

# BROOKLAND PARISH COUNCIL

## MINUTES 179

### Minutes of the Ordinary Parish Council Meeting held via Zoom on Monday 20 April 2020 at 7.00 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs M Roberts,  
Councillor, Mrs M Wallington and Councillor, Mr M Gillies

**PARISH CLERK:** Adrian Lawson

**MEMBERS OF THE PUBLIC:** There was 1 Member of the Public present.

**1. APPOINTMENT OF PARISH CLERK**

The formal appointment of the new parish clerk was confirmed, following the retirement of the previous clerk. **Proposed by Cllr Gillies      Seconded by Cllr Wallington**

**2. APOLOGIES FOR ABSENCE**

An Apology for Absence was received for Councillor Hill (personal reasons).

**3. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

Councillors unanimously approved Councillor Hill's Reason for Absence.

**3. DECLARATIONS OF INTEREST**

There were no declaration of interests.

**4. ACCEPTANCE OF MINUTES**

Minutes 178 of the meeting held on 20 January 2020 were accepted and it was agreed that Councillor Saxby should sign them at the next physical Council meeting.

**Proposed by Cllr Saxby      Seconded by Cllr Gillies**

**5. PUBLIC INTERVAL**

Mr Stanley joined the meeting to confirm his intention to stand down as web master and hand responsibility for the website over to the Parish Council when a new site meeting accessibility guideline is operational.

**6. PLANNING**

20/0325/FH – 10 West Place – The Councillors unanimously agreed to support this application for a small side extension.

**7. PARISH COUNCIL WEBSITE**

Councillors agreed to move the web site to the Hugo Fox platform which meets new accessibility requirements. It was agreed that a new high level domain name should be purchased to link to Hugo Fox ([www.Brooklandparishcouncil.uk](http://www.Brooklandparishcouncil.uk)). The Webmaster to cease updating the old Parish Council website once the new website is fully operational.

**Proposed by Cllr Saxby      Seconded by Cllr Wallington**

**8. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

Cost of Election – The clerk confirmed guidance from the District Council on maximum casual vacancy recharges for Brookland Parish Council would be £2,100.

Dissolution of Finance & Policy Working Group – **Proposed Cllr Saxby      Seconded Cllr Roberts**

**9. CHAIRMAN’S REPORT**

Councillor Saxby had nothing to report that was not covered on the agenda.

**10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

**Correspondence**

Councillors reviewed the correspondence received and agreed the following, to award:

CALM	£48 to cover their increase in Village Hall rental fees
Air Ambulance Kent Surrey Sussex	£50 for their prehospital care appeal
British Red Cross	£50 for work in Kent appeal

**Proposed by Cllr Saxby      Seconded Cllr Roberts**

**Finance**

**Bank Reconciliation as at 20/02/20**

Balance per Cash Book		Balance at Bank	
Opening Balance	55,977.32	Current Account	55,183.16
Plus, Receipts	<u>18,266.32</u>	Plus u/c Receipts	<u>135.00</u>
	74,243.64		55,318.16
Less Payments	<u>18,523.03</u>	Less u/c Payments	<u>2,931.51</u>
	55,720.61		52,386.65
Less Earmarked Funds	<b><u>33,506.78</u></b>	Plus Reserve Account	<u>3,333.96</u>
<b>AVAILABLE FUNDS</b>	<b>22,213.83</b>		55,720.61
		Less Earmarked Funds	<b><u>33,506.78</u></b>
		<b>AVAILABLE FUNDS</b>	<b>22,213.83</b>

**Accounts to be Paid/Paid since last meeting**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Trident Waste Management	1009	Jan/Feb	50.00	10.00	60.00
Martin Mote	1010	Notice Board	563.00	112.60	675.60
Brookland PCC	1011	Clock Maintenance	320.40		320.40
John Paine Farms	1012	Canx Reservation	900.00		900.00
Grave Digging	1013	Ashes Internment	55.00		55.00
Webmaster	1014	Jan - Mar	105.00		105.00
Clerk Salary & Expenses	1015	Feb/Mar	568.62		568.62
Computer Support	DD	Mar	11.74	2.35	14.09

**Earmarked Funds**

	Balance 20Jan 2020	+/- Jan/ Feb	Balance 20 Feb 2020
Youth Area Expenses	1503.93		1503.93
War Memorial	28.00		28.00
Notice Board	2835.43	-563.00	2272.43
Cemetery Maintenance	26389.68		
Tree Maintenance	744.68		
Waste Removal Dec/Jan		-50.00	25519.68
Reservation Fee		-900.00	744.68
Internment of Ashes		80.00	
Election Expenses	2438.06		2438.06
Contingency	1000.00		1000.00
<b>TOTAL</b>	<b>34939.78</b>		<b>33506.78</b>

**Banking**

The Councillors discussed banking arrangements and agreed to move to an account with Unity Trust Bank which allows online dual authorisation of payments. The following Councillors are to be set up to authorise payments:

Councillor Gillies  
 Councillor Roberts  
 Councillor Saxby  
 Councillor Wallington

**Proposed by Cllr Saxby**

**Seconded Cllr Gillies**

**11. CEMETERY**

**Quotation for the work to trees**

Councillors unanimously agreed to accept Mr Coleman's quote to remove tree 8 as it is dead and constitutes a safety hazard.

**12. ANY OTHER BUSINESS**

Items to include on next agenda

MUGA – Clerk to send previous quotes to Cllr Wallington

Cemetery fencing – look at possible fencing replacement

There being no other business the meeting closed at 7.50 pm.

Signed .....Date .....

Chairman