Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland, on Monday 21 May 2018 at 7.15 pm

PRESENT:  Councillor, Mrs S Saxby, (Chair), Councillor, Mrs K Coleman, Councillor, Mrs W Wallington and Councillor, Mr C Hill Councillor, Mrs M Roberts (following co-option)

PARISH CLERK:  Mrs J Batt

DISTRICT COUNCILLOR:  Mr L Laws

COUNTY COUNCILLOR:  Mr A Hills

MEMBERS OF THE PUBLIC:  There were 2 Members of the Public present.

1. **ELECTION OF CHAIRMAN**
   Councillor Wallington proposed Councillor Saxby for the position of Chairman, seconded by Councillor Hill. There were no other nominations.

   Councillor Saxby agreed to accept the position of Chairman for the coming year.

   Councillor signed her Declaration of Acceptance of Office.

2. **CO-OPTION OF PARISH COUNCILLOR**
   Councillor Wallington proposed Mrs Maria Roberts for the vacant position of Parish Councillor seconded by Councillor Hill.

   Mrs Roberts signed her Declaration of Acceptance of Office and took a Declaration of Pecuniary Interest Form to sign and return to Folkestone & Hythe District Council within 28 days, with a copy for the Clerk.

3. **APOLOGIES FOR ABSENCE**
   An Apology for Absence was received from District Councillor Goddard.

4. **DECLARATIONS OF INTEREST**
   **Declarations of Pecuniary Interest**
   There were no Declarations of Pecuniary Interest given at the meeting although Councillor Hill contacted the Clerk to inform her that he felt he should have declared an interest in planning application no Y18/0538/FH/AK as he has worked for the owner in the past.
Declarations of Significant Interest  
There were no Declarations of Significant Interest

i) To note the granting of any Requests for Dispensations and the decision
   None received.

ii) Updating of Declarations of Interest for the Code of Conduct
   Councillors are reminded that they should update their Declarations of Interest
   with the Monitoring Officer if necessary.

5. ELECTION OF VICE CHAIRMAN
   Councillor Saxby proposed Councillor Wallington for the position of Vice Chairman,
   seconded by Councillor Hill. There were no other nominations

   Councillor Wallington agreed to accept the position for the coming year.

6. FORMATION OF PLANNING/HIGHWAYS/FOOTPATHS COMMITTEE
   It was agreed not to form a Planning/Highways/Footpaths Committee.

7. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR
   THE TERM OF THE COUNCIL
   Village Hall Committee – Councillor Saxby
   KALC – No Representative
   Parish Forum – N/A
   Police Committees – Councillor Saxby
   Marsh Forum – Councillors Hill and one other as available
   Disciplinary and Grievance Committee – Councillors Wallington, Saxby and Roberts
   Appeals Committee – Full Council
   Councillor to serve on reciprocal Complaints Committee for Brenzett Parish Council if
   required – Available councillors
   Any other Committees requested by Councillors – None

   Resolution: Councillors unanimously agreed to the above appointments

8. DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL
   Annual Review all Parish Council paperwork – August – Councillor Saxby
   Six Monthly Review of Fixed Assets – September and March – Councillors Saxby
   and Wallington
   Six Monthly Risk Assessment/Financial Risk Assessment – September and March –
   Councillors Saxby and Wallington
   Internal Parish Council Audit – Mr L Robbins
   Councillor responsible for Finance – All councillors
   Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors
   Weekly MUGA Safety Check – Councillor Wallington
   Annual Inspection of MUGA – The Play Inspection Company
   Councillors responsible for Website and Publicity – Councillor Saxby
Councillors responsible for assisting with Transparency and Data Protection – Councillor Saxby
Councillors responsible for accuracy of Council Policies – All Councillors
Councillor responsible for Post and Emails – All Councillors
Councillor responsible for Returning Questionnaires – Councillor Saxby
Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments

9. PUBLIC INTERVAL
The meeting was opened to the members of the public from 7.20 – 7.40 during which time District Councillor Laws reported that he tries to come to as many meetings as possible, but they often clash with F & H D C meetings. The District Councillors don’t forget the villages and appreciate that they are part of the community and try to protect them but directions from central government over-ride the District Council.

Councillor Laws reported that he has given a grant to the mother and toddler group and the village play area and has tried to get people involved in keeping the play area tidy. Residents living near to the play area complain about the rubbish and he feels that people need to take some responsibility for the area in which they live and tidy up themselves.

10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS
The Clerk will liaise with Councillor Saxby and review the new standing orders published by NALC in readiness for adoption at the next meeting.

The Financial Regulations were considered to be in order.

11. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL
Councillors unanimously agreed that the Fixed Asset Register (attached) was a correct record of the council’s assets.

Councillor Laws will ascertain whether or not the seats and benches belong to Folkestone and Hythe and should be removed from our Fixed Asset Register.

12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS
The Council is in a Long-Term Agreement with Inspire until 2020.

The computer will be added to the policy.

Self-Insurance of Parish Council Assets
Brookland Parish Council self-insures the Gas Fired Beacon.

13. REVIEW OF SUBSCRIPTIONS
Councillors unanimously agreed to continue to subscribe to the following:
Kent Association of Local Councils
Society of Local Council Clerks – 1/6 of the Clerks Subscription
14. REVIEW OF COMPLAINTS PROCEDURE  
Councillors unanimously agreed that the Complaints Procedure was in order.

15. REVIEW OF THE COUNCIL’S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION  
Councillors unanimously agreed that the policy in place in respect of Freedom of Information Legislation was in order.

The policies relating to Data Protection have still to be completed.

16. REVIEW OF THE COUNCIL’S POLICY FOR DEALING WITH THE PRESS/MEDIA  
Councillors unanimously agreed that the policy in place is in order.

17. REVIEW OF THE COUNCIL’S EMPLOYMENT POLICIES/PROCEDURE  

Proposed Councillor Hill    Seconded Councillor Wallington

18. REVIEW OF THE COUNCIL’S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE  
Confirmation that Brookland Parish Council adopted the General Power of Competence at the meeting held on 18 May 2015.

No monies were spent under this power during the financial year 2017/2018.

At present no expenditure is expected under this power during 2018/2019. Any expenditure during the forthcoming year will be documented.

19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING  
Meetings will usually be held on the 3rd Monday of May, July, September, November, January and March at 7.15 pm in the Village Hall.

The next APM and APCM will be held on 20 May 2019.

Any amendment to this arrangement will be advertised on the noticeboard and website.

20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING  
Minutes 463 were accepted, and it was unanimously agreed that Councillor Saxby should sign them as a true record of the meeting.

Proposed Councillor Coleman    Seconded Councillor Hill

21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES  
There were no Matters Arising not covered on the agenda.
22. **CORRESPONDENCE AND OTHER GENERAL COUNCIL BUSINESS**

**Correspondence**

Folkestone & Hythe District Council – Core Strategy Local Plan Review
Cube
Wicksteed
HMRC re reclaiming VAT
Kent, Surrey and Sussex Air Ambulance
Clerk and Councils Direct
Kent Fire and Rescue
Zurich Municipal
NatWest
Seafarers UK - Fly the Red Ensign

**Email Correspondence**

Request from Brookland Playgroup for financial assistance.

**Arrangements for dealing with Parish Council Post and Emails**

The Clerk will inform Councillor Saxby of any significant post as it arrives.

**Emails**

All emails are forwarded to all councillors who will monitor them and bring any of particular importance to Brookland to the attention of councillors at the next meeting.

Councillors should inform the Clerk if they wish a particular email to be included on an agenda for discussion.

Councillor Saxby will inform the Clerk of any emails she feels Brookland should unsubscribe from.

**Chairman’s Update**

Councillor Saxby had nothing to report that was not covered on the agenda.

**Website**

Nothing to report. – The Clerk will ask Mr Stanley for the password so that Councillor Saxby can update the website when he is away.

**Risk Assessment**

Nothing to report

**Storage of Parish Council Documents**

Councillors are satisfied that the minutes and all other documents are secure in the locked filing cabinet in the Village Hall.

**Retention and Storage of Post and Emails**

Post that is not specific to Brookland will not be kept unless it is considered to be important, or the Clerk is particularly asked to keep it. Old post will be recycled.
**Emails**
Sensitive emails should be printed off by the Clerk. Councillors should inform the Clerk if they wish a particular email to be printed. Emails to be kept 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.

Councillors should all ensure that their computers are encrypted and should not use mobile phones to receive council information.

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 information required under the code is published on the website.

**Compliance with Data Protection Legislation**
The Clerk attended an Impact Assessment Workshop and this matter will be progressed by the council over the next few months.

**Storage of Computer Records**
All information is backed up on The Cloud. No other back up required

**Social Media Policy**
**Resolution:** Councillors unanimously agreed to adopt the Social Media Policy.

Proposed Councillor Hill Seconded Councillor Coleman

**Grievance Policy**
**Resolution:** Councillors unanimously agreed to adopt the Grievance Policy.

Proposed Councillor Saxby Seconded Councillor Wallington

**Brack Lane**
Councillor Hills will investigate this further.

23. **FINANCE AND GENERAL COUNCIL BUSINESS**

**Internal Auditors Report**
Councillors noted that in future there must be 2 resolutions when the budget and precept
are set. One for the adoption of the budget and one for the adoption of the precept.

**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.

**Review to Certify Brookland 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 Brookland Parish Council met the criteria laid down above and it was therefore agreed that the Chairman and the Clerk should sign the Certificate of Exemption

**Proposed** Councillor Saxby **Seconded** Councillor Hill

**Review of Statement of Internal Control**
Councillors were satisfied that the Statement of Internal Control, was in order and Councillor Saxby 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 Resolution – Sec 1**
Councillors completed the Annual Governance Statement.

**Resolution:** Councillors unanimously approved the Annual Governance Statement.

**Proposed:** Councillor Hill **Seconded:** Councillor Coleman

**Signature and Dating by the person presiding at the meeting and The Clerk – Sec 1**
Councillor Saxby and the Clerk signed and dated the Annual Governance Statement.

**Consideration of the Accounting Statements by Members of the Meeting as a Whole**
Councillors considered the Accounting Statements and agreed they were accurate.
Approval of the Accounting Statement by Resolution – Sec 2
Councillors considered the accounting statement.

Resolution: Councillors unanimously approved the Accounting Statement.

Proposed: Councillor Hill Seconded: Councillor Wallington

Signature and Dating by the person presiding at the meeting – Sec 2
Councillor Saxby signed and dated the Accounting Statement, previously signed and dated by the Clerk.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

Review of Direct Debits
Resolution: Councillors unanimously agreed to pay £14.09 for computer maintenance

Proposed Councillor Saxby Seconded Councillor Hill

Contribution to Play School Costs
Resolution: Councillors agreed pay the rent for the coming term of £108.00 to Brookland Village Hall Management Committee.

Proposed Councillor Wallington Seconded Councillor Hill

Bank Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Balance per Cash Book</th>
<th>Balance at Bank</th>
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</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>50052.30</td>
<td>50587.06</td>
</tr>
<tr>
<td>Plus Receipts</td>
<td>17837.74</td>
<td>Plus u/c Receipts 00.00</td>
</tr>
<tr>
<td></td>
<td>67890.04</td>
<td>50587.06</td>
</tr>
<tr>
<td>Less Payments</td>
<td>14138.16</td>
<td>Less u/c Payments 159.40</td>
</tr>
<tr>
<td></td>
<td>53751.88</td>
<td>50427.66</td>
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<tr>
<td>Less Earmarked Funds</td>
<td>33756.93</td>
<td>Plus Reserve Account 3324.22</td>
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<tr>
<td>AVAILABLE FUNDS</td>
<td>19994.95</td>
<td>53751.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Less Earmarked Funds 33756.93</td>
</tr>
<tr>
<td></td>
<td>AVAILABLE FUNDS</td>
<td>19994.95</td>
</tr>
</tbody>
</table>
Following correspondence received, councillors unanimously agreed to add a donation to the Kent, Surrey & Sussex Air Ambulance Trust to the payments list and to pay the rent for Brookland Playgroup.

**ACCOUNTS TO BE PAID**

<table>
<thead>
<tr>
<th>PAYEE</th>
<th>CHQ NO</th>
<th>DESCRIPTION</th>
<th>NET £</th>
<th>VAT £</th>
<th>GROSS £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs J Batt</td>
<td>898</td>
<td>Salary April and May General Admin Expenses</td>
<td>393.36</td>
<td>37.68</td>
<td>440.94</td>
</tr>
<tr>
<td>Mr M Coleman</td>
<td>899</td>
<td>Grounds Maintenance</td>
<td>300.00</td>
<td>60.00</td>
<td>360.00</td>
</tr>
<tr>
<td>Trident Waste</td>
<td>900</td>
<td>Rubbish Clearance April</td>
<td>25.00</td>
<td>5.00</td>
<td>30.00</td>
</tr>
<tr>
<td>KALC</td>
<td>901</td>
<td>Subscription</td>
<td>169.04</td>
<td>33.81</td>
<td>202.85</td>
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<tr>
<td>Boys &amp; Maughan</td>
<td>902</td>
<td>Registration of Memorial Garden</td>
<td>436.00</td>
<td>70.00</td>
<td>506.00</td>
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<tr>
<td>Mr L Robbins</td>
<td>903</td>
<td>Audit Fee</td>
<td>75.00</td>
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<td>75.00</td>
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<tr>
<td>BVHMC</td>
<td>904</td>
<td>Donation towards Grass Cutting</td>
<td>400.00</td>
<td></td>
<td>400.00</td>
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<tr>
<td>IT Lettings</td>
<td>905</td>
<td>Laptop Computer</td>
<td>705.12</td>
<td>141.02</td>
<td>846.14</td>
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<tr>
<td>Cancelled Cheque</td>
<td>906</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Came &amp; Co</td>
<td>907</td>
<td>Insurance Premium</td>
<td>709.75</td>
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<td>709.75</td>
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<tr>
<td>Trident Waste</td>
<td>908</td>
<td>Rubbish Clearance May</td>
<td>25.00</td>
<td>5.00</td>
<td>30.00</td>
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<tr>
<td>St Augustine PCC</td>
<td>909</td>
<td>50% Clock Maintenance</td>
<td>108.50</td>
<td>21.70</td>
<td>130.20</td>
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<tr>
<td>BVHMC</td>
<td>910</td>
<td>Rent for Playgroup</td>
<td>108.00</td>
<td></td>
<td>108.00</td>
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<tr>
<td>KS&amp;SAA Trust</td>
<td>911</td>
<td>Grant towards expenses</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

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

Proposed Councillor Hill Seconded Councillor Saxby
## Earmarked Funds

<table>
<thead>
<tr>
<th></th>
<th>Balance 19 March 2018</th>
<th>+/- May</th>
<th>Balance 21 May 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Area Expenses</td>
<td>1468.93</td>
<td>65.00</td>
<td>1533.93</td>
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<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Area Rent</td>
<td>NIL</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>War Memorial</td>
<td>28.00</td>
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<td>28.00</td>
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<tr>
<td>Notice Board</td>
<td>835.43</td>
<td>1000.00</td>
<td>1835.43</td>
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<tr>
<td>Budget</td>
<td></td>
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</tr>
<tr>
<td>Cemetery Maintenance</td>
<td>22355.40</td>
<td>160.00</td>
<td>23629.40</td>
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<tr>
<td>Budget Spraying</td>
<td></td>
<td></td>
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<tr>
<td>Grass Cutting</td>
<td>1400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hedge Cutting</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubbish Collection</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grass Cutting</td>
<td>-300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubbish Collection</td>
<td>-25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-25.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solicitors Fees</td>
<td></td>
<td>-436.00</td>
<td>23629.40</td>
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<tr>
<td>Tree Maintenance</td>
<td>2850.00</td>
<td>500.00</td>
<td>3350.00</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election Expenses</td>
<td>2494.17</td>
<td></td>
<td>2494.17</td>
</tr>
<tr>
<td>TOTAL</td>
<td>30031.93</td>
<td>2939.00</td>
<td>32970.93</td>
</tr>
</tbody>
</table>

### Review of Salaries and Hours

**Resolution:** Councillors unanimously agreed to increase the Parish Clerk’s hours to 6 per week and her salary to £12.815 per hour with effect from 1 April 2018. Total for year £3998.28. The Working from Home Allowance of £3 per week will also continue to be paid.

Proposed Councillor Saxby  Seconded Councillor Hill

### 24. CEMETERY

**Registering of Memorial Garden**

The registration is complete.

**Requests for Memorials**

None received.

**Invitations to quote for Cemetery Gate Refurbishment**

Councillor Hill obtained a quote from a local company for £875.16 + VAT to refurbish the gates.

**Resolution:** Councillors unanimously agreed to accept the above quote.
25. **YOUTH AREA**
   **Lease between The Crown Estates and The Parish Council**
   Councillor Saxby has still not signed the lease. She will endeavour to do so in the next few weeks.

   **Invitations to Quote for MUGA Refurbishment**
   No quotes received to date.

26. **DISTRICT COUNCILLORS REPORT**
   Please see Annual Parish Meeting Minutes.

27. **PLANNING**
   Please see attached.

   **Storage of Planning Applications**
   Councillors confirmed that the Clerk can dispose of all Planning Applications, once they have been discussed at a meeting, as they are available on the website.

28. **VILLAGE RESPONSIBILITIES**
   **Items to be reported to Kent Highways/Public Rights of Way**
   No items to be reported.

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

   There being no further business the meeting closed at 8.54 pm.

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Signed …………………………………………………………………… Dated ……………………………
Chairman
BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

Y18/0263/SH Burvale Barnhouse Lane Brookland Romney Marsh Kent TN29 9TR
Erection of a first-floor extension and two-storey side and rear extension.
Parish Council: Support

Y18/0455/SH Springfield Farm Rye Road, Hook Wall Brookland Romney Marsh Kent
TN29 9TJ
Erection of a detached garage building (as alternative to that approved under
Y09/0478/SH and Y12/0004/NMC).
Parish Council: Support

Y18/0425/SH Listed building consent for structural alterations
Becketts Court, Beckett Road, Brookland Romney Marsh Kent TN29 9RZ
Parish Council: Support

Y18/0554/FH Pepperland Nursery Straight Lane Brookland Romney Marsh Kent TN29 9QU
Section 73 application to remove conditions 1 and 2 of application Y15/0015/BGPD
requiring a ground contamination survey (1) and flood risk assessment (2) to be
submitted to and approved in writing by the Local Planning Authority.
Parish Council: No Comment

Y18/0538/FH/AK Parish Farm, Rectory Lane, Brookland, Romney Marsh. Kent
Erection of single storey farm office building
Parish Council: No Comment
Lancing Parish Council was set up in 1894. It covers the area between Shoreham-by-Sea and Worthing from Western Road (adjacent to Brooklands) and Sompting in the west through to the River Adur in the east and the parish of Coombes to the north. It stretches from the beach and coast inland to include part of the South Downs. Working in partnership with the local community to make Lancing a great place to live, work, visit and enjoy. Monks Rec Consultation.