

**MEETING OF  
BROCKLEY PARISH COUNCIL  
14 MAY 2015, THE VILLAGE HALL, BROCKLEY**

**PRESENT:** Cllr J Stones, Cllr A English, Cllr K Fisk, Cllr U Hardy, Cllr R Jones (part) and Mrs J Brookman.

Cllr Stones chaired the meeting.

**Action  
by**

**1 ELECTION AND APPOINTMENT OF CHAIRMAN, VICE CHAIRMAN AND RESPONSIBLE FINANCE OFFICER:**

Cllr Fisk proposed that Cllr Stones should be appointed as Chairman; seconded by Cllr Hardy. All in favour. Cllr Stones proposed that Cllr English should be appointed as Vice Chairman; seconded by Cllr Fisk. All in favour. Cllr English proposed that Cllr Jones should be appointed as the Responsible Finance Officer; seconded by Cllr Hardy. All in favour.

**2 SIGNING OF DECLARATION OF OFFICE:**

Cllrs Stones and English signed the Declaration of Office forms as Chairman and Vice Chairman respectively and this was witnessed by the Clerk.

**3 APOLOGIES FOR ABSENCE:**

Apologies were received and accepted from Cllr D Boreham and Cllr P Stevens.

**4 REQUESTS FOR DISPENSATIONS:**

No requests had been received.

**5 DECLARATIONS OF INTEREST:**

Cllr English declared a non pecuniary interest in item no 17 relating to the tree survey for The Green.

**6 PUBLIC FORUM:**

No members of the public present or matters raised.

**7 POLICE REPORT:**

Pcso Welford submitted a written report confirming that there had been a burglary at an abandoned farmhouse where a strimmer and hedge trimmer had been removed; this happened between 11 April and 13 April 2014. A second burglary had involved a trailer being taken from an insecure barn and this happened on 1 May 2015 it is believed a white van or white Volvo could have been involved. The police would like residents to report any suspicious vehicles or persons in and around the village so that their details can be obtained.

Cllr Stones convened the meeting.

**8 MINUTES:**

Cllr Stones proposed that the minutes of the 2 April 2015 were a true record; seconded by Cllr Hardy. All in favour.

**9 MATTERS ARISING:**

**Flooding adjacent to Three Pines/request to SCC for pipe to be installed under the road.**

SCC Highways have confirmed that this section of road is due to be closed at some point in this financial year for works to be carried out to shore up the roadside of the stream. The engineers will look into installing a drain across the

road at the same time.

**10 PARISH COUNCILLOR VACANCY:**

There is currently one vacancy, it was agreed this would be reported to the Annual Parish meeting and the item should be included on the next agenda.

Clerk

**11 ANNUAL PARISH MEETING:**

It was agreed that Cllr Stones would present a summary of the Parish Council's past year. Cllr Jones had confirmed that he would prepare a finance report to accompany the agenda at the meeting for parishioners and Cllr English would present the maintenance and finance report at the meeting.

RJ  
AE

Cllr Stones agreed to present a report on behalf of the Trustees of the Village Hall Charity and Mrs Brookman would present a finance report.

JS  
Clerk  
JS

Mrs Joey Stones had volunteered to serve refreshments.

**12 VEHICLE ACTIVATED SIGN:**

Confirmation of when the sign would next be installed in Brockley had not been received.

**13 PLANNING APPLICATIONS:**

No matters to consider or report.

**14 TREE SURVEY FOR THE GREEN:**

Awaiting quotes.

Clerk

**15 ADDITIONAL FENCING ON THE GREEN:**

Mr Boughton had confirmed that he could not carry out any additional works until August 2015. Clerk to seek further quotes.

Clerk

Cllr Jones joined the meeting at 8.10 pm.

**16 CLERK'S RESIGNATION/RECRUITMENT OF CLERK:**

Cllr Stones confirmed that he had received the Clerk's resignation. It was agreed that an advertisement for the vacancy (Clerk and not RFO) would be circulated to SALC and LCPAS for 100 hours per year, salary to be agreed and with the Clerk as the contact. Cllr Stones agreed to contact Cllr Mary Evans to discuss the matter.

Clerk  
JS

**17 CLERK'S REPORT:**

The Clerk confirmed that Councillors Registers of Interest should be with SEBC by no later than 8 June 2015.

Cllrs

**Update of on-going matters**

UKPN/BTS – trees at the edge of The Green – pending works by BTS (Clerk signed agreement on 12/12/14 for works to be carried out; this would be done as and when the ground conditions allow as The Green is very wet).

Clerk

Legal powers of expenditure – training session to be given by the clerk following this meeting.

RJ

Drain at the bus stop – to be cleared

Football goals – rust areas to be treated and painted when weather improves.

Cllr Jones agreed to contact Mr Oliver Cornish regarding a contact for the possible grant funding of a pond project.

**Planned maintenance works**

Cllr Jones confirmed that the annual clean of the play area had taken place.

**18 CORRESPONDENCE:**

SALC training programme emailed to Councillors.  
Clerks & Councils Direct – May 2015 – circulated to Councillors.

**19 FINANCE REPORT:**

A cover report, financial risk assessment, balance sheets for 2014/15 and 2015/16 had been circulated with the agenda and are attached to these minutes.

Cllr English proposed that the following payments were approved and made; seconded by Cllr Stones. All in favour.

|              |  |         |
|--------------|--|---------|
| Chq no 22174 | Brockley Village Hall hire - Feb         | £7.00   |
| Chq no 22175 | Mrs J Brookman, Clerk – Feb pay & travel | £110.00 |
| Chq no 22176 | Brockley Village Hall hire – March       | £7.00   |
| Chq no 22177 | Mrs J Brookman, Clerk – Mar pay & travel | £110.00 |

Cllr Jones circulated copies of the balance sheet. Cllr Fisk reconciled the bank balance with the bank statement.

Cllr English proposed that the Summary for the Annual Return to the External Auditors for 2014/15 was approved; seconded by Cllr Fisk. All in favour. Cllr Stones proposed that Section 2 of the Annual Governance Statement, questions 1-8 should be answered “yes” and question 9 “not applicable”; seconded by Cllr Hardy. All in favour.

Cllr Stones proposed that Mrs Penny Morris should be appointed as the internal auditor; seconded by Cllr Fisk. All in favour.

Cllr Jones proposed an amendment to the assets register to include the telephone box to the value of £1; seconded by Cllr English. All in favour.

It was agreed that a summary of the accounts would be available at the Annual Parish Meeting.

Cllr Stones proposed that the points 12 and 19 of the Risk Assessment should be amended (copy attached to these minutes); seconded by Cllr English. All in favour. **Clerk**

**20 PARISH MATTERS FOR THE NEXT MEETING:**

None raised.

**21 DATE OF NEXT MEETING:**

The next meeting of the Parish Council will be held on Thursday 4 June 2015.

The meeting was closed at 8.10 pm.