

BROOKLAND PARISH COUNCIL

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MINUTES 155

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 February 2017 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor Mrs K Coleman,
and Councillor Mrs V Wallington

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS: Mr L Laws

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Members of the Public present.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor J Burgoyne (work commitment), Councillor Mr C Hill, (personal reasons) and County Councillor, Mrs C Waters.

Councillors unanimously approved the above absences.

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 154 of the meeting held on 6 December 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Coleman

4. PARISH COUNCIL WEBSITE

Councillors are satisfied that all is in order with the website.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

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

6. PUBLIC INTERVAL

The meeting was opened from 7.23 – 7.40 during which the member of the public present discussed his planning application and District Councillor Laws updated councillors on matters associated with Shepway District Council.

7. CHAIRMAN'S REPORT

Mrs Saxby reported that she had been looking at the Cemetery records and we need to allocate more grave spaces for non-residents.

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

The Office of The Lord Lieutenant of Kent
KCC Great British Clean Up
Norris and Fisher

Email Correspondence – all emails forwarded to councillors with email

Brookland C E Primary School.

Finance**Bank Reconciliation**

| Balance per Cash Book | | Balance at Bank | |
|------------------------------|-----------------|------------------------|-----------------|
| Opening Balance | 49168.45 | Current Account | 48358.34 |
| Plus Receipts | <u>10937.90</u> | Plus u/c receipts | <u>0.00</u> |
| | 60106.35 | | 48358.34 |
| Less Payments | <u>9613.38</u> | Less u/c cheques | <u>2038.67</u> |
| | 50492.97 | | 46319.67 |
| Less Earmarked funds | <u>25431.93</u> | Plus Reserve a/c | <u>3323.27</u> |
| Available Funds | 24211.01 | | 49642.94 |
| | | Less Earmarked Funds | <u>25431.93</u> |
| | | Available Funds | 24211.01 |

Accounts to be paid

| PAYEE | CHQ NO | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|----------------|---------------|----------------------------------------------------------|-----------------------------------|--------------|----------------|
| Mrs J Batt | 830 | Salary January Expenses General Admin SLCC | 188.81 16.02 19.56 31.17 | | 254.76 |
| J Burgoyne Ltd | 831 | Rubbish Clearance | 130.00 | 26.00 | 156.00 |
| Clive Stanley | 832 | Webmaster Services | 149.50 | | 149.50 |
| Mrs J Batt | 833 | Postage Stamps | 5.50 | | 5.50 |
| Mrs J Batt | 834 | Salary February Expenses General Admin Donation | 188.01 16.02 14.28 50.00 | | 269.11 |
| Mr R Velvick | 835 | Grave Digging | 50.00 | | 50.00 |

Proposed Councillor Saxby

Seconded Councillor Wallington

Bank Mandate

Mrs Wallington has been into the bank and Mrs Saxby will go in as soon as possible.

| | Balance 21 Nov 2016 | +/- Jan/ Feb | Balance 20 Feb 2017 |
|----------------------|------------------------------------|-----------------------------|------------------------------------|
| Youth Area Expenses | 1688.93 | | 1688.93 |
| Youth Area Rent | NIL | +800.00 | 800.00 |
| War Memorial | 28.00 | | 28.00 |
| Notice Board | 835.43 | | 835.43 |
| Cemetery Maintenance | | | |
| Rubbish Clearance | 18165.40 | -130.00 | 18035.40 |
| Village Hall Grass | NIL | | NIL |
| Tree Maintenance | 2350.00 | | 2350.00 |
| Election Expenses | 2494.17 | | 2494.17 |
| TOTAL | 25561.93 | +670.00 | 26231.93 |

Tenders received for Grass Cutting

Three Tenders have been received

Please see attached.

Resolution: Following discussion councillors unanimously agreed to accept the quotation from Company A. The contractor will be asked to extend the contract to 2 years.

Proposed Mrs Coleman Mrs Wallington

Risk Assessment

Mrs Saxby will complete in time for the March meeting.

Confirmation of Submission of Precept Request for 2017/2018

The Clerk confirmed that the Precept Request had been submitted and a read receipt received on 5 December 2016.

9. CEMETERY**Arrangements for Clearance of Rubbish from Cemetery**

Mrs Saxby is meeting with a contractor next week.

Quotation for Cemetery Fence

Councillors are considering extending the hedge, instead of replacing the fence.

Registering of Memorial Garden

Nothing to report.

Cemetery Account as at 20 February 2017

| | | |
|-------------------------|---------------|-----------------------|
| Opening Balance | | 14386.03 |
| Plus: | | |
| Budget 16/17 | 1860.00 | |
| Sale of Grave Spaces | 1200.00 | |
| Reservations | 800.00 | |
| Internments | 1875.00 | |
| Memorials | <u>550.00</u> | |
| | | <u>6285.00</u> |
| Less: | | 20671.03 |
| Error September 2015 | 150.00 | |
| Plans for Land Registry | 80.00 | |
| Cemetery Deeds | 45.63 | |
| Vegetation Clearance | 650.00 | |
| Grass Cutting | 1200.00 | |
| Spraying | 160.00 | |
| Hedge Cutting | 100.00 | |
| Clearing Rubbish | <u>250.00</u> | <u>2635.63</u> |
| | | 18035.40 |

10. YOUTH AREA**Confirmation of Instruction to The Play Area Inspection Co**

The Clerk reported that we have received an order acknowledgement for the inspection due to take place in September.

The draft lease for the Youth Area has been received. Councillors had one or two questions which the Clerk will put to Savills.

11. PLANNING

No applications received.

Any other matters related to Planning issues within the Parish

No matters brought to the council's attention.

12. VILLAGE RESPONSIBILITIES**Items to be reported to Kent Highway Services/PROW/IDB**

No items put forward.

13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.23 pm.

Signed Dated
Chairperson