

BROOKLAND PARISH COUNCIL

MINUTES

**FOR THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY
18th JANUARY 2021 VIA ZOOM AT 7.00 PM**

**Present: Cllr Wallington, Cllr Roberts, Cllr Gilles, Cllr Pollard,
A Lawson, 2 members of the public**

21-1-1 APOLOGIES FOR ABSENCE

Cllr Saxby sent apologies as unable to attend the meeting due to a prior commitment. The reason for absence was unanimously accepted.

21-1-2 DECLARATIONS OF INTEREST

None

20-1-3 ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes for the meeting held on 16th November 2020 were agreed as a true record and will be signed at the next physical meeting. Proposed Cllr Roberts, Seconded Cllr Wallington, and unanimously agreed.

21-1-4 QUESTIONS FROM MEMBERS OF THE PUBLIC – Public Participation

Members of the public addressed the Parish Council regarding a demolition order served on a property just outside the village. The Councillors are supportive of the occupants and are planning to write to F&HDC supporting the development. Action Clerk to check on past correspondence received by the Council relating to the application.

21-1-5 VILLAGE HALL SUPPORT

Members discussed a request from the Village Hall committee for support with their 2021 insurance renewal and agreed to fund the renewal on the basis that the village hall return the money to the Parish Council should they be successful in obtaining other grant funding that could cover the cost. Councillors expressed their support for the village hall in securing help and funding through working parties or fund raising initiatives.

21-1-6 PLANNING

Ref: 20/2049/FH/PA Thrift Farm, Straight Lane, Brookland, Romney Marsh, TN29 9QT
Councillors are supportive of this application. Proposed Cllr Roberts, Seconded Cllr Wallington and unanimously agreed.

Comments received regarding the Farm Shop and siting of a mobile caravan were noted and Councillors agreed to monitor.

Ref: 21/0049/FH The Pepperlands, Borman's Lane the councillors unanimously agreed to be supportive of this application.

21-1-7 MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

None

21-1-8 CHAIRMAN'S REPORT & REPORTS FROM OTHER OUTSIDE BODIES

None

21-1-9 FINANCE

Members to reviewed payments since the last meeting, forecast and actual expenditure. They agreed the remaining balance on earmarked funds for the notice board can be released as all bills have been paid. (See Appendix A). Councillor's unanimously agreed an annual pay review for clerk in line with NALC guidelines to £11.76p/h from 1st Feb 2021.

21-1-10 CORRESPONDENCE AND OTHER COUNCIL BUSINESS

Members discussed cemetery maintenance and recent correspondence on the memorial garden and will review current arrangements for weeding and grass cutting.

A complaint regarding flooding in West Place has been reported to Southern Water by the Clerk.

21-1-11 STANDING ORDERS

Members unanimously agreed to adopt the updated version of the standing orders ready for the next Annual Parish Meeting.

21-1-12 ANY FUTURE AGENDA ITEMS

Cemetery mapping software
MUGA

Appendix A

Brookland Parish Council – January 2021

Payments made since last meeting

Date	Payee	Total	VAT	Net
09/11/2020	Trident Waste	90.00	15.00	75.00
09/11/2020	M Coleman	60.00	10.00	50.00
09/11/2020	M Coleman	180.00	30.00	150.00
30/11/2020	Clerk Salary & Exps	312.70	0.00	312.70
04/12/2020	Trident Waste	30.00	5.00	25.00
17/12/2020	M Coleman	1,233.00	205.50	1,027.50
24/12/2020	Clerk Salary & Exps	312.70	0.00	312.70
31/12/2020	Bank Charges	18.00	0.00	18.00
		2,236.40	265.50	1,970.90

Brookland Parish Council Earmarked Funds 2020/21

	Balance 31 Oct 20	+/- S/O	Balance 31 Dec 20
Youth Area	1,503.93	-	1,503.93
War Memorial	28.00	-	28.00
Notice Board	2,272.43	-	2,272.43
Cemetery	27,439.36	- 250.00	27,189.36
Election Exps	2,438.06	-	2,438.06
Contingency	1,000.00		1,000.00
TOTAL	34,681.78	- 250.00	34,431.78

Brookland Parish Council
Bank Reconciliation 31/12/20

Current Account - Nat West

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

Less Unpresented Cheques

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

Nat West Reserve	
Nat West Reserve - Opening Balance 1/6/20	3,336.25
Interest	0
Balance 30/9/20	<u>3,336.25</u>

Unity Bank

Opening Balance -1/11/20	6,218.19
Add	
Income	-
	<u>6,218.19</u>
Less	
Expenses	2,236.40
Balance at 31/12/20	<u>3,981.79</u>

Awaiting Natwest bank statement to complete Bank Reconciliation

BROOKLAND PARISH COUNCIL					as at 31/12/20	
Income & Expenditure 2020/21 - Actual Budget & Forecast						
ACTUAL		BUDGET	ACT to 31/12	FORECAST	Act v BUD	Comments
2019/2020		2020/2021	2020/2021	2020/21	2020/2021	
RECEIPTS						
12,000.00	Precept	12,000.00	12,000.00	12,000.00	-	Precept received in full
5.63	Interest		1.20	1.20	1.20	
4,260.00	Cemetery		1,050.00	1,050.00	1,050.00	Unbudget income from burial
1,105.00	Grave Digger		325.00	325.00	325.00	Unbudget income from burial
895.69	VAT Recovered	854.29	1,529.94	1,529.94	675.65	VAT reclaimed from previous year
18,266.32	TOTAL	12,854.29	14,906.14	14,906.14	2,051.85	
EXPENDITURE						
4,147.50	Clerk's Salary	4,250.00	2,752.81	3,688.81	1,497.19	
113.62	Clerk's Expenses	100.00	152.60	122.60	52.60	Stamps, paper, ink etc
161.04	General Admin	350.00	54.00	72.00	296.00	
75.00	Internal Audit	75.00	75.00	75.00	-	
150.00	DPO Services	150.00	-	-	150.00	Subscription to Satswama cancelled
35.00	ICO	35.00	35.00	35.00	-	Annual Subs
140.88	Computer Maintenance	180.00	82.18	143.13	97.82	Laptop Support Contract
-	Training	200.00	300.00	300.00	100.00	Clerk CiLCA training
56.11	Election Expenses		-	-	-	
532.00	Website	400.00	78.06	78.06	321.94	Website admin now in house
236.00	Village Hall Rent/Heat	300.00	96.00	96.00	204.00	Reduced meeting room bookings
-	Donation to Playgroup		-	-	-	
170.20	KALC Subscription	180.00	191.72	191.72	11.72	Annual Subs
-	SLCC Subscription	100.00	75.00	75.00	25.00	Annual Subs
731.04	Insurance	750.00	827.98	827.98	77.98	Renewal cost higher than budgeted
160.00	Spraying Weeds in Cemetery	-	-	-	-	Included in Grass cutting
1,200.00	Cemetery Grass Cutting	1,560.00	1,560.00	1,560.00	-	As per contract
225.00	Cemetery Hedges	200.00	-	-	200.00	As per contract
-	Cemetery Fencing	-	-	3,800.00	-	
250.00	Clearance of Rubbish from Cemetery	150.00	175.00	175.00	25.00	Monthly refuse collection
1,850.00	Groundwater Risk Assessment		-	-	-	
168.66	Tree Inspection		-	-	-	
2,468.00	Removal/Maintenance of Trees		350.00	350.00	350.00	Tree work in burial ground
65.00	Youth Area		67.50	2,171.50	67.50	
100.00	Youth Area Rent	100.00	-	100.00	100.00	Annual ground rent due Jan 21
563.00	Repair/Replacement Noticeboard		-	-	-	
50.00	Wreath for Remembrance	50.00	50.00	50.00	-	
-	Contingency Fund	500.00	-	-	500.00	
200.00	Contribution to Marsh Harrier	200.00	-	-	200.00	
400.00	Village Hall Grass Cutting	400.00	1,973.50	1,973.50	1,573.50	Increase in costs to maintain public spaces
9.58	Thank You Gift		60.00	60.00	60.00	Gift for retiring clerk
320.40	Clock Maintenance	150.00	-	-	150.00	
-	Defib Maintenance		315.00	315.00	-	Costs for 19/20 & 20/21
50.00	Christmas Decorations		-	-	-	
1,650.00	Refund of Cemetery Fees		-	-	-	
755.00	Grave Digger		675.00	675.00	675.00	
-	Contributions to Good Causes		148.00	148.00	148.00	
1,504.09	VAT on Expenses		963.79	1,000.00	963.79	
18,537.12	TOTAL	10,380.00	11,058.14	18,083.30	678.14	