

BROOKLAND PARISH COUNCIL

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MINUTES 151

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 22 August 2016 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,
Councillor Mrs V Wallington 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 Burgoyne (prior engagement) and District Councillor Goddard.

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 150 of the meeting held on 18 July 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Hill

4. PARISH COUNCIL WEBSITE

KCC is migrating the content of our website to the new look site.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

Nothing to report not covered on the agenda.

6. PUBLIC INTERVAL

There were no Members of the Public present.

7. CHAIRMAN'S REPORT

The Chairman reported that she is in the process of drawing up a revised plan of the cemetery to show the graves that can be reused because the previous burial was over 100 years ago.

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

Mr Jones

Hags

SDC Parish Charter for Shepway District – to be included on next agenda.

Email Correspondence – all emails forwarded to councillors with email

No emails were brought to the attention of the council.

The Clerk reported that she had been contacted by a resident of Rosemary Corner who is concerned that the layby in front of the bungalows is often blocked by cars, preventing the residents access to their parking space. There would also be a problem if emergency vehicles required access to any of the properties.

Councillors agreed to ask KCC whether they would consider painting double yellow lines in the layby and ask the PCSO, County Councillor and District Councillor for assistance with this matter.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	49168.45	Current Account	46576.42
Plus Receipts	5704.61	Plus u/c receipts	0.00
	54873.06		46576.42
Less Payments	7056.62	Less u/c cheques	2082.74
	47816.44		44493.60
Less Earmarked funds	26484.43	Plus Reserve a/c	3322.76
Available Funds	21332.01		47816.44
		Less Earmarked Funds	26484.43
		Available Funds	21332.01

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	815	Salary Expenses	191.01		
		Clerks Expenses	16.02		
		General Admin	16.02		
		Cemetery Admin	45.63	9.12	282.74
Mr M Coleman	816	Grass Cutting	150.00	30.00	180.00
PKF Littlejohn	817	Audit Fee	200.00	40.00	240.00

Proposed Councillor Wallington

Seconded Councillor Saxby

Councillor Saxby took the Bank Statements and will contact NatWest to find out whether they have activated the mandate.

Earmarked Fund

	Balance 18 July 2016	+/- Aug	Balance 22 Aug 2016
Youth Area Expenses	1751.43		1751.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	19171.03		
Grass Cutting – Aug		-150.00	
Cemetery Deeds		-45.63	
Error July		50.00	19025.40
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
TOTAL	26630.06	195.63	26484.43

Adoption of Externally Audited Accounts

This item was not included on the agenda as the accounts were received back after publication. The accounts were signed off by PK Littlejohn with no matters arising.

Resolution: Councillors unanimously agreed to adopt the externally audited accounts. The Annual Return and Notice of Completion of Audit have been published on the noticeboard and website.

Proposed Councillor Wallington Seconded Councillor Saxby

Proposed Skate Park

Nothing to report. Remove from future agendas.

9. CEMETERY

Arrangements for Clearance of Rubbish from Cemetery

A local company will empty a bin monthly for £25 + VAT. The Clerk was asked to check a couple of details and contact the councillors with the answers. If it is considered suitable councillors agreed to proceed with the setting up the contract prior to the next meeting.

Acceptance of Bench donated by Deed of Grant Holder

Councillors accepted the bench donated by a Deed of Grant Holder and this will be added to our Fixed Asset Register. Councillors agreed to self-insure the bench.

Quotation for Cemetery Fence

No quotations received. The Clerk will invite quotations from other contractors.

Registering of Memorial Garden

Nothing to report. We are still waiting to hear from the Solicitor.

Cemetery Account as at 18 July 2016

Opening Balance		14386.03
Plus:		
Budget 16/17	1860.00	
Sale of Grave Spaces	1200.00	
Reservations	800.00	
Internments	1875.00	
Memorials	<u>550.00</u>	
		<u>6285.00</u>
Less:		20671.03
Plans for Land Registry	80.00	
Cemetery Deeds	45.63	
Vegetation Clearance	690.00	
Grass Cutting	750.00	
Spraying	<u>80.00</u>	<u>1645.63</u>
		19025.40

10. YOUTH AREA

Councillor Saxby will inspect the broken fence and report back.

The Clerk was asked to contact SDC and report that the springs on the gates to the play area are broken.

11. PLANNING

Please see attached.

Any other matters related to Planning issues within the Parish

No items brought to the attention of the meeting.

12. VILLAGE RESPONSIBILITIES**Items to be reported to Kent Highway Services/PROW/IDB**

The IDB inspected the ditch to the rear of the High Street and reported back that everything was as they expected to find it at this time of the year.

A member of the council was not satisfied with this response and the Clerk will ask the IDB's Assistant Clerk Engineer to contact her to discuss this matter.

13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

An elderly gentleman had a fall after getting off the bus at the Allianz.
Councillor Wallington will forward more details to the Clerk to allow her to alert Stagecoach as this is the second incident at this bus stop.

The Clerk was asked to contact Highways England and report the fact that lorry trailers are being parked in the layby at the White Kemp Sewer and the Rushmead layby, thereby stopping other lorry drivers using the layby if they need to stop for a break.

Councillors agreed not to meet in September. The next meeting will be held on 17 October 2016.

There being no other business the meeting closed at 9.00 pm.

Signed Dated
Chairperson

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2016

AUGUST 2016

Y16/0793/SH The Pepperlands, Boarmans Lane, Brookland, Romney Marsh Kent
Demolition of existing outbuilding and erection of garage
Parish Council: Support

Decision Notices received from SDC

Y16/0021/GPD 10 Salthouse Close Brookland Romney Marsh Kent TN29 9SD
Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for the erection of a single storey rear extension.
District Council: Prior Approval not required

Y16/0001/PA Thrift Farm, Straight Lane, Brookland, Romney Marsh, Kent TN29 9QT
Determination as to whether the prior approval of the Local Planning Authority is required under Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use and conversion from agricultural to a single residential dwelling (Class C3)
District Council: Prior Approval Approved with Conditions

Y16/0006/PH West Unit Pepperland Nursery Straight Lane Brookland Kent
Determination as to whether the prior approval of the Local Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use and conversion from agricultural to a flexible commercial use.
District Council: Prior Approval with Comments

Y16/0009/SH Middle House Nursery Straight Lane Brookland Kent
Determination as to whether the prior approval of the Local Planning Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building and any land within its curtilage from a use as an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage and distribution), Class C1 (hotels) or Class D2 (assembly and leisure).
District Council: Prior Approval with Comments

- Y16/0010/SH Pepperland Nursery Straight Lane Brookland Romney Marsh Kent TN29 9QU
Determination as to whether the prior approval of the Local Planning Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building and any land within its curtilage from a use as an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage and distribution), Class C1 (hotels) or
District Council: Prior Approval with Comments
- Y16/0334/SH 4 Becketts Barn Farm Cottages, Beckett Road, Brookland, Kent TN29 9RZ
Erection of two storey side extension
District Council: Approved with Comments
- Y16/0388/SH 7 Whitehall High Street Brookland Romney Marsh Kent TN29 9QR
Certificate of lawful development (proposed) for the use of garage as living accommodation along with the removal of one window, the installation of one window on the side elevation and the installation of a replacement garage door
District Council: LDC Approve
- Y16/0420/SH Sunnyside Old House Lane Brookland Romney Marsh Kent TN29 9RN
Certificate of lawful development (proposed) for erection of single storey stable building and two associated single storey buildings.
District Council: LDC Approve
- KCC/SE/0071/2016 Brookland CE Primary School, High Street, Brookland, Kent TN29 9QR
Y16 New stand-alone self-contained classroom/intervention room
District Council: No Objections with Comments