

# BROOKLAND PARISH COUNCIL

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## MINUTES 134

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on March 2015 at 7.15 pm

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

**PARISH CLERK:** Mrs J Batt

**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, Mrs V Wallington (personal reasons) and County Councillor Baker.

**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 133 of the last ordinary meeting were accepted and it was unanimously agreed that Councillor Hill should sign them.

**Proposed Councillor Andrews    Seconded Councillor Coleman**

**4. PARISH COUNCIL WEBSITE**

Mrs Saxby will continue to liaise with Mr Stanley and the Clerk regarding the website.

**5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING**

There were no matters arising that were not covered on the agenda.

**6. PUBLIC INTERVAL**

The meeting was opened to the Member of the Public present from 7.23 – 7.28 for questions and comment.

**7. CHAIRMAN'S REPORT**

I recently had an arranged meeting with John Hammond of East Kent Housing to discuss the deteriorating condition of West Place, East View and Salhouse Close. He took photographs of the 'rutted' grass area in West Place and noted my comments regarding several issues, but unfortunately the end result after one hour, was that the budget has been allocated for 2015 and that nothing can be done until 2016, if funding can be provided then.

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

Brookland Village Hall Management Committee  
KCC re Brack Lane  
Clerk and Councils Direct

**Email Correspondence – all emails forwarded to councillors with email**

Boys and Maughan Solicitors  
Brookland Village Hall Committee account details

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	27117.01	Current Account	33867.82
Plus Receipts	<u>20395.22</u>	Plus u/c receipt	<u>0.00</u>
	47512.23		33867.82
Less Payments	<u>13633.67</u>	Less u/c cheques	<u>3309.65</u>
	<b>33878.56</b>		30558.17
Less Earmarked funds	<u>15361.81</u>	Plus Reserve a/c	<u>3320.39</u>
<b>Available Funds</b>	<b>18516.75</b>		<b>33878.56</b>
		Less Earmarked Funds	<u>15361.81</u>
		<b>Available Funds</b>	<b>18516.75</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	737	Salary and Expenses	224.25		224.25
The Post Office	738	Income Tax	137.40		137.40
M Coleman	739	Tree Work in Cemetery	420.00		420.00
Clive Stanley	740	Webmaster Services	108.00		108.00
BVHMC	741	Contribution to Grass Cutting	400.00		400.00

**Proposed Councillor Hill**

**Seconded Councillor Andrews**

**Earmarked Funds**

	<b>Balance 19 Jan 15</b>	<b>+/- Feb</b>	
Youth Area Expenses	1823.38		1823.38
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	535.43		535.43
Cemetery Maintenance	9006.03		
Spraying Weeds		420.00	
Work to Trees			
Sale of Grave Spaces			
Internment Fee (omitted from July)			
Commonwealth War Graves			8586.03
Village Hall Grass	440.00	400.00	40.00
Tree Maintenance	1000.00		1000.00
Election Expenses	2948.97		2948.97
Grant from KCC for Book of Remembrance	NIL		NIL
<b>TOTAL</b>	<b>15781.81</b>	<b>820.00</b>	<b>14961.81</b>

**Insurance**

The questionnaire regarding the construction of the Cemetery Wall was completed.

**Village Risk Assessment/Risk Inspection**

Mr Hill and Mr Coleman carried out a risk assessment during the month.

**Provision of Fire Proof Storage for Parish Council Documents**

Nothing to report.

**Bus Shelter Seat**

Nothing to report.

**Request from Village Hall Committee for financial assistance with grass cutting**

**Resolution:** Councillors agreed to contribute £400 from the 2014/2015 budget, for the 2015 growing season. If the Village Hall Committee wish to ask for financial assistance for the 2016 growing season then they will be asked to put their request in writing in time for the November Parish Council meeting.

**Proposed Councillor Andrews      Seconded Councillor Saxby**

**Updating of Financial Regulations**

**Resolution:** Councillors unanimously agreed the updated Financial Regulations.

**Proposed Councillor Coleman      Seconded Councillor Saxby**

**Back up for Computerised Records**

It was agreed that the Clerk should purchase 3 memory sticks.

9. **CEMETERY**

**Cemetery Administration and Maintenance**

Councillor Hill reported that the grass was cut for the first time last week.

10. **YOUTH AREA**

**Quotation for Clearing Youth Area**

One quotation was received from M Coleman.

**Resolution: Councillors agreed to accept the quote from M Coleman to clear the Youth Area at a cost of £75.00.**

11. **PLANNING**

Please see attached.

The Clerk had been informed by SDC that the Parish Council were not consultees for Planning applications Y15/0015/BGPD, Y15/0016/BGPD and Y15/0017/BGPD, but Councillors agreed to comment as follows:-

Y15/0015/BGPD – Object 3:1

Y15/0015/BGPD – Object 3:1

Y15/0015/BGPD – Neutral 2:2 as they did not have enough information to make an informed decision.

12. **COMMUNITY SAFETY**

Nothing to report.

13. **VILLAGE RESPONSIBILITIES**

**Items to be reported to Kent Highway Services/PROW/IDB**

The Clerk was asked to report the large potholes in West Place.

14. **FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

15. **RESOLUTION TO CLOSE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO ENABLE COUNCILLORS TO DISCUSS ITEMS OF A LEGAL AND PERSONAL MATTER**

**Resolution: Pursuant to section1 (2) of the public bodies (Admission to Meetings Act 1960), it was unanimously resolved that members of the public be excluded from the next agenda item as it concerns matters of a personal and legal nature.**

**Proposed Councillor Hill      Seconded Councillor Coleman**

**Councillors agreed the content of a letter to be sent by our solicitor answering the question raised by the addressee of the previous letter.**

There being no other business the meeting closed at 9.27 pm.

Signed ..... Dated .....  
Chairman

BROOKLAND CEMETERY  
 CEMETERY ACCOUNT 2014-2015

Opening Balance			3513.03
Plus Receipts			
Budget 2014-2015	April	1400.00	
Internment Fee	June	375.00	
Sale of Grave Spaces	December	6325.00	
Commonwealth Graves	September	10.00	<u>8110.00</u>
			11623.03
Less Expenses			
Grass Cutting	April	75.00	
	May	150.00	
	June	150.00	
	July	150.00	
	September	300.00	
	October	150.00	
	November	150.00	1125.00
Spraying Weeds	July	80.00	
	November	80.00	160.00
Work to Trees	November	120.00	
	March	420.00	540.00
Repairs to Bridge	September	712.00	712.00
Transfer to War Memorial Account	September	500.00	500.00
		<u>3037.00</u>	<u>3037.00</u>