

### **Minutes of the Brookenby Parish Council Meeting held at 7.00 pm**

#### **at the Community Centre, Kent Road, Brookenby on 2nd April 2024**

Present: Cllr R. Purdy, Cllr S. Turnbull, Cllr B. Preece, Cllr N Tracey, Cllr S. Sumnall, Cllr S. Coulam

In Attendance: Chris Bowles (Clerk), Cllr T. Smith (LCC and WLDC)  
Members of public present: 4

#### **Ref 2869 Public Session – 15 Minutes**

In the public session prior to the start of the meeting a member of the public queried obstruction of what they described as a public footpath. The Clerk stated that there no officially designated public footpaths within the Parish Boundaries, and so no legal powers regarding obstruction other than of the public highway.

#### **Ref 2870 To receive apologies for absence**

Nil

#### **Ref 2871 To receive declarations of interest under the Localism Act 2011- being any pecuniary or non-pecuniary interest in agenda items not previously on members' Register of Interests**

None

#### **Ref 2872 To receive any reports from external organisations to include Ward Councillor**

Cllr T. Smith (LCC and WLDC) spoke about repairs to the road at Kirmond le Mire. Some had been done but the complete package was still to be finished. The continuing issues at the building site in York Road had still not been resolved to the satisfaction of residents

The 30mph signs on Swinhope Road would be installed shortly, activating the new speed restriction.

#### **Ref 2873 To approve the minutes of the Council Meeting held on 9<sup>th</sup> January 2024**

It was resolved to approve these as a true record. Proposed Cllr N Tracey, Seconded Cllr S Sumnall. Cllr R Purdy abstained.

### **Finance Report**

#### **Ref 2874 To approve payment of Schedule of Payments**

Resolved to approve a Schedule of payments of £1422.44, Proposed: Cllr S Turnbull, Seconded Cllr N Tracey. All in favour.

#### **Ref 2875 To note receipts to Council**

The Clerk notified council of monies received totalling £173.33

# **BROOKENBY**

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## **Parish Council**

### **Ref 2876 To Accept the Bank Reconciliation**

Bank reconciliation as of 1915hrs 26/03/24 showing a cash book total of £33,168.59 was approved by the Chair

### **Ref 2877 To formally confirm and record the amount of the 2024/5 Precept Claim as being £25,480**

Proposed Cllr R Purdy, Seconded Cllr B Preece. All in favour.

### **Ref 2878 To discuss Brookenby Allotments and resolve on any action to be taken**

The Clerk, in answer to a query at the previous meeting, detailed the contractual arrangement between the Council and the Brookenby Allotments Association

### **Ref 2879 To discuss Children's playground issues and resolve on any action to be taken.**

Cllr Preece updated the meeting that grant funding was still awaited.

### **Ref 2880 To discuss the Interim Audit Report and resolve on any action to be taken**

The audit report was accepted and the Clerk thanked for his work in support of it  
Proposed: Cllr S Turnbull, Seconded Cllr S Coulam. All in favour.

### **Ref 2881 To discuss the updated Complaints Procedure Policy and resolve on any action to be taken.**

Policy Approved. Proposed: Cllr S Turnbull, Seconded: Cllr: S Sumnall. All in favour.

### **Ref 2882 To discuss the updated "Abusive Persistent and Vexatious Complaints Procedure Policy" and resolve on any action to be taken.**

Policy Approved. Proposed: Cllr: S Sumnall Seconded: Cllr S Turnbull All in favour.

### **Ref 2883 To discuss the Councillor Vacancy Policy and resolve on any action to be taken**

Policy Approved. Proposed: Cllr B Preece Seconded: Cllr: S Sumnall All in favour.

### **Ref 2884 To discuss the Data Protection Policy and resolve on any action to be taken**

Policy Approved. Proposed: Cllr R Purdy Seconded: Cllr: S Coulam All in favour.

### **Ref 2885 To discuss the GDPR Data Breach Policy and resolve on any action to be taken**

Policy Approved. Proposed: Cllr S Turnbull Seconded: Cllr: S Coulam All in favour.

### **Ref 2886 To discuss the GDPR Security Checklist and resolve on any action to be taken**

Approved. Proposed: Cllr R Purdy Seconded: Cllr: S Coulam. All in favour

### **Ref 2887 To discuss the Retention of Documents and Records Policy and resolve on any action to be taken.**

Approved. Proposed: Cllr S Turnbull Seconded: Cllr: S Coulam All in favour.

### **Ref 2888 To discuss the Subject Access Request Policy and resolve on any action to be taken**

Approved. Proposed: Cllr S Coulam Seconded: Cllr. S Sumnall. All in favour.

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## **Parish Council**

**Ref 2889 To discuss the Volunteer Policy and resolve on any action to be taken**

Approved with the addition of a commitment by the Council to provide necessary PPE. Proposed: Cllr S Turnbull      Seconded: Cllr: S Sumnall. All in favour.

**Ref 2890 To discuss the updated Discipline Policy and resolve on any action to be taken.**

The Clerk was asked to revise some wording identified by the council to prevent duplication, before issue. Approved with revised wording. Proposed: Cllr R Purdy  
Seconded: Cllr:N Tracey. All in favour.

**Ref 2891 To discuss Wolds Community Activity Group proposals for outside activity equipment and resolve on any action to be taken.**

Cllr Sumnall updated the meeting and the Clerk was asked to investigate insurance issues.

**Ref 2892 To approve the Asset Register**

The Clerk was asked to add the shipping container behind the Community Centre to the Register. With that addition, approved. Proposed: Cllr B Preece      Seconded: Cllr. N Tracey. All in favour.

**Ref 2893 Clerk's Report**

- Community Centre
- Nil requiring formal Recording

**Ref 2894 To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following: -**

To consider contractual arrangements and fees for the hire of Parish Council premises and consider a way forward

Proposed: Cllr S Sumnall      Seconded: Cllr. S Coulam

**Open Meeting concluded 1947 hrs**

**Ref 2895** In closed session the Council adopted changes to the contractual arrangements and fees for the hire of Parish Council premises which the Clerk would communicate privately to the hirers involved.

**Closed session concluded 2045 hours.**