

BROOKLAND PARISH COUNCIL

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MINUTES 157

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 15 May 2017, following the Annual Parish Meeting

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

COUNTY COUNCILLOR:

DISTRICT COUNCILLOR:

PARISH CLERK: Mrs J Batt

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

1. ELECTION OF CHAIRMAN

Councillor Hill proposed himself for the position of Chairperson, seconded by Councillor Coleman.

Mrs Saxby proposed herself for the position of Chairman, seconded by Councillor Wallington.

Councillor Saxby used her casting vote to maintain the status quo and retained the role of Chairman.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from District Councillors, Mr C Goddard and Mr L Laws.

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

Mrs Saxby proposed Mrs Wallington for the position of Vice Chairman, seconded by Mrs Coleman. 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 – Deferred until we have a full council

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 Lionel Robbins

Finance – All Councillors

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

Weekly Play Area Safety Check – Mrs Wallington and Mrs Coleman

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

Proposed Mr Hill Seconded Mrs Coleman

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 7.00 – 7.14 during which time a member of the public discussed his planning application with councillors.

10. CHAIRMAN'S REPORT

The Chairman did not have anything the report that was not covered on the agenda.

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

Clerk and Councils Direct

Email Correspondence

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

Donation to School

Resolution: Councillors unanimously agreed to donate £2000 to Brookland CE Primary School to help towards the cost of a New Building, Furniture and Sensory Garden.

Proposed Councillor Saxby Seconded Councillor Coleman

Clerk's Salary

Resolution: Councillors unanimously agreed to increase the Clerk's Salary to SPC 27 - £12,564 per month £2990.23 per year.

Proposed Councillor Saxby Seconded Councillor Wallington

Internal Auditors Report

The Clerk reported that Mr Robbins carried out his final audit for the year 2017/2018 on 25 April and did not find anything major to report. The Clerk read his report out to councillors.

Review of System of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Councillor Saxby and the Clerk 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 Lionel Robbins and agreed to employ him again next year.

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 Wallington 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 the members of the meeting as a whole

Councillors considered the Accounting Statements and agreed they were accurate.

Approval of the Accounting Statement by the resolution – Sec 2

Resolution: Councillors unanimously approved the Accounting Statement

Proposed: Councillor Wallington

Seconded: Councillor Coleman

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.

Review of Direct Debits

The Council does not have any Direct Debit.

Cheque number 00842 for £325.00 was drawn on 8 May 2017 at the request of Mr Velvick for grave digging in April.

Councillors Saxby, Coleman and Hill verbally agreed payment.

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	00843	Salary General Admin Expenses Less on account April	382.22 9.58 7.92 -188.00	0.87	212.59
Mr M Coleman	00844	Grounds Maintenance – May April Adjustment	150.00 20.00	30.00 30.00	230.00
J Burgoyne Ltd	00845	Rubbish Clearance	200.00	40.00	240.00
KALC	00846	Subscription	167.88	33.58	201.46
Came & Co	00847	Insurance	695.83		695.83
Mr L Robbins	00848	Audit Fee	75.00		75.00
BVHMC	00849	Rent Oct 2016 – April 2017	108.00		108.00
Brookland CEP School		Donation towards New Build Furniture and Sensory Garden	2000.00		2000.00

Proposed Councillor Saxby

Seconded Councillor Hill

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	49168.45	Current Account	46957.94
Plus Receipts	<u>10937.96</u>	Plus u/c receipts	<u>0.00</u>
	60106.41		46957.94
Less Payments	<u>10054.11</u>	Less u/c cheques	<u>229.00</u>
	50052.30		46728.94
Less Earmarked funds	<u>25671.93</u>	Plus Reserve a/c	<u>3323.36</u>
Available Funds	24380.37		50052.30
		Less Earmarked Funds	<u>25671.93</u>
		Available Funds	24380.37

Earmarked Funds

	Balance 20 Feb 2017	+/- March/ April/ May	Balance 15 May 2017
Youth Area Expenses	1688.93		1688.93
Youth Area Rent	800.00		800.00
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	18035.40		
Grass Cutting – April		-130.00	
Rubbish Clearance - May		-200.00	
Grass Cutting – May		-230.00	17475.40
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
TOTAL	26231.93	-560.00	25671.93

Insurance/Self Insured Assets

Councillors unanimously agreed to insure with Inspire, through Came & Co and to enter into a 3 year Long Term Agreement.

Brookland Parish Council self insures the Gas Fired Beacon.

Proposed Mrs Wallington Seconded Councillor Saxby**Risk Assessment/Risk Inspection**

Nothing to report.

Storage and Retention of Parish Council 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.

Storage of Parish Council Documents

Councillors are satisfied that all documents are secure in the filing cabinets in the cupboard in the village hall.

Parish Council Website

Councillors are satisfied that the website is in good order.

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 Councillor 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.

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.

Compliance with Transparency Code

All documents will be published on the website in order to comply with the Transparency Code.

Storage of Computer Records

The Clerk will store computer records on a memory stick and will use Drop Box.

General Power of Competence

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

12. **YOUTH AREA**

Nothing to report.

13. **CEMETERY**

Cemetery Administration

Nothing to report not covered on the agenda.

Review of Fees

Defer to September 2017

Review of Rules

Defer to September 2017

Registering of Memorial Garden

The registration is progressing.

Scattering or Burial of Cremated Remains

To be discussed again once the registration process is completed.

Arrangements for Clearance of Rubbish from Cemetery

Resolution: Councillors agreed to instruct Trident Waste to supply an 1100ltr bin and empty it once a month on a Monday for £25.00 + VAT.

The Parish Council does not have to sign a waste contract but Trident Waste will send us an annual waste transfer not and will let us exit the service at any time with no tie-in.

Proposed Councillor Saxby

Seconded Councillor Wallington

Mr Coleman will be asked to clear the rubbish from the rough areas on the road side of the cemetery and turf the area.

Request for Memorial

Councillors agreed to the request for a memorial.

Deed of Grants

Due to unexpected business Councillor Saxby proposed closure of the meeting to discuss items of a legal nature.

Resolution: Councillors agreed to close the meeting to discuss item relevant to the Cemetery of a personal and legal nature

Proposed Councillors Saxby

Seconded Councillor Wallington

It has been brought to the attention of the council that the wording on the Cemetery Table of Fees is ambiguous and as such agreed to charge the gentlemen concerned a residents rate for the reservation of their graves, although they will be informed that the internment

fee will depend on their circumstances at the time of death. The wording on the Table of Fees will be changed.

Resolution: With regard to a second unconnected request, councillors agreed the wording on a form for the Assent of Executor or Administrator to reassign the Grant of Exclusive Right of Burial, for which an administration charge of £30 will be applied.

14. **PLANNING**

No applications received.

Councillor Wallington left the meeting.

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**

Nothing to report.

Items to be reported to the Kent Highways/Highways Agency

The Clerk was not asked to report any items.

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

Nothing to report.

There being no other business the meeting closed at 9.30 pm.

Signed Dated
Chairman