

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL
ON 16th JULY 2026 HELD IN BROOK AND HINXHILL VILLAGE HALL**

Present:

Cllr S Betty (Chair)
Cllr P Penberthy
Cllr A Wood

Cllr R Masters
Cllr V Redfern

The Clerk

		To be actioned by
1.	To receive and approve apologies for absence.	
	Cllr A Betty had sent her apologies ahead of the meeting. These were accepted. Cllr A Betty arrived at 17:40, as we were at point 9.	
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.	
3.	To approve the minutes of the meeting held on 21st May 2026	
	The minutes were signed as a true record.	
4.	To discuss matters arising from the above minutes not covered by the agenda.	
	The Anti-Social Behaviour incident requires no further action.	
5.	To receive the report from the Borough/County Councillor	
	The Borough Councillor Ward Member report had been circulated. Cllr Betty expanded on this following the government announcement on Local Government Reorganisation that morning. Cllr Betty added that there is news that Kent will be divided into the 4b model. The local Borough elections will not take place in May 2027 and Unitary Authority shadow elections will take place instead. Ashford Borough Council and Kent County Council will cease to exist from April 2028 onwards. Cllrs Masters and Redfern asked about the questions about "Community Owned Energy Projects."	
6.	Public Session: To receive questions and comments from the public on any agenda item	
	There were no public in attendance.	
7.	To discuss and agree additional bank account signatories.	
	The Parish Council would like to add 2 further signatories. Cllrs Masters and Redfern will be signatories for the Parish Council account. 2 previous Councillors will be removed.	
8.	Request for accessible parking bay.	
	The Parish Council had received a request for an accessible parking bay. The Clerk has obtained 2 quotes. An accessible parking bay would not be exclusive to an individual. It was suggested that a reserved parking bay be provided as an alternative and that it could be made into a longer/wider bay than standard- Cllr Betty will liaise with the Village Hall/resident that has requested it.	
9.	To consider Recreation Ground Matters including the Play area.	

	The zip wire has been installed and has had a snagging issue rectified. Fund raising has continued locally. There are a number of grant applications to be considered. Owing to specification changes it was reported that the overall cost of the project has been reduced. Mike West has offered to clear the scrub when he has time. Cllr Redfern is to communicate with Mike.											
10.	To discuss the Brook sign/noticeboard.											
	The Brook sign is now repaired. Mike West is to fit the sign and noticeboard. Cllr Redfern is to communicate with Mike. A notice needs to be installed for the play area. This needs to be installed soon.											
11.	To discuss the Open Spaces Policy, discuss and agree memorial plaques.											
	The Council is to specify the size, coating approved and font style for plaques so that the Brook Memorial Bench can be installed. A donation of a minimum of £50 will be requested, this will go towards the maintenance of the communal areas of Brook. Location for the bench will be decided with the Caretaker.											
12.	Financial matters:											
	To approve the following financial documents: To note the Parish Council’s financial position for 30th June 2026: The Parish Council noted it had £9,873.24 in the bank account. To authorise any payments: <table><tr><td>Payee</td><td>Amount</td></tr><tr><td>Clerk</td><td>£423.70</td></tr><tr><td>Clerk</td><td>£423.70</td></tr><tr><td>Bank charges</td><td>£14.00</td></tr><tr><td>HMRC</td><td>£5.22</td></tr></table> The Parish Council will purchase a bench having applied for a Ward Members’ grant.	Payee	Amount	Clerk	£423.70	Clerk	£423.70	Bank charges	£14.00	HMRC	£5.22	
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13.	Correspondence											
	The Clerk has received communication from KCC stating: “..we have taken the difficult decision to pause all Parish meetings for a period of approximately 12 weeks. This decision has not been taken lightly. Across East Kent there are 182 parish and town councils, with more than 170 active HIPs, alongside County Member HIPs in unparished areas. At the same time, the team has experienced staff changes over recent months, requiring recruitment, training and the integration of new officers. In addition, we currently have over 150 HIP schemes at various stages of development and design. These schemes require support from several specialist teams, all of whom are managing significant workloads alongside other priority programmes, including crash reduction measures, Local Transport Plan schemes, development-related works and public transport improvement projects. To enable the team to focus on progressing existing schemes and reducing the current backlog, all											

	scheduled Parish meetings will be postponed during this period. Any non-urgent meetings will be rescheduled in September/October by your Community Engagement Officer. Any urgent matters relating to Highway Safety can still be logged via the Fault Reporting Tool Report or track a problem on the road or pavement - Kent County Council We fully appreciate that this will be disappointing, particularly for those councils with meetings already scheduled. However, we believe this temporary pause is necessary to ensure we can continue to deliver improvements effectively and provide a better service in the longer term.” Cllr Penberthy reported that the school wish to have additional school signage. The Clerk advised they need to have a Travel Plan as this is a KCC matter.	
14.	To consider any changes to the Risk Assessment.	
	There were no changes to be made to the Risk Assessment.	
15.	Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters	
	Monaghan Cottage – a response will be sent. The recent planning application for land Northeast of Spelders Hill Farm (PA/2026/0653) has been refused.	
16.	To receive any updates on Highways/Environment.	
	There was nothing further to discuss.	
17.	To receive a Caretaker Report.	
	There is an annual meeting of the Caretaker Committee. KCC are liaising with ABC regarding the tree stump in the bank beneath the footpath to the recreation ground before undertaking any reinstatement work.	
18.	To receive the KALC Report.	
	Cllr S Betty provided a brief update.	
19.	Any Other Business (for information purposes only).	
	Cllr A Betty reported expiry for the defibrillator battery and pads will be in October. The Council will purchase a replacement battery and pads. Cllr S Betty reported on the Kent National Landscape plan documents have been circulated.	
20.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	
	17th September 2026 21st January 2027 20th May 2027 19th November 2026 18th March 2027	

The meeting closed at 18:23

Signed:

Date: