

Brookland Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 23rd September 2026 at 7.15 pm in Brookland Village Hall

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

In attendance : Mr. Eaton, Clerk to the Council, and one member of the public

Action by

1 Apologies for absence

Apologies were received from FHDC Cllr Martin

2 Declarations of interests

There were no declarations of interests regarding items on the Agenda

3 Acceptance of the Minutes of the previous Meeting

The Minutes of the Meeting held on 24th June 2026 were unanimously approved and signed

4 Outside reports

There were no outside reports to note

5 Questions from members of the public / public participation

The member of the public wished to observe the Meeting

6 Planning

There were no new planning applications to consider

7 Finance

The following accounts were approved for payment –

	£
Hopkins, defibrillator pads	185.76
M Coleman, grass cutting	126.00

Other finance matters -

Banking procedure – Cllr Kennedy outlined the procedure for setting up and authorising payments. The procedure was approved and adopted

Marsh Harrier donation request – It was agreed to defer this item to the November 2026 Meeting

CIL monies – There was a general discussion regarding the CIL monies and the summary previously circulated by email. The report was approved and the balance in hand of £12985 noted

To consider interest rates on 'savings' accounts – To ensure reserves were in an accessible saving account attracting the highest interest rate. It was agreed to revisit this at year end to see what funds were available once proposed expenditure on the Village Hall (doors and kitchen) are known and agreed

It was agreed to add Cllr Willis to the bank mandate

Clerk/Cllr Willis

8 Correspondence and other Council business

The vacancy on the Council – Cllrs to try and identify suitable candidates

All Cllrs

Parish Noticeboard – Cllr Kennedy confirmed the new noticeboard was now in place, thanks to Cllr Bicknell. It was agreed to publish Meeting Agendas and Minutes on this

Clerk/Cllr Kennedy

It was also agreed that notices for the Church, Village Hall, and other community groups and organisations could be published on the noticeboard on an ad hoc basis

All Cllrs

Phone box – There was a general discussion about what the box could be used for to benefit the community and various ideas discussed including using it as a tourist information booth. More research to be undertaken before the next Meeting

All Cllrs

Village Hall - lease/ licence - Cllr Kennedy to circulate a draft licence for consideration as a licence or lease was required for insurance purposes

Cllr Kennedy

Village Hall – external doors, glazing, ramps and shiplap works - The three quotes received from - C Jones & Sons, A Lindsey & Son, and M Cubed Carpentry and Construction – were fully discussed and considered. It was agreed to accept C Jones & Sons quote. Clerk to make the necessary administrative arrangements

Clerk

Village Hall – Kitchen refurbishment - The VH Committee were in the process of obtaining quotes

Cllr Kennedy

Village Hall – hedge and tree cutting – The quote received from M Coleman to carry out various tree works in the sum of £1500 +VAT was accepted. Clerk to confirm **Clerk**

Burial Ground – hedge and tree cutting – The quote received from M Coleman to carry out various tree works in the sum of £1400 +VAT was accepted. Clerk to confirm **Clerk**

Burial Ground – Memorial Garden roses – Cllr Kennedy kindly offered to assess what work was required **Cllr Kennedy**

Burial Ground – bench – Cllr Bicknell had arranged for a free recycled bench to be donated. Delivery likely to be in 2027 **Cllr Bicknell**

Village Emergency Plan - Cllr Bicknell summarised what an emergency plan is and confirmed research into it by Cllrs Bicknell & Kennedy had been started. All Cllrs agreed this would be something they would like to explore further and are willing for this to be in an additional specific meeting **Cllr Bicknell**

Highways Improvement Plan - Clerk has been emailed by Lezanne Cesar, Community Engagement Officer, KCC, notifying that Brookland PC are due a HIP review. Clerk to circulate HIP to Councillors to see if there are any new priorities to be added. If so, a review will be arranged **Clerk**

Smells from the Sewage Treatment Works - Concern over odour and pollution from the Brookland Wastewater Treatment Works - Site 103115 was discussed. A letter to be drafted by Cllr Yeo-Toft for submission to Southern Water, The Environment Agency and Folkestone & Hythe District Council Environment Health Department, copying in FHDC Cllr Martin **Cllr Yeo-Toft & Clerk**

Facebook Page - A Brookland Facebook page is in existence called "Brookland Parish News" that the previous Clerk (Adrian Lawson) created and updated regularly. It has 130 followers. Cllrs are keen for information to be disseminated out. Cllr Kennedy has obtained access to the Facebook page from the former Clerk who is still currently the administrator. Marsh Harrier and new Noticeboard in village are two other mediums that can be used to disseminate information out **To Be Carried Forward**

Bus stop - Decommissioned Bus Stop 894151, situated on Old Rye Road. At Clerk's request KCC have removed the Bus Stop pole and sign, but advised the Shelter is not their asset, it is usually owned by the Parish or District Council. Clerk has not received a response from FHDC as to whether it is their asset, FHDC Cllr Martin to be asked if he can assist in chasing up a response **Clerk**

Road Signs - Lezanne Cesar, Community Engagement Officer, KCC, confirmed to the Clerk that the missing & damaged signs that require replacement and the random rotten poles that require removal have been logged and assigned to the Operations Team. It was noted the rusted-out poles have been removed now, but much of the signage issues have not been addressed. Clerk to contact Lezanne Cesar to obtain an update **Clerk**

KCC Driver's Course - The clerk was contacted by Jack Winslade, Safer Road Users Officer, KCC about running a "KCC Safer Road Users Mature Drivers & Passengers Course" for the Brookland Community and would we have a suitable venue. The Village Hall Committee confirmed they would

be happy to make the hall available and Sue Burfoot's name has been passed to Jack Winslade. Cllr Kennedy to ask Sue Burfoot if this has progressed
Cllr Kennedy

Remembrance Sunday Wreath - Annually a wreath is placed on each gate to the Burial Ground. Historically, the previous clerk has ordered these. Cllr Bicknell has discussed this with the current clerk and Cllr Bicknell is ordering this years' wreaths
Cllr Bicknell

Christmas Decorations - Cllr Bicknell confirmed a tree and decorations are put up annually by the Reverend Shuna body outside Brookland Parish Church on the High street. Discussion on a Christmas tree possibly being planted elsewhere in Brookland for decoration annually by the Council was briefly had. Suggested sites and tree-types (some can grow too large) to be investigated
Cllr Kennedy

9. Any Future Agenda Items

No additional items were requested

10 Date of next Meeting

It was agreed that the next Meeting would be held on 11th November 2026 in Brookland Village Hall at 7.15 pm

There being no other business the Meeting closed at 9.07pm