

BROOKLAND PARISH COUNCIL

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MINUTES 164

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland, on Monday 21 May 2018 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby, (Chair), Councillor, Mrs K Coleman,
Councillor, Mrs W Wallington and Councillor, Mr C Hill
Councillor, Mrs M Roberts (following co-option)

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLOR: Mr L Laws

COUNTY COUNCILLOR: Mr A Hills

MEMBERS OF THE PUBLIC: There were 2 Members of the Public present.

1. ELECTION OF CHAIRMAN

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

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

Councillor signed her Declaration of Acceptance of Office.

2. CO-OPTION OF PARISH COUNCILLOR

Councillor Wallington proposed Mrs Maria Roberts for the vacant position of Parish Councillor seconded by Councillor Hill.

Mrs Roberts signed her Declaration of Acceptance of Office and took a Declaration of Pecuniary Interest Form to sign and return to Folkestone & Hythe District Council within 28 days, with a copy for the Clerk.

3. APOLOGIES FOR ABSENCE

An Apology for Absence was received from District Councillor Goddard.

4. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest given at the meeting although Councillor Hill contacted the Clerk to inform her that he felt he should have declared an interest in planning application no Y18/0538/FH/AK as he has worked for the owner in the past.

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.

5. ELECTION OF VICE CHAIRMAN

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

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

6. FORMATION OF PLANNING/HIGHWAYS/FOOTPATHS COMMITTEE

It was agreed not to form a Planning/Highways/Footpaths Committee.

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

Village Hall Committee – Councillor Saxby

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 Saxby and Wallington

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Councillors Saxby 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

Councillors 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 meeting was opened to the members of the public from 7.20 – 7.40 during which time District Councillor Laws reported that he tries to come to as many meetings as possible, but they often clash with F & H D C meetings. The District Councillors don't forget the villages and appreciate that they are part of the community and try to protect them but directions from central government over-ride the District Council.

Councillor Laws reported that he has given a grant to the mother and toddler group and the village play area and has tried to get people involved in keeping the play area tidy. Residents living near to the play area complain about the rubbish and he feels that people need to take some responsibility for the area in which they live and tidy up themselves.

10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk will liaise with Councillor Saxby and review the new standing orders published by NALC in readiness for adoption at the next meeting.

The Financial Regulations were considered to be 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.

Councillor Laws will ascertain whether or not the seats and benches belong to Folkestone and Hythe and should be removed from our Fixed Asset Register.

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

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

The computer will be added to the policy.

Self-Insurance of Parish Council Assets

Brookland Parish Council self-insures the Gas Fired Beacon.

13. REVIEW OF SUBSCRIPTIONS

Councillors unanimously agreed to continue to subscribe to the following:

Kent Association of Local Councils

Society of Local Council Clerks – 1/6 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 was in order.

The policies relating to Data Protection have still to be completed.

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

Resolution: Councillors unanimously agreed to adopt the Grievance Procedure, The Employment Procedure and the Terms of Reference for the Disciplinary and Grievance Procedure and the Appeals Procedure.

Proposed Councillor Hill Seconded Councillor Wallington

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

Confirmation that Brookland Parish Council adopted the General Power of Competence at the meeting held on 18 May 2015.

No monies were spent under this power during the financial year 2017/2018.

At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

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 2019.

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

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 463 were accepted, and it was unanimously agreed that Councillor Saxby should sign them as a true record of the meeting.

Proposed Councillor Coleman 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

Folkestone & Hythe District Council – Core Strategy Local Plan Review

Cube

Wicksteed

HMRC re reclaiming VAT

Kent, Surrey and Sussex Air Ambulance

Clerk and Councils Direct

Kent Fire and Rescue

Zurich Municipal

NatWest

Seafarers UK - Fly the Red Ensign

Email Correspondence

Request from Brookland Playgroup for financial assistance.

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 had nothing to report that was not covered on the agenda.

Website

Nothing to report. – The Clerk will ask Mr Stanley for the password so that Councillor Saxby can update the website when he is away.

Risk Assessment

Nothing to report

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

All information required under the code is published on the website.

Compliance with Data Protection Legislation

The Clerk attended an Impact Assessment Workshop and this matter will be progressed by the council over the next few months.

Storage of Computer Records

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

Social Media Policy

Resolution: Councillors unanimously agreed to adopt the Social Media Policy.

Proposed Councillor Hill

Seconded Councillor Coleman

Grievance Policy

Resolution: Councillors unanimously agreed to adopt the Grievance Policy.

Proposed Councillor Saxby

Seconded Councillor Wallington

Brack Lane

Councillor Hills will investigate this further.

23. FINANCE AND GENERAL COUNCIL BUSINESS**Internal Auditors Report**

Councillors noted that in future there must be 2 resolutions when the budget and precept

are set. One for the adoption of the budget and one for the adoption of the precept.

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 1/4/14

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 Hill Seconded: Councillor Coleman

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 pay £14.09 for computer maintenance

Proposed Councillor Saxby Seconded Councillor Hill

Contribution to Play School Costs

Resolution: Councillors agreed pay the rent for the coming term of £108.00 to Brookland Village Hall Management Committee.

Proposed Councillor Wallington Seconded Councillor Hill

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	50052.30	Current Account	50587.06
Plus Receipts	17837.74	Plus u/c Receipts	00.00
	67890.04		50587.06
Less Payments	14138.16	Less u/c Payments	159.40
	53751.88		50427.66
Less Earmarked Funds	33756.93	Plus Reserve Account	3324.22
AVAILABLE FUNDS	19994.95		53751.88
		Less Earmarked Funds	33756.93
		AVAILABLE FUNDS	19994.95

Following correspondence received, councillors unanimously agreed to add a donation to the Kent, Surrey & Sussex Air Ambulance Trust to the payments list and to pay the rent for Brookland Playgroup.

ACCOUNTS TO BE PAID

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	898	Salary April and May General Admin Expenses	393.36 37.68 9.90		440.94
Mr M Coleman	899	Grounds Maintenance	300.00	60.00	360.00
Trident Waste	900	Rubbish Clearance April	25.00	5.00	30.00
KALC	901	Subscription	169.04	33.81	202.85
Boys & Maughan	902	Registration of Memorial Garden	436.00	70.00	506.00
Mr L Robbins	903	Audit Fee	75.00		75.00
BVHMC	904	Donation towards Grass Cutting	400.00		400.00
IT Lettings	905	Laptop Computer	705.12	141.02	846.14
Cancelled Cheque	906				
Came & Co	907	Insurance Premium	709.75		709.75
Trident Waste	908	Rubbish Clearance May	25.00	5.00	30.00
St Augustine PCC	909	50% Clock Maintenance	108.50	21.70	130.20
BVHMC	910	Rent for Playgroup	108.00		108.00
KS&SAA Trust	911	Grant towards expenses	100.00		100.00

Resolution: Councillors unanimously agreed to pay the above accounts

Proposed Councillor Hill Seconded Councillor Saxby

Earmarked Funds

	Balance 19 March 2018	+/- May	Balance 21 May 2018
Youth Area Expenses Budget	1468.93	65.00	1533.93
Youth Area Rent Budget	NIL	100.00	100.00
War Memorial	28.00		28.00
Notice Board Budget	835.43	1000.00	1835.43
Cemetery Maintenance Budget Spraying	22355.40	160.00	
Grass Cutting		1400.00	
Hedge Cutting		200.00	
Rubbish Collection		300.00	
Grass Cutting		-300.00	
Rubbish Collection		-25.00	
Rubbish Collection		-25.00	
Solicitors Fees		-436.00	23629.40
Tree Maintenance Budget	2850.00	500.00	3350.00
Election Expenses	2494.17		2494.17
TOTAL	30031.93	2939.00	32970.93

Review of Salaries and Hours

Resolution: Councillors unanimously agreed to increase the Parish Clerk's hours to 6 per week and her salary to £12.815 per hour with effect from 1 April 2018. Total for year £3998.28. The Working from Home Allowance of £3 per week will also continue to be paid.

Proposed Councillor Saxby Seconded Councillor Hill

24. **CEMETERY****Registering of Memorial Garden**

The registration is complete.

Requests for Memorials

None received.

Invitations to quote for Cemetery Gate Refurbishment

Councillor Hill obtained a quote from a local company for £875.16 + VAT to refurbish the gates.

Resolution: Councillors unanimously agreed to accept the above quote.

25. **YOUTH AREA**

Lease between The Crown Estates and The Parish Council

Councillor Saxby has still not signed the lease. She will endeavour to do so in the next few weeks.

Invitations to Quote for MUGA Refurbishment

No quotes received to date.

26. **DISTRICT COUNCILLORS REPORT**

Please see Annual Parish Meeting Minutes.

27. **PLANNING**

Please see attached.

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

No items to be reported.

29. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

There being no further business the meeting closed at 8.54 pm.

Signed Dated
Chairman

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.
Parish Council: Support
- Y18/0455/SH Springfield Farm Rye Road, 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).
Parish Council: Support
- Y18/0425/SH Listed building consent for structural alterations
Beckets Court, Beckett Road, Brookland Romney Marsh Kent TN29 9RZ
Parish Council: Support
- 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.
Parish Council: No Comment
- Y18/0538/FH/AK Parish Farm, Rectory Lane, Brookland, Romney Marsh. Kent
Erection of single storey farm office building
Parish Council: No Comment