

**Minutes of the Meeting of Brookenby Council held at 7.00 pm
at the Community Centre, Kent Road, Brookenby on 7 January 2020**

Present: Cllr Fraser (Chair) (Chair), Cllr Turnbull, Cllr Purdy, Cllr Cordwell, Cllr Matthews, Cllr Coulam,
C. Thomas (Clerk),
Members of public present: 10

1 Public Session- 15 minutes - Ref: 21

Residents raised concerns that the notice board at the top end of Swinhope Road was not in place. The Chairman confirmed it had been obtained and would be installed. The Clerk also expressed concern at the Notice Board on Kent Road which required repair or replacement.

It was noted that Royal Mail, when collecting post near the guard house, are parking on the verge which is causing damage. Post Office would be informed.

Community Land Trust requested permission to enter the East Wing to obtain a structural survey. Permission was granted to access the building and to secure, as best as possible, the access gained.

Resident raised concern that the planning objection to the Officers Mess (139874) hadn't been lodged with WLDC. Clerk couldn't be 100% certain but was sure it had – *post meeting the clerk confirmed that the objection was lodged with Ian Elliott on 5th September 2019.*

2 To receive apologies and reasons for absence - Ref: 18

None

3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on members Register of Interests. - Ref: 19

None

4 To approve the minutes of the Meeting of the Council held on 5th November 2019 - Ref: 20

Resolved to approve as a true record.

Proposed: Cllr Turnbull Seconder: Cllr Cordwell All in favour

5 To approve the minutes of the Extraordinary Meeting of the Council held on 10th December 2019 - Ref: 36

resolved to approve as a true record

Proposed: Cllr Turnbull Seconder: Cllr Cordwell All in favour

6 Finance Report - Ref: 22

a) Financial report period ending 31st December 2020 - Ref: 23

The financial report had been circulated to Councillors prior to the meeting.

The Clerk confirmed that enquiries had been made with Nat West regarding the reserve account as the signatories were not known. Further enquiries were being made with Nat West. Cllr Coulam provided the Clerk with potential names.

It was resolved to approve the financial report as a true record.

Proposed: Cllr Purdy Seconder: Cllr Turnbull All in favour

b) To approve the schedule of payments for January 2020 totalling £1304.24 - Ref: 24

Resolved to approve all accounts for payment.

Proposed: Cllr Purdy Seconder: Cllr Turnbull All in favour

c) Budget for 2020/21 - Ref: 35

The Clerk had previously circulated the proposed budget for 2020/21.

It was resolved to approve the budget and precept requirement of £21,000 for the period 2020/21

Proposed: Cllr Purdy Seconder: Cllr Swinn All in favour

7 To receive any reports from external organisations - Ref: 25

a) Report from Lincolnshire Police - Ref: 26

A brief report had been received covering December 2019 which indicated no crime in Brookenby. The Clerk had accessed data which is a month behind showing 4 crimes had been reported in November 2019 compared to 10 in October.

b) Report from unitary Councillors to include updates on items raised at the last meeting - Ref: 27

Ward Councillors had sent apologies and agreed to meet with Councillors/residents and/or deal with any matters raised out of meeting. No concerns were raised.

8 Parish Matters - To receive any report or consider any appropriate action - Ref: 28

a) Review tracking report - Ref: 29

1955-TSB Bank Mandate

The mandate had now been amended and submitted to TSB Bank who had confirmed verbally all was in order to add the two new signatories. Written confirmation was awaited.

1966 – Internet & Online Banking

Upon confirmation that the new signatories were confirmed by TSB the internet banking forms would be submitted.

1968 – Availability Calendar on Website

This was proving impracticable to work correctly so the Clerk was to work manually in hall hiring. To date only two enquires had been received. Online availability would be re-considered going forward should the

1973 – Policy Review

It was resolved to adopt the following policies as circulated to Councillors in November 2019:-

Dignity at Work Policy

Risk Management Policy / register

GDPR Policy

Data Protection Policy

Social Media Policy

Communications Policy

Non payment Policy

Grants Policy

Abusive, Persistent or Vexatious Complaints Policy

Health & Safety Policy

Lone Worker Policy

Disciplinary Policy

Complaints Procedure

Community Engagement – Statement of Intent

Grievance Policy

Member & Officer Protocol

Council Meeting Calendar Items

Internal Control System

Proposed: Cllr Turnbull Seconder: Cllr Matthews All in favour

1994 – Council tax On Community Centre

A full credit had now been received from WLDC for the current year.

Clerk would investigate whether a refund from previous years was available.

1999 – Play Area Safety Report

Safety inspection had been instructed and was awaiting a date for this work.

2013 – Annual Training Scheme

It was resolved to subscribe the the LALC Annual training Scheme at a cost of £100 plus VAT.

Proposed: Cllr Matthews Seconder: Cllr Purdy All in favour

2024 – West Wing Transfer

The legal lease to extend the church lease had now been completed.

Clerk raised concerns that the entrance area, still the responsibility, of the Parish Council was looking tired and suggested this be re-decorated at a cost of £260.

It was resolved to approve this expenditure.

Proposed: Cllr Swinn Secunder: Cllr Matthews All in favour

2023 – East Wing Transfer

The Community Land Trust (CLT) had expressed serious concerns at the lack of response from the Parish Councils (PC) Solicitor in respect of the property transfer. The Clerk confirmed that a draft contract had been sent to CLT solicitor who had advised the CLT not to sign. The PC were therefore awaiting a revised contract from the CLT solicitors together with a loan agreement which had not been forthcoming.

There was a difference of opinion between the two solicitors and the Clerk acting blind at this stage agreed that contact with the PC solicitor was difficult.

The Chair confirmed the position and also that of the covenants.

It was agreed that the CLT request from their solicitors a revised sale contract and loan agreement to be sent to the Clerk. This would be circulated to all Councillors for approval prior to a face to face meeting with the PC solicitor for an opinion and to endeavour to move things forward as rapidly as possible.

Should the PC solicitors further delay the Chairman would call an EGM on an urgent basis to agree any contracts and agreements or the re-appoint a new solicitor.

9 Clerks Report - Ref: 30

a) Correspondence received:- - Ref: 31

- i) Damage by 4x4 on playing fields - Resident had reported significant damage. Cllr Swinn would arrange to block off entrance being used.
- ii) Grit boxes on village - Reported to WLDC & LCC.

10 Planning Applications - Ref: 32

None received

11 Next Meeting will be Tuesday 3rd March 2020 at 7 pm
Items for the next agenda by 26th February 2020 - Ref: 34

Meeting closed at 7.45 pm