

Minutes of the Brookenby Parish Council Meeting held at 7.00 pm

at the Community Centre, Kent Road, Brookenby on 6th January 2026

Present: Cllr S. Sumnall (Chair), Cllr B. Preece, Cllr N Tracey, Cllr S. Coulam,

In Attendance: Chris Bowles (Clerk), Cllr T. Smith (WLDC)

Members of public present: 2

Ref 4031 Public Session – 15 Minutes

In the public session prior to the start of the meeting, a member of the public asked to clarify whether Public Session questions must be submitted in advance. He was informed that they do not.

Ref 4032 To receive apologies for absence

Apologies were received and accepted from Cllr S. Turnbull, Cllr L Fraser and Cllr J Bean (LCC)

Ref 4033 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 4034 To receive any reports from external organisations to include Ward Councillor

Cllr T. Smith (WLDC) stated that he had no matters he wished to raise but was happy to take away any problems identified during the meeting. He stated that his Councillor's discretionary funds for this financial year were exhausted but that some had been allocated to this area. Cllr Preece stated that Brookenby Community Group was, currently, largely inactive but that the BCG run quiz would be resuming run by a new family acting as quizmaster and question setters. The Clerk stated that there had been no police liaison meeting but he would expand on the issue in the clerk's report later in the meeting.

Ref 4035 To approve the minutes of the Council Meeting held on 4th November 2025

It was resolved to approve these as a true record. Proposed, Cllr N Tracey
Seconded, Cllr S Coulam

Ref 4036 To approve the minutes of the Community Centre Committee Meeting held on 2nd December 2025

It was resolved to approve these as a true record. Proposed Cllr S Coulam,
Seconded. Cllr B Preece

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Finance Report

Ref 4037 To approve payment of Schedule of Payments for November 2025

Resolved to approve a Schedule of payments of £8850.39, Proposed: Cllr S Coulam, Seconded Cllr S. Sumnall. All in favour.

Ref 4038 To approve payment of Schedule of Payments for December 2025

Resolved to approve a Schedule of payments of £2799.76, Proposed: Cllr S Coulam, Seconded Cllr S. Sumnall. All in favour.

Ref 4039 To note receipts to Council

The Clerk notified council of monies received totalling £14,305.18 in November 2025 and £1611.00 in December 2025

Ref 4040 To Accept the Bank Reconciliation

Bank reconciliation as of 2336hrs 31/12/25 showing a cash book total of £49,893.26 was approved by the Chair

Ref 4041 To approve the final budget and Precept request for 2026/27

A final Budget of £35,000 and a final Precept Request of £27,500 for the 2026/7 financial year was adopted.

Proposed: Cllr S Coulam, Seconded Cllr B Preece. All in favour.

Ref 4042 To confirm approval of expenditure to install commemorative silhouettes and relocate benches

This resolution confirmed email correspondence authorising expenditure of £330 on installation and relocation. Proposed: Cllr S Coulam, Seconded Cllr N Tracey. All in favour

Ref 4043 To re-approve the Council's Grant Policy

Performance Policy

Safeguarding Policy

Proposed, Cllr N Tracey, Seconded, Cllr S Coulam. All in favour.

Clerk's Report

- **Ref 4044 Community Centre**

The Clerk reported this item had been effectively replaced by the Community Centre Committee.

- **Ref 4045 Correspondence**

The Clerk reported that he:

- Had received Correspondence regarding a Northern Powergrid application WL/2026/00005 for installation of a new H double pole at East Road, Brookenby Business Park.
- Had received correspondence from the Council's insurers confirming that an insurance claim against the Council, which the council disputed, had been discontinued by the claimant.

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- Had received correspondence from the district Police Inspector, outlining staff transfers and deployments from the superbeat area covering Brookenby to higher priority police operational responsibilities.
While the Council understood and sympathised with these challenges, they still felt that the policing of Brookenby would suffer as a result. Because this was an issue impacting beyond the Parish, Cllr T. Smith (WLDC) volunteered to look into the matter with the involvement of the local MP.
- Had received notification of a temporary traffic regulation order for electricity supply maintenance at Chichester Road between 19/01/26 and 27/01/26.
- Had received correspondence from an individual enquiring about a piece of land for Bootcamp style outdoor exercise sessions. Councillors were generally supportive of the initiative but what land the correspondent referred to was unclear and may, or may not, be council owned. The Clerk would verify which land was involved.

Ref 4046 To discuss matters relating to the play park and resolve on any action to be taken

The Clerk stated that a replacement Nest Swing had arrived but the issue of installation of the replacement had not been resolved by the supplier of the original defective equipment. It was decided, for safety and warranty reasons, that the council would not install it on a DIY basis. It was agreed that if APL, the suppliers, did not resolve the issue, the Council would contract the company who supplied the original, wider, play park construction package to complete the installation and take measures to recover their costs from APL.

The original playpark "No Dogs" sign could not be re-used so it was agreed that the Caretaker would install the second sign on a robust post which would be secured with concrete.

Proposed: Cllr S Coulam, Seconded: Cllr. S Sumnall

Ref 4047 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 following business to be transacted.

Proposed: Cllr S Sumnall, Seconded Cllr N Tracey. All in favour

Open Meeting concluded 1930 hrs

Ref 4048 To discuss the project to refurbish the Community Centre Ground Floor Toilets and associated funding.

The Council was not in a position to agree contractors or prices

Ref 4049 To discuss the post and duties of the Parish Clerk and Responsible Financial Officer and resolve on any action to be taken.

The Chair agreed to speak the Clerk to attempt to ensure business continuity.