

BROOKLAND PARISH COUNCIL

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MINUTES 65

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 September 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 no Members of the Public present.

1. **APOLOGIES FOR ABSENCE**

There were no Apologies for Absence

2. **DECLARATIONS OF INTEREST**

There were no Declarations of 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. **ACCEPTANCE OF MINUTES**

Minutes 64 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Akers Seconded Mrs Coleman

4. **MATTERS ARISING**

Mr Rhys-Jones said he felt that items that had been dealt with since the last meeting should be discussed with at this point rather than later on during the meeting.

He went on to say that he felt that there was a very unpleasant atmosphere at the last meeting when a number of villagers attended to discuss the youth's 5-a-side football team, which has recently been formed in the village and the arrangements for the use of the field. He said he felt that the Chairman had actively tried to discourage the members of the B Team from attending the last meeting and that the general feeling in the village is that the Parish Council has not been very supportive of the efforts made to set up the football team. He felt that the issue of the grass cutting had been blown up out of all proportion.

Mr Hill refuted this, saying that he had suggested that a more informal meeting between the B Team and the Parish Council, to discuss the football team and to explain the

various issues relating to the use of the field, might be more beneficial to both parties.

Following a lengthy, fairly heated discussion, Mr Rhys-Jones resigned from the Parish Council, stating that he had no confidence in the Chairman. He left the meeting at this point.

The Clerk reiterated that members of the Parish Council should not enter into discussions on items relating to day to day Parish Council business with members of the public outside of meetings, other than to listen to them in order to be able to report their questions or concerns to the members of the Parish Council at the next meeting, or to try to encourage them to attend a meeting in person to discuss any issues with the full council.

We have not heard back from Sue Hogben at SDC regarding cutting the grass on the new youth area. The Clerk will contact her again.

5. PUBLIC INTERVAL

There were no Members of the Public present.

6. CHAIRMAN'S REPORT

The Chairman reported that he had had a meeting with 2 representatives of Kent Highways regarding the road drainage system and the condition of the kerbs and pavements in West Place. They will consult with SDC and Coast and Countryside Housing Services and we are awaiting a response. The pavements will have to be repaired in a stage by stage process because of the cost and Mr Hill asked for an early assessment of the areas in most need of attention.

Mr Hill reported that he had sent a list of lanes requiring signage to SDC.

7. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

SDC Agendas and Minutes

KALC Revised Code of Conduct Training - CH

SDC re Request for Nominations for Parish Council Representative on Standards Committee

KALC Parish News etc

CEN

KCC Legal Services

Government Office for the South East – The Secretary of State's proposed changes to the draft Regional Spatial Strategy for the South East

AwCRK

KBP

SDC re Litter Bins

English Rural

Kent Highway Services

SDC Parish and Town Council Planning User Group – 9 September

Cinque Port Town of New Romney

Audit Commission re change of address

KCC Annual Plan

SDC Forward Plan
 SDC re CPA Reassessment
 Charlton Athletic
 KHS Parish and Town Council Seminar
 Kent Parish Councils News
 SSP
 SDC Strategic Housing Land Availability for LDF
 KCC
 SDC Forward Plan
 Mrs Hews regarding Brookland Cemetery

The Clerk will inform KHS that Mr Hill will attend the Seminar on 15 October.

The Current Account Balance stands at £2275.91 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

£11,000 – Grants received towards youth shelter

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary and Expenses	547.60	3.66	551.26
M Coleman & Son	Grass Cutting Village Hall Field Cemetery Football	140.00 260.00 20.00	73.54	493.54
BVHMC	Hire of Hall PC Meetings B Team	36.00 78.00		114.00

Proposed Mr Hill Seconded Mrs Akers

Resolution

Councillors unanimously agreed to pay the above accounts.

Annual Accounts

The Annual Accounts have been received back from the District Auditor with no Matters Arising. The Completion of Audit Notice and a copy of the accounts have been posted on the notice board.

Resolution

Councillors unanimously agreed to adopt the audited accounts for the year ended 31 March 2008.

Our Internal Auditor undertook an Interim Audit on 4 September and the Clerk read out his report. His recommendations are as follows:-

Clerk's Contract

That we should agree to adopt the NALC standard contract. Mr Hill read the contract and through, prior to this meeting and is satisfied that all is in order.

Resolution:-

Councillors unanimously agreed that Mr Hill and Mrs Batt should sign the contract.

Mr Hill and Mrs Batt signed the contract.

Risk Assessments

A set of Risk Assessments have been prepared and we need to monitor the situation and record any action required and subsequently taken.

Fidelity Guarantee

The Auditor advised that this should be increased to £20,000.

Property

Members need to regularly review the values of items insured and ensured that they are mirrored in the asset register.

A full record of the details recorded on the War Memorial should be kept.

Burial Ground

Members should check that the correct fees and charges are being collected.

It was noted that there does not appear to be a receipt in respect of Burial Number 817. This needs to be looked into.

Insurance

Nothing to report

Risk Assessment/Risk Inspection

A copy of the Risk Assessment was added to the Round Robin and Councillors were asked to look at it and let the Clerk know if any alterations are needed.

The Clerk was asked to contact the PROW Officer regarding the bridge from the Churchyard onto path no HM31.

8. **VILLAGE HALL FIELD**

Mr Smeed has asked whether he can mark out a second 5-a-side football pitch to be used during a forthcoming tournament.

Resolution:-

Councillors unanimously agreed that a second 5-a-side football pitch can be marked out on the Village Hall Field for use at the forthcoming tournament only.

9. **YOUTH AREA**

Mr Knight wrote to the Clerk and asked Councillors to decide which youth equipment they wanted to install on the new youth area. The Clerk read his letter out to Councillors.

Resolution:-

Councillors unanimously agreed that we should order the equipment from Monster Play Systems.

The equipment to be ordered is as follows:-

Supply, Erection and Maintenance of Heras Style Security Fencing for the duration of the works.

Supply and Installation of the following:-

**Youth Shelter with solar lighting and radio
7m wide Goal End (with Ball Impact Fixings)
Perimeter Fencing**

The Clerk will liaise with Mr Knight regarding ordering this equipment.

Councillors unanimously thanked Mr Knight for all his work on this project.

10. **CEMETERY**

Following a request from our Internal Auditor that the books were made available for him when he visited the Clerk to undertake a mid-year audit, Mrs Hews decided to resign from her position as Burial Clerk.

The Clerk read out a letter from Mrs Hews and was asked to reply, assuring Mrs Hews that they were in no way dis-satisfied with her work, but had to comply with the request from the auditor. She was asked to thank Mrs Hews for her work with the Burial Authority over the past few years.

Mr Hill had previously passed all the paperwork regarding the Cemetery to the Clerk, who reported that she had contacted the Rev Shuna Body, the Funeral Directors and the Grave Digger informing them of the situation

11. **PLANNING**

No applications received this month.

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

There no matters arising.

Village Hall

The cyclists used the hall again recently, but in error as they had actually booked Brenzett.

Mr Jessup has arranged for signs to be placed at the entrance prohibiting lorries, vans etc from entering the car park.

A plaque thanking N Power for their contribution to the car park has been placed over the door and an environmentalist has visited to advise on bird boxes etc, around the hall, as per the agreement.

YOGA Classes are now being held in the hall.

Mr Jessup is looking into the cost of having the outside of the hall painted.

Mrs Sam Anderson is taking over as Booking Clerk and Key Holder from 1 October. Telephone 01797 344 526.

Street Signs

Mr Hill has sent a list of the street signs needed into SDC.

Litter Bins

We have had an acknowledgment of our letter to SDC regarding bins.

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

There being no other business the meeting closed at 9.07 pm.

Signed Dated
Chairman

