

# BROOKLAND PARISH COUNCIL

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*[ Draft for approval at next Meeting ]*

## MINUTES 105

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 October 2012 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman and Mr R Hyman

**PARISH CLERK:** Mrs J Batt

**MEMBERS OF THE PUBLIC:** There were two Members of the Public present.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. CO-OPTION OF PARISH COUNCILLOR**

We have not received any applications for the vacant position of Parish Councillor.

**3. DECLARATIONS OF INTEREST**

Declarations of Pecuniary Interest

There were no Declarations of 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**

Please not typing error in Youth Area Column of Earmarked expenses – the figure should read £1968.28.

Minutes 104 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman

Seconded Mr Hyman

**5. PARISH COUNCIL WEBSITE**

Nothing to report.

**6. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING**

The Highways Agency is looking into obtaining funding to install signage advising motorists of 'horses crossing'.

**7. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 7.25 – 7.43 for questions and comment.

**8. CHAIRMAN'S REPORT**

Some progress has been made with regard to some of the potholes in the Parish, although the surrounding lanes are still in very poor condition. The Parish Council will continue to press for more work to be done, although we are informed by KCC that savings of £20 million are needed in this financial year and therefore, it is necessary to concentrate their efforts on the major roads and highways.

Regarding Shepway District Council, it took 8 months to have the 2 fence panels along the Old Rye Road replaced and 9 months to have the crumpled road sign replaced for Salters Lane. We still have a huge hole in the bus shelter roof by The Old Alliance which was reported in January 2012 and will hopefully be repaired before the onset of winter.

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

NatWest

**Email Correspondence**

Mr Hyman brought the email regarding Fire Hydrants to the attention of the Parish Council. Mr Hill said they were not the responsibility of the Parish Council and no action needed.

All councillors are reminded to check their emails regularly, confirm receipt of all emails and inform the Clerk immediately if they wish any emails received to be discussed at a meeting.

**Finance****Bank Reconciliation as at 15.10.12****Balance per Cash Book**

Opening Balance	19721.32
Add Receipts	<u>5385.96</u>
	25107.28
Less Payments	<u>6659.69</u>
	<b>18447.59</b>

**Balance at Bank**

Current Account	16895.44
Less unrepresented cheques	<u>1982.17</u>
	14913.27
Reserve Account	3315.95
War Bonds	<u>218.37</u>
	<b>18447.59</b>

**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	157.56		
	Expenses	28.22		185.78
M Coleman	Grass Cutting	254.00		254.00
Clive Stanley	Webmaster Services	71.50		71.50
<b>TOTAL</b>		<b>511.28</b>		<b>511.28</b>

**Resolution:** Councillors unanimously agreed to pay the above accounts.

**Proposed Mrs Hill**

**Seconded Mr Hyman**

**Earmarked Monies**

	Balance 17 Sept 2012	+/- Oct	Balance 15 Oct 2012
Youth Area Expenses	1968.28		1968.28
Youth Area Rent Rent due to Crown Estates	NIL		NIL
War Memorial	2000.00		2000.00
Notice Board	1332.43		1332.43
Cemetery Maintenance Grass Cutting paid Oct	1923.03	-140.00	1783.03
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>8672.71</b>	<b>-140.00</b>	<b>8532.71</b>

**Internal Audit**

The Clerk reported that Mr Funnell had completed the half year audit and was satisfied that all is in order.

**Insurance**

Nothing to report.

**Risk Assessment/Risk Inspection**

The Clerk circulated a set of updated forms for councillors consideration. Councillors agreed to the new system.

Mrs Akers will relay the issues concerning the Village Hall back to the Committee.

**Salt for Bad Weather**

Following an offer from Mrs Andrews to take delivery of the salt, and distribute it to senior members of the parish if and when required, councillors agreed to accept Mrs Andrews offer on the understanding that she was undertaking the task as a private individual and that she would make the residents to whom she delivered the salt aware of this and of the fact that the Parish Council would not accept any liability in the case of an accident. The Clerk will check the arrangements with the Came & Co.

**Purchase of Village Notice Board**

The Village Hall Committee has not arranged a meeting with Mr Hill as yet. He reported that he had written to them to explain the situation.

**East View**

The Clerk was asked to obtain copies of the relevant title deeds.

**10. CEMETERY**

Mr Hill has not completed the tree survey yet. He will do so when the leaves have fallen.

**i. Request for Memorial**

We have not heard from the lady regarding the design of the memorial.

**ii. Cemetery Records**

We have been advised that we should not publish details of any burials which have taken place within the last 100 years on the website.

**11. YOUTH AREA**

The Clerk reported that the Crown Estates have still not presented our cheque for payment.

**i. Annual Inspection Report**

The Clerk reported that she had forwarded the report to Monster Play and asked for a quote for the repairs.

**12. PLANNING**

Councillors agreed to discuss the attached application as they did not believe it to be contentious.

We have received notification of an Enforcement Order on Land adjoining Two Barns, Straight Lane, Brookland, Kent

**Election of Councillor to Planning Committee**

Deferred until we have a full council.

**13. COMMUNITY SAFETY**

PCSO Connolly was not present.

**14. VILLAGE RESPONSIBILITIES  
Matters Arising from the Round Robin**

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

**Village Hall**

Nothing new to report.

**Items to be reported Kent Highway Services**

Nothing to report.

**15. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

Following a discussion during the Public Interval the Clerk was asked to email Mrs Walters and express the council's concern that fly tipping in the area will increase due to the fact that residents with vans now have to purchase a permit in order to use the facility.

Mr Hill will bring the ditch behind the High Street to the attention of the IDB at their next meeting.

There being no other business the meeting closed at 8.52

Signed ..... Dated .....  
Chairman

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

**2012**

**FOR MEETING TO BE HELD ON 15 OCTOBER 2012**

KCC/SH/0346/2012    Brookland CE Primary School, High Street, Brookland,  
Romney Marsh, Kent TN29 9QR  
Erection of wooden canopy with polycarbonate roof adjacent to  
school building and boundary fence  
Parish Council: Support