

BROOKLAND PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING - MINUTES

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON WEDNESDAY 5th MAY 2021 ONLINE BY
ZOOM FOLLOWING THE ANNUAL PARISH MEETING @7pm

Present: Cllr Saxby, Cllr Wallington, Cllr Gillies, Cllr Pollard, Cllr Roberts, A Lawson, 3 Members of the
public

The meeting started at 19:19 following the Annual Parish Meeting

0521/1. ELECTION OF CHAIRMAN

Cllr Gillies proposed, and Cllr Wallington seconded a motion for Cllr Saxby to be elected chair. The appointment was unanimously agreed.

0521/2. APOLOGIES FOR ABSENCE

County Cllr Hills & District Councillor Goddard sent apologies.

0521/3. APPROVAL OF APOLOGIES FOR ABSENCE

The apologies for absence were unanimously agreed by those present.

0521/4. DECLARATIONS OF INTEREST

None.

0521/5. ELECTION OF VICE CHAIRMAN

Cllr Roberts proposed, and Cllr Gillies seconded a motion for Cllr Wallington to be elected vice chair. The appointment was unanimously agreed.

0521/6. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

Village Hall Committee – Cllr Wallington

Police Committees – Cllr Saxby

Disciplinary and Grievance Committee – Cllr Wallington, Cllr Roberts, Cllr Saxby

Appeals Committee – Full Council

Councillor to serve on reciprocal Complaints Committee for Brenzett PC – Available Councillor

The Councillors unanimously agreed to the above appointments.

0521/7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Review of Parish Council paperwork – Cllr Saxby

Review of Fixed Asset Register – ALL

Risk Assessment /Financial Risk Assessment – Cllr Wallington, Cllr Roberts

Internal Audit – Mr L Robbins

Councillor responsible for Finance – ALL

Review of Insurance arrangements – ALL

Weekly MUGA safety check – Cllr Roberts

Website & Publicity – Cllr Saxby

The Councillors unanimously agreed to the above appointments.

0521/8. PUBLIC INTERVAL

No questions raised.

0521/9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors agreed that the Standing Orders and revised Financial Regulations are in order.

0521/10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL

Councillors unanimously agreed the Fixed Asset Register and committed to completing a full review of the assets to include visual images before the end of this year.

0521/11. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

The Council is part way through a long-term agreement. Councillors agreed that all is in order with the 2021 renewal pack.

0521/12. REVIEW OF THE COUNCIL'S POLICIES & PROCEDURES

The Councillors agreed that the current policies and procedures are in order.

0521/13. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting held in March were unanimously accepted. Proposed Cllr Saxby, Seconded Cllr Roberts.

0521/14. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

Councillors discussed the quotes for refurbishment of the gates and railings in the cemetery and agreed to accept the quote from WeWeld.

0521/15. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

Councillors discussed the request for support from the village hall and agreed to pay all grass cutting for 2021. For other grounds maintenance to council would like to see any quotes before confirming the work is undertaken.

KCC Highways have confirmed work on the Woolpack bridge will commence late 2021/early 2022.

The clerk demonstrated RecordKeepr which is being adopted as a new burial management database.

0521/16. FINANCE

A) Completion of Certificate of Exemption

Councillors unanimously agreed that Brookland Parish Council met the criteria laid down for exemption and it was therefore agreed that the Cllr Saxby and the Clerk should sign the Certificate of Exemption.

B) Review of System of Internal Control

Councillors reviewed and agreed the Statement of Internal Control.

C) Approval of the Annual Governance Statement

Councillors reviewed and unanimously approved the Annual Governance Statement for signature by Cllr Saxby & the Clerk.

D) Approval of the Accounting Statements

Councillors reviewed and unanimously approved the Accounting Statement to be signed by Cllr Saxby.

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

E) Review of Direct Debits

Councillors reviewed the current direct debits and agreed to ensure any regular expenditure is set to DD payment.

0521/17. DISTRICT COUNCILLORS REPORT

This was presented during the Annual Parish Meeting.

0521/18. PLANNING

21/0792/FH – The Council agreed to write in support of this application.

21/0632/FH - The Council have some reservations about this application. Cllr Gillies to assist with drafting a response to the planning department

The meeting Closed at 8.39pm. The next Parish Council meeting will be held on Monday 19th July 2021.

Finance Summary April

BROOKLAND PARISH COUNCIL
Income & Expenditure 2021/22 - Actual & Budget as at 28/04/2

ACTUAL 2020/2021		BUDGET 2021/2022	ACT TO DATE 2021/2022	ACT v BUD 2021/2022
RECEIPTS				
12,000.00	Precept	12,870.00	6,435.00	- 6,435.00
1.33	Interest			-
2,698.00	Cemetery			-
325.00	Grave Digger			-
1,529.94	VAT Recovered			-
16,554.27	TOTAL	12,870.00	6,435.00	- 6,435.00

ACTUAL 2020/2021		BUDGET 2020/2021	ACTUAL 2021/2022	ACT v BUD 2020/2021
EXPENDITURE				
3,662.03	Clerk's Salary	3,800.00	305.76	3,494.24
197.60	Clerk's Expenses	180.00	15.00	165.00
22.00	General Admin	350.00		350.00
75.00	Internal Audit	100.00		100.00
35.00	ICO	35.00		35.00
129.14	Computer Maintenance	180.00	11.27	168.73
300.00	Training	500.00	150.00	350.00
-	Election Expenses			-
78.06	Website	25.00	14.39	10.61
96.00	Village Hall Rent/Heat	300.00		300.00
191.72	KALC Subscription	200.00	193.70	6.30
75.00	SLCC Subscription	100.00		100.00
827.98	Insurance	850.00		850.00
1,560.00	Cemetery Grass Cutting	1,560.00	150.00	1,410.00
-	Cemetery Hedges	200.00		200.00
3,168.00	Cemetery Fencing			-
398.00	Cemetery Admin Fees	1,000.00	400.00	600.00
250.00	Clearance of Rubbish from Cemetery	150.00	25.00	125.00
-	Tree Inspection			-
350.00	Removal/Maintenance of Trees	1,000.00		1,000.00
1,821.00	Youth Area			-
100.00	Youth Area Rent	100.00		100.00
-	Wreath for Remembrance	50.00		50.00
-	Contingency Fund	500.00		500.00
-	Contribution to Marsh Harrier	200.00		200.00
2,023.50	Village Hall Grass Cutting	1,000.00		1,000.00
60.00	Thank You Gift			-
-	Clock Maintenance	150.00		150.00
315.00	Defib Maintenance	190.00		190.00
-	Christmas Decorations			-
-	Refund of Cemetery Fees			-
675.00	Grave Digger			-
148.00	Contributions to Good Causes	150.00		150.00
1,992.49	VAT on Expenses	-	106.56	- 106.56
18,550.52	TOTAL	12,870.00	1,371.68	11,498.32

Brookland Parish Council
Bank Reconciliation 28/04/21

<u>Unity Bank</u>		£
Opening Balance - 01/04/21		53,706.36
Add		
F&HDC		<u>6,435.00</u>
		60,141.36
Less		
IT Outcomes Maintenance	14.09	
KALC Training	180.00	
Coleman Grass Cutting	180.00	
KALC 2021 Subs	232.44	
Venosis Drone Mapping	400.00	
Trident Waste Collection	<u>30.00</u>	
Expenses		1,036.53
Balance at 28/04/21		<u>59,104.83</u>

Items paid after the last meeting in March

26/03/2021	A Lawson	320.76	320.76
22/03/2021	We Weld	2,104.20	2,104.20
26/03/2021	Diocese of Canterbury Re Poole	398.00	398.00
31/03/1998	Bank charges	18.00	<u>18.00</u>