

BROOKLAND PARISH COUNCIL

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[DRAFT to be accepted at the next PC Meeting]

MINUTES 136

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 18 May 2015, following the Annual Parish Meeting

Prior to the meeting all councillors signed their Declaration of Acceptance of Office and took a DPI Form to return to SDC with a copy for the Clerk

PRESENT: Mr C Hill (Chair) Mrs K Coleman, Mrs S Saxby, Mrs V Wallington
and Mr J Burgoyne
Mr C Stanley, Webmaster

COUNTY COUNCILLOR: Mrs C Waters

DISTRICT COUNCILLOR: Mr L Laws

PARISH CLERK: Mrs J Batt

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

1. ELECTION OF CHAIRMAN

Mrs Wallington proposed Mrs Saxby for the position of Chairman, seconded by Mr Burgoyne. There were no other nominations. Unanimous

Mrs Saxby accepted the position of Chairman and signed a Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from District Councillor Goddard.

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 Hill proposed Mrs Wallington for the position of Vice Chairman, seconded by Mr Burgoyne. There were no other nominations. Unanimous

Mrs Wallington accepted the position of Vice Chairman.

5. ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL

Finance and Policy Committee – Councillors agreed not to form a F and P Committee

KALC – Mrs Saxby

Police Committees – Mrs Wallington

Village Hall – Mrs Saxby

All Parishes Meeting – Mrs Coleman and Mr Hill

Planning Committee – Mrs Wallington (chair), Mrs Coleman and Mr Burgoyne

Mrs Saxby (ec officio)

Marsh Forum – Mrs Coleman and Mr Hill

Burial Board – All Councillors

Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council – Any available councillors

Any other committees suggested by Councillors - None

6. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of Parish Council Paperwork – Mrs Saxby

Six Monthly Review of Fixed Assets – September and March - Mrs Saxby and Mrs Wallington

Six Monthly Risk Assessment – September and March – Mrs Saxby and Mrs Wallington

Internal Parish Council Audit – Mr Kevin Funnell

Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – Mrs Wallington

Weekly Play Area Safety Check – Mr Burgoyne

Annual Play Area Safety Check – The Play Inspection Company

Website and Transparency – Mrs Saxby

Completing and return of questionnaires – Mrs Wallington

Review of Emails – Mrs Saxby

Review of Post Received – Post will be brought to the next meeting

Footpaths and Public Rights of Way – Mr Hill

Cemetery – Mr Hill

Any other responsibilities suggested by Councillors - None

7. ACCEPTANCE OF MINUTES

Minutes 135 of the last meeting were accepted and it was unanimously agreed that Mrs Saxby should sign them.

Proposed Mr Hill Seconded Mrs Wallington

8. MATTERS ARISING

There were no Matters Arising not covered on the agenda.

9. PUBLIC INTERVAL

The meeting was opened to the Members of the Public present from 7.01 pm – 7.12 pm for questions and comment.

10. CHAIRMAN'S REPORT

Nothing to report.

11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

Mrs J Whan

AON

Brookland Village Hall Management Committee

Clerk and Councils Direct

SDC re Complaint

Email Correspondence

Councillors did not bring any emails to the attention of the Council

Arrangements for dealing with Parish Council Post and Emails

The post will be brought to the meeting for discussion.

Emails

All emails are forwarded to all councillors and Mrs Saxby 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.

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 and kept. Councillors agreed that emails should be deleted after 6 months.

Finance**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	210.31		
	Expenses	27.13		210.13
M Coleman	Grass Cutting	150.00		150.00
Broker Network	Insurance Premium	686.35		686.35
Brookland PCC	Clock Maintenance			119.40

Proposed Mr Hill Seconded Mr Burgoyne

Resolution

Councillors unanimously agreed to pay the above accounts.

Earmarked Funds

	Balance 20 April 15	+/- May	
Youth Area Expenses	1883.38		1883.38
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	735.43		735.43
Cemetery Maintenance	9496.03		
Grass Cutting		150.00	9346.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2500.00		2500.00
Election Expenses	2948.97		2948.97
TOTAL	17591.81	150.00	17441.81

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 2015.

The Clerk reported that the internal audit took place on 17 April 2015.

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

The Chairman read The Statement of Internal Control, confirmed 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 Direct Debits

The Council does not have any Direct Debits.

Insurance/Self Insurance of Parish Council Assets

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

Brookland Parish Council does not self insure any assets.

Proposed Mr Burgoyne Seconded Mrs Wallington

Risk Assessment/Risk Inspection

Nothing to report.

Storage of Parish Council Documents

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

Parish Council Website

Councillors are satisfied that the website is in good order.

Mr Stanley reported that he will be increasing his hourly rate from £24 per hour to £26 from January 2016. Councillors unanimously agreed this increase.

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.

Provision of Fireproof Storage for Parish Council Documents

Mrs Wallington will order investigate the cost of 2 x 5 drawer filing cabinets to stand in the Village Hall cupboard.

12. YOUTH AREA

SDC has cut back the trees overhanging the MUGA.

13. CEMETERY**Cemetery Administration**

Councillors agreed to Mrs Whan's request for wooden edging around her husband's grave.

Mr Hill will continue to liaise with the Clerk regarding burials in the Cemetery.

Councillors will hold a site meeting before the next meeting to familiarise themselves with the layout of the Cemetery.

14. PLANNING

No applications received.

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. This item to be removed from future agendas.

Items to be reported to the Kent Highways/Highways Agency

Councillors agreed to hold a Public Meeting to discuss concerns regarding the A259. Date to be confirmed.

16. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

Nothing to report.

17. RESOLUTION TO CLOSE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO ENABLE COUNCILLORS TO DISCUSS ITEMS OF A LEGAL AND PERSONAL NATURE

The Clerk reported that the Solicitor will prepare a letter to the resident once he has the authority of this Council to do so.

Resolution: Councillors unanimously agreed to give the solicitor at Boys and Maughan the authority to deal with the resident direct.

Councillors agreed the content of the letter they would like to be sent to the resident.

There being no other business the meeting closed at 8.40 pm.

Signed Dated
Chairman