

BROOKLAND PARISH COUNCIL

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[DRAFT – To be accepted at next meeting]
MINUTES 73

Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 20 July 2009 at 7.15 pm

PRESENT: Mr, C Hill (Chair), Mrs K Coleman and R Hyman
Mr C Stanley, Webmaster was in attendance for part of the meeting
Mr M Wooldrige, Crown Estates, 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.

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

Proposed Mr Hyman Seconded Mrs Coleman

4. **PROPOSED PARISH COUNCIL WEBSITE**

Mr Stanley presented councillors with a copy of the website. Councillors were all happy with the layout and content of the site and unanimously asked Mr Stanley to launch it as soon as possible.

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

Mr Coleman reported that she visited Michael Howard's surgery in a private capacity regarding the ditch at the back of the High Street. He took the case up with the Romney Marsh Drainage Board who are dealing with it. Officials from the Board were in Brookland last Friday.

6. **PUBLIC INTERVAL**

The meeting was opened for discussion from 7.20 – 8.25.

7. **CHAIRMAN'S REPORT**

Please see report attached.

8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS

Correspondence

SDC minutes, agendas and planning lists

KPA

Community Safety Newsletter

SDC – Town and Parish Council Planning User Group Meeting

Folkestone and Dover Water Services re change of name

HMRC re VAT Refund

Clerk and Councils Direct

South East Water Resources Update

KALC Agenda for 16.07.09

Flicks in the Sticks

Monster Play Systems

SDC re Co-option of Councillor

SDC Annual Report of the Shepway Community Safety Partnership Plan 2008-2011

SDC Forward Plan of Key Decisions

The Green Gang

KALC/NALC re Heads of Term for Proposed Lease

Applause

Monster Play Systems

Finance

Received this month

Commonwealth War Graves Commission - £10.00

In order for HMRC to refund all the VAT on the play area, we cannot give the £194.15 back to the B Team. We have received an invoice for £21.00 for hire of the hall for the opening of the Youth Shelter. This can be paid from the balance of the donations and grants, leaving a balance of £173.15.

We can buy something with this money and donate it to the B Team.

Once we have received the VAT we will be in a position to refund the £536.57 which the B Team lent us in case it was needed to cover the VAT.

Finance

The Current Account Balance stands at £4141.25 and the Reserve Account Balance at £3310.98 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.

Accounts to be paid

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
M Coleman & Son	Grass cutting – Field	105.00		
	Cemetery	195.00		
	East View	20.00		
	F Pitch	30.00	52.50	402.50
Audit Commission	Audit Fee 2009	285.00	42.75	327.75
BVHMC	Rent – PC Meetings	56.00		
	Yth Shltr Opening	21.00		
	B Team Meetings	140.00		217.00
Mr C Stanley	Webmaster Services	143.00		
	Purchase of Web Space	27.98	4.20	175.18
KALC	Stationery	3.86	0.45	4.31

Resolution: Councillors unanimously agreed to pay the above accounts.

Externally Audited Account

The Clerk reported that the Annual Return had been received back from the Audit Commission. Councillors agreed to discuss this at this point, although it had not been included on the agenda.

The Annual Return has 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 2009.

Insurance

Mr Hill took the insurance documentation to check.

A letter is to be sent to Mr Smeed, giving him permission to cut the grass on the football pitch, explaining the insurance issues and requesting a Method Statement.

Risk Assessment/Risk Inspection

The next Risk Assessment is due in September.

Additional Notice Board

We have received a request for a licence through from KCC. The cost of applying for the Licence is £395. To be discussed again in September.

14. YOUTH AREA**i. Heads of Term for Proposed Lease**

Following advice from NALC, this was discussed with Mr Wooldridge and some changes agreed upon. Mr Wooldridge will send the Clerk the revised version.

- ii. **Proposed extension of Tarmac area**
Nothing to report.

- 15. **CEMETERY**
Cemetery Administration
Nothing to report.

- 16. **PLANNING**
Please see attached list.

- 17. **VILLAGE RESPONSIBILITIES**
Matters Arising from the Round Robin
There were no matters arising.

Village Hall
Nothing to report.

- 18. **FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**
The Rules for Use of the Youth Area and Memorial Trees to be included on the September Agenda.

There being no other business the meeting closed at 8.53 pm.

Signed Dated
Chairman

16 June 2009 – 20 July 2009

Planning Applications Received

Full Planning Permission requested – Delegated to Officers unless otherwise stated:-

Discussed at Planning Meeting held 24 June 2009

Y09/0478/SH Mr and Mrs D Goulding, Springfield Farm, Brookland,
Romney Marsh, Kent TN29 9TJ
Erection of replacement dwelling and detached garage block. Alternative
Scheme to that approved under Y06/0556/SH
Parish Council: Support

Y09/0577/SH Mr S Bennie, Manor House, Straight Lane, Brookland,
Romney Marsh, Kent TN29 9QS
Listed Building Consent for the erection of a porch following demolition
of the existing
Parish Council: Support

Discussed at Parish Council Meeting held 20 July 2009

Y09/0653/SH Mr S Bennie, Manor House, Straight Lane, Brookland,
Romney Marsh, Kent TN29 9QS
Felling of a Yew Tree situated within a Conservation Area, followed by the
planting of a replacement tree
Parish Council: Support