

BROOKLAND PARISH COUNCIL

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MINUTES 160

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 November 2017 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor Mrs K Coleman,
Councillor, Mrs V Wallington and Councillor C Hill (left at 8.10 pm)

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Member of the Public present until the end of the Public Interval.

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 159 of the meeting held on 11 September were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Wallington Seconded Councillor Hill

4. PARISH COUNCIL WEBSITE

The Webmaster is increasing his fees from £26 to £28 from April 2018.

The Calendar has been updated.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

There were no Matters Arising not covered on the agenda.

6. PUBLIC INTERVAL

The meeting was opened to the members of the public present from 7.26 to 7.33 during which time financial concerns regarding the publication of Marsh Harrier were discussed and a request for a donation of £200 from the Parish Council requested.

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**

KALC Notice of AGM

Brookland Village Hall Management Committee#

Clerk and Council Direct

Glasdon

Email Correspondence – all emails forwarded to councillors with email

Councillors did not bring any emails to the attention of the council.

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	50052.30	Current Account	55045.61
Plus Receipts	16162.09	Plus u/c Receipts	0.00
	66214.39		55045.61
Less Payments	11790.23	Less u/c Payments	3945.02
	54424.16		51100.59
Less Earmarked Funds	29701.93	Plus Reserve Account	3323.57
AVAILABLE FUNDS	24722.23		54424.16
		Less Earmarked Funds	29701.93
		AVAILABLE FUNDS	24722.23

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	875	Salary Expenses General Admin	472.38 8.10 117.84		553.32
Cancelled Cheque	876				
M Coleman	877	Cemetery Maintenance Grass Cutting Tidying and Clearing	150.00 1410.00	312.00	1872.00
Trident Waste Management	878	Waste Removal October	25.00	5.00	30.00
Clive Stanley	879	Webmaster Services	162.50		162.50
Crown Estates	880	MUGA Rent 2009-2017	900.00	180.00	1080.00
Trident Waste Management	881	Waste Removal Nov	25.00	5.00	30.00
HMRC	882	Income Tax	182.40		182.40

Earmarked Funds

	Balance 11 Sept 2017	+/- Nov	Balance 20 Nov 2017
Youth Area Expenses	1688.93		1688.93
Youth Area Rent	900.00	-900.00	NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	23085.40		
Clearing and Tidying		-1410.00	
Grass Cutting		-150.00	
Waste Collection Oct		-25.00	
Waste Collection Nov		-25.00	
Memorial Request		300.00	
Transfer of Deed of Grant		30.00	21805.40
Tree Maintenance	2850.00		2850.00
Election Expenses	2494.17		2494.17
TOTAL	31881.93	-2180.00	29701.93

Proposed Councillor Saxby Seconded Councillor Hill

Preparation of Budget and Setting of Precept for 2018/2019

Resolution: Councillors unanimously agreed to set the for the 2018/2019 financial year at £10000.00.

Please see budget attached.

Proposed Mrs Wallington Seconded Mrs Saxby

Risk Assessment

Councillors confirmed that they carried out the Risk Assessment in September and that all was in order.

The Annual Report from The Play Inspection Company listed all items as Low Risk.

Councillor Wallington undertook to check the MUGA area on a weekly basis.

Resolution to Delegate or Reserve the Authority to Grant Dispensations to allow Councillors to vote in the event that a majority have DPIs or OSIs

RESOLUTION: Councillors unanimously agreed to delegate the power to grant Dispensations to the Parish Clerk. The power rests with the relevant authority under

Section 33(i) of the Localism Act 2012 and the basis is set out under section 33(2).

The Parish Clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest or an Other Significant Interest to enable them to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if it is considered that

- (a) So many members of the council have disclosable pecuniary interests that it would impede the transaction of the business (ie the council would be inquorate): or
- (b) The dispensation is in the interests of persons living in the authority's area; or
- (c) It is otherwise appropriate to grant a dispensation

Proposer Mrs Saxby

Seconded Mrs Coleman

9. **CEMETERY**
Cemetery Fence

Defer to next meeting.

Registering of Memorial Garden

Nothing to report.

Request for Memorials

No requests received.

Transfer of Deed of Grant

Following receipt of the original Deed of Grant, Councillors authorised the transfer of Deed of Grant 14/0001 to 17/003. The Clerk will forward the new Deed of Grant to the new Grantee.

Tidying Cemetery

Mr Coleman has cleared the side of the Cemetery.

Quotations for Cemetery Gate Refurbishment

We are still waiting for the quotes.

Opening Balance		18035.40
Plus:		
Budget 17/18	2060.00	
Sale of Grave Spaces	1050.00	
Reservations	2250.00	
Internments	1200.00	
Memorials	500.00	
Transfer of Deed of Grant	30.00	7090.00
Less:		25125.40
Grass Cutting	1200.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	350.00	
Tidying and Clearing	1410.00	3320.00
		21805.40

10. **YOUTH AREA**

Lease between The Crown Estates and The Parish Council

Mrs Saxby reported that it is going to cost in the region of £300 to register the lease with the Land Registry.

Councillors unanimously agreed that she should proceed with the registration and she will arrange to take it to a solicitor to do so.

Quotations for MUGA Refurbishment

We are still waiting for the quotes.

Spraying Weeds

The Clerk will ask Mr Coleman for a quote to spray the weeds on the surface of the MUGA.

11. **PLANNING**

Please see attached list.

An Extraordinary Meeting will be held on 27 November 2017 at 6pm, to discuss Planning Application No Y17/01409/SH.

Any other matters related to Planning within the Parish

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

12. **VILLAGE RESPONSIBILITIES**

Mr Hill will prepare a report to be sent to NALC via KALC, asking for their help to stop the closure of Brack Lane.

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

There being no other business the meeting closed at 8.42 pm

SignedDate
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2017

NOVEMBER 2017

Y17/1237/SH 8 West Place Brookland Romney Marsh Kent TN29 9RG

Certificate of lawful development (proposed) for an eyebrow roof addition to existing single storey side and rear extension along with the installation of two ground floor windows on side elevation and one rear double door to replace an existing window

Parish Council: Support

Y17/1168/SH Fairfield Court Kennards Lane Brookland Romney Marsh Kent TN29 9RT

Erection of a detached garage together with extension to existing driveway.

Parish Council: Support