

BRENZETT PARISH COUNCIL

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MINUTES 49

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brenzett on Tuesday 9 May 2017, following the Annual Parish Meeting

PRESENT: Mrs A Beeching (Chair), Mrs J Thompson, Mrs J Webb,
Mr N Fisher and Mr C Chatwin

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR:

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

1. ELECTION OF CHAIRMAN

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

Mrs Beeching accepted the position of Chairman.

Mrs Beeching signed her Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from District Councillor Goddard.

3. DECLARATIONS OF INTEREST

Mrs Beeching and Mrs Webb both declared a Significant Interest in matters associated with the Village Hall as they are on the Committee.

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.

4. ELECTION OF VICE CHAIRMAN

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

Mrs Webb accepted the position of Vice Chairman.

5. ELECTION OF OFFICERS TO COMMITTEES

Village Hall – Mrs Beeching and Mrs Webb

Police – Mrs Thompson

KALC – Mr Chatwin

Planning Committee – Full Council required

Finance and Policy Committee – No Committee required

Marsh Forum – Mrs Thompson and Mrs Webb

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

6. 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 Lionel Robbins

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

7. ACCEPTANCE OF MINUTES

Minutes 48 of the meeting held on 21 March 2017 were accepted and it was unanimously agreed that Mrs Beeching should sign them.

Proposed Mrs Beeching Seconded Mr Fisher

8. MATTERS FOR REPORTS ARISING FROM THE PREVIOUS MEETING

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

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

The meeting was opened from 7.45 – 7.55 during which time concerns were raised about parking at the Fleur de Lis and the street lights.

10. CHAIRMAN'S REPORT

Brenzett Parish Council has had a fairly quiet year in all. We have kept the Precept at £5000, acknowledging that this represents a fair figure.

After operating for a long time with only three of the delegated five councillors possible, we were fortunate this year to have Mr Norman Fisher and Mr Christopher Chatwin join us. This has been of great effect and means that we can operate if one of us is unable to attend for any reason.

During the course of the year the Old Coach Yard has been tidied up after great pressure from the parish council, and we wait to see what transpires with the houses intended there. The planning application will soon require renewing again.

The Fleur de Lis has been restored to its former glory and we look forward to the possibility of a shop and post office opening on the premises.

I would like to thank Bill Waters and Peter Smith for their work around the village

The Parish Council has supported the redecoration of the village hall and bought a defibrillator which will eventually be sited on the exterior of the hall.

We have carried out a speed check in the village which confirmed that there were no violations of speed on that particular day. Further checks will be carried out at a later date.

Dog fouling continues to be a problem, with people even driving to the village to walk their dogs along the verges. The dog warden is aware that there is a problem. A litter bin sited in King Street is being used successfully.

I would like to express my thanks to our clerk, Mrs Judith Batt, for the efficient and professional way she carries out her duties. My thanks also to fellow councillors for their support and hard work.

11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

HAGS

Emails

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

Internal Auditors Final Report

The Clerk reported that Mr Robbins carried out his final audit for the year 2016/2017 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 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 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: Mr Fisher **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.

Consideration of the Accounting Statements by the members of the meeting as a whole

Councillors considered the accounting statements and agreed they were satisfactory.

Approval of the Accounting Statement by the resolution – Sec 2

Resolution: Councillors unanimously approved the Accounting Statement

Proposed: Mr Chatwin

Seconded: Mr Fisher

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.

Donation to Village Hall

Defer to future meeting.

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	321	Salary on Account	150.00		150.00
KALC	322	Subscription	150.48	30.10	180.58
Came & Co	323	Insurance Renewal	411.04		411.04
Mr L Robbins	324	Audit Fee	75.00		75.00
Mrs J Batt	325	Salary			
		General Admin	34.84		
		Expenses	1.80		44.58

Proposed Mrs Beeching

Seconded Mrs Thompson

Resolution: Councillors unanimously agreed to pay the above accounts.

Resolution: Following discussion Councillors unanimously agreed to pay for the defibrillator to be installed at the Village Hall.

Review of Insurance for 2017/2018

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

Nothing to report.

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.

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.

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

Community Resilience Plan

Defer to next meeting.

12. PLANNING

Please see attached list.

Arrangements for retention and storage of Planning Applications

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

13. VILLAGE RESPONSIBILITIES

Nothing to report.

14. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES/PROW

Mrs Webb will contact KHS regarding the hedges along King Street.

The Clerk will contact KHS regarding Butlers Lane.

The footpath sign at Russell House is pointing in the wrong direction.

15. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

We have not received any applications for the position of Village Handyman.

There being no other business the meeting closed at 9.37 pm.

Signed Dated
Chairman

BRENZETT PARISH COUNCIL

PLANNING APPLICATION RECORD

2017

MAY 2017

Y15/1210/SH Paddock View, Ashford Road, Brenzett, Romney Marsh, Kent
Application for the proposed construction of a utility block and bin store and retrospectively for the installation of a stable block, including tack and storage rooms, hardstanding to the front of the stable block; dog kennels and pen, aviary, store and shed
Parish Council: OBJECT on the following grounds: -
This retrospective planning application has been drawn out over nearly two years now.

The Parish Council has been advising Shepway District Council of the various violations of planning permission for most of that time and more. We are extremely concerned that, despite our communications on the matter, it has taken such a long time to bring matters to this conclusion.

In 1998 the Planning Inspector at Bristol gave permission, on appeal, for one mobile home and one touring caravan for one gypsy family. You will be aware of our correspondence on this, and the fact that your legal team seems to think that because this was not made a condition of the Inspector's decision, it is somehow not legally valid. We have sought advice on this matter and been advised that to take legal action over this would be overwhelmingly expensive. However, we still feel very strongly that this is preposterous. It also reflects badly on this Parish Council in the eyes of our residents who have to go through all the proper procedures to obtain planning permission. We feel very badly betrayed by all aspects of the history of this site.

Over the course of the last few years we have witnessed more and more paraphernalia being placed on the site. We strongly support the District Council's intention for some hard standing to be reduced and would expect to see a time scale for this to be completed and a checking system in place to make sure it is done.

We note that Southern Water has concerns regarding the use of a septic tank (please see their letter of May 24th 2016). We too, would also be worried about the discovery of a public sewer crossing the property. Who would monitor the ensuing investigation?

We also note the letter of 21st June 2016 from the Environment Agency in which they recommend that this application is refused because of flooding issues. They

are quite specific relating to a further mobile allowing additional people and property to be placed in an area at risk in a form of accommodation that is not considered safe or sustainable. We also note their expectation that, if granted, a condition of planning should ensure that both units form one plot to house one existing family.

Our concerns remain the same with this application and are supported by both the Environment agency and Southern Water. On these grounds we strongly recommend refusal of this application.

We also have concerns about the number of dog kennels on site (16) and are concerned that this may represent a dog breeding business.

The position of the entrance, bordered by a 6' fence which serves both Paddock View and Poplar Farm is concealed and obscures the trotting ponies and drivers of other vehicles, meaning that those exiting the site can't see the road and drivers on the Old Ashford Road, driving from Ashford to Brenzett can't see vehicles or horse and carts exiting the site.

The Parish Council would like confirmation as to where the animal waste from the loose boxes and kennels is being disposed of.

Y17/0034/NMC Fleur De Lis Rhee Wall Road Brenzett Romney Marsh Kent TN29 9UG
Non-material change to planning application Y15/0341/SH to enable installation of a smoke vent, a rooflight and a ground floor window.
Parish Council: Support