

# BROOKLAND PARISH COUNCIL

*DRAFT – to be accepted at next meeting*

Page 355

## MINUTES 90

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 21 March 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 two 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 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**

The Parish Magazine is going to be added to the website eventually.

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

There were no matters for report that were not included on the agenda.

**6. PUBLIC INTERVAL**

The meeting was opened to Members of the Public from 7.23 - 7.40 for questions and comment.

Although questions and comments made under the Public Interval are not generally minuted, they are taken into account by members when discussing the issues to which they refer and may be noted under the appropriate minute heading. The Members of the Parish Council encourage contributions and consultation by Members of the Public and would welcome written submissions.

Where applicable an item raised during the Public Interval will be included on the next agenda.

**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**

Shepway District Council Annual Performance Review

Audit Commission re Appointment of External Auditor

KP Landscapes

Littlethorpe

SDC re Recycling

**Email Correspondence**

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

**Clerks Salary**

The Clerk reported that she had been told that although Parish Clerks have not been awarded a pay claim linked to inflation, they are entitled to move up one point on the National Scale.

**Resolution:** Councillors unanimously agreed to increase the Clerks salary to SPC point 21 - £9.941 per hour, backdated to 1 April 2010.

**Child Protection Policy**

**Resolution:** Councillors unanimously agreed to adopt the Child Protection Policy.

**Complaints Procedure**

**Resolution:** Councillors unanimously agreed to adopt the Complaints Procedure.

**Equal Rights Policy**

**Resolution:** Councillors unanimously agreed to adopt the Equal Rights Policy.

**Policy for Dealing with the Press**

**Resolution:** Councillors unanimously agreed to adopt the Policy for Dealing with the Press.

**Finance**

**Bank Reconciliation as at date of meeting**

**Balance per Cash Book**

Opening Balance	12935.22
Add Receipts	<u>12430.01</u>
	25365.23
Less Payments	<u>8688.96</u>
	<b>16676.27</b>

**Balance at Bank**

Current Account	13952.61
Less u/c cheques	200.00
	547.69
	<u>60.50</u>
	13144.42
Reserve Account	3313.48
War Bonds	<u>218.37</u>
	<b>16676.27</b>

**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary and Expenses	547.69		<b>547.69</b>
Clive Stanley	Webmaster Services	60.50		<b>60.50</b>

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

Current Account Balance	13144.42
Reserve Account Balance	<u>3313.48</u>
	17266.09
Less Earmarked monies	<u>9472.78</u>
Available Funds	6985.12

**Earmarked Monies**

The following earmarked monies, totals including amounts budgeted for 2010/2011, are included in the balance shown above:-

	Balance Feb	+/- March	Balance March
Youth Area Expenses	2129.00	200.00	2329.00
Bus Shelter	2839.63		2839.63
Noticeboard	NIL		NIL
Village Hall Fence	NIL		NIL
B Team	173.15		173.15
B Team Rent	500.00		500.00
Youth Area Rent	NIL		NIL
Wall Memorial – Added Nov	300.00		300.00
Cemetery Wall			
Councillors agreed to rename			
Cemetery Maintenance	2016.00	+15.00	2031.00
Election Expenses – Added Feb	1500.00		1500.00
<b>TOTAL</b>	<b>9457.78</b>	<b>+215.00</b>	<b>9672.78</b>

**Insurance**

Nothing to report.

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

Mr Hill sent the papers to the National Land Enquiries at the Highways Agency as requested, to see if they will overturn the restrictions on the land to allow us to erect a bus shelter.

**Risk Assessment/Risk Inspection**

Mr Hyman completed the Risk Inspection and Financial Risk Assessment during the month.

**Village Clean Up**

SDC sent the necessary paperwork to the Clerk who passed it on to Mr Hill to give to Mrs Akers.

Mr Hill confirmed that he will make sure that all the necessary health and safety procedures are followed.

**9. YOUTH AREA**

Nothing to report. The rent will be written back into the accounts for the year end and earmarked.

**10. CEMETERY**

We have received a complaint about the overgrown graves. Councillors will deal with this.

**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**

Nothing to report.

**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**

Mr Hill reported on the Marsh Forum which he attended recently.

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

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

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2010**

#### **DECISIONS TAKEN AT MEETING 21 MARCH 2011**

Y11/0240/SH Mr H Erskine, Lambert Cottage, High Street, Brookland, Romney Marsh, Kent  
Erection of a single storey rear extension  
**Parish Council: Support**

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  
**Parish Council: Support**

#### **Decision Notices received from Shepway District Council**

Y10/0979/SH Mr C Apps, Boxted Lodge, Boarman's Lane, Brookland,  
Romney Marsh, Kent TN29 9QW  
Erection of a Grain Store with Weighbridge  
**District Council: Approved with Conditions**

Y10/1051/SH Mr S Sullivan, Thrift Farm, Straight Lane, Brookland,  
Romney Marsh, Kent TN29 9QT  
Change of use of land to a Mixed Use for Agriculture and for the holding of Car  
Boot Sales for up to 30 days per year  
**District Council: Approved with Conditions**