

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL
ON 22nd JULY 2021 HELD AT THE VILLAGE HALL**

Present: Cllr Tomkins (Chair) Cllr Betty
Cllr Finn Cllr Jessop
Cllr Medhurst

In attendance: The Clerk, PCSO Luke Jones and colleague

		To be actioned by		
1.	To receive and approve apologies for absence.			
	There were no apologies for absence			
2.	To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.			
	There were no declarations of interest to be declared.			
3.	To approve the minutes of the meeting held on 4th May 2021			
	The minutes were signed as a true record.			
4.	To discuss matters arising from the above minutes not covered by the agenda.			
	There were no matters arising.			
5.	Public session: To receive questions and comments from the public on any agenda item.			
	The local PCSO Luke Jones and a colleague attended the Parish Council meeting. There is not much to report here in Brook, any incidents that do occur, please report via 101. Luke explained that there is a specific ASB Officer who will help deal with speeding issues and a unit Op Eye who will help with parking issues outside schools. Luke can also assist with Speedwatch. There are only 8 or 9 PCSOs that cover the entire Ashford area.			
6.	Financial matters:			
	a) To note/authorise the following:			
	i. To note the Parish Council's financial position. The current financial position was noted as £4984.87			
	ii. To authorise any payments The payments to be made were approved as follows:			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Brook Museum</td> <td style="text-align: right;">£ 800.00</td> </tr> </table>	Brook Museum	£ 800.00	
Brook Museum	£ 800.00			
7.	To consider and designating Councillor Roles.			
	The Council considered designating roles for lead Councillors for each of the areas dealt with by the Council. Appendix attached of approved lead Councillor. Cllr Betty agreed to write a wildlife statement.	SB		
8.	To note the vacancy and discuss opportunities for co-option.			
	There had been no interest in the vacancy but the Councillors agreed to highlight the vacancy with others.			
9.	To discuss correspondence and reports received by the Clerk (footpaths, lights and tree removal)			
	The Clerk had circulated correspondence received regarding Footpaths, lights, grass cutting, Toddler group set up and tree removal. The footpaths matter was discussed. Those that require attention need to be reported to KCC, the permissive path through Brook wood is a different matter because it is a permissive path and these are recognised by KCC and do not need to be open, they are only open at the land owners discretion. Lighting on Stonebridge - A couple of residents on Stonebridge had been in touch with the Clerk regarding light pollution, the Clerk and Councillor Betty have advised the complainants to contact Ashford Borough			

	<p>Council Environmental Health department.</p> <p>Tree Removal - A member of the public had report suspected tree removal. The complainant was advised to contact Ashford Borough Council as this is nesting season and trees should not be removed.</p> <p>Grass cutting - A member of the public had contacted the Clerk asking if Stonebridge could be left as a wild flower area.</p> <p>The green at Stonebridge is managed by KCC who pay the Caretaker Scheme for the grass to be cut on an agreed basis each year. If this were not undertaken the Caretaker Scheme would be in breach of the contract and the funding would be withdrawn from the scheme. It is, therefore, not possible for this to be left.</p> <p>Toddler Group - A member of the public had contacted the Clerk to see if there was any funding available for setting up a toddler group. The Clerk had suggested Cllr Howard may be able to supply a community grant and has but the member of public in touch with Cllr Howard.</p>									
10.	To note the donation of 4 saplings to the recreation ground.									
	<p>4 saplings are being donated to the Parish Council 2 walnuts, 1 hazel and 1 alder.</p> <p>The Caretaker is to clear and space and plant them on the recreation ground, suitable sites have been decided.</p>									
11.	To note and decide upon action regarding the 2 dead trees on the recreation ground following acts of vandalism.									
	<p>Following the vandalism of the 2 trees on the recreation ground, they are now dead, it will be necessary to have them removed. There is an electricity line going through the trees so UK Power Networks have been asked about isolating the supply. The Clerk is to report back.</p>	TB								
12.	To consider any changes to the Risk Assessment.									
	There are no changes to the Risk Assessment.									
13.	Planning matters: to approve the responses to any recent planning applications.									
	<p>Court Lodge – the Parish Council raises no objection to this application.</p> <p>Homelands – the Parish Council raises no objection to this application.</p> <p>Maefield – the Parish Council raises no objection to this application.</p>									
14.	Any Other Business (for information purposes only):									
	<p>The Clerk circulated a report regarding the Caretaker costs for the year, the Council agreed that to the proposed increase in order to bring the funds back to a position that there is some contingency available. Cllr Tomkins circulated a copy of the Caretakers appraisal.</p> <p>The noticeboard content was discussed, the public side is out of date and the Parish Council side, the key wasn't working but the Caretaker has now fixed this.</p>									
15.	<p>Date of next meeting – 16th September</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">14th October 2021</td> <td style="width: 50%;">18th November 2021</td> </tr> <tr> <td>16th December 2021</td> <td>17th February 2022</td> </tr> <tr> <td>17th March 2022</td> <td>21st April 2022</td> </tr> <tr> <td>May 2022</td> <td></td> </tr> </table>	14 th October 2021	18 th November 2021	16 th December 2021	17 th February 2022	17 th March 2022	21 st April 2022	May 2022		
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May 2022										
	The meeting closed at 8.00pm									

Signed:

Date:

Appendix:

Designating Councillor Roles

Role	Description	Lead
Caretaker Committee Representative	To attend 2 meetings a year with Caretaker Committee. Provide a short report to the Council in time for each meeting.	Cllr Tomkins
Ashford KALC representative	To attend Ashford KALC Meetings (first Wednesday of the month) in the Borough Council Chambers. Provide a short report to the Council in time for each meeting.	Cllr Betty
Planning Committee Chair	To agree with the Committee Members a suitable response to each application. To agree terms of reference with the Clerk for this Sub-Committee. Provide a planning report to the Council in time for each meeting.	Cllr Betty
Planning Committee Member (x2)	To receive the planning applications comment and agree a response with the sub-committee.	Cllrs Finn and Medhurst
Highways/Environmental Lead	To undertake all reporting of potholes/footpath issues directly to KCC via their website. Provide a short report to the Council in time for each meeting.	Cllr Tomkins
Wildlife/Trees Lead	To undertake an interest in the wildlife/trees in the parish. To ensure the arborial survey is undertaken (Clerk to organise) and check the outcome of the report (Clerk to forward copy). Provide a short report to the Council in time for each meeting.	Cllr Jessop
Parish Council Newsletter Editor	To scribe a quarterly (?) newsletter to the parish. Initially this will be delivered by hand but ultimately, this would be sent electronically to all those who would sign up to receive this. To pull together the information supplied by the Lead Councillors for each area.	Cllrs Finn and Jessop
Village Hall Representative (Need to check the constitution of the Village Hall to ensure this is appropriate)	Attend the Village Hall Meetings. Provide a short report to the Council in time for each meeting.	Cllr Jessop