

BRENZETT PARISH COUNCIL

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MINUTES 42

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brenzett on Tuesday 3 May 2016, following the Annual Parish Meeting

PRESENT: Mrs A Beeching (Chair), Mrs J Thompson, Mrs J Webb,
Mr C Wright, following co-option
Mr C Stanley, Webmaster

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR: Mrs C Waters

MEMBERS OF THE PUBLIC: There were no Members of the Public present.

1. ELECTION OF CHAIRMAN

Mrs Webb proposed Mrs Beeching for the position of Chairman, seconded by Mrs Thompson. There were no other nominations.

Mrs Beeching accepted the position of Chairman.

Mrs Beeching signed her Declaration of Acceptance of Office.

2. CO-OPTION OF PARISH COUNCILLOR

Mrs Webb proposed Mr Christopher Wright for the vacant position of Parish Councillor, seconded by Mrs Thompson.

Mr Wright signed his Declaration of Acceptance of Office and took a DPI form to complete and return to SDC within 28 days, with a copy for the Clerk for our records.

3. APOLOGIES FOR ABSENCE

An apology for absence was received from District Councillor Goddard.

4. DECLARATIONS OF INTEREST

Mrs Beeching declared a Significant Interest in matters associated with the Village Hall as she is on the Committee.

Mr Wright declared a Significant Interest in the defibrillator as he works for Shell.

i) **To note the granting of any requests for Dispensations and the decision**
There were no requests for Dispensations.

ii) **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.

5. ELECTION OF VICE CHAIRMAN

Mrs Thompson proposed Mrs Webb for the position of Vice Chairman, seconded by Mrs Beeching. There were no other nominations.

Mrs Webb accepted the position of Vice Chairman.

6. ELECTION OF OFFICERS TO COMMITTEES

Village Hall – Mrs Beeching

Police – Mrs Thompson

All Parishes Meeting – All Councillors

KALC – Emails of meetings to Mr Wright for information and he might attend if possible

Planning Committee – Full Council required

Finance and Policy Committee – Full Council required

Marsh Forum – Mrs Thompson and Mrs Webb

Reciprocal Complaints Committee to deal with complaints regarding Brookland Parish Council
All Councillors

7. DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork – All Councillors

Six Monthly Review of Fixed Assets – September and March – Mrs Webb

Six Monthly Risk Assessment – September and March – Mrs Webb

Internal Parish Council Audit – Mr Kevin Funnell

Councillor with responsibility for Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors

Parish Council Post and Emails – All Councillors

Parish Council website and Transparency – All Councillors

Councillor with responsibility for Notice Board – Mrs Beeching

Councillor with responsibility for Returning Questionnaires – Mrs Beeching

Councillor with responsibility for the Defibrillator – All Councillors on a rota basis

8. ACCEPTANCE OF MINUTES

Minutes 41 of the meeting held on 1 March 2016 were accepted and it was unanimously agreed that Mrs Beeching should sign them.

Proposed Mrs Webb Seconded Mrs Thompson

9. MATTERS FOR REPORTS ARISING FROM THE PREVIOUS MEETING

There were no Matters Arising that were not covered on the agenda

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

The meeting was opened from 8.07 – 8.15 for questions and comment and Mr Stanley updated councillors on the future of the website.

11. CHAIRMAN'S REPORT

During the last year the council has been run with only three members. It is only a matter of luck that no meetings have had to be cancelled because of a lack of quorum. It is the same with the Village Hall Committee, which operates now in a similar way. A recent Royal Quiz Evening to celebrate the Queen's 90th birthday was very poorly attended. We can only carry on advertising and hope to attract some interest.

We still seem to be plagued by litter; a terrible mess at the end of the old A2070 was recently cleared by a member of the public, to whom the members of the Parish Council would like to offer their thanks.

On a lighter note, the look of the village will, I am sure, improve once the Smith's Coach Yard has either been developed or tidied up, and the work on the Fleur de Lis eventually completed.

This year we have managed to purchase a defibrillator which has been delivered and is awaiting the final legal necessities before it can be installed at the Shell Garage.

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

Zurich Municipal

Came & Co Spring Matters

KALC

KCC Notice of Publication of Inspectors Report on the Kent Minerals and Waste Local Plan

Marie Curie re Blooming Tea Party

Emails

No one brought any emails to the attention of councillors present.

Internal Auditors Final Report

The Clerk reported that Mr Funnell carried out his final audit for the year 2016/2017 on 20 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 Mrs Beeching 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 Kevin Funnell and agreed to employ him again next year.

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

Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement

Proposed: Mr Wright

Seconded: Mrs Webb

Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1

Mrs Beeching and the Clerk signed and dated the Annual Governance Statement.

Approval of the Accounting Statement by the members meeting as a whole – Sec 2

Councillors considered the Accounting Statements.

Resolution: Councillors unanimously approved the Accounting Statement

Proposed: Mrs Thompson Seconded: Mrs Beeching

Signature and Dating by the person presiding at the meeting – Sec 2

Mrs Beeching signed and dated the Accounting Statement, previously signed and dated by the Clerk

Review of Direct Debits

Brenzett Parish Council does not pay any bills by Direct Debit.

Bank Reconciliation

Opening Balance	10571.25	Treasurers Account	10636.37
Add Receipts	<u>11082.30</u>	Less Uncleared Cheques	<u>56.20</u>
	21753.55		10580.17
Less Payments	<u>11173.38</u>		
	10580.17		

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	294	Salary Expenses	150.42 32.68		183.10
KALC	295	Subscription	135.48	27.10	162.58
Kevin Funnell	296	Audit Fee	70.00		70.00
Brenzett Primary School	297	Donation towards Queen's 90 th Birthday Celebrations	90.00		90.00
Came & Co	298	Insurance Renewal	393.99		393.99
Clive Stanley	299	Webmaster Services	45.50		45.50
T Rogers	300	Work to Village Hall	1343.00		1343.00

Proposed Mrs Beeching Seconded Mrs Webb

Resolution: Councillors unanimously agreed to pay the above accounts.

Review of Insurance for 2016/2017

Resolution: Councillors unanimously agreed to retain Aviva as our insurers, using Came & Co as our Brokers.

Self-Insured Items

Brenzett Parish Council does not self-insure any assets.

Web Site

Propose changes to the site will be included on the next agenda.

Risk Assessment

Mrs Beeching reported that there were no issues of concern within the parish.

Storage of Parish Council Documents

Councillors confirmed that they were satisfied that all Parish Council documents were safe in the cupboard in the Village Hall.

Councillors will meet to sort through the contents on 28 June.

Retention and Storage of Post and Emails

All post received is tabled at the next Parish Council meeting and unless specifically instructed to keep it, the Clerk will dispose of it following that meeting.

Emails are forwarded to all councillors who bring any they consider to be of importance to the attention of their fellow councillors at the next Parish Council meeting. In the event that a decision will be required they must ask the Clerk to add the subject of the email to the agenda.

Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Emails can be deleted after 6 months.

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.

Marsh Forum

The July meeting is to be held in Brenzett.

Licence between Brenzett Parish Council and Shell for installation of Defibrillator

The Clerk advised councillors to consult a solicitor but following discussion the following was agreed: -

Resolution: Following discussion councillors unanimously agreed not to take legal advice regarding the licence as they did not feel there was anything contentious in the document.

Councillors also gave permission for 2 members to sign the licence if it was prepared and ready to be signed before the next meeting in order that the defibrillator could be installed as soon as possible.

It is understood that Shell will arrange for the installation, but the Parish Council is responsible for the maintenance of the equipment.

Once installed councillors will arrange a training session for members of the parish.

Proposed: Mrs Beeching **Seconded** Mrs Thompson

General Power of Competence

Confirmation that Brenzett Parish Council adopted the General Power of Competence at the meeting held on 12 May 2015.

13. PLANNING

Please see attached list.

Storage of Planning Applications

Paper copies on planning applications will be stored in the cupboard in the Village Hall.

Paddock View

Nothing to report following discussion under Planning.

14. VILLAGE RESPONSIBILITIES

Smith's Coach Yard will be included on the next agenda.

The Clerk was asked to contact Shepway and ask them why the tap at the cemetery has been removed.

15. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES

The potholes on the A259 outside Blue House Farm.

The hedges and subsiding pavement along the path from the old to the new school.

The hedges growing over the pavement opposite the Fleur de Lis.

16. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

Grant Funding to be included on the next agenda.

There being no other business the meeting closed at 9.50 pm.

Signed Dated
Chairman

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.
Parish Council: Support
- 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.
Parish Council: OBJECTS on the grounds that
This application goes against the appeal decision given by the Planning Inspector in 1999
This is a designated Gypsy Site and was only allowed one mobile home and one caravan
Councillors are concerned about the sewerage disposal arrangements and would ask the officer to investigate this matter
Councillors would like this application to be elevated to the Planning Committee