

# BROOKLAND PARISH COUNCIL

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## MINUTES 149

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 June 2016 at 7.15 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,  
Councillor Mrs V Wallington, Councillor Mr J Burgoyne and  
Councillor Mr C Hill  
Mr C Stanley (Webmaster)

**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 District Councillor Goddard.

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 147 of the meeting held on 16 May 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Wallington      Seconded Councillor Hill**

Minutes 148 of the meeting held on 31 May 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Wallington      Seconded Councillor Coleman**

**4. PARISH COUNCIL WEBSITE****Email from EiS regarding charges from 1 October 2016**

An original letter from EiS Website Hosting saying that a charge would be made in future for the hosting of the Parishes websites, has been overturned and there will not now be a charge for this service.

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

Nothing to report.

**6. PUBLIC INTERVAL**

There were no Members of the Public present.

**7. CHAIRMAN'S REPORT**

Mrs Saxby reported that she would be unable to attend the September meeting, so councillors agreed to meet on 22 August and cancel the September meeting.

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

Mr W Ball – See EGM Minutes

HAGS

Cleverly and Spencer

Wicksteed

**Email Correspondence – all emails forwarded to councillors with email**

EiS re Website

Clive Stanley re Website

Mr Funnell re resignation as Internal Auditor

Mr Robbins re Internal Audit

Kentish Express re Cemetery – The Clerk will reply answering the questions

**Finance****Bank Reconciliation**

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	49168.45	Current Account	47166.14
Plus Receipts	<u>4489.34</u>	Plus u/c receipts	<u>0.00</u>
	<b>53657.79</b>		<b>47166.14</b>
Less Payments	<u>5158.23</u>	Less u/c cheques	<u>1989.07</u>
	<b>48499.56</b>		<b>45177.07</b>
Less Earmarked funds	<b>26595.06</b>	Plus Reserve a/c	<u>3322.49</u>
<b>Available Funds</b>	<b>21904.50</b>		<b>48499.56</b>
		Less Earmarked Funds	<b>26595.06</b>
		<b>Available Funds</b>	<b>21904.50</b>

**Accounts to be paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	805	Salary Expenses Clerks Expenses General Admin	183.18 8.01 20.63		211.82
The Post Office	806	Income Tax	137.20		137.20
M Coleman	807	Grass Cutting	180.00		180.00
Clive Stanley	808	Webmaster Services	169.00		169.00
E K Drawing Service Ltd	809	Plan for Land Registry	80.00		80.00
Mr R Velvick	809	Grave Digging	325.00		325.00

Proposed Councillor Saxby

Seconded Councillor Wallington

**Earmarked Fund**

	<b>Balance 16 May 2016</b>	<b>+/- June</b>	<b>Balance 20 June 2016</b>
Youth Area Expenses	1751.43		1751.43
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	15866.03		
Sale of Grave spaces/internment		+3500.00	
Grass Cutting – June		-150.00	
Plan for Land Registry		-80.00	19136.03
Village Hall Grass	NIL		NIL
Tree Maintenance	2350.00		2350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>23325.06</b>	<b>3270.00</b>	<b>26595.06</b>

**Clerk's Salary**

**Resolution:** Councillors unanimously agreed to increase the Clerk's Salary SPC 26 £12.041 per hour with effect from 1 April 2016.

Proposed: Councillor Saxby Seconded Councillor Burgoyne

**Appointment of Internal Auditor**

**Resolution:** Following the resignation of Mr Kevin Funnell, Councillors agreed to employ Mr Lionel Robbins as the council's Internal Auditor for the forthcoming year.

**Terms:**

£50 per hour

2 visits to the parish per financial year

Full telephone support

Proposed Mrs Wallington Seconded councillor Burgoyne

**Insurance**

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

**Village Risk Assessment/Risk Inspection**

The graffiti on the plastic windows of the Youth Shelter - Review  
The condition of the Cemetery Fence – The Clerk will obtain quoted for replacement fence  
The Potholes along West Place – Highways  
The Allianz bus stop on the Rye Road sign is rusty and broken – Contact Stagecoach

The clerk will contact John Paine Farms regarding concerns that young people are getting into the stable in the field opposite the pub and that they may damage the building or themselves.

**Provision of Storage for Parish Council Documents**

Councillor Wallington has the filing cabinet.

**Proposed Skate Park**

Nothing to report.

**9. CEMETERY**

**Request for Memorial**

Councillors agreed with the design for a memorial as requested.

A request for confirmation of the fees for the installation of a memorial was received and the Clerk will confirm.

**Request for Benches at Gravesides**

**Resolution: Councillors agreed 4:1 that the family of a gentleman recently interred in the Cemetery can leave a bench in place by the fence close to the grave, provided they bequeath it to the Parish Council so that it can be insured under our policy.**

**Resolution: Following discussion Councillors agreed 4:1 to allow 2 more benches to be placed in the main area of the cemetery, should any requests be made, making 4 in total, under the same arrangement as above and to purchase 2 for the area referred to as the Memorial Garden. Bereaved families will be invited to purchase a plaque for the benches in the Memorial Garden**

**Arrangement for clearance of Rubbish from Cemetery**

The Clerk will contact Veolia and ask whether they would be able to provide a bin for the cemetery and how much they will charge to empty it.

**Cemetery Account as at 20 June 2016**

<b>Opening Balance</b>		<b>14386.03</b>
Plus:		
Budget 16/17	1860.00	
Sale of Grave Spaces	1200.00	
Reservations	800.00	
Internments	<u>1500.00</u>	<b>5360.00</b>
Less:		<b>19746.03</b>
Grass Cutting	450.00	
Spraying	<u>80.00</u>	<b>530.00</b>
		<b>19216.03</b>

**Review of Fees**

A proposal was put forward to increase the fees in line with other parishes and this will be discussed at the next meeting on 18 July. Please see attached.

**Review of Rules: -**

Councillors agreed the alterations to the rules. Please see attached.

**Registering of Memorial Garden**

Councillor Hill has some paperwork which needs completing. He will discuss this with the solicitor and progress as required.

**Scattering or Burial of Cremated Remains**

Deferred until the land is registered.

**10. YOUTH AREA**

Nothing to report.

**11. PLANNING**

Please see attached.

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

Councillors would like SDC to investigate breaches of planning conditions at the Philippine Village.

**12. VILLAGE RESPONSIBILITIES****Items to be reported to Kent Highway Services/PROW/IDB**

The Clerk will ask the School to contact the IDB regarding the ditch at the back of the properties along the High Street

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

There being no other business the meeting closed at 9.07 pm.

Signed ..... Dated .....

Chairperson

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2016**

#### **JUNE 2016**

Y16/0021/GPD 10 Salthouse Close Brookland Romney Marsh Kent TN29 9SD  
Notification under the Town and Country Planning (General Permitted  
Development) (England) Order 2015 for the erection of a single storey rear  
extension.

**Parish Council: Support**

Y16/0209/SH Boarmans Farm, Boarmans Lane, Brookland, Romney Marsh, Kent TN29 9TS  
Erection of a replacement dwelling house, following demolition of barn and  
dwelling

**Parish Council: Support**

Y16/0550/SH Sunnyside, Old House Lane, Brookland, Romney Marsh, Kent TN29 9RN  
Change of use of land from agricultural to the keeping of horses and erection of  
associated fencing and lighting

**Parish Council: Support**