

# BROOKLAND PARISH COUNCIL

Page 738

## MINUTES 176

### **Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 16 September 2019 at 7.15 pm**

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

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Mr A Hills

**COUNTY COUNCILLOR:** Mr A Hills

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

1. **APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

2. **APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

There were no Apologies for Absence.

3. **DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Councillor Wallington declared an interest in Planning Application No Y19/0585/FH as she is a neighbour.

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.

4. **ACCEPTANCE OF MINUTES**

Minutes 175 of the meeting held on 29 July 2019 were accepted and it was unanimously agreed that Councillor Saxby should sign them.

**Proposed Councillor Saxby      Seconded Councillor Wallington**

5. **PUBLIC INTERVAL**

The meeting was opened from 7.20 – 7.26 during which time County Councillor Hills updated Councillors on the proposed Traveller site on the A259.

The owner is planning to install 5 permanent mobile homes on the site which will be raised by 3 feet to avoid danger of flooding.

6. **PLANNING**

Please see attached list.

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

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

7. **PARISH COUNCIL WEBSITE**

The following was received from Mr Stanley:

At the next Parish Council meeting, could you please raise the issue of the website.

I am aware that KALC and KCC plus KCC Councillors recently looked at some proposals for the KCC Parish Website service post September 2020. Apparently, Cantium Business Solutions may well continue in the near future, but I understand the spectre of charges for web services may loom ahead. I suggest this is a fruitful issue to pursue urgently with KALC and your KCC Member in order to lessen or eliminate any new costs being placed on parish councils.

Depending on the outcome of discussions, it may be appropriate for your Parish Council to consider other web template hosting providers. For my part as Webmaster, I am in the hands of the template provider and can only use what they offer. For the short term, I am very happy to continue on as Parish Webmaster but if technical solutions become too onerous or beyond my capabilities, then I shall reconsider my position.

Councillor Hills will investigate and report back.

8. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

There were no Matters for Report arising not covered on the agenda.

9. **CHAIRMAN'S REPORT**

Councillor Saxby reported that there was a good turnout at the pop-up pub in the Church.

10. **CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

**Correspondence**

Table Tennis Tables.co.uk

Littlethorpe Bus Shelters

NatWest

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

SDC would like a reply to their Green Infrastructure Strategy Survey – Councillor Saxby will respond.

Kathy Bugden re dates for pop up coffee shop

A request for a donation towards the Marsh Harrier – Councillors unanimously agreed to the request.

**Finance****Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	55977.32	Current Account	55244.13
Plus Receipts	9077.95	Plus u/c Receipts	00.00
	65055.27		55244.13
Less Payments	6683.15	Less u/c Payments	202.60
	58372.12		55041.53
Less Earmarked Funds	34091.44	Plus Reserve Account	3330.59
<b>AVAILABLE FUNDS</b>	<b>24280.68</b>		58372.12
		Less Earmarked Funds	34091.44
		<b>AVAILABLE FUNDS</b>	<b>24280.68</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	981	Salary Expenses General Admin	635.52 10.10 46.68		692.30
HMRC	982	Income Tax	235.40		235.40
M Coleman	983	Grounds Maintenance	150.00	30.00	180.00
Clive Stanley	984	Webmaster Services	91.00		91.00
Trident Waste Management	985	Waste Clearance Sept	25.00	5.00	30.00
M Coleman	986	Grounds Maintenance	150.00	30.00	180.00
Mr R Velvick	987	Grave Digging	350.00		350.00
Satswana	988	DPO Services	150.00	30.00	180.00
Marsh Harrier	989	Contribution	200.00		200.00
Village Hall	990	Grass Cutting	400.00		400.00

**Proposed Councillor Saxby****Seconded Councillor Roberts****Earmarked Funds**

	Balance 29 July 2019	+/- Sept 2019	Balance 16 Sept 2019
Youth Area Expenses	1568.93		1568.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	2835.43		2835.43
Cemetery Maintenance	23521.02		
Grass Cutting June		-150.00	
Grass Cutting July		-150.00	
Internment Fee		800.00	
Memorial Fee		150.00	24171.02
V Hall Grass	400.00	400.00	NIL
Tree Maintenance	3350.00		3350.00
Election Expenses	2438.06		2438.06
<b>TOTAL</b>	<b>34241.44</b>	<b>250.00</b>	<b>34491.44</b>

**Resolution to adopt the Power of General Competence**

The Clerk reported that the Council has achieved the requirements necessary under the Localism Act 2011, Chapter 1, Part 1, Sections 1-8 to enable members to exercise the General Power of Competence as follows:-

1. Four out of 5 Councillors were elected at the election held on 2 May 2019
2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)
3. The Clerk of the Council has passed the CiLCA module on the General Power Competence it is recommended that the members consider adopting the General Power of Competence.

**RESOLUTION:** Brookland Parish Council resolves from 16 September 2019 until the next relevant Annual Parish Council meeting, that having met the conditions of eligibility as defined in the Localism Act 2011. Chapter 1, Part 1, Sections 1-8 to adopt the General Power of Competence.

**Proposed Councillor Wallington**

**Seconded Councillor Saxby**

**Data Protection**

Councillors took all relevant paperwork over 6 years old to check and securely dispose of in line with the Document Retention Policy.

**Risk Assessment**

Councillors Roberts and Wallington will undertake a Risk Inspection in time for the October audit.

**Internal Auditors Report**

Nothing further to report. Remove from future agenda.

**Insurance**

We are in a Long-Term Agreement until May 2020.

**Brack Lane**

Councillor Hills continues to meet with various agencies regarding Brack Lane and will keep Councillors updated.

**Update on Marsh Forum**

Nothing to report.

**Tree Inspection**

Councillors authorised Councillor Wallington to spend up to £500 on a Tree Inspection and she will organise the Tree Surgeon to undertake the inspection at the same time as he surveys the trees at the school, provided the cost falls under £500.

**Parish Council Representative on Marsh Forum**

None of the councillors felt able to commit to attending the Marsh Forum at the moment. This will continue to be included on future agendas.

Councillor Saxby thanked Councillor Hill for representing the Parish Council in the past.

**Parish Notice Board**

Councillor Gillies obtained an initial quote of £445 for a notice board + £60 for a header, + the cost of the pin board.

Once the formal quote has been received, it was agreed that the Clerk should accept it.

**Resolution:** Councillors unanimously agreed to order a notice board at an estimated cost of about £550.00.

**Fixed Asset Register**

Defer to next meeting.

**11. CEMETERY****Requests for Memorials**

Councillors unanimously agreed the design of the proposed memorial.

**Quotation to reduce the Height of White Poplars**

Deferred until we have the result of the Tree Inspection.

**Date of Meeting for Burial Board**

The Clerk will meet with Councillors Roberts and Hill on 23 September at 10.30 am.

**Cemetery Account**

<b>Opening Balance</b>		<b>24516.02</b>
Plus		
Budget 19/20	1760.00	
Sale of Grave Spaces		
Reservations		
Internments	800.00	
Memorials	150.00	
Transfer of Deed of Grant		2710.00
		<b>27226.02</b>
<b>Less:</b>		
Grass Cutting	600.00	
Spraying Weeds	80.00	
Hedge Cutting	100.00	
Clearing Rubbish	125.00	
Hydrogeo	1850.00	2755.00
		<b>24471.02</b>

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

The lease is still with the Solicitor

**MUGA Refurbishment**

Councillor Hill will progress this.

13. **VILLAGE RESPONSIBILITIES**

**Items to be reported to KHS/PROW/IDB**

No items were put forward to be reported.

14. **ITEMS FOR INCLUSION ON THE NEXT AGENDA**

Electricity at Rosemary Corner.

15. **FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Councillor Saxby will ask Rev Body whether she would like a donation towards a Christmas Tree for the Village.

The Clerk will purchase some flowers and a card for Mrs Kay Coleman to thank her for her help and support during her time on the Parish Council.

Councillors will try and find a parishioner to replace Councillor Hill on the Internal Drainage Board as no one from the Parish Council can attend.

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

Signed .....Date .....  
Chairman

# **BROOKLAND PARISH COUNCIL**

## **PLANNING APPLICATION RECORD**

### **2019**

#### **SEPTEMBER 2019**

Y19/0585/FH Land adjacent Framlea, Rye Road, Brookland, Kent

Erection of four detached dwelling houses with associated parking and Landscaping (Resubmission of Y15/1148/SH)

**Parish Council: OBJECTS on the following grounds:-**

- 1. Bio-disc sewage treatment plant should be 7m from the nearest living accommodation**
- 2. The development exits onto a busy junction**
- 3. There is no turning space on site**
- 4. Rye Road is the only emergency access and egress for 90 dwellings**
- 5. The hedges will obstruct the sight line for drivers exiting the properties**
- 6. The raised site will displace water to the detriment of the older houses opposite**
- 7. If the application is approved the applicant should undertake a new Ecology survey**

Y19/0700/FH Boarmans Farm, Boarmans Lane, Brookland, Romney Marsh

Installation of new windows on the north and south first floor elevations and associated loft conversion to provide for two bedrooms and an en suite bathroom

**Parish Council: Unable to comment as decision has already been made**

**District Council: Approved**

Y19/0858/FH The Royal Oak, High Street, Brookland, Romney Marsh, Kent

Y19/0859/FH Listed Building Consent (Retrospective) for new brick wall and paved area to the front car park area of The Royal Oak and demolition of dwarf wall outside the entrance

**Parish Council: Unable to comment as decision has already been made**

**District Council: Refused**