

BROOKLAND PARISH COUNCIL

MINUTES

FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON 21st MAY 2025 AT THE VILLAGE HALL, BROOKLAND

FOLLOWING THE ANNUAL PARISH MEETING

Present: Cllr Kennedy, Cllr French, Cllr Rhys Jones. A Lawson

1. ELECTION OF CHAIRMAN

Cllr Kennedy was proposed as chair for the Parish Council. Proposed: Cllr Rhys Jones, Seconded Cllr French and unanimously agreed.

2. APOLOGIES FOR ABSENCE

Cllr Martin (F&HDC), Cllr Bicknall

3. DECLARATIONS OF INTEREST

None

4. APPOINTMENT OF NEW CLERK

Councillors confirmed the appointment of Geoff Eaton as clerk from 1st June 2025 and duly signed the copy of the SLCC employment Contract.

5. ELECTION OF VICE CHAIRMAN & COPTION OF NEW COUNCILLOR

Members agreed not to elect a vice chair. Councillors agreed to actively look to recruit new Councillors with flyer/posters around the village. The chair has spoken to a person who may be interested in joining the Council.

6. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

Village Hall Committee - CK

KALC - VF

Marsh Forum - CK

Disciplinary and Grievance Committee - ALL

Councillors to serve on reciprocal Complaints Committee for Brenzett Parish Council if required - ANY

7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork - ALL

Annual Review of Fixed Assets - CK

Annual Risk and Financial Risk Assessment - ALL

Internal Parish Council Audit - LR

Councillors Responsible for Finance - ALL

Annual Review of Insurance Arrangements – On Receipt of Policy - ALL

Councillors responsible for Website and Publicity - ALL

Councillors responsible for assisting with Transparency and Data Protection - ALL

Councillors responsible for accuracy of Council Policies - ALL

Councillor with responsibility for Post and Emails - Clerk

Councillor with responsibility for Returning Questionnaires - ANY

8. PUBLIC INTERVAL

No members of the public present

9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Councillors agreed that the standing orders and financial regulations are in order. The Council will look to adopt the new 2025 financial regulations during this financial year.

10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for Year 2025/2026. The Councillors unanimously agreed to accept the Zurich insurance quote.

Self-Insurance of Parish Council Assets

11. REVIEW OF SUBSCRIPTIONS

The Councillors reviewed the current subscriptions, no changes required

12. REVIEW OF COMPLAINTS PROCEDURE

The Councillors agreed that the current policies and procedures are in order.

13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

The Councillors agreed that the current policies and procedures are in order

14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Councillors agreed that the current policies and procedures are in order

15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

The Councillors agreed that the current policies and procedures are in order

16. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Proposed to move meetings every other month to Wednesdays @ 7.15 starting from 16th July.

17. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes from the 2024 meeting were unanimously approved by all present as a true record of that meeting.

18. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

None

19. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

Members discussed the village VE Day events which all went off well

A highways issue reported to KCC on behalf of a local resident

Cheque signed to adopt the BT phone box

Correspondence on Windows 10 being discontinued from support discussed – Clerk to find out more information from IT Outcomes on options

Air pollution petition correspondence noted

20. FINANCE

Consideration of the Internal Auditors Report 24-5. The Councillors approved and accepted Mr Robbins 2025 report.

Review of Effectiveness of Internal Auditor. The Councillors agreed to use Mr Robbins for the 25/26 audit

Review of System of Internal Control. The Councillors agreed that the current policies and procedures are in order.

Consideration of the Findings of the Review by Members of the Meeting as a whole

Completion of Certificate of Exemption the Councillors approved the certificate of exemption which was duly signed by Cllr Kennedy & the Clerk.

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting (Cllr Kennedy) and Clerk – Section 1

Consideration of the Accounting Statements by the members meeting as a whole

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting (Cllr Kennedy) – Section 2

Review of Direct Debits. No changes required

Accounts to be paid & Bank Reconciliation to 30 April – no queries or questions raised

Consider outsourcing of payroll services – Councillors agreed to out sourcing the payroll to a third party provider.

21. DISTRICT COUNCILLORS REPORT

F&HDC Cllr Martin's report was circulated.

22. PLANNING

Ref: 25/0875/FH/PA

Proposal: Determination as to whether the prior approval of the Local Planning Authority is required under Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the conversion and change of use from an agricultural building to a residential use (Class C3).

BECKETS BARN FARM YARD, BECKETT ROAD, BROOKLAND, ROMNEY MARSH, TN29 9RZ

The Parish Council support this application

23. ITEMS FOR FUTURE AGENDA

Items for discussion only. No decisions can be made under this heading.

Play area

Co-option of new Councillor

Ideas for CIL money