

BRENZETT PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
TUESDAY 3 MAY, 2016 AT THE VILLAGE HALL BRENZETT,
FOLLOWING THE ANNUAL PARISH MEETING**

- 1. ELECTION OF CHAIRMAN**
- 2. CO-OPTION OF PARISH COUNCILLOR**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to 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 member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

- 5. ELECTION OF VICE CHAIRMAN**
- 6. ELECTION OF OFFICERS TO COMMITTEES**

Village Hall Committee

KALC

Police Committees

Planning Committee

Finance and Policy Committee

Reciprocal Complaints Committee to deal with complaints regarding Brookland Parish Council

Any other Committees suggested by Councillors

- 7. DELEGATION OF RESPONSIBILITIES**

Annual Review of all Parish Council Paperwork

Six Monthly Review of Fixed Assets – September and March

Six Monthly Risk Assessment – September and March

Internal Parish Council Audit

Councillor with Responsibility for Finance

Annual Review of Insurance Arrangements – On receipt of renewal

Councillor responsible for weekly safety check

Councillor with responsibility for Website and Transparency

Councillor with responsibility for Notice Board

Councillor with responsibility for Post and Emails

Councillor with responsibility for Returning Questionnaires

Any other Responsibilities suggested by Councillors

8. ACCEPTANCE OF MINUTES

9. MATTERS ARISING

10. MEETING ADJOURNED FOR UP TO 30 MINUTES FOR PUBLIC PARTICIPATION AND RECONVENED

Each speaker to be allocated 2 minutes to speak and is requested not to repeat points previously covered.

Members of the Public should be aware that once the Parish Council meeting has been reconvened, they are not permitted to participate any further in the meeting unless invited to do so by the Chairman

11. CHAIRMAN'S REPORT

12. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence/Email Correspondence

Internal Auditors Final Report

Review of System of Internal Control

Review of Effectiveness of Internal Auditor

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating by the person presiding at the meeting and Clerk

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating by the person presiding at the meeting

Review of Direct Debits

Accounts to be paid

Review of insurance for 2016/2017/Self Insured Items

Website

Risk Assessment

Storage of Parish Council Documents

Retention and Storage of Post and Emails

IT Security

Marsh Forum

Licence between Brenzett Parish Council and Shell for installation of Defibrillator

General Power of Competence

13. 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

Arrangements for retention and storage of Planning Applications

Paddock View

14. VILLAGE RESPONSIBILITIES

15. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Parish Clerk
26 April 2016

BRENZETT PARISH COUNCIL

PLANNING APPLICATION RECORD

2016

MAY 2016

- Y16/0008/PA Building Adjoining Walnut Tree Cottages Ashford Road Brenzett Kent
Determination as to whether the prior approval of the Local Authority is required under Class Q of the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016 for the change of use and conversion from agricultural to a dwelling house with associated operation development.
- 15/1210/SH Paddock View, Ashford Road, Brenzett, Romney Marsh, Kent TN29 0BE
Application for the retrospective installation of an annexe static caravan and proposed construction of a utility block and bin store on a single family, gypsy/traveller plot together with the retrospective construction of a stable block, including tack and storage rooms outside of the residential part of the site and the parking of 2 touring caravans and a horsebox lorry.