

# BROOKLAND PARISH COUNCIL

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## MINUTES 141

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 16 November 2015 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,  
Councillor, Mrs V Wallington, Councillor J Burgoyne  
and Councillor Mr C Hill  
Mr C Stanley, Webmaster for part of the meeting

**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 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**

Minutes 140 of the last meeting were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Coleman**

**Seconded Councillor Hill**

**4. PARISH COUNCIL WEBSITE**

Mr Stanley reported that he has almost completed the transfer of information to the KCC website and councillors are extremely pleased with the result. It was agreed to add a seasonal message as in previous years.

**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**

Councillor Saxby reported that she had been approached by a young person asking whether it would be possible to have a skate board ramp in the village.

It was agreed to put a note in the Marsh Harrier suggesting a date that councillors would be available to meet with the young people of the village and discuss this.

Councillor Saxby also asked councillors to consider the possibility of installing some Community Exercise Equipment in the village.

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

Clerk and Councils Direct

The Local Government Boundary Commission for England

KCC re Shred that Scam

Land Registry re Memorial Garden

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

Councillor Saxby will complete the Highway Tracker Survey

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	34203.13	Current Account	40446.98
Plus Receipts	<u>15709.79</u>	Plus u/c receipts	<u>0.00</u>
	<b>49912.92</b>		<b>40446.98</b>
Less Payments	<u>7985.51</u>	Less u/c cheques	<u>1841.09</u>
	<b>41927.41</b>		<b>38605.89</b>
Less Earmarked funds	<u>18846.86</u>	Plus Reserve a/c	<u>3321.52</u>
<b>Available Funds</b>	<b>23080.55</b>		<b>41927.41</b>
		Less Earmarked Funds	<u>18846.86</u>
		<b>Available Funds</b>	<b>23080.55</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	779	Salary	183.18		
		Expenses	8.01		
		General Admin	17.96		209.15
M Coleman	778	Grass Cutting - Cemetery	150.00		150.00
BVHMC	779	Rent April - September	80.00		80.00

**Proposed Councillor Wallington**

**Seconded Councillor Hill**

**Earmarked Funds**

	<b>Balance 19 Oct 2015</b>	<b>+/- October</b>	<b>Balance 19 Oct 2015</b>
Youth Area Expenses	1748.43		1748.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	735.43		735.43
Cemetery Maintenance Grass Cutting	11036.03	-150.00	10886.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2500.00		2500.00
Election Expenses Paid July	2948.97	-454.80	2494.17
<b>TOTAL</b>	<b>18996.86</b>	<b>-604.80</b>	<b>18392.06</b>

**Preparation of Budget and Setting of Precept for 2016-2017**

**Resolution:** Councillors unanimously agreed to leave the precept at £9900.00.

**Proposed Councillor Wallington**

**Seconded Councillor Saxby**

Please see Budget attached.

**Insurance**

The Parish Council has a Long Term Agreement with Aviva until 31 May 2017.

**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 Salhouse Close – Reported to Highways

Loose concrete slab wall Salhouse Close – Reported to East Kent Housing

Uneven surface in Children's Play Area – Reported to SDC

Youth Shelter needs repainting – Monitor

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

Trip hazard signage needed on Memorial Gate and gate from the Church – In place

The cement around the gate posts at the Clubbs Lane entrance is decayed and the metal inserts are rusted – Monitor

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

Signage required as detailed BS EN 15312 for MUGA – Councillors agreed to ask for quote

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

Graffiti needs removing from Youth Shelter – Mr Hill to remove

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

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

BS EN 1176 – Report to SDC.

**Provision of Fire Proof Storage for Parish Council Documents**

Resolution: Following discussion councillors unanimously agreed to order a standard 4 draw filing cabinet. Councillor Wallington to investigate.

**Proposed Councillor Saxby      Seconded Councillor Wallington**

**9. CEMETERY****Cemetery Administration and Maintenance**

The form to register the area known as The Memorial Garden was completed and sent to the Land Registry, but it has been returned as we have to apply for adverse registration.

Following discussion it was agreed to ask the solicitor to progress this.

The benches in the Cemetery need replacing.

**Grass Cutting Arrangements for the 2016 Growing Season**

One quote needed up to £3000.00. Councillors agreed not to invite any quotations until we have received Mr Coleman's quote for next year.

**Scattering or Burial of Cremated Remains**

Deferred until the land is registered.

**10. YOUTH AREA**

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

**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.

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

Mr Hill reported that the members of the Marsh Forum accepted the Constitution at their last meeting. This will give the Forum more power to negotiate with Shepway District Council regarding issues concerning Romney Marsh.

The Marsh Facebook Page is very proactive.

The next meeting is due to be held on 18 January 2016.

There being no other business the meeting closed at 8.41 pm.

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