

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 21 MAY 2018, AT THE VILLAGE HALL, BROOKLAND FOLLOWING THE ANNUAL PARISH MEETING

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. CO-OPTION OF PARISH COUNCILLOR TO FILL CASUAL VACANCY**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to 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 member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

- 5. ELECTION OF VICE CHAIRMAN**
- 6. FORMATION OF PLANNING/HIGHWAYS/PUBLIC FOOTPATHS COMMITTEE**
- 7. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
Village Hall Committee
KALC
Parish Forum
Police Committees
Marsh Forum
Disciplinary and Grievance Committee
Appeals Committee
Councillors to serve on reciprocal Complaints Committee for Brenzett Parish Council if required
Any other Committees requested by Councillors
- 8. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
Annual Review of all Parish Council Paperwork - August
Six Monthly Review of Fixed Assets – September and March
Six Monthly Risk and Financial Risk Assessment – August and March
Internal Parish Council Audit
Councillors Responsible for Finance
Annual Review of Insurance Arrangements – On Receipt of Policy
Councillors responsible for Website and Publicity
Councillors responsible for assisting with Transparency and Data Protection
Councillors responsible for accuracy of Council Policies
Councillor with responsibility for Post and Emails
Councillor with responsibility for Returning Questionnaires
Any other Responsibilities put forward at meeting

- 9. PUBLIC INTERVAL**
- 10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 11. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2018/2019
Self Insurance of Parish Council Assets
- 13. REVIEW OF SUBSCRIPTIONS**
- 14. REVIEW OF COMPLAINTS PROCEDURE**
- 15. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 16. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 18. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
- 22. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence
Arrangements for dealing with Parish Council Post and Emails
Chairman's Update
Website
Risk Assessment
Storage of Parish Council Documents
Retention and Storage of Post and Emails
IT Security
Compliance with Transparency Code
Compliance with Data Protection Legislation
Storage of Computer Records
Social Media Policy
Grievance Procedure
Brack Lane

- 23. FINANCE**
Internal Auditors Report
Review of Effectiveness of Internal Auditor
Completion of Certificate of Exemption
Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
Consideration of the Accounting Statements by the members meeting as a whole
Approval of the Accounting Statements by the members meeting as a whole – Section 2
Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
Review of Direct Debits
Contribution to Play School Costs
Accounts to be paid
Bank Balance
Review of Salaries and Hours
- 24. CEMETERY**
Registering of Memorial Garden
Request for Memorials
Invitations to quote for Cemetery Gate Refurbishment
- 25. YOUTH AREA**
Lease between The Crown Estates and The Parish Council
Invitations to Quote for MUGA Refurbishment
- 26. DISTRICT COUNCILLORS REPORT**
- 27. PLANNING**
Applications received by the date of this agenda will be shown on the attached Planning Application Record.
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.
- Storage of Planning Applications
- 28. VILLAGE RESPONSIBILITIES**
Items to be reported to Kent Highways/PROW/IDB
- 29. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**
Items for discussion only. No decisions can be made under this heading.

Parish Clerk
14 May 2018

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

- Y18/0263/SH Burvale Barnhouse Lane Brookland Romney Marsh Kent TN29 9TR
Erection of a first-floor extension and two-storey side and rear extension.
- Y18/0455/SH Springfield Farm Rye Road To Hook Wall Brookland Romney Marsh Kent
TN29 9TJ
Erection of a detached garage building (as alternative to that approved under
Y09/0478/SH and Y12/0004/NMC).
- Y18/0425/SH Listed building consent for structural alterations
Beckets Court Beckett Road Brookland Romney Marsh Kent TN29 9RZ
- Y18/0554/FH Pepperland Nursery Straight Lane Brookland Romney Marsh Kent TN29 9QU
Section 73 application to remove conditions 1 and 2 of application Y15/0015/BGPD
requiring a ground contamination survey (1) and flood risk assessment (2) to be
submitted to and approved in writing by the Local Planning Authority.