

# BROOKLAND PARISH COUNCIL

Page 728

## MINUTES 174

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 July 2019 at 7.15 pm

**PRESENT:** Councillor, Mrs V Wallington (Chair), Councillor, Mrs M Roberts and Councillor, Mr C Hill

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Councillor, Mr A Hills

**COUNTY COUNCILLOR:** Councillor, Mr A Hills

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

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Councillor, Mrs Saxby (prior engagement).

**2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

**Resolution:** Councillors unanimously approved Councillors Saxby's Reasons for Absence.

**3. 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.

**4. ACCEPTANCE OF MINUTES**

Minutes 173 of the meeting held on 20 May 2019 were accepted and it was unanimously agreed that Councillor Wallington should sign them.

**Proposed Councillor Hill      Seconded Councillor Roberts**

**5. PUBLIC INTERVAL**

The Member of the Public did not have any questions or comments.

**6. PLANNING**

Please see attached list.

**Any other matters related to Planning within the Parish**

Councillor Hills will follow up the issues regarding the boundary wall at the pub on behalf of the Parish Council.

**7. PARISH COUNCIL WEBSITE**

Local events need to be added to the website. Mrs Roberts will liaise with the Editor of the Marsh Harrier.

**NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018**

The Clerk is still waiting for a reply from KCC regarding this.

**8. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING**

The resolution to adopt the Power of General Competence was omitted from the May and this agenda in error. It will be added to the September agenda.

The Clerk will write to Mrs Coleman and thank her for her help and support during her time on the Council.

**9. CHAIRMAN'S REPORT**

The Chairman was unable to attend the meeting and Councillor Wallington did not have a report.

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

Safety Shop Catalogue

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

F & H DC re Polling District Review

**Request for Financial Assistance from Brookland Primary School**

The School has asked for assistance with the maintenance of the defibrillator.

**Resolution:** Councillors unanimously agreed to contribute in the region of £150 – £200 per year towards the maintenance of the defibrillator from 2020-2021.

**Proposed Councillor Hill**

**Seconded Councillor Roberts**

**Finance****Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	55977.32	Current Account	55923.00
Plus Receipts	7226.84	Plus u/c Receipts	00.00
	63204.16		55923.00
Less Payments	4330.01	Less u/c Payments	378.33
	58874.15		55544.67
Less Earmarked Funds	34341.44	Plus Reserve Account	3329.48
<b>AVAILABLE FUNDS</b>	<b>24532.71</b>		58874.15
		Less Earmarked Funds	34341.44
		<b>AVAILABLE FUNDS</b>	<b>24532.71</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	968	Salary Expenses General Admin	527.78 5.00 31.96		564.74
HMRC	969	Income Tax	207.20		207.60
M Coleman	970	Grounds Maint Spraying	150.00 80.00	46.00	276.00
Mr L Robbins	971	Internal Audit	75.00		75.00
The Post Office	972	Election Recharge	56.11		56.11
Clive Stanley	973	Webmaster Services	112.00		112.00
Trident Waste June	974	Waste Collection	25.00	5.00	30.00
Trident Waste July	975	Waste Collection	25.00	5.00	30.00
Brookland Village Hall MC	976	Hall Rent	160.00		160.00
St Augustines PCC	977	Clock Maintenance	138.60	39.00	177.60
M Coleman	978	Grounds Maint	150.00	30.00	180.00
Mr R Velvick	979	Grave Digging	350.00		350.00

**Proposed Councillor Hill    Seconded Councillor Roberts**

**Earmarked Funds**

	Balance 21 May 2019	+/- June and July	Balance 15 July 2019
Youth Area Expenses	1568.93		1568.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	2835.43		2835.43
Cemetery Maintenance	24076.02		
Waste Clearance May		-25.00	
Waste Clearance June		-25.00	
Waste Clearance July		-25.00	
Grass Cutting May		-150.00	
1 <sup>st</sup> Weed Kill		-80.00	
Grass Cutting June		-150.00	23621.02
V Hall Grass	400.00		400.00
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17	-56.11	2438.06
<b>TOTAL</b>	<b>34852.55</b>	<b>-511.11</b>	<b>34341.44</b>

**Data Protection**

This matter continues to be monitored. The Clerk will liaise with Councillor Saxby regarding sorting the old documents in the filing cabinet.

**Risk Assessment**

A Risk Assessment will be completed in time for the September Meeting.

Various issues have been forwarded to the relevant authorities.

Councillor Hills will report the condition of the play area surface to the relevant Cabinet Member at Folkestone & Hythe DC.

**Internal Auditors Report**

The Clerk read out the report from the Internal Auditor. He did not bring any matters to the attention of the Parish Council.

**Insurance**

We are in a Long-Term Agreement until May 2020.

**Brack Lane**

Steel plates were put over the bottom end of the Lane and Councillor Saxby forwarded some details to Councillor Hills regarding other possible preventative measures, which he forwarded to KHS. Councillor Hills reported that, as yet, he had had no reply, but he had received a copy of an email from Mr Noakes to James Bowen of KHS regarding the fact that the steel plates are moving due to the heavy machinery and causing problems when moving cattle as the animals do not like walking over them. Mr Hills said he will contact James Bowen for an update and report back.

**Update on Marsh Forum**

Nothing to report.

**Tree Inspection**

Councillor Wallington gave the Clerk the number of a Tree Surgeon to contact. He will be asked to inspect all the trees in the Cemetery, but especially the 2 x White Poplars, the Silver Birch and the Field Maple.

**Salaries**

**Resolution:** Councillors unanimously agreed to increase the Clerk's salary to £13.68 per hour backdated to 1 April.

Proposed Councillor Wallington

Seconded Councillor Roberts

**Moth Conservation Project**

**Resolution:** Councillors agreed to support this project and to pay for the hire of the Village Hall if the group wishes to use it.

**Emergency Plan**

The survey was forwarded to KALC by the Chairman.

**11. CEMETERY****Requests for Memorials**

No requests received.

**Amendment to Agenda – Cemetery Gates**

Councillor Wallington to follow up.

**Quotations to reduce the Height of White Poplars**

As we have not been successful with a Tree Inspection, we are unable to progress this matter.

**Date for Meeting of Brookland Burial Board**

It was agreed to arrange a meeting. The Clerk will speak the Councillor Saxby regarding some possible dates.

**Cemetery Account**

<b>Opening Balance</b>		<b>24516.02</b>
Plus		
Budget 19/20	1760.00	
Sale of Grave Spaces		
Reservations		
Internments		
Memorials		
Transfer of Deed of Grant		<u>1760.00</u>
		<b>26276.02</b>
<b>Less:</b>		
Grass Cutting	600.00	
Spraying Weeds	80.00	
Hedge Cutting		
Clearing Rubbish	125.00	
Hydrogeo	1850.00	<u>2655.00</u>
		<b>23621.02</b>

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

Nothing to report.

**MUGA Refurbishment**

Councillor Wallington to follow this up.

**13. VILLAGE RESPONSIBILITIES****Items to be reported to Kent Highways and Public Rights of Way**

Councillor Hills will report issues with cars spinning around the roundabout at night to the PCSO.

**14. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

Resolution to Adopt the Power of General Competence  
Parish Council Representative at Marsh Forum  
Parish Notice Board

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

There being no other business the meeting closed at 8.36 pm.

Signed .....Date .....  
Chairman

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

**2019**

### **JULY 2019**

Y19/00600/FH Boxted Lodge Farm Boarmans Lane Brookland Romney Marsh Kent TN29 9QU  
Erection of a 2 storey agricultural dwelling.  
**Parish Council: No Comment**

### **Decision Notices received from Folkestone & Hythe District Council**

Y18/0952/FH      The Royal Oak, High Street, Brookland, Romney Marsh, Kent  
Change of use and conversion from a public house into a dwelling  
**District Council: Refuse**

