

BROOKLAND PARISH COUNCIL

MINUTES 180

Minutes of the Ordinary Parish Council Meeting held via Zoom
on Monday 18 May 2020 at 7.00 pm

PRESENT: Councillor, Mrs. S Saxby (Chair), Councillor, Mrs. M Roberts, Councillor, Mrs. V Wallington and Councillor, Mr. M Gillies.

PARISH CLERK: Adrian Lawson

1. APOLOGIES FOR ABSENCE

There were no apologies for absence. Cllr Hill resigned from the Council at the end of April 2020.

2. DECLARATIONS OF INTEREST

None.

3. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The previous minutes from the meeting held on 20 April 2020 were approved and agreed to be signed at the next physical Parish Council meeting. Proposed Cllr Roberts, Seconded Cllr Gillies.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC – Public Participation

There were no members of the public present.

5. PLANNING

The Council unanimously agreed to support application ref 20/0351/FH.

6. PARISH COUNCIL WEBSITE

The new Parish Website is live on the Hugo Fox platform with a new high-level domain name. KCC have confirmed the old website will be retired in November 2020, until then the old website will have a link to the new version.

7. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

Opening of the Unity bank account is progressing, Sample signatures will be sent this week.

8. CHAIRMAN'S REPORT & REPORTS FROM OTHER OUTSIDE BODIES

Nothing to report.

9. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Village Hall Funding – Cllr Wallington to liaise with The Village Hall Committee regarding a request for financial support while the hall is closed due to Covid-19 restrictions and Council contribution towards grass cutting for 2020.

M Coleman – Agreed a proposal to extend the grass cutting contract at current rates for 2021 & 2022 seasons. Proposed Cllr Saxby, Seconded Cllr Roberts.

Satswama Renewal – Decision made to cancel the renewal of the DPO service agreement based on the Council not being a public authority as defined in section 7(3) of the DPA Act 2018. Proposed Cllr Gillies, Seconded Cllr Roberts.

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Liability Insurance – Agreement to accept the renew quote with PEN on a 3-year LTA option providing cover up to May 2023. Proposed Cllr Saxby, Seconded Cllr Wallington

Review Year End Income & Expenses – Summary of income and expenses for 2019/20 ready for inclusion in the AGAR year end return - See Appendix 1

Finance update & cheques to be signed – See Appendix 2

10. CEMETERY

Cllr Gillies to obtain quotes and options to replace fencing in the cemetery.

11. MUGA

Clerk to get the quote for the MUGA refurbishment updated and include the replacement of vandalised perspex panels

12. ANY OTHER BUSINESS

None

There being no other business the meeting closed at 7.46 pm.

Signed Date

Chairman

May 2020

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Appendix 1 - Income & Expenditure 2019/20

BROOKLAND PARISH COUNCIL
SUMMARY RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 MARCH 2021

ACTUAL 2019/2020		BUDGET 2020/2021	ACTUAL 2020/2021	Act v BUD 2020/2021	BUDGET 2021/2022
	RECEIPTS				
12,000.00	Precept	12,000.00	6,000.00	- 6,000.00	-
5.63	Interest		-	-	
4,260.00	Cemetery		800.00	800.00	
1,105.00	Grave Digger		325.00	325.00	
895.69	VAT Recovered	854.29	-	854.29	-
18,266.32	TOTAL	12,854.29	7,125.00	- 5,729.29	-

ACTUAL 2019/2020		BUDGET 2020/2021	ACTUAL 2020/2021	ACT v BUD 2020/2021	BUDGET 2021/2022
	EXPENDITURE				
4,147.50	Clerk's Salary	4,250.00	595.40	3,654.60	
113.62	Clerk's Expenses	100.00	39.80	60.20	
161.04	General Admin	350.00	-	350.00	
75.00	Internal Audit	75.00	-	75.00	
-	District Audit		-	-	
150.00	DPO Services	150.00	-	150.00	
35.00	ICO	35.00	-	35.00	
140.88	Computer Maintenance	180.00	11.74	168.26	
-	Councillor Training	200.00	-	200.00	
-	Cemetery Administration		-	-	
56.11	Election Expenses		-	-	
532.00	Website	400.00	78.06	321.94	
236.00	Village Hall Rent/Heat	300.00	32.00	268.00	
-	Donation Brookland Playgroup - Rent		-	-	
170.20	KALC Subscription	180.00	191.72	- 11.72	
-	SLCC Subscription	100.00	-	100.00	
731.04	Insurance	750.00	-	750.00	
-	Cemetery Administration		-	-	
160.00	Spraying Weeds in Cemetery	160.00	-	160.00	
1,200.00	Cemetery Grass Cutting	1,400.00	300.00	1,100.00	
225.00	Cemetery Hedges	200.00	-	200.00	
250.00	Clearance of Rubbish from Cemetery	150.00	25.00	125.00	
-	No Dog Signs		-	-	
-	Installing New Dog Signs and Anchoring Bench		-	-	
-	Refurbishing Cemetery Gates		-	-	
1,850.00	Groundwater Risk Assessment		-	-	
168.66	Tree Inspection		-	-	
2,468.00	Removal/Maintenance of Trees		350.00	- 350.00	
65.00	Youth Area		-	-	
100.00	Youth Area Rent	100.00	-	100.00	
-	Purchase of Laptop Computer		-	-	
563.00	Repair/Replacement Noticeboard		-	-	
-	Donation to Air Ambulance		50.00	- 50.00	
50.00	Wreath for Remembrance	50.00	-	50.00	
-	Contingency Fund	500.00	-	500.00	
200.00	Contribution to Marsh Harrier	200.00	-	200.00	
400.00	Village Hall Grass Cutting	400.00	-	400.00	
9.58	Thank You Gift		60.00	- 60.00	
320.40	Clock Maintenance	150.00	-	150.00	
50.00	Christmas Decorations		-	-	
1,650.00	Refund of Cemetery Fees		-	-	
755.00	Grave Digger		325.00	- 325.00	
-	Inter Bank Accounts		500.00	- 500.00	
-	Contributions to Good Causes		98.00	- 98.00	
1,504.09	VAT on Expenses		175.69	- 175.69	
18,537.12	TOTAL	10,380.00	2,832.41	7,547.59	-

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Appendix 2 - Financial Summary

<p>Brookland Parish Council Bank Reconciliation 28/4/20</p> <p>Current Account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Opening Balance</td> <td style="text-align: right;">52,467.56</td> </tr> <tr> <td>Add</td> <td></td> </tr> <tr> <td>Income</td> <td style="text-align: right;">6,000.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">58,467.56</td> </tr> <tr> <td>Less</td> <td></td> </tr> <tr> <td>Expenses</td> <td style="text-align: right;">486.15</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">57,981.41</td> </tr> <tr> <td><u>Less Unpresented Cheques</u></td> <td></td> </tr> <tr> <td>1017</td> <td style="text-align: right;">- 180.00</td> </tr> <tr> <td>1018</td> <td style="text-align: right;">- 230.06</td> </tr> <tr> <td>1019</td> <td style="text-align: right;">- 32.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">- 442.06</td> </tr> <tr> <td>Balance at Bank</td> <td style="text-align: right;">58,423.47</td> </tr> <tr> <td>Unpresented cheques 19/20</td> <td style="text-align: right;">- 100.00</td> </tr> <tr> <td>Earmarked Funds</td> <td style="text-align: right;">- 35,541.78</td> </tr> <tr> <td>Available Balance</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">21,897.57</td> </tr> <tr> <td>Nat West Reserve</td> <td style="text-align: right; border-bottom: 3px double black;">3,333.96</td> </tr> </table>	Opening Balance	52,467.56	Add		Income	6,000.00		58,467.56	Less		Expenses	486.15		57,981.41	<u>Less Unpresented Cheques</u>		1017	- 180.00	1018	- 230.06	1019	- 32.00		- 442.06	Balance at Bank	58,423.47	Unpresented cheques 19/20	- 100.00	Earmarked Funds	- 35,541.78	Available Balance	21,897.57	Nat West Reserve	3,333.96	<p style="text-align: center;">Brookland Parish Council Cemetery Account 2020/21</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Opening Balance</td> <td style="text-align: right;">25,519.68</td> </tr> <tr> <td>Tree Maintenance</td> <td style="text-align: right;">744.68</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">26,264.36</td> </tr> <tr> <td>Plus</td> <td></td> </tr> <tr> <td>Budget 20/21</td> <td style="text-align: right;">1,910.00</td> </tr> <tr> <td>Internments</td> <td style="text-align: right;">800.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">28,974.36</td> </tr> <tr> <td>Less</td> <td></td> </tr> <tr> <td>Grass Cutting</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Waste</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>Tree Work</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">675.00</td> </tr> <tr> <td>Total Earmarked Funds</td> <td style="text-align: right; border-top: 1px solid black;">28,299.36</td> </tr> </table> <p style="text-align: center;">Brookland Parish Council Earmarked Funds 2020/21</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Balance 20 Jan 20</th> <th>+/- Mar Apr</th> <th>Balance 28 Apr 20</th> </tr> </thead> <tbody> <tr> <td>Youth Area</td> <td>1,503.93</td> <td>-</td> <td>1,503.93</td> </tr> <tr> <td>War Memorial</td> <td>28.00</td> <td>-</td> <td>28.00</td> </tr> <tr> <td>Notice Board</td> <td>2,272.43</td> <td>-</td> <td>2,272.43</td> </tr> <tr> <td>Cemetery</td> <td>26,264.36</td> <td>2,035.00</td> <td>28,299.36</td> </tr> <tr> <td>Election Exps</td> <td>2,438.06</td> <td>-</td> <td>2,438.06</td> </tr> <tr> <td>Contingency</td> <td>1,000.00</td> <td></td> <td>1,000.00</td> </tr> <tr> <td>TOTAL</td> <td>33,506.78</td> <td></td> <td>35,541.78</td> </tr> </tbody> </table>		£	Opening Balance	25,519.68	Tree Maintenance	744.68		26,264.36	Plus		Budget 20/21	1,910.00	Internments	800.00		28,974.36	Less		Grass Cutting	300.00	Waste	25.00	Tree Work	350.00		675.00	Total Earmarked Funds	28,299.36		Balance 20 Jan 20	+/- Mar Apr	Balance 28 Apr 20	Youth Area	1,503.93	-	1,503.93	War Memorial	28.00	-	28.00	Notice Board	2,272.43	-	2,272.43	Cemetery	26,264.36	2,035.00	28,299.36	Election Exps	2,438.06	-	2,438.06	Contingency	1,000.00		1,000.00	TOTAL	33,506.78		35,541.78																														
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