

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL
ON 18th MAY 2023 HELD IN BROOK AND HINXHILL VILLAGE HALL**

Present: Cllr S Betty (Chair) Cllr A Betty
Cllr Jessop Cllr F Penberthy
Cllr P Penberthy Cllr Wood

The Clerk

		To be actioned by
1.	Election of the Chairman and any Vice-Chairman for the Council year 2023-24	
	<p>The meeting was opened by the outgoing Chairman, Cllr Tomkins.</p> <p>Cllr Jessop proposed that Cllr S Betty be elected as Chair. Cllr P Penberthy seconded this.</p> <p>All Councillors were in favour and Cllr Betty was duly elected as the Chairman.</p> <p>Cllr S Betty proposed that Cllr Jessop be Vice-Chair. Cllr P Penberthy seconded this.</p> <p>All Councillors were in favour and Cllr Jessop was duly elected as the Vice-Chairman.</p> <p>The outgoing Chairman left the meeting.</p>	
2.	Completion of the Declaration of Pecuniary Interests and Declaration of Acceptance of Office Forms	
	The Declaration of Pecuniary Interests and Declaration of Acceptance of Office Forms were completed by the Councillors.	
3.	To receive and approve apologies for absence.	
	There were no apologies for absence.	
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.	
	<p>There was a declaration of interest made by Cllrs F and P Penberthy regarding the planning application at Mile Ash.</p> <p>There was a declaration of interest made by Cllr A Wood regarding the planning application at Brook House.</p>	
5.	To approve the minutes of the meeting held on 16th March 2023	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	<p>Cllr P Penberthy reported that Cllr Bell is now communicating with the School regarding parking matters.</p> <p>The ACV response has been submitted to Ashford Borough Council who is considering a response.</p>	
7.	To receive reports from the Borough Councillor	
	<p>Cllr Betty reported that he will attend meetings unless he sends his apologies.</p> <p>The Ashford Borough Council main groups have no overall majority with results meaning that there are 19 Conservative seats, 11 Labour seats, 5 Ashford Independents and 8 Green seats. The first full meeting will take place on 30th May.</p>	
8.	Public Session: To receive questions and comments from the public on any agenda item	

	<p>There were no members of public in attendance.</p> <p>The School had asked if the Council would contribute towards the defibrillator pad replacement which cost £176. The Coronation Event raised approx. £42 towards the School and the PC agreed to add £18 to this so that a donation of £60 will be received.</p>	
9.	To confirm eligibility to use the General Power of Competence	
	<p>The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council now meeting the electoral mandate of having at least two-thirds of the council elected, the Parish Council is now 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 18th May 2023 until the next relevant Annual Meeting of the Council.</p> <p>The resolution was correctly proposed and seconded (unanimous).</p>	
10.	To agree representatives on other Committees for 2023/24	
	<p>Caretaker Committee Representative – Cllr Betty KALC Representative – Cllrs A and S Betty Planning Committee Chair – Cllr Betty Planning Committee Members – Cllr F and P Penberthy Highways/Environmental Lead - – Cllr A Wood Wildlife/Trees Lead – Cllr F Penberthy Parish Council Newsletter Editor – Cllr Jessop Village Hall Representative – Cllr Jessop Defibrillator Guardian – Cllr A Betty</p>	
11.	Appointment and Scope of the Internal Auditor	
	<p>The meeting was circulated with the Clerk’s recommendations regarding the Internal Auditor for 2023-24. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2023-24.</p>	
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.	
	<p>The Parish Council reviewed and agreed the System of Internal Controls.</p>	
13.	Financial matters:	
	<p>To approve the following financial documents:</p> <p>To receive the end of year accounts</p> <p>The Parish Council received and approved the end of year accounts.</p> <p>To confirm that the Council can verify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption.</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>To receive the report from the Internal Auditor</p> <p>The Parish Council received the report from the Internal Auditor.</p> <p>To approve the Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023</p> <p>The Parish Council approved the Governance Statement 2022/23, section 1 of the AGAR for the year</p>	

	<p>ending 31 March 2023</p> <p>To consider and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023, the explanation of significant variance. To ensure that the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting.</p> <p>The Parish Council considered and approved the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023, the explanation of significant variance. The Accounting Statements 2022/23 were signed and dated by the person presiding at the meeting.</p> <p>To note the Parish Council's financial position for the beginning of the new Financial Year.</p> <p>The Parish Council noted it had £11,186.78 in the bank account.</p> <p>To authorise any payments</p> <p>The payments were authorised: S Lister - £60.00 BHIB Insurance - £802.54 Village Caretaker Account - £1770.00 Clerk's salary - £335.06</p>	
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 considered the Risk Assessment and there were no changes to be made.	
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>The most recent applications had been Mile Ash (The Parish Council raised no objection but requested that the application be based under the correct Ward and that the Environment Agency is made aware</p>	

	<p>because this affects a water course.</p> <p>Brook House - The Parish Council raised no objection to this application.</p> <p>The Chair was asked about the application at Terry's Wood Farm – a response from Brook Parish Council has been submitted but the Borough Council has yet to decide this application.</p>	
22.	To receive the KALC Report	
	The Parish Council received the KALC Report.	
23.	To receive any updates on Highways/Environment	
	There was nothing of note to report.	
24.	To receive a Caretaker Report	
	There was nothing of note to report.	
25.	Any Other Business (for information purposes only):	
	<p>The Parish Council noted that it had received a communication from the Chair of Brabourne Parish Council. The Parish Council felt that sharing information could be useful and agreed in principal to a forum between Parish Councils in the Ward.</p> <p>Cllr Betty suggested that the Parish Councillors note:</p> <ul style="list-style-type: none"> • ABC Local Plan 2030 – available from this link • NPPF – available from this link • HOU3a – Page 229 of the Local Plan. • Village confines - available from this link • What authority is responsible for what (local tiers i.e., Education – KCC, Highways – KCC, Waste – ABC, Planning – ABC, Benches – Brook PC). • As an individual, you are unable to make decisions that affect the Parish Council. All communication should go through the Clerk. • Do not give out personal details of individual Councillors. • Arcus Training is available – Clerk to circulate detail. • Expenses forms must be submitted by 1/6. • Please respond to emails. <p>The Clerk will apply for a Community Spaces Grant for the Village Hall.</p> <p>The Borough Councillor has a grant of £3,000 this year.</p>	
26.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	
	<p>Thursday 20th July 2023</p> <p>Thursday 21th September 2023</p> <p>Thursday 23rd November 2023</p>	

	Thursday 18 th January 2024	
	Thursday 21 st March 2024	
	Thursday 23 rd May 2024	

Signed:

Date: