

# BROOKLAND PARISH COUNCIL

Page 696

## MINUTES 169

### **Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 19 November 2018 at 7.15 pm**

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman (arrived 7.30), Councillor, Mrs M Roberts and Councillor, Mr C Hill

**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 due to family illness.

**2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

**Resolution:** Councillors unanimously approved Councillor Wallington's reason 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 168 of the meeting held on 15 October 2018 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Saxby      Seconded Councillor Roberts**

**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**

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

**7. PARISH COUNCIL WEBSITE**

Mr Stanley and the Clerk met to review the website. All is now considered to be in order. The Clerk asked Councillors to review the site and ensure that they are happy that we comply with the legislation regarding Data Protection and Transparency.

The address will be posted on the notice board and published in the Marsh Harrier.

The webmaster will be asked to add the seasonal greeting "The members of BPC would like to wish everyone a Merry Christmas and a Happy New Year to the website.

**8. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING**

Two cheques that were issued in May have not been cashed. The Clerk will investigate to try and find out what has happened to them.

**9. CHAIRMAN'S REPORT**

Councillor Saxby did not have anything to report that was not covered on the agenda.

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

HAGS

Clerk and Councils Direct

Seton

Safety Shop

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

The family of a gentleman buried in the Cemetery asked Councillor Saxby whether a path could be cut through the cemetery to help with access. Councillor Saxby explained that due to the irregular layout of the graves and the ground conditions, this would not be possible.

**Requests for Financial Assistance**

No requests received.

**Finance****Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	53751.88	Current Account	54606.18
Plus Receipts	11806.96	Plus u/c Receipts	00.00
	65558.84		54606.18
Less Payments	10690.46	Less u/c Payments	3062.86
	54868.38		51543.32
Less Earmarked Funds	31242.55	Plus Reserve Account	3325.06
<b>AVAILABLE FUNDS</b>	<b>23625.86</b>		54868.38
		Less Earmarked Funds	31242.55
		<b>AVAILABLE FUNDS</b>	<b>23625.83</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	937	Salary Expenses General Admin	264.19 8.10 17.28		289.57
HMRC	938	Income Tax	210.60		210.60
M Coleman	939	Grass Cutting Weed Killing	150.00 80.00	46.00	276.00
Trident Waste October	940	Waste Collection	25.00	5.00	30.00
Trident Waste November	941	Waste Collection	25.00	5.00	30.00
Cancelled Cheque	942				
Weweld Services Ltd	943	Refurbishment of Cemetery Gates	995.16	199.03	1194.19

**Proposed Councillor Hill      Seconded Councillor Saxby**

**Earmarked Funds**

	Balance 15 Oct 2018	+/- Nov	Balance 19 Nov 2018
Youth Area Expenses	1468.93		1468.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	1835.43		1835.43
Cemetery Maintenance	23241.18		
Grass October		150.00	
Spraying Weeds		80.00	
Waste Clearance		25.00	
Waste Clearance		25.00	
Refurbishment of Gates		995.16	21966.02
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>32517.71</b>	<b>-1275.16</b>	<b>31242.55</b>

**Preparation and Adoption of Budget for 2019/2020**

**Resolution:** Councillors unanimously agreed the budget for 2019/2020.

Proposed Councillor Hill      Seconded Councillor Roberts

**Setting and Adoption of Precept for 2019/2020**

**Resolution:** Councillors unanimously agreed to set the Precept for 2019/2020 at £12000.00.

Proposed Councillor Hill      Seconded Councillor Saxby

**Data Protection**

Nothing to report.

**Risk Assessment**

Nothing to report.

**Annual Report from The Play Inspection Co**

All items were considered to be low risk.

**Resolution:** Councillors unanimously agreed to instruct the Play Inspection Co to undertake the inspection again next year.

**Insurance**

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

**Brack Lane**

Following discussion, it was agreed that Councillor Hill should seek advice regarding this from a solicitor at Invicta Law at KCC.

**Update on Marsh Forum**

Councillor Hill reported that medical students training at Canterbury will feed into the Medical Centre at New Romney.

A presentation on Dementia Awareness was given to Councillors during the evening.

**Grounds Maintenance for 2019 Growing Season**

A letter was received from Mark Coleman in which he stated that he would keep his prices at the same level if the Council agreed to contract him for the 2019 and 2020 growing season.

**Resolution:** Councillors unanimously agreed to contract Mark Coleman to undertake ground maintenance in Brookland Cemetery for 2019 and 2020 at the following prices:

**Grass Cutting - twice a month from March to October, cutting and strimming around the graves as necessary and cutting into hedges £75 per cut**

**Hedge Cutting - 2 cuts per year @ £100 per cut**

**Spraying Weeds - 2 applications per year £80 per application**

**Proposed Councillor Saxby**

**Seconded Councillor Roberts**

**Tree Inspection**

The Clerk will contact an Independent Tree Surgeon and ask him to carry out a Tree Inspection on trees in the Cemetery and she will also invite 2 quotes to reduce the height of the 4 White Poplars in the Cemetery.

**11. CEMETERY****Request for Memorials**

A request for a Memorial from the family of a lady recently interred in the cemetery has been received.

Councillors agreed the design but will inform the family that they cannot install the memorial until October 2019 as the ground needs to settle.

**Refurbishment of Cemetery Gates**

The gates were in place in time for Armistice Day.

**Burials below the Water Table**

**Resolution:** It was unanimously agreed to instruct the company to carry out the test at a cost of £1850.00 + VAT.

**Proposed Councillor Saxby**

**Seconded Councillor Roberts**

**Cemetery Account**

<b>Opening Balance</b>		<b>22355.40</b>
Plus		
Budget 18/19	2060.00	
Sale of Grave Spaces		
Reservations		
Internments	800.00	
Memorials		
Transfer of Deed of Grant		<b>2860.00</b>
<b>Less:</b>		<b>25215.40</b>
Grass Cutting	1125.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	200.00	
Solicitor's Fees	436.00	
No Dog Signs	33.22	
Fixing Signs and Bench	100.00	
Refurbishing Gates	995.16	<b>3249.38</b>
		<b>21966.02</b>

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

The Lease is still with the Solicitor.

**MUGA Refurbishment**

The Company that refurbished the Cemetery Gates is going to quote for the refurbishment.

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

Nothing to report.

**Concerns raised by Parishioner re Parking Issues at the School**

The Clerk will contact KHS and ask whether it would be possible for double yellow lines to be painted across the entrance to all driveways in the High Street near to the School and Day Nursery. We will also ask for signage to be erected asking people to park considerately.

**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 9.07 pm.

Signed .....Date .....

Chairman

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2018**

#### **NOVEMBER 2018**

Y18/1329/FH 1 Alma Cottage, Boarmans Lane, Brookland, Romney Marsh, Kent TN29 9QU  
Felling of four Conifer Trees situated within a Conservation Area  
**Parish Council: Support**

Y18/1335/FH Barling House, Clubbs Lane, Brookland, Romney Marsh, Kent TN29 9QX  
Erection of a replacement porch to north east elevation, erection of a single storey extension to north west elevation, removal of chimney stack at ground floor and replacement of existing back door with window  
**Parish Council: Support**

Y18/1336/FH Barling House, Clubbs Lane, Brookland, Romney Marsh, Kent TN29 9QX  
Listed Building Consent for the erection of a replacement porch to north west Elevation, removal of chimney stack at ground floor, installation of new doorway through to new extension, replacement of existing back door with window and removal of internal wall to create new utility and WC  
**Parish Council: Support**

**The following application was received after publication of the agenda, but Councillors did not consider it to be contentious and agreed to discuss at this meeting.**

Y18/1414/FH The Old Granary, High Street, Brookland, Romney Marsh  
Listed Building Consent for replacement windows and doors, re-pointing of side Wall, rendering of rear wall, damp treatment to internal wall of dining room and cloakroom together with repairs including replacement of missing roof tiles and re-painting guttering  
**Parish Council: Support**

**Decision Notices received from Folkestone & Hythe District Council**

Y18/1202/FH Becketts Court, Beckett Road, Brookland

Listed Building Consent for internal repairs including the removal of contaminated plaster board and making good using lime render and plaster

**District Council: Approve with Conditions**

Y18/0021/FH West Unit Pepperland Nursery Straight Lane Brookland Kent

Determination as to whether the prior approval of the Local Planning Authority is required under Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use of the building from agricultural to residential with no associated building operations.

**District Council: Prior Approval Refused**