

# BROOKLAND PARISH COUNCIL

*Draft Minutes – to be approved at the next meeting*

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## MINUTES 72

### **Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 15 June 2009 at 7.15 pm**

**PRESENT:** Mr, C Hill (Chair), Mrs M Akers, Mrs K Coleman  
and R Hyman (after co-option)  
Mr C Stanley, Webmaster was in attendance for part of the meeting

**PARISH CLERK:** Mrs J Batt

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

Mr Mark Smith resigned from the Parish Council on 19 May. Shepway District Council were informed and the relevant notices have been posted.

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

We have received an application from Mr Robert Hyman who wishes to fill the vacancy left by the resignation of Mr David Rhys Jones last year.

Mr Hill proposed Mr Robert Hyman for co-option to the Council, seconded by Mrs Akers. Unanimous.

Mr Hyman completed his Written Undertaking to observe the Code of Conduct

#### **4. DELEGATION OF RESPONSIBILITIES**

- i. Annual Review of Financial Regulations – August – Mr Hill
- ii. Annual Review of Standing Orders – August – Mr Hill
- iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August  
Mrs Coleman
- iv. Six Monthly Review of Fixed Assets – September 09 – Mrs Coleman and Mr Smith  
March 10 – Mr Hyman (provisional)
- v. Six Monthly Risk Assessment – September 09 – Mrs Coleman and Mr Hill  
March 10 – Mr Hyman (provisional)
- vi. Internal Parish Council Audit – Mr Kevin Funnell and Mr Hill
- vi. Annual Review of Insurance Arrangements – June – Mr Hyman

- viii Weekly Play Area Safety Check – Mrs Coleman
- ix Review of Terms of Reference for the Planning Committee – August – Mrs Coleman
- x Councillors with responsibility for Cemetery – Mr Hyman and Mr Hill

**5. ELECTION OF OFFICERS TO COMMITTEES**

Village Hall – Mrs Hill  
 KALC – Mr Hill and Mrs Coleman  
 Police – Mrs Coleman  
 All Parishes Meeting – Mr Hill  
 Planning Committee – Mrs Coleman (Chair), Mr Hyman and Mr Hill (ex officio)  
 Footpaths – Mr Hill

**6. ACCEPTANCE OF MINUTES**

Minutes 71 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.  
 Proposed Mrs Hill      Seconded Mrs Coleman

**7. PROPOSED PARISH COUNCIL WEBSITE**

Mr Stanley discussed the proposed website with councillors. The following was agreed upon:-  
 Website Name: [www.brookland.org.uk](http://www.brookland.org.uk). Councillors want this to be a community website.  
 The website will include a Village Directory of all Clubs and Societies  
 Commercial advertising will not be permitted  
 Councillors will send Mr Stanley photographs for inclusion  
 Councillors Details to be included  
 Minutes from January 2008 will be published on the site  
 A link to the KCC Archives will be included  
 A link to the KCC Parish Council's Website will be included

The Clerk informed Mr Stanley that we have budgeted £400 for this project for this financial year and asked him to keep within this budget.

**8. MATTERS FOR REPORT FROM PREVIOUS MEETING**

The damage to Clubbs Lane, adjacent to the Reservoir caused by badgers has not been repaired.

Mrs Coleman asked the Clerk to contact KHS regarding the horse crossing signs.

Mrs Coleman said she intended to contact Michael Howard MP, in a private capacity, about the ditch at the back of the High Street as SDC have told her that they do not intend to do anything about it.

**9. PUBLIC INTERVAL**

There were no Members of the Public present.

**10. CHAIRMAN'S REPORT**

Please see report attached.

**11. REVIEW OF PARISH PLAN**

**Resolution: It was unanimously agreed not to proceed with a review of the Parish Plan.**

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

SDC Minutes, Agendas and Planning Lists

Monster Play Systems

SDC LDF Core Strategy Preferred Options 8 June – 24 June 2009

KCC Development Planning with KCC

RWE npower renewables

AwCRK – Does your village need .....,

AwCRK Parish Plan Take-Up in Kent

BTCV Tree Warden Scheme

Kent Minerals and Waste Development Framework

Shepway Play Mobile Activity Programme

Equality and Human Rights

Air Ambulance – Textile Bank Initiative

Mr Lawton – withdrawal of application to become a councillor

SDC Going Out – SDC's Arts Development Strategy 2009-2012

KALC Parish News etc

SDC re Shepway Community Chest 2009/2010

Partial review of the regional spatial strategy for the South East – Provision for Gypsies,

Travellers and Travelling Showpeople

Explore Kent

**Finance**

The Current Account Balance stands at £1141.25 and the Reserve Account Balance at £6310.23 War Bonds show in the accounts at £218.37. Of this £1974 is earmarked for Youth Area Expenses. £730.71 is to be refunded to the B Team once the VAT has been refunded.

An Extraordinary General Meeting was held on 28 May at which Councillors unanimously Agreed to transfer our insurance from Allianz Insurance to Norwich Union (Came & Co).

Councillors agreed to the payment of £100 rent to The Crown Estates, See Item 14.

**Accounts to be paid**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Came & Co	Insurance Premium	648.25		<b>648.28</b>
Mrs J Batt	Salary and Expenses	613.41	3.08	<b>616.49</b>
K Simmons	Cleaning and Restoration of War Memorial	375.00		<b>375.00</b>
Elham Valley Arbor	Removal of 11 Poplar Trees	1940.00		<b>1940.00</b>
Mr M Smith	Play Area opening expenses	25.47	3.27	
	Sign for "Tidy up Village"	4.33	0.65	<b>33.72</b>
Mr M Coleman	Grasscutting	242.00	36.30	<b>278.30</b>
Allianz Cornhill	Insurance for Play Area	37.63		<b>37.63</b>
Crown Estates	Rent for Play Area	100.00		<b>100.00</b>

**Resolution: Councillors unanimously agreed to pay the above accounts.**

**YOUTH AREA FINAL ACCOUNT****Parish Council Funding**

- £1224 – Left from KCC Grant earmarked for Youth Area
- 1750 – Left from Budget. After discussion it was unanimously agreed to earmark this for the Youth Area as well
- 2000 – Earmarked from funds 2007-2008
- 4974
- 3000 – Donated towards cost of Youth Area
- 1974 – Earmarked for future expenses related to the Youth Area

**B Team**

The B Team raised money towards the Youth Area. At one point we thought we might not have enough money to cover the VAT and so they gave us a cheque for £1036.57. £500 of this was given as a donation towards the Youth Shelter.

**Other Grant Funding**

- £10000.00 – Awards for All
- 2000.00 – Crown Agents
- 6100.00 – KCC
- 5000.00 – SDC
- 5500.00 – Colyer Ferguson Trust
- 5000.00 – Sport Relief
- 1000.00 – AwCRK
- 34600.00

**TOTAL RECEIPTS TOWARDS COST:-**

Grants and Donations	£34600.00
Parish Council	3000.00
B Team	<u>500.00</u>
	38100.00

**TOTAL COST OF PROJECT**

	Net	VAT
Equipment cost	£37547.26	£5632.09
Planning Application Fee	132.50	NIL
ROSPA Inspection July 09	63.00	£9.45
Additional Insurance Premium	37.63	NIL
1 <sup>st</sup> years rent £100.00	100.00	NIL
Refreshments for opening ceremony	21.87	£3.27
Ribbon for opening ceremony	3.60	

**Total Income**    **£38100.00**

**Total Cost**        **37905.86**

**194.14**

**Resolution:** The Parish Council resolved that the remainder of the money £194.14 should be returned to The B Team to support their efforts in setting up a village football team.

Amount to be returned to B Team £730.71. See previous page.

**Resolution:** Councillors unanimously agreed the above figures.

**Insurance**

At the Extraordinary General Meeting held on 28 May, Councillors unanimously agreed to transfer our insurance policy to Came & Co (Norwich Union). We have received an acknowledgement from Came & Co.

**Risk Assessment/Risk Inspection**

Mr Coleman has expressed concern that the grass is being allowed to grow too long at East View and the rubbish that people throw into it causes a safety hazard to his machinery.

Mr Hyman offered to clear the area of debris. Councillors accepted his kind offer.

Mr Hyman should make sure he wears PPE heavy duty gloves and sturdy shoes.

The Parish Council will provide the gloves. He should also use a litter picker which the Council will purchase.

**Resolution:** It was unanimously agreed that Mr Hill should contact Mr Coleman and suggest that he only cuts the area around the bus stop and in front of the trees on the East View side of the grassed area.

The Clerk was asked to report the uneven footpath from Salthouse Close to the A259 to KHS.

**Additional Notice Board**

The Clerk reported that KHS had contacted her regarding this and she was waiting to hear from them again.

**13. VILLAGE HALL FIELD**

Nothing to report. This item is to be removed from future agendas.

**14. YOUTH AREA**

i. Proposed extension of Tarmac area

Mr Hill contacted Councillor North regarding the possibility of extending the tarmac area.

The Clerk reported that she had spoken to Mr Knight regarding the correspondence from The Crown Estates in which they stated that wish to document the agreement and to charge a rent of £100 for administrative purposes. Mr Knight confirmed that they had spoken to him about this and that Mr Wooldridge had told him that it was their solicitors who suggested that we should formalise the arrangement.

Councillors asked the Clerk to contact a selection of Solicitors to see if they would be prepared to act for the Parish Council.

Councillors unanimously agreed that the Clerk should ask ROSPA to undertake an inspection of the Play Area in July. Cost £63 + VAT.

**15. CEMETERY**

**Cemetery Administration**

Nothing to report.

**16. PLANNING**

No planning applications have been received this month.

**17. VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin**

There were no matters arising.

**Village Hall**

Mrs Akers reported that the Chairman and Vice Chairman intend to retire as soon as they can find a replacement.

Mr Jessup has obtained estimates for painting the hall and the work will commence in September.

A new cleaner has been employed.

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

There is a lot of rubbish in the lay by again. The Clerk will contact Mr Birchill.

Mrs Akers handed a letter of resignation to the Chairman and Clerk, to take effect immediately.

There being no other business the meeting closed at 9.25 pm.

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