

Brookland Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 24th June 2026 at 7.15 pm in Brookland Village Hall

Present : Cllrs Kennedy (in the Chair), Bicknell, Yeo-Toft, P Willis & R Willis

In attendance : Mr. Eaton, Clerk to the Council

Action by

1 Election of Chairman

It was unanimously agreed to elect Cllr Kennedy as Chairman

2 Apologies for absence

There were no apologies for absence

3 Declarations of interests

There were no declarations of interests regarding items on the Agenda

4 Acceptance of the Minutes of the previous Meeting

The Minutes of the Meeting held on 18th March 2026 were unanimously approved and signed

5 Co-option onto the Council

After a brief discussion Patricia Willis and Ray Willis were co-opted onto the Council. They both thanked the Council and joined the Meeting. The Acceptance of Office forms were signed. Clerk to notify FHDC

Clerk

6 Questions from members of the public / public participation

There were no members of the public present

7 Planning

There were no new planning applications to consider

8 Finance

The following accounts were approved for payment –

	£
HMRC, Clerk's tax (3months)	204.60
Hopkins, defibrillator aftercare	249.48
KALC, annual subs	269.32
L Robbins, internal audit fee	105.00
Brookland VH, hall hire	32.00
Whitstable Designs, email hosting and support	180.00

To consider and sign off the Annual Governance & Accounting Return

The internal auditor's report and supplementary report were read and noted

After a general discussion regarding the 8 statements contained within Section 1 of the AGAR, the Annual Governance Statement 2025/2026, the Statement was approved and signed off by the Chairman and Clerk

Following a general discussion about Section 2 of the AGAR, the Accounting Statements for 2025/2026, the Statements were approved and signed off by the Chairman and Responsible Financial Officer

The Certificate of Exemption was signed off by the Chairman and Clerk

The Exemption Certificate to be sent to the external audit and the AGAR and associated documents to be loaded onto the website

Clerk

9 Correspondence and other Council business

Parish Noticeboard – Cllr Bicknell confirmed that the refurbished noticeboard would be in place within the next few days

The vacancies on the Council - It was noted that these had now been filled

Village Hall front door – The Village Hall Committee were awaiting quotes for the works required

Highways Improvement Plan – There was nil of note to report

Village road signs – It was noted that road signs needing repair or replacement had been reported to Highways

Facebook / Instagram – Cllr Kennedy reported that she had access to the Facebook page and would liaise with the Clerk about future updating **Cllr Kennedy / Clerk**

There was a discussion regarding emergency adrenaline auto-injector kits that the School are required to hold from September 2026, costing around £650 per kit. It was agreed that these should be purchased by the School, or funded by the Government, and that the Council should not make a donation towards their purchase

10 Any future Agenda items

There was a brief discussion about the CIL monies and it was agreed that this should be an agenda item for the September 2026 Meeting

11 Date of next Meeting

It was agreed that the next Meeting would be held on 9th September 2026 in Brookland Village Hall at 7.15 pm

There being no other business the Meeting closed at 9.00 pm