SDC and ask how much it will cost to take out a contract to have the rubbish cleared from the Cemetery on a regular basis.

The letter from KCC detailing the council's responsibilities in respect of the water course that runs through the Memorial Garden has been noted and Councillor Saxby will reply informing the officer that the Parish Council has not made a decision as to the use of the the Memorial Garden.

**Review of Fees**

Defer to next meeting.

**Review of Rules**

Defer to next meeting.

**Registering of Memorial Garden**

The registration is progressing.

**Scattering or Burial of Cremated Remains**

To be discussed again once the registration process is completed.

**14. PLANNING**

Please see attached list.

**Retention and Storage of Planning Applications**

Paper copies of contentions planning applications received from SDC 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**

On agenda in error.

**Items to be reported to the Kent Highways/Highways Agency**

The Clerk was not asked to report any items.

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

Nothing to report.

There being no other business the meeting closed at 8.40 pm.

Signed ..... Dated .....  
Chairman

# 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  
**Parish Council: Support 4:1 abstention**

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.  
**Parish Council: Support on condition that future permission does not allow residential use**

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).  
**Parish Council: No Comment**

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).  
**Parish Council: No Comment**



