

Minutes of the Brookenby Parish Council Meeting held at 7.00 pm

at the Community Centre, Kent Road, Brookenby on 4th March 2025

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

In Attendance: Chris Bowles (Clerk),
Members of public present: 7

Public Session – 15 Minutes

A member of the public asked if Brookenby Community Group were allowed to hang new curtains in the Lancaster Room, which were generally accepted to be in need of replacement. The Council accepted this offer, with thanks.

A member of the public asked about trees in Javelin Avenue which were felt to be dangerous but the owner was not clear. The Clerk advised that Cllr Smith, on behalf of LCC, had spoken on this issue previously. The matter should be reported to the County Council and if the trees were dangerous but the owner, for whatever reason, did not resolve the issue, the County Council would take action and bill the owner.

Ref 3060 To receive apologies for absence

Apologies were received and accepted from Cllr S Coulam and Cllr T. Smith (LCC and WLDC)

Ref 3061 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 3062 To receive any reports from external organisations to include Ward Councillor Allotments Association and Wolds Community Activity Group (WCAG)

The Allotments Association Chair reported that they had lost 1 member so there was 1 vacant plot, With the better weather, allotment holders were working on site and crops were growing.

WCAG reported that they had a meeting last month and matters were progressing. Mike Swannick was progressing well with grant applications and a substantial amount of letters of support were received which had now been forwarded, with the application, to the grant provider Additionally, Sports England had agreed funding for Table Tennis tables.

Ref 3063 To approve the minutes of the Council Meeting held on 4th February 2025

Proposed : Cllr Tracey. Seconded Cllr Sumnall. All In Favour.

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Ref 3064 To approve the minutes of the Extraordinary Council Meeting held on 25th February 2025

Proposed : Cllr Turnbull. Seconded Cllr Sumnall. All In Favour.

Finance Matters

Ref 3065 To approve payment of the Schedule of Payments

Resolved to approve a Schedule of payments of £2,162.65 Proposed: Cllr N Tracey , Seconded Cllr S Turnbull. All in favour.

Ref 3066 Receipts

The RFO stated that receipts in February 25 to time/date of Bank reconciliation totalled £327.88

Ref 3067 Bank Reconciliation

The RFO disclosed a Bank Reconciliation of £47,414.39 which was approved and signed by the Chair

Ref 3068 To discuss the frequency and responsibilities of Full Council and Committee meetings, consider the Committee Structures and Procedures Policy and resolve on any action to be taken

Cllr Fraser spoke about the repetitive nature of Monthly Parish Council meetings and the evolving responsibility of properly mandated and documented committees. Because of this he proposed that Full Council meetings be changed to every other month, alternating with Community Centre Committee meetings. Supporting this change, the revised Committee Structures and Procedures Policy would be adopted. Next full Council meeting would be in May

Proposed : Cllr Fraser, Seconded Cllr Sumnall. All In Favour

Ref 3069 To discuss Parish Grounds Maintenance (incl. Grass Cutting) and resolve on any action to be taken.

The Clerk had previously circulated commercially confidential information and councillors accepted an identified tender

The hedging trees from the Woodland Trust had arrived and it was suggested that they be planted to the south edge of the new playpark field, parallel to the roadway.

It had been identified that 3 large Poplar hybrid trees to the east of the proposed playpark were such that they posed a threat to the new playpark and its users. It had been recommended that they should be felled completely to prevent regrowth in a timescale that would adversely affect the new playpark during its anticipated lifespan. The Clerk advised that competitive quotes should be obtained from tree surgeons to undertake the work as a matter of urgency.

Proposed to proceed as above Cllr Turnbull, Seconded Cllr Purdy

Ref 3070 To note the internal auditors report and resolve on any action to be taken.

Report and recommendations accepted. Proposed : Cllr Purdy. Seconded Cllr Turnbull. All In Favour.

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Ref 3071 To approve/reapprove the following procedures or resolve on any action to be taken:

- Abusive Persistent and Vexatious Complaints Procedure Policy
- Complaints Procedure Policy
- Councillor Vacancy Policy
- Data Protection Policy
- Disciplinary Policy
- Financial Regulations
- GDPR Data Breach Policy
- GDPR Security Compliance Checklist
- Grant Application & Guidance Form
- Internal Control System
- Members Code of Conduct
- Retention of Documents and Records Policy
- Subject Access Request Procedure
- Volunteer Policy

Approved/reapproved without further amendments
Proposed Cllr Turnbull, Seconded Cllr Sumnall. All in favour

Ref 3072 To discuss correspondence relating to the “Binbrook Flag” and resolve on any action to be taken

The Chair, Cllr Purdy, asked Cllr Fraser, who was Parish Council Chair in 2016 to recap. Cllr Fraser stated that the “Flag” was a donation, not a loan. Mr Swannick had volunteered in 2016 to frame the Ensign and Councillor Fraser had then moved the proposal to pay the costs of the framing, something he wouldn't have done if it were a loan, and liable to be taken back after council funds had been spent on it.

Cllr Fraser said that, at the time the Council accepted and framed it, the Ensign was described as the final Ensign to have been flown over RAF Binbrook. He now understood that a different history for it had been advanced, that it was simply found, discarded, in a filing cabinet, and given to the donor.

The Clerk confirmed that this, second account, had been sent to the former Clerk in 2020.

Cllr Fraser stated that, had this history for the framed Ensign been given at the time, he would have not proposed council expenditure on its preservation and display but that was now a side issue. The fact was that it was donated, and had therefore become council property.

The Clerk raised the issue that if public funds had been spent on the item, there were constraints on its disposal.

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The Chair summarised that :

- The position of the council, that the Ensign was donated and therefore now belonged to the Council, remained unchanged.
- That the Council should keep the Ensign.
- That the Ensign should remain on display in the Foyer, open to all visiting the building.

Resolved to adopt the Chair's summary as council policy

Proposed Cllr Fraser, Seconded Cllr Purdy . Five (5) in favour, One (1) against

Clerk's Report

Ref 3073 Community Centre

There was nothing reportable. Certain issues would be referred to the Community Centre Committee

Ref 3074 Correspondence

The Scout Association was pressing ahead with their intention to run Cubs and Beavers in Brookenby.

There would be meetings/taster sessions run by the Scout Association held in the Lancaster Room on Mondays 28th April , 12th May and 19th May all from 6 to 7 pm

Following on from information provided at a previous meeting about VE Day Commemoration, further correspondence had been received from the suppliers of commemorative silhouettes and benches.

Following some discussion it was decided that one bench, incorporating an aircrew graphic and "Lest We Forget" text and two silhouettes would be procured for use by the new playpark to commemorate both VE day and as a memorial to those who served at RAF Binbrook. All Councillors approved the purchase with a four (4) to two (2) majority favouring the design including a Lancaster

The meeting closed at 1945 hrs

Next Full Council meeting Tuesday 6th May 2025