

BROOKLAND PARISH COUNCIL

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MINUTES 167

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 17 September 2018 at 7.00 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman
Councillor Mrs M Roberts, Councillor Mrs V Wallington and
Councillor Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS: Mr Len Laws

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 15 Members of the Public present, for part of the meeting

Councillor Saxby arrived during item 3 and Councillor Wallington took the chair until her arrival.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from County Council, Mr A Hills.

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 165 of the meeting held on 16 July 2018 were accepted and it was unanimously agreed that Councillor Wallington should sign them in the absence of Councillor Saxby.

Minutes 166 of the meeting held on 20 August 2018 were accepted and it was unanimously agreed that Councillor Wallington should sign them in the absence of Councillor Saxby.

Proposed Councillor Wallington Seconded Councillor Coleman

Councillor Saxby took the chair at this point.

4. PUBLIC INTERVAL

The meeting was opened to the Members of the Public from 7.05 – 7.32 during which time comments were put forward regarding the planning applications to be discussed.

Thirteen members of the public left the meeting at this point.

5. PLANNING

Please see attached list.

The remaining 2 Members of the Public left the meeting at this point.

Any other matters related to Planning within the Parish

No other matters were brought to the attention of the meeting.

6. PARISH COUNCIL WEBSITE

There were no Members of the Public in attendance.

7. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING

There were no Matters for Report.

8. CHAIRMAN'S REPORT

Councillor Saxby did not have anything to report.

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

KCC re Kent Household Waste Recycling Centre Consultation
Clerk and Councils Direct

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

Various comments regarding the planning applications were received.

Requests for Financial Assistance

No requests received.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	53751.88	Current Account	55194.52
Plus Receipts	<u>11006.83</u>	Plus u/c Receipts	<u>00.00</u>
	64758.71		55194.52
Less Payments	<u>7743.71</u>	Less u/c Payments	<u>1504.45</u>
	57015.00		53690.07
Less Earmarked Funds	<u>32132.71</u>	Plus Reserve Account	<u>3324.93</u>
AVAILABLE FUNDS	24882.29		57015.00
		Less Earmarked Funds	<u>32132.71</u>
		AVAILABLE FUNDS	24882.29

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	925	Salary Expenses General Admin	266.39 8.10 12.36		286.85
HMRC	926	Income Tax	205.40		205.40
Clive Stanley	927	Webmaster Services	112.00		112.00
M Coleman	928	Grounds Maintenance	150.00	30.00	180.00
Mr R Velvick	929	Grave Digging	400.00		400.00
J Burgoyne	930	Fixing bench and signs	100.00		100.00

Proposed Councillor Saxby Seconded Councillor Roberts

Earmarked Funds

	Balance 16 July 2018	+/- Aug Sept	Balance 17 Sept 2018
Youth Area Expenses	1533.93		1533.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	1835.43		1835.43
Cemetery Maintenance	23099.40		
Grass July		75.00	
Grass August		150.00	
Rubbish August		25.00	
Rubbish September		25.00	
No Dog Signs		33.22	
Fixing Bench and Signs		100.00	22691.18
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
TOTAL	32440.93	408.22	32032.71

Adoption of Updated Standing Orders

Resolution: Councillors unanimously agreed to adopt the updated Standing Orders.

Proposer Councillor Wallington Seconded Councillor Saxby

Data Protection

The Clerk has registered with the Information Commissioners Office.

The following Policies have been published on the Parish Council website

Document Retention Policy

General Privacy Policy

Habitual Vexatious Complaints

Habitual Vexatious Complaints – Telephone

Staff Privacy Policy

Mr Stanley has completed The Data Processor Questionnaire

Mr Robbins replied to a request to complete The Data Processor Questionnaire Saying that he views this as premature. He has no idea what regulations will apply or indeed how the GDPR Directive will be applied to either myself or to Local Councils.

He carries out a statutory function (Section 5 Accounts & Audit Regulations 2015) for the Parish Council. He holds and uses data about the Parish Council only in connection with that statutory role. This may make him a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but he queries a need to agree what data he holds and how he holds it. That need to agree would imply that a Parish Council could have a say in how he audits, which pushes against the independence of the audit.

He would hope to see the UK regulations soon. These would resolve who needs to do what and also provide guidance about any legislative or public policy conflicts that the GDPR Directive may create.

PKF Littlejohn replied to a request as follows:

Thank you for your email. Please refer to our website for the firm's GDPR statement.

We have updated all our terms of engagement with clients, but obviously our contract in respect of the work that we do on the Council's AGAR is actually with SAAA, who appointed us on behalf of the government.

The firm's general terms of business can be found here: <https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business> but please let us know if you have any more detailed queries.

Also, all the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

A Data Processor Agreement has been sent to HMRC.

Consent forms are being sent where necessary.

Risk Assessment

Councillor Wallington inspects the MUGA area on a weekly basis.

Councillor Roberts and Councillor Wallington will carry out a Risk Assessment on all the Council's assets.

Insurance

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

Brack Lane

The Clerk will contact KALC and ask them to refer the matter to NALC for advice.

Update on Marsh Forum

The are plans to build a 5,000 square foot medical centre in Station Road, New Romney and to open a training school for doctors in Canterbury.

10. CEMETERY**Request for Memorials**

A request has been received to place metal fencing or sheep rails, in keeping with those already erected, around a double grave at a future time.

Resolution: Councillors unanimously agreed to inform the gentleman the council is unable to give permission in advance.

Refurbishment of Cemetery Gates

The refurbishment is in hand. There are cracks in the left gate which need to be repaired.

Dog Signs

Two dog signs were posted, and one was immediately removed by a member of the public. It was replaced by the remaining sign.

Benches for Cemetery

Councillor Saxby has arranged for one of the benches to be anchored back into place.

Burials below the Water Table

Resolution: Councillors agreed 4:1 to approach a company which tests ground water for contamination to see whether the water in the immediate vicinity of the cemetery is contaminated.

Proposed Councillor Saxby

Seconded Councillor Wallington

Cemetery Account

Opening Balance		22355.40
Plus:		
Budget 18/19	2060.00	
Sale of Grave Spaces		
Reservations		
Internments		
Memorials		
Transfer of Deed of Grant		2060.00
Less:		24415.40
Grass Cutting	825.00	
Spraying Weeds	80.00	
Hedge Cutting	100.00	
Clearing Rubbish	150.00	
Solicitors Fees	436.00	
No Dog Signs	33.22	
Fixing Signs and Bench	100.00	<u>1724.22</u>
		22691.18

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

Councillor Saxby will complete the Client Questionnaire Form – Lease Individual and the Privacy Notice Summary and return to Girlings Solicitors.

MUGA Refurbishment

Nothing to report.

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

Damaged safety barrier which has raised the path outside the school causing a trip hazard.

13. ITEMS FOR INCLUSION ON THE NEXT AGENDA

No items were put forward.

14. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There have been a lot of incidences of fly tipping recently and anyone informing the parish council is asked to report it direct to Folkestone and Hythe District Council.

The 7-year tree inspection is due. The Clerk will ask a tree surgeon to undertake the inspection.

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

Signed Date
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

SEPTEMBER 2018

Y18/0952/FH

The Royal Oak, High Street, Brookland, Romney Marsh, Kent
Change of use and conversion from a public house into a dwelling
Parish Council: OBJECT on the following grounds
Brookland is a primary village and should be expanding not contracting
We are very much a community not just a housing estate and value the
pub as a village asset and do not want to lose this amenity.
The pub is in a very good situation. We are on a primary route for
tourists. It is in a conservation area next to the church which is
frequently visited by tourists.
The owner has not run the business for long enough to establish its
viability.
The current owner has built a brick wall around the car park cutting off
a well-used footpath, making it difficult for churchgoers and school
children to pass along the highway safely
we have had numerous emails and phone calls from residents objecting
to the change of use.
Fifteen members of the public attended the Parish Council meeting to
object to this application.
We understand that running a pub is a tough business at present but
there are numerous examples of such places being a success when
marketed and managed appropriately.
The Bed and Breakfast business was only opened for a few months
before the pub was closed and never exploited.

Y18/0953/FH

The Royal Oak, High Street, Brookland, Romney Marsh, Kent
Listed Building consent for alterations in connection with conversion
from a public house into a dwelling
Parish Council: OBJECT on the following grounds
Brookland is a primary village and should be expanding not contracting.
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pub as a village asset and do not want to lose this amenity.
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Y18/1102/FH

Quince Cottage, High Street, Brookland. Romney Marsh, Kent
Erection of a two-storey side extension

Parish Council: Support

Y18/1103/FH

Quince Cottage, High Street, Brookland. Romney Marsh, Kent
Listed Building Consent for the erection of a two-storey side extension

Parish Council: Support