

BROOKLAND PARISH COUNCIL

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MINUTES 140

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 19 October 2015 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,
Councillor J Burgoyne and Councillor Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS:

COUNTY COUNCILLOR:

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

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor Wallington (family commitment) and County Councillor, Mrs C Waters

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

There was an error under finance in the table of payments. The Clerk's Salary should have read £366.36, General Admin £32.76 and Expenses £8.01 totalling £407.13.

Minutes 139 of the last ordinary meeting were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Colman Seconded Councillor Hill

4. PARISH COUNCIL WEBSITE

Mr Stanley has started work on transferring information to the KCC website as requested.

Notice Board and Website Policy**Resolution: Councillors agreed to amend the Policy to read:-**

The following are not to be included

Commercial advertisements other than those that are for the benefit of parishioners or that benefit the Village Hall.

Proposed Mrs Saxby Seconded Mr Burgoyne

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

There were no matters arising that were not covered on the agenda.

6. PUBLIC INTERVAL

There were no Members of the Public present.

7. CHAIRMAN'S REPORT

Mrs Saxby reported that she had been unable to ascertain exactly which footpath needed to be reported to PROW, following last month's meeting. She will send the Clerk the numbers of both the paths in question.

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

KALC Notice of 68th AGM

Email Correspondence – all emails forwarded to councillors with email

Romney Marsh Forum

Adoption of Externally Audited Accounts

The accounts have been received back from PKF Littlejohn, with no Matters Arising.

Resolution: Councillors unanimously agreed to accept the Externally Audited Accounts.

Proposed: Mr Hill Seconded: Mr Burgoyne

Interim Internal Audit

The Clerk reported that Mr Funnell carried out the Interim Internal Audit on 16 October and there were no matters arising.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	34203.13	Current Account	41620.21
Plus Receipts	<u>15709.65</u>		<u>0.00</u>
	49912.78		41620.21
Less Payments	<u>6590.72</u>	Less u/c cheques	<u>1619.53</u>
	43322.06		40000.68
Less Earmarked funds	<u>18996.86</u>	Plus Reserve a/c	<u>3321.38</u>
Available Funds	24325.20		43322.06
		Less Earmarked Funds	<u>18996.86</u>
		Available Funds	24325.20

At Mr Hill's suggestion, Councillors unanimously agreed to donate £50 to the Royal British Legion for 2 Poppy Wreaths for the War Memorial Gates.

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	768	Salary Expenses General Admin	183.81 8.01 16.88		208.70
M Coleman	769	Grass Cutting - Cemetery	150.00		150.00
KALC	770	Councillor Induction	25.00		25.00
PKF Littlejohn	771	Audit Fee 2014-2015	100.00	25.00	125.00
The Play Inspection Co	772	Annual Inspection	59.95	11.99	71.94
Boys & Maughan	773	Legal Expenses	250.00	50.00	300.00
Royal British Legion	774	2 x Poppy Wreaths	50.00		50.00
Land Registry	775	Application Fee	30.00		30.00

Proposed Councillor Hill

Seconded Councillor Saxby

Earmarked Funds

	Balance 21 Sept 2015	+/- October	Balance 19 Oct 2015
Youth Area Expenses	1808.38	-59.95	1748.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	735.43		735.43
Cemetery Maintenance	8816.03		
Error – Sept Mins		-150.00	
Sale of Grave Spaces etc		+2800.00	
Grass Cutting		-150.00	
Legal Fees		-250.00	
Registration Fee – Memorial Garden		-30.00	11036.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2500.00		2500.00
Election Expenses	2948.97		2948.97
TOTAL	16836.81	+2160.05	18996.86

Insurance

Nothing to report.

Village Risk Assessment/Risk Inspection

We are still waiting to hear from SDC regarding ownership of the seats and benches. Councillor Goddard is chasing this up on our behalf.

Items requiring attention following inspection by councillors are :-

Loose drain cover Salthouse Close – Report to Highways

Loose concrete slab wall Salthouse Close – Report to East Kent Housing

Uneven surface in Children’s Play Area – Report to be sent to SDC

Youth Shelter needs repainting – Include in next year’s budget

Litter bin overflowing in Play Area and Youth Area – Report to SDC

Trip hazard signage needed on Memorial Gate and gate from the Church – Cllr Hill

The cement around the gate posts at the Clubbs Lane entrance is decayed and the metal inserts are rusted – Include in next year’s budget.

Items requiring attention following the inspection by The Play Area Inspection Co are:-

Signage required as detailed BS EN 15312 for MUGA – Clerk to order

Fire damage to Youth Shelter needs monitoring for further deterioration – Mr Burgoyne

Graffiti needs removing from Youth Shelter – Include in next year’s budget

Gates need painting a contrasting colour from the fence to assist users with impaired sight – Report to be sent to SDC

Signs with emergency contact details should be installed at each entrance/exit point.

BS EN 1176 – Clerk to order

Provision of Fire Proof Storage for Parish Council Documents

Nothing to report.

9. **CEMETERY**

Cemetery Administration and Maintenance

Mrs Saxby and the Clerk are liaising regarding the records.

The form to register the area known as The Memorial Garden was completed, checked and will be forwarded to the Land Registry.

Scattering or Burial of Cremated Remains

Nothing to report.

10. **YOUTH AREA**

The Crown Estates has still not cashed the cheques for the rent.

Mr Hill gave Mr Burgoyne the book he was using to record the weekly checks in and Mr Burgoyne will now complete and record the weekly checks.

11. **PLANNING**

No applications received.

12. **VILLAGE RESPONSIBILITIES**

Items to be reported to Kent Highway Services/PROW/IDB

The Clerk was not asked to report any items to KHS.

Mr Hill is to contact Highways England and ask whether we can purchase signs warning motorists that horses are crossing the A259.

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

Nothing to report.

There being no other business the meeting closed at 8.20 pm.

Signed Dated
Chairman