

BROOKLAND PARISH COUNCIL

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MINUTES 177

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 November 2019 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs M Roberts,
Councillor, Mr M Gillies

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 Councillor Wallington (personal reasons) Councillor Hill (personal reasons) and County/District Councillor Mr A Hills

2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE

Councillors unanimously approved Councillor Wallington's and Councillor Hill's Reason for Absence.

3. DECLARATIONS OF INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Mr Gillies declared a Significant Interest in Planning Application No Y19/1079/FH and Y19/1080/FH as he is a near neighbour.

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.

4. ACCEPTANCE OF MINUTES

Minutes 176 of the meeting held on 16 September 2019 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Roberts Seconded Councillor Gillies

5. PUBLIC INTERVAL

There were no Members of the Public present.

6. **PLANNING**

Please see attached list.

Any other matters related to Planning within the Parish

Following correspondence received, Councillors agreed to complain about the caravan permanently sited on the land at the Royal Oak and the rubbish beside it which is encouraging fly tipping. The caravan is connected to the foul water drainage and has had power connected without planning permission.

Land at Pod Corner

Nothing to report.

7. **PARISH COUNCIL WEBSITE**

Defer to next meeting. Councillors would like a Seasonal Greeting added to the website.

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

Nothing to report.

Tidying up of Website

Councillors will look at the website with a view to tidying it up.

8. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

The following was received from Councillor Hills re Brack Lane:

I have been chasing James Bowen (KCC) for an update on 'Brack Lane'. I had an email and ecological report from Simon Powell (KCC) here is a bit of the email...

"Dear Councillor Hills

Further to your correspondence with James Bowen regarding Badger Damage at Brack Lane, Brookland, please find attached an Ecologists Report on Badger Activity in the area. We had hoped to have this road repaired this side of the Natural England deadline of 30th November, before the breeding season embargo on any works affecting a set comes into force.

Unfortunately owing to the activity at this location this work has had to be deferred to next year, so this road will remain under observation from our Operations Team and any damage protected by steel plates."

I will keep on their case but the ecological report (which I not allowed to share) is very detailed, we have many active sets.

9. **CHAIRMAN'S REPORT**

Councillor Saxby is waiting for a reply from Rev Body regarding a Christmas Tree.

Resolution: If Rev Body would like to purchase a tree or other decorations Councillors agreed to contribute up to £100. The donation will be added to the next agenda.

Proposed Councillor Saxby

Seconded Councillor Roberts

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

Zurich Municipal
 Creative Play
 Clerk and Councils Direct
 KALC Agenda for AGM
 NatWest
 Wicksteed
 theromneymarshnet

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

Councillor Saxby had nothing to report that was not covered on the agenda.

Preparation and Adoption of Budget for 2020/2021

Councillors unanimously agreed the budget for 2020/2021.

Proposed Councillor Roberts Seconded Councillor Gillies

Please see attached.

Setting and Adoption of Precept for 2020/2021

Resolution: Councillors unanimously agreed to set the Precept for 2020/2021 at £12000.00.

Proposed Councillor Saxby Seconded Councillor Roberts

Annual Inspection of Youth Area 2020

Resolution: Councillors unanimously agreed to instruct The Play Inspection Co to undertake the Inspection of the Youth Area in 2020.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	55977.32	Current Account	60222.25
Plus Receipts	<u>16479.07</u>	Plus u/c Receipts	<u>00.00</u>
	72456.39		60222.25
Less Payments	<u>9285.03</u>	Less u/c Payments	<u>382.60</u>
	63171.36		59839.65
Less Earmarked Funds	<u>33902.78</u>	Plus Reserve Account	<u>3331.71</u>
AVAILABLE FUNDS	29268.58		63171.36
		Less Earmarked Funds	<u>33902.78</u>
		AVAILABLE FUNDS	29268.58

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	992	Salary Expenses General Admin Flowers/Card	564.36 16.20 31.68 9.58	1.92	623.74
M Coleman	993	Grounds Maintenance Hedge Cutting Weed Killing	150.00 100.00 80.00	66.00	396.00
The Play Inspection Co	994	Annual Inspection	65.00	13.00	78.00
Trident Waste Management	995	Waste Clearance Oct	25.00	5.00	30.00
Gavin Jones Ltd	996	Tree Inspection	168.66	33.73	202.39
M Coleman	997	Grass Cutting	150.00	30.00	180.00

Proposed Councillor Saxby**Seconded Councillor Roberts****Earmarked Funds**

	Balance 16 Sept 2019	+/- Oct/Nov	Balance 18 Nov 2019
Youth Area Expenses	1568.93	-65.00	1503.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	2835.43		2835.43
Cemetery Maintenance	24171.02		
Grass Cutting Sept		-150.00	
Grass Cutting Oct		-150.00	
Hedge Cutting		-100.00	
Weed Killing		-80.00	
Waste Removal Oct		-25.00	
Tree Inspection		-168.66	23497.36
V Hall Grass	NIL		NIL
Tree Maintenance	3350.00		3350.00
Election Expenses	2438.06		2438.06
Contingency		1000.00	1000.00
TOTAL	34491.44	261.34	34752.78

Councillors unanimously agreed to earmark the Contingency Fund in future and transferred £1000 in from the last 2 years budgets.

Proposed Councillor Roberts**Seconded Councillor Saxby****Data Protection**

Councillors confirmed that they are in the process of disposing of the old paperwork in line with the Document Retention Policy.

Risk Assessment

Nothing to report.

Insurance

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

Parish Notice Board

Councillors verbally agreed to accept the quotation for the notice board from Martin Moate during the month. The agreed price being £563.00 + £112.60 VAT.

Fixed Asset Register

Councillor Saxby confirmed that the Gas Fired Beacon had been donated to the PCC and is in The Church. It will be removed from our Fixed Asset Register.

Councillors will discuss the Fixed Asset Register in detail at the next meeting.

Electricity at Rosemary Corner

Councillor Gillies to investigate.

Vacancy for Parish Clerk

Councillors unanimously agreed the content of the advertisement for the Parish Clerk.

Councillor Saxby will advertise the vacancy on the KALC website and Indeed.

11. CEMETERY

Requests for Memorials

No requests received.

Quotation for the work to trees

Two quotes have been received from one contractor for work to trees in the Cemetery.

Quote dated 16 September for £2160 + VAT

Quote dated 6 October for £440 less 30% - £132.00 = £308.00

The total cost for all the work required is £2468.00.

Resolution: Councillors unanimously agreed to accept the above quotes.

Proposer Councillor Saxby

Seconded Councillor Roberts

Date of Meeting for Burial Board

Defer until the next meeting.

Cemetery Account

Opening Balance		24516.02
Plus		
Budget 19/20	1760.00	
Sale of Grave Spaces		
Reservations		
Internments	800.00	
Memorials	150.00	
Transfer of Deed of Grant		<u>2710.00</u>
		27226.02
Less:		
Grass Cutting	1200.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	150.00	
Hydrogeo	1850.00	
Tree Inspection	168.66	<u>3728.66</u>
		23497.36

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

The lease is still with the Solicitor

MUGA Refurbishment

Defer to next meeting.

13. VILLAGE RESPONSIBILITIES**Items to be reported to KHS/PROW/IDB**

No items were put forward to be reported.

14. ITEMS FOR INCLUSION ON THE NEXT AGENDA

No items were put forward for inclusion.

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.53 pm.

SignedDate

Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2019

NOVEMBER 2019

- Y19/1034/FH 14 West Place, Brookland, Romney Marsh, Kent
Erection of single storey extensions to front and rear. Erection of new garage
Parish Council: Support
- Y19/1079/FH Three Chimneys High Street Brookland Romney Marsh Kent TN29 9QR
Demolition of existing garage and the erection of kitchen/dining building with glazed link to main house.
Parish Council: No Comment
- Y19/1080/FH Three Chimneys High Street Brookland Romney Marsh Kent TN29 9QR
Listed building consent for the demolition of existing garage and the erection of kitchen/dining building with glazed link to main house.
Parish Council: No Comment
- Y19/1171/FH Hamilton House Rye Road Brookland Romney Marsh Kent TN29 9TA
Remedial works following a domestic heating oil spill.
Parish Council: Support
- Y19/1172/FH Hamilton House Rye Road Brookland Romney Marsh Kent TN29 9TA
Listed Building Consent for remedial work following a domestic heating oil spill.
Parish Council: Support
- Y19/1260/FH Lime Tree Field Straight Lane Brookland Kent
A new agricultural insulated barn, steel frame construction with sheet metal cladding.
Parish Council: Object on grounds of loss of open space unsuitable for development