

# BROOKLAND PARISH COUNCIL

*[ DRAFT – To be accepted at next Meeting]*

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## MINUTES 108

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 18 February 2012 at 7.15 pm

**PRESENT:** Mr C Hill (Chair), Mrs K Coleman and Mr R Hyman

**PARISH CLERK:** Mrs J Batt

**COUNTY COUNCILLOR:**

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

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mrs M Andrews (family commitment).

**2. CO-OPTION OF PARISH COUNCILLOR**

We have not received any applications for the vacant position of Parish Councillor.

**3. DECLARATIONS OF INTEREST**

Declarations of Pecuniary Interest

There were no Declarations of 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.

**4. ACCEPTANCE OF MINUTES**

Minutes 107 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Hill

Seconded Mr Hyman

**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**

There were no Members of the Public present.

**8. CHAIRMAN'S REPORT**

Essential work has been completed in Brookland Cemetery. Trees and bushes have had limbs removed and debris and the arisings from pruning accumulated throughout the year have been cleared.

Terms and Conditions of the Parish Council Burial Board's liability insurance make it necessary to advise members of the public visiting the cemetery to be aware of the danger of tripping on grave surround kerbs and also the many slate grave identification markers. A notice to this effect will be displayed at the Boarmans Lane entrance.

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

Clerk and Councils Direct  
Southern Water  
NHS Health Network

**Email Correspondence**

Philip Dunn re Proposed Wind Farms at Snaves and Old Romney

All councillors are reminded to check their emails regularly, confirm receipt of all emails and inform the Clerk immediately if they wish any emails received to be discussed at a meeting.

**Finance****Bank Reconciliation**

The auditor has advised us that we should take the War Stock out of the Bank Reconciliation and include it in our Fixed Assets.

Balance per Cash Book		Balance at Bank	
Opening Balance	19721.32	Current Account	18811.82
Plus Receipts	<u>10725.62</u>	Reserve Account	<u>3316.79</u>
	30446.94		<b>22128.61</b>
Less Payments	<u>8099.96</u>		
	22346.98		
Less War Stock	<u>218.37</u>		
	<b>22128.61</b>		

Mr Coleman completed the work to the trees in the Cemetery and asked to be paid during the month. Councillors unanimously agreed to this request and the Clerk drew a cheque for £650 in favour of Mr Coleman of February 2013.

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	Salary	246.06		
	Expenses	29.24		275.30
Digley Associates	Annual Inspection	40.00	8.00	48.00
Crown Estates	4 Years Rent	400.00		400.00
<b>TOTAL</b>		<b>715.30</b>	<b>8.00</b>	<b>723.30</b>

**Proposed Mr Hill****Seconded Mr Hyman****Earmarked Monies**

	<b>Balance 19 Nov 2012</b>	<b>+/- Nov Jan, Feb</b>	<b>Balance 18 Feb 2013</b>
Youth Area Expenses	1968.28	450.00 50.00 40.00	1428.28
Youth Area Rent			
Rent due to Crown Estates	NIL		NIL
War Memorial	2000.00		2000.00
Notice Board	1332.43		1332.43
Cemetery Maintenance	1783.03	210.00 600.00 +250.00 +135.00	1358.03
Election Expenses	1448.97		1448.97
<b>TOTAL</b>	<b>8532.71</b>	<b>- 965.00</b>	<b>7567.71</b>

**Insurance**

Nothing to report.

**Update on Precept requested from SDC**

The Clerk reported that a precept of £9,900 results in an average council tax rate for 2013/14 of £70.27, an increase of 28%. In addition to the precept the District Council will pay a grant of £2,133 giving a total payment in 2013/14 of £12,033.

**Risk Assessment/Risk Inspection**

Councillors will carry out the Risk Inspection prior to the next meeting.

**Purchase of Village Hall Notice Board**

Nothing to report.

**East View**

The postcode for East View will be forwarded to Mrs Walters as requested.

**Local Sewerage – Discussion of letter to be sent regarding this issue**

An Engineer was due to visit Brookland today and we are waiting for his report.

**Drainage – Discussion of letter to be sent regarding this issue**

Deferred until next meeting.

**Flooding – Discussion of letter to be sent regarding this issue**

Deferred until next meeting.

**Highways – Discussion of letter to be sent regarding this issue**

Mr Hill gave the Clerk 2 letters to forward to Mrs Rockett regarding parking in Salters Lane and the condition of the pavements and road in West Place.

**10. CEMETERY****i. Cemetery Records**

The Burial Records for the years 1856 – 1913 will be published on the website.

**iii. Cemetery Trees**

Mr Coleman has completed the work to the trees and the litter picking at the MUGA.

**11. YOUTH AREA**

The Clerk reported that the Crown Estates have still not presented our cheque for payment. The Clerk contacted the KALC who suggested that in future we photocopy the cheque and send it recorded delivery. Councillors asked the Clerk to forward a cheque for the rent due to date.

**12. PLANNING**

No applications received this month.

**Election of Councillor to Planning Committee**

Deferred until we have a full council.

**13. COMMUNITY SAFETY**

A few problems were experienced last month, but things seem to have settled down.

We still do not have a PCSO.

**14. VILLAGE RESPONSIBILITIES****Matters Arising from the Round Robin**

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

**Village Hall**

The next meeting is due to be held on 25 February 2013.

**Items to be reported Kent Highway Services**

The Clerk was asked to contact KHS and ask when the signs warning of horses and riders will be put up.

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

There being no other business the meeting closed at 8.41 pm.

Signed ..... Dated .....  
Chairman