

## BROCKLEY PARISH COUNCIL

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Minutes of the Annual Meeting of the Parish Council held at St Nicholas Church, Brockley  
at 7:00pm on Monday 13 May 2024

### 1. Present

Cllrs Tessa Jarman (Chair), Dr Julian Ridge (Vice-Chair), Dr Bryan Smith, Andy Warren (Clerk) and (for part of the meeting) District Cllr Tom Daw

### 2. Apologies for Absence

Cllrs Mike Fishwick and Emma Folkes

### 3. Election of Chair and Vice Chair and Declarations of Acceptance

Clerk assumed control of the meeting whilst discussion regarding Chair and Vice-Chair positions was conducted.

TJ confirmed her willingness to continue as Chair. Proposed by JR and seconded by BS.

JR confirmed his willingness to continue as Vice-Chair. Proposed by BS and seconded by TJ.

Acceptance declarations signed by both and countersigned by Clerk.

### 4. Members of the Public

Having been duly elected as Chair Cllr Tessa Jarman assumed that position for the meeting.

Stephen Parsons – who has expressed interest in being co-opted as a Councillor, introduced himself.

### 5. Co-Option of new Councillor

With an on-going Councillor vacancy it was resolved to Co-Opt Stephen Parsons as Councillor. Proposed by TJ and seconded by BS. SP signed declaration of acceptance of office and will formally become Councillor at the June meeting. As Cllr Parsons is a resident of Chelvey Batch he is a very welcome addition to represent that area of the Parish.

All relevant documentation to be completed and submitted by Clerk.

### 6. Declarations of Interest and Dispensations

None

### 7. Minutes of the previous meeting – 8 April 2024

It was agreed that the minutes of the last meeting, having been circulated previously, be taken as a true and accurate record. Proposed by JR and seconded by BS. Signed by TJ.

### 8. Police Report

PCSO Nick Gough reports that crime figures have shown a steady drop since January. He reminds that, at this time of year, there is often an increase in shed break ins and thefts from gardens. It is also worth reminding residents to keep doors and windows closed when not at home.

Clerk to post reminders on Facebook.

## 9. District Councillor's Report

District Cllr Tom Daw advised that:-

- The 50mph sign on Chelvey is being removed 14 May.
- He has taken up the short timescale regarding the BSIP Refresh "Consultation". BPC have also taken this up with NSC.
- He is chasing the 20mph limit for Chelvey.
- There is a dispute between some neighbours in Chelvey lane and he is speaking with the parties concerned.
- He continues to chase pothole repair and reporting other road issues.

## 10. Consultations and Meetings

Submissions have been made for the Parking, Waste Management and BSIP Refresh consultations by TJ as agreed at April meeting.

Draft Rural Strategy consultation is open and TJ will submit.

## 11. Finance

### a) Section 1 of the Annual Governance and Accountability Return (AGAR) 2023/24

Section 1: Annual Governance Statement of the AGAR for the year ending 31 March 2024 was circulated along with Agenda. It was resolved to accept the return proposed by JR and seconded by BS. Signed by Clerk and TJ

### b) Adoption of the Accounts for the year ending 31 March 2024 and Section 2 of the AGAR: Accounting Statements 2023/24

It was resolved that the Parish Council would adopt and approve the Accounts and Section 2 of the AGAR for the year ending 31 March 2024. Proposed by BS and seconded by JR. Signed by Clerk and TJ

### c) Annual Internal Audit Report 2023/24

Members noted the Annual Internal Audit Report for 2023/24 from the Council's Internal Auditor, as previously circulated. Proposed by TJ and seconded by BS.

### d) Consider exemption from a Limited Assurance review and agree dates for publication of Notice of Public Rights and Publication of AGAR (Exempt Authority)

The Council meets the criteria necessary to consider exemption from the requirement to have a limited assurance review.

Following consideration of the Council's Financial Statements for the year ending 31 March 2024, and the report of the Internal Auditor, **The Council resolved to that it would certify itself exempt and that the Certificate of Exemption be provided to BDO LLP (National Auditors)**. Confirmation of no Conflict of Interest with BDO also completed. Proposed by TJ and seconded by BS.

It was resolved that **the Notice of Public Rights and Publication of AGAR (Exempt Authority) will be announced on 9 June 2024 and be available for inspection between 10 June 2024 and 19 July 2024**. This will appear on the Council Notice Board and on the website. Proposed by TJ and seconded by BS.

### e) Insurance Renewal 2024/25

The annual review documents have been received from Zurich for renewal date of 31 May 2024. Premium paid in 2022 and 2023 remains the same for the forthcoming year at £241.00. Having reviewed the policy, and alternatives, it was resolved that the policy be renewed. Proposed by BS and seconded by JR.

## f) Receipts and Payments

### a) Payments

Payments have been made as follows:-

15/04/2024	St Nicholas Church	£70.00	Hire for Meetings
15/04/2024	St Bridget's Church	£187.50	Hire for meetings
15/04/2024	Andy Warren	£15.82	Expenses refund – Weebly
15/04/2024	ALCA & NALC	£80.08	Subs
29/04/2024	Andy Warren	£213.87	Salary
29/04/2024	HMRC	£50.80	Tax
02/05/2024	PCAA	£95.00	Subs

### b) Receipts

Receipts as follows:-

12/04/2024	North Somerset Council	£2946.50	1 <sup>st</sup> Half Precept
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### c) Payments for approval

27/05/2024	Andy Warren	£260.64	Salary inc. 4.5 hours audit
27/05/2024	HMRC	£62.80	Tax

Resolved to confirm receipts, payments and payments for approval. Proposed by JR and seconded by BS

## 12. Governance Review

### a) Standing Orders

It was resolved to confirm the Standing Orders without change. Proposed by TJ and seconded by BS.

### b) Financial Regulations

Financial Regulations have been reviewed nationally by NALC for Councils to adapt to their needs. Annual review of these – NALC have recently provided a new template for Financial Regulations which, after review and circulation with Agenda, has very few changes although Clerk can be authorised to make payments up to £500 in the normal course of business subject to ratification at meeting. With the existing double Unity Bank approval and that there are few payments that would fall outside of this it was resolved to adopt the new Financial Regulations. Proposed by TJ and seconded by JR.

## 13. Highways, pavements, verges and footpaths

### a) General update – highways

- Response from Rob Thomson of BSIP team was circulated by email and situation with current issues will continue to be monitored by BPC and District Cllr Tom Daw.

### b) General update – footpaths

- BS advised that pathway from Brockley crossroads to Brockley Stores needs clearance of vegetation which is also obscuring signs. Clerk to report to NSC for action.

### b) Public transport

- None other than ongoing BSIP work.

## 14. Planning

### a) Planning Applications since the last meeting for comment

None

### b) Consents and refusals since the last meeting

None

**15. Grove Farm Application**

Further documents have been submitted by Taylor Wimpey in respect of the Grove Farm Application. BPC have confirmed that its existing objection of 9 February 2024 remains pertinent.

**16. Brocks News**

Draft Brocks News circulated. An article from St Nicholas Church is awaited ahead of going to printing.

**17. Open forum for the Parish Council**

No matters arising

**18. Next Meeting**

Next meeting of the Parish Council will be on Monday 10 June 2024 in St Nicholas Church, Brockley.

Meeting concluded at 8.15 pm.

Andy Warren  
Clerk, Brockley Parish Council  
22 May 2024

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