

# BROOKLAND PARISH COUNCIL

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*[ DRAFT - to be accepted at the next Meeting ]*

## MINUTES 102

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 21 May 2012, following the Annual Parish Meeting

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

**PARISH CLERK:** Mrs J Batt

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public present.

**1. ELECTION OF CHAIRMAN**

Mr Hyman proposed Mr Hill for the position of Chairman, seconded by Mrs Coleman. 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**

An Apology for Absence was received from Mrs Birchmore.

Mr Hill reported that Mrs Birchmore had verbally submitted her resignation from the Parish Council to him, earlier in the day. He had told her that she needs to resign in writing.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of 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**

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

Mrs Coleman accepted the position of Vice Chairman. Unanimous

**5. ELECTION OF OFFICERS TO COMMITTEES**

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 – Mrs Coleman (Chair) and Mr Hyman. Mr Hill (ex officio)

Footpaths – Mr Hill to liaise with Mr Cottingham

**6. DELEGATION OF RESPONSIBILITIES**

- i. Annual Review of Financial Regulations – August – F & P Committee
- ii. Annual Review of Standing Orders – August – F & P Committee
- iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August F & P Committee
- iv. Six Monthly Review of Fixed Assets – September – Mrs Coleman and Mr Hyman  
March – Mrs Coleman and Mr Hyman
- v. Six Monthly Risk Assessment – September – Mrs Coleman and Mr Hyman  
March – Mrs Coleman and Mr Hyman
- vi. Internal Parish Council Audit – Mr Kevin Funnell
- vi. Annual Review of Insurance Arrangements – June – Mr Hyman
- viii Weekly Youth Area Safety Check – Mr Hill and Mrs Coleman
- ix Review of Terms of Reference for the Planning Committee – August – F & P Committee
- x Councillors with responsibility for Cemetery – All Councillors

**7. ACCEPTANCE OF MINUTES**

Minutes 101 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Coleman      Seconded Mr Hyman

**8. MATTERS ARISING**

The Planning Officers were unable to meet with Mrs Coleman and Mr Hill.

**9. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 6.55 – 7.45 for questions and comment.

**10. CHAIRMAN'S REPORT**

For the third year running the Parish Council has had meetings with representatives of Kent Highways regarding the poor condition of the roads, lanes and pavements in our parish. The response has been very poor, resulting in some potholes being filled with soft tarmac and some not being filled at all because they were less than 50mm in depth, although many that have not received attention do exceed this depth. With regard to pavement surfaces, a tiny area has been inspected and marked up and people in adjacent properties have been asked to cut back overhanging trees and shrubs to enable this work to be done.

The deteriorating condition of the lanes and verges in our parish has been brought to the attention of Councillor Alan Clifton-Holt who represents the Romney Marsh at Shepway District council and he has agreed to make a visit with Councillor Carole Walters, who represents Romney Marsh on Kent County Council, to witness at first hand the serious damage being caused by the weight of modern commercial traffic, farm machinery and appliances.

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

Clerk and Councils Direct

Nott Sport

Zurich Municipal

Bartlett Tree Experts

Hythe Neighbourhood Forum

Lydd town council

Romney Marshes Area Internal Drainage Board

Audit Commission

SDC Proposals for a possible Romney Marsh Nuclear Research and Disposal Facility

Lydd Town Council

CPRE

**Finance****Bank Reconciliation**

Opening Balance	19721.32	Current Account	20743.41
Add Receipts	<u>4950.00</u>	Less Uncleared Cheques	<u>3467.80</u>
	24671.32		17275.61
Less Payments	<u>3861.80</u>	Reserve Account	3315.54
	<b>20809.52</b>	War Stock	<u>218.37</u>
			<b>20809.52</b>

**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	157.76		
	Expenses	50.91		208.67
M Coleman	Grass Cutting	198.00		198.00
Mr K Funnell	Internal Audit	60.00		60.00
Broker Network	Insurance Premium	625.93		625.93
Crown Estates	Youth Area Rent	400.00		400.00
B J Builders	Renovation of Cemetery Wall	1468.00	293.60	1761.60
Mr C Hill	Chairman's Expenses	100.00		100.00
<b>TOTAL</b>		<b>3060.60</b>	<b>293.60</b>	<b>3354.20</b>

**Resolution****Councillors unanimously agreed to pay the above accounts.**

**Earmarked Monies**

The following earmarked monies, totals including amounts budgeted for 2012/2013, are included in the balance shown above:-

	Balance 16 April 2012	+/- May	
Youth Area Expenses	1968.28		1968.28
Youth Area Rent	400.00		
Rent due to Crown Estates		- 400.00	NIL
War Memorial	2000.00		2000.00
Notice Board	1332.43		1332.43
Cemetery Maintenance	3895.78		
Internment Fee		+115.25	
Grass Cutting paid May		-198.00	
Cemetery Wall		-1468.00	2345.03
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>11045.6</b>	<b>-1950.75</b>	<b>9094.71</b>

**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 2012.

The Clerk reported that the internal audit took place on 17 April 2012.

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.

**Casual Vacancy**

The Clerk has not yet heard back from SDC regarding the vacancy. She will report the latest vacancy to SDC as soon as Mr Hill lets her know that he has received the letter from Mrs Birchmore.

**12. YOUTH AREA**

A cheque for 4 years rent was drawn in favour of the Crown Estates.

**13. CEMETERY**

The Cemetery Wall has been renovated. The cap needs to be cemented on. Once he is satisfied that this has been done, Mr Hill will give the cheque in settlement of the invoice to B J Builders. The cost of the work was £208 more than was originally estimated due to the fact that 260 bricks broke and replacements had to be purchased.

**14. PLANNING**

No applications were received this month.

Following a discussion with Mr Apps during the Public Interval, councillors had agreed to invite Mr David Oliver from the Internal Drainage Board to attend the next meeting. However, Mr Hill was concerned that the Council's concerns were to do with surface water and not land drainage and so the decision was rescinded.

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

There were no matters arising.

**Village Hall**

The Village Hall Committee allowed a wedding party to erect a marquee on the land at the rear of the hall for which the Parish Council has the licence. We believe this may have breached the terms of our agreement with Mrs Paine. This will be addressed immediately.

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

The Clerk was asked to enquire into the possibility of the speed limit along the A259 being reduced to 40mph.

The Clerk was asked to contact SDC and report the fact that the bus shelter at the Alliance needs repairing.

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

The Clerk was asked to find out who owns the land opposite the houses at East View.

There being no other business the meeting closed at 8.30 pm.

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