

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

**at the Community Centre, Kent Road, Brookenby on 3<sup>rd</sup> February 2026**

Present: Cllr S. Sumnall (Chair), Cllr B. Preece, Cllr N. Tracey, Cllr S. Coulam, Cllr s. Turnbull, Cllr L. Fraser

In Attendance: Cllr J. Bean (LCC)

Members of public present: 3

#### **Ref 4056 Public Session – 15 Minutes**

Nothing to report

#### **Ref 4057 To receive apologies for absence**

None

#### **Ref 4058 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 4059 To receive any reports from external organisations to include Ward Councillor**

Cllr J. Bean informed Council that Council tax would rise by 2.9% this year.

Cllr J. Bean also reminded Council that we the Parish Council could apply to the Volunteer Scheme.

Mike Swannick (WCAG) informed the Council of 2 dates for table tennis sessions.

#### **Ref 4060 To approve the minutes of the Council Meeting held on 6<sup>th</sup> January 2026 and the extraordinary meeting held on 29<sup>th</sup> January 2026**

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

#### **Ref 4061 To approve the minutes of the Community Centre Committee Meeting held on 2<sup>nd</sup> December 2025**

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

### **Finance Report**

#### **Ref 4062 To approve payment of Schedule of Payments**

Resolved to approve a Schedule of payments of £2,662.52, Proposed: Cllr B. Preece, Seconded Cllr L. Fraser. All in favour.

#### **Ref 4063 To note receipts to Council**

The Clerk notified council of monies received totalling £2296.75 in December 2025

#### **Ref 4064 To Accept the Bank Reconciliation**

approved by the Chair

### Clerk's Report

**Ref 4065 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 N. Tracey, Seconded Cllr S. Turnbull. All in favour

### Open Meeting concluded 1930 hrs

**Ref 4066 To discuss the project to refurbish the Community Centre Ground Floor Toilets and other Community Centre areas and resolve on any action to be taken.**

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

Cllr S. Sumnall & Cllr S. Coulam to investigate issues with the emergency lighting.

**Ref 4067 To review the arrangements for cleaning and caretaking and resolve on any action to be taken.**

The Council to provide a job sheet for individual jobs to be returned to the Clerk once complete

**Ref 4068 To discuss the actions required to fill the vacancy in the Office of Councillor and resolve on any action to be taken.**

Resolved to co-opt to fill the current vacant seat. The Parish Council will advertise the vacancy on the Parish Council Facebook page.

**Ref 4069 To discuss the arrangements for Parish Clerk/RFO and other posts and resolve on any action to be taken.**

Resolved that the acting Clerk be able to authorise spending up to £500 and the authorisation for the outgoing Clerk to Spend £500 be revoked.

Resolved to remove the responsibility of the Community Centre from the Clerk/RFO role, Councillors will manage the building.

Resolved to re-advertise the post at 6hrs per week and pay to be agreed (between pay scales 5-17)

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

The meeting closed at 20:20hrs