

BROOKLAND PARISH COUNCIL

MINUTES 179

Minutes of the Ordinary Parish Council Meeting held via Zoom on Monday 20 April 2020 at 7.00 pm

PRESENT: Councillor, Mrs S Saxby (Chair), Councillor, Mrs M Roberts,
Councillor, Mrs M Wallington and Councillor, Mr M Gillies

PARISH CLERK: Adrian Lawson

MEMBERS OF THE PUBLIC: There was 1 Member of the Public present.

1. APPOINTMENT OF PARISH CLERK

The formal appointment of the new parish clerk was confirmed, following the retirement of the previous clerk. **Proposed by Cllr Gillies Seconded by Cllr Wallington**

2. APOLOGIES FOR ABSENCE

An Apology for Absence was received for Councillor Hill (personal reasons).

3. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE

Councillors unanimously approved Councillor Hill's Reason for Absence.

3. DECLARATIONS OF INTEREST

There were no declaration of interests.

4. ACCEPTANCE OF MINUTES

Minutes 178 of the meeting held on 20 January 2020 were accepted and it was agreed that Councillor Saxby should sign them at the next physical Council meeting.

Proposed by Cllr Saxby Seconded by Cllr Gillies

5. PUBLIC INTERVAL

Mr Stanley joined the meeting to confirm his intention to stand down as web master and hand responsibility for the website over to the Parish Council when a new site meeting accessibility guideline is operational.

6. PLANNING

20/0325/FH – 10 West Place – The Councillors unanimously agreed to support this application for a small side extension.

7. PARISH COUNCIL WEBSITE

Councillors agreed to move the web site to the Hugo Fox platform which meets new accessibility requirements. It was agreed that a new high level domain name should be purchased to link to Hugo Fox (www.Brooklandparishcouncil.uk). The Webmaster to cease updating the old Parish Council website once the new website is fully operational.

Proposed by Cllr Saxby Seconded by Cllr Wallington

8. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

Cost of Election – The clerk confirmed guidance from the District Council on maximum casual vacancy recharges for Brookland Parish Council would be £2,100.

Dissolution of Finance & Policy Working Group – **Proposed Cllr Saxby Seconded Cllr Roberts**

9. CHAIRMAN'S REPORT

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

10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

Councillors reviewed the correspondence received and agreed the following, to award:

CALM	£48 to cover their increase in Village Hall rental fees
Air Ambulance Kent Surrey Sussex	£50 for their prehospital care appeal
British Red Cross	£50 for work in Kent appeal

Proposed by Cllr Saxby Seconded Cllr Roberts

Finance

Bank Reconciliation as at 20/02/20

Balance per Cash Book		Balance at Bank	
Opening Balance	55,977.32	Current Account	55,183.16
Plus, Receipts	18,266.32	Plus u/c Receipts	135.00
	74,243.64		55,318.16
Less Payments	18,523.03	Less u/c Payments	2,931.51
	55,720.61		52,386.65
Less Earmarked Funds	33,506.78	Plus Reserve Account	3,333.96
AVAILABLE FUNDS	22,213.83		55,720.61
		Less Earmarked Funds	33,506.78
		AVAILABLE FUNDS	22,213.83

Accounts to be Paid/Paid since last meeting

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Trident Waste Management	1009	Jan/Feb	50.00	10.00	60.00
Martin Mote	1010	Notice Board	563.00	112.60	675.60
Brookland PCC	1011	Clock Maintenance	320.40		320.40
John Paine Farms	1012	Canx Reservation	900.00		900.00
Grave Digging	1013	Ashes Internment	55.00		55.00
Webmaster	1014	Jan - Mar	105.00		105.00
Clerk Salary & Expenses	1015	Feb/Mar	568.62		568.62
Computer Support	DD	Mar	11.74	2.35	14.09

Earmarked Funds

	Balance 20Jan 2020	+/- Jan/ Feb	Balance 20 Feb 2020
Youth Area Expenses	1503.93		1503.93
War Memorial	28.00		28.00
Notice Board	2835.43	-563.00	2272.43
Cemetery Maintenance	26389.68		
Tree Maintenance	744.68		
Waste Removal Dec/Jan		-50.00	25519.68
Reservation Fee		-900.00	744.68
Internment of Ashes		80.00	
Election Expenses	2438.06		2438.06
Contingency	1000.00		1000.00
TOTAL	34939.78		33506.78

Banking

The Councillors discussed banking arrangements and agreed to move to an account with Unity Trust Bank which allows online dual authorisation of payments. The following Councillors are to be set up to authorise payments:

Councillor Gillies
Councillor Roberts
Councillor Saxby
Councillor Wallington

Proposed by Cllr Saxby

Seconded Cllr Gillies

11. CEMETERY

Quotation for the work to trees

Councillors unanimously agreed to accept Mr Coleman's quote to remove tree 8 as it is dead and constitutes a safety hazard.

12. ANY OTHER BUSINESS

Items to include on next agenda

MUGA – Clerk to send previous quotes to Cllr Wallington

Cemetery fencing – look at possible fencing replacement

There being no other business the meeting closed at 7.50 pm.

Signed Date
Chairman