

# BROOKLAND PARISH COUNCIL

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## MINUTES 155

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 February 2017 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor Mrs K Coleman,  
and Councillor Mrs V Wallington

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Mr L Laws

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one Members of the Public present.

#### 1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor J Burgoyne (work commitment), Councillor Mr C Hill, (personal reasons) and County Councillor, Mrs C Waters.

Councillors unanimously approved the above absences.

#### 2. DECLARATIONS OF INTEREST

##### Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

##### Declarations of Significant Interest

There were no Declarations of Significant Interest.

##### i) 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 154 of the meeting held on 6 December 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Wallington      Seconded Councillor Coleman**

#### 4. PARISH COUNCIL WEBSITE

Councillors are satisfied that all is in order with the website.

#### 5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

There were no Matters for Report not covered on the agenda.

**6. PUBLIC INTERVAL**

The meeting was opened from 7.23 – 7.40 during which the member of the public present discussed his planning application and District Councillor Laws updated councillors on matters associated with Shepway District Council.

**7. CHAIRMAN'S REPORT**

Mrs Saxby reported that she had been looking at the Cemetery records and we need to allocate more grave spaces for non-residents.

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

The Office of The Lord Lieutenant of Kent  
KCC Great British Clean Up  
Norris and Fisher

**Email Correspondence – all emails forwarded to councillors with email**

Brookland C E Primary School.

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	49168.45	Current Account	48358.34
Plus Receipts	<u>10937.90</u>	Plus u/c receipts	<u>0.00</u>
	<b>60106.35</b>		<b>48358.34</b>
Less. Payments	<u>9613.38</u>	Less u/c cheques	<u>2038.67</u>
	<b>50492.97</b>		<b>46319.67</b>
Less Earmarked funds	<u>25431.93</u>	Plus Reserve a/c	<u>3323.27</u>
<b>Available Funds</b>	<b>24211.01</b>		<b>49642.94</b>
		Less Earmarked Funds	<u>25431.93</u>
		<b>Available Funds</b>	<b>24211.01</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROS S £</b>
Mrs J Batt	830	Salary January Expenses General Admin SLCC	188.81 16.02 19.56 31.17		254.76
J Burgoyne Ltd	831	Rubbish Clearance	130.00	26.00	156.00
Clive Stanley	832	Webmaster Services	149.50		149.50
Mrs J Batt	833	Postage Stamps	5.50		5.50
Mrs J Batt	834	Salary February Expenses General Admin Donation	188.01 16.02 14.28 50.00		269.11
Mr R Velvick	835	Grave Digging	50.00		50.00

**Proposed Councillor Saxby**

**Seconded Councillor Wallington**

**Bank Mandate**

Mrs Wallington has been into the bank and Mrs Saxby will go in as soon as possible.

	<b>Balance 21 Nov 2016</b>	<b>+/- Jan/ Feb</b>	<b>Balance 20 Feb 2017</b>
Youth Area Expenses	1688.93		1688.93
Youth Area Rent	NIL	+800.00	800.00
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance Rubbish Clearance	18165.40	-130.00	18035.40
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>25561.93</b>	<b>+670.00</b>	<b>26231.93</b>

**Tenders received for Grass Cutting**

Three Tenders have been received

Please see attached.

**Resolution:** Following discussion councillors unanimously agreed to accept the quotation from Company A. The contractor will be asked to extend the contract to 2 years.

**Proposed Mrs Coleman      Mrs Wallington**

**Risk Assessment**

Mrs Saxby will complete in time for the March meeting.

**Confirmation of Submission of Precept Request for 2017/2018**

The Clerk confirmed that the Precept Request had been submitted and a read receipt received on 5 December 2016.

**9. CEMETERY****Arrangements for Clearance of Rubbish from Cemetery**

Mrs Saxby is meeting with a contractor next week.

**Quotation for Cemetery Fence**

Councillors are considering extending the hedge, instead of replacing the fence.

**Registering of Memorial Garden**

Nothing to report.

**Cemetery Account as at 20 February 2017**

<b>Opening Balance</b>		<b>14386.03</b>
Plus:		
Budget 16/17	1860.00	
Sale of Grave Spaces	1200.00	
Reservations	800.00	
Internments	1875.00	
Memorials	<u>550.00</u>	
		<b><u>6285.00</u></b>
Less:		<b>20671.03</b>
Error September 2015	150.00	
Plans for Land Registry	80.00	
Cemetery Deeds	45.63	
Vegetation Clearance	650.00	
Grass Cutting	1200.00	
Spraying	160.00	
Hedge Cutting	100.00	
Clearing Rubbish	<u>250.00</u>	<b><u>2635.63</u></b>
		<b>18035.40</b>

**10. YOUTH AREA****Confirmation of Instruction to The Play Area Inspection Co**

The Clerk reported that we have received an order acknowledgement for the inspection due to take place in September.

The draft lease for the Youth Area has been received. Councillors had one or two questions which the Clerk will put to Savills.

**11. PLANNING**

No applications received.

**Any other matters related to Planning issues within the Parish**

No matters brought to the council's attention.

**12. VILLAGE RESPONSIBILITIES****Items to be reported to Kent Highway Services/PROW/IDB**

No items put forward.

**13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

There being no other business the meeting closed at 8.23 pm.

Signed ..... Dated .....  
Chairperson