

# BROOKLAND PARISH COUNCIL

Page 496

## MINUTES 122

### **Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 19 May 2014, following the Annual Parish Meeting**

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman, arrived 6.50, Mrs H Lewis and  
Mr R Hyman  
Mr C Stanley, Webmaster

**PARISH CLERK:** Mrs J Batt

**MEMBERS OF THE PUBLIC:** There were 5 Members of the Public present.

**1. ELECTION OF CHAIRMAN**

Mr Hyman proposed Mr Hill for the position of Chairman, seconded by Mrs Lewis.  
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 County Councillor, Mr D Baker.

**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**

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

Mrs Coleman accepted the position of Vice Chairman, on her arrival at the meeting.  
Unanimous

**5. ELECTION OF OFFICERS TO COMMITTEES**

Finance and Policy Committee – Mrs Lewis, Mr Hill and Mr Hyman  
Village Hall – Mr Hill  
KALC – Mr Hill and Mrs Coleman  
Police – Mr Hyman  
All Parishes Meeting – Mrs Coleman and Mr Hill  
Planning Committee – Mrs Coleman, chair, Mrs Andrews and Mrs Lewis  
Footpaths – Mr Hill  
Marsh Forum – Mr Hill

**6. DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork – F & P Committee  
Six Monthly Review of Fixed Assets – September – Mrs Coleman and Mr Hill  
March – Mrs Coleman and Mr Hill  
Six Monthly Risk Assessment – September – Mrs Coleman and Mr Hill  
March – Mrs Coleman and Mr Hill  
Internal Parish Council Audit – Mr Kevin Funnell  
Annual Review of Insurance Arrangements – On receipt of renewal – Mr Hyman  
Weekly Play Area Safety Check – Mrs Coleman and Mr Hill  
Annual Play Area Safety Check – The Play Inspection Company  
Website – Mrs Lewis and Mr Hyman  
Review of Emails – Mr Hyman  
Review of Post Received – Mr Hill

**7. ACCEPTANCE OF MINUTES**

Minutes 121 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

**Proposed Mr Hyman    Seconded Mrs Lewis**

**8. MATTERS ARISING**

There were no Matters Arising.

**9. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 6.52 – 6.54 for questions and comment.

**10. CHAIRMAN'S REPORT**

To mark the Centenary of the 1914-1918 war and to commemorate those of our parish who lost their lives in WWI and WWII, Brookland Parish Council has agreed to have the memorial gate to the cemetery refurbished. The gate and the memorial gates were dedicated in an open air service in 1921, conducted by the Rev Henry Tiarks, Vicar of Brookland at the time. A marble tablet was added in 1945 to commemorate those who lost their lives in the 1939-1945 conflict. In May 2009 the Parish Council arranged for the memorial tablets to be cleaned, missing lead letters replaced and the surname of 18 year old Ordinary Seaman Ambrose Abrey, lost at the Battle of Jutland, which has been mis-spelt for 80 years corrected with the consent of Mr Ken Abrey

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

Clerk and Councils Direct

**Email Correspondence**

Rev Shuna Body

**Finance****Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	Salary	166.61		
	Expenses	30.11		196.72
M Coleman	Grass Cutting	230.00		230.00
Broker Network	Insurance Premium	666.36		666.36
BVHMC	Rent Oct 13 – March 14	96.00		96.00

**Proposed Mr Hyman    Seconded Mrs Coleman****Resolution****Councillors unanimously agreed to pay the above accounts.****Earmarked Monies**

The following earmarked monies, totals including amounts budgeted for 2014/2015, are included in the balance shown above:-

**Earmarked Funds**

	<b>Balance 28 April 14</b>	<b>+/- MAY</b>	<b>Balance 19 May 14</b>
Youth Area Expenses	1883.33		1883.33
Youth Area Rent	NIL		NIL
War Memorial	2000.00		2000.00
Notice Board	535.43		535.43
Cemetery Maintenance	4838.03		
Grass Cutting		-150.00	4688.03
Village Hall Grass			
Grass Cutting	560.00	-80.00	480.00
Tree Maintenance	1000.00		1000.00
Election Expenses	2948.97		2948.97
<b>TOTAL</b>	<b>13765.76</b>	<b>- 230.00</b>	<b>13535.76</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 2014.

The Clerk reported that the internal audit took place on 24 April 2014.

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 Statement 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.

**Review of Financial Regulations**

**Resolution:** Councillors unanimously agreed to the following amendment to Financial Regulations 11:-

**For the purchase of minor contracts or goods or services exceeding £4000, 3 tenders/quotes/estimates shall be requested**

**For the purchase of minor contracts or goods or services exceeding £3000, 2 tenders/quotes/estimates shall be requested**

**For the purchase of minor contracts or goods or services less than £3000, 1 tender/quote/estimate shall be requested**

**Proposed Mr Hyman      Seconded Mrs Lewis**

**Review of Standing Orders**

**Resolution:** Councillors unanimously agreed the following amendment to Standing Order r:-

**If Councillors feel it is appropriate, a signed ballot may be taken on any item included on the agenda.**

**Proposed Mrs Lewis      Seconded Mrs Coleman**

**Insurance**

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

**Proposed Mr Hyman      Seconded Mrs Coleman**

**Risk Assessment/Risk Inspection**

Nothing to report.

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

Post will not be kept unless it is specific to Brookland. 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. Councillors agreed that emails should be deleted after 6 months.

**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.

**Storage of Parish Council Documents**

Documents are currently stored in the filing cabinet in the Village Hall. Councillors will investigate the cost of a fireproof cabinet.

**Parish Council Website**

Councillors will investigate publishing the Brookland Roll of Honour for 1914-1918 on the website.

**Licence for Village Hall Field**

We are still waiting to hear from Henry Moorhead, Solicitors acting for the Paine family regarding this, in the meantime, it was unanimously agreed to reduce the number of times the grass is cut to once a month.

**Painting Telephone Box**

The telephone box is on the list to be painted. It will either be painted this year or early next.

**12. YOUTH AREA**

Nothing to report.

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

Nothing to report.

**Memorial Gates**

The tender to renovate the gates has been accepted.

**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**

There were no matters arising.

**Events to Commemorate the outbreak of World War One**

The Clerk reported that a letter had been received from Rev Body, requesting the use of the Cemetery on 10 August for a short ceremony in which 4 doves will be released.

Councillors unanimously agreed to the request.

Mrs Coleman and Mrs Lewis agreed to attend the planning meeting for this event, on behalf of Brookland Parish Council.

Brookland Parish Council has arranged for the refurbishment of the Memorial Gates and is investigating publishing the Roll of Honour.

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

Mr Hill reported that he had had a meeting with the Highway Steward from KHS and hoped that alterations would soon be made to Salters Lane to improve safety.

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

There being no other business the meeting closed at 7.45 pm.

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

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

**2014**

**MAY 2014**

Y14/0067/SH Sunnyside Old House Lane, Brookland, Romney Marsh, Kent

Change of use and conversion of existing garage to annexe  
accommodation incorporating external alterations

**Parish Council: OBJECT on the grounds that the sleeping accommodation is  
below sea level and the recommended 3m level.**

**The area is subject to flooding.**

**Councillors were also concerned about the sewerage disposal arrangements.**