

# BROOKLAND PARISH COUNCIL

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## MINUTES 167

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Brookland on Monday 17 September 2018 at 7.00 pm

**PRESENT:** Councillor, Mrs S Saxby (Chair), Councillor, Mrs K Coleman  
Councillor Mrs M Roberts, Councillor Mrs V Wallington and  
Councillor Mr C Hill

**PARISH CLERK:** Mrs J Batt

**DISTRICT COUNCILLORS:** Mr Len Laws

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 15 Members of the Public present, for part of the meeting

Councillor Saxby arrived during item 3 and Councillor Wallington took the chair until her arrival.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from County Councillor, Mr A Hills.

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant 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 165 of the meeting held on 16 July 2018 were accepted and it was unanimously agreed that Councillor Wallington should sign them in the absence of Councillor Saxby.

Minutes 166 of the meeting held on 20 August 2018 were accepted and it was unanimously agreed that Councillor Wallington should sign them in the absence of Councillor Saxby.

**Proposed Councillor Wallington      Seconded Councillor Coleman**

**Councillor Saxby took the chair at this point.**

**4. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public from 7.05 – 7.32 during which time comments were put forward regarding the planning applications to be discussed.

Thirteen members of the public left the meeting at this point.

**5. PLANNING**

Please see attached list.

The remaining 2 Members of the Public left the meeting at this point.

**Any other matters related to Planning within the Parish**

No other matters were brought to the attention of the meeting.

**6. PARISH COUNCIL WEBSITE**

Nothing to report.

**7. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MEETING**

There were no Matters for Report.

**8. CHAIRMAN'S REPORT**

Councillor Saxby did not have anything to report.

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

KCC re Kent Household Waste Recycling Centre Consultation  
Clerk and Councils Direct

**Email Correspondence – all emails received by The Clerk are forwarded to all councillors with email**

Various comments regarding the planning applications were received.

**Requests for Financial Assistance**

No requests received.

**Finance****Bank Reconciliation**

Balance per Cash Book		Balance at Bank	
Opening Balance	53751.88	Current Account	55194.52
Plus Receipts	<u>11006.83</u>	Plus u/c Receipts	<u>00.00</u>
	64758.71		55194.52
Less Payments	<u>7743.71</u>	Less u/c Payments	<u>1504.45</u>
	57015.00		53690.07
Less Earmarked Funds	<u>32132.71</u>	Plus Reserve Account	<u>3324.93</u>
<b>AVAILABLE FUNDS</b>	<b>24882.29</b>		57015.00
		Less Earmarked Funds	<u>32132.71</u>
		<b>AVAILABLE FUNDS</b>	<b>24882.29</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk	925	Salary Expenses General Admin	266.39 8.10 12.36		286.85
HMRC	926	Income Tax	205.40		205.40
Clive Stanley	927	Webmaster Services	112.00		112.00
M Coleman	928	Grounds Maintenance	150.00	30.00	180.00
Mr R Velvick	929	Grave Digging	400.00		400.00
J Burgoyne	930	Fixing bench and signs	100.00		100.00

**Proposed Councillor Saxby      Seconded Councillor Roberts**

**Earmarked Funds**

	Balance 16 July 2018	+/- Aug Sept	Balance 17 Sept 2018
Youth Area Expenses	1533.93		1533.93
Youth Area Rent	100.00		100.00
War Memorial	28.00		28.00
Notice Board	1835.43		1835.43
Cemetery Maintenance	23099.40		
Grass July		75.00	
Grass August		150.00	
Rubbish August		25.00	
Rubbish September		25.00	
No Dog Signs		33.22	
Fixing Bench and Signs		100.00	22691.18
Tree Maintenance	3350.00		3350.00
Election Expenses	2494.17		2494.17
<b>TOTAL</b>	<b>32440.93</b>	<b>408.22</b>	<b>32032.71</b>

**Adoption of Updated Standing Orders**

**Resolution: Councillors unanimously agreed to adopt the updated Standing Orders.**

**Proposer Councillor Wallington      Seconded Councillor Saxby**

**Data Protection**

The Clerk has registered with the Information Commissioners Office.

The following Policies have been published on the Parish Council website

Document Retention Policy

General Privacy Policy

Habitual Vexatious Complaints

Habitual Vexatious Complaints – Telephone

Staff Privacy Policy

Mr Stanley has completed The Data Processor Questionnaire.

Mr Robbins replied to a request to complete The Data Processor Questionnaire saying that he views this as premature. He has no idea what regulations will apply or indeed how the GDPR Directive will be applied to either himself or to Local Councils.

He carries out a statutory function (Section 5 Accounts & Audit Regulations 2015) for the Parish Council. He holds and uses data about the Parish Council only in connection with that statutory role. This may make him a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but he queries a need to agree what data he holds and how he holds it. That need to agree would imply that a Parish Council could have a say in how he audits, which pushes against the independence of the audit.

He would hope to see the UK regulations soon. These would resolve who needs to do what and also provide guidance about any legislative or public policy conflicts that the GDPR Directive may create.

PKF Littlejohn replied to a request as follows:

Thank you for your email. Please refer to our website for the firm's GDPR statement.

We have updated all our terms of engagement with clients, but obviously our contract in respect of the work that we do on the Council's AGAR is actually with SAAA, who appointed us on behalf of the government.

The firm's general terms of business can be found here: <https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business> but please let us know if you have any more detailed queries.

Also, all the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

A Data Processor Agreement has been sent to HMRC.

Consent forms are being sent where necessary.

### **Risk Assessment**

Councillor Wallington inspects the MUGA area on a weekly basis.

Councillor Roberts and Councillor Wallington will carry out a Risk Assessment on all the Council's assets.

### **Insurance**

We are in a Long-Term Agreement until May 2020.

### **Brack Lane**

The Clerk will contact KALC and ask them to refer the matter to NALC for advice.

**Update on Marsh Forum**

The are plans to build a 5,000 square foot medical centre in Station Road, New Romney and to open a training school for doctors in Canterbury.

**10. CEMETERY****Request for Memorials**

A request has been received to place metal fencing or sheep rails, in keeping with those already erected, around a double grave at a future time.

**Resolution: Councillors unanimously agreed to inform the gentleman the Council is unable to give permission in advance.**

**Refurbishment of Cemetery Gates**

The refurbishment is in hand. There are cracks in the left gate which need to be repaired.

**Dog Signs**

Two dog signs were posted, and one was immediately removed by a member of the public. It was replaced by the remaining sign.

**Benches for Cemetery**

Councillor Saxby has arranged for one of the benches to be anchored back into place.

**Burials below the Water Table**

**Resolution: Councillors agreed 4:1 to approach a company which tests ground water for contamination to see whether the water in the immediate vicinity of the cemetery is contaminated.**

Proposed Councillor Saxby

Seconded Councillor Wallington

**Cemetery Account**

<b>Opening Balance</b>		<b>22355.40</b>
<b>Plus:</b>		
Budget 18/19	2060.00	
Sale of Grave Spaces		
Reservations		
Internments		
Memorials		
Transfer of Deed of Grant		<b>2060.00</b>
<b>Less:</b>		<b>24415.40</b>
Grass Cutting	825.00	
Spraying Weeds	80.00	
Hedge Cutting	100.00	
Clearing Rubbish	150.00	
Solicitors Fees	436.00	
No Dog Signs	33.22	
Fixing Signs and Bench	100.00	<u>1724.22</u>
		<b>22691.18</b>

11. YOUTH AREA

Lease between The Crown Estates and The Parish Council

Councillor Saxby will complete the Client Questionnaire Form – Lease Individual and the Privacy Notice Summary and return to Girlings Solicitors.

MUGA Refurbishment

Nothing to report.

12. VILLAGE RESPONSIBILITIES

Items to be reported to Kent Highways and Public Rights of Way

Damaged safety barrier which has raised the path outside Brookland Primary School causing a trip hazard.

13. ITEMS FOR INCLUSION ON THE NEXT AGENDA

No items were put forward.

14. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There have been a lot of incidences of fly tipping recently and anyone informing the parish council is asked to report it direct to Folkestone and Hythe District Council.

The 7-year tree inspection is due. The Clerk will ask a tree surgeon to undertake the inspection.

There being no other business the meeting closed at 8.35 pm.

Signed ..... Date .....  
Chairman

# BROOKLAND PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2018

#### SEPTEMBER 2018

Y18/0952/FH

The Royal Oak, High Street, Brookland, Romney Marsh, Kent  
Change of use and conversion from a public house into a dwelling  
**Parish Council: OBJECT on the following grounds**  
**Brookland is a primary village and should be expanding not contracting**  
**We are very much a community not just a housing estate and value the pub as a village asset and do not want to lose this amenity.**  
**The pub is in a very good situation. We are on a primary route for tourists. It is in a conservation area next to the church which is frequently visited by tourists.**  
**The owner has not run the business for long enough to establish its viability.**  
**The current owner has built a brick wall around the car park cutting off a well-used footpath, making it difficult for churchgoers and school children to pass along the highway safely**  
**We have had numerous emails and phone calls from residents objecting to the change of use.**  
**Fifteen members of the public attended the Parish Council meeting to object to this application.**  
**We understand that running a pub is a tough business at present but there are numerous examples of such places being a success when marketed and managed appropriately.**  
**The Bed and Breakfast business was only opened for a few months before the pub was closed and never exploited.**

Y18/0953/FH

The Royal Oak, High Street, Brookland, Romney Marsh, Kent  
Listed Building consent for alterations in connection with conversion from a public house into a dwelling  
**Parish Council: OBJECT on the following grounds**  
**Brookland is a primary village and should be expanding not contracting.**  
**We are very much a community not just a housing estate and value the pub as a village asset and do not want to lose this amenity.**  
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We understand that running a pub is a tough business at present but there are numerous examples of such places being a success when marketed and managed appropriately.

The Bed and Breakfast business was only opened for a few months before the pub was closed and never exploited.

Y18/1102/FH

Quince Cottage, High Street, Brookland. Romney Marsh, Kent  
Erection of a two-storey side extension

**Parish Council: Support**

Y18/1103/FH

Quince Cottage, High Street, Brookland. Romney Marsh, Kent  
Listed Building Consent for the erection of a two-storey side extension

**Parish Council: Support**

**DRAFT**