

**MINUTES OF THE MEETING OF
BROOK PARISH COUNCIL ON 17th MAY 2018**

Present:

Cllr Tomkins (Chair)
Cllr Linin

Cllr Betty
Cllr Medhurst

		To be actioned by
1	Election of the Chairman and any Vice Chairman for the Council year 2018-19	
	Cllr Medhurst proposed that Cllr Tomkins be elected as Chairman, Cllr Linin seconded this nomination. Cllr Medhurst proposed Cllr Betty be elected as Vice-Chairman, Cllr Linin seconded this proposal.	
2	Completion of the Declaration of Acceptance of Office Form by the Chairman	
	Cllr Tomkins completed and signed the declaration of Acceptance of Office and the Proper Officer witnessed the declaration	
3	Apologies	
	Cllrs Finn and Jessop had been unable to attend the meeting.	
4	Declaration of Interest	
	There were no declarations of interest to be made.	
5	Minutes of the last meeting and matters arising	
	The minutes of the last meeting were agreed and signed.	
6	Matters Arising	
	Cllr Tomkins reported that he needs names of Councillors willing to be trained for speed checks, the equipment would cost £2000 to purchase. It was proposed that all of the Councillors should be trained to enable more flexibility when needing volunteers. Cllr Betty was applauded for the presentation he gave to the Planning Inspector. It is hoped that the Caretaker will be able to extend his hours and Cllr Tomkins is to approach both the museum and the church with regard to grass cutting. The Cricket Club are also considering having their grass cut by the Caretaker. .	
7	Public session	
	There were no members of the public present.	
8	Finances	
	<ul style="list-style-type: none"> a. To approve the following financial documents: <ul style="list-style-type: none"> i. To receive the report from the Internal Auditor. <i>The Internal Auditors Report was received with no comments.</i> ii. To approve the Annual Governance Statement 2017/18 by Resolution <i>The Parish Council resolved to approve the Annual Governance Statement 2017/18</i> iii. To consider the Accounting Statements 2017/18 <i>The Parish Council considered the Accounting Statement 2017/18</i> iv. To approve Accounting Statements 2017/18 by resolution <i>The Parish Council resolved to approve the Accounting Statements 2017/18</i> v. To ensure the Accounting Statements 2017/18 are signed and dated by the person presiding at the meeting <i>The Accounting Statements 2017/18 were signed and dated by the Chairman.</i> b. To note/authorise the following: 	

i. To note the Parish Council's Financial position
The Parish Council bank balance as at 30/04/2018 was £2385.60.

ii. To authorise any payments

Cheque No:	Payee	Amount
000822	KALC – Annual Membership	£ 181.27
000823	BHIB Ltd - Annual insurance	£ 678.39
000824	Smeeth Parish Council	£1824.00
000825	Brook and Hinxhill Village Hall	£ 100.00
000826	Mrs A MacCormack – Internal Audit	£ 60.00
000827	Brook PCC	£ 100.00
000828	J Tomkins	£ 25.56

A copy of the budget v expenditure was distributed to all Councillors.

9 To review the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm any arrangements for insurance cover in respect of all insured risks

The Parish Council reviewed the Financial regulations, Asset Register and Risk Assessment and also noted the new Standing Orders. It was agreed to defer adoption of these at this time as there is still work to do to comply. A new laptop will purchased now that a grant has been successfully sought.

10 Review of the Council's and/or staff subscriptions to other bodies, ie KALC

The Parish Council reviewed its subscription to KALC and agreed that it is very happy to continue with its membership.

11 Review of the Council's Complaints Procedure

The Parish Council reviewed the Complaints procedure and agreed no changes are necessary.

12 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

The Parish Council reviewed the Freedom of Information policy and agreed that no changes were necessary at this time. The Clerk circulated a Data Audit and a 10 point action plan required in order to become compliant with the GDPR. The Clerk is completing the process as required.

13 Review of the Council's policy for dealing with the press/media

The Council reviewed its policy for dealing with the press/media and agreed no changes were necessary at this time.

14 Review of the Council's employment policies and procedures

It was noted that the Council does not have employments policies and procedures in place and will look to rectify this as soon as possible.

15 To consider any changes to the Risk Assessment

The potential for a data breach was added to the Risk Assessment.

16 Planning Matters

There were 2 planning applications to be discussed:
 18/00625 and 18/00634, these both relate to Sunnybrook Stables. No objections were raised.
 The planning application for Beverley has been permitted.

17 Any Other Business

Cllr Tomkins had reported a blocked overflow and the putting of sand/cement in the brook at the top of the village. The Clerk has reported this to the Environment Agency and would also supply Cllr Tomkins with the contact details for the Environment Agency.

Cllr Betty reported issues of blocked drains being found through the village.

	<p>The grass verges are overgrown, the Caretaker will be asked to cut these at the top of the village on the walk up to school.</p> <p>Cllr Betty reported on the Planning Inspector meeting he had attended with regard to HOU3a of the Local Plan. The Saxon-shore ward was well presented at this inquisitorial process. Cllr Betty cited the 2 legal cases against parts of the NPPF. The Inspector had stated he was aware of them. The Borough Council Planning Officers were asked if they had undertaken site visits to the villages to review the sites they had included in the plan, they admitted they had not.</p> <p>The site specific discussions will take place on 31st May.</p>	
<p>18</p>	<p>Date of the Next Meeting</p> <p>The next meeting will be held on Thursday June 21st 2018.</p> <p>The following meetings are:</p> <ul style="list-style-type: none"> Thursday 19 July 2018 Thursday 20 September 2018 Thursday 18 October 2018 Thursday 15 November 2018 Thursday 20 December 2018 Thursday 21 February 2019 Thursday 21 March 2019 Thursday 18 April 2019 Thursday 16 May 2019 	
	<p>The meeting closed at 8.05pm</p>	

Signed:

Date: