

**Minutes of the Meeting of Brookenby Parish Council held at 7.00 pm
at the Virtual online meeting on 5 May 2020**

Present: Cllr Fraser (Chair), Cllr Turnbull, Cllr Purdy, Cllr Cordwell, Cllr Matthews, Cllr Coulam,
C Thomas (Clerk),
Members of public present: 4

1 Public Session - 15 minutes - Ref: 56

A resident queried responsibility for the graffiti on the bus stop on Swinhope Road as you enter Brookenby from Orford Road direction. Cllr Coullam confirmed it was the Parish Council and it was agreed to arrange for this to be removed or painted over.

2 To receive apologies and reasons for absence - Ref: 57

Cllr Swinn

3 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. - Ref: 58

None

4 To approve the minutes of the Council Meeting held on 3rd March 2020 - Ref: 59

It was resolved to approve these as a true record.

Proposed: Cllr Cordwell Seconder: Cllr Turnbull All in favour

5 Finance Report - Ref: 60

a) To approve the financial report ending 31st March 2020 - Ref: 61

The clerk had previously circulated the financial statements for the period and year ending 31st March 2020. It was resolved to approve these as a true record.

Proposed: Cllr Purdy Seconder: Cllr Cordwell All in favour

b) To mention the costs of the fireworks event in November 2019 - Ref

The Clerk also confirmed that the sponsor of the fireworks event has agreed to make up any difference between expenses the donations received on the night.

c) To approve the Schedule of Payments for April 2020 - Ref: 62

The clerk had previously circulated the schedule of payments totalling £1958.95. It was resolved to approve these payments for payment.

Proposed: Cllr Turnbull Seconder: Cllr Matthews All in favour

6 To receive any reports from external organisations - Ref: 63

a) Lincolnshire Police - Ref: 64

No Police report had been received. The Clerk, confirmed, using Police data within the last three months there had been 3 recorded crimes, one being criminal damage/arson on Central Road and two anti social behaviour on Cumberland Terrace and Lincoln Road.

b) Unitary authority ward councillors - Ref: 65

No ward councillors present and no representation had been made to the council.

7 Parish Matters - Ref: 66

a) Appointment of Internal Auditor - Ref: 67

As the income and expenditure was below £25,000 it was resolved to certify the Council as an exempt authority in respect of the Governance report.

Proposer: Cllr Purdy Seconder: Cordwell Cllr All in favour

It was resolved to appoint a fellow Clerk from North East Lincolnshire to conduct the audit at a fee of £200.

Proposer: Cllr Turnbull Seconder: Cllr Purdy All in favour

Signature:

The Clerk aims to have the internal report completed by 30th June and seek approval at the 7th July meeting. Proposed dates for exercise of public rights is currently 8th July to 7th August.

b) Utility suppliers review - Ref: 68

It was confirmed that there is only one source of electricity supplied by G4. Cllr Matthews suggested seeking advice on securing an alternative source of power. National Power Grid undertake this and at the moment the source cable is significantly old and may fail at any point. The Clerk agreed to investigate this and report back to the next meeting. Cllr Coulam also suggested that this includes future use of the Community Centre which was carried.

The Clerk had circulated a proposal and suggested switching suppliers to EDF with a potential saving of £363.20.

It was resolved to move gas utility provider to EDF.

Proposed: Cllr Purdy Seconder: Cllr Turnbull All in favour

c) Insurance review - Ref: 69

It was resolved to renew the insurance policy with RSA at a total premium of £1411.45 under a one year agreement.

Proposed: Cllr Purdy Seconder: Cllr Matthews All in favour

d) Review tracking report - Ref: 70

1955 - TSB Bank Mandata

The bank mandate has now been amended and three signatories are available. The Clerk will liaise with Cllr Swinn to make him a 4th signatory.

1958 - VAT Analysis

The VAT reclaim for the period ending 31st March 2020 has been submitted and awaiting re-payment.

1966 - Internet Banking

This was now set up.

1999 - Play Area Safety Report

The Clerk confirmed that this couldn't be complete due to Covid19 restrictions and was awaiting Government restrictions to be lifted. Cllr Coulam believes this was completed last year and would seek to obtain a certificate.

2022 - East Wing Sale Transfer

The Clerk confirmed he had met with the councils solicitors prior to lockdown. The contract was received a few days before this meeting but was not in the format required and there was still no loan agreement. The solicitors had since closed due to lockdown and the Clerk had emailed the CLT with a number of queries. The only reply received was one saying the queries would be answered once we had heard back from our solicitors. A further email had been received from the CLT requesting a meeting with full council to discuss the issues raised and until that time were suspending any further activity regarding the purchase. The Clerk would seek to arrange a meeting in the days following this meeting.

2042 - Grass Cutting

The Clerk had circulated the agreement from Lincolnshire County Council for grass cutting. R.E. Mumby had agreed to continue as per last year. Cllr Matthews asked if our contractor was working in agreement with the conditions of Lincolnshire County Council. The Clerk confirmed that RE Mumby were completing the grass cutting in accordance with the conditions of LCC and would receive written communication upon lockdown measures being relaxed so a meeting can take place to achieve a written agreement.

It was resolved to sign and return the agreement to Lincolnshire County Council.

Proposer: Cllr Coulam Seconder: Cllr Purdy All in favour

Signature:

8 Clerk's Report - Ref: 71

a) Correspondence Received - Ref: 72

None had been received.

Meeting closed at 7.30 pm

Signature: