

BROOKLAND PARISH COUNCIL

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MINUTES 82

[Draft – to be accepted at next Meeting]

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 17 May 2010 following the Annual Parish Meeting

PRESENT: Mr, C Hill (Chair) Mrs C Coleman, Mr R Hyman and Mr N Knight

PARISH CLERK: Mrs J Batt

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

1. ELECTION OF CHAIRMAN

Mr Knight proposed Mr Hill for the position of Chairman, seconded by Mr Hyman.
There were no other nominations.

Mr Hill accepted the position of 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 Mr Hyman as Vice Chairman, seconded by Mr Knight. There were no other nominations.

Mr Hyman accepted the position of Vice Chairman. Unanimous

5. ELECTION OF OFFICERS TO COMMITTEES

Village Hall – Mr Hill

KALC – Mr Hill and Mrs Coleman

Police – Mrs Coleman

All Parishes Meeting – Mr Hill

Planning Committee – Mrs Coleman (Chair), Mr Hyman and Mr Knight. 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
Mr Hyman
- iv. Six Monthly Review of Fixed Assets – September 10 – Mrs Coleman and Mr Knight
March 11 – Mr Hyman and Mr Hill
- v. Six Monthly Risk Assessment – September 10 – Mrs Coleman and Mr Knight
March 11 – Mr Hyman and Mr Hill
- vi. Internal Parish Council Audit – Mr Kevin Funnell and Mr Hill
- vi. Annual Review of Insurance Arrangements – June – Mr Knight
- viii Weekly Play Area Safety Check – Mr Hill
- ix Review of Terms of Reference for the Planning Committee – August – Mrs Coleman
- x Councillors with responsibility for Cemetery – All Councillors

7. ACCEPTANCE OF MINUTES

Minutes 81 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Knight Seconded Mr Hyman

8. MATTERS ARISING

There were no Matters Arising

9. PUBLIC INTERVAL

There were no Members of the Public present.

10. CHAIRMAN'S REPORT

Mr Hill submitted the following report:-

Through Mr Alistair Stewart, Shepway District Council's Chief Executive, a meeting was arranged with members of Shepway's Housing team to discuss the ongoing flooding in the gardens of West Place. The situation has been explained again and a solution to the problem is being formulated by Shepway's Drainage Engineers.

On Sunday 25 April 2010, the Parish had a memorial tree planting service in the grounds of Brookland Village Hall. The Rev Shuna Body conducted a pleasant and enjoyable service and gave her blessing for the trees planted to the memory of loved relatives of parishioners. The gathering then returned to the village hall for a chat and tea and biscuits arranged by Maureen Akers.

The children's play park in Salthouse Close has had new fencing and self closing gates erected and a fence and self closing gate has been installed to separate the children's area from the youth area.

I should explain that the children's play park is owned, maintained and insured by Shepway District Council, while the youth area, although provided by a joint funding effort is owned, maintained and insured and the responsibility of Brookland Parish Council and is

for the recreational use of teenagers of the parish, who, much to their credit combine to keep it in a clean and tidy condition.

11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

SDC Agendas and Minutes of Meetings
 KCC Voluntary Sector Planning
 Terry Preston, Chair of DOC
 SDC Forward Plan of Key Decisions
 SMP
 AwCRK
 Kompan
 Record rss
 Clerk and Councils Direct
 KCC Expect Respect – Poster Campaign

Finance

The Current Account Balance stands at £13212.64 and the Reserve Account Balance at £3312.23. War Bonds show in the accounts at £218.37.

Bank Reconciliation as at 14 May 2010

Opening Balance	12935.22	Current Account	14277.62
Add Receipts	<u>4950.00</u>	Less Uncleared Cheques	<u>1064.98</u>
	17885.22		13212.64
Less Payments	<u>1141.98</u>	Reserve Account	3312.23
	16743.24	War Stock	<u>218.37</u>
			16743.24

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mr K Funnell	Internal Audit 09/10	60.00		60.00
M Coleman	Grass Cutting	177.00	30.97	207.97
Broker Network	Insurance Premium	635.24		635.24
The Crown Estate	Rent for Youth Area	200.00		200.00
Potten Farm Nursery	Memorial Trees etc	360.27		360.27

Resolution

Councillors unanimously agreed to pay the above accounts.

The following earmarked monies, totals including amounts budgeted for 2010/2011, are included in the balance shown above:-

	Opening Balance	+/-	
Youth Area Expenses	2174.00	INSURANCE	
Bus Shelter	2000.00		2000.00
Noticeboard	2000.00		2000.00
B Team	173.15		173.15
B Team Rent	500.00		500.00
Youth Area Rent	200.00	200.00	NIL
Cemetery Wall	1200.00		1200.00
	8247.15		

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 2010

The Clerk reported that the internal audit took place on 30 April 2010.

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 System of Internal Control

Mr Hill read The Statement of Internal Control. He was happy that all was in order and 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 Kevin Funnell and agreed to employ him again next year.

Insurance

Councillors unanimously agreed to insure with AVIVA again and to enter into a 3 year contract which will reduce the premium. Mr Knight took the paperwork to check.

Casual Vacancy

Nothing to report.

Additional Notice board

Nothing to report.

Bus Shelter

We are waiting to hear whether SDC will consider granting planning permission for a bus shelter. If they will we will need to submit a planning application.

12. YOUTH AREA

i. Heads of Term for Proposed Lease

As we have still not heard from The Crown Estates it was agreed to send a cheque for £200 for rent for 2009/2010 and 2010/2011 to Mr Wooldridge.

ii. Proposed Extension to Tarmac Area

As SDC has installed gates and fencing the tarmac area will not now be extended.

13. CEMETERY

Nothing to report.

14. PLANNING

Please see attached list.

15. VILLAGE RESPONSIBILITIES

Matters Arising from the Round Robin

There were no matters arising.

Village Hall

The Village Hall Committee is in the process of obtaining tenders for refurbishing the hall and submitting applications for grant funding to help with the cost of the work.

Items to be reported to the County Lengthsmen

Mr Hill discussed various issues when he met with representatives of Kent Highway Services recently.

16. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

The Clerk was asked to contact PCSO Connolly with regard to parking issues within the village.

There being no other business the meeting closed at 8.30 pm.

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL
PLANNING APPLICATION RECORD

2010

DECISION TAKEN AT MEETING HELD 17 MAY 2010

Y10/0383/SH Mr Clive Apps, Boxted Lodge Farm, Boarmans Lane, Brookland,
Romney Marsh, Kent TN29 9QU
Erection of a single storey rear and side extension
Parish Council: Support (unanimous)