

BROOKLAND PARISH COUNCIL

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MINUTES 68

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 19 January 2009 at 7.15 pm

PRESENT: Mr, C Hill (Chair), Mrs M Akers, Mrs C Coleman
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 OF PREVIOUS MEETING**

Minutes 67 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mrs Coleman Seconded Mrs Akers

4. **PROPOSED PARISH COUNCIL WEBSITE**

Mr Hill introduced Mr Clive Stanley who put forward 2 proposals for a Parish Council Website. Following an in depth discussion with Mr Stanley, it was decided to add the proposals to the Round Robin and discuss this issue again next month.

Mr Hill thanked Mr Stanley for attending the meeting.

5. **MATTERS ARISING**

The sign along Straight Lane has not been repaired.

Mrs Coleman is still trying to contact the Environment Agency.

6. **PUBLIC INTERVAL**

There were no Members of the Public present.

7. CHAIRMAN'S REPORT

Nothing to Report.

8. UPDATING OF STANDING ORDERS/FINANCIAL REGULATIONS**Resolution:**

Following discussion, the attached amendments were unanimously agreed upon.

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

SDC Minutes and Agendas

ICO re Freedom of Information

NatWest Bank

Rother District Council

SDC re Planning User Group

AwCRK

British Energy

English Rural – The Bulletin

Communities and Local Government

Eastern and Coastal Kent NHS

Town and Parish Council Planning User Group Meeting

KALC Agenda for meeting to be held 15.01.09

East Kent Joint Parish Independent Remuneration Panel

KPA

Keith Tate Tree Surgery

Clerk and Councils Direct

KALC Minutes of meeting held 16.10.08

SDC re application no Y08/1274/SH

NHS Eastern and Coastal Kent NHS

AwCRK Would you like a shop in your village?/ re Funding/ re Parish Plans

Shepway Local Board

Finance

The Current Account Balance stands at £23827.06 and the Reserve Account Balance at £22302.80 War Bonds show in the accounts at £218.37. Of this £34610.57 is earmarked for the youth area.

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

£10000 – AFA Grant for Cemetery Wall

£2000 – Crown Agents

£6100 – KCC

£5000 – SDC

£6536.57 – B TEAM

Accounts to be paid

| PAYEE | DESCRIPTION | NET £ | VAT £ | GROSS £ |
|--------------|---------------------|------------------|------------------|--------------------|
| Mrs J Batt | Salary and Expenses | 484.94 | 3.33 | 488.27 |
| Mrs J Batt | SLCC Subscription | 26.60 | | 26.60 |

Proposed Mr Hill Seconded Mr Smith

Resolution

Councillors unanimously agreed to pay the above accounts.

Freedom of Information

Contact details, etc have been placed on the notice board. Mrs Akers will pass them to the Marsh Harrier.

Casual Vacancy

We have received notification from Shepway District Council that we can co-opt a Parish Councillor to fill the vacancy. No one has applied as yet.

Grass Cutting Tenders

One tender has been received from Mr Coleman.

Resolution: It was unanimously agreed to accept the tender from Mr Coleman. He will be asked to cut the grass as follows:-

Cemetery and the Land at the rear of the Village Hall – twice a month

Football Pitch – this will be cut when the Land at the rear of the Village Hall is cut and we also want it cut on the alternate weeks

Verge along the Village Hall Fence, East View, Verge towards North End – Every other month. We require a copy of Mr Coleman’s Risk Assessment and Method Statement prior to the start of the contract. Payment will only be made on receipt of a ticket posted through Mrs Coleman’s door on the day of cutting. The terms of the contract may change depending on the weather.

Risk Assessment/Risk Inspection

Mr Smith has completed the Risk Assessment and is in the process of ensuring that the Fixed Asset Register ties up with the insurance

Tree Inspection

Mr Hill met with Keith Tate who very kindly undertook an inspection free of charge on behalf of the council. In his opinion the trees along the fence of the Village Hall are in a very poor state and should be removed and one of the trees in the Cemetery needs some remedial work done to it. Mr Hill will contact SDC to find out if the trees have TPO’s attached to them. The clerk was asked to invite tenders for the work required to the trees.

The Chairman and Mrs Akers will look into the possibility of grant funding to cover the cost of the work.

War Memorial

Mr Hill will obtain a quote for the work to be done.

10. **VILLAGE HALL FIELD**

Nothing to report.

11. **YOUTH AREA**

This is currently being installed.

The Clerk asked Mr Smith to contact the B Team regarding the outstanding cheque.

As Mr Smith has the insurance documents he will ensure that the new area is added to the policy as soon as it has been completed.

12. **CEMETERY**

Cemetery Administration

The Clerk suggested a site meeting should be held with in the near future. Mr Hill suggested that the grave digger should also be present.

13. **PLANNING**

Mr Smith has not completed the minutes of the last Planning Committee Meeting. The next meeting was set for Friday 23 January to discuss the application for Old Dean Court.

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

There were no matters arising.

Village Hall

A burst pipe has caused considerable damage to the hall. The kitchen is out of use at the moment. It is hoped that the cost of the repairs will be covered under the insurance.

Street Signs

Some new signs have been erected.

Mr Hill will contact SDC regarding the sign to the Village Hall which needs replacing.

Litter Bins

We have not heard back from SDC. The Clerk was asked to contact them again and to also ask for 2 bins to be installed in the new Youth Area.

15. FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS

Mrs Coleman expressed concern at the amount of rubbish in the lay-by on the A259 and the problems being experienced by the residents of the High Street regarding vehicles being parked on the pavement.

She also reported that she had been approached by the staff of the play group who complained about the fact that local residents allow their dogs to foul in the vicinity of the hall. Mr Hill will contact SDC and ask for a sign to be erected outside the hall.

It was suggested that Mrs Coleman should speak to PCSO Connolly about these issues.

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

Signed Dated
Chairman

ADDENDUM TO STANDING ORDERS 2007

THE FOLLOWING CHANGES TO BROOKLAND PARISH COUNCIL STANDING ORDERS ADOPTED 2007, WERE AGREED AT THE ORDINARY PARISH COUNCIL MEETING HELD 19 JANUARY 2009 – MINUTES 68 ITEM 8

MEETINGS

1. (i) Meetings of the Council shall normally be held at 7.15 pm unless the Council otherwise decides at a previous meeting, **at a previously advised publicly accessible meeting place.**
(ii) Smoking is not permitted at any meeting of the Council.
2. The Statutory Annual Meeting
 - (i) In an election year shall be held on the third Monday following the fourth day after the day of elections to the Council, unless the Council decides otherwise and
 - (ii) In a year, which is not an election year shall be held on the third Monday in May.
3. Other statutory meetings shall be held on the third Monday of each month of the year, except for August and December, unless the Council decides otherwise.

ACCOUNTS AND FINANCIAL STATEMENT

52. (i) Except as provided in paragraph (ii) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - (ii) Where it is necessary to make a payment before it has been authorised by the Council, such a payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payments with the approval of the Chairman or Vice-Chairman of the Council.
 - (iii) All payments ratified under sub-paragraph (ii) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
 - (iv) Official orders and associated commitments will be raised by the Clerk on Parish Council headed paper, after approval by at least 3 Parish Councillors at a Parish Council Meeting.

In the event of an order having to be placed, due to an emergency, between meetings, verbal agreement must be obtained from at least 3 Councillors.

Verbal orders will be confirmed by an official order, clearly marked, "Confirmation Only".

Before placing an order for work, goods or services exceeding:-
£2000 in value, at least **3** quotations or tenders from appropriate persons shall be **requested.**

Exceeding £1000 in value at least 2 quotations shall be requested.

Below £1000 in value at least one quotation shall be requested.

53. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments.

BUDGET ESTIMATES

54. (i) The Council shall approve written budget estimates for the coming financial year's precept at its meeting in the month of **November**.
- (ii) Any committee desiring to incur expenditure shall, not later than **November** give to the Clerk a written estimate of the expenditure recommended for the coming year.

ADDENDUM TO FINANCIAL REGULATIONS 2007

THE FOLLOWING CHANGES TO BROOKLAND PARISH COUNCIL FINANCIAL REGULATIONS ADOPTED 2007, WERE AGREED AT THE ORDINARY PARISH COUNCIL MEETING HELD 19 JANUARY 2009 MINUTES 68 ITEM 8

11 PURCHASE FOR GOODS/SERVICES OVER £2000/ MINOR CONTRACTS

- 11.1 Procedures for purchases for goods/services over **£2000** follows are laid down as follows:
- 11.2 (a) Normally every purchase shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency. However, these regulations shall not apply to purchases which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £200 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to purchase or have a minor contract for good/services exceeding **£2000** in value for the supply of goods or materials, or for the execution of works or specialist services other than such goods, material, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders/quotes/estimates from at least **3** suppliers.
- (c) When applications are made to waive financial regulations relating to purchases/minor contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender/quote/estimate shall state the general nature of the intended purchase/contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tender/quote/estimates must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the Chair or Vice Chair.
- (g) If less than three tenders/quotes/estimates are received for contracts above **£2000** or if all the tender/quote/estimate are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement concerning '*candidates for appointment*' and '*canvassing of, and recommendations by members*' as set out in Standing Orders.
- (i) When it is to enter into a contract less than **£2,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain 2 tender/quote/estimates (priced descriptions of the proposed supply); where the value is below **£1000** the Clerk or RFO shall strive to obtain 1 tender/quote/estimate. Otherwise, Regulation 10 (3) above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.