MINUTES OF THE AGM OF BRENCHLEY PARISH COUNCIL ON TUESDAY 17th May 2016 IN MATFIELD PAVILION AT 7.00pm

Present

Chairman C Woodley presided in the first instance, Cllrs A de Guingand, D Batty, J Grant, R Wickham, Mrs L Butler, Mrs N Marriott, Mrs G Warner. Clerk M Powell.

No Item

1. **Election of Chairman and Vice Chairman**

The Chairman stood down and the chair was taken temporarily by Cllr Mrs Marriott. She proposed Cllr Woodley for Chairman, this was seconded by several and he was duly re-elected as Chairman. Mrs Marriott stood down. Both Cllrs D Batty and R Wickham were proposed and seconded for Vice-Chairman. Following a vote Cllr Wickham was elected to the post.

2 Acceptance of Office

All Cllrs then duly signed a declaration of acceptance of office, which was duly witnessed by the Clerk.

3 To accept apologies for absence

Cllr I McEwen for a family holiday

4 To approve Minutes of the last meeting

2.1 Approve minutes of the full meeting of 3rd May 2016

Resolved To accept the minutes as accurate with the exception of item 6.11 of which the first sentence of the final paragraph was amended for clarity to read " *Only the electorate who are resident in the Parish should receive a survey, the school would not*."

5 To record declaration of Interests on any item on the Agenda

Members were reminded that if any have a ***prejudicial*** interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

6 To adjourn to allow public participation- questions and comments

None

7 Briefing for new Councillors

A briefing was given to on process and procedures. The Chairman gave a talk on the fundamentals of the PC, how he intended to lead it in the future and some of the goals it wished to achieve. The Clerk gave an overview of his role as principal officer and Responsible Financial Officer of the PC and some of the processes in terms of communications, notes, minutes etc. Also a brief overview of the handling of the finances, copies of the last years accounts being distributed. These details were enlarged upon by Cllr de Guingand. Cllr Mrs Marriott provided an overview of the way the PC handled the consultations received regarding planning applications and the processes available enabling a considered response to be given to TWBC.

8 Allocation of responsibilities and Committee membership

Various jobs and committees require various Cllrs input. They were agreed as follows:-

FINANCE COMMITTEE

- C Woodley
- A de Guingand
- I McEwen
- M Powell
- R Wickham

PLANNING COMMITTEE

Permanent members of

- Cllrs Mrs Marriott
- G Warner
- Two others, on a rota.
  - Deliberations not currently held in public. Policy group to consider whether change is required.
  - Agreed that the same format as had previously been used would continue, i.e. the planning committee would consult by e-mail, unless there was something unduly complicated or controversial, and that the circulated recommendations of the planning committee would be discussed and accepted or revised at Council meetings.

MANAGEMENT GROUP

- C Woodley,
- A de Guingand
- M Powell
- J Grant.

POLICY GROUP

- C Woodley
- I McEwen
- N Marriott
- J Grant

PARISH PLAN

- TBC
  - Following a discussion a general debate on the issues and on what our involvement should be.
  - The working group leaders would be advised of this. The Chairman agreed to communicate with them and ask for a report from each on progress and their opinions on issues, followed possibly by a presentation/ meeting with the PC.

WEBMASTER

- Ian McEwen
- Mrs L Butler acting as a backup.

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ROUNDABOUT CORRESPONDENCE

- Mrs L Butler

PAVILION MANAGEMENT COMMITTEE

- A de Guingand to Chair
- Representatives of regular users (Guides, Cricketers, The Connection).
- Treasurer (Chris Klempau).
  - Further consideration to be given to the management and upkeep of the building.

BRENCHLEY CHARITY & NURSES COTTAGE

- TBC

BRENCHLEY MEMORIAL HALL

- TBC

MATFIELD VILLAGE HALL

- Mrs N Marriott

KENT ASSOCIATION OF LOCAL COUNCILS (K.A.L.C.)

- C Woodley,
- R Wickham

BRENCHLEY TASK-FORCE

- R Wickham
- D Batty
    - War Memorial
    - Jack Verrall Memorial Garden
    - Brenchley Oak
    - Porter's Wood
    - Millennium Seat
    - Shops and services (Post Office, Butchers, Pubs, Surgery, The Bull, Public Toilets, Parking)
    - Christmas Lights (including Petteridge)

MATFIELD TASK-FORCE

- R Wickham
- Mrs N Marriott
    - War Memorial
    - The Green – including pond management, chain-fencing and parking interface with the Pavilion Management Committee
    - Bus shelters
    - Shops and services (Inn Store/Post Office, Butchers, Pubs, Public Toilets, Public Toilets)
    - Christmas Lights

HIGHWAYS, TRANSPORT & COMMUNITY SAFETY

- Mrs G Warner
    - Police
- D Batty
    - Kent Highways
- No volunteers for Speedwatch. It was considered to try and co-opt a non voting member of the community, possibly one or two of the residents who stood unsuccessfully in the election.

ENVIRONMENT & SUSTAINABILITY

- A de Guingand
    - Teise Catchment Improvement Group
- TBC
    - Re-cycling, re-use, disposal of refuse [input to the new contract for waste management] TBC
    - Gatwick Airport TBC
    - A21- Not required as planning applications will alert the PC.
- Mrs G Warner,
- Mrs L Butler
    - Rights of Way and countryside issues
- A de Guingand
    - Cinderhill
- R Wickham
    - Tree Warden

GREAT WAR CENTENARY COMMEMORATION (2018)

- C Woodley
- J Grant

- To facilitate a working party, to plan/co-ordinate events.
- Brenchley Memorial Hall will also be involved

9 Decisions Required

9.1 Policy Group

It is thought necessary for the Policy Group to draft a scheme to enlist the services of non-voting members to assist in the work load.

Resolved To give the Policy Group the authority to work up such a scheme and report back

9.2 Bank Mandate

A form is required to be signed in line with our existing authority to remove past/resigned Cllrs from the bank mandate including access to the internet banking facility used by the PC. Arrangements for new Cllrs to be agreed.

Resolved That the Chairman and one other Cllr already on the mandate to sign such a form. Further that the new Cllrs should be included on the mandate as and when the paperwork was available for completion.

10 To be advised of urgent Business as may be previously notified.

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

None

11 Date of next meeting

Monday 6th June at 7.30pm in Matfield Pavilion.