

BRENZETT PARISH COUNCIL

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MINUTES 66

Minutes of the Annual Parish Council Meeting held at The Village Hall, Brenzett on Tuesday 21 May 2019, at 7.30 pm

Prior to the start of the meeting Councillors all signed their Declaration of Acceptance of Office and took a DPI form to complete and return to F&H DC by 31 May. They will retain a copy for Parish records.

PRESENT: Mrs A Beeching (Chair), Mrs J Thompson, Mrs J Webb,

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR: Mr A Hills

DISTRICT COUNCILLOR: Mr A Hills

MEMBERS OF THE PUBLIC: There were 3 Members of the Public present.

1. ELECTION OF CHAIRMAN

Mrs Thompson proposed Mrs Webb for the position of Chairman, seconded by Mrs Beeching. 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 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 Mrs Webb. 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 – Vacant

Marsh Forum – Mrs Thompson and Mrs Webb

Disciplinary and Grievance Committee 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**

Mr Hopkins explained that his company updates defibrillators. He explained that the Rescue Kit is missing from ours and will need to be replaced. The batteries also need replacing. The pads do not need replacing until April 2020. He explained that this is a low energy defibrillator. The box will be put up and the defibrillator installed next week. The default code will be 2019. Mr Hopkins completed the form for SECAMB.

Mr Hopkins urged Councillors to encourage residents to undertake Heartstart Training which is free.

8. **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Councillors consider the Standing Orders and Financial Regulations to be in order.

9. **REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**

The Council owns the Village Sign, a Defibrillator and a Laptop Computer.

10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for year 2019/2020

Councillors unanimously agreed the premium for 2019/2020.

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 1/4 of the Clerk's 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 COUNCIL'S 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 and Data Protection are considered to be in order.

14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Policy for Dealing with the Press and the Social Media Policy are considered to be in order.

15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

The Policies are considered to be in order.

16. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

The Clerk reported that as the Council has achieved the requirements necessary under the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to enable members to exercise the General Power of Competence as follows:

1. It has 3 out of 5 elected Councillors

2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)

3. The Clerk of the Council has passed the CiLCA module on the General Power of Competence.

It is recommended that the members consider adopting the General Power of Competence.

RESOLUTION: Brenzett Parish Council resolves that from 21 May 2019 until the next relevant Annual Parish Council meeting, that having met the conditions of eligibility as defined in the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to adopt the General Power of Competence.

Proposed Mrs Beeching

Seconded Mrs Webb

The Council did not make any payments under the Power of General Competence during the 2018/2019 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 2nd Monday of May, July, September, November, and March. The date and time of the January meeting will be set nearer the time to allow for New Year Bank Holiday. Meetings start at 7.00 pm.

18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 65 of the meeting held on 19 March 2019 were accepted and it was unanimously agreed that Mrs Webb should sign them.

Proposed Mrs Webb Seconded Mrs Thompson

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
Seafarers UK – Fly the Red Ensign

Emails - all sent to Councillors for their attention

VE Day – Mrs Beeching proposed the Parish Council and Village Hall Committee arrange an event to commemorate the 75th anniversary of VE Day. This will be added to the next agenda.

Environment Agency re Fly Tipping.

Hello Job Centre Jobs re Job Centre near Brenzett.

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

In the early part of 2018, the Parish Council lost 2 of its members. However, from May 2018 to May 2019 we continued to work hard to support the community of Brenzett. The Council has supported the community by allocating donations to: Brenzett School for the Forest School project, the Marsh Harrier Magazine, the Village Hall for general maintenance and for landscaping the grounds, also contributing funds to install and maintain the Parish's defibrillator. We have supported individuals concerns by raising them with Folkestone and Hythe Council. We continue to contact Highways to report potholes, poor or damaged signage and overgrown hedgerows. Litter remains a concern. However, volunteers are doing a great job to try and keep litter and fly tipping under control. Thank you to all who have given their time. We have and will continue to take an active interest in all planning applications.

We have worked in partnership with the Marsh Forum on subjects regarding Health Provision, Policing, Environmental Concerns regarding emergency flooding planning and rerouting traffic when roads are closed due to road traffic accidents. Those present listened to presentations on Dementia and the pros and cons of designating the Marsh a National Park.

I would like to thank the Parish Clerk and my fellow Brenzett Parish Councillors for their hard work and dedication though-out the last year.

Website

Nothing to report.

Risk Assessment

All is in order with the sign.

Storage of Parish Council Documents

Councillors confirmed that they are satisfied that all Parish Council documents are 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

This continues to be progressed.

Storage of Computer Records

The computer records are now backed up on the Cloud.

Update on Marsh Forum

The members of the Forum received a presentation on the work of the Alzheimer's Society who asked for the support of Parish Councils and one from Mr Blackwell regarding his proposal to designate Romney Marsh as a National Park.

Councillors discussed the implications of the Marsh being designated a National Park and County Councillor Hill explained his concerns.

National Parks

This is going to be discussed further at the Marsh Forum.

Arrangements for Future Meetings

Future meetings will be held on the 2nd Monday of the month.

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 1/4/15

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 Webb

Seconded Mrs Thompson

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: Mrs Webb

Seconded: Mrs Thompson

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: Mrs Webb

Seconded: Mrs Thompson

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

Councillors agreed to continue to pay IT Outcomes for Computer Maintenance.

Bank Reconciliation

| | | | |
|-----------------|-----------------|------------------------|-----------------|
| Opening Balance | 11016.11 | Treasurers Account | 14152.02 |
| Add Receipts | <u>3150.00</u> | Less Uncleared Cheques | <u>00.00</u> |
| | 14166.11 | | 14152.02 |
| Less Payments | <u>14.09</u> | | |
| | 14152.02 | | |

Accounts to be paid

| PAYEE | CHQ NO | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|--------------|--------|-------------------|--------|-------|---------|
| Parish Clerk | 377 | Salary April | 169.20 | | |
| | | Salary May | 169.80 | | |
| | | General Admin | 34.92 | | |
| | | Expenses | 7.92 | | 381.84 |
| KALC | 378 | Subscription | 152.80 | 30.56 | 183.36 |
| Came & Co | | Insurance Renewal | 456.11 | | 456.11 |

Proposed Mrs Beeching

Seconded Mrs Webb

Resolution: Councillors unanimously agreed to pay the above accounts.

Review of Salaries

Resolution: Councillors unanimously agreed to increase the Clerk’s salary to SPC 27 £13.15 per hour - £2735.20 per year from 1 April 2019 and to continue to pay the Working from Home allowance.

Proposed Mrs Webb Seconded Mrs Beeching

Amendment to Agenda

Councillors agreed to pay for replacement batteries for the defibrillator and a Rescue Kit. They also agreed to pay the yearly Maintenance Contract with Hopkins+ at a cost of £189.00 + VAT.

Proposed Mrs Beeching Seconded Mrs Thompson

22. DISTRICT COUNCILLORS REPORT

Please see Annual Parish Council Minutes for the report from Councillor Goddard. Councillor Hill’s report is attached.

23. PLANNING

Please see attached list.

Concern was expressed regarding the installation of a calor gas tank in a property in Brenzett. The Enforcement Officer visited the site and confirmed that planning permission is required.

The Clerk was asked to contact the Enforcement Officer as a planning application does not appear to have been submitted and ask for contact details of the local HSE. She will copy Councillor Hills into the email.

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 District Council’s website.

24. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Mr Hills reported that Damian Collins MP has taken up the case of the gentlemen who attended the June 2018 meeting to ask for help regarding a large sewage disposal invoice.

Mrs Webb informed Councillors that all septic tanks have to be upgraded.

There being no other business the meeting closed at 9.30 pm.

Signed Dated

Chairman

BRENZETT PARISH COUNCIL

PLANNING APPLICATION RECORD

2019

MAY 2019

Y19/0249/FH Shell Romney Marsh, Brenzett Roundabout, Romney Marsh, Kent TN29 9TZ
Erection of a side and rear extension to existing sales building, provision of additional car parking and the decommissioning and removal of existing car wash
Parish Council: Support

Decision Notices received from Folkestone & Hythe District Council

Y19/0068/FH Land Adjoining Millside Rhee Wall Road Brenzett Kent
Erection of 6 detached houses
District Council: Approved with Conditions