

BROOKLAND PARISH COUNCIL

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MINUTES 149

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 June 2016 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,
Councillor Mrs V Wallington, Councillor Mr J Burgoyne and
Councillor Mr C Hill
Mr C Stanley (Webmaster)

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

An Apology for Absence was received from District Councillor Goddard.

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 147 of the meeting held on 16 May 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Hill

Minutes 148 of the meeting held on 31 May 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Coleman

4. PARISH COUNCIL WEBSITE**Email from EiS regarding charges from 1 October 2016**

An original letter from EiS Website Hosting saying that a charge would be made in future for the hosting of the Parishes websites, has been overturned and there will not now be a charge for this service.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

Nothing to report.

6. PUBLIC INTERVAL

There were no Members of the Public present.

7. CHAIRMAN'S REPORT

Mrs Saxby reported that she would be unable to attend the September meeting, so councillors agreed to meet on 22 August and cancel the September meeting.

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

Mr W Ball – See EGM Minutes

HAGS

Cleverly and Spencer

Wicksteed

Email Correspondence – all emails forwarded to councillors with email

EiS re Website

Clive Stanley re Website

Mr Funnell re resignation as Internal Auditor

Mr Robbins re Internal Audit

Kentish Express re Cemetery – The Clerk will reply answering the questions

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	49168.45	Current Account	47166.14
Plus Receipts	<u>4489.34</u>	Plus u/c receipts	<u>0.00</u>
	53657.79		47166.14
Less Payments	<u>5158.23</u>	Less u/c cheques	<u>1989.07</u>
	48499.56		45177.07
Less Earmarked funds	26595.06	Plus Reserve a/c	<u>3322.49</u>
Available Funds	21904.50		48499.56
		Less Earmarked Funds	26595.06
		Available Funds	21904.50

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	805	Salary Expenses Clerks Expenses General Admin	183.18 8.01 20.63		211.82
The Post Office	806	Income Tax	137.20		137.20
M Coleman	807	Grass Cutting	180.00		180.00
Clive Stanley	808	Webmaster Services	169.00		169.00
E K Drawing Service Ltd	809	Plan for Land Registry	80.00		80.00
Mr R Velvick	809	Grave Digging	325.00		325.00

Proposed Councillor Saxby**Seconded Councillor Wallington****Earmarked Fund**

	Balance 16 May 2016	+/- June	Balance 20 June 2016
Youth Area Expenses	1751.43		1751.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	15866.03		
Sale of Grave spaces/internment		+3500.00	
Grass Cutting – June		-150.00	
Plan for Land Registry		-80.00	19136.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
TOTAL	23325.06	3270.00	26595.06

Clerk's Salary

Resolution: Councillors unanimously agreed to increase the Clerk's Salary SPC 26 £12.041 per hour with effect from 1 April 2016.

Proposed: Councillor Saxby Seconded Councillor Burgoyne

Appointment of Internal Auditor

Resolution: Following the resignation of Mr Kevin Funnell, Councillors agreed to employ Mr Lionel Robbins as the council's Internal Auditor for the forthcoming year.

Terms:

£50 per hour

2 visits to the parish per financial year

Full telephone support

Proposed Mrs Wallington Seconded councillor Burgoyne

Insurance

The Parish Council has a Long Term Agreement with Aviva until 31 May 2017.

Village Risk Assessment/Risk Inspection

The graffiti on the plastic windows of the Youth Shelter - Review
The condition of the Cemetery Fence – The Clerk will obtain quoted for replacement fence
The Potholes along West Place – Highways
The Allianz bus stop on the Rye Road sign is rusty and broken – Contact Stagecoach

The clerk will contact John Paine Farms regarding concerns that young people are getting into the stable in the field opposite the pub and that they may damage the building or themselves.

Provision of Storage for Parish Council Documents

Councillor Wallington has the filing cabinet.

Proposed Skate Park

Nothing to report.

9. CEMETERY**Request for Memorial**

Councillors agreed with the design for a memorial as requested.

A request for confirmation of the fees for the installation of a memorial was received and the Clerk will confirm.

Request for Benches at Gravesides

Resolution: Councillors agreed 4:1 that the family of a gentleman recently interred in the Cemetery can leave a bench in place by the fence close to the grave, provided they bequeath it to the Parish Council so that it can be insured under our policy.

Resolution: Following discussion Councillors agreed 4:1 to allow 2 more benches to be placed in the main area of the cemetery, should any requests be made, making 4 in total, under the same arrangement as above and to purchase 2 for the area referred to as the Memorial Garden. Bereaved families will be invited to purchase a plaque for the benches in the Memorial Garden

Arrangement for clearance of Rubbish from Cemetery

The Clerk will contact Veolia and ask whether they would be able to provide a bin for the cemetery and how much they will charge to empty it.

Cemetery Account as at 20 June 2016

Opening Balance		14386.03
Plus:		
Budget 16/17	1860.00	
Sale of Grave Spaces	1200.00	
Reservations	800.00	
Internments	<u>1500.00</u>	5360.00
Less:		19746.03
Grass Cutting	450.00	
Spraying	<u>80.00</u>	530.00
		19216.03

Review of Fees

A proposal was put forward to increase the fees in line with other parishes and this will be discussed at the next meeting on 18 July. Please see attached.

Review of Rules: -

Councillors agreed the alterations to the rules. Please see attached.

Registering of Memorial Garden

Councillor Hill has some paperwork which needs completing. He will discuss this with the solicitor and progress as required.

Scattering or Burial of Cremated Remains

Deferred until the land is registered.

10. YOUTH AREA

Nothing to report.

11. PLANNING

Please see attached.

Any other matters related to Planning issues within the Parish

Councillors would like SDC to investigate breaches of planning conditions at the Philippine Village.

12. VILLAGE RESPONSIBILITIES**Items to be reported to Kent Highway Services/PROW/IDB**

The Clerk will ask the School to contact the IDB regarding the ditch at the back of the properties along the High Street

13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

There being no other business the meeting closed at 9.07 pm.

Signed Dated

Chairperson

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2016

JUNE 2016

Y16/0021/GPD 10 Salthouse Close Brookland Romney Marsh Kent TN29 9SD
Notification under the Town and Country Planning (General Permitted
Development) (England) Order 2015 for the erection of a single storey rear
extension.

Parish Council: Support

Y16/0209/SH Boarmans Farm, Boarmans Lane, Brookland, Romney Marsh, Kent TN29 9TS
Erection of a replacement dwelling house, following demolition of barn and
dwelling

Parish Council: Support

Y16/0550/SH Sunnyside, Old House Lane, Brookland, Romney Marsh, Kent TN29 9RN
Change of use of land from agricultural to the keeping of horses and erection of
associated fencing and lighting

Parish Council: Support