

# BROOKLAND PARISH COUNCIL

Page 386

## MINUTES 97

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 21 November 2011 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman Mr R Hyman and Mr N Knight  
Mrs A Birchmore following co-option

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence has been received from PCSO Denis Connolly

**2. DECLARATIONS OF INTEREST**

There were no Declarations of 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. CO-OPTION OF PARISH COUNCILLOR**

Mrs Ann Birchmore contacted the Clerk during October and forwarded an application to join the council.

Mr Hill proposed Mrs Birchmore for the vacant seat on the council, seconded by Mrs Coleman. Unanimous

Mrs Birchmore signed her Declaration of Acceptance of Office and took a Register of Members Interest Form to send to SDC with a copy for the Clerk.

**4. ACCEPTANCE OF MINUTES**

Minutes 96 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Knight                      Seconded Mrs Coleman

**5. PARISH COUNCIL WEBSITE**

Contact details for the Cemetery have been added to the website.

**6. MATTERS FOR REPORT FROM PREVIOUS MEETING**

There were no Matters Arising that were not covered on the agenda

**7. PUBLIC INTERVAL**

The meeting was opened to Members of the Public present from 7.24 – 8.02 for questions and comment.

**8. CHAIRMAN'S REPORT**

The Chairman had nothing to report that was not covered on the agenda.

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

Shepway Community Covenant  
 Clerk and Councils Direct  
 KCC Landscape Services  
 KCC Minerals and Waste Sites Development Plan  
 DOC  
 KHS Survey

**Email Correspondence**

Mr Hyman brought the following emails to the attention of councillors present:-

SDC re Emergency Training  
 Music Licences for Public places

**Finance****Bank Reconciliation****Balance per Cash Book**

Opening Balance	16876.68
Add Receipts	<u>10751.72</u>
	27628.40
Less Payments	<u>7358.95</u>
	<b>20269.456</b>

**Balance at Bank**

Current Account	19348.49
Less unrepresented cheques	<u>2612.13</u>
	16736.36
Reserve Account	3314.72
War Bonds	<u>218.37</u>
	<b>20269.45</b>

**Work to trees in Cemetery**

Mr Coleman carried out work to trees in the cemetery as discussed last month. On 3 November councillors unanimously agreed that the Clerk should draw a cheque in favour of Mr Coleman on receipt of his invoice for £800.

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	Salary	157.76		157.76
The Post Office	Income Tax	79.00		79.00
Greenbarnes Ltd	Noticeboard	1167.57	233.52	1401.09
BVHMC	Hire of Hall 19.9.11	14.00		14.00
Mrs J Batt	Expenses	66.78		66.78
M Coleman	Grass Cutting	86.00		86.00
		<b>1571.11</b>	<b>233.52</b>	<b>1804.63</b>

**Resolution: Councillors unanimously agreed to pay the above accounts.**

**Earmarked Monies**

	Balance 17 Oct 2011	+/- Nov	Balance 21 Nov 2011
Youth Area Expenses	1928.28		1928.28
Bus Shelter	1000.00	-1000.00	NIL
B Team	NIL		NIL
B Team Rent	NIL		NIL
Youth Area Rent	300.00		300.00
Wall Memorial	600.00	+1000.00	1600.00
Notice Board	2500.00	-1167.57	1332.43
Cemetery Maintenance	3209.53		
Work to Trees		-800.00	
Grass Cutting		- 86.00	2323.53
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>10986.78</b>	<b>2053.57</b>	<b>8933.21</b>

**Councillors agreed to transfer the money budgeted for the Bus Shelter to that earmarked for work to the War Memorial.**

**The remainder of the money budgeted for the Notice Board will be earmarked for a second notice board should be decided to purchase another one.**

**Interim Internal Audit 2011-2012**

The Audit met with the Clerk on 19 October. He was satisfied that all is in order.

**Clerk's Expenses**

It was unanimously agreed, following the audit to increase the payment to the Clerk to £3 per week to cover the use of the computer and telephone.

**Budget 2011-2013**

The Clerk circulated the working figures for the year to date. Councillors set the budget, please see attached.

**Resolution: Councillors unanimously agreed to keep the Precept for 2012-2013 at the same level as last year - £9900.00.**

**Insurance**

Nothing to report.

**Risk Assessment/Risk Inspection**

Nothing to report.

**10. CEMETERY****Request for Memorial**

A request arrived in today's post from Cleverly Spencer on behalf of the family of A gentleman buried last November, for a memorial which they would like in place by Christmas. Councillors discussed the memorial and agreed to it being installed.

**Review of Cemetery Fees**

Councillors agreed to increase the fees by 35% with effect from 1 January 2012.

**10. YOUTH AREA**

We are still waiting to hear from Monster Play regarding the repairs to the Youth Shelter. The Clerk will contact them again.

**11. PLANNING**

No applications received this month.

We have been advised that Tree Preservation Order 9 of 2011 has been confirmed without Modification.

We have been advised by KCC of the Proposed diversion of Public Footpath HM29 Brookland.

**12. COMMUNITY SAFETY**

PCSO Conolly was unable to attend tonight's meeting.

**13. DISTRICT COUNCILLORS REPORT**

No one from SDC was in attendance. This item to be removed from future agendas.

**14. COUNTY COUNCILLORS REPORT**

No one from KCC was in attendance. This item to be removed from future agendas.

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

There were no matters arising.

**Village Hall**

Custodian Trustee

The Internal Auditor explained that a Custodian Trustee is a corporation appointed to have the custody, as distinct from the management, of the trust property.

**Items to be reported to the County Lengthsmen**

Nothing to report.

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

Mrs Coleman reported that she has not yet attended Damian Collins surgery to ask for his help in getting the problems with ditch that runs along the back of the High Street dealt with.

The School have asked for a letter of support from the Parish Council to help with their efforts in getting the ditch cleared.

There being no other business the meeting closed at 8.45 pm.

Signed ..... Dated .....  
Chairman