

# BROOKLAND PARISH COUNCIL

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## MINUTES 170

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 21 January 2019 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs M Roberts,  
Councillor, Mrs V Wallington and Councillor, Mr C Hill

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Councillor, Mr L Laws

**COUNTY COUNCILLOR:** Councillor, Mr T Hills

**MEMBERS OF THE PUBLIC:** There were 2 Members of the Public present for part of the meeting

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Councillor, Mrs Coleman due to illness.

County Councillor Hills apologised for not sending an apology for his absence at the last meeting.

**2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

**Resolution:** Councillors unanimously approved Councillor Coleman's Reason for Absence.

**3. 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.

**4. ACCEPTANCE OF MINUTES**

Minutes 169 of the meeting held on 19 November 2018 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Saxby      Seconded Councillor Roberts**

**5. PUBLIC INTERVAL**

The Member of the Public present expressed concerns regarding the situation of a relative's grave. It was agreed that Councillor Hill would arrange a meeting with the Grave Digger and the Undertaker for 22 January.

**6. PLANNING**

Please see attached list.

**Any other matters related to Planning within the Parish**

Councillor Wallington asked a question regarding the piece of land at the rear of the School. It was suggested that she contact the Land Registry and the Internal Drainage Board.

**7. PARISH COUNCIL WEBSITE**

Nothing to report. The Clerk will ask Mr Stanley for the number of hits showing how many people have viewed the site.

**NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018**

The Clerk has contacted KCC regarding this and will report back.

**8. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING**

The cheque sent to the Kent and Surrey and Sussex Air Ambulance is still outstanding. The Clerk will write it back into the accounts and we will draw another one at the next meeting.

A Public Rights of Way Officer is going to inspect the bridge on Footpath HM31 with a view to repairing it.

**9. CHAIRMAN'S REPORT**

A couple asked the Chairman to pass on their thanks to the members of the Parish Council for all their work in Brookland.

Councillor Saxby arranged for a book to be produced showing all the poppies on display in the Church to commemorate the Centenary of the Armistice, to be given to the Church on behalf of the Parish Council.

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

Clerk and Councils Direct  
Glasdon  
Seton  
NatWest

**Email Correspondence – all emails received by The Clerk are forwarded to all councillors with email**

Kent Resilience Forum – Confidential  
Resident re damage to West Place  
KALC Training Dates

**Requests for Financial Assistance****i. Request for donation to Lost Words**

Councillor Wallington will ask the school whether they would like a copy of the book.

**ii. Request by the Village Hall Committee for Financial Assistance towards the cost of Grass Cutting**

Councillors included £400 in the budget for 2019/2020 and agreed not to increase the amount of the contribution.

**Finance****Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	53751.88	Current Account	51925.74
Plus Receipts	11908.63	Plus u/c Receipts	00.00
	65660.51		51925.74
Less Payments	11744.80	Less u/c Payments	1336.76
	53915.71		50588.98
Less Earmarked Funds	31192.55	Plus Reserve Account	3326.73
<b>AVAILABLE FUNDS</b>	<b>22723.16</b>		53915.71
		Less Earmarked Funds	31192.55
		<b>AVAILABLE FUNDS</b>	<b>22723.16</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	944	Salary Expenses General Admin	527.78 8.10 36.28		572.16
The Crown Estate	945	Rent for 2019	100.00	20.00	120.00
Clive Stanley	946	Webmaster Services	238.00		238.00
Trident Waste December	947	Waste Collection	25.00	5.00	30.00
Trident Waste January	948	Waste Collection	25.00	5.00	30.00
Cancelled Cheque	949				

**Proposed Councillor Wallington    Seconded Councillor Roberts**

**Earmarked Funds**

	Balance 19 Nov 2018	+/- Jan	Balance 21 Jan 2019
Youth Area Expenses	1468.93		1468.93
Youth Area Rent	100.00	-100.00	NIL
War Memorial	28.00		28.00
Notice Board	1835.43		1835.43
Cemetery Maintenance	21966.02		
Memorial		100.00	
Waste Clearance		-25.00	
Waste Clearance		-25.00	22016.02
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>31242.55</b>	<b>-50.00</b>	<b>31192.55</b>

**Confirmation of Receipt of Precept by Folkestone & Hythe District Council**

An email confirming receipt was received from F & H DC on 27 November 2018.

**Data Protection**

An end of year update sent by Satswana was forwarded to Councillors.

It was agreed to add a Privacy Notice to the Notice of Internment.

**Risk Assessment**

A Risk Assessment will be completed in time for the March Meeting.

**Insurance**

We are in a Long-Term Agreement until May 2020.

**Brack Lane – Proposal to take advice from Paul Claydon**

KHS is unable to close Brack Lane until BT re-routes the telephone lines.

County Councillor Hills will contact Kent Highways again for an update.

**Update on Marsh Forum**

The Head of the Environment Agency will attend the next meeting to discuss flooding on the Marsh.

It has been suggested that Romney Marsh should be designated as a National Park

Speed watch was discussed.

Work to improve the sea defences is being considered. A plan is in place to manage the water more successfully.

**Tree Inspection**

The letter asking the Tree Surgeon to undertake a Tree Inspection went astray. He has now been emailed and we are awaiting a reply.

**11. CEMETERY****Request for Memorials**

A request for a Memorial from the family of a gentleman interred in the cemetery has been received.

Councillors unanimously agreed with the request

**Proposed Councillor Wallington      Seconded Councillor Saxby**

**Burials below the Water Table**

The investigations were carried out on 15 January and we are awaiting the result.

**Quotations to reduce the Height of White Poplars**

The letters inviting quotes went astray and it was agreed to wait until after the Tree Inspection before inviting quotes again.

**Cemetery Account**

<b>Opening Balance</b>		<b>22355.40</b>
Plus		
Budget 18/19	2060.00	
Sale of Grave Spaces		
Reservations		
Internments	800.00	
Memorials	100.00	
Transfer of Deed of Grant		<b>2960.00</b>
<b>Less:</b>		<b>25315.40</b>
Grass Cutting	1125.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	250.00	
Solicitor's Fees	436.00	
No Dog Signs	33.22	
Fixing Signs and Bench	100.00	
Refurbishing Gates	995.16	<b>3299.38</b>
		<b>22016.02</b>

**12. YOUTH AREA****Lease between The Crown Estates and The Parish Council**

Nothing to report.

**MUGA Refurbishment**

A representative from the company is going to meet with Councillor Hill to discuss the refurbishment.

**13. VILLAGE RESPONSIBILITIES****Items to be reported to Kent Highways and Public Rights of Way**

Councillor Hill completed the Definitive Map Modification Order application in respect of the bridge and footway in front of the Royal Oak and will forward it to PROW and give the necessary documents to the owner of the Royal Oak

**Concerns raised by Parishioner re Parking Issues at the School**

The Clerk will contact the Highway Engineer and ask whether he would authorise Dog Bone markings in the layby outside of the bungalows on Rosemary Corner and outside of all other drives along the High Street.

**14. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

Arrangements for a date for a Burial Board Meeting to take place after the election.

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

There being no other business the meeting closed at 9.13 pm.

Signed .....Date .....  
Chairman

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2018**

#### **JANUARY 2019**

**The following was received during the Winter Recess and Councillors agreed not to hold a meeting as it was not considered to be contentious**

Y18/0026/PA The Flots

Determination as to whether the prior approval of the Local Planning Authority is required under Class P of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use of a building from a use from Storage and Distribution (Class B8) and any land within its curtilage to four dwellinghouses (Class C3).

**Parish Council: Support**

#### **Decision Notices received from Folkestone & Hythe District Council**

Y18/1329/FH 1 Alma Cottage, Boarmans Lane, Brookland, Romney Marsh, Kent TN29 9QU  
Felling of four Conifer Trees situated within a Conservation Area

**District Council: No Objection**

Y18/1335/FH Barling House, Clubbs Lane, Brookland, Romney Marsh, Kent TN29 9QX  
Erection of a replacement porch to north east elevation, erection of a single storey extension to north west elevation, removal of chimney stack at ground floor and replacement of existing back door with window

**District Council: Approved with Conditions**

Y18/1336/FH Barling House, Clubbs Lane, Brookland, Romney Marsh, Kent TN29 9QX  
Listed Building Consent for the erection of a replacement porch to north west Elevation, removal of chimney stack at ground floor, installation of new doorway through to new extension, replacement of existing back door with window and removal of internal wall to create new utility and WC

**District Council: Approved with Conditions**