

BROOKLAND PARISH COUNCIL

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MINUTES 116

[DRAFT – to be accepted at the next Meeting]

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 November 2013 at 7.15 pm

PRESENT: Mr C Hill (Chair), Mrs K Coleman and Mr R Hyman

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 3 Members of the Public present.

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Mrs M Andrews (illness) 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 115 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hyman

Seconded Mr Hill

4. PARISH COUNCIL WEBSITE

Nothing to report.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

Mr Hill reported that he had a copy of a letter sent to The Clerk and Mr Baker informing the council that South East Water has completed the replacement of the old water main in Rectory Lane.

6. PUBLIC INTERVAL

The meeting was opened to Members of the Public present from 7.27 7.29 for questions and comment.

7. CHAIRMAN'S REPORT

The Chairman had nothing to report that was not covered on the agenda.

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

Clerk and Councils Direct

Good Councillors Guide

South East Water re Water main replacements in Rectory Lane, Brookland

Email Correspondence

Councillors did not bring any emails to the attention of the meeting.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	20304.67	Current Account	27212.50
Plus Receipts	<u>14273.51</u>	Plus u/c receipt	<u>0.00</u>
	34578.18		27212.50
Less Payments	<u>5947.19</u>	Less u/c cheques	<u>1899.55</u>
	28630.99		25312.95
		Plus Reserve a/c	<u>3318.04</u>
			28630.99

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	166.61		
	Expenses	17.12		183.73
The Post Office	Income Tax	83.20		83.20
M Coleman	Grass Cutting - Oct	115.00		115.00
KALC	5 x Good Councillors Guide	12.50		12.50
TOTAL		394.43		394.43

Proposed Mr Hyman

Seconded Mrs Coleman

Earmarked Funds

	Balance 21 Oct 13	+/- Nov	Balance 18 Nov 13
Youth Area Expenses	1843.33		1843.33
Youth Area Rent	100.00		100.00
War Memorial	2000.00		2000.00
Notice Board	535.43		535.43
Cemetery Maintenance	3628.03		
October Grass		115.00	3513.03
Election Expenses	2448.97		2448.97
TOTAL	10555.76		10440.76

Insurance

The Clerk was asked to contact Came & Co and ask whether the maintenance of the MUGA affected any insurance claim.

Southern Water's Review of Brookland Wastewater Treatment works

The Clerk reported that Southern Water is still waiting for the results of the surveys the Engineers have carried out, but that they have identified 2 pumps that need replacing.

Village Risk Assessment/Risk Inspection

Mr Hill reported that he had dealt with all the items listed on the previous minutes.

Budget and Setting of Precept 2014/2015

Please see budget attached.

Resolution: Councillors unanimously agreed to maintain the budget at £9900.00 and claim the Council Tax Support Grant from SDC.

Grass Cutting around Brookland – 2014 Growing Season

Mr Coleman included the information on his last bill of the 2013 growing season that he would be holding his prices for the 2014 growing season.

Resolution: Councillors unanimously agreed to maintain the services of Mr Coleman for cutting the grass in the Cemetery twice a month at £75 per cut and at the rear of the Village Hall twice a month at £40 per cut. Total cost for the year £1610. As the total cost for grass cutting in the Cemetery will be under £2000, in line with our Financial Regulations we only need one quote.

There should be no more than 14 cuts at each location without the permission of the Parish Council.

Proposed Mr Hill

Seconded Mr Hyman

Appointment of Community School Governor

Following a request from one of the School Governors, councillors agreed the following:

Resolution: Councillors unanimously agreed to approve the appointment of Mr Steven Spooner as Community School Governor for Brookland Primary School.

9. CEMETERY**Cemetery Maintenance**

It was agreed to ask Mr Coleman for a quote to spray the weeds in the cemetery twice a year over the next growing season. He will also be asked to quote for any work to the trees as and when required.

Mr Hyman has sent some photos of graves in the cemetery to a lady from Australia who is researching her family tree.

10. **YOUTH AREA**

Councillors will consider having the surface pressure washed in the spring.

11. **PLANNING**

No applications received this month.

The Clerk reminded Councillors to check their emails regularly as we no longer receive paper copies of planning applications.

Election of Councillor to Planning Committee

Deferred until we have a full council.

12. **COMMUNITY SAFETY**

Nothing to report.

13. **VILLAGE RESPONSIBILITIES**

Matters Arising from the Round Robin

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

Village Hall

Mr Hill reported that he has spoken to Mrs Roper regarding the safety of the village hall heaters.

Items to be reported to Kent Highway Services/PROW

Mr Hill asked the Clerk to report Footpath HM20 to the PROW as it is overgrown.

Mr Hill has arranged to meet with Mr Baker to discuss the condition of the Appledore Road.

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

Mrs Coleman reported that the ditch behind The High Street is full of balls thrown over from the School. Mr Hill will report this matter to the IDB at the meeting on Wednesday.

Mr Hyman asked for the proposed Agney Farm Wind Farm to be included for discussion on the next agenda.

Mr Hill reported that the Jury's Gap outfall has collapsed and is being repaired.

The next meeting will on 20 January 2014.

There being no other business the meeting closed at 8.10 pm.

Signed Dated
Chairman