

BROOKLAND PARISH COUNCIL

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MINUTES 171

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

PRESENT: Councillor, Mrs V Wallington (Chair), Councillor, Mrs M Robert and Councillor, Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS: Councillor, Mr L Laws

COUNTY COUNCILLOR: Councillor, Mr T Hills

MEMBERS OF THE PUBLIC: There were no Members of the Public present.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor, Mrs Saxby (prior engagement) and Councillor, Mrs Coleman (illness).

2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE

Resolution: Councillors unanimously approved Councillors Saxby and Councillor Coleman's Reasons for Absence.

3. 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.

4. ACCEPTANCE OF MINUTES

Minutes 170 of the meeting held on 21 January 2019 were accepted and it was unanimously agreed that Councillor Wallington should sign them.

Proposed Councillor Hill Seconded Councillor Roberts

5. PUBLIC INTERVAL

There were no Members of the Public in attendance.

6. PLANNING

Please see attached list.

Any other matters related to Planning within the Parish

No matters were brought to the attention of the Council.

7. PARISH COUNCIL WEBSITE

A screen grab image of the site stats page available on the WordPress Control Pane was forwarded to Councillors. It shows a total of 10,641 hits since the Brookland KCC Kent Parishes WordPress site was launched.

NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018

The Clerk has contacted KCC regarding this and will report back as soon as she gets a response.

8. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING

The School has already got a copy of Lost Words.

9. CHAIRMAN'S REPORT

The Chairman was unable to attend the meeting and Councillor Wallington did not have a report.

10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

Clerk and Councils Direct

Safety Shop

Seton

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

KALC re 2019 Election

F & H DC re 2019 Election

Email Requirements

Councillors only want to receive emails from Kent Highways, the Police and Folkestone & Hythe District Council that relate to Brookland or the immediate vicinity.

Finance**Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	53751.88	Current Account	53646.80
Plus Receipts	15559.70	Plus u/c Receipts	00.00
	69311.58		53646.80
Less Payments	13334.79	Less u/c Payments	997.81
	55976.79		52648.99
Less Earmarked Funds	33692.55	Plus Reserve Account	3327.80
AVAILABLE FUNDS	22284.24		55976.79
		Less Earmarked Funds	33692.55
		AVAILABLE FUNDS	22284.24

Councillors verbally agreed the following payments in February.

Mr R Velvick – Grave Digging – Cheque No 950 - £700.00.

EK Drawing Services – Plans – Cheque No 951 - £25.00.

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	952	Salary Expenses General Admin	528.18 13.50 48.51	1.33	591.52
HMRC	953		207.20		
Trident Waste February	954	Waste Collection	25.00	5.00	30.00
Trident Waste March	955	Waste Collection	25.00	5.00	30.00
KSSAA	956	Replacement for 000956	100.00		100.00

Proposed Councillor Wallington Seconded Councillor Roberts

Earmarked Funds

	Balance 21 Jan 2019	+/- March	Balance 18 March 2019
Youth Area Expenses	1468.93		1468.93
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	1835.43		1835.43
Cemetery Maintenance	22016.02		
Memorial		150.00	
Purchase of Grave		700.00	
Reservation of Grave		900.00	
Internment Fees –		800.00	
adjustment error in			
September			
Waste Clearance February		-25.00	
Waste Clearance March		-25.00	24516.02
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
TOTAL	31192.55	2500.00	33692.55

Data Protection

The February update sent by Satswana was forwarded to Councillors.

Councillors agreed the Privacy Notice to be added to the Notice of Internment as follows:

Please note: Brookland Parish Council and Burial Board retains the information included on this form for the sole purpose of being able to contact the surviving Deed of Grant Holder should the need arise.

We do not pass the information on to any third party.

Risk Assessment

A Risk Assessment will be completed in time for the May Meeting.

Insurance

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

Brack Lane – Proposal to take advice from Paul Claydon

Kent Highways Services installed concrete rings in Brack Lane between The Willows and the farm to stop anyone getting through. Following complaints, they have now removed the concrete rings and replaced them with steel plates.

County Councillor Hills has asked for meeting with Natural England, Kent Wildlife Trust and James Bowen to see how this matter can be progressed.

Councillor Hill reported that he had been in contact with Toby Howe and Pauline Rockett to ask for an update.

CPRE has become involved with the issue on behalf of a local farmer.

Councillor Hills has received complaints about the state of the open end of Brack Lane, due to the damage being caused to the environment by lorries delivering spoil.

The Clerk will contact KALC to ask whether NALC has agreed advise us regarding this issue.

Update on Marsh Forum

The Head of the Environment Agency is due to attend the next meeting.

Councillor Hills reported that he had attended a presentation on Climate Change and updated Councillors on the issues affecting Romney Marsh.

£100 million is going to be spent on sea defences along the coast.

County Councillor Hills is looking to form a Select Committee to discuss this issue.

County Councillor Hills circulated a copy of the Flood Risk in Kent Overview and the Flood and Coastal Risk Management Capital Programme 2019-2021.

Tree Inspection

The Clerk has been unsuccessful in obtaining a Tree Surgeon to undertake an Inspection. She emailed a gentleman on 8 March, who had verbally quoted £350 – £400, asking for a written quote but has yet to receive a written reply.

County Councillor Hills and Councillor Wallington will forward details of other Companies for her to contact.

2019 Election

Councillors wishing to stand for the 2019 Election completed their Nomination Forms for delivery to Folkestone & Hythe District Council.

11. CEMETERY

Request for Memorials

No requests received.

Burials below the Water Table

The investigations were carried out on 15 January and we are awaiting the result. The Clerk emailed on 8 March asking for an update but is still waiting for a reply.

Quote for Cemetery Gates

Councillor Wallington to discuss with the company that submitted the quote.

Quotations to reduce the Height of White Poplars

As we have not been successful with a Tree Inspection, we are unable to progress this matter.

Date for Meeting of Brookland Burial Board

It was agreed to meet before the May meeting. The Clerk will book the Village Hall for 23rd April.

Cemetery Account

Opening Balance		22355.40
Plus		
Budget 18/19	2060.00	
Sale of Grave Spaces	700.00	
Reservations	900.00	
Internments	1600.00	
Memorials	250.00	
Transfer of Deed of Grant		5510.00
Less:		27865.40
Grass Cutting	1125.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	300.00	
Solicitor's Fees	436.00	
No Dog Signs	33.22	
Fixing Signs and Bench	100.00	
Refurbishing Gates	995.16	3349.38
		24516.02

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

Nothing to report.

MUGA Refurbishment

Councillor Wallington to discuss with the company that submitted the quotation.

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

No items were put forward to be reported.

Concerns raised by Parishioner re Parking Issues at the School

Following correspondence with Folkestone & Hythe DC, the Clerk informed the resident that he could apply for a dog bone to be painted in the layby outside his property.

14. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Salaries

School Defibrillator

15. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.20 pm.

SignedDate
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2019

MARCH 2019

Y19/0167/FH Salters House Salters Lane Brookland Romney Marsh Kent TN29 9RF
Conversion of the existing loft along with the installation of x 2 rooflight's to the front and rear roof slopes and x 2 Cabrio balcony windows to the front elevation.
Parish Council: Support

Decision Notices received from Folkestone & Hythe District Council

Y18/0026/PA The Flots
Determination as to whether the prior approval of the Local Planning Authority is required under Class P of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building from a use from Storage and Distribution (Class B8) and any land within its curtilage to four dwelling houses (Class C3).
District Council: Refused