

BROOKLAND PARISH COUNCIL

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MINUTES 117

[DRAFT – to be accepted at next Meeting]

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 January 2014 at 7.15 pm

PRESENT: Mr C Hill (Chair), Mrs M Andrews, Mrs K Coleman and Mr R Hyman
Mrs H Lewis (following co-option)

PARISH CLERK: Mrs J Batt

COUNTY COUNCILLOR: Mr D Baker

MEMBERS OF THE PUBLIC: There were 3 Members of the Public present for part of the meeting.

1. APOLOGIES FOR ABSENCE

There were no Apologies for 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. CO-OPTION OF PARISH COUNCILLOR

Two candidates presented themselves for co-option. After introducing themselves to the members of the council, a vote was taken and the successful candidate, Mrs Holly Lewis was invited to join the council.

Mrs Lewis signed her Declaration of Acceptance of Office and took a DPI form to complete and return to SDC within 28 days, with a copy for The Clerk.

Mr Hill thanked both candidates for their interest in the Parish Council.

4. ACCEPTANCE OF MINUTES

Minutes 116 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hyman

Seconded Mrs Andrews

5. PARISH COUNCIL WEBSITE

Nothing to report.

6. MATTERS FOR REPORT ARISING FROM PREVIOUS MEETING

There were no matters for report that were not covered on the agenda.

7. PUBLIC INTERVAL

The meeting was opened to Members of the Public present from 7.35 – 7.42 for questions and comment.

8. CHAIRMAN'S REPORT

The three roadside panels blown down at Salthouse Close have been replaced, the street light at 30 West Place has been repaired and the street light on a telegraph pole at Nobbs Hall which had fallen to the ground has been reported, removed and will be replaced. The light and illuminated bollards on the crossing by Brookland garage have also been repaired, also the traffic warning sign to warn of the School and the bend at Rosemary Corner has been replaced, having been knocked over for the third time.

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

Water Resources Update

Email Correspondence

SDC re Shepway Community Compact.

Finance**Bank Reconciliation**

| Balance per Cash Book | | Balance at Bank | |
|------------------------------|-----------------|------------------------|-----------------|
| Opening Balance | 20304.67 | Current Account | 25265.54 |
| Plus Receipts | <u>14277.75</u> | Plus u/c receipt | <u>0.00</u> |
| | 34582.42 | | 25265.54 |
| Less Payments | <u>6481.62</u> | Less u/c cheques | <u>483.20</u> |
| | 28100.80 | | 24782.34 |
| | | Plus Reserve a/c | <u>3318.04</u> |
| | | | 28100.38 |

Accounts to be paid

| PAYEE | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|---------------|--------------------|------------------|------------------|--------------------|
| Mrs J Batt | Salary | 333.02 | | |
| | Expenses | 102.06 | | |
| | Income Tax | 41.60 | 0.50 | 477.18 |
| Clive Stanley | Webmaster Services | 42.00 | | 42.00 |
| TOTAL | | 518.68 | 0.50 | 519.18 |

Proposed Mr Hill

Seconded Mrs Coleman

Earmarked Funds

| | Balance 18 Nov 13 |
|---------------------------------------|------------------------------|
| Youth Area Expenses | 1843.33 |
| Youth Area Rent | 100.00 |
| War Memorial | 2000.00 |
| Notice Board | 535.43 |
| Cemetery Maintenance October Grass | 3513.03 |
| Election Expenses | 2448.97 |
| TOTAL | 10440.76 |

Insurance

The Clerk was asked to contact Came & Co and ask whether the maintenance of the MUGA affected any insurance claim. Came & Co informed her that the Parish Council has a duty of care to anyone using the MUGA and should carry out regular risk assessments. If the surface is considered to be dangerous councillors should take professional advice as to what action they should take to improve the safety for all users.

Village Risk Assessment/Risk Inspection

Nothing to report.

Budget and Setting of Precept 2014/2015

The Clerk reported that she had been informed by SDC that the amount of the Council Tax Support Grant allocated to Brookland for the financial year 2014/2015 is £1566.00.

Resolution: Councillors reaffirmed the decision taken in November to maintain the budget at £9900.00 and claim the Council Tax Support Grant from SDC, making the total to be claimed from SDC for the forthcoming financial year £11466.00.

Proposed Mr Hyman

Seconded Mr Hill

Grass Cutting around Brookland – 2014 Growing Season

Mr Coleman's quote has been accepted.

CEMETERY**Cemetery Maintenance**

Resolution: Councillors unanimously to accept the estimate from Mr Coleman to spray the Cemetery twice a year at a cost of £80.00 per application. As the total cost for spraying the weeds in the Cemetery will be under £2000, in line with our Financial Regulations we only need one quote.

Proposed Mrs Andrews

Seconded Mr Hyman

10. YOUTH AREA

Councillors unanimously agreed that Mr Hill should ask Mr Coleman for an estimate to clear the leaves on the youth area and provided it was not going to cost in excess of £60 to ask him to clear them as soon as possible as they could represent a health and safety hazard if the event of a frost, following the spell of wet weather.

11. PLANNING

Please see attached list.

The Clerk reminded Councillors to check their emails regularly as we no longer receive paper copies of planning applications.

Mr Baker reported on the drainage problems experienced recently in the area and advised that the infrastructure needs upgrading.

Proposed Wind Farm Development at Agney Farm

Councillors agreed to object to this development on the following grounds:-

The turbines will spoil the landscape

The landowners are subsidised by the tax payer

Wind turbines have not been proven to be effective

The amount of concrete needed to secure them caused an imbalance in the water table

The turbines cause irretrievable damage to the environment and wildlife

Election of Councillor to Planning Committee

As we now have a full council the following councillors were elected to serve on the Planning Committee:-

Mrs K Coleman (chair)

Mrs M Andrews

Mrs H Lewis

Mr C Hill (ex officio)

12. COMMUNITY SAFETY

Nothing to report.

13. VILLAGE RESPONSIBILITIES

Matters Arising from the Round Robin

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

Village Hall

Mr Hill expressed concern that the village hall heaters are still cutting out. The Clerk was asked to contact the KALC and ascertain the Parish Council's legal position with regard to this issue.

Village Hall Hedge

Mr Hill reported that the Village Hall Committee had received a quote from Mr Coleman for £550 to cut the hedge. He suggested that the Parish Council should contribute £225 towards the cost. Councillors unanimously agreed with this suggestion.

Proposed Mrs Andrews

Seconded Mrs Lewis

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

Mr Hill will report the ditch at the rear of the High Street to the IDB again as Mrs Coleman reported that it was full of balls from the school and debris which had blown off of the School roof.

The badger hole, Hook Lane between The Woolpack and Hook House. 17437252

14. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

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

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2014

JANUARY 2014

Y13/1227/SH 12 West Place, Brookland, Romney Marsh, Kent TN29 9RG

Erection of a side covered porch and two storey rear extension together with conversion of loft space into additional living accommodation

Parish Council: Support

Custodian trustee: A custodian trustee is a corporation appointed to have the custody, as distinct from the management, of trust property. Where a custodian trustee is appointed to hold property of a charity, the administration of the charity is left in the hands of the charity trustees. A custodian trustee is not a charity trustee.

What is a holding or custodian trustee?

Usually 'trustees' means the managing trustees. Managing trustees are the people responsible under the charity's governing document for controlling the charity's management and administration.

In the governing document they may be called committee members, governors, directors, or some other title.

Sometimes a charity also has custodian or holding trustees, whose function is solely to hold its property. Custodian or holding trustees usually have no power to make management decisions and must act on the lawful instruction of the managing trustees.

Our guidance, *The Essential Trustee* explains what is expected of someone who is appointed as a charity trustee:

- [The Essential Trustee: What you need to know \(CC3\)](#)

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