

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL  
ON 23<sup>rd</sup> MAY 2024 HELD IN BROOK AND HINXHILL VILLAGE HALL**

Present:

Cllr S Betty (Chair)  
Cllr P Penberthy

Cllr A Betty  
Cllr Wood

The Clerk

		To be actioned by
<b>1.</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2024-25</b>	
	Cllr A Betty proposed that Cllr S Betty be elected as Chair. Cllr Wood seconded this. Cllr Betty was duly elected as the Chairman. It was agreed that there would be no Vice-Chairman for 2024-25.	
<b>2.</b>	<b>Completion of the Declaration of Acceptance of Office Form</b>	
	The Declaration of Acceptance of Office Form was completed by the Chairman.	
<b>3.</b>	<b>To receive and approve apologies for absence.</b>	
	Apologies for absence were received from Cllr F Pemberthy.	
<b>4.</b>	<b>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.</b>	
	There were no declarations of interest to be received.	
<b>5.</b>	<b>To approve the minutes of the meeting held on 21<sup>st</sup> March 2024</b>	
	The minutes were signed as a true record.	
<b>6.</b>	<b>To discuss matters arising from the above minutes not covered by the agenda.</b>	
	It was noted that the litterpick did not take place, this will be discussed at the July meeting. The newsletter was printed and circulated. The Annual Parish Meeting had good representation from the groups.	
<b>7.</b>	<b>To receive the report from the Borough Councillor</b>	
	The Borough Councillor Ward Member report had been circulated. The beacon lighting is arranged for 6 <sup>th</sup> June for 9.15pm.	
<b>8.</b>	<b>Public Session: To receive questions and comments from the public on any agenda item</b>	
	There were no members of public in attendance.	
<b>9.</b>	<b>To discuss and agree a response to the communication from Terry Mortimer</b>	
	The communication from Terry Mortimer was circulated prior to the meeting and it was agreed that the Parish Council would request Code of Conduct training similar to that provided to the Borough Councillors last year, daytime and evening sessions to be requested.	
<b>10.</b>	<b>To discuss next steps following the resignation of Cllr Jessop</b>	
	The due process is being followed and the vacancy has been advertised. The Parish will need to consider who could be recruited.	
<b>11.</b>	<b>To confirm eligibility to use the General Power of Competence</b>	
	The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council meets the electoral mandate of having at least two-thirds of the council elected, the Parish Council is eligible to use the General Power of Competence. Resolved – that having met the conditions of eligibility as defined in the Localism Act	

	<p>2011 and SI 965. The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 23<sup>rd</sup> May 2024 until the next relevant Annual Meeting of the Council.</p> <p>The resolution was correctly proposed and seconded (unanimous).</p>	
<b>12.</b>	<b>Appointment and Scope of the Internal Auditor</b>	
	The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2024-25. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2024-25.	
<b>13.</b>	<b>To agree representatives on other Committees for 2024/25</b>	
	<p><b>Caretaker Committee Representative</b> – Cllr S Betty</p> <p><b>KALC Representative</b> – Cllrs A and S Betty</p> <p><b>Planning Committee Chair</b> – Cllr P Penberthy</p> <p><b>Planning Committee Members</b> – Cllrs F Penberthy and A Wood</p> <p><b>Parish Council Newsletter Editor</b> – to be considered</p> <p><b>Village Hall Representative</b> – to be considered</p> <p><b>Defibrillator Guardian</b> – Cllr A Betty</p>	
<b>14.</b>	<b>To review the effectiveness of the System of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.</b>	
	The Parish Council reviewed and agreed the System of Internal Controls.	
<b>15.</b>	<b>Financial matters:</b>	
	<p><b>To approve the following financial documents:</b></p> <p><b>To receive the end of year accounts</b></p> <p>The Parish Council received and approved the end of year accounts.</p> <p><b>To confirm that the Council can verify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption.</b></p> <p>The Parish Council confirmed that it can verify itself as exempt from the limited assurance review and completed the Certificate of Exemption.</p> <p><b>To receive the report from the Internal Auditor</b></p> <p>The Parish Council received the report from the Internal Auditor.</p> <p><b>To approve the Governance Statement 2023/24, section 1 of the AGAR for the year ending 31 March 2024</b></p> <p>The Parish Council approved the Governance Statement 2023/24, section 1 of the AGAR for the year ending 31 March 2024.</p> <p><b>To consider and approve the Accounting Statements 2023/24, section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2024, the explanation of significant variance. To ensure that the Accounting Statements 2023/24 are signed and dated by the person presiding at the meeting.</b></p> <p>The Parish Council considered and approved the Accounting Statements 2023/24, section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2024, the explanation of significant variance. The Accounting Statements 2023/24 were signed and dated by the person presiding at the meeting.</p> <p><b>To note the Parish Council's financial position for the beginning of the new Financial Year.</b></p>	

	<p>The Parish Council noted it had £8,562.69 in the bank account.</p> <p><b>To authorise any payments</b></p> <p>The payments were authorised.</p>	
<b>16.</b>	<b>To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.</b>	
	The Parish Council approved the Financial regulations, Standing Orders, Asset Register and Risk Assessment and confirmed arrangements for insurance cover in respect of all insured risks.	
<b>17.</b>	<b>Review of the Council's subscriptions to other bodies i.e. KALC</b>	
	The Parish Council reviewed the Council subscription to KALC.	
<b>18.</b>	<b>Review of the Complaints Procedure</b>	
	The Parish Council reviewed the Complaints Procedure.	
<b>19.</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21).</b>	
	The Parish Council reviewed its policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21).	
<b>20.</b>	<b>Review of the Council's policy for dealing with the press/media</b>	
	The Parish Council reviewed the Council's policy for dealing with the press/media.	
<b>21.</b>	<b>Review of the Council's employment policies and procedures</b>	
	The Parish Councils reviewed of the Council's employment policies and procedures.	
<b>22.</b>	<b>To consider any changes to the Risk Assessment</b>	
	The Parish Council considered the Risk Assessment and there were no changes to be made.	
<b>23.</b>	<b>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</b>	
	<p>A planning report had been circulated.</p> <p>The Glebelands application was discussed.</p>	
<b>24.</b>	<b>To discuss the Recreation Ground: To include and update regarding Play area, Community Orchard discussion, Use of the Recreation Ground</b>	
	<p>Cllr Wood reported that she had met with Mark Hanton to discuss the plan for the play area. It was suggested that seating could be installed over this summer so that part of the area could be used ahead of completion. Cllr Wood will look at the plans and the list of items and consider how they fit in. It was suggested that the PC could work with the Village Hall in delivering the play area.</p> <p>Community Orchard – DEFRA are looking for communities to take between 7 – 9 trees but these trees must have 5m clear from each other on a clear site. The Parish Council resolved that they would not proceed with this.</p> <p>Use of the Recreation Ground – The Clerk reported that she had received 15 communications in the last month about using the Recreation Ground through Hall Hires. It was agreed that the Parish Council will discuss the issues with the Chairman of the Village Hall Committee. An online booking form might be the solution.</p>	
<b>25.</b>	<b>To receive any updates on Highways/Environment</b>	
	There was nothing of note to report.	
<b>26.</b>	<b>To receive a Caretaker Report</b>	
	There was nothing of note to report.	

<b>27.</b>	<b>To agree D-Day 80 commemoration event</b>	
	The PC will purchase gas bottles and the beacon will be lit on 6 <sup>th</sup> June at 9.15pm.	
<b>28..</b>	<b>Any Other Business (for information purposes only):</b>	
	There was no further business to discuss.	
<b>26.</b>	<b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b>	
	Thursday 18 <sup>th</sup> July 2024 Thursday 19 <sup>th</sup> September 2024 Thursday 21 <sup>st</sup> November 2024 Thursday 16 <sup>th</sup> January 2025 Thursday 20 <sup>th</sup> March 2025 Thursday 25 <sup>th</sup> May 2025	

Signed: .....

Date: .....