

# **BRENZETT PARISH COUNCIL**

Page 203

## **MINUTES 55**

### **Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brenzett on Tuesday, 27 February 2018 at 7.30 pm**

**PRESENT:** Mrs A Beeching (Chair), Mrs J Thompson, Mrs J Webb, Mr N Fisher

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

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

As Mrs Beeching was delayed due to the weather conditions, the Vice Chairman, Mrs Webb took the Chair for the first 10 minutes and councillors discussed the Tourism Project. The decision was ratified and minuted under item 8.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. 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.**

**3. ACCEPTANCE OF MINUTES**

Minutes 54 of the meeting held on 30 January 2018 were accepted and it was unanimously agreed that Mrs Beeching should sign them.

**Proposed Mrs Webb**

**Seconded Mrs Beeching**

**4. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES**

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

5. **MEETING ADJOURNED FOR 30 MINUTES FOR PUBLIC PARTICIPATION AND RECONVENED**

There were no Members of the Public present.

6. **CHAIRMAN'S REPORT**

The Chairman had nothing to report that was not covered on the agenda.

7. **VILLAGE RESPONSIBILITIES**

The Village Hall Committee is considering having new front doors made to be paid for from the donation from the Parish Council.

8. **CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

**Correspondence**

SDC Planning and Compulsory Purchase Act 2004 and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012

St Edmunds School Canterbury

Thank-you card from Brenzett Primary School for donation towards Forest School

**Email Correspondence – all forwarded to Councillors**

Mr Smith asking to attend meeting to discuss planning application. Councillors agreed to inform Mr Smith that he would be welcome to attend the next meeting and explain his proposal during the Public Interval, but they will not comment until the full planning application has been received.

**Earmarked Funds**

	Balance
	28.11.17
Village Projects	1700.00
Election Expenses	914.00
General Reserves	3344.00
Village Handyman	1040.00
Donations	200.00
<b>TOTAL</b>	<b>7198.00</b>

Councillors agreed not to take the donations made during this financial year from earmarked funds, but to allow the fund to build up.

**Finance**

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

Opening Balance	11933.64	Treasurers Account	14078.97
Add Receipts	<u>5051.30</u>	Less Uncleared Cheques	<u>337.91</u>
	16984.94		<b>13741.06</b>
Less Payments	<u>3243.80</u>	Less Earmarked Funds	<u>7198.00</u>
	<b>13741.06</b>		<b>6543.06</b>
Less Earmarked	<u>7198.00</u>		
	<b>6543.06</b>		

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk	340	Salary General Admin Clerk's Expenses SLCC	158.51 36.08 2.00 32.50		229.09
HMRC	341	Income Tax	69.00		69.00
Brenzett Primary School	342	Frames and Wall Vinyl	72.87		72.87

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

**Proposed Mrs Webb      Seconded Mr Fisher**

**Clerk's Hours**

**Resolution: Councillors unanimously agreed to increase the Clerk's hours to 4 hours per week with effect from 1 April 2018.**

**Proposed Mrs Thompson      Seconded Mrs Beeching**

**Request for Financial Support from Brenzett Primary School**

**Resolution: Councillors unanimously agreed to donate £72.87 to the school in order for the staff to purchase 12 picture frames and a wall vinyl at a total cost of £72.87**

**Proposed Mr Fisher      Seconded Mrs Webb**

**Data Protection**

Councillors and The Clerk agreed to meet on 26 March to sort through the paperwork in the village hall cupboard.

**Purchase of Parish Council Laptop Computer**

As neither The Clerk nor any of the councillors felt they had the experience required to setup the laptop councillors agreed to purchase at the last meeting, The Clerk suggested, and councillors agreed to invite quotes from 2 IT companies to submit their prices for providing, setting up and maintaining a laptop for the council. Both companies quoted as follows:

Company A £791.30 plus VAT

Company B £859.17 plus VAT + £60 if the data is migrated from existing computer

**Resolution: Councillors unanimously agreed to accept the quotation from Company A.**

**Proposed Mrs Beeching      Seconded Mrs Webb**

Councillors unanimously agreed to the Clerk drawing a cheque in payment prior to the next meeting if required.

**Data Protection Officer**

The council must employ an independent Data Protection Officer.

The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints.

Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk has contacted them to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation. This will be discussed again, and a decision made at a future meeting.

**Proposed Mrs Beeching      Seconded Mr Fisher**

**Insurance**

We are in a long-term agreement with AVIVA until June 2018.

**Web Site - [www.brenzettepc.kentparishes.gov.uk](http://www.brenzettepc.kentparishes.gov.uk)**

Nothing to report.

**Review of Documents for Transparency**

Councillors will continue to monitor the website to ensure that all documents required under the the Transparency Act are on the website and will inform the Clerk immediately of any errors or omissions.

**Risk Assessment**

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

**Donation of Defibrillator to Brenzett Primary School**

As the Head of School was unable to attend the meeting due to the bad weather conditions, councillors agreed that Mrs Beeching could hand the unit over once the agreement has been signed by both herself and Mrs Young.

**Marsh Forum Feedback**

Following up on our last meeting at which Mrs Webb reported that Brenzett had been invited to join a roaming Speedwatch campaign, councillors discussed this further and agreed that this was not something that the residents of Brenzett would be interested in taking part in. Mrs Beeching will report this back to Mr Apps.

**Tourism Project**

Dymchurch Parish Council would like to produce a tourism leaflet focusing on all places of interest, ie, footpaths, cycling routes and churches on Romney Marsh and would like ideas from the parish council along with a donation towards the cost. Mrs Webb will liaise with Dymchurch Parish Council.

**Resolution: Councillors unanimously agreed to donate £100.00 towards the cost.**

**Proposed Mrs Thompson      Seconded Mr Fisher**

**Request to support Councillor Goddard’s request for a letter to KCC re Gravel Extraction**

Councillor Goddard’s request was not as minuted in the January minutes, for all Parish Councils to write to KCC objecting to the proposal to quarry 46 hectares of shingle from Allen’s Bank to Caldecott Crossing, but for one letter to be sent by the Marsh Forum on behalf of member councils.

**Resolution: Councillors unanimously agreed to support Councillor Goddard’s request, for a letter to be sent by the Marsh Forum to KCC (to be written by the Clerk of the Forum) on behalf of the member councils regarding gravel extraction.**

**9. PLANNING**

No applications received.

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

Mrs Beeching reported that she had informed KHS, in a private capacity, that the street lights around the Fleur de Lis are not working.

The sign to the footpath at the end of the houses in Kings Street is missing and the farmer has not marked out the path across the field to Brookland. He has also totally destroyed the stile between the 2 fields, which crosses the dyke. Further on, on the approach to the cricket ground over the railway line the metal gate has been wired up.

**10. 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>  
Nothing to report.

**11. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

The next meeting is due to be held on 1 May 2018.

There being no other business the meeting closed at 8.46 pm.

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