

# BRENZETT PARISH COUNCIL

Page 210

## 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 1<sup>st</sup> 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		<b>13920.10</b>
Less Payments	<u>3614.84</u>		
	<b>13920.10</b>		

**Accounts to be paid**

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	343	Salary April	163.33		
		Salary May	163.33		
		General Admin Expenses	15.53	0.62	
			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 tp 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 swithchboard operators. One got a very positive response and the 2<sup>nd</sup> 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**