

BRENZETT PARISH COUNCIL

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MINUTES 57

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brenzett on Tuesday 1 May 2018, at 7.30 pm

PRESENT: Mrs A Beeching (Chair), Mrs J Thompson, Mrs J Webb,
Mr N Fisher and Mr G Harrison
Mr C Stanley (Webmaster)

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR:

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

1. ELECTION OF CHAIRMAN

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

Mrs Webb accepted the position of Chairman.

Mrs Webb signed her Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from County Councillor Hills and 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 Beeching for the position of Vice Chairman, seconded by Mr Fisher. There were no other nominations.

Mrs Beeching accepted the position of Vice Chairman.

5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

Village Hall – Mrs Beeching and Mrs Webb

Police – Mrs Thompson

KALC – Mr Harrison

Marsh Forum – Mrs Thompson and Mrs Webb

Disciplinary and Grievance Committee Mr Harrison Mr Fisher Mrs Beeching

Appeals Committee – Full Council

Reciprocal Complaints Committee to deal with complaints regarding Brookland Parish Council

All Councillors

Any other Committees requested by Councillors

6. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Annual Review of Parish Council Paperwork August – Mrs Webb and Mrs Beeching

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

Six Monthly Risk Assessment – August 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 Publicity – All Councillors

Councillor responsible for assisting with Transparency and Data Protection – Mrs Webb

Councillor responsible for accuracy of Council Policies – Mrs Webb and Mrs Beeching

Councillor with responsibility for Notice Board – Mrs Webb

Councillor with responsibility for Returning Questionnaires – Mrs Webb

7. PUBLIC INTERVAL

There were no Members of the Public present.

8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders are in the process of being reviewed and will be adopted once the new set is in place.

The Financial Regulations are considered to be in order and were adopted for the forthcoming year.

9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

The only asset owned by the council is the Village Sign.

Clarification as to the council's responsibilities with regard to the village hall to be confirmed. Mrs Beeching will look for the paperwork.

10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for year 2018/2019

All councillors to check the policy and the clerk will forward the cheque if all in agreement.

Self-Insurance of Parish Council Assets

Brenzett Parish Council does not self-insure any assets.

11. REVIEW OF SUBSCRIPTIONS

Councillors agreed to continue to subscribe to:

The Kent Association of Parish Councils

To pay 1/6 of the Clerk subscription to the Society of Local Council Clerks

12. REVIEW OF COMPLAINTS PROCEDURE

The Complaints Procedure is considered to be in order.

13. REVIEW OF THE COUNCILS POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

The policies and practices in place in respect of the council's obligations under the Freedom of Information legislation are considered to be in order.

The Data Protection Policy has not yet been completed.

14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Councillors were satisfied that the policy was in order.

15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

Resolution: Councillors unanimously agreed to adopt the Employment Policy, along with the Grievance Procedure and the Terms of Reference for the Disciplinary and Grievance Committee and the Appeals Committee

Proposed Mrs Webb

Seconded Mr Harrison

16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

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

The council did not make any payments under the Power of General Competence during the 2017/2018 financial year.

17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Meetings will usually be held on the 1st Tuesday of May, July, September, November, March and May. The date and time of the January meeting will be set nearer the time to allow for New Year Bank Holiday. Meetings start at 7.30.

18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 55 of the meeting held on 27 February 2018 were accepted and it was unanimously agreed that Mrs Webb should sign them.

Proposed Mrs Beeching Seconded Mr Harrison

Minutes 56 of the meeting held on 19 March were accepted and it was unanimously agreed that Mrs Webb should sign them.

Proposed Mrs Beeching Seconded Mr Fisher

19. MATTERS FOR REPORTS ARISING FROM THE PREVIOUS MEETING

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

20. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**Correspondence**

Zurich Municipal

Cube

Wicksteed

The Shed Man

Folkestone and Hythe District Council Core Strategy Local Plan Review Consultation

Emails - all sent to Councillors for their attention

EDF re Burying Nuclear Waste on Romney Marsh.

Arrangements for dealing with Parish Council Post and Emails

Post will be brought to the next Parish Council meeting unless urgent attention is required. Emails are all forwarded to all councillors on a weekly basis for their attention.

Chairman's Update

Nothing to report.

Website

The list of Clubs and Societies needs checking and the site needs updating with any new events. Mr Stanley requested some up to date photographs which councillors will forward.

Risk Assessment

All is in order with the sign.

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.

Retention and Storage of Parish Council Post and Emails

Unless specific to Brenzett post will be disposed of following the meeting.

Emails are stored on the computer indefinitely.

IT Security

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.

Computers should be encrypted, and councillors should not use their mobile phones for council business.

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.

Compliance with Data Protection Legislation

The Clerk attended an Impact Assessment Completion Workshop and will progress this further.

Storage of Computer Records

The computer records are now backed up on the Cloud.

Social Media Policy

Resolution: Councillors agreed 4:1 to adopt the Social Media Policy and councillors unanimously agreed to abide by the policy.

Proposed Mrs Webb

Seconded Mrs Beeching

Grievance Procedure

Resolution: Councillors unanimously agreed to adopt the Grievance Procedure under Item 15 above.

Proposed Mrs Webb

Seconded Mrs Beeching

21. FINANCE

Internal Auditors Final Report

Not yet received.

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.

Completion of Certificate of Exemption
Resolution to Certify Brenzett Parish Council as exempt from a
Limited Assurance Review under Section 8 of the Local Audit (smaller authorities)
Regulations 2015

The requirements are as follows

- Total gross income and total gross expenditure below £25k **and**
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by external auditor in the prior year **and**
- been in existence since before 1/4/14

Resolution: Councillors unanimously agreed that Brenzett Parish Council met the criteria laid down above and it was therefore agreed that the Chairman and Clerk should sign the Certificate of Exemption.

Proposed Mrs Beeching

Seconded Mr Fisher

Review of System of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Mrs Webb and the Clerk signed the document.

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 the members meeting as a whole – Sec 1
Councillors completed the Annual Governance Statement.

Resolution: Councillors unanimously approved the Annual Governance Statement

Proposed: Mr Fisher Seconded: Mrs Beeching

Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1
Mrs Webb 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 members meeting as a whole – Sec 2
Resolution: Councillors unanimously approved the Accounting Statement

Proposed: Mr Fisher

Seconded: Mr Beeching

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

Mrs Webb 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	11933.64	Treasurers Account	14061.97
Add Receipts	<u>5601.30</u>	Less Uncleared Cheques	<u>141.87</u>
	17534.94		13920.10
Less Payments	<u>3614.84</u>		
	13920.10		

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	343	Salary April	163.33		
		Salary May	163.33		
		General Admin	15.53	0.62	
		Expenses	2.00		344.81
KALC	344	Subscription	151.06	30.21	181.27
Dymchurch PC	345	Leaflet	100.00		100.00
Came & Co	345	Insurance Renewal	456.11		456.11

Proposed Mrs Beeching Seconded Mrs Thompson

Resolution: Councillors unanimously agreed to pay the above accounts.

The invoice for the computer has not yet been received, neither has the invoice for the work to land around the village hall or Mr Robbins invoice, but councillors agreed that the Clerk should draw a cheque to be signed for each, before the next meeting as and when the invoices are received.

Review of Salaries

Resolution: Councillors unanimously agreed to increase the Clerk's salary to SPC 26 £12.404 per hour - £2580.03 per year and to continue to pay the Working from Home allowance.

Proposed Mrs Webb Seconded Mr Harrison

22. DISTRICT COUNCILLORS REPORT

Mr Goddard was unable to attend the meeting. His Annual Report can be seen in the Annual Parish Meeting Minutes.

23. PLANNING

Please see attached list.

A resident contacted the council regarding amended plans to remove trees adjacent to the Fleur de Lis and Councillors agreed to visit the site. The Clerk will contact Paul Howson as we appear to have been overlooked regarding the consultation for application no Y16/1144/SH.

Storage of Planning Applications

Paper copies of applications can be disposed of following the meeting at which they are discussed as the application can be viewed on the Folkestone & Hythe Council.

Paddock View

The Clerk will contact Mrs Simpson again and ask whether the conditions have been met.

24. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

The Clerk will contact Folkestone and Hythe regarding the provision of water in cemetery again.

Mrs Webb updated councillors on the Marsh Forum at this point:

Chief Inspector Sommerville gave a presentation on policing on the Marsh. There are now more officers in the area and Lydd Police Station is manned 24 hours day, 7 days a week. Members discussed hare coursing, the problems with children riding quad bikes on the road and uninsured cars.

When he asked people to ring to report crime, it was reported to CI Sommerville that 2 residents phoned 999 and received completely different responses from the switchboard operators. One got a very positive response and the 2nd was told not to waste police time. He will look into this. Operation Salmon is still the code word for illegal activity in the countryside and there is an app for residents to download for Farm Watch.

The head of the CCG is going to be asked to give an update at a future meeting regarding the proposed walk-in centre.

Other items for discussion included the new Tourism leaflet and speed watch.

The Clerk was asked to contact Folkestone and Hythe District Council and ask why the Moore Close play area has been closed and to ask the officers to inform us when they take a facility from the village. The children are still managing to access the area even though it has been fenced off.

The next meeting of the Forum is due to be held on 26 July.

There being no other business the meeting closed at 10.10 pm.

Signed Dated
Chairman

BRENZETT PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

Y18/0097/SH Coach Depot King Street Brenzett Kent

Application for the discharge of conditions 3 (materials), 7(site personnel parking), 8 (waste/recycling), 9 (prevent mud on highway), 10 (landscaping), 13 (external lighting), 14 (archaeology), 15 (contamination), 16 (drainage), 17 (boundary treatment), 21 (water efficiency) of planning permission Y14/0578/SH (Erection of a block of 4 two storey dwellings, with some rooms in the roof; a block of 5 two storey dwellings, with some rooms in the roof; and 2 semi-detached dwellings; together with associated parking, sewage treatment plant and access way, following demolition of buildings.)

Parish Council: Not Consultee