

BROOKLAND PARISH COUNCIL

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MINUTES 178

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 January 2020 at 7.15 pm

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

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS: Mr A Hills

COUNTY COUNCILLOR: Mr A Hills

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

1. APPOINTMENT OF TEMPORARY PARISH CLERK

Councillors unanimously agreed to appoint Mrs Judith Batt to act as temporary Clerk for this meeting.

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received from 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

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 177 of the meeting held on 18 November 2019 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Gillies

5. PUBLIC INTERVAL

There were no Members of the Public present.

6. **PLANNING**

Please see attached list.

Any other matters related to Planning within the Parish

No other matters were brought to the attention of the meeting.

Land at Pod Corner

Nothing to report.

7. **PARISH COUNCIL WEBSITE**

Defer to next meeting.

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

Nothing to report.

Tidying up of Website

Councillors will look at the website with a view to tidying it up.

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

There were no Matters arising.

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

SDC re Core Strategy

Email Correspondence – all emails received by The Clerk are forwarded to all councillors with email

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

Confirmation of Precept for 2020/2021

The Clerk reported that she emailed the Precept request to Folkestone & Hythe DC and received confirmation of receipt on 20 November 2019.

Annual Inspection of Youth Area 2020

Confirmation of receipt of our Repeat Order form received.

The inspection has been scheduled in for September 2020.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	55977.32	Current Account	60139.85
Plus Receipts	18130.75	Plus u/c Receipts	00.00
	74108.07		60139.85
Less Payments	15869.12	Less u/c Payments	5234.29
	58238.95		54905.56
Less Earmarked Funds	34939.78	Plus Reserve Account	3333.39
AVAILABLE FUNDS	23299.17		58238.95
		Less Earmarked Funds	34939.78
		AVAILABLE FUNDS	23299.17

Cheque number 991 for £50.00 payable to the Royal British Legion was omitted from the November minutes in error. The payment was authorised on 27 October by Councillors Hill, Saxby and Wallington.

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	999	Salary Expenses General Admin Income Tax	563.76 28.80 42.24 221.20		856.00
Firmager Funeral Service	1000	Refund	750.00		750.00
M Coleman	1001	Tree Surgery	2468.00	493.60	2961.60
The Crown Estate	1002	Rent for MUGA	100.00	20.00	120.00
Mrs V Wallington	1003	Christmas Decs	50.00		50.00
Cancelled Cheque	1004				
Trident Waste Management	1005	Waste Clearance November/December	50.00	10.00	60.00
Clive Stanley	1006	Webmaster Services	119.00		119.00
BVHMC	1007	Rent for November	12.00		12.00
BVHMC	1008	Rent for May – Sept	64.00		64.00

Proposed Councillor Saxby

Seconded Councillor Wallington

Earmarked Funds

	Balance 18 Nov 2019	+/- Nov/ Dec	Balance 20 Jan 2020
Youth Area Expenses	1503.93		1503.93
Youth Area Rent	100.00	-100.00	NIL
War Memorial	28.00		28.00
Notice Board	2835.43		2835.43
Cemetery Maintenance	23497.36		
Tree Maintenance	3350.00		
Waste Removal Nov/Dec		-50.00	
Tree Inspection		168.66	
Waste Removal Sept		-25.00	
Reservation Fee		900.00	
Sale of Grave Space		700.00	
Internment Fee		800.00	
Memorial		350.00	
Internment of Ashes		80.00	
Tree Inspection		-168.66	
Work to Trees		-2468.00	27134.36
V Hall Grass	NIL		
Election Expenses	2438.06		2438.06
Contingency	1000.00		1000.00
TOTAL	34752.78	187.00	34939.78

Data Protection

Councillors confirmed that they are in the process of disposing of the old paperwork in line with the Document Retention Policy.

General Power of Competence

Nothing to report.

Bank Mandate

Resolution: Councillors unanimously agreed that the following councillors be included on the Bank Mandate. The mandate will be completed and returned to NatWest.

Councillor Gillies

Councillor Roberts

Councillor Saxby

Councillor Wallington

Risk Assessment

Councillor Wallington inspects the MUGA on a weekly basis.

Insurance

We are in a Long-Term Agreement until May 2020.

Parish Notice Board

Mr Gillies will arrange for an invoice to be sent to The Clerk.

Fixed Asset Register

Defer to next meeting.

Electricity at Rosemary Corner

The residents have received letters saying that the work is to be started shortly.

Appointment of Parish Clerk

A gentleman has been offered the position of Parish Clerk. Provided he accepts Councillors will arrange to meet him informally and will give him the current Clerk's details so he can contact her to arrange a handover. His employment will start on the day of the handover.

11. CEMETERY

Requests for Memorials

No requests received.

Quotation for the work to trees

The work to the trees as per the quotation has been completed. However, Mr Coleman highlighted an issue with Tree 8 and asked the Parish Council to contact him.

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

Date of Meeting for Burial Board

Defer until the next meeting.

Winter Burials

Defer to Burial Board Meeting.

War Graves

Defer to Burial Board Meeting.

Grave Digger

Defer to Burial Board Meeting.

Cemetery Account

Opening Balance		24516.02
Plus		
Budget 19/20	1760.00	
Tree Surgery Budget	3350.00	
Sale of Grave Spaces	700.00	
Reservations	900.00	
Internments	1680.00	
Memorials	500.00	
Transfer of Deed of Grant		8890.00
		33406.02
Less:		
Grass Cutting	1200.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	225.00	
Hydrogeo	1850.00	
		3635.00
		29771.02
Tree Inspection	168.66	
Tree Surgery	2468.00	2636.66
		27134.36

12. YOUTH AREA**Lease between The Crown Estates and The Parish Council**

The lease is still with the Solicitor. Mrs Saxby to follow up.

MUGA Refurbishment

Defer to next meeting. Mrs Wallington to follow up.

13. VILLAGE RESPONSIBILITIES**Items to be reported to KHS/PROW/IDB**

No items were put forward to be reported.

14. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Appointment of New Clerk.

Cost of Election

Dissolution of Finance and Policy Working Group

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

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

SignedDate

Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2020

January 2020

- Y19/1260/FH Land Opposite Springbank Straight Lane Brookland Kent
A new agricultural insulated barn, steel frame construction with sheet metal cladding.
Parish Council: Following receipt of new information Councillors agreed to support the building in principle but question the need for such a large barn.
- Y19/1339/FH Fairfield Court Farm Brack Lane Brookland Romney Marsh Kent TN29 9RX
Construction of an earth screening and containment bund around a raw materials stockpile within the area shown edged red and coloured green on drawing No. FC1 attached
Parish Council: No Comment
- Y20/0001/FH Mulberry House, High Street, Brookland, Romney Marsh
Conversion of Curtilage Listed Outhouse to Home Office and Extension to Boundary Wall
**Parish Council: Approve a wall provided it is in keeping with the height of the existing fence and existing brickwork along the High Street
Support the conversion of the outbuilding and extension of wall and gate to the lane opposite Manor House
Oppose the vehicle access and gate to the High Street**
- Y20/0002/FH Mulberry House, High Street, Brookland, Romney Marsh
Listed Building Consent for Conversion of Curtilage Outhouse to Home Office and Extension to Boundary Wall
**Parish Council: Approve a wall provided it is in keeping with the height of the existing fence and existing brickwork along the High Street
Support the conversion of the outbuilding and extension of wall and gate to the lane opposite Manor House
Oppose the vehicle access and gate to the High Street**

An appeal has been lodge in respect of the following:

19/0038/AP

APP/L/2250/C/19/3237169

Brattle Lodge Kennards Lane, Brookland, Romney Marsh, Kent TN29 9FH

Decision Notices received from F & H D C

Y19/0585/FH Land adjacent Framlea, Rye Road, Brookland, Kent
Erection of four detached dwelling houses with associated parking and
Landscaping (Resubmission of Y15/1148/SH)
District Council: Approved with Conditions – Mins Jan 2020

Y18/0953/FH The Royal Oak, High Street, Brookland, Romney Marsh, Kent
Listed Building consent for alterations in connection with conversion
from a public house into a dwelling
WITHDRAWN

Y19/1172/AS Hamilton House Rye Road Brookland Romney Marsh Kent TN29 9TA
Listed Building Consent for remedial work following a domestic heating oil spill.
District Council: Approved with Conditions