

# BROOKLAND PARISH COUNCIL

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## MINUTES 110

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 April 2013 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman and Mr R Hyman  
Mr C Stanley, Webmaster

**PARISH CLERK:** Mrs J Batt

**COUNTY COUNCILLOR:**

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

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

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

Proposed Mrs Coleman

Seconded Mr Hyman

**5. PARISH COUNCIL WEBSITE**

**Resolution:** Councillors unanimously agreed to maintain the services of Mr Clive Stanley until 31 March 2015 at £24.00 per hour.

**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**

KCC re Public rights of Way Vegetation Clearance Contracts

AON

Audit Commission

Mr Hill took the Notice of Audit and will publish it on the notice boards on 26 April as required by law.

**Email Correspondence**

Mr Hyman brought the email from KCC regarding floating support to the attention of councillors present and it was unanimously agreed that it should be published on the newsletter.

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	17628.28
Plus Receipts	<u>10726.02</u>	Less u/c cheques	<u>640.80</u>
	30447.34		16987.48
Less Payments	<u>9924.30</u>	Plus Reserve a/c	<u>3317.19</u>
	20523.04		<b>20304.67</b>
Less War Stock	<u>218.37</u>		
	<b>20304.67</b>		

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	Salary	166.61		
	Expenses	23.76		190.37
M Coleman	Grass Cutting	230.00		230.00
Clive Stanley	Webmaster Services	93.50		93.50
KALC	Subscription	143.82	28.76	172.58
R Shoebridge	Village Hall Notice Board	797.00		797.00
<b>TOTAL</b>		<b>1454.69</b>	<b>28.76</b>	<b>1483.45</b>

**Proposed Mr Hill**

**Seconded Mrs Coleman**

**Earmarked Monies**

	<b>Balance 18 March 2013</b>	<b>+/- April</b>	<b>Balance 15 April 2013</b>
Youth Area Expenses	1428.28		1428.28
Youth Area Rent	NIL		NIL
War Memorial	2000.00		2000.00
Notice Board	1332.43	797.00	561.03
Cemetery Maintenance	1358.03		1358.03
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>7567.71</b>	<b>797.00</b>	<b>6770.71</b>

**Insurance**

Nothing to report.

**Risk Assessment/Risk Inspection**

Mr Hill handed the completed risk assessment to the Clerk. There were no items of serious concern but the following need attention:-

War Memorial

The gates need cleaning and painting

The tiles need some remedial work

The clock is in need of maintenance.

The Notice Board opposite the School and all the seats and benches needs stripping and painting.

**Purchase of Village Hall Notice Board**

The new notice board is now in place in the Village Hall car park.

**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. The Clerk will contact Mrs Rockett again.

**Proposed Boundary Changes**

Mr Hill reported that it appears we will be in the same ward as Lydd.

**10. CEMETERY****i. Cemetery Records**

To be removed from future agendas

**ii. Date of Meeting of Burial Board/Site Meeting**

Councillors agreed to meet at the Cemetery on 6 June at 10.30 pm.

**11. YOUTH AREA**

The Crown Estates has still not presented our cheque for payment.

**12. PLANNING**

No applications received this month.

**Election of Councillor to Planning Committee**

Deferred until we have a full council.

**13. COMMUNITY SAFETY**

Nothing to report.

**14. VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin**

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

**Village Hall**

Nothing to report.

**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 8.00 pm.

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