

# BROOKLAND PARISH COUNCIL

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## MINUTES 145

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 21 March 2016 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,  
Councillor, Mrs V Wallington and Councillor Mr C Hill  
Mr C Stanley (Webmaster)

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no Members of the Public

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from 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**

The Minutes accepted were those of 18 January 2016, not 16 November 2015.  
Minutes 144 of the meeting held on 15 February 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Saxby      Seconded Councillor Wallington**

**4. PARISH COUNCIL WEBSITE**

Mr Stanley reported that he has a place on a website training course, not on a KCC website training course as the course was nothing to do with KCC or the Kent Parishes system.

Councillor were satisfied with the content of the website

**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**

Nothing to report.

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

NatWest

Brookland Village Hall Management Committee

Clerk and Councils Direct

Tower Mint

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

Councillors did not bring any emails to the attention of the meeting

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	34203.13	Current Account	41478.63
Plus Receipts	<u>20185.34</u>	Plus u/c receipts	<u>0.00</u>
	<b>54388.47</b>		<b>41478.63</b>
Less Payments	<u>9587.77</u>	Less u/c cheques	<u>0.00</u>
	<b>44800.70</b>		<b>41478.63</b>
Less Earmarked funds	<u>22592.06</u>	Plus Reserve a/c	<u>3322.07</u>
<b>Available Funds</b>	<b>22208.64</b>		<b>44800.70</b>
		Less Earmarked Funds	<u>22592.06</u>
		<b>Available Funds</b>	<b>22208.64</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		Salary Expenses	187.98		
		Clerks Expenses	16.02		
	787	General Admin	17.44		221.44
The Post Office	788	Income Tax			
Bullfinch	789	Gas Fired Beacon	299.00	59.80	358.80
Clive Stanley	790	Webmaster Services	97.50		97.50

**Proposed Councillor Wallington**

**Seconded Councillor Saxby**

**Earmarked Funds**

	<b>Balance 15 Feb 2016</b>	<b>+/- March</b>	<b>Balance 18 March 2016</b>
Youth Area Expenses	1748.43		1748.43
Youth Area Rent	NIL	+700.00	700.00
War Memorial	28.00		28.00
Notice Board	735.43		735.43
Cemetery Maintenance			
Sale of Grave Spaces/Internment Fees	14386.03		14386.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2500.00		2500.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>21892.06</b>	<b>+700.00</b>	<b>22592.06</b>

**Insurance**

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

**Village Risk Assessment/Risk Inspection**

Councillor Goddard has still not received an answer from SDC regarding the benches.

Councillors approved the details of the sign for the MUGA.

Councillors Saxby and Wallington will complete the Risk Inspection in time for the audit.

**Proposed Councillor Hill      Seconded Councillor Coleman**

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

Councillors agreed that Mr Wallington should order a 4 door filing cabinet at a cost of £129.99 from Ebay.

**Review of all Parish Council Documents**

Councillor Saxby reported that all was in order with the documents.

**Proposed Skate Park**

Nothing to report.

**Queen's 90<sup>th</sup> Birthday Celebrations**

Councillors consulted regarding this during the month and unanimously agreed to purchase a Gas Fired Beacon at a cost of £299 + VAT, to be lit at 7.30 pm on 21 April 2016. Photos of the event will be sent to Bruno Peak.

**External Audit**

Councillors unanimously ratified their earlier decision to opt in and this will be removed from future agendas.

## 9. CEMETERY

### Cemetery Administration and Maintenance

#### Cemetery Account

<b>Opening Balance</b>		<b>8586.03</b>
Plus:		
Budget 15/16	1360.00	
Sale of Grave Spaces	2100.00	
Reservations	1200.00	
Internments	3000.00	
		<b>7660.00</b>
Less:		<b>16246.03</b>
Grass Cutting	1200.00	
Spraying	80.00	
Legal Fees	550.00	
Land Registry	30.00	
		<b>1860.00</b>
		<b>14386.03</b>

#### Review of Fees

Deferred to next meeting.

#### Review of Rules

**Resolution:** Councillors unanimously agreed to add the following to item 10 of the rules and regulations: -

*However, a natural surround and memorial may be placed on a grave within 12 months with the agreement of the Parish Council.*

#### Registering of Memorial Garden

The Solicitor is waiting for a Land Registry compliant plan to be drawn up.

#### Scattering or Burial of Cremated Remains

Deferred until the land is registered.

## 10. YOUTH AREA

The Clerk reported that she had written the £700 uncashed rent back into the earmarked accounts.

## 11. PLANNING

Please see attached.

#### Any other matters related to Planning issues within the Parish

The Clerk was asked to investigate the planning consents for Flotts Corner and The Philippine Village.

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**

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

There being no other business the meeting closed at 8.30 pm.

Signed ..... Dated .....

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

**2016**

### **MARCH 2016**

Y16/0155/SH Thrift Farm, Straight Lane, Brookland, Romney Marsh, Kent TN29 9QT

Continued use of land as a mixed use for agriculture and for the holding of boot sales for up to 40 days per year

**Parish Council: Support**