

BROOKLAND PARISH COUNCIL

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MINUTES 131

[DRAFT – to be formally accepted at the next Meeting]

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on 17 November 2014 at 7.15 pm

PRESENT: Councillor, Mr C Hill (Chair), Councillor, Mrs M Andrews,
Councillor, Mrs K Coleman, Councillor, Mrs S Saxby
and Councillor, Mrs V Wallington

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR: Councillor, Mr D Baker

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

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

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 130 of the last ordinary meeting were accepted and it was unanimously agreed that Councillor Hill should sign them.

Proposed Councillor Coleman Seconded Councillor Saxby

4. PARISH COUNCIL WEBSITE

Councillor Saxby was concerned that both websites are out of date. The Clerk will investigate.

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

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

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

Kent Adult Education re Festive Art, Craft and Food Market

Clerk and Councils Direct

HAGS

Zone Outdoor Fitness

Wicksteed

Email Correspondence – all emails forwarded to councillors with email

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

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	27117.01	Current Account	29857.87
Plus Receipts	14065.85	Plus u/c receipt	0.00
	41182.86		29857.87
Less Payments	9733.03	Less u/c cheques	3319.84
	31449.83		28129.99
Less Earmarked funds	11221.81	Plus Reserve a/c	3319.84
Available Funds	20228.02		31449.83
		Less Earmarked Funds	11221.81
		Available Funds	20228.02

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt		Salary and Expenses	192.54		192.54
The Post Office		Income Tax	124.80		124.80
M Coleman		Grasscutting in Cemetery	150.00		150.00
M Coleman		Spraying Weeds in Cemetery	80.00		80.00

Proposed Councillor Coleman

Seconded Councillor Wallington

Earmarked Funds

	Balance 27 Oct 14	+/- NOV	Balance 17 Nov 14
Youth Area Expenses	1823.38		1823.38
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	535.43		535.43
Cemetery Maintenance			
Grass Cutting	2646.03	150.00	2496.03
Village Hall Grass	440.00		440.00
Tree Maintenance	1000.00		1000.00
Election Expenses	2948.97		2948.97
Grant from KCC for Book of Remembrance	1800.00		1800.00
TOTAL	11221.81	150.00	11071.81

Preparation of Budget and Setting of Precept for 2015/2016

Please see budget attached.

Resolution: Councillors unanimously agreed to set the precept at £9900.00, for the financial year 2015/2016.

Proposed Councillor Hill Seconded Councillor Coleman

Adoption of Externally Audited Accounts

On agenda in error. Accounts adopted in September.

The Clerk reported that the Internal Auditor had visited and carried out his Mid-Year Audit and was satisfied that all is in order.

Insurance

Nothing to report.

Village Risk Assessment/Risk Inspection

Nothing to report.

Provision of Fire Proof Storage for Parish Council Documents

Councillors were asked to investigate the various cabinets available in time for discussion at a future meeting.

Confirmation of Terms of Reference for the Complaints Committee

The Clerk will draw an amended document up.

Updating of Standing Orders regarding recording of meetings and adoption of policy

Resolution: Councillors unanimously agreed to update the standing orders to read:-

Following the amendment to the Public Bodies (Admission to Meetings) Act 1960, a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting

Councillors also unanimously agreed the policy regarding the recording and use of Social Media at council meetings.

Proposed Councillor Wallington Seconded Councillor Hill

Rosemary Corner

The issue at Rosemary Corner seems to have been resolved.

Bus Shelter Seat

Nothing to report. Mr Hill will contact Shepway District Council.

9. CEMETERY**Cemetery Administration**

The White Poplars on the bank of the ditch were broken in a recent storm.
Councillor Hill contacted Mr Coleman and asked for a quotation to make them safe.

The price quoted by Mr Coleman is £120.00.

Resolution: Councillors unanimously agreed to accept the quotation from Mr Coleman to make the trees safe at a cost of £120.00.

Proposed Councillor Hill Seconded Councillor Coleman

Memorial Garden

The Clerk reported that she had spoken to the solicitor who is dealing with our request and promised a reply by the end of this week.

10. YOUTH AREA

Nothing to report.

11. PLANNING

No applications received.

12. COMMUNITY SAFETY

Nothing to report.

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

There were no matters arising not previously covered on the agenda.

Events to commemorate the outbreak of World War One

Remove from future agendas.

Items to be reported to Kent Highway Services/PROW/IDB

Mr Baker will report the junction of Harvey Lane and the A259 to Kent Highways.

14. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

The next meeting will be held on 19 January 2015.

There being no other business the meeting closed at 8.50 pm.

Signed Dated
Chairman