

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL
ON 22nd MAY 2025 HELD IN BROOK AND HINXHILL VILLAGE HALL**

Present:

Cllr S Betty (Chair)
Cllr Redfern

Cllr A Betty
Cllr Wood

The Clerk

		To be actioned by
1.	Election of the Chairman and any Vice-Chairman for the Council year 2025-26	
	Cllr Wood proposed that Cllr S Betty be elected as Chair. Cllr Redfern seconded this. Cllr Betty was duly elected as the Chairman. It was agreed that there would be no Vice-Chairman for 2025-26.	
2.	Completion of the Declaration of Acceptance of Office Form	
	The Declaration of Acceptance of Office Form was completed by the Chairman.	
3.	To receive and approve apologies for absence.	
	Apologies for absence were received from Cllr P Penberthy.	
4.	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 received.	
5.	To approve the minutes of the meeting held on 27th March 2025	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	There were no matters arising from the previous minutes.	
7.	To receive the report from the Borough Councillor	
	The Borough Councillor Ward Member report had been circulated. There is a new County Councillor for the Ward following the County Council elections.	
8.	Public Session: To receive questions and comments from the public on any agenda item	
	There were no members of public in attendance.	
9.	To confirm eligibility to use the General Power of Competence	
	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 2011 and SI 965. The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 22 nd May 2025 until the next relevant Annual Meeting of the Council. The resolution was correctly proposed and seconded (unanimous).	
10.	Appointment and Scope of the Internal Auditor	
	The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2025-26. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2025-26.	

11.	To agree representatives on other Committees for 2025/26											
	Caretaker Committee Representative – Cllr S Betty KALC Representative – Cllrs A and S Betty Wildlife and Trees – Cllr S Betty Highways and Environment – Cllr F Penberthy (as long as this is agreeable) Planning Committee Chair – Cllr P Penberthy (as long as this is agreeable) Planning Committee Members – Cllrs V Redfern and A Wood Village Hall Representative – The Chairman will attend the Village Hall AGM Defibrillator Guardian – Cllr A Betty											
12.	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.											
	The Parish Council reviewed and agreed the System of Internal Controls.											
13.	Financial matters:											
	To approve the following financial documents: To receive the end of year accounts The Parish Council received and approved the end of year accounts. To confirm that the Council can verify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption. The Parish Council confirmed that it can verify itself as exempt from the limited assurance review and completed the Certificate of Exemption. To receive the report from the Internal Auditor The Parish Council received the report from the Internal Auditor. To approve the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025 The Parish Council approved the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025. To consider and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31st March 2025, the explanation of significant variance. To ensure that the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting. The Parish Council considered and approved the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31 st March 2025, the explanation of significant variance. The Accounting Statements 2024/25 were signed and dated by the person presiding at the meeting. To note the Parish Council’s financial position for 30th April 2025. The Parish Council noted it had £16,702.32 in the bank account. To authorise any payments <table><tr><td>Payee</td><td>Amount</td></tr><tr><td>KALC</td><td>£228.06</td></tr><tr><td>Clear Insurance</td><td>£943.91</td></tr><tr><td>T Block</td><td>£386.08</td></tr><tr><td>HMRC</td><td>£19.00</td></tr></table>	Payee	Amount	KALC	£228.06	Clear Insurance	£943.91	T Block	£386.08	HMRC	£19.00	
Payee	Amount											
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		Village Caretaker Account	£2335.00	
		Clerk	£424.08	
		Internal Audit	£60.00	
		Clerk	£405.08	
		HMRC	£12.00	
14.	To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.			
	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.			
15.	Review of the Council's subscriptions to other bodies i.e. KALC			
	The Parish Council reviewed the Council subscription to KALC.			
16.	Review of the Complaints Procedure			
	The Parish Council reviewed the Complaints Procedure.			
17.	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).			
	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).			
18.	Review of the Council's policy for dealing with the press/media			
	The Parish Council reviewed the Council's policy for dealing with the press/media.			
19.	Review of the Council's employment policies and procedures			
	The Parish Councils reviewed of the Council's employment policies and procedures.			
20.	To consider any changes to the Risk Assessment			
	The Parish Council agreed to undertake an insurance review.			
21.	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			
	<p>A planning report had been circulated.</p> <p>Cllr Betty is to ask the Planning Officers at Ashford Borough Council about consulting Councils where an application is received on a parish bordering premise due to the proximity to the village of Brook.</p>			
22.	To receive an update on the Open Spaces Policy			
	Cllr Redfern has produced a draft policy which will be circulated to all.			
23.	To discuss the Recreation Ground			
	<p>Cllr Wood reported that she has started fund raising and has a grant for £300 and raised over £100 from the cake and drinks at the Beacon lighting.</p> <p>A one-off grant application has been applied for from Ashford Borough Council and a face to face presentation will be held on 8th July.</p> <p>One piece of equipment has been offered at a reduction. Cllr Wood would like this to be purchased. Following discussion, it was resolved that the piece of equipment would be purchased as long as the Council receives written confirmation that the storage and insurance of the equipment has been sorted out. The PC agreed to spend up to £2,500 on this item.</p> <p>The Clerk suggested that the playground committee open their own bank account so that they can</p>			

	apply for further grants that the Parish Council is excluded from applying.	
24.	To receive any updates on Highways/Environment	
	<p>The data of the traffic checks in Brook have been provided. The traffic is not travelling at correct speeds to support a 20mph speed limit near the school.</p> <p>KCC have offered a Highways gateway, the other one will cost circa £1500. It is hoped that KCC might pay for both, or the new County Councillor may be asked to assist with this.</p>	
25.	To receive a Caretaker Report/KALC Report	
	<p>The scheme Caretaker continues to be successful, the van needs replacing as it doesn't recognise that the trailer is attached.</p> <p>The KALC report has been circulated. The next meeting is on 28/5.</p> <p>ACRK has re-opened and is keen on being involved in villages.</p>	
26.	Any Other Business (for information purposes only):	
	There was no further business to discuss.	
27.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	
	<p>Thursday 17th July 2025</p> <p>Thursday 18th September 2025</p> <p>Thursday 20th November 2025</p> <p>Thursday 15th January 2026</p> <p>Thursday 19th March 2026</p> <p>Thursday 21st May 2026</p>	

Signed:

Date: