

# BROOKLAND PARISH COUNCIL

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

## MINUTES 93

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 June 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 were no Members 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 92 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hyman      Seconded Knight

**4. PARISH COUNCIL WEBSITE**

Mr Hyman asked whether Councillors would like our website added to the British Library Web Archive Project. Mr Hill did not think it would have any benefit to Brookland, but asked Mr Hyman to find out whether there is a cost involved.

Mr Stanley contacted the Council for confirmation that they would like him to renew the contract with the ISP. Councillors unanimously agreed that Mr Hyman should ask Mr Stanley to proceed with the renewal.

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

There were no Matters Arising that were not included on the agenda.

**6. PUBLIC INTERVAL**

There were no Members of the Public present.

**7. CHAIRMAN'S REPORT**

Please see attached.

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

KCC re Kent Minerals and Waste Framework

PWD

**Email Correspondence**

Mr Hyman brought an email from KHS regarding the Parish Forum to the attention of Councillors. No one wished to attend. The Clerk will inform KHS.

**Finance and Policy Committee**

The Clerk gave Mr Hill 2 folders containing all the documents to be reviewed.

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

Opening Balance	16876.68
Add Receipts	<u>5740.89</u>
	22617.57
Less Payments	<u>1445.46</u>
	<b>21172.11</b>

**Balance at Bank**

Current Account	17639.85
Less unpresented cheques	<u>000.00</u>
	17639.85
Reserve Account	3313.89
War Bonds	<u>218.37</u>
	<b>21172.11</b>

**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	157.76		<b>157.76</b>
Mrs J Batt	Expenses	112.21	3.04	<b>115.25</b>
The Post Office	Income Tax – Mrs J Batt	118.20		<b>118.20</b>
M Coleman & Son	Grass Cutting	264.00		<b>264.00</b>
Digley Associates	Annual Youth Area Inspection	40.00	8.00	<b>48.00</b>
BVHMC	Rent for Village Hall	140.00		<b>140.00</b>
<b>TOTAL</b>		<b>832.17</b>	<b>11.04</b>	<b>843.21</b>

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

**Earmarked Monies**

	Balance 16 May 2011	+/- June	Balance 20 June 2011
Youth Area Expenses			
Digley Inspection	1968.28	- 40.00	1928.28
Bus Shelter	1000.00		1000.00
B Team	NIL		NIL
B Team Rent	NIL		NIL
Youth Area Rent	300.00		300.00
Wall Memorial	600.00		600.00
Notice Board	2500.00		2500.00
Cemetery Maintenance	4214.78		
Grave Space		+342.00	
Grass Cutting to date		- 267.25	4289.53
Election Expenses	1500.00		1500.00
<b>TOTAL</b>	<b>12083.06</b>	<b>+ 34.75</b>	<b>12117.81</b>

**Resolution:** Councillors unanimously agreed that the cost of cutting the grass in the Cemetery should be paid for from money earmarked for Cemetery Maintenance.

**Available Funds**

Current Account Balance	17639.85
Reserve Account Balance	<u>3313.48</u>
	20958.33
Less Paid 20.06.11	843.21
Less Earmarked monies	<u>12117.81</u>
<b>Available Funds</b>	<b>7992.31</b>

**Insurance**

Nothing to report.

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

Nothing further to report. To be removed from future agendas.

**Risk Assessment/Risk Inspection**

The report from Digley Associates was included in the paperwork to be reviewed by the Finance and Policy Committee.

**Purchaser of Printer for Marsh Harrier**

**Resolution:** Councillors agreed that they would be prepared to pay towards a reasonably priced printer, along with the other parishes covered by the Marsh Harrier. The contribution would have to be made under a Section 137 grant, and any contribution would have to be discussed again on receipt of a letter from the editor of the Marsh Harrier, requesting financial assistance and giving full details of the printer and total cost.

**9. YOUTH AREA**

Councillors will visit the site and decide whether the repairs listed by Digley Associates can be undertaken by a local contractor, or whether we need to contact Monster Play and ask them to come and effect the repairs.

**10. CEMETERY**

Councillors agreed to review the Cemetery Fees and Grave Digging arrangements.

**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**

Mr Hill has obtained an incomplete draft of the accounts. He will contact the Committee and ask them to prepare a completed draft as soon as possible.

The Clerk was asked to contact Hallett & Co and ascertain exactly what the Parish Council's responsibility is with regard to the Village Hall.

**Items to be reported to the County Lengthsmen/Public Rights of Way Officer****County Lengthsmen**

The hedges along the A259 need cutting back. [KHS informed 21.6.11]

**Public Rights of Way**

The bridge over Baldwin's Sewer on the footpath from Salters Lane to Parish Farm is at a dangerous angle. [PROW informed 21.06.11]

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

There being no other business the meeting closed at 9.00 pm.

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

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2011**

**FOR PLANNING MEETING TO BE HELD ON 20 JUNE 2011**

**Decision taken during month by Chairman of Parish Council**

Y11/0469/SH Mr S Bennie, Manor House, Straight Lane, Brookland,  
Romney Marsh, Kent TN29 9QS  
Works to various trees the subject of Tree Preservation Order No 9. of 2011  
**Parish Council: No Comment**

**Decision Notices received from Shepway District Council**

Y11/0235/SH Mr S Bennie, Manor House, Straight Lane, Brookland,  
Romney Marsh, Kent TN29 9QS  
Listed Building Consent for the Demolition of a section of Curtilage-Listed  
Boundary Wall to Create new Access Point  
**District Council: Refused**

Y11/0239/SH Mr H Erskine, Lambert Cottage, High Street, Brookland, Romney Marsh, Kent  
Erection of a single storey rear extension  
**District Council: Approved with Conditions**

**Please note the above was shown as Y11/0240/SH in error on March Minutes**

Y11/0240/SH Mr H Erskine, Lambert Cottage, High Street, Brookland, Romney Marsh, Kent  
Listed Building Consent for the erection of a single storey rear extension  
**District Council: Approved with Conditions**

Y11/0290/SH Mr S Bennie, Manor House, Straight Lane, Brookland,  
Romney Marsh, Kent TN29 9QS  
Felling of a Laburnum Tree (T3) and a Yew Sapling (T1);  
30% Crown Reduction of a Conifer Tree (T4) and 2 Metre Crown Lift of a Yew  
Tree, all situated within a Conservation Area  
**District Council: Objection Made**

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[ Chairman's written report extracted from here and reproduced separately ]