

BROOKLAND PARISH COUNCIL

[DRAFT – to be accepted at next meeting]

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MINUTES 112

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 17 June 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 no Members of the Public present.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence.

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

The decision to add the new notice board to the insurance policy was omitted from the Minutes. See under insurance.

Minutes 11 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman

Seconded Mr Hyman

4. PARISH COUNCIL WEBSITE

Mr Stanley emailed the Clerk to inform her that he had renewed the domain name and would add the cost to his invoice at the end of June.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

There were no Matters for Report that were not covered on the agenda.

6. PUBLIC INTERVAL

There were no Members of the Public present.

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**

Street Master

Hags

Affinity Water

Email Correspondence

Request from the Village Hall Committee to use the field at the rear of the hall for their Summer Fete

Councillors unanimously agreed to the request from the Village Hall Committee. We will need to see a copy of the Village Hall Management Committees Public Liability insurance.

The Clerk reported that she had received complaints from some councillors about the amount of emails being received. As the emails are sent to the Parish Council she feels that all councillors with email should be given sight of all emails in case they wish to bring anything to the attention of other councillors. In future all general emails will be collected together in one folder and sent out every few days. This will result in councillors only receiving one or two emails per week. It will then be up to each individual councillor which emails they decide to read. All emails specific to Brookland will continue to be sent as they arrive.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	20304.67	Current Account	22450.59
Plus Receipts	<u>7242.34</u>	Less u/c cheques	<u>1650.24</u>
	27547.01		20800.35
Less Payments	<u>3429.47</u>	Plus Reserve a/c	<u>3317.19</u>
	24117.54		24117.54

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	166.61		
	Expenses	23.76		190.37
The Post Office	Income Tax	124.80		124.80
M Coleman	Grass Cutting	230.00		230.00
TOTAL		545.17		545.17

Proposed Mr Hyman

Seconded Mrs Coleman

Earmarked Funds

	Balance 20 May 13	June	Balance 12 June 13
Youth Area Expenses	1928.28		1928.28
Youth Area Rent	100.00		100.00
War Memorial	2000.00		2000.00
Notice Board	535.43		535.43
Cemetery Maintenance	4398.03		
June Grass		-150.00	
Error April and May		+160.00	4408.03
Election Expenses	2448.97		2448.97
TOTAL	11410.71	+10.00	11420.71

Insurance

Resolution: At the May meeting, councillors unanimously agreed to insure the notice board in the Village Hall car park for £1200.00.

The Clerk contacted Came & Co and they informed her that the premium will increase by £5.47 which they have waived until our next renewal premium is due.

Risk Assessment/Risk Inspection

Mr Hill handed the completed risk assessment to the Clerk. There were no items of serious concern but the following need attention:-

War Memorial

The gates need cleaning and painting

The tiles need some remedial work

The Notice Board opposite the School and all the seats and benches needs stripping and painting.

The clock is in need of maintenance

The work to the War Memorial, notice board, seats and benches will be done when the weather improves.

Request from Sophie Larsmon to for the use of the Village Hall Field

Following a request from Sophie Larsmon asking permission for her company of travelling players to be allowed to use the field to camp in for 3 days in September, during which time they will perform 'Ravens' for the parishioners of Brookland, councillors provisionally agreed to the request, subject to the terms of the licence agreement.

Highways - update following letter sent to KHS

Mr Hill updated councillors on the work being undertaken by KHS in the parish.

Mrs Coleman will contact the Highways Agency regarding the Horse and Rider signs.

Casual Vacancy

Councillors will make a renewed effort to find a candidate to fill the casual vacancy.

CEMETERY

A lady from outside of the Parish has purchased a grave space.

10. YOUTH AREA

The Crown Estates has still not presented our cheque for payment.

11. PLANNING

No applications received this month.

Election of Councillor to Planning Committee

Deferred until we have a full council.

12. COMMUNITY SAFETY

We have not had any communication from out PCSO, John Gorham.

13. VILLAGE RESPONSIBILITIES

Matters Arising from the Round Robin

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

Village Hall

Nothing to report.

Items to be reported Kent Highway Services

The graveyard bridge is flexing and the brick arching is cracked.

14. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.35 pm.

Signed Dated
Chairman