

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 20 MAY 2013, 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/ASSIGNMENT OF RESPONSIBILITIES**

Village Hall Committee
KALC
Police Committees
Planning Committee
Finance and Policy Committee
- 6. DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork
Six Monthly Review of Fixed Assets – September
March
Six Monthly Risk Assessment – September
March
Internal Parish Council Audit
Annual Review of Insurance Arrangements - June
Weekly Play Area Safety Check
Annual Play Area Safety Check
- 7. ACCEPTANCE OF MINUTES**
- 8. MATTERS ARISING**
- 9. PUBLIC INTERVAL**
- 10. CHAIRMAN'S REPORT**

- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
Adoption of Internally Audited Accounts, review and completion of associated paperwork
Review of System of Internal Control
Review of Effectiveness of Internal Auditor
Insurance
Risk Assessment/Risk Inspection
Highways – Update following letter sent to KHS
Casual Vacancy
Storage and Retention of Parish Council Post and Emails
Storage of Parish Council Documents
Parish Council Website
- 12. YOUTH AREA**
- 13. CEMETERY**
- 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
Village Hall
Items to be reported to the County Lengthsmen
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**


Parish Clerk

Next Meeting 17 June 2013

Items for inclusion on the agenda should be with the Clerk by 10 June

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