

# BROOKLAND PARISH COUNCIL

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## MINUTES 159

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 11 September 2017 at 7.15 pm

**THE MEETING DUE TO BE HELD ON 17 JULY 2017 WAS CANCELLED DUE TO THE LACK OF A QUORUM AS WAS THE MEETING DUE TO BE HELD ON 31 JULY 2017**

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor Mrs K Coleman,  
Councillor, Mrs V Wallington and Councillor C Hill

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Mr L Laws

**COUNTY COUNCILLOR:**

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

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. 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.

**3. ACCEPTANCE OF MINUTES**

Minutes 158 of the meeting held on 19 June 2017 were accepted and it was unanimously agreed that Councillor Saxby should sign them

**Proposed Councillor Wallington      Seconded Councillor Coleman**

**4. PARISH COUNCIL WEBSITE**

Councillors agreed that the diary needs updating. Mrs Saxby will contact Mr Stanley.

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

There were no Matters Arising not covered on the agenda.

**6. PUBLIC INTERVAL**

There were no Members of the Public present.

**7. CHAIRMAN'S REPORT**

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

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

Clerk and Councils Direct

Natwest Bank – Confirmation of completion of Mandate

Burgess Salmon LLP re Lease for Youth Area

KALC re funding to enable councils to comply with the Transparency Code – Councillors confirmed their decision not to apply for funding

Cube

Glasdon

KSSAA

Broxap

**Email Correspondence – all emails forwarded to councillors with email**

Burgess Salmon LLP re Lease for Youth Area

SDC re Flood Warden Training

Brookland Playgroup request for a grant towards expenditure – Councillors unanimously agreed to the request and authorised a cheque for Brookland Village Hall Management Committee to be drawn

**Clerk's Salary**

On agenda in error – See Minutes of May Meeting.

**Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	50052.30	Current Account	<b>51356.32</b>
Plus Receipts	<u>10882.00</u>	Plus u/c receipts	<u>00.00</u>
	<b>60934.30</b>		<b>51356.32</b>
Less Payments	<u>6901.21</u>	Less u/c cheques	<u>646.71</u>
	<b>54033.09</b>		<b>50709.61</b>
Less Earmarked funds	<u>32411.93</u>	Plus Reserve a/c	<u>3323.48</u>
<b>Available Funds</b>	<b>21621.16</b>		<b>54033.09</b>
		Less Earmarked Funds	<u>32411.93</u>
		<b>Available Funds</b>	<b>21621.16</b>

**Earmarked Funds**

	<b>Balance 31 July 2017</b>	<b>+/- Sept</b>	<b>Balance 11 Sept 2017</b>
Youth Area Expenses	1688.93		1688.93
Youth Area Rent Budget	900.00		900.00
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	23615.40		
Grass Cutting September		150.00	
Hedge Cutting		100.00	
Spraying		80.00	
Waste Collection		25.00	
Grass Cutting October		150.00	
Waste Collection		25.00	23085.40
Tree Maintenance	2850.00		2850.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>32411.93</b>	<b>530.00</b>	<b>31881.93</b>

**Accounts to be paid**

Councillors Saxby, Coleman and Hill verbally agreed payment of the accounts, due to be paid on 17 July, following cancellation of that meeting.

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	856	Salary General Admin Expenses	191.01 3.48 8.10		202.59
M Coleman	857	Grass Cutting Hedge Cutting	150.00 100.00	50.00	300.00
Trident Waste Management	858	Waste Removal	25.00	5.00	30.00
Mrs J Batt	859	Carbon Paper Envelopes	2.21 1.67	0.44 0.33	4.65

**Accounts to be paid**

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**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
<b><u>Risk Assessment</u></b>					
The next Risk Assessment is due in September.					
Mrs J Batt	856	Salary General Admin	191.01 6.50		197.51
<b><u>Financial Regulations</u></b>					
An error has been noted in the Financial Regulations. It should read					
M Coleman	857	Grass Cutting	150.00	30.00	180.00
Trident Waste Management	858	Waste Removal	25.00	5.00	30.00

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
<b><u>Risk Assessment</u></b>					
The next Risk Assessment is due in September					
Mrs J Batt	863	Salary	191.21		
		General Admin	4.20		
		Expenses	8.10		203.51
<b><u>Financial Regulations</u></b>					
An error has been noted in the Financial Regulations. It should read					
The Post Office	864	Income Tax	143.20		143.20
PKF Littlejohn	865	Audit Fee	100.00	20.00	120.00
<b><u>Adoption of Externally Audited Accounts</u></b>					
M Coleman	866	Grass Cutting - Sept	150.00		
The Clerk reported that the Annual Return has been returned from PKF Littlejohn with no		Hedge Cutting	100.00		
Matters Arising.		Spraying	80.00	66.00	396.00
Trident Waste Management	868	Waste Removal - Sept	25.00	5.00	30.00
Proposer Vicky, Seconder Suzanne					
Brookland V H M C	869	Rent - Playgroup	180.00		180.00
Trident Waste Management	870	Waste Removal - Oct	25.00	5.00	30.00
<b><u>Adoption of Externally Audited Accounts</u></b>					
M Coleman	871	Grass Cutting - Oct	150.00	30.00	180.00
The Annual Return has been returned with no Matters Arising.					
Royal British Legion	872	Poppy Wreath	50.00		50.00
Brookland V H M C	873	Village Hall Rent	32.00		32.00
The Play Area Inspection Co	874	Annual Inspection	65.00	13.00	78.00

**Adoption of Externally Audited Accounts**

The Annual Return has been returned with no Matters Arising.

The Annual Return and relevant notices have been published on the noticeboard and website.

**Resolution: Councillors unanimously agreed to accept the Externally Audited Accounts**

**Proposed Councillor Saxby      Seconded Councillor Wallington**

**Risk Assessment**

Councillors Saxby and Wallington will carry out a Risk Assessment in time for the Auditors visit in October.

**Financial Regulations**

These have been amended to read: -

Under £3000 one quote to be invited  
£3000 - £4000 two quotes to be invited  
Over £4000 Three quotes to be invited

The updated regulations have been published on the website and Councillors were asked to check the wording.

**Non-Attendance at Meeting**

Councillors were asked to inform the Clerk as soon as possible if they are unable to attend meetings.

**Frequency of Meeting**

**Resolution:** Councillors unanimously agreed to meet bi monthly in future unless an extra meeting is required to meet a consultation deadline for a planning application.

**9. CEMETERY****Cemetery Fence**

Mr Coleman will be asked to meet with Councillor Hill to discuss tidying up the edge of the cemetery along the fence line.

The Clerk will invite quotations to paint the Cemetery Gates.

**Registering of Memorial Garden**

We are waiting for an inspector from the Land Registry to visit and make a decision as to whether the land is part of the cemetery.

**Transfer of Deed of Grant**

Councillors were informed that a transfer form has been received from a Deed of Grant Holder, along, with a cheque for £30, authorising the transfer of the Deed of Grant to her son. The Clerk has been unable to progress this issue as she is unable to find any contact details for the lady's son.

**Request for Memorial**

**Resolution:** Councillors unanimously agreed the request for a memorial.

**Cemetery Account as at 11 September 2017**

<b>Opening Balance</b>		<b>18035.40</b>
Plus:		
Budget 17/17	2060.00	
Sale of Grave Spaces	1050.00	
Reservations	2250.00	
Internments	1200.00	
Memorials	<u>200.00</u>	
		<b><u>6760.00</u></b>
Less:		<b>24795.40</b>
Grass Cutting	1050.00	
Spraying	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	<u>300.00</u>	<b><u>1710.00</u></b>
		<b>23085.40</b>

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

The completed lease has been returned. Councillor Saxby will take it to a solicitor to register with the Land Registry.

Mark Coleman will be asked to spray the weeds on the court.

The Clerk will invite quotes to rub down and re-paint the youth shelter and remove the graffiti.

**11. PLANNING**

Please see attached list.

Mrs Saxby explained that a developer arrived for the last meeting and although a formal meeting was not held they explained their proposal to Councillor Saxby and Councillor Coleman. The plan is for self-build homes. Mrs Saxby advised them to hold a public meeting to explain their proposal to parishioners. Mr Laws reported that a similar project on Romney Marsh had not been a success.

**Any other matters related to Planning issues within the Parish**

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

**12. VILLAGE RESPONSIBILITIES****Items to be reported to Kent Highway Services/PROW/IDB**

Following our request to Ivychurch Parish Council asking whether we could hire their flashing speed signs the Parish Clerk responded saying that she would pass our request onto the Councillors, although they are still in the training stages of setting up their own Community Speed Watch group and there might be some guidelines that would need following about deploying a speed sign at the roadside when not part of a designated CSW monitoring session. Ivychurch owns a portable device so it could not be left unattended.

In response to our request to KHS for additional 30mph roundels to provide clearer signage along Old Rye Road leading to Salters Lane, Straight Lane and The High Street, KHS responded informing us that through analysis of crash data they have established that the existing evidence does not justify any further engineering measures currently at this location. Officers will, of course, continue to monitor the safety record at this location.

However, whilst KHS has no plans for safety improvements at this location, should the Parish wish to use their budget, officers would be happy to advise on potential options. It was also suggested that councillors contact the Councillor Hills to see if he would be willing to promote changes here on Brookland's behalf.

Councillors asked the Clerk to contact Councillor Hill inform him that councillors would like 2 x 30mph roundels just inside the entrance to Straight Lane from A259 and one outside Filberts wall in an attempt to slow down the traffic.

The Clerk will report the missing sign on the right hand bend just after the turning into Rye Road from the A2070.

The Clerk will contact the Booking Clerk for the hall and ask him to ensure that he informs us if they change the code for the key safe.

**13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

There being no other business the meeting closed at 6.30 pm.

Signed ..... Dated .....  
Chairperson

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2017**

#### **SEPTEMBER 2017**

Y17/0947/SH Mulberry House, High Street, Brookland, Romney Marsh, Kent TN29 9QR  
Works to trees situated within a conservation area comprising of: felling of a pear and pruning of selected branches on the southern/south western side an oak to provide 3 metres clearance from the building  
**Parish Council: Support**

#### **DECISION NOTICES RECEIVED FROM SDC**

Y16/1107/SH Brattle Lodge Kennards Lane Brookland Romney Marsh Kent TN29 9FH  
Retrospective application for the retention of new pedestrian/service Footbridge  
**District Council: Withdrawn**

#### **Snargate Parish**

Y16/1168/SH Becketts Barn, Becketts Road, Brookland, Romney Marsh, Kent TN29 9RZ  
Installation of 16 roof mounted photovoltaic panels  
**District Council: Approved with Conditions**

Y16/1169/SH Becketts Barn, Becketts Road, Brookland, Romney Marsh, Kent TN29 9RZ  
Listed Building Consent for the installation of 16 roof mounted photovoltaic panels  
**District Council: Approved with Conditions**

Y17/0189/SH Sunnyside, Old House Lane, Brookland, Romney Marsh, Kent TN29 9RN  
Erection of outbuilding containing three-bay garage and ancillary accommodation at first floor  
**District Council: Refused**

Y17/0355/SH 34 West Place Brookland Romney Marsh Kent TN29 9RG  
Erection of two storey side/rear extension with integral garage, together with erection of single storey rear extension  
**District Council: Approved with Conditions**

Y17/0364/SH Land Adjoining Walnut Tree Cottage Rye Road Brookland Kent  
Erection of a detached dwelling (resubmission of application Y16/0704/SH).  
**District Council: Refused**

