

BROOKLAND PARISH COUNCIL

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MINUTES 173

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland, on Monday 20 May 2019 at 7.15 pm

Prior to the meeting all councillors completed their Declaration of Acceptance of Office and too a DPI Form to complete and return to Folkestone & Hythe District Council

PRESENT: Councillor, Mrs S Saxby, (Chair), Councillor, Mrs M Roberts
Councillor, Mrs V Wallington and Councillor, Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLOR: Mr A Hills

COUNTY COUNCILLOR: Mr A Hills

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

1. ELECTION OF CHAIRMAN

Councillor Roberts proposed Councillor Saxby for the position of Chairman, seconded by Councillor Wallington. There were no other nominations.

Councillor Saxby agreed to accept the position of Chairman for the coming year.

Councillor Saxby signed her Declaration of Acceptance of Office.

2. CO-OPTION OF PARISH COUNCILLOR

There were no candidates for co-option.

3. APOLOGIES FOR ABSENCE

An Apology for Absence was received from District Councillor Goddard.

4. APPROVAL OF APOLOGIES FOR ABSENCE

There were no Apologies from Parish Councillors.

5. DECLARATIONS OF INTEREST**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

There were no Declarations of Significant Interest

i) To note the granting of any Requests for Dispensations and the decision

None received.

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

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

6. ELECTION OF VICE CHAIRMAN

Councillor Saxby proposed Councillor Wallington for the position of Vice Chairman, seconded by Councillor Roberts. There were no other nominations

Councillor Wallington agreed to accept the position for the coming year.

7. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Hall Committee – Councillor Wallington

KALC – No Representative

Parish Forum – N/A

Police Committees – Councillor Saxby

Marsh Forum – Councillors Hill and one other as available

Disciplinary and Grievance Committee – Councillors Wallington, Saxby and Roberts

Appeals Committee – Full Council

Councillor to serve on reciprocal Complaints Committee for Brenzett Parish Council if required – Available Councillors

Any other Committees requested by Councillors – None

Resolution: Councillors unanimously agreed to the above appointments

8. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council paperwork – August – Councillor Saxby

Six Monthly Review of Fixed Assets – September and March – Councillors Roberts and Wallington

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Councillors Roberts and Wallington

Internal Parish Council Audit – Mr L Robbins

Councillor responsible for Finance – All councillors

Annual Review of Insurance Arrangements – On receipt of renewal – All councillors

Weekly MUGA Safety Check – Councillor Wallington

Annual Inspection of MUGA – The Play Inspection Company

c responsible for Website and Publicity – Councillor Saxby

Councillors responsible for assisting with Transparency and Data Protection –
Councillor Saxby
Councillors responsible for accuracy of Council Policies – All councillors
Councillor responsible for Post and Emails – All councillors
Councillor responsible for Returning Questionnaires – Councillor Saxby
Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments

9. PUBLIC INTERVAL

The Members of the Public present discussed the proposal for a memorial they would like to install in the Cemetery.

10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors agreed that the Standing Orders and Financial Regulations are in order.

11. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council's assets.

12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

The Council is in a Long-Term Agreement with Inspire until 2020.

Councillors were satisfied that all is in order and agreed to pay the premium for 2019/2020.

Self-Insurance of Parish Council Assets

Brookland Parish Council self-insures the Gas Fired Beacon.

Following discussion Councillors agreed to donate the Gas Fired Beacon to the PCC if they would like to accept it.

13. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:
Kent Association of Local Councils
Society of Local Council Clerks – 1/4 of the Clerks Subscription

14. REVIEW OF COMPLAINTS PROCEDURE

Councillors unanimously agreed that the Complaints Procedure was in order.

15. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation and Data Protection are in order.

Councillors should set up a gmail account for Parish Council emails.

16. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Councillors unanimously agreed that the policy in place is in order.

17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURE

Councillors unanimously agreed that the policies are in order.

18. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

Defer to next meeting.

19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Meetings will usually be held on the 3rd Monday of May, July, September, November, January and March at 7.15 pm in the Village Hall.

The next APM and APCM will be held on 20 May 2020.

Any amendment to this arrangement will be advertised on the noticeboard and website.

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 172 were accepted, and it was unanimously agreed that Councillor Saxby should sign them as a true record of the meeting.

Proposed Councillor Roberts Seconded Councillor Hill

21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

There were no Matters Arising not covered on the agenda.

22. CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**Correspondence**

Seafarers UK - Fly the Red Ensign

Clerk and Councils Direct

Email Correspondence

Brookland School re funding for defibrillator and assistance with the installation of an oven in the school – it was suggested that the School should apply to County Councillor Hills for assistance with the installation cost for the defibrillator and the oven.

The request for assistance with funding for the maintenance of the defibrillator will be included on the next agenda.

Arrangements for dealing with Parish Council Post and Emails

The Clerk will inform Councillor Saxby of any significant post as it arrives.

Emails

All emails are forwarded to all councillors who 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.

Councillor Saxby will inform the Clerk of any emails she feels Brookland should unsubscribe from.

Chairman's Update

Councillor Saxby forwarded information to County Councillor Hills re using concrete blocks on roads which are suffering from damage caused by badgers.

Website

Nothing to report.

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

Nothing to report.

Risk Assessment

Councillor Wallington reported that the metal railings around the MUGA have rusted away.

Storage of Parish Council Documents

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinet in the Village Hall.

Retention and Storage of 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. Emails to be kept indefinitely.

IT Security

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.

Councillors should all ensure that their computers are encrypted and should not use mobile phones to receive council information.

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

Compliance with Transparency Code

Councillors continue to monitor the website to ensure we comply.

Compliance with Data Protection Legislation

This continues to be progressed.

Storage of Computer Records

All information is backed up on The Cloud. No other back up required

Social Media Policy

Councillors are satisfied that the Policy is in order.

Grievance Procedure

Councillors are satisfied that the Policy is in order.

Brack Lane

Councillor Hill continues to pursue this matter.

Marsh Forum

Speakers from mental health organisations attended and explained what they are doing to help local residents.

Tree Inspection

Two White Poplars, one Field Maple and one Silver Birch need inspecting in the Cemetery.

It was suggested that the Clerk should contact Folkestone and Hythe and ask for the name of the Arboroculturist.

23. FINANCE AND GENERAL COUNCIL BUSINESS

Internal Auditors Report

Report not yet received.

Review of the Effectiveness of the Internal Auditor

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

Review to Certify Brookland Parish Council as exempt from a Limited Assurance Review under Section 8 of the Local Audit (smaller authorities) Regulations 2015

The requirements are as follows

- Total gross income and total gross expenditure below £25k **and**
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by external auditor in the prior year **and**
- been in existence since before 1/4/15

Resolution: Councillors unanimously agreed that Brookland Parish Council met the criteria laid down above and it was therefore agreed that the Chairman and the Clerk should sign the Certificate of Exemption

Proposed Councillor Saxby Seconded Councillor Hill

Review of Statement of Internal Control

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

Consideration of the Findings of the Review by Members of the Meeting as a Whole

Councillors considered the findings of the review and agreed they were satisfactory.

Approval of the Annual Governance Statement by Resolution – Sec 1

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement.

Proposed: Councillor Wallington Seconded: Councillor Roberts

Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1

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

Consideration of the Accounting Statements by Members of the Meeting as a Whole

Councillors considered the Accounting Statements and agreed they were accurate.

Approval of the Accounting Statement by Resolution – Sec 2

Councillors considered the accounting statement.

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Councillor Hill Seconded: Councillor Wallington

Signature and Dating by the person presiding at the meeting – Sec 2

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

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

Review of Direct Debits

Resolution: Councillors unanimously agreed to continue pay £14.09 for computer maintenance via Direct Debit

Proposed Councillor Roberts Seconded Councillor Hill

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	55977.32	Current Account	58629.90
Plus Receipts	6000.58	Plus u/c Receipts	00.00
	61977.90		58629.90
Less Payments	3510.79	Less u/c Payments	3491.70
	58467.11		55138.20
Less Earmarked Funds	34852.55	Plus Reserve Account	3328.91
AVAILABLE FUNDS	23614.56		58467.11
		Less Earmarked Funds	34852.55
			23614.56

ACCOUNTS TO BE PAID

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	963	Salary and Expenses	298.87		298.87
M Coleman	964	Grass Cutting - Cemetery	150.00	30.00	180.00
Trident Waste A	965	Waste Clearance	25.00	5.00	30.00
Trident Waste - M	966	Waste Clearance	25.00	5.00	30.00
Came & Co	967	Insurance Premium	731.04		731.04

Resolution: Councillors unanimously agreed to pay the above accounts

Proposed Councillor Saxby Seconded Councillor Roberts

Earmarked Funds

	Balance 18 March 2019	+/- April and May	Balance 21 May 2019
Youth Area Expenses Budget	1468.93	100.00	1568.93
Youth Area Rent Budget	NIL	100.00	100.00
War Memorial	28.00		28.00
Notice Board Budget	1835.43	1000.00	2835.43
Cemetery Maintenance Budget	24516.02	1760.00	
Waste Clearance April		-25.00	
Waste Clearance May		-25.00	
Hydrogeo		-1850.00	
Grass Cutting March		-150.00	
Grass Cutting April		-150.00	24076.02
V Hall Grass		400.00	400.00
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
TOTAL	33692.55	1160.00	34852.55

Review of Salaries and Hours

Defer to next month.

24. CEMETERY**Request for Memorial**

Councillors unanimously agreed to 2 requests for Memorials to be installed in the Cemetery.

Proposed Councillor Wallington Seconded Councillor Roberts

Quote for Cemetery Gates

Councillors agreed to the quotation received. Councillor Wallington will confirm the details with the contractor.

Proposed Councillor Saxby Seconded Councillor Roberts.

Quotations to reduce the height of the White Poplars

To be reviewed invited after we have had a tree inspection.

25. YOUTH AREA**Lease between The Crown Estates and The Parish Council**

The lease is still with the Solicitor.

Invitations to Quote for MUGA Refurbishment

Councillors agreed to the quotation received. Councillor Wallington will confirm the details with the contractor.

Proposed Mrs Saxby Seconded Councillor Hill

26. DISTRICT COUNCILLORS REPORT

Councillor Hills reported that the Council meets for the first time tomorrow.

There is currently no overall majority which could make it more difficult to get approval for projects and planning applications.

27. PLANNING

No applications received.

Councillors agreed not to comment on applications no Y19/0524/FH and Y19/0525/FH.

Storage of Planning Applications

Councillors confirmed that the Clerk can dispose of all Planning Applications, once they have been discussed at a meeting, as they are available on the website.

28. VILLAGE RESPONSIBILITIES**Items to be reported to Kent Highways/Public Rights of Way**

Received from PROW regarding

Wildlife and Countryside Act 1981 - Section 53**Claimed Public Footpath running from St Augustine's Church to Oak Road at Brookland**

I acknowledge receipt on 3rd May 2019 of your application dated 21st January 2019 (received in the office March 2019), for an Order under Section 53(2) of the Wildlife and Countryside Act 1981, modifying the Definitive Map and Statement for the area, by adding a Public Footpath running from St Augustine's Church to Oak Road at Brookland.

Your application has been added to the County Council's Schedule of Applications and given the Reference Number **PROW/FH/C422**, which should be quoted in future correspondence.

Unfortunately, due to the large number of applications the Highway Authority has received, which are all time consuming and complex to resolve, it will be some while before investigation will commence on your application. It is difficult to give you an exact timescale of when the application will be allocated to an officer, but to give you an estimate, the backlog currently stands at approximately 3.5 years. Please be assured that it will receive attention as soon as we are able to begin working on it.

An Officer will contact you once work begins on your application but in the meantime, should you have any questions please contact me.

29. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no further business the meeting closed at 9.05 pm.

Signed Dated
Chairman