

BRENZETT PARISH COUNCIL

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MINUTES 61

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brenzett on Tuesday, 4 September 2018 at 7.00 pm

PRESENT: Mrs J Webb (Chair), Mrs A Beeching, Mrs J Thompson
Mr C Stanley, Webmaster

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR: Mr L Laws

COUNTY COUNCILLOR: Mr A Hills

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

Mr Harrison has moved out of the area and we are waiting for a letter of resignation. The Clerk will take legal advice as to how we should proceed if a letter is not forthcoming and the Council will act on the advice received.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

2. APPROVAL OF APOLOGIES

There were no Apologies for Absence.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Mrs Beeching and Mrs Webb declared a Significant Interest in matters associated with the Village Hall as they are members of the Village Hall 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. ACCEPTANCE OF MINUTES

Minutes 59 of the meeting held on 26 June 2018 were accepted and it was unanimously agreed that Mrs Webb should sign them.

Proposed Mrs Beeching

Seconded Mrs Webb

Minutes 60 of the meeting held on 31 July were accepted and it was unanimously agreed that Mrs Webb should sign them

Proposed Mrs Thompson Seconded Mrs Beeching

5. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

There were no Matters Arising which were not covered on the agenda.

6. MEETING ADJOURNED FOR 30 MINUTES FOR PUBLIC PARTICIPATION AND RECONVENED

The meeting was adjourned from 7.25 – 7.32 during which time questions were asked by our District Councillor and answered by members of the Parish Council regarding the development at the Old Coach Yard.

Percentage wise Brenzett has more development taking place than Lydd, although there are no facilities other than the garage and the school. The Village will not be able to support the needs of the number of extra people expected to move into the new houses being built.

7. CHAIRMAN'S REPORT

How lovely it is to hear visitors to the Marsh saying they are enjoying visiting our village for either their cycling clubs, walking the foot paths or hiring the Village Hall for parties and weddings.

I am delighted to report the vandalism aimed towards the Village Hall has significantly reduced. The grounds around the Hall are continuing to be improved with much work still to take place. This is a community asset which hopefully will be enjoyed for many years to come. Please continue to encourage your family and friends to respect it.

The Parish Council has commented on the latest planning applications, these are in our minutes and on the Folkestone and Hythe Planning Website.

The Parish Council is here to support the residents of Brenzett and we would like you to consult with us on any issues that are concerning you.

Brenzett Parish Council's meetings are held bi-monthly on the first Tuesday of the month in the Village Hall. The next meeting will be on November 6th at 7pm please come along and have your say.

More information about upcoming events, minutes, and agendas can be found on the Parish Council notice board sited on the side wall of The Old Post Office King Street, or visit our website brenzettpc.kentparishes.gov.uk, where details of the Clerk and Parish Councillors can be found along with photos of places of interest around the village and much more.

The Clerk will forward the report to the Marsh Harrier.

8. VILLAGE RESPONSIBILITIES**New Litter Bin**

The Chairman suggested installing a new litter bin opposite the 40mph sign post as a lot of dog walkers use King Street.

After discussion it was agreed to ask Councillor Goddard if we can have a bin outside the old entrance to the old school playground directly opposite the garage.

The sign is beginning to look rather tatty and a resident is offered to renovate it. Councillors asked for their thanks to be passed on to the resident concerned and Mrs Beeching will contact him to accept his offer.

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

HAGS

Marsh Harrier

Email Correspondence – all forwarded to Councillors

Councillors did not bring any emails to the attention of the meeting.

It was agreed that Mrs Webb will circulate the Council's contact details to businesses in the parish.

Request for assistance with funding by Brenzett Village Hall Management Committee

Defer to future meeting.

Earmarked Funds

	Balance 26.06.18	+/- Sept	Balance 04.09.18
Village Projects	2300.00		
V H Grounds (June)		840.00	1460.00
Election Expenses	1214.00		1214.00
General Reserves			
Contingency	4044.00		4044.00
Village Handyman	1200.00		1200.00
Donations	500.00		500.00
TOTAL	9258.00	-840.00	8418.00

Finance**Bank Reconciliation as at last Bank Statement received**

Opening Balance	13920.10	Treasurers Account	13209.25
Add Receipts	2586.65	Less Uncleared Cheques	1598.30
	16506.75		11610.95
Less Payments	4895.80	Less Earmarked Funds	8418.00
	11610.95		3192.95
Less Earmarked	8418.00		
	3192.95		

Forecast until March 2019

Balance as at 04.09.18	11610.95
Plus Precept	<u>2550.00</u>
	14160.95
Less o/s Budget	<u>4462.38</u>
	9698.57

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	361	Salary General Admin Clerk's Expenses	169.60 22.79 1.00	0.33	193.72
HMRC	362	Income Tax	136.80		136.80
Parish Clerk	363	18 x 2 nd Class Stamps	10.44		10.44

Resolution: Councillors unanimously agreed to pay the above accounts.

Proposed Mrs Webb

Seconded Mrs Thompson

Data Protection

The Clerk has registered the Parish Council with the Information Commissioner's Office

The following documents have been published on the Parish Council's website

Document Retention Policy

General Privacy Policy

Staff Privacy Policy

Habitual Vexatious Complaints Policy

Habitual Vexatious Complaints Policy – Telephone

Privacy Policy Consent Form

Mr Stanley has returned his Data Processor Questionnaire.

Mr Robbins replied to a request to complete a Data Processor Questionnaire as follows:

I'm afraid that I view this as premature. I've no idea what regulations will apply or indeed how the GDPR Directive will be applied to either myself or to Local Councils.

I carry out a statutory function (Section 5 Accounts & Audit Regulations 2015) for Brenzett PC. I hold and use data about Brenzett PC only in connection with that statutory role. This may make me a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but I query a need to agree what data I hold and how I hold it. That need to agree would imply that a PC could have a say in how I audit, which pushes against the independence of the audit.

PKF Littlejohn sent the following email in response to the request to complete a Data Processor Questionnaire

Thank you for your email. Please refer to our website for the firm's GDPR statement.

We have updated all our terms of engagement with clients, but obviously our contract in respect of the work that we do on the Council's AGAR is actually with SAAA, who appointed us on behalf of the government.

The firm's general terms of business can be found here: <https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business> but please let us know if you have any more detailed queries.

Also, all the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

To date only Councillor Webb has supplied a dedicated email address for Parish Council business.

Adoption of Updated Standing Orders

Resolution: Councillors unanimously agreed to adopt the Updated Standing Orders

Proposed Mrs Thompson

Seconded Mrs Webb

Insurance

We are in a 3-year Long-Term Agreement with Inspire until 2021.

Website - www.brenzettpc.kentparishes.gov.uk – Review of Documents for Transparency

Councillors were asked to monitor the website and ensure that all documents are current.

A resident contacted a member of the Council to complain that the photo of the sign has been removed from the website. It will be replaced at the bottom of the home page, once permission has been gained from those in the photo. The resident who complained will be approached and asked to contact those in the photo and ask them to write to the Parish Council and give their permission for the photo to be published on the website.

Mr Stanley alerted Councillors to the fact that, to date, he has worked for Brenzett for 4.5 hours since June.

Risk Assessment

Mrs Webb confirmed that all is in order with the sign.

Donation of Defibrillator to Brookland Primary School

Resolution: It was agreed to sell the defibrillator to Brookland School for £1000.00. Councillors will deliver the unit and cabinet to the school once the money has been received.

Proposed Mrs Webb

Seconded Mrs Beeching

Request for Water Supply in Brenzett Churchyard

Mrs Thompson reported that she has been unable to contact Affinity Water as yet.

Councillor Protocol

Councillors were reminded to be mindful of their position as Parish Councillor at all times.

Marsh Forum Feedback

Councillors will email highway issues to the Clerk who will forward them to Lydd Town Clerk for submission to KHS.

Children's Community Fair

Mrs Beeching reported that the Village Hall Committee would like to hold a Fair in the Village Hall grounds. The Village Hall Committee will reply to the email.

10. PLANNING

Please see attached list.

Discussion on any areas of concern in the Village raised by Parishioner

We are still awaiting a reply to our request for information under the Freedom of Information regarding various sites in the village.

11. HIGHWAY ISSUES

Kent Highway Services Report a Fault Telephone Line is 03000 418181 or <http://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/Default.aspx>
Councillor Hills will report Butlers Lane to the Highway Steward.

Mrs Beeching contacted KHS and reported the brambles growing over the pavement in Moore Close. KHS is going to contact the owner and if he does not clear them KHS will and charge him for doing so.

Mrs Thompson reported fly tipping along Butler's Lane to Environmental Health.

12. ITEMS FOR INCLUSION ON NEXT AGENDA

No items were put forward for inclusion.

13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There is nothing to report regarding the invoice received by a resident for sewage disposal. Councillor Hills will follow this up.

The dates of the next two meetings have been changed to
27 November 2018
15 January 2019

There being no other business the meeting closed at 9.16 pm.

Signed Dated
Chairman

BRENZETT PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

SEPTEMBER 2018

Y18/0885/FH Fairview, Rhee Wall, Brenzett, Romney Marsh

Variation of condition 1 of planning permission Y17/0672/SH (erection of a single storey building to be used as temporary living accommodation for a period of one year) to enable the temporary permission to be extended for a further nine months

Parish Council: Support

Y18/0989/FH Land Adjoining Rose Cottage Barn Bowdell Lane Brenzett Kent

Change of use from agricultural land to the keeping of horses

Parish Council: Support