

BROOKLAND PARISH COUNCIL

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MINUTES 163

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 19 March 2018 at 7.15 pm

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

PARISH CLERK: Mrs J Batt

DISTRICT COUNCILLORS:

COUNTY COUNCILLOR: Mr A Hills

MEMBERS OF THE PUBLIC: There was one Member of the Public present

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Councillor Wallington due to family commitments. Councillors unanimously approved Councillor Wallington's absence.

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 162 of the meeting held on 15 January 2018 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

Proposed Councillor Saxby Seconded Councillor Coleman

4. PARISH COUNCIL WEBSITE

Nothing to report.

5. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

There were no Matters Arising not covered on the agenda.

6. PUBLIC INTERVAL

During the Public Interval, Councillor Hill updated councillors on the situation regarding Brack Lane and said he would ask the Highway Manager for an update when she returns to work on 22 March.

KCC has allocated an extra £2 million for potholes, making a total budget for this year £8 million.

No cuts have been made to the bus service on the Marsh.

The Church Lane Surgery is being run temporarily by Invicta Health and is being kept open until January 2019. A Nurse Practitioner holds a Walk in Surgery at the Day Care Centre in Rolfe Lane, New Romney. The William Harvey's A & E Dept is to remain open.

Potential new quarries are to be dug on the Marsh. Mr Hill has been visiting parish councils asking for support in opposing this proposal.

New sea defences are being build for Lydd Ranges and Denge Marsh.

7. CHAIRMAN'S REPORT

Mrs Saxby had nothing to report that was not covered on the agenda.

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

Clerk and Councils Direct

SDC - Planning and Compulsory Purchase Act 2004 and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 – Places and Policies Local Plan Submission Draft for Public Consultation Places and Policies Local Plan Submission Draft Proposed Changes to Policies Map – No Comments

HAGS

MK Enlightening your Vision

Shed

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

Councillors did not bring any emails to the attention of the meeting.

Bank Reconciliation

Balance per Cash Book		Balance at Bank	
Opening Balance	50052.30	Current Account	50709.53
Plus Receipts	17287.48	Plus u/c Receipts	00.00
	67339.78		50709.53
Less Payments	14138.16	Less u/c Payments	831.87
	53201.62		49877.66
Less Earmarked Funds	30031.93	Plus Reserve Account	3323.96
AVAILABLE FUNDS	23169.69		53201.62
		Less Earmarked Funds	30031.93
		AVAILABLE FUNDS	23169.69

Accounts to be Paid

CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
893	Salary Expenses General Admin	393.76 8.10 37.63	0.12	472.11
894	Income Tax	159.40		159.40
895	Webmaster Services	91.00		91.00
896	Waste Clearance	25.00	5.00	30.00
897	Waste Clearance	25.00	5.00	30.00

Proposed Councillor Hill Seconded Councillor Saxby

Earmarked Funds

	Balance 15 Jan 2018	+/- Feb March	Balance 19 March 2018
Youth Area Expenses	1468.93		1468.93
Youth Area Rent	NIL		NIL
War Memorial	28.00		28.00
Notice Board	835.43		835.43
Cemetery Maintenance	22405.40		
Waste Collection Feb		-25.00	
Waste Collection March		-25.00	22355.40
Tree Maintenance	2850.00		2850.00
Election Expenses	2494.17		2494.17
TOTAL	30081.93	-50.00	30031.93

Proposed Councillor Saxby Seconded Councillor Hill

Data Protection

Councillors agreed to meet to sort through paperwork in the filing cabinets next month.

Purchase of Laptop Computer

As the Clerk did not feel she has the necessary skills required to setup the laptop, following discussion with the chairman it was agreed to invite quotes from 2 IT companies to submit their prices for providing, setting up and maintaining a laptop for the council. Both companies quoted as follows:

Company A £796.15 plus VAT with recurring expenses of £14.09 per month
Company B £874.57 plus VAT + £60 if the data is migrated from existing computer

Resolution: Councillors unanimously agreed to accept the quotation from Company A

Proposed Councillor Saxby Seconded Councillor Hill

Appointment of Data Protection Officer for Brookland Parish Council

The council must employ an independent Data Protection Officer.

The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints.

Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk has contacted them to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation.

Company A – £500 per year

Company B – £600 for year 1 £300 for year 2

Company C – No Price quoted

Company D – £495 for year 1 £295 for year 2

Company E – £150.00

Resolution: Following discussion, councillors agreed to accept the quote from Company E.

Proposed Councillor Saxby Seconded Councillor Coleman

Risk Assessment

Councillor Wallington inspects the MUGA area on a weekly basis.

A Risk Assessment to be undertaken by 18 April by Councillors Saxby and Wallington

Insurance

Nothing to report.

Brack Lane

Councillors agreed to send a letter, formulated by Councillor Hill, to NALC, asking for help with keeping Brack Lane open, provided some of the points are clarified. Once the points have been clarified councillors unanimously agreed that Councillor Saxby should send the letter to the Kent Association of Local Councils and ask them to forward it to the National Association of Local Councils.

Proposed Councillor Saxby Seconded Councillor Hill

9. CEMETERY**Registering of Memorial Garden**

Mr Hill is still waiting for a response from the Land Registry

Request for Memorials

No requests received.

Quotations for Cemetery Gate Refurbishment

Mr Hill met with a contractor and we are waiting for the quote.

Cemetery Account

Opening Balance		18035.40
Plus:		
Budget 17/18	2060.00	
Sale of Grave Spaces	1050.00	
Reservations	2250.00	
Internments	2000.00	
Memorials	500.00	
Transfer of Deed of Grant	30.00	7890.00
Less:		25925.40
Grass Cutting	1350.00	
Spraying Weeds	160.00	
Hedge Cutting	200.00	
Clearing Rubbish	450.00	
Tidying and Clearing	1410.00	<u>3520.00</u>
		22355.40

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

Nothing new to report.

Quotations for MUGA Refurbishment

Mr Hill has not obtained a quote but will speak to the contractor who is quoting for the work to the Cemetery gates.

11. PLANNING

Please see attached list.

Local Plan Consultation

Councillors agreed not to make any further comment.

Any other matters related to Planning within the Parish

No other matters were brought to the attention of the meeting.

12. VILLAGE RESPONSIBILITIES

Nothing to report.

13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 8.50 pm.

SignedDate

Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MARCH 2018

Y17/1566/SH New Buildings Farmhouse, Beckett Road, Brookland, Romney Marsh, Kent
Erection of a Replacement Dwelling

Parish Council: Object on the grounds that it removes a reasonably priced house from the market and replaces it with a potentially unobtainable property for local people

It is out of keeping with other houses in the area

The increase in the size of the footprint is unacceptable

Y18/0133/SH Salters House Salters Lane Brookland Romney Marsh Kent TN29 9RF
Conversion of existing attached garage to habitable space and erection of detached garage

Parish Council: Support

Y18/0169/SH Pepperland Nursery Straight Lane Brookland Romney Marsh Kent TN29 9QU
Determination as to whether the prior approval of the Local Planning Authority is required under Class PA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use of the building from light industrial (Class B1c) to 4 dwelling houses (Class C3)

Parish Council: No Comment

Y18/0289/SH Mulberry House High Street Brookland Romney Marsh Kent TN29 9QR
Works to trees situated within a conservation area comprising: Sycamore (T1) - crown reduce by 4 metres in height and by 3 metres laterally and Willow (T2) - crown raise by 6 metres over carriageway

Parish Council: Support

Decision Notices received from SDC

17/1396/SH Quince Cottage, High Street Brookland Romney Marsh Kent TN29 9QR
Erection of a two storey rear extension

Withdrawn by Applicant

17/1397/SH Quince Cottage, High Street Brookland Romney Marsh Kent TN29 9QR
Listed Building Consent for the erection of a two storey rear extension.

Withdrawn by Applicant

17/1573/SH Moon House Bowdell Lane Brookland Romney Marsh Kent TN29 9RW
Erection of a detached car port/store with storage area in roof space following demolition of existing garage.

District Council: Approved with Conditions

17/1575/SH 8 West Place Brookland Romney Marsh Kent TN29 9RG
Erection of eyebrow roof extension to existing single storey side and rear extension along with the installation of two ground floor windows on side elevation and one rear double door to replace existing window.

District Council: Approved with Conditions