

# BROOKLAND PARISH COUNCIL

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## MINUTES 132

*[ DRAFT – to be Accepted at the next Meeting ]*

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on 19 January 2015 at 7.15 pm

**PRESENT:** Councillor, Mr C Hill (Chair), Councillor, Mrs K Coleman,  
and Councillor, Mrs V Wallington  
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**

An Apology for Absence was received from Councillor Mrs S Saxby and County Councillor Mr D Baker.

**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 Wallington    Seconded Councillor Coleman**

**4. PARISH COUNCIL WEBSITE**

It was agreed that Mr Stanley should liaise with Councillor Saxby regarding the website as she offered to take responsibility for it at the last meeting. All councillors and the Clerk will be copied in on all correspondence.

**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**

Rural Housing Alliance

Lord Lieutenant of Kent re Civic Service

The Local Government Boundary Commission for England

Clerk and councils Direct

Romney Marsh Forum

**Email Correspondence – all emails forwarded to councillors with email**

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

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	27117.01	Current Account	34778.61
Plus Receipts	<u>20394.95</u>	Plus u/c receipt	<u>0.00</u>
	47511.96		34778.61
Less Payments	<u>12534.44</u>	Less u/c cheques	<u>3121.21</u>
	<b>34977.52</b>		31657.40
Less Earmarked funds	<u>15781.81</u>	Plus Reserve a/c	<u>3320.12</u>
<b>Available Funds</b>	<b>19195.71</b>		<b>34977.52</b>
		Less Earmarked Funds	<u>15781.81</u>
		<b>Available Funds</b>	<b>19195.71</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	732	Salary and Expenses	392.41		392.41
M Coleman	733	Work to Trees in Cemetery	120.00		120.00
Clive Stanley	734	Webmaster Services	84.00		84.00
KCC	735	Refund of Unused Grant	1800.00		1800.00

**Proposed Councillor Hill**

**Seconded Councillor Wallington**

**Earmarked Funds**

	<b>Balance 17 Nov 14</b>	<b>+/- January</b>	<b>Balance 19 Jan 15</b>
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	2496.03		
Spraying Weeds		- 80.00	
Work to Trees		-120.00	
Sale of Grave Spaces		6325.00	
Internment Fee (omitted from July)		375.00	
Commonwealth War Graves		10.00	9006.03
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	NIL
<b>TOTAL</b>	<b>11071.81</b>	<b>4710.00</b>	<b>15781.81</b>

**Romney Marsh Forum**

**Resolution:** Councillors unanimously agreed to pay £25 per annum towards the cost of a Clerk for the Romney Marsh Forum.

**Insurance**

Nothing to report.

**Village Risk Assessment/Risk Inspection**

Nothing to report.

**Provision of Fire Proof Storage for Parish Council Documents**

Councillor Wallington will investigate this and report back.

**Confirmation of Terms of Reference for the Complaints Committee**

Councillors unanimously agreed the Terms of Reference.

**Bus Shelter Seat**

The Clerk was asked to write to SDC in an effort to progress this project.

9. **CEMETERY**

**Cemetery Administration**

**Grass cutting and Spraying of Weeds in the Cemetery**

**Resolution:** Following notification from Mr Coleman that he will not be increasing his charges for the forthcoming season, councillors unanimously agreed to accept his quotation of £75 per cut, for 2 cuts a month between March and November. As the cost for the year will be below £3000 we do not need to obtain any other quotations.

It was also agreed to accept Mr Coleman's quotation of £80 per session to spray the weeds in the cemetery twice a year. Total cost £160.00

The Chairman will ask Mr Coleman to provide all the necessary certificates to cover both grass cutting and spraying.

Proposed Mrs Wallington                      Seconded Mrs Coleman

10. **YOUTH AREA**

The Chairman will contact Mr Sephton at SDC regarding the trees in the youth area. If no progress is made, he will ask the Clerk to write an official letter from the Parish Council.

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.

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

The Clerk was not asked to report any items.

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

The next meeting will be held on 16 February 2015.

The Chairman is in contact with Mr Piran Cooper from SDC regarding the SHLAA Sites and confirmed that 2 sites, West Place and Framlea have been withdrawn as they are not considered suitable, but the football site is still on the list.

The Chairman is in contact with SDC regarding the problems in West Place.

Mrs Wallington will liaise with SDC and arrange a litter pick in the spring.

**15. RESOLUTION TO CLOSE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO ENABLE COUNCILLORS TO DISCUSS ITEMS OF A LEGAL AND PERSONAL MATTER**

**Resolution:** Pursuant to section1 (2) of the public bodies (Admission to Meetings Act 1960), it was unanimously resolved that members of the public be excluded from the next agenda item as it concerns matters of a personal nature.

There were no Members of the Public were present at this meeting.

**Resolution:** Councillors agreed 2:1 on the way forward with regard to formalising the arrangements for The Memorial Garden in Brookland Cemetery. The Clerk was asked to respond to the Solicitor asking them to proceed with option 2.

There being no other business the meeting closed at 9.05 pm.

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

**BROOKLAND CEMETERY  
CEMETERY ACCOUNT 2014-2015**

Opening Balance			3513.03
Plus Receipts			
Budget 2014-2015	April	1400.00	
Internment Fee	June	375.00	
Sale of Grave Spaces	December	6325.00	
Commonwealth Graves	September	10.00	<u>8110.00</u>
			11623.03
Less Expenses			
Grass Cutting	April	75.00	
	May	150.00	
	June	150.00	
	July	150.00	
	September	300.00	
	October	150.00	
	November	150.00	1125.00
Spraying Weeds	July	80.00	
	November	80.00	160.00
Work to Trees	January	120.00	120.00
Repairs to Bridge	September	712.00	712.00
Transfer to War Memorial Account	September	500.00	<u>500.00</u>
			<b><u>9006.03</u></b>