

BROOKLAND PARISH COUNCIL

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MINUTES 115

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 21 October 2013 at 7.15 pm

PRESENT: Mr C Hill (Chair), Mrs M Andrews, Mrs K Coleman and Mr R Hyman

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR: Mr D Baker

MEMBERS OF THE PUBLIC: There were 4 Members of the Public present.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

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 114 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman

Seconded Mr Hyman

4. PARISH COUNCIL WEBSITE

Nothing to report.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

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

6. PUBLIC INTERVAL

The meeting was opened to Members of the Public present from 7.25 – 7.44 for questions and comment.

7. CHAIRMAN'S REPORT

Work is progressing on the £98,000 scheme to renew the water main from King Street along Rectory Lane to the junction with Old House Lane at Nobbs Hall. This will improve the water supply and increase water pressure to the village. Much patching has been carried out on our lanes and by-ways and considerable resurfacing which will make local travel safer during the winter months. Boarmans Lane between Brookland Garage and the church has been micro-surfaced, which will provide safer journeys by foot for mums and children going to school and for walks to and from the Village Hall and the Royal Oak.

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

Wicksteed
KALC

Email Correspondence

Councillors did not bring any emails to the attention of the meeting.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	20304.67	Current Account	27212.50
Plus Receipts	<u>14273.51</u>	Plus u/c receipt	<u>0.00</u>
	34578.18		27212.50
Less Payments	<u>5947.19</u>	Less u/c cheques	<u>1899.55</u>
	28630.99		25312.95
		Plus Reserve a/c	<u>3318.04</u>
			28630.99

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	166.61		
	Expenses	28.75		195.36
M Coleman	Grass Cutting - Sept	230.00		230.00
BVHMC	Rent April - Sept	80.00		80.00
Clive Stanley	Webmaster Services	42.00		42.00
Mr C Hill	Spraying Cemetery	26.67	3.33	
	Signs for Cemetery	60.00		
	Signs for Field Gate	50.00		140.00
TOTAL		684.03	3.33	687.36

Proposed Mr Hyman

Seconded Mrs Coleman

Earmarked Funds

	Balance 23 Sept 13	+/- Oct	Balance 21 Oct 13
Youth Area Expenses	1843.33		1843.33
Youth Area Rent	100.00		100.00
War Memorial	2000.00		2000.00
Notice Board	535.43		535.43
Cemetery Maintenance			
September Grass	3948.03	230.00	
Spraying Weeds		30.00	
Signs		60.00	3628.03
Election Expenses	2448.97		2448.97
TOTAL	10875.76	320.00	10555.76

Insurance

The Play Inspection Co included a list of the values of the various items of equipment owned by the Parish Council. The values differ from those currently being used. Councillors will review the arrangements once we receive the Wicksteed catalogue.

Southern Water's Review of Brookland Wastewater Treatment works

The Clerk contacted Southern Water again and is still waiting for an update.

Annual Safety Inspection of MUGA and Youth Shelter

Mr Hill will repair the cracks in the surface.

Village Risk Assessment/Risk Inspection

Mr Hill will still have to deal with the minor issues on the Risk Inspection sheet as listed below:-

MUGA

Graffiti to be removed
Weed growth has already been dealt with
Litter bin emptying

CEMETERY

Gates to be washed and painted

Half Yearly Internal Audit

The Clerk reported that the Auditor undertook the Half Yearly Audit on 15 October and was satisfied that everything was in order.

9. CEMETERY

A member of the public raised concerns that non residents are being permitted to purchase grave spaces in Brookland Cemetery. The objection being that residents of Brookland pay for the upkeep of the cemetery.

For details of the resolution passed regarding this please see the minutes of the meeting held on 19 July 2010.

The fees paid by a non resident of the Parish are double those paid by a resident, to help towards the cost of the administration and maintenance of the cemetery.

Mr Hill reported that Mr Coleman had asked whether he should carry out another cut as the grass is still growing. Councillors agreed that he should.

Form to be completed by Prospective Purchaser of a Grave Space

Councillors agreed the wording of the form and it will be published on the website.

10. YOUTH AREA**Proposal from Parishioners to relocate the MUGA**

No proposals received to date. This item will be removed from future agendas.

11. PLANNING

No applications received this month.

The Clerk reminded Councillors to check their emails regularly as we no longer receive paper copies of planning applications.

Election of Councillor to Planning Committee

Deferred until we have a full council.

12. COMMUNITY SAFETY

Mr Hill reported that he continues to liaise with the PCSO on a regular basis.

13. VILLAGE RESPONSIBILITIES**Matters Arising from the Round Robin**

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

Village Hall

The heaters are not working properly. Mr Hill suggested that the Village Hall Committee should apply for grant funding to enable them to instigate the necessary repairs.

Booking Form to be completed by Prospective Hirer of Land at Rear of Village Hall

Councillors agreed the wording of the form and it will be published on the website.

Items to be reported to Kent Highway Services/PROW

Mr Hill will liaise with Mr Baker regarding Appledore Road and Ashentree Lane.

14. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.10 pm.

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL
SUMMARY RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2014

BUDGET 2012/2013	ACTUAL 2012/2013		BUDGET 2013/2014	ACTUAL 2013/2014
		RECEIPTS		
9900.00	9900.00	Precept	9900.00	12033.00
		Council Tax Reduction Scheme Grant	2133.00	
	1.65	Interest		0.85
	7.64	War Bonds		3.82
	510.25	Cemetery		1510.00
		Grave Digger		275.00
300.00	306.48	VAT Recovered	350.00	450.84
10200.00	10726.02	TOTAL	<u>12383.00</u>	<u>14273.51</u>

BROOKLAND PARISH COUNCIL
SUMMARY RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2014

BUDGET 2012/2013	ACTUAL 2012/2013		BUDGET 2013/2014	ACTUAL 2013/2014
		EXPENDITURE		
2400.00	1998.92	Clerk's Salary	2600.00	1166.07
	499.60	Clerk's Income Tax		249.80
100.00	80.78	Clerk's Expenses	100.00	54.37
2500.00	2579.30			
250.00	291.63	General Admin	400.00	159.58
70.00	60.00	Internal Audit	70.00	60.00
300.00	135.00	District Audit	300.00	100.00
100.00	100.00	Chairman's Expenses	100.00	
		Election Expenses	1000.00	
400.00	231.00	Website	400.00	332.28
200.00	160.00	Village Hall Rent/Heat	200.00	80.00
		Youth Club Rent		
		Subscription to RMISQ	50.00	
150.00	142.60	KALC Subscription	150.00	143.82
40.00	27.00	SLCC Subscription	40.00	
800.00	625.93	Insurance	800.00	643.10
		Spraying Weeds in Cemetery		90.00
898.00	1050.00	Cemetery Grass Cutting	1100.00	1050.00
520.00	646.00	Village Hall Grass Cutting	600.00	560.00
		Reserved for Grass Cutting if required	300.00	
120.00		East View Grass Cutting		
100.00	182.00	Verge towards North End of Straight Lane		
120.00	180.00	Village Hall Fence Grass Cutting		
	600.00	Removal/Maintenance of Trees	800.00	
125.00		Clock Maintenance	125.00	125.00
100.00	540.00	Youth Area	500.00	84.95
100.00	400.00	Youth Area Rent	100.00	
		Village Hall Notice Board		757.00
250.00		Repairs	250.00	
400.00		War Memorial Repairs		
800.00	1468.00	Cemetery Expenses	1900.00	
	55.00	Grave Digger		275.00
		Signs for gate to Village Hall Field		50.00
250.00		Contingency Fund	300.00	
200.00		S137	200.00	
	450.84	VAT on Expenses		106.22
6293.00	7345.00	TOTAL		6087.19