

BROOKLAND PARISH COUNCIL

MINUTES

**FOR THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY
16th NOVEMBER 2020 VIA ZOOM AT 7.00 PM**

**Present: Cllr Wallington, Cllr Saxby, Cllr Roberts
A Lawson, T Pollard**

20-11-1. APOLOGIES FOR ABSENCE

None received. Members are reminded of the need to tender apologies with the reason for absence direct to the Clerk if they are unable to attend.

20-11-2. DECLARATIONS OF INTEREST

None

20-11-3. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20 July 2020 were agreed as a true record of the meeting and will be signed at the next physical meeting. Proposed: Cllr Saxby, Seconded Cllr Roberts. The September meeting was cancelled Cllr Gilles & Cllr Roberts were in attendance.

20-11-4. CO-OPTION OF COUNCILLOR

It was proposed by Cllr Wallington and seconded by Cllr Roberts that Tara Pollard is co-opted to sit on Brookland Parish Council. The vote was carried unanimously, and Tara Pollard is, therefore, a co-opted member of the Parish Council

20-11-5. QUESTIONS FROM MEMBERS OF THE PUBLIC – Public Participation

None

20-11-6. PLANNING

Two planning applications were discussed
20/1528/FH – No objection
20/1655/FH/PA – The Council are supportive of this application.

20-11-7. MATTERS FOR REPORT ARISING /FROM PREVIOUS MEETING

None

20-11-8. CHAIRMAN'S REPORT & REPORTS FROM OTHER OUTSIDE BODIES

Nothing to report

20-11-9. FINANCE

Members reviewed the Internal Auditors Report, and Cllr Roberts proposed re appointing the Internal Auditor for a further term, seconded by Cllr Saxby and unanimously agreed.

Member discussed banking arrangements and accounts to be paid and paid since the last meeting (See appendix 1 for October 2021 Bank Reconciliation)

Members discussed the Budget for 2021/22 - Member set the precept request at £12,870 to balance the budget. Proposed Cllr Roberts, Seconded Cllr Saxby and unanimously agreed.

20-11-10. VILLAGE HALL

Members discussed the support given to the village hall this financial year and provision for further support if needed for 2021.

20-11-11. CORRESPONDENCE AND OTHER COUNCIL BUSINESS

Members noted correspondence received on the forthcoming 2021 Census.

20-11-12. MUGA

Awaiting completion date for the work in progress.

20-11-13. BURIAL GROUND

Members discussed the costs for potential burial ground mapping software and agreed to evaluate further alternative options.

20-11-14. REVIEW OF RESPONSIBILITIES & POLICIES

Members reviewed the PC responsibilities document, T McVey agreed to become contact for the Village Hall Committee, Cllr Roberts assumes responsibility for Questionnaires, Cllr Wallington to confirm if Marsh Forum is still operating. A Lawson to begin updating policy documents for review by members.

20-11-15. 2021 MEETING DATES

Members unanimously agreed meeting dates for 2021.

18th January

15th March

17th May

19th July

20th September

22nd November

20-11-16. NEXT MEETING DATE

Monday 18th January 2021.

Adrian Lawson

Parish Clerk

17 November 2020

**Appendix 1 – Expenditure to October 2020, Budget 2021/22 &
October Bank Reconciliation**

BROOKLAND PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 MARCH 2021

As at 31/10/20

ACTUAL 2019/2020		BUDGET 2020/2021	ACTUAL 2020/2021	Act v BUD 2020/2021	BUDGET 2021/2022
	RECEIPTS				
12,000.00	Precept	12,000.00	12,000.00	-	12,870.00
5.63	Interest		1.20	1.20	
4,260.00	Cemetery		1,050.00	1,050.00	
1,105.00	Grave Digger		325.00	325.00	
	Inter Bank Account	5,500.00	-	-	
895.69	VAT Recovered	854.29	1,529.94	675.65	
18,266.32	TOTAL	12,854.29	14,906.14	2,051.85	12,870.00

ACTUAL 2019/2020		BUDGET 2020/2021	ACTUAL 2020/2021	ACT v BUD 2020/2021	BUDGET 2021/2022
	EXPENDITURE				
4,147.50	Clerk's Salary	4,250.00	2,157.41	2,092.59	3,800.00
113.62	Clerk's Expenses	100.00	122.60	- 22.60	180.00
				-	
161.04	General Admin	350.00	36.00	314.00	350.00
75.00	Internal Audit	75.00	75.00	-	100.00
150.00	DPO Services	150.00	-	150.00	-
35.00	ICO	35.00	35.00	-	35.00
140.88	Computer Maintenance	180.00	82.18	97.82	180.00
-	Training	200.00	300.00	- 100.00	500.00
	Cemetery Administration			-	
56.11	Election Expenses		-	-	
532.00	Website	400.00	78.06	321.94	25.00
236.00	Village Hall Rent/Heat	300.00	96.00	204.00	300.00
	Donation to Playgroup		-	-	
170.20	KALC Subscription	180.00	191.72	- 11.72	200.00
-	SLCC Subscription	100.00	75.00	25.00	100.00
731.04	Insurance	750.00	827.98	- 77.98	850.00
-	Cemetery Administration		-	-	
160.00	Spraying Weeds in Cemetery	-	-	-	
1,200.00	Cemetery Grass Cutting	1,560.00	1,410.00	150.00	1,560.00
225.00	Cemetery Hedges	200.00	-	200.00	200.00
	Cemetery Mapping Software				1,000.00
250.00	Clearance of Rubbish from Cemetery	150.00	75.00	75.00	150.00
1,850.00	Groundwater Risk Assessment		-	-	
168.66	Tree Inspection		-	-	
2,468.00	Removal/Maintenance of Trees		350.00	- 350.00	1,000.00
65.00	Youth Area		67.50	- 67.50	
100.00	Youth Area Rent	100.00	-	100.00	100.00
563.00	Repair/Replacement Noticeboard		-	-	
50.00	Wreath for Remembrance	50.00	-	50.00	50.00
-	Contingency Fund	500.00	-	500.00	500.00
200.00	Contribution to Marsh Harrier	200.00	-	200.00	200.00
400.00	Village Hall Grass Cutting	400.00	896.00	- 496.00	1,000.00
9.58	Thank You Gift		60.00	- 60.00	
320.40	Clock Maintenance	150.00	-	150.00	150.00
	Defib Maintenance		315.00		190.00
50.00	Christmas Decorations		-	-	
1,650.00	Refund of Cemetery Fees		-	-	
755.00	Grave Digger		675.00	- 675.00	
	Inter Bank Accounts	5,500.00	-	-	
-	Contributions to Good Causes		148.00	- 148.00	150.00
1,504.09	VAT on Expenses		698.29	- 698.29	
18,537.12	TOTAL	10,380.00	8,771.74	1,608.26	12,870.00

Brookland Parish Council
Bank Reconciliation 31/10/20

Current Account - Nat West

Opening Balance -28/8/20	52,324.84
Add	
Income	<u>-</u>
	52,324.84
Less	
Expenses	<u>42.27</u>
Balance at 29/10/20	52,282.57

Less Unpresented Cheques

	-
	<u>-</u>
Balance at Bank	52,282.57
Unpresented cheques 19/20	50.00
Earmarked Funds	- 35,341.78
Available Balance	<u><u>16,990.79</u></u>

Nat West Reserve	
Nat West Reserve - Opening Balance 1/6/20	3,336.13
Interest	<u>0.12</u>
Balance 30/9/20	<u><u>3,336.25</u></u>

Unity Bank

Opening Balance -31/8/20	3,712.09
Add	
Income	<u>6,000.00</u>
	9,712.09
Less	
Expenses	<u>3,493.90</u>
Balance at 31/10/20	<u><u>6,218.19</u></u>