

BROOKLAND PARISH COUNCIL

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MINUTES 143

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 January 2015 at 7.15 pm

PRESENT: Councillor, Mrs V Wallington (Chair), Councillor, Mrs K Coleman,
Councillor J Burgoyne and Councillor Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were no Members of the Public present

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor, Mrs S Saxby (prior engagement).

2. 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.

3. ACCEPTANCE OF MINUTES

Minutes 141 of the meeting held on 16 November 2015 were accepted and it was unanimously agreed that Councillor Wallington should sign them.

Proposed Councillor Wallington Seconded Councillor Burgoyne

Minutes 142 of the Extraordinary General Meeting held on 11 December 2015 were accepted and it was unanimously agreed that Councillor Wallington should sign them.

Proposed Councillor Hill

Seconded Councillor Coleman

4. PARISH COUNCIL WEBSITE

Mr Stanley emailed the Clerk and explained that KCC is intending to revise the current Kent Parishes web tools and program. As Brookland solely uses this programme, he feels he will need to attend any training and asked whether councillors would be prepared to split

the cost and pay 1/3 of any costs arising from his attendance. Councillors unanimously agreed to this request.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

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

6. PUBLIC INTERVAL

There were no Members of the Public present.

7. CHAIRMAN'S REPORT

Nothing to report.

8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

The Office of Her Majesty's Lord Lieutenant of Kent
Boys & Maughan re Registration of Memorial Garden
SDC Draft Parish Charter for Shepway
M Coleman
RWE re Little Cheyne Court Wind Farm Community Fund
Clerk and Councils Direct

Email Correspondence – all emails forwarded to councillors with email

Mr Cocklin – to be forwarded to Councillor Waters
Marsh Forum

Finance

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	34203.13	Current Account	41860.89
Plus Receipts	<u>18185.07</u>	Plus u/c receipts	<u>0.00</u>
	52388.20		41860.89
Less Payments	<u>7985.51</u>	Less u/c cheques	<u>780.00</u>
	44402.69		41080.89
Less Earmarked funds	<u>18846.86</u>	Plus Reserve a/c	<u>3321.80</u>
Available Funds	25555.83		44402.69
		Less Earmarked Funds	<u>18846.86</u>
		Available Funds	25555.83

Accounts to be paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	779	Salary – Dec Salary - Jan Expenses General Admin Refund Income Tax Paid	183.18 183.18 8.01 27.12 137.40		538.89
Brookland PCC	780	Clock Maintenance	102.50	20.50	123.00
Mr R Velvick	781	Grave Digging	650.00		650.00
Clive Stanley	782	Webmaster Services	418.94		418.94
SDC	783	Photocopies of Plans	3.20	0.64	3.84

Proposed Councillor Hill**Seconded Councillor Burgoyne****Earmarked Funds**

	Balance 19 Oct 2015	+/- October	Balance 19 Oct 2015
Youth Area Expenses	1748.43		1748.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	735.43		735.43
Cemetery Maintenance	11036.03		
Grass Cutting		-150.00	10886.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2500.00		2500.00
Election Expenses	2948.97		
Paid July		-454.80	2494.17
TOTAL	18996.86	-604.80	18392.06

Preparation of Budget and Setting of Precept for 2016-2017

The Clerk confirmed that she had requested a Precept of £9900.00 from SDC.
All precept information was forwarded to councillors.

Insurance

The Parish Council has a Long Term Agreement with Aviva until 31 May 2017.

Village Risk Assessment/Risk Inspection

We are still waiting to hear from SDC regarding ownership of the seats and benches.
Councillor Goddard is chasing this up on our behalf.

The company that have been asked to quote for the sign has asked how the sign if to be fixed. Mr Hill will fix it to a wooden board.

Councillors confirmed that they wish to instruct the Play Inspection Co to undertake the Annual Inspection in 2016 and that the details on the Repeat Inspection form are correct.

Provision of Fire Proof Storage for Parish Council Documents

Nothing to report.

Review of all Parish Council Documents

The Clerk will liaise with Councillor Saxby.

Proposed Meeting with Residents interested in a Skate Park

All interested parties have been invited to attend a site meeting at the MUGA on 13 February.

Quotation for Grass Cutting, Spraying Weeds and Hedge Cutting in the Cemetery for 2016

We have received a quotation for the above as follows: -

Grass Cutting - £75.00 per cut x 2 per month – March – October £1200.00

Spraying Weeds - £80 per treatment x 2 £160.00

Hedge Cutting, removing all waste from site - £100 per cut x 2 £200.00.

TOTAL £1560.00

Resolution: Councillors unanimously agreed to accept the above quotation from Mark Coleman.

As the total amount is below £3000 we do not need to invite any other quotations.

Draft Parish Charter for Shepway

Councillors unanimously agreed the content of the Charter.

Omitted from the agenda in error – Sector Led Body to procure Audit for small councils – introduction Letter and Factsheet from NALC/SLCC/Association of Drainage Authorities

Resolution: Councillors unanimously agreed to opt into this arrangement as they felt that the NALC/SLCC and Association of Drainage Authorities would be able to negotiate better terms with an auditor than we would independently.

9. **CEMETERY**

Cemetery Administration and Maintenance

Following the heavy rain, the soil needs building up and it was agreed to discuss this again in the Spring.

Some of the trees need attention and it was agreed that Mr Hill should ask Mr Coleman to inspect them and quote for the work required.

Registering of Memorial Garden

Boys and Maughan, solicitors have been instructed to register the Memorial Garden at a cost of £300 + VAT + any Lane Registry fees.

Scattering or Burial of Cremated Remains

Deferred until the land is registered.

10. **YOUTH AREA**

The Crown Estates has still not cashed the cheques for the rent.

11. **PLANNING**

No applications received.

12. **VILLAGE RESPONSIBILITIES**

Items to be reported to Kent Highway Services/PROW/IDB

The Clerk was not asked to report any items to KHS.

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

The next meeting is due to be held on 15 February 2016.

There being no other business the meeting closed at 8.30 pm.

Signed Dated
Chairman