

BROOKLAND PARISH COUNCIL

Members are summoned to a meeting of Brookland Parish Council to be held on Monday 15th November 2021 at 7.15pm at The Village Hall, Brookland.

MINUTES

Present: Cllr Wallington, Cllr Gillies, Cllr Roberts, Cllr Pollard, County Cllr Hills,
A Lawson, 2 members of the public

1. APOLOGIES FOR ABSENCE

Cllr Goddard – prior meeting.

2. DECLARATIONS OF INTEREST

Cllr Roberts – Item on correspondence relates to a friend.

3. ELECTION OF CHAIR

Cllr Roberts proposed Cllr Wallington as chair, seconded by Cllr Pollard and unanimously agreed.

4. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20th September 2021 were agreed as a true and accurate record. Proposed by Cllr Roberts, Seconded Cllr Pollard and unanimously agreed. The minutes will be signed at the next meeting.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC – Public Participation

Mr Balcomb outlined the background to his planning application 21/2035/FH, which was supported by another member of the public present at the meeting.

6. PLANNING

Members to discuss current planning applications:

Ref: 21/2035/FH Proposal: Demolition of existing buildings and areas of hardstanding and removal of soil business and construction of 3 dwellings, of which 2 are to be used as tourism accommodation, together with gardens, parking and use of existing accesses to Brack Lane.

Members were supportive of the application as long as the development is visually appealing and sits well in its rural landscape & is environmentally friendly.

7. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

Refurbishment of Phone Box – Repainting now completed

Village Sign – With Cllr Hills assistance, F&HDC have confirmed proposed site can be used, subject to a legal agreement. Cllr Pollard to liaise with school on obtaining ideas for design of sign. Cllr Wallington to gauge other local opinion via the Harrier. The Councillor agreed they would like to incorporate the installation into an event for the Platinum Jubilee. Cllr Hills offered a grant of £500 towards the event.

Footpath – Cllr Wallington to send the clerk images of the path around west place and in front of the church to be reported to KCC.

Dog Waste Bin – Cllr Hills offered to fund a replacement bin & installation to contain dog waste by the church.

8. CHAIRMAN'S REPORT & REPORTS FROM OTHER OUTSIDE BODIES

Cllr Hills updated the Councillors on sea defence work at Jury's Gap and the need to protect our coastal areas from ingress from the sea. A proposal to make use of the national grid infrastructure at Dungeness and the extension of the cycle lane from Hythe to Dymchurch.

9. FINANCE

Members reviewed the invoices paid since the last meeting and forecast expenses to the end of September. No Issues Raised

10. BUDGET 2022/23

Members reviewed the draft budget for 2022/23, agreeing a budgeted expenditure of £17,230 and to freeze the precept request at £12,870 (No increase on 21/22) Proposed Cllr Wallington, Seconded Cllr Roberts & unanimously agreed.

11. CORRESPONDENCE AND OTHER COUNCIL BUSINESS

- a. Email correspondence – Cllr Hills offered to assist in the resolution a neighbourhood dispute.
- b. St Augustine's – thank you received for the funding of audio equipment.

12. CEMETERY MEMORIAL REQUESTS

Members discussed two requests for memorials to be placed in the cemetery:
Jennings – approved
Poole – work can not commence before February 2022.

13. CO -OPTION OF COUNCIL MEMBER

Councillors to actively seek a new member to fill the councillor vacancy, Cllr Wallington to contact the Harrier. The clerk to post on Facebook and the website.

14. ANY FUTURE AGENDA ITEMS

- a. High St sign replacement
- b. Harris fencing around new builds
- c. Election of new Vice Chair

The meeting closed at 8.36pm

BROOKLAND PARISH COUNCIL
Income & Expenditure 2021/22 - Actual & Budget

as at 31/10/21

ACTUAL 2020/2021		BUDGET 2021/2022	ACT TO DATE 2021/2022	ACT v BUD 2021/2022	Forecast 2021/22
	RECEIPTS				
12,000.00	Precept	12,870.00	12,870.00	-	12,870.00
1.33	Interest			-	
2,698.00	Cemetery			-	
325.00	Grave Digger			-	
1,529.94	VAT Recovered		1,992.49	1,992.49	1,992.49
16,554.27	TOTAL	12,870.00	14,862.49	1,992.49	14,862.49

ACTUAL 2020/2021		BUDGET 2020/2021	ACTUAL 2021/2022	ACT v BUD 2020/2021	Forecast 2021/22
	EXPENDITURE				
3,662.03	Clerk's Salary	3,800.00	2,159.04	1,640.96	3,800.00
197.60	Clerk's Expenses	180.00	105.00	75.00	180.00
22.00	General Admin	350.00	36.00	314.00	350.00
75.00	Internal Audit	100.00	90.00	10.00	90.00
35.00	ICO	35.00	35.00	-	35.00
129.14	Computer Maintenance	180.00	82.18	97.82	180.00
300.00	Training	500.00	150.00	350.00	250.00
-	Election Expenses			-	
78.06	Website	25.00	14.39	10.61	14.39
96.00	Village Hall Rent/Heat	300.00	16.00	284.00	80.00
191.72	KALC Subscription	200.00	193.70	6.30	193.70
75.00	SLCC Subscription	100.00	72.00	28.00	72.00
827.98	Insurance	850.00	851.32	- 1.32	851.32
1,560.00	Cemetery Grass Cutting	1,560.00	1,130.00	430.00	1,560.00
-	Cemetery Hedges	200.00	180.00	20.00	200.00
3,168.00	Cemetery Fencing		3,556.12	- 3,556.12	3,556.12
398.00	Cemetery Admin Fees	1,000.00	400.00	600.00	400.00
250.00	Clearance of Rubbish from Cemetery	150.00	175.00	- 25.00	175.00
-	Tree Inspection			-	
350.00	Removal/Maintenance of Trees	1,000.00		1,000.00	-
1,821.00	Youth Area		269.50	- 269.50	200.00
100.00	Youth Area Rent	100.00		100.00	100.00
-	Wreath for Remembrance	50.00	38.50	11.50	38.50
-	Contingency Fund	500.00		500.00	500.00
-	Contribution to Marsh Harrier	200.00		200.00	200.00
2,023.50	Village Hall Grass Cutting	1,000.00	450.00	550.00	1,000.00
60.00	Thank You Gift			-	
-	Clock Maintenance	150.00	147.00	3.00	150.00
315.00	Defib Maintenance	190.00	232.80	- 42.80	232.80
-	Brookland PCC		630.00	- 630.00	630.00
-	Refund of Cemetery Fees			-	
675.00	Grave Digger			-	
148.00	Contributions to Good Causes	150.00	-	150.00	630.00
1,992.49	VAT on Expenses	-	1,259.87	- 1,259.87	1,191.27
18,550.52	TOTAL	12,870.00	12,273.42	596.58	15,668.83

Payments made since last meeting

03/09/2021 IT Outcomes	14.09
13/09/2021 Trident Waste	30.00
30/09/2021 Bank Charges	18.00
01/10/2021 Clerks Salary & Exps	327.00
05/10/2021 IT Outcomes	14.09
11/10/2021 Brookland PCC	630.00
11/10/2021 M Coleman	60.00
11/10/2021 M Coleman	180.00
18/10/2021 Play Inspection Company	83.40
18/10/2021 A Lawson - Wreath	38.50
20/10/2021 Trident Waste	30.00
29/10/2021 Clerks Salary & Exps	<u>327.00</u>

Bank Reconciliation @31/10/21

Unity Bank

£

Opening Balance - 1/09/21		56,371.85
Add		
Precept		<u>6,435.00</u>
		62,806.85
Less		
IT Outcomes	14.09	
We Weld Steel	4,267.34	
Trident Waste	30.00	
M Coleman	492.00	
Service Charge	18.00	
Clerk Salary & Exps	327.00	
IT Outcomes	14.09	
Brookland PCC	630.00	
M Coleman	60.00	
M Coleman	180.00	
Play Inspection Co	83.40	
Remembrance Wreath	38.50	
Trident Waste	30.00	
Clerk Salary & Exps	<u>327.00</u>	
Expenses		6,511.42
Balance at 31/10/21		<u><u>56,295.43</u></u>

BROOKLAND PARISH COUNCIL
Income & Expenditure 2022/23- Actual & Budget

ACTUAL 2021/2022	BUDGET 2022/2023
RECEIPTS	
Precept	12,870.00
Interest	
Cemetery	
Grave Digger	
VAT Recovered	
- TOTAL	12,870.00

ACTUAL 2021/2022	BUDGET 2022/2023
EXPENDI TURE	
Clerk's Salary	3,850.00
Clerk's Expenses	180.00
General Admin	350.00
Internal Audit	100.00
ICO	35.00
Computer Maintenance	180.00
Training	250.00
Election Expenses	
Website	50.00
Village Hall Rent/Heat	300.00
KALC Subscription	200.00
SLCC Subscription	75.00
Insurance	900.00
Cemetery Grass Cutting	1,560.00
Cemetery Hedges	200.00
Cemetery Fencing	
Cemetery Admin Fees	-
Clearance of Rubbish from Cemetery	150.00
Tree Inspection	
Removal/Maintenance of Trees	1,000.00
Youth Area	
Youth Area Rent	100.00
Wreath for Remembrance	50.00
Contingency Fund	500.00
Contribution to Marsh Harrier	200.00
Village Hall Grass Cutting	1,000.00
Thank You Gift	
Clock Maintenance	150.00
Defib Maintenance	200.00
Village Sign	4,000.00
Refund of Cemetery Fees	
Grave Digger	
Contributions to Good Causes	150.00
VAT on Expenses	-
- TOTAL	15,730.00

Projected Surplus /Deficit - 2,860.00

<u>Reserves</u>	
Burial Ground	20,000.00
Other Earmarked Funds	3,500.00
General Reserve	14,000.00
	37,500.00

Estimated Bank Balance @ 31/3 50,000.00