

# BROOKLAND PARISH COUNCIL

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## MINUTES 71

### Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 18 May 2009 at 7.15 pm

**PRESENT:** Mr, C Hill (Chair), Mrs M Akers, Mrs C Coleman  
and Mr M Smith and County Councillor Mr F Wood-Brignall

**PARISH CLERK:** Mrs J Batt

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

**1. ELECTION OF CHAIRMAN**

Mr Hill proposed himself as Chairman, seconded by Mrs Coleman.

Mr Smith proposed himself as Chairman, seconded by Mrs Akers.

As the vote was split 2:2, Mr Hill used his casting vote to vote for himself and was duly 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, seconded by Mr Smith. There were no other nominations.

Mrs Coleman accepted the position of Vice Chairman. Unanimous

**5. ELECTION OF OFFICERS TO COMMITTEES**

Village Hall – Mrs Akers

KALC – Mr Hill and Mrs Coleman

Police – Mrs Akers

All Parishes Meeting – Mr Hill

Planning Committee – Mr Smith (Chair), Mrs Akers and Mrs Coleman. Mr Hill (ex officio)

Footpaths – Mr Hill

**6. DELEGATION OF RESPONSIBILITIES**

- i. Annual Review of Financial Regulations – August – Mr Hill
- ii. Annual Review of Standing Orders – August – Mr Hill
- iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August  
Mrs Coleman
- iv. Six Monthly Review of Fixed Assets – September 09 – Mrs Akers and Mr Smith  
March 10 – Mrs Coleman and Mr Hill
- v. Six Monthly Risk Assessment – September 09 – Mrs Akers and Mr Smith  
March 10 – Mrs Coleman and Mr Hill
- vi. Internal Parish Council Audit – Mr Kevin Funnell and Mr Hill
- vi. Annual Review of Insurance Arrangements – June – Mr Smith
- viii Weekly Play Area Safety Check – Mrs Coleman
- ix Review of Terms of Reference for the Planning Committee – August – Mr Smith
- x Councillors with responsibility for Cemetery – Mrs Akers and Mr Hill

**7. ACCEPTANCE OF MINUTES**

Minutes 70 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman      Seconded Mrs Akers

**8. MATTERS ARISING**

There were no Matters Arising

**9. PUBLIC INTERVAL**

There were no Members of the Public present.

**10. CHAIRMAN'S REPORT**

Nothing to Report.

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

SDC Minutes, Agendas and Planning Lists

Monster Play Systems

RWE nPower renewablesAwCRK

Gala Lights

SLCC

ICO

The Kent County Playing Fields Association

KCC Clean Kent Campaign

Mrs Snelling

KALC Minutes of Meeting held 15 January 2009

KALC Agenda for 16 April 2009

SDC re Shepway Community Partnership

Cinque Port Town of New Romney

RSS

KOMPAN

KCC Electronic Communication on Public Path Orders and Definitive Map Modification

KALC Parish News etc

Clerk and Councils Direct  
 Dungeness Nuclear New Build Newsletter May 2009  
 KHS Speed Limit Review – Area 1  
 Kent County Playing Fields Association  
 Mr K Funnell – Internal Audit Report  
 Allianz Cornhill  
 Smiths Gore  
 Russell Leisure Limited

The Clerk read through the letter from Mrs Snelling and a proposed reply. It was unanimously agreed that the reply should be sent.

We need to discuss the letter from Smiths Gore with Mr Knight before taking any action.

### **Finance**

The Current Account Balance stands at £5816.14 and the Reserve Account Balance at £6310.23. War Bonds show in the accounts at £218.37. Unreconciled

### **Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
KALC	Subscription	140.46	21.07	<b>161.52</b>
M Coleman	Grass Cutting	372.00	55.80	<b>427.80</b>
Mr K Funnell	Internal Audit Fee	60.00		<b>60.00</b>

Mr Smith expressed concern that Mr Coleman is not adhering to the terms of our contract. We have not received a copy of his risk assessment or method statement and he does not put tickets through Mrs Coleman's door as requested. It was unanimously agreed not to send his first payment until these issues have been resolved. The Clerk was asked to write to him, on behalf of the Parish Council, informing him of the council's concerns and asking him to contact Mr Smith as soon as possible.

### **Resolution**

**Councillors unanimously agreed to pay the KALC and Mr Funnell.**

### **Adoption of Internally Audited Accounts, review and completion of associated paperwork**

Councillors were circulated with copies of the summary receipts and payments for the Year ended 31 March 2009.

The Clerk reported that the internal audit took place on 23 April 2009.

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, the Supporting Notes and Supporting Statement.

Councillors unanimously agreed to accept the internally audited accounts.

**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.

**Review of Statement of Internal Control**

Mr Hill read through The Statement of Internal Control He was happy that all was in order and signed the document.

**Filing of Parish Council Documents**

In the short term documents are filed in the filing cabinet in the village hall. Documents over 2 years old are archived at County Hall, Maidstone.

**Insurance**

We have received 2 quotes, one from Allianz Cornhill for £781.66 and from Came & Co for £648.25, reducing to £615.84 if we contract to insure with Came & Co for 3 years.

Mr Smith wanted to check one or two details with the insurance companies, it was therefore agreed not to make a decision tonight but to hold an Extraordinary General Meeting and discuss this later in the month.

**Casual Vacancy**

Mrs Akers and Mr Hill both reported that they had been speaking to various parishioners who had expressed an interest in joining the Parish Council. The Clerk asked that they write to her, preferably by 5 June to allow the co-option to be included on the next agenda.

**Additional Notice board**

Following on from the letter from Mrs Snelling, the Clerk suggested that the Parish Council should consider installing a notice board in the area of Salthouse Close. After discussion, it was agreed that the Clerk should contact Highways and ask whether they would have any objection to us erecting a notice board next to the post box.

**12. PROPOSED PARISH COUNCIL WEBSITE**

Following discussion it was agreed 3:1 to proceed with the production of a Parish Council website and to invite Mr Stanley to the next meeting to discuss this.

**13. VILLAGE HALL FIELD**

Mr Smith will ask the B Team if they are prepared to carry out the white lining at the Parish Council's request, if we purchase a white liner. If they are not he will contact the Gentleman who acts as Groundsman for the Cricket Club to see if he would be prepared to do it.

**14. YOUTH AREA**

Mr Smith reported that the cost of an Acknowledgement Board will be £65 and a Rules for Use board will be £85. We will wait until after the Post Inspection Check before proceeding.

**i. Proposed Extension to Tarmac Area**

Nothing reported.

15. **REVIEW OF PARISH PLAN**

Defer to next meeting.

16. **CEMETERY**

The Clerk reported that a funeral was held in April. Mr Furminger from Furminger Funerals was extremely helpful and everything proceeded smoothly.

17. **PLANNING**

Please see attached list.

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

There were no matters arising.

**Village Hall**

Mrs Akers reported that Mr Jessup had requested tenders for painting the outside of the Village Hall.

**Items to be reported to the County Lengthsmen**

Badger Workings along Clubbs Lane adjacent to Reservoir.

Potholes along Saddlers Wall Lane

Saddlers Wall Bridleway – Overgrown Bridleway

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

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

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

**17 March 2009 – 18 May 2009**

**Planning Applications Received**

**Full Planning Permission requested – Delegated to Officers unless otherwise stated:-**

**Decisions taken at Planning Committee Meeting 6 April 2009**

Y09/0222/SH Mr S Bennie, Manor House, Straight Lane, Brookland, Romney Marsh, Kent  
Re-rendering of First Floor Front Elevation following removal of existing  
render and timber cladding  
**Parish Council: Support**

Y09/0223/SH Mr S Bennie, Manor House, Straight Lane, Brookland, Romney Marsh, Kent  
Re-rendering of First Floor Front Elevation following removal of existing  
render and timber cladding  
**Parish Council: Support**

Notice under Article 8 of Applications for Planning Permission accompanied by an  
Environmental Statement

Y06/1647/SH and Y06/1648/SH re London Ashford Airport, Lydd, Romney Marsh, Kent  
Erection of a terminal building (capable of processing 500,000  
passengers per annum) and 637 car parking spaces.  
(Y06/1647/SH)

Construct a 294 metre runway extension and an additional 150  
metre starter extension.  
(Y06/1648/SH)

**Parish Council noted applications**

**Decisions taken at Planning Committee Meeting 11 May 2009**

Y08/0322/SH Mr A Tomkin, Brattle Farm, King Street, Brookland,  
Romney Marsh, Kent TN29 9AN  
Erection of detached double garage following demolition of existing outbuildings  
**Parish Council:**

**Decision taken at Parish Council Meeting 18 May 2009**

Y08/0180/SH Mr E Drewlus, Boarmans Farm, Boarmans Lane, Brookland  
Romney Marsh, Kent TN29 9TS  
Erection of a replacement dwelling following demolition of existing caravan,  
extension and adjacent barn  
**Parish Council: Support 3:1**