

# BROOKLAND PARISH COUNCIL

Page 436

## MINUTES 109

*[ Draft – To be accepted at next Meeting ]*

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 March 2013 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs M Andrews and Mrs K Coleman

**PARISH CLERK:** Mrs J Batt

**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 Mr R Hyman (prior engagement).

**2. CO-OPTION OF PARISH COUNCILLOR**

We have not received any applications for the vacant position of Parish Councillor.

**3. 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.

**4. ACCEPTANCE OF MINUTES**

Minutes 108 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman

Seconded Mrs Andrews

**5. PARISH COUNCIL WEBSITE**

Nothing to report.

**6. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING**

There were no Matters for Report that were not covered on the agenda.

**7. PUBLIC INTERVAL**

There were no Members of the Public present.

**8. CHAIRMAN'S REPORT**

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

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

SIA

Fenland Leisure

Clerk and Councils Direct

Came & Co

Ace

The Romney Marsh Net

Southern Water

SDC re Boundary Changes

Mr Hill reported that Councillor Clifton Holt had discussed the Boundary Changes at the last Inter Parish Meeting and said that he felt the best way forward would be for the villages on the Marsh to be combined into one ward, rather than tacking 2 or 3 smaller parishes onto one of the larger towns, such as Lydd or New Romney. Councillors agreed with this view.

**Email Correspondence**

No emails were brought to the attention of councillors present.

All councillors are reminded that they should check their emails regularly, confirm receipt to the Clerk and inform her immediately of any they wish to be discussed at a meeting.

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	19721.32	Current Account	17886.52
Plus Receipts	<u>10725.62</u>	Less u/c cheques	<u>899.04</u>
	30446.94		16787.48
Less Payments	<u>9924.30</u>	Plus Reserve a/c	<u>3316.79</u>
	20522.64		<b>20304.27</b>
Less War Stock	<u>218.37</u>		
	<b>20304.27</b>		

The Clerk distributed copies of the Working Figures and Budget to councillors present.

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	Salary	175.46		
	Expenses	32.78	2.00	210.24
The Post Office	Income Tax	144.80		144.80
BVHMC	Rent Sept 12 –March 13	96.00		96.00
<b>TOTAL</b>		<b>449.04</b>	<b>2.00</b>	<b>451.04</b>

**Proposed Mrs Andrews**

**Seconded Mrs Coleman**

**Earmarked Monies**

	<b>Balance 18 March 2013</b>
Youth Area Expenses	1428.28
Youth Area Rent	NIL
War Memorial	2000.00
Notice Board	1332.43
Cemetery Maintenance	1358.03
Election Expenses	1448.97
<b>TOTAL</b>	<b>7567.71</b>

**Insurance**

Nothing to report.

**Website and Notice Board Policy**

As we are receiving more and more requests from organisations asking us to advertise events for them, the Clerk drew up a policy detailing items to be published on the website and parish notice board.

**Resolution: Councillors unanimously agreed the content of the Website and Notice board Policy. It will be published on the Parish Council Website**

**Proposed Mr Hill      Seconded Mrs Coleman**

**Risk Assessment/Risk Inspection**

Mr Hill will complete in time for the next meeting. Councillors agreed not to carry out a risk assessment of the Village Hall as it is the responsibility of the Village Hall Committee.

**Purchase of Village Hall Notice Board**

Nothing to report.

**East View**

Mr Hill reported that a KHS Inspector told him that as East View belongs to the Ministry of Transport, KCC will cut the grass on behalf of SDC. To be removed from future agendas.

**Local Sewerage – Reply to letter to be sent regarding this issue**

Southern Water has written to confirm that Romney Marsh has been included in this year's Total Care Plan. This entails reviewing the Brookland Wastewater Treatment Works to identify what maintenance is required to make sure the site is running to its full capacity. Southern Water expects the investigations to be completed by September 2013. Remove from agenda until September 13.

**Drainage – Discussion of letter to be sent regarding this issue**

Following the correspondence from Southern Water this item will be removed from future agendas.

**Flooding – Discussion of letter to be sent regarding this issue**

Following the correspondence from Southern Water this item will be removed from future agendas.

**Highways – Discussion of letter to be sent regarding this issue**

KHS has sent engineers to Brookland to investigate our concerns. We are awaiting their reports.

**10. CEMETERY****Review of Rules and Regulations**

Mr Hill reported that he had reviewed the Rules and Regulations and that all is in order.

**i. Cemetery Records**

The Burial Records for the years 1856 – 1912 are now on the website.

Councillors agreed to hold a meeting of the Burial Board, to include a site meeting at the Cemetery. A date will be fixed at the next meeting.

Mr Hill asked whether councillors were in favour of local councils lobbying SDC, regarding the establishment of a green burial site/ordinary cemetery on the Marsh. Councillors agreed that there is an ongoing need for additional burial space and Shepway should be urged to provide such a site. Mr Hill will pass Brookland Parish Council's view on.

**11. YOUTH AREA**

The Clerk sent the cheque for 4 years rent to The Crown Estates recorded delivery.

**12. PLANNING**

No applications received this month.

**Election of Councillor to Planning Committee**

Deferred until we have a full council.

**13. COMMUNITY SAFETY**

PCSO John Gorham has replaced PCSO Dennis Connolly.

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

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

**Village Hall**

The meeting due to be held last week was cancelled due to the snow.

**Items to be reported Kent Highway Services**

Nothing new to report.

**15. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

There being no other business the meeting closed at 8.40 pm.

Signed ..... Dated .....  
Chairman