

# BROOKLAND PARISH COUNCIL

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## MINUTES 162

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 January 2018 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor Mrs K Coleman,  
and Councillor C Hill

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:**

**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. 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 160 of the meeting held on 20 November were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Hill Seconded Councillor Saxby**

Minutes 161 of the Extraordinary meeting held on 27 November were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Saxby Seconded Councillor Coleman**

#### **4. PARISH COUNCIL WEBSITE** **Webmaster's Report, January 2018**

##### **Parish Websites - Recent Denial of Service Attack**

Over the New Year period, I tried to view the parish council website but was unable to. On re-trying a few hours later and also the following day, the parish website was still not displaying. As I knew it affected a small number of similar Kent Parishes websites, I lodged a Service Desk Enquiry with EIS/KCC. They responded early in 2nd January 2018 stating there had been a concerted Denial of Service (#) attack against them. The websites affected were back on-line during the day of 2nd January, worked properly and I could logon to work on them satisfactorily.

I asked EIS Service Desk for a short report detailing what the problem was. EIS responded to me:-

*"The DoS attack was targeting a particular WordPress endpoint originating the Ukraine, Albania and Brazil. These attacks were not really targeted against the Kent Parish Councils but against WordPress in general. We have already made changes to the sites to prevent this endpoint from being used in the same way in the future (now only accepts connections from authorised users only). Our Infrastructure team is continuing to monitor the traffic hitting the sites to keep an eye on the issue.*

*"You do not need to do anything further."*

Wikipedia informs us thus:-

*"In computing, a denial-of-service attack (DoS attack) is a cyber-attack where the perpetrator seeks to make a machine or network resource unavailable to its intended users by temporarily or indefinitely disrupting services of a host connected to the Internet. Denial of service is typically accomplished by flooding the targeted machine or resource with superfluous requests in an attempt to overload systems and prevent some or all legitimate requests from being fulfilled.*

*"In a distributed denial-of-service attack (DDoS attack), the incoming traffic flooding the victim originates from many different sources. This effectively makes it impossible to stop the attack simply by blocking a single source.*

*"A DoS or DDoS attack is analogous to a group of people crowding the entry door or gate to a shop or business, and not letting legitimate parties enter into the shop or business, disrupting normal operations."*

##### **2018 Dates**

Despite 2018 being only a few days old now, I want to let you know early that I have a number of holidays arranged. Where possible I will endeavour to set up cover but there

may be some periods when the parish website is not refreshed as promptly as normal.  
For your information, my known absences are:-

26/2 to 9/3; 14/5 to 25/5; 2/7 to 6/7; 13/8 to 31/8; 15/10 to 18/10.

### **Webmaster Service Price Adjustment**

May I please give you advance notice about an adjustment of my webmaster service discounted price. With effect from 1st April 2018 the rate changes from £26.00 per hour to £28.00 p/h. You will recall the previous adjustment was in January 2016.

**Councillors agreed to the increase in price.**

### **5. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

There were no Matters Arising not covered on the agenda.

### **6. PUBLIC INTERVAL**

There were no Members of the Public present.

### **7. CHAIRMAN'S REPORT**

Mrs Saxby had nothing to report that was not covered on the agenda.

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

#### **Correspondence**

HMRC re VAT Claims

M Coleman, copies of insurances

NatWest

Mrs Lewis requesting financial assistance with the rent for the Village Hall for the Mother and Toddler Group – Councillors agreed to continue to help with funding

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

Rural Kent re Rural Kent Coffee Morning

KCC Community Warden

#### **Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	50052.30	Current Account	51315.79
Plus Receipts	17287.20	Plus u/c Receipts	1125.00
	67339.50		52440.79
Less Payments	12923.79	Less u/c Payments	1348.76
	54415.71		51092.03
Less Earmarked Funds	<b>30081.93</b>	Plus Reserve Account	3323.68
AVAILABLE FUNDS	<b>24333.78</b>		54415.71
		Less Earmarked Funds	<b>30081.93</b>
		AVAILABLE FUNDS	<b>24333.78</b>

**Accounts to be Paid**

<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
883	Salary Expenses General Admin	393.36 15.75 41.03	0.22	450.36
884	Cemetery Maintenance	150.00	30.00	180.00
885	Waste Removal Dec	25.00	5.00	30.00
886	MUGA Rent 2018	100.00	20.00	120.00
887	Waste Removal Jan Cheque to be released on completion of work	325.00	5.00	30.00
888	Grave Digging	325.00		325.00
889	Webmaster Services	136.50		136.50
890	Clearing Youth Area Cheque to be released on completion of work	120.00	24.00	144.00
891	Office Sundries	17.30	2.06	19.36
892	Rent for Toddlers	132.00		132.00

**Proposed Councillor Hill      Seconded Councillor Saxby**

**Earmarked Funds**

	Balance 20 Nov 2017	+/- Dec/ Jan	Balance 15 Jan 2018
Youth Area Expenses Rent for 2018 – transfer Clearing leaves, soil etc	1688.93	-100.00 -120.00	1468.93
Youth Area Rent Transfer in Paid for 2018		+100.00 -100.00	NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance Clearing and Tidying Waste Collection Dec Waste Collection Jan Internment	21805.40	-150.00 -25.00 -25.00 +800.00	22405.40
Tree Maintenance	2850.00		2850.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>29701.93</b>	<b>380.00</b>	<b>30081.93</b>

**Proposed Councillor Saxby      Seconded Councillor Hill**

**Confirmation of Precept Request for 2018/2019**

SDC has confirmed receipt of our Precept Request for 2018/2019.

**Risk Assessment**

Councillor Wallington inspects the MUGA area on a weekly basis.

**Rural Kent Coffee Morning**

Rural Kent and the Community Warden would like to bring their Pop-Up Coffee Shop to the Green in West Place. Councillors were in agreement with this idea. Mrs Saxby will put them in touch with CARM.

9. **CEMETERY**

**Cemetery Fence**

Remove from the agenda until the autumn.

**Registering of Memorial Garden**

Councillor Hill met with Mrs Cobb and she is proceeding with registering the Memorial Garden. It will be registered as part of the Cemetery. The Council is unable to register the area outside the gate as it is a Public Right of Way. Councillors will find the number of the path and we will ask PROW to clear it during the summer months.

**Request for Memorials**

No requests received.

**Transfer of Deed of Grant**

The Clerk forwarded the new Deed of Grant to the new Grantee, who contacted her some weeks later to ask if it had been sent. She emailed to confirm where she had sent it and has not had a reply.

**Tidying Cemetery**

Mr Coleman has cleared the side of the Cemetery. Remove from future agendas

**Quotations for Cemetery Gate Refurbishment**

Mr Hill will talk to a local company and ask for a quote.

**Cemetery Account**

<b>Opening Balance</b>		<b>18035.40</b>
Plus:		
Budget 17/18	2060.00	
Sale of Grave Spaces	1050.00	
Reservations	2250.00	
Internments	2000.00	
Memorials	500.00	
Transfer of Deed of Grant	30.00	<b>7890.00</b>
Less:		<b>25925.40</b>
Grass Cutting	1350.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	400.00	
Tidying and Clearing	1410.00	<u>3520.00</u>
		<b>22405.40</b>

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

Nothing new to report.

**Quotations for MUGA Refurbishment**

Mr Hill will talk to a local company and ask for a quote.

**Spraying Weeds**

Councillors agreed to accept the quote for £120.00 + VAT from a local contractor.

**11. 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.

**12. VILLAGE RESPONSIBILITIES**

Nothing to report.

**13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

There being no other business the meeting closed at 8.34 pm

Signed ..... Date .....

Chairman

# BROOKLAND PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2018

#### JANUARY 2018

17/1396/SH Quince Cottage, High Street Brookland Romney Marsh Kent TN29 9QR  
Erection of a two storey rear extension  
**Parish Council: OBJECT as the proposed development is out of proportion with the existing property and out of keeping with the properties in the conservation area.**

17/1397/SH Quince Cottage, High Street Brookland Romney Marsh Kent TN29 9QR  
Listed Building Consent for the erection of a two storey rear extension.  
**Parish Council: OBJECT as the proposed development is out of proportion with the existing property and out of keeping with the properties in the conservation area.**

17/1573/SH Moon House Bowdell Lane Brookland Romney Marsh Kent TN29 9RW  
Erection of a detached car port/store with storage area in roof space following demolition of existing garage.  
**Parish Council: Support**

17/1575/SH 8 West Place Brookland Romney Marsh Kent TN29 9RG  
Erection of eyebrow roof extension to existing single storey side and rear extension along with the installation of two ground floor windows on side elevation and one rear double door to replace existing window.  
**Parish Council: Support**

#### **Decision Notices received from SDC**

Y17/0693/SH Mulberry House, High Street, Brookland, Romney Marsh, Kent  
Pollard to a maximum of 50% of the existing height of a black poplar tree situated within a conservation area  
**District Council: No Objection**

Y17/0947/SH Mulberry House, High Street, Brookland, Romney Marsh, Kent TN29 9QR  
Works to trees situated within a conservation area comprising of: felling of a pear and pruning of selected branches on the southern/south western side an oak to provide 3 metres clearance from the building  
**District Council: No Objection**

Y17/1168/SH Fairfield Court Kennards Lane Brookland Romney Marsh Kent TN29 9RT  
Erection of a detached garage together with extension to existing driveway.  
**District Council: Approved with Condition**

Y17/1237/SH 8 West Place Brookland Romney Marsh Kent TN29 9RG  
Certificate of lawful development (proposed) for an eyebrow roof addition to existing single storey side and rear extension along with the installation of two ground floor windows on side elevation and one rear double door to replace an existing window  
**District Council: Refuse**

Y17/1364/SH Sunnyside, Old House Lane, Brookland, Romney Marsh, Kent  
Erection of part single part two storey side extension and part single part two storey rear extension.  
**District Council: Approved with Conditions**