

# BROOKLAND PARISH COUNCIL

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## MINUTES 91

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 April 2011 at 7.15 pm

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

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one Member of the Public present.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. 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.

**3. ACCEPTANCE OF MINUTES**

Minutes 90 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hyman      Seconded Mr Knight

**4. PARISH COUNCIL WEBSITE**

It was agreed that the Website will only be used for local news and events.

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

A letter was received from Mr and Mrs Hews following the last meeting. The Clerk replied following consultation with councillors.

**6. PUBLIC INTERVAL**

The meeting was opened to Members of the Public from 7.30 - 7.55 for questions and comment.

**7. CHAIRMAN'S REPORT**

The Chairman did not have anything to report that was not included on the agenda.

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

SDC – Changes to the English National Concessionary Travel Scheme

KALC Parish News etc

**Email Correspondence**

Mr Hyman did not bring any emails to the attention of Councillors present.

**Standing Orders**

**Resolution:** Councillors unanimously agreed to adopt the revised Standing Orders.

**Clerks Contract**

Deferred until the next meeting.

**Clerks Salary – Change to monthly payment due to HMRC instruction to set up PAYE**

**Resolution:** Councillors unanimously agreed to pay the Clerk monthly in future to allow her to operate PAYE for her salary.

**Finance****Bank Reconciliation as at date of meeting****Balance per Cash Book**

Opening Balance 12935.22

Add Receipts 12430.01

25365.23

Less Payments 8488.96

**16876.27**

**Balance at Bank**

Current Account 13892.11

Less unrepresented cheque 547.69

13344.42

Reserve Account 3313.89

War Bonds 218.37

**16876.27**

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
KALC	Subscription	142.03	28.41	<b>170.44</b>
Mrs J Batt	Salary and Expenses	147.87		<b>147.87</b>
M Coleman & Son	Grass Cutting	265.00		<b>265.00</b>
<b>TOTAL</b>		<b>554.90</b>	<b>28.41</b>	<b>583.31</b>

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

**Earmarked Monies**

	Opening Balance	+/- April	Balance 19 April 2011
Youth Area Expenses	2329.00	-200.00	2129.00
Bus Shelter	2839.63	-2839.63	NIL
B Team	173.15	-173.15	NIL
B Team Rent	500.00	-500.00	NIL
Youth Area Rent	NIL	+ 200.00	200.00
Wall Memorial	300.00		300.00
Notice Board		+2000.00	2000.00
Cemetery Maintenance	2031.00	+839.63 + 173.15 +500.00	3543.78
Election Expenses	1500.00		1500.00
<b>TOTAL</b>	<b>9672.78</b>		<b>9672.78</b>

**Resolution: Councillors unanimously agreed to transfer £2000 from the money earmarked for the bus shelter to a Notice Board Account.**

**The remaining £839.63 will be transferred to the Cemetery Account.**

**As the B Team has disbanded, the £673 earmarked for the B Team and B Team Rent Is to be transferred to the Cemetery account.**

**Available Funds**

Current Account Balance	13344.42
Reserve Account Balance	<u>3313.48</u>
	16657.90
Less Paid 18.04.11	583.31
Less Earmarked monies	<u>9672.78</u>
Available Funds	<b>6401.81</b>

**Insurance**

Nothing to report.

**Request for a Bus Shelter at Rosemary Corner**

We have received notification from the National Land Enquiries at the Highways Agency that our request to install a bus shelter has been refused. Mr Hill will inform SDC.

**Risk Assessment/Risk Inspection**

Nothing to report

**Village Clean Up**

This took place on 9 April and was a success.

9. **YOUTH AREA**  
Nothing to report.

10. **CEMETERY**  
A funeral is due to take place on 20 April.

**Resolution:** Councillors unanimously agreed that all future graves in Brookland Cemetery must be dug by Mr Richard Velvick, unless any unforeseen circumstances prevent him from doing so.

11. **PLANNING**  
See attached list.

12. **COMMUNITY SAFETY**  
PCSO Connolly was unable to attend the meeting.

13. **DISTRICT COUNCILLORS REPORT**  
No one from SDC was in attendance.

14. **COUNTY COUNCILLORS REPORT**  
No one from KCC was in attendance.

15. **VILLAGE RESPONSIBILITIES**  
**Matters Arising from the Round Robin**  
There were no matters arising.

**Village Hall**

The Village Hall Committee has accepted a tender for decorating the hall.  
The electrics still need dealing with.  
The Committee has agreed to board the loft for light storage and install steps to the access.

**Items to be reported to the County Lengthsmen**

Items for report should be sent to the Clerk to be entered on the Parish Portal.

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

There being no other business the meeting closed at 9.05 pm.

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