

# BROOKLAND PARISH COUNCIL

*[ Draft Minutes – to be accepted at next meeting ]*

Page 412

## MINUTES 103

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 16 July 2012 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman Mr R Hyman  
and Mr N Knight  
Mrs M Andrews following co-option

**PARISH CLERK:** Mrs J Batt

**MEMBERS OF THE PUBLIC:** There was one Members of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

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

Mr Hyman proposed Mrs Mell Andrews for the vacant position of Parish Councillor,  
seconded by Mrs Coleman  
Unanimous All in favour

Mrs Andrews accepted the position of Parish Councillor, signed her Declaration of Acceptance of Office and took a Notification of Disclosable Pecuniary Interests Form to complete and return to SDC with a copy for the Clerk.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of 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 102 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hyman                      Seconded Mr Hill

**5. PARISH COUNCIL WEBSITE**

Mr Stanley has added a Cookie Policy statement to the website in accordance with the Information Commissioner's requirements under EU Law.

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

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

**7. PUBLIC INTERVAL**

The meeting was opened to the Member of the Public present from 7.20 – 7.35 for questions and comment.

**8. CHAIRMAN'S REPORT**

For the past four years Brookland Parish Council has been engaging with Kent Highways in an effort to have maintenance work undertaken to the roads and lanes in our parish.

On Friday 13 July 2012, some work was done in Salters Lane, but much more needs to be done to make the Lane safe and other areas brought to the attention of KHS have been completely ignored.

On behalf of the Parish Council, I had a pre-arranged meeting on Thursday 12 July with our District Councillor, Alan Clifton Holt and Shepway District Council's Deputy Chief Executive, Kathryn Beldon. We drove around the parish and witnessed the condition of the lanes and other issues which have been raised by parishioners. This will at least raise the profile of these matters and hopefully produce some positive results - when the weather allows.

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

KCC Formal Notice of the Preparation of KCC's Minerals and Waste Local Plan

Brighton and Hove County Council

SDC Romney Marsh Socio-Economic Impact Assessment and Action Plans

Applause

Clerk and Councils Direct

Brighton and Hove County Council

Rother District Council

Kompan

SDC re Code of Conduct

**Email Correspondence**

Mr Hyman did not bring any particular emails to the attention of councillors.

All councillors are asked 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.

**IT SECURITY AND GOOD HOUSEKEEPING**

Please bear the following in mind when using your home/work computer for Parish Council business.

All councillors should provide the Parish Council with a secure email address and ensure that virus software is current.

Councillors should be aware that all correspondence and emails are confidential until they are tabled at a Parish Council meeting. If anyone else is privy to the information contained in emails received by you on a home/work computer, please ensure that they are aware of this fact.

The Freedom of Information Act now extends to emails that would previously have been considered to be private, if they relate to council business.

### Finance

#### Bank Reconciliation

##### **Balance per Cash Book**

Opening Balance	19721.32
Add Receipts	<u>5375.96</u>
	25097.28
Less Payments	<u>984.02</u>
	<b>20113.26</b>

##### **Balance at Bank**

Current Account	17817.61
Less unpresented cheques	<u>1238.67</u>
	16578.94
Reserve Account	3315.95
War Bonds	<u>218.37</u>
	<b>20113.26</b>

As the Parish Council did not meet in June, due to the lack of a quorum, the following were paid during the month, with the verbal agreement of Councillors Coleman, Hill and Hyman.

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	157.76		184.03
		26.27		
The Post Office	Income Tax	118.20		118.20
M Coleman	Grass Cutting	268.00		268.00
<b>TOTAL</b>		<b>570.23</b>		<b>570.23</b>

#### Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	157.76		184.47
	Expenses	26.71		
M Coleman	Grass Cutting	268.00		268.00
Clive Stanley	Webmaster Services	93.50		93.50
<b>TOTAL</b>		<b>545.97</b>		<b>545.97</b>

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

**Proposed Mr Hyman**

**Seconded Mrs Coleman**

**Councillors unanimously agreed that the Clerk should draw any urgent cheques during the Summer recess and send them to Mr Hill who will arrange payment.**

**Proposed Mr Hyman**

**Seconded Mrs Coleman**

**Earmarked Monies**

	Balance 21 May 2012	+/- June and July	Balance 16 July 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 June/July	2345.03	536.00	1809.03
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>9094.71</b>	<b>536.00</b>	<b>8558.71</b>

**Insurance**

Nothing to report.

**Risk Assessment/Risk Inspection**

Nothing to report.

**Casual Vacancy**

We are awaiting permission to co-opt to fill the remaining Casual Vacancy.

**10. NEW CODE OF CONDUCT****i. Adoption of Code of Conduct**

**Resolution: Councillors unanimously agreed to adopt the Kent Model Code of Conduct.**

**Resolution: Councillors also agreed to adopt the Standing Order regarding the Kent Model Code of Conduct.**

**Proposed Mr Hyman    Seconded Mr Hill**

**11. DISCLOSURE OF PECUNIARY INTERESTS**

The Clerk will forward Mrs Coleman's, Mr Hill's and Mr Hyman's forms to SDC. Mrs Andrews will forward her form separately.

**Resolution: Councillors unanimously agreed to appoint the Clerk as Proper Officer to receive dispensation requests**

**Proposed Mr Hyman    Seconded Mr Hill**

**12. CEMETERY**

A stonemason has installed a grave surround as agreed at a previous meeting.

13. **YOUTH AREA**

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

The Clerk will contact Digley Associates regarding the Play Area Inspection.

14. **PLANNING**

No applications received.

15. **COMMUNITY SAFETY**

PCSO Conolly was not present at the meeting.

16. **VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin not previously covered**

There were no matters arising.

**Village Hall**

Following a discussion during the Public Interval, Councillors unanimously agreed to purchase a notice board, for use by parishioners and members of the public, to replace the board that was removed recently by the Parish Council, as it was considered unsafe. The Village Hall Committee will research a suitable board.

**Items to be reported Kent Highway Services**

Mr Hill will send the Clerk a list of item to be reported to KHS.

**Kent Lane Rental Scheme**

Councillors noted the correspondence from KHS.

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

There being no other business the meeting closed at 8.15 pm.

Signed ..... Dated .....

Chairman