

# BROOKLAND PARISH COUNCIL

Page 231

## MINUTES 62

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 19 May 2008, following the Annual Parish Meeting

**PRESENT:** Mr C Hill, (Chair), Mrs M Akers, Mrs K Coleman,  
Mr D Rhys-Jones and Mr M Smith

**PARISH CLERK:** Mrs J Batt

**COUNTY COUNCILLOR:** Mr F Wood-Brignall

**MEMBERS OF THE PUBLIC:** One Member of the Public was present for part of the meeting.

**1. ELECTION OF CHAIRMAN**

Mrs Akers proposed Mr Hill, seconded by Mr Smith. There were no other nominations. Mr Hill was unanimously elected as Chairman.

Mr Hill signed his Declaration of Acceptance of Office.

**2. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**i) 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**

Mr Hill proposed Mrs Coleman as Vice Chairman. There were no other nominations. Mrs Coleman accepted the position of Vice Chairman. Unanimous

**5. ELECTION OF OFFICERS TO COMMITTEES/ASSIGNMENT OF RESPONSIBILITIES**

Cemetery – Mr Hill and Mrs Akers

KAPC – Mr Hill and Mrs Coleman

Police – Mrs Akers

Village Hall – Mrs Akers

All Parishes Meeting – Mr Hill

Youth Shelter – Mr Knight will continue with negotiations

Insurance – Mr Rhys- Jones

Parish Council Finances – Mr Smith

**6. ACCEPTANCE OF MINUTES**

Minutes 61 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman Seconded Mrs Akers

**7. MATTERS ARISING**

There were no matters arising.

**8. PUBLIC INTERVAL**

There Member of the Public present had not questions or comments.

**9. CHAIRMAN'S REPORT**

Nothing to report.

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

SDC Minutes and Agendas

SDC Planning Lists

Oast to Coast

Environment Agency

SDC re Planning Enquiry

NatWest re new conditions

KCC Highway Services re Salters Lane, Brookland

Clerk and Councils Direct

SDC re Code of Conduct for Councillors – Complaints Process

KALC Minutes of meeting held 18.01.08

AwCRK – New Funding Stream

SDC – Planning User Group 27 May 2008

SDC Forward Plan

The Current Account Balance stands at £4612.81 the Reserve Account Balance at £12004.41 War Bonds show in the accounts at £218.37.

**NOTE:** £7000 – Grant for Cemetery Wall

£86 – Net Cost of Specification

£5690 – Net cost of repairing Cemetery Wall

**£1224 – Left from KCC Grant earmarked for Youth Shelter ( included in Balance)**

**£1750 – Left from Budget. After discussion it was unanimously agreed to earmark this for the Youth Shelter as well**

**£2000 – Earmarked from funds 2007-2008**

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mr K Funnell	Internal Audit	60.00		60.00
SDC	Planning Application Fee	65.00		65.00
M Coleman & Son	Grass Cutting	100.00	17.51	117.51
Allianz Cornhill	Insurance Premium	529.43		529.43

Proposed Mrs Coleman      Seconded Mrs Akers

**Resolution**

**Councillors unanimously agreed to pay the above accounts.**

**Adoption of Internally Audited Accounts and completion of associated paperwork**

Councillors were circulated with copies of the summary receipts and payments for the Year ended 31 March 2008

The Clerk reported that the internal audit took place on 6 May and the report was discussed.

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.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report.

Councillors unanimously agreed to accept the internally audited accounts.

**Review of System of Internal Control**

The contents of this document were read to Councillors and the Clerk and Chairman signed it.

**Review of Standing Orders**

Mr Hill reported that he had reviewed the Standing Orders and that all is in order. No changes are required at this point in time.

**Review of Financial Regulations**

Mr Hill reported that he had reviewed the Financial Regulations and that all is in order. No changes are required at this point in time.

**Insurance**

Mr Rhys-Jones advised Councillors that he had checked the policy and all was in order. He will study the Norwich Union documentation during the year and compare it so see whether we should change our insurance company next year.

**Risk Assessment/Risk Inspections**

Mr Hill gave the Clerk the completed Risk Inspection Forms and we will complete a new Risk Assessment during the year.

**11. VILLAGE HALL FIELD**

The B Team were hoping to use the field at the weekend for a game of football against Brenzett, but unfortunately the weather was too wet.

**12. CEMETERY**

Nothing to report.

**12. PLANNING**

No plans received for consideration this month.

It has been noted that Boot Fairs are being held on Saturdays at Thrift Farm. The Clerk was asked to contact the Enforcement Officer.

**Planning Committee – Terms of Reference**

Following recent discussions the following was resolved:-

**Resolution**

**Councillors unanimously agreed that a Planning Committee should be set up to deal with Planning Applications, when the Parish Council decision has to be sent to SDC prior to the next Parish Council Meeting. The Committee will consist of:-**

Mr Smith – Chairman

Mrs Akers

Mrs Coleman

Mr Hill – Ex Officio

**13. VILLAGE RESPONSIBILITIES****Matters Arising from the Round Robin**

There were no Matters Arising.

**Village Hall**

Work is due to start on the car park tomorrow morning. A grant has been received from Windpower. Part of the agreement with Windpower involves the setting up of some form of Environmental Project. Members of the Village Hall Committee will be meeting with Environmentalists in the next few weeks, to ascertain exactly what form this project should take. The Clerk will write to Mr Jessup and thank him for all his hard work on obtaining grant funding for this project.

The next meeting is in June.

**Youth Shelter**

Nothing to report.

**Items to be Reported to the County Lengthsmen**

The Clerk was asked to contact the County Lengthsmen and report the steep camber going away from the main sewer into the ditch.

**14. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

There being no other business the meeting closed at 8.28 pm.

Signed ..... Dated .....  
Chairman