

BROOKLAND PARISH COUNCIL

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MINUTES 146

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on 18 April 2016 at 7.15 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman,
and Councillor Mr C Hill

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS: Mr L Laws

COUNTY COUNCILLOR:

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

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received during the meeting from Mrs Wallington.

**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

Item 4 should be amended to read "Mr Stanley reported that he has a place on a website training course, not on a KCC website training course as the course was nothing to do with KCC or the Kent Parishes system.

Minutes 145 of the meeting held on 21 March 2016 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Hill Seconded Councillor Saxby

4. PARISH COUNCIL WEBSITE

Resolution: Following a report from Mr Stanley detailing the forthcoming changes to the KCC website and offering 3 options,

To change to a website provided by KALC and a commercial firm

To remain with KCC

To set up an independent site

Councillors unanimously agreed to remain with the KCC website.

Proposed Mrs Saxby

Seconded Mrs Coleman

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 attended a planning briefing session at SDC.

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

KALC

NatWest

Came & Co

Email Correspondence – all emails forwarded to councillors with email

Bullfinch re beacon

Finance**Bank Reconciliation**

| Balance per Cash Book | | Balance at Bank | |
|------------------------------|-----------------|------------------------|-----------------|
| Opening Balance | 34203.13 | Current Account | 46342.44 |
| Plus Receipts | <u>25368.23</u> | Plus u/c receipts | <u>0.00</u> |
| | 59571.36 | | 46342.44 |
| Less Payments | <u>10402.91</u> | Less u/c cheques | <u>496.20</u> |
| | 49168.45 | | 45846.24 |
| Less Earmarked funds | <u>24105.06</u> | Plus Reserve a/c | <u>3322.07</u> |
| Available Funds | 25063.39 | | 49168.45 |
| | | Less Earmarked Funds | <u>24105.06</u> |
| | | Available Funds | 25063.39 |

Accounts to be paid

| PAYEE | CHQ NO | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|-------------------|-------------------|---|-------------------------|------------------|--------------------|
| Mrs J Batt | | Salary Expenses Clerks Expenses General Admin | 183.38 9.00 16.72 | | 209.10 |
| M Coleman | | Grass Cutting Clearing Cemetery | 150.00 650.00 | 160.00 | 960.00 |
| KALC | | Subscription | 154.62 | 30.92 | 185.54 |
| Mr R Velvick | | Grave Digging | 325.00 | | 325.00 |
| The Crown Estates | | Rent for Youth Area | 800.00 | | 800.00 |
| Colin Miles Signs | | Sign for MUGA | 60.00 | 12.00 | 72.00 |

Proposed Councillor Saxby**Seconded Councillor Hill****Earmarked Funds**

| | Balance 18 March 2016 | +/- April | Balance 21 April 2016 |
|---|--------------------------------------|----------------------|--------------------------------------|
| Youth Area Expenses Budget 16/17 Sign for MUGA | 1748.43 | +63.00 -60.00 | 1751.43 |
| Youth Area Rent Budget 16/17 Crown Estates Rent | 700.00 | +100.00 -800.00 | NIL |
| War Memorial | 28.00 | | 28.00 |
| Notice Board Budget 16/17 | 735.43 | +100.00 | 835.43 |
| Cemetery Maintenance Budget 16/17 | 14386.03 | +1860.00 | 16246.03 |
| Village Hall Grass Budget 16/17 | NIL | +400.00 | 400.00 |
| Tree Maintenance Tree clearance Budget 16/17 | 2500.00 | -650.00 +500.00 | 2350.00 |
| Election Expenses | 2494.17 | | 2494.17 |
| TOTAL | 22592.06 | 1513.00 | 24105.06 |

Insurance

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

We have received the renewal documentation from Came & Co, which was forwarded to all councillors for their consideration.

Village Risk Assessment/Risk Inspection

Mrs Saxby and Mrs Wallington completed the Risk Assessment during the month and brought the following to the attention of the council: -

The graffiti on the plastic windows of the Youth shelter
 The condition of the Cemetery Fence
 The Potholes along West Place
 The bus stop sign is rusty and broken

Provision of Fire Proof Storage for Parish Council Documents

Mrs Wallington was not at the meeting.

Proposed Skate Park

Nothing to report.

Queen's 90th Birthday Celebrations

The Beacon has arrived and Mrs Saxby has purchased the gas. Arrangements are in place to light it at 7.30 on Thursday, 21 April.

9. CEMETERY**Cemetery Administration and Maintenance**

Councillors agreed the content of the letters to be sent to families asking them to clear incongruous items from graves.

Cemetery Account as at 31 March 2016

| | | |
|------------------------|----------------|-----------------------|
| Opening Balance | | 8586.03 |
| Plus: | | |
| Budget 15/16 | 1360.00 | |
| Sale of Grave Spaces | 2100.00 | |
| Reservations | 1200.00 | |
| Internments | <u>3000.00</u> | |
| | | <u>7660.00</u> |
| Less: | | 16246.03 |
| Grass Cutting | 1200.00 | |
| Spraying | 80.00 | |
| Legal Fees | 550.00 | |
| Land Registry | <u>30.00</u> | |
| | | <u>1860.00</u> |
| | | 14386.03 |

Review of Fees

Deferred to next meeting.

Review of Rules

Resolution: Councillors unanimously agreed to amend the following to item 10 of the rules and regulations, as discussed at the last meeting as follows: -

However, a natural surround and memorial may be placed on a grave within 12 months of the burial with the agreement of the Parish Council, but it must be removed at the end of the 12 month period.

Registering of Memorial Garden

Nothing to report.

Scattering or Burial of Cremated Remains

Deferred until the land is registered.

10. YOUTH AREA

A cheque for £800 for 8 years rent will be sent to the Crown Estate.

11. PLANNING

Please see attached.

Any other matters related to Planning issues within the Parish

Mrs Saxby reported that Parish Councils are statutory consultees for the local plan, however Shepway District Council advise the Parish Council of planning applications within the parish, as requested by the Parish Council, and allow 21 days for comment.

We have also been advised that personal letters are more persuasive than a petition in objection to a contentious application.

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

The manure on the side of the road along Tickners Lane.

13. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

The APM and the APCM are due to be held on 16 May 2016.

There being no other business the meeting closed at 8.39 pm.

Signed Dated

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2016

APRIL 2016

Y16/0006/PH West Unit Pepperland Nursery Straight Lane Brookland Kent

Determination as to whether the prior approval of the Local Authority is required under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use and conversion from agricultural to a flexible commercial use.

Parish Council: No Comment

Y16/0334/SH 4 Becketts Barn Farm Cottages, Beckett Road, Brookland, Kent TN29 9RZ

Erection of two storey side extension

Parish Council: No Comment

KCC/SE/0071/2016 Brookland CE Primary School, High Street, Brookland, Kent TN29 9QR

Y16/0340/SH New stand-alone self-contained classroom/intervention room

Parish Council: No Comment