



BROCKHAM PARISH COUNCIL MEETING 23rd June 2026 DRAFT

Venue: The Pavilion, Brockham
Recreation Ground

Date: 1st June 2026

Time: 20:15 to 21:30

Present

Cllr Karen Gargani (KG)

Cllr Gary Evans (GE)

Cllr Noel Humphrey (NH)

Cllr Roshie Watkins (RW)

Apologies

Cllr David Challenger (DC)

Cllr Simon Hetzel (SH)

Cllr Ross Lane (RL)

In attendance

L Mann (Clerk) (LM)

Apologies

MVDC Cllr S Budd (SB)

MVDC Cllr P Keay (PK)

MVDC Cllr P Potter (PP)

SCC Cllr H Clack (HC)

Public:

1 resident

Ref	Agenda item	Who
26/06a-001	To receive apologies for absence	
	Apologies received and accepted from Cllrs Ross Lane, David Challenger, Simon Hetzel, Paula Keay and Helyn Clack	
26/06a-002	Code of Members' Conduct - Declaration of Interest	
	No specific interests were declared.	
26/06a-003	Public Session	
	There were no members of the public.	
26/06a-004	Acceptance of Last Minutes	
	The minutes of the AGM meeting held on 1st June 2026 were approved and signed.	
26/06a-005	Finance Matters	
	1. To note the internal audit report for 2024-25 and agree actions from any recommendations. The Parish Council will address the issues raised in the Internal Audit. Specifically: - Consider adopting an investment strategy - Apply for a reserve bank account to spread the financial risk. - The Website Content Accessibility guidelines and, where it can, ensure compliance with them. The Website Accessibility Statement should be reviewed and updated on a regular basis. The internal auditor advised the council arranges to adopt an IT policy. 2. To read and sign the Annual Governance Statement for 2024-25 The Annual Governance Statement was read and signed by the Chair Karen Gargani, countersigned by the Clerk, Laura Mann. 3. To read and sign the Accounting Statement for 2024-25 The Accounting Statement was read and signed by the Chair Karen Gargani, countersigned by the Clerk, Laura Mann. ACTION: Submit completed AGAR and supporting documents to External Auditor for review.	
26/06a-006a	Other Matters	
	Defibrillator: The Council will look into replacing the defibrillator in the telephone box outside the Spar, as parts for the existing unit are becoming difficult to source. Recreation Ground car park and Old Coach Road: The Council will obtain initial quotes for these potential groundwork projects. Brockham Badgers event: Councillors noted that the organisers of the football	

	event had communicated well with residents and had managed parking effectively to minimise disruption.	
	Closure of meeting	
	There being no other business, the Chair KG closed the meeting. The next full council meeting will be on 14 th July 2026.	

Appendix

Brockham Parish Council – Action Points Summary

Ref / Area	Action Point	Responsible	Status / Notes
26/06-004	Arrange completion of the signed declaration of acceptance of office for Chairman.	KG	From minutes
26/06-005	Arrange completion of the signed declaration of acceptance of office for Vice-Chairman.	DC	From minutes
26/06-006	Circulate Declaration of Interest forms should any Councillors need to update them.	LM	From minutes
26/06-009	Submit the road closure application to MVDC Events by July.	LM	From minutes
Green Spaces	Instruct a tree surgeon to assess required works and submit a planning application on behalf of the Parish Council.	LM	From appendix
Highways & Infrastructure	Follow up with Cllr Helyn Clack regarding progress on traffic speed strips.	LM / SH	From appendix
Public Session	Check cutting season details for Strood Green Island and liaise with Cllr Helyn Clack regarding potential Parish Council adoption.	RL	From appendix
Public Session	Compile a full list of issues relating to Big Field events, including parking, field condition, management, noise and lighting.	NH	From appendix
Public Session	Feed back residents' concerns regarding Big Field events to the DRFC Committee.	SH	From appendix
District & County Cllrs	Obtain a copy of the updated MVDC Community Asset List once published.	LM	From appendix
District & County Cllrs	Send list of potentially omitted assets to Cllr Keay.	LM	From appendix
Green Spaces – Bench	Confirm Parish Council support for replacement of the bench near the pump.	LM	Done / from appendix
Green Spaces – Village Green Kerbstones	Arrange meeting with MVDC to agree suitable solutions, such as sleepers or stakes.	LM	From appendix
Highways	Request feedback from SCC on Middle Street traffic strip results.	LM / SH	From appendix
Appendix Ref 26/01003	Follow up with Cllr Helyn Clack regarding purchase of SID devices.	LM	From appendix
26/06a-005	Address the issues raised in the Internal Audit report, including considering an investment strategy, applying for a reserve bank account, reviewing	LM / Council	From minutes

	website accessibility compliance, updating the Website Accessibility Statement regularly and arranging adoption of an IT policy.		
26/06a-005	Submit the completed AGAR and supporting documents to the External Auditor for review.	LM	From minutes
26/06a-006a	Look into replacing the defibrillator in the telephone box outside the Spar, as parts for the existing unit are becoming difficult to source.	Council	From minutes
26/06a-006a	Obtain initial quotes for potential groundwork projects at the Recreation Ground car park and Old Coach Road.	Council	From minutes

Crime Report - unavailable

Appendix – Planning Applications

Finance:

Bank reconciliation for May 2026

MONTHLY RECONCILIATIONS for Current Account			
May			
	YTD	MONTHLY	
Balance B/F	£ 229,316.04		
Income	£ 156.00	£ 156.00	
Payments	£ 2,573.19	£ 2,573.19	
Total transfers	-		
Total C/F	£ 226,898.85	-£ 2,417.19	
All Accounts	b/f	Movement	c/f
Treasurers 00487702 - Current	£ 229,316.04	-£ 2,417.19	£ 226,898.85
Bank Accounts	229,316.04		
Total movement	-£ 2,417.19		
Total Balance C/F	£ 226,898.85		

Transactions for May 2026

Transaction Date ▼	Transact ▼	Sort Code ▼	Account Number ▼	Transaction description ▼	Debit Amount ▼	Credit Amount ▼	Balance ▼
19/05/2026	PAY	'30-92-70	00487702	Bank charges	4.25		226898.85
18/05/2026	FPI	'30-92-70	00487702	Allotment rent		25	226903.1
18/05/2026	FPO	'30-92-70	00487702	Clerk expenses	78.49		226878.1
12/05/2026	DD	'30-92-70	00487702	Salary	1505.7		226956.59
07/05/2026	DEP	'30-92-70	00487702	Allotment rent		36	228462.29
07/05/2026	FPO	'30-92-70	00487702	Storage	240		228426.29
07/05/2026	FPO	'30-92-70	00487702	Planter expenses	29.98		228666.29
07/05/2026	FPO	'30-92-70	00487702	Administrator	600		228696.27
05/05/2026	FPO	'30-92-70	00487702	Allotment water bill	64.45		229296.27
05/05/2026	FPO	'30-92-70	00487702	Allotment water bill	50.32		229360.72
05/05/2026	FPI	'30-92-70	00487702	Allotment rent		25	229411.04
05/05/2026	FPI	'30-92-70	00487702	Allotment rent		70	229386.04
					2573.19	156	