

BROOKLAND PARISH COUNCIL

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MINUTES 64

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday, 21 July 2008, at 7.15 pm

PRESENT: Mr, C Hill (Chair), Mrs M Akers, Mrs C Coleman, Mr D Rhys-Jones
and Mr M Smith

PARISH CLERK: Mrs J Batt

MEMBERS OF THE PUBLIC: There were 20 Members of the Public present.

1. APOLOGIES FOR ABSENCE

There were no Apologies for Absence

2. DECLARATIONS OF INTEREST

Mr Hill declared an interest in Planning Application No Y08/0726/SH, as he has been in correspondence with the Planning Department at Shepway District Council regarding this issue.

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

Proposed Mrs Akers Seconded Mr Rhys-Jones

Minutes 1 of the Planning Committee Meeting held on 8 July 2008 were accepted and it was unanimously agreed that Mrs Coleman should sign them.

Proposed Mrs Akers Seconded Mr Hill

4. MATTERS ARISING

The grass has been cut in the churchyard and some flowers planted.

A letter has been received from the Romney Marsh Internal Drainage Board in which they say they will inspect the ditch at the back of the High Street.

The Planning Department have asked for a photograph of the pitched tile roof that has recently been added to the mobile home at Sunnyside.

5. PUBLIC INTERVAL

The meeting was opened from 7.20 – 8.00 pm for questions and comments from Members of the Public.

6. CHAIRMAN'S REPORT

Nothing to Report.

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

SDC Agendas and Minutes

Explore Kent

Romney Marshes Area Internal Drainage Board

South East Water Resources Update

SDC Summer Events Guide

Glasdon

KCC re Lorries using unsuitable routes

SDC Request for nominations of Parish Council Representative for the Standards Committee

Clerk and Council's Direct

Kent Fire and Rescue Service – Service Performance Plan 2008/09

Time to Play – Shepway's Mobile Activity Programme

Victim Support

Shepway Community Safety Partnership Plan – Public Leaflet

KALC Minutes of meeting held 17.04.08

SDC Forward Plan of Key Decisions

Applause Rural Touring

SDC Standards Committee – Request for nominations of Parish Council Representative

SDC National and Local Requirements for the Validation of Planning Applications

Green Gang

A consultant from KCC contacted Mr Smith and asked for a map showing the areas that need cutting by their contractors. Councillors will meet and prepare a map to send to him.

Account Balance

The Current Account Balance stands at £3429.66 and the Reserve Account Balance at £22083.94 War Bonds show in the accounts at £218.37.

NOTE: £7000 – Grant for Cemetery Wall

£86 – Net Cost of Specification

£5690 – Net cost of repairing Cemetery Wall

£1224 – Left from KCC Grant earmarked for Youth Shelter (included in Balance)

£1750 – Left from Budget. After discussion it was unanimously agreed to earmark this for the Youth Shelter as well

£2000 – Earmarked from funds 2007-2008

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
M Coleman & Son	Grass Cutting Village Hall Field Cemetery	70.00 65.00	23.64	158.64

Proposed Mr Hill Seconded Mrs Akers

Resolution

Councillors unanimously agreed to pay the above accounts.

Annual Accounts

The Clerk reported that she had received a letter from the District Auditor asking for an analysis of reserves held as they are relatively high. She confirmed that will reply.

Insurance

Following on from the discussion during the Public Interval, the Clerk was asked to contact our Insurers regarding the insurance situation with regard to the Funeral Directors, the Grave Diggers and relatives strimming or mowing around graves.

Risk Assessment/Risk Inspection

Mr Smith handed the Clerk the completed Risk Assessment.

The following items need attention:-

The bench at Rosemary Corner – Mr Hill to deal with

The bench in the porch of the Village Hall – Village Hall Committee to deal with

The gate into the field needs repairing and it was felt that we need to arrange for a stile to be put into the fence so that the football team can climb over it to get their ball back if necessary – Mr Hill will speak to Mrs Paine

The rose arch into the Village Hall Car Park needs cutting back and brick steps installed – Village Hall Committee to deal with

Arrangements for August

The Clerk will send all the plans to Mr Smith and he will arrange for the Planning Committee to meet as necessary and send the Minutes to the Clerk for her to prepare for the next Parish Council Meeting.

8. VILLAGE HALL FIELD

The Clerk reported that she had received a verbal quote from Mr Coleman for cutting the 5-a-side football pitch and removing the grass. The quote was for £10 + VAT.

The following was discussed in detail and agreed upon with the Members of the Public during the Public Interval:-

Resolution:

Councillors unanimously agreed that the Clerk should accept Mr Coleman's quote for cutting the pitch.

The Clerk reported that she had been in touch with KCC who have confirmed that they will cover Mr Smeed to mow the 5-a-side pitch and paint the white lines under their Public Liability Insurance. Mr Smeed gave the Clerk a copy of the KCC's Public Liability Insurance

She also spoke to Allianz Cornhill who told her that the Parish Council has Public Liability cover on the Field, provided any activities are Parish Council led. This means that the football team is not covered under our Public Liability Insurance. The B Team reported that they were in the process of extending their insurance to cover the football team. They will send the details to the Clerk for the Parish Council's records.

The Clerk handed notes covering the above to all Parish Councillors, Mr Smeed and the B Team.

In addition to the notes, the Clerk asked Mr Smeed to ensure that a competent person undertakes a risk assessment of the area prior to the teams being allowed to play on the pitch and reports any problems to the Parish Council immediately.

It was noted that there is an uneven area at the side of the pitch and the Parish Council will arrange for this to be dealt with.

It was also felt that we need to arrange for a stile to be put into the fence for the children to use when retrieving their ball from the adjacent field. Mr Hill to contact Mrs Paine.

Resloution:

It was unanimously agreed by the Parish Council that all is in order for Mr Smeed to cut the grass on the 5-a-side football pitch if necessary and paint the white lines.

The B Team must organise their own insurance, to ensure that members of the teams, visiting teams, spectators, Members of the Public and third party property are suitably covered and the terms and conditions on the attached notes must be adhered to.

The B Team are supplying their own goal posts which they will install at the start of every practice session or match and remove afterwards. The Parish Council accepts no responsibility for the goal posts.

9. CEMETERY

It was agreed that Cemetery Administration should be included on the next agenda, as Mr Rhys Jones and Mrs Akers both expressed concern that despite being responsible for the cemetery, they have no knowledge of the day to day administration etc.

A decision needs to be made with regard to unattended graves.

Mr Hill helped a lady to track down the graves of her ancestors and she sent a donation of £5 towards the upkeep of the Cemetery.

10. PLANNING

Please see attached list.

We have received notification that TPO No 2 of 2008 – Land at Brookland Church of England Primary School, High Street, Brookland, has been confirmed without modification

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

There were no matters arising.

Youth Area

Mr Knight reported that we now have Planning Permission. The original plans had to be changed as there was an issue with the trees.

Mr Knight reported that he had contacted Sue Hogben at SDC and she had agreed to arrange to cut the grass at the new area. The Clerk was asked to write and ask for this in writing.

Village Hall

Nothing to report.

Street Signs

We need to email a list of street name plates through to matt.donovan@shepway.gov.uk.

Litter Bins

The Clerk was asked to write and ask SDC to arrange for litter bins to be installed at the entrance to the Village Hall, Salthouse Close, in the new Youth Area and for dog bins to be installed in Old House Lane and at the junction of Boarman’s Lane and Butchers Lane.

12. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

There being no other business the meeting closed at 9.50 pm.

Signed Dated
Chairman

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

17 JUNE 2008 – 21 JULY 2008

The following applications were

Y08/0546/SH Mrs D Roper, Brookland Forge, Salters Lane, Brookland, Romney Marsh, Kent
connection with main house

Planning Committee: Support (Unanimous)

Concern was expressed that the vision of drivers reversing into Salters Lane, will be obscured to the left by a 6 foot high brick pier and wall – see photograph with plans

Y08/0685/SH Mr Pollock, Misleham, Old House Lane, Brookland, Romney Marsh, Kent
Erection of a single storey side extension following removal of existing side conservatory

Planning Committee: Support (Unanimous)

Y08/0686/SH Mr Pollock, Misleham, Old House Lane, Brookland, Romney Marsh, Kent
Listed Building Consent for erection of a single storey side extension following removal of the existing side conservatory and other internal and external alterations

Planning Committee: Support (Unanimous)

Y08/0726/SH Thrift Farm, Straight Lane, Brookland, Romney Marsh, Kent
Variation on condition 3 of Y08/0940/SH to also allow the holding of Boot Sales on Saturdays (Total number of events not exceeding 30 per year)

Parish Council: Support 4:1 abstention

Y08/0774/SH Mr Robert Shoebridge, Shangrila, Carter Lane, Brookland, Romney Marsh
Installation of one Dormer Window to the Front Elevation, Two to the Rear Elevation and construction of a Pitched Roof over Existing Garage to provide additional Living Accommodation

Parish Council: Support (Unanimous)

NOTES ON INSURANCE REGARDING VILLAGE HALL FIELD

1. THE PARISH COUNCIL'S PUBLIC LIABILITY ONLY COVERS THE FIELD AND ANY PARISH COUNCIL LED ACTIVITY.
2. KCC HAVE AGREED TO COVER TREVOR SMEED WHILST HE IS WORKING ON THE FOOTBALL PITCH, CUTTING THE GRASS OR WHITE LINING. HE IS NOT WORKING ON BEHALF OF THE PARISH COUNCIL AND THEREFORE WILL NOT BE COVERED UNDER OUR POLICY IN THE EVENT OF AN ACCIDENT.

IT IS THE RESPONSIBILITY OF MR SMEED TO ENSURE THAT HE IS COVERED AT ALL TIMES AND HE SHOULD NOTIFY THE PARISH COUNCIL IMMEDIATELY IF CIRCUMSTANCES CHANGE AND HE SHOULD NOT WORK ON THE PITCH IF THERE IS ANY UNCERTAINTY AS TO INSURANCE COVER.

THE PARISH COUNCIL WOULD ASK THAT MR SMEED WEARS PROTECTIVE CLOTHING AND DOES NOT WORK ON THE PITCH IF THERE ARE MEMBERS OF THE PUBLIC IN THE AREA.

3. THE CHILDREN ARE NOT INSURED UNDER THE PARISH COUNCIL'S POLICY AND IN THE EVENT THAT THE FOOTBALL INJURES A MEMBER OF THE TEAM, A SPECTATOR OR A MEMBER OF THE PUBLIC OR DAMAGES THIRD PARTY PROPERTY, THIS WILL NOT BE COVERED UNDER THE PARISH COUNCIL'S INSURANCE.

THE PARISH COUNCIL WOULD ASK THAT ALL PARTIES INVOLVED PAY DUE REGARD TO THE SAFETY OF MEMBERS OF THE PUBLIC AS THIS IS A COMMUNITY AREA.

21 JULY 2008

cc Parish Councillors
Mr T Smeed
B Team

Confirmation of receipt:

Mr C Hill, Brookland Parish Council

Mr T Smeed

On behalf of B Team

THE GOAL POSTS

IF THE GOAL POSTS ARE TO BE SITED PERMANANTLY ON THE FIELD, THEY WILL HAVE TO BE UNDER THE SOLE CONTROL OF THE PARISH COUNCIL, THEREFORE THE WILL HAVE TO BE OUR PROPERTY AND WE WILL CARRY OUT REGULAR RISK ASSESSMENTS AS WITH OTHER PARISH COUNCIL PROPERTY, INSURE THEM UNDER OUR POLICY AND MAINTAIN THEM.

THEY MUST BE PURCHASED FROM A REPUTABLE FIRM AND CONFORM TO BRITISH STANDARDS

IF THE B TEAM WISH TO MAINTAIN OWNERSHIP THEN THEY MUST BE INSURED, MAINTANED BY THE B TEAM IN ORDER THAT THEY CANNOT CAUSE AN ACCIDENT TO A MEMBER OF THE PUBLIC WHILST IN USE ON OUR FIELD AND THEY WILL HAVE TO BE REMOVED FROM THE FIELD AFTER EVERY GAME.