

# **BROOKLAND PARISH COUNCIL**

## **A G E N D A**

### **FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 20 MAY 2013, FOLLOWING THE ANNUAL PARISH MEETING AT THE VILLAGE HALL, BROOKLAND**

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**

(A councillor who declares a DPI in relation to any item on the agenda should 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 councillor who declares an OSI may speak on the item, but should leave the meeting for the vote).

i) Updating of Declarations of Interest
- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES/ASSIGNMENT OF RESPONSIBILITIES**

Village Hall Committee  
KALC  
Police Committees  
Planning Committee  
Finance and Policy Committee
- 6. DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork  
Six Monthly Review of Fixed Assets – September  
March  
Six Monthly Risk Assessment – September  
March  
Internal Parish Council Audit  
Annual Review of Insurance Arrangements - June  
Weekly Play Area Safety Check  
Annual Play Area Safety Check
- 7. ACCEPTANCE OF MINUTES**
- 8. MATTERS ARISING**
- 9. PUBLIC INTERVAL**
- 10. CHAIRMAN'S REPORT**

- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**  
Adoption of Internally Audited Accounts, review and completion of associated paperwork  
Review of System of Internal Control  
Review of Effectiveness of Internal Auditor  
Insurance  
Risk Assessment/Risk Inspection  
Highways – Update following letter sent to KHS  
Casual Vacancy  
Storage and Retention of Parish Council Post and Emails  
Storage of Parish Council Documents  
Parish Council Website
- 12. YOUTH AREA**
- 13. CEMETERY**
- 14. PLANNING**  
Applications received by the date of this agenda will be attached  
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 regarding applications.
- Retention and Storage of Planning Applications
- 15. VILLAGE RESPONSIBILITIES**  
Matters Arising from the Round Robin not previously covered  
Village Hall  
Items to be reported to the County Lengthsmen
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

  
**Parish Clerk**

*Next Meeting 17 June 2013*

*Items for inclusion on the agenda should be with the Clerk by 10 June*

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

**2013**

### **MAY 2013**

Y13/0304/SH Huckleberry House, Boarmans Lane, Brookland, Romney Marsh, Kent  
Section 73 Application for removal of condition 4 of planning permission  
SH/88/0059, to allow unrestricted occupation of the dwelling