

# **BROOKLAND PARISH COUNCIL**

Members are summoned to a meeting of Brookland Parish Council to be held on Monday 17<sup>th</sup> March 2025 at 7.15pm at Brookland Village Hall.

## **MINUTES**

Present: Cllr Kennedy, Cllr Gillies, Cllr Rhys Jones, A Lawson

### **1. APOLOGIES FOR ABSENCE**

Received and accepted from Cllr Bicknell & Cllr French - illness. F&HDC Cllr Martin & KCC Cllr Hills - attending F&HDC Meeting.

### **2. DECLARATIONS OF INTEREST**

Cllr Rhys Jones – knows planning applicant.  
Noted 2 councillors live on High St

### **3. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 27th January 2025 were agreed and signed as a true record of that meeting.  
Proposed Cllr Gillies, Seconded Cllr Rhys Jones and unanimously agreed

### **4. QUESTIONS FROM MEMBERS OF THE PUBLIC – Public Participation**

None

### **5. PLANNING**

Members to discuss current planning applications.

**Ref: 25/0296/FH Proposal: Proposed extensions to existing property ROSEMARY COTTAGE, BOARMANS LANE, BROOKLAND, ROMNEY MARSH, TN29 9QU**

Members agreed to support this planning application.

### **6. CHAIRMAN'S REPORT & REPORTS FROM OTHER OUTSIDE BODIES**

KCC Cllr Hills report has been circulated and is on the notice board.

### **7. FINANCE**

Members have reviewed invoices paid and to be paid since the last meeting and forecast expenses to the end of the financial year. No issues raised. Finance summary attached as appendix 1. Members Confirmed requirements for Hugo Fox .gov.uk email addresses – clerk to arrange set up.

### **8. HIGHWAY IMPROVEMENT PLAN**

Members discussed the response received from KCC on the HIP and agreed to progressing the extension of the school “Keep Clear” markings and new village hall signage. HIP to be reviewed later in the year. Cllr Kennedy in discussions with the school and Village Hall on TA's staff parking. Parish Council could pay for car park lining at village hall if useful.

### **9. VE DAY**

Members discussed VE Day celebrations planned for the village, with cake and tea and bell tower bar being planned for the weekend. Events for 8<sup>th</sup> May to be confirmed. Cllr Rhys Jones to contact Rev Shuna regarding possibility of beacon lighting and service for VE Day. Cllr Kennedy to contact school re VE day events – idea to plant up flower bed.

**10. CORRESPONDENCE AND OTHER COUNCIL BUSINESS**

Correspondence received regarding ground water flooding – forwarded to Cllr Hills.  
Question raised on ownership of the village hall – Clerk to confirm legal ownership for insurance purposes. Hall lease on hold while ownership is clarified.  
Need to reconfirm insurance and risk assessment with contractor  
Council to look at adoption of the High St phone box.  
Correspondence on claimed footpath discussed.  
Query on conservation area to be confirmed by clerk.

**11. APPOINTMENT OF CLERK**

Cllr Rhy Jones and Cllr Kennedy to progress the appointment of the Parish Clerk.

**12. ANY FUTURE AGENDA ITEMS**

Play area, Emergency plan

**13. NEXT MEETING**

To be held on Monday 19<sup>th</sup> May in the Village Hall. Both the Annual Parish Meeting and the Annual Parish Council Meeting will be held on this date.

**Brookland Parish Council**  
**Finance Summary – March 2025 Meeting**

**Unity Trust Bank Reconciliation to 28<sup>th</sup> Feb 2025**

**Brookland Parish Council**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 28/02/2025</b>		
	Cash in Hand 01/04/2024		67,428.32
	<b>ADD</b> Receipts 01/04/2024 - 28/02/2025		17,153.15
	<b>SUBTRACT</b> Payments 01/04/2024 - 28/02/2025		84,581.47 10,309.75
	<b>Cash in Hand 28/02/2025</b> (per Cash Book)		<b>74,271.72</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Unity Current 28/02/2025	13,633.24	
	Savings 28/02/2025	60,638.48	
	Other 28/02/2025	0.00	
			<b>74,271.72</b>
	Less unrepresented payments		
			74,271.72
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>74,271.72</b>
	<b>A = B Checks out OK</b>		

Expenses since last Meeting (Jan – Feb25)

Brookland Parish Council  
PAYMENTS LIST

10 March 2025 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	Audit & Professional Fees	06/01/2025		Unity Current		IT Support	IT Outcomes	S	15.30	3.06	18.36
122	Open Spaces	06/01/2025		Unity Current		Waste Collection	Trident Waste Managemen	S	25.00	5.00	30.00
124	Communications (Phone, Webs	09/01/2025		Unity Current		Website Bronze Subs	Hugo Fox	S	9.99	2.00	11.99
117	Audit & Professional Fees	21/01/2025		Unity Current		Bank Charges	Unity Trust Bank	E	6.00		6.00
118	Grants/Donations	21/01/2025		Unity Current		Hall Hire	Village Hall	X	48.00		48.00
119	Staff Costs	21/01/2025		Unity Current		HMRC TAX & NI	HMRC TAX	E	73.40		73.40
120	Staff Costs	21/01/2025		Unity Current		Salary	Brookland Parish Council	E	293.42		293.42
120	Staff Expenses & Training	21/01/2025		Unity Current		Salary	Brookland Parish Council	E	15.00		15.00
121	Audit & Professional Fees	02/02/2025		Unity Current		Accounting Software	Starboard Systems Ltd	S	12.00	2.40	14.40
125	Communications (Phone, Webs	05/02/2025		Unity Current		Website Bronze Subs	Hugo Fox	S	12.00	2.40	14.40
127	Audit & Professional Fees	05/02/2025		Unity Current		IT Support	IT Outcomes	S	15.30	3.06	18.36
126	Open Spaces	05/02/2025		Unity Current		Waste Collection	Trident Waste Managemen	S	25.00	5.00	30.00
128	Staff Costs	25/02/2025		Unity Current		Salary	Brookland Parish Council	X	293.42		293.42
128	Staff Expenses & Training	25/02/2025		Unity Current		Salary	Brookland Parish Council	X	15.00		15.00
129	Staff Costs	25/02/2025		Unity Current		HMRC TAX & NI	HMRC TAX	X	73.40		73.40
130	Communications (Phone, Webs	28/02/2025		Unity Current		Website Bronze Subs	Hugo Fox	S	9.99	2.00	11.99
Total									942.22	24.92	967.14

Year to Date Expenditure

Brookland Parish Council  
Summary of Receipts and Payments  
All Cost Centres and Codes

10 March 2025 (2024 - 2025)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Precept	12,870.00	12,870.00					+/- Under/over spend
2	Grants/Donations				2,000.00	1,312.00	688.00	688.00 (34%)
3	Bank Interest		235.07	235.07	72.00	36.00	36.00	271.07 (376%)
4	VAT Refund							(N/A)
5	Other Income		2,692.13	2,692.13				2,692.13 (N/A)
SUB TOTAL		12,870.00	15,797.20	2,927.20	2,072.00	1,348.00	724.00	3,651.20 (24%)

Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6	Staff Costs				4,160.00	4,035.02	124.98	124.98 (3%)
7	Staff Expenses & Training				250.00	129.00	121.00	121.00 (48%)
8	Subscriptions & Memberships				310.00	288.14	21.86	21.86 (7%)
9	Insurance				500.00	402.00	98.00	98.00 (19%)
10	Utilities							(N/A)
11	Communications (Phone, Webs)				420.00	374.42	45.58	45.58 (10%)
12	Admin (Stationery, Printer, Post)				180.00	45.00	135.00	135.00 (75%)
13	Audit & Professional Fees				655.00	330.59	324.41	324.41 (49%)
14	Elections				1,000.00		1,000.00	1,000.00 (100%)
15	S.137				50.00	33.33	16.67	16.67 (33%)
16	Loan Repayment							(N/A)
17	Open Spaces				3,050.00	1,930.36	1,119.64	1,119.64 (36%)
18	Reserves 1							(N/A)
19	Reserves 2							(N/A)
20	Other/Miscellaneous				595.00	295.90	299.10	299.10 (50%)
SUB TOTAL					11,170.00	7,863.76	3,306.24	3,306.24 (29%)

Summary

NET TOTAL	12,870.00	15,797.20	2,927.20	13,242.00	9,211.76	4,030.24	6,957.44 (26%)
V.A.T.		1,355.95			1,097.99		
GROSS TOTAL		17,153.15			10,309.75		