

# LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk to the Council: Ms Ramune Mimiene

Minutes of the Annual Parish Council Meeting held on Thursday 11 May 2017 at 7:30 at the Green Man (These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Parish Councillors: B Mysak (Chairman), N Cook, R Bosworth  
Clerk: Ms R Mimiene. No members of the public.

## OPEN MEETING

2017/18

### 1705/159 Election of Chairman

Proposal Nomination: BM Proposed by Councillor NC, seconded by Councillor RB, all in favour, Carried  
and it was **RESOLVED** that Cllr BM be elected as Chairman.  
Chairman signed the Acceptance of Office form.

### 1705/160 Election of Deputy Chairman

Cllr BM nominated Cllr GT but as he is not present today, PC decided to postpone this Agenda item to the next PC meeting.

### 1705/161 To Receive Apologies and Reasons for Non-Attendance

1705/161.1 Cllr G Troughton sent apologies for absence.

### 1705/162 Declarations of Interests for Members (Disclosable Pecuniary Interests)

1705/162.1 No Member interests declared.

### 1705/163 To Receive and Approve the Minutes of the Parish Council Meeting 9 Mar 2017 and Extraordinary Parish Council Meeting 25 Apr 17

Proposal Proposed by Cllr BM, seconded by Cllr RB. All in favour, and it was **RESOLVED** that the Minutes Carried  
of 9 Mar 17 be accepted and signed as a true record of the Meeting.

Proposal Proposed by Cllr BM, seconded by Cllr RB, all in favour, and it was **RESOLVED** that the Minutes Carried  
of 25 Apr 17 be accepted and signed as a true record of the Meeting.  
Chairman signed both sets of the Minutes.

### 1705/164 Matters Arising

1705/164.1 Update the remaining Meeting dates for the financial year. Clerk  
1705/164.2 Standing Orders agreed at the meeting are re-formatted. Document to be circulated by Cllr BM to Cllr BM  
full PC by email. Hard copy presented to the next Meeting for signing.  
1705/164.3 Workbook – Actions tab amended by the Chairman. Checklist for the PA inspection/risk assessment Cllr BM  
will be included into the Workbook too.

### 1705/165 To Note 3 Vacancies for a Parish Councillor

1705/165.1 No interested party.

### 1705/166 Planning:

Proposal: Single storey rear extension, Site Address: 47 The Avenue Leighton Bromswold  
Huntingdon, Reference: 17/00552/HHFUL, PC Planning Recommendation had to be submitted by  
18 Apr 17

To approve Planning Recommendations made to HDC: This back extension is not visible from the  
road and does not seem to impose upon neighbours therefore Parish Council cannot see any reason to  
object to it.

Proposal Proposed by Cllr RB, seconded by Cllr NC, all in favour, and it was **RESOLVED** that the planning Carried  
consultation is to be approved.

### 1705/167 Clerk's Report

1705/167.1 Clerk changed the address. Post is re-directed. Bank mandate to be signed tonight.

### 1705/168 Finance

1705/168.1 To Approve Section 1 – Annual Governance Statement 2016/17  
Proposal Proposed by Cllr RB, seconded by Cllr NC, all in favour, and it was **RESOLVED** that the AR Carried  
Section 1 to be approved

1705/168.2 To Approve Section 2 – Accounting Statements 2016/17  
Proposal Proposed by Cllr NC, seconded by Cllr RB, all in favour, and it was **RESOLVED** that the AR Carried  
Section 2 to be approved.

1705/168.3 To Note and Approve Internal Auditor report 2016/17  
Proposal Proposed by Cllr NC, seconded by Cllr RB, all in favour, and it was **RESOLVED** that the Internal Carried  
Auditor report is approved.  
Cllrs to analyse the checklist and discuss at the next Meeting.

All  
BM

Note: Cllrs noted that Internal auditor checks Council Procedures. Previous auditor only checked the financials.

- 1705/168.4 To note Insurance quotes received for the period of 01/06/2017 to 31/05/2018 – Came & Company: Invoice for £418.67 received from the current Insurer. 2 more quotes received for a price comparison, which were discussed at the Meeting: AON could match the price. Zurich also submitted the quote which is matching the one PC has from Came & Company. PC agreed to stay with the current insurer Came & Company. Cllr BM to write the Social Committee to ask for their yearly contribution. Cllr BM
- 1705/168.5 Proposal To approve and sign the change of address Mandate form for the Clerk Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was **RESOLVED** that the mandate to be approved. Carried
- 1705/168.6 Banking situation re change of Mandate for Cllr R Bosworth. The form is still to be presented for certification at the Bank. Cllr RB
- 1705/168.7 Proposal Proposed rent increase for recreation field. Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was **RESOLVED** that the rent increase is approved. Carried
- 1705/168.8 Proposal Clerk informed that there is 1% increase in hourly rate from 1 Apr 17 issued by NALC & SLCC, 2016 – 2018 National Salary Award, new pay scales. Proposed by Cllr NC, seconded by Cllr BM, all in favour, and it was **RESOLVED** that the 1% increase by NALC & SLCC 2016 – 2018 National Salary award to be approved. Carried

1705/168.9 To Approve May 17 Payments:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
11 May 17	696	Clerk Ramune Mimiene wages Apr 17	LGA 1972 s111	£229.30
11 May 17	697	Clerk Ramune Mimiene expenses on running cost of the Council Mar £10.14 & Apr 17 £8.00	LGA 1972 s111	£18.14
11 May 17	698	Clerk Ramune Mimiene wages May 17 – <i>Note: for the hours contracted but not worked yet for May 17 – in advance.</i>	LGA 1972 s111	£229.30
11 May 17	699	SAVILLS: Leighton Bromswold Playing Field – Rent	Open Spaces Act 1906, ss.9 and 10 and Local Government Act 1976 s. 19	£227.00
		Note: PC do not wish to become a member of CAPALC. PC did not budget for it.		
<del>11 May 17</del>	700	<del>CAPALC membership fee 2017/18</del>	<del>LGA 1972, s.226</del>	<del>£137.90</del>
11 May 17	701	PC agreed not to become members. Came & Company for 01/06/2017 to 31/05/2018	LGA 1972, s.226	£418.67
		Total:		£1,122.41

- 1705/168.10 In response to a request from the Clerk, the PC will consider paying salary monthly. If Council agrees, then monthly Time Sheet would need to be agreed and approved outside of a Meeting and payment would be made by bank transfer. Clerk to email contract to full PC. Cllr RB asked what other Councils were doing. Cllr to contact other Chairmen to find out. Clerk would provide contact details of other Chairmen. Cllr BM  
Clerk
- Proposal **Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was **RESOLVED** that all items listed in 1705/168.9 are to be paid.** Carried

1705/169 To Discuss Pensions Regulator

- 1705/169.1 PC discussed the letter received from The Pensions Regulator. PC staging date is 1 Oct 17. PC agreed to investigate the options further. Clerk to scan and email the letter to Cllr BM. Clerk, Cllr BM
- Note since meeting: Scanned letter emailed to Cllr BM.

1705/170 Highways

- 1705/170.1 Outcome re: Issue raised by Barham & Wooley Parish Council re: volume of large grain lorries using the road through Barham on their way to the grain storage facility at a farm at Leighton Bromswold – Chairman will reply to Barham & Wooley PC re: issues PC faces as discussed at the last meeting. Cllr BM
- 1705/170.2 Road subsidence on Sheep St reported to CCC by a resident.
- 1705/170.3 Residents can report any Highways faults and issues online on:  
<https://highwaysreporting.cambridgeshire.gov.uk/>

  
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- 705/171** **To consider registering PC with ICO**  
 1705/171.1 Cllr BM completed the ICO questionnaire and the results were that the PC is not obliged to register with the ICO. However, it may still choose to do so, on a voluntary basis. Since this was not budgeted, the PC will review at the time of setting the next budget for 2018. PC
- 1705/172** **Transparency funding and setting up a PC website Cllr Troughton and Cllr Mysak**  
 1705/172.1 In progress. Notification received re: "invoice "of £649.00. Clerk has still to place order with netwise training.co, as agreed at after the previous Meeting and set-up to be confirmed before any payment can be approved. Clerk to check with Cllr GT. Clerk  
 Cllr GT  
 Further agreement required on how the website is to be maintained on an on-going basis. All
- 1705/173** **Parish Plan and Neighbourhood Plan, Cllr Troughton**  
 Carry forward to the next meeting.
- 1705/174** **Playing Fields**  
 1705/174.1 Annual Play area inspection – date set for Mon 8 May 17 at 7.30am Cllr GT  
 The Wicksteed Inspection Report reported that 11 cubic metres were required to bring the area up to the safety standard at a cost of £1,449.00.  
 Pricing has been checked at 3 companies, with Madingley Mulch coming in cheapest - c£1000, not including transport cost.  
 The PC does not have that money, having now spent most of the previous funding donated some 5/6 years ago by the Social Committee nor does it make provision for the maintenance of the Playing Field in its budget.  
 The PC did arrange for the brambles in the park to be cut in Jan 17  
 PC to approach the Social Committee for support. Cllr BM will go the meeting to present the case, if required. Cllr BM  
 The PC does not budget Previous funding has always been raised by the Social Committee with the last assistance being provided 5/6 years ago.  
 PC did pay to have the brambles cut in Jan 2017 leaving c£300 from the original donation which was expected to be enough to meet the bark expenditure.  
 However, according to the Wicksteed Inspection Report, the amount required is 3 times more than anticipated.
- 1705/174.2 Playing field weekly inspection and repairs/refurbishment following inspection by Cllr Cook Cllr Cook
- 1705/175** **Storage/ Disposal of Parish Council Archive files, update from the working party**  
 In process. Cllrs NC, BM, GT
- 1705/176** **Parish Communications**  
 1705/176.1 Cllr BM will write a letter to all households in the Parish advertising the Vacancies for Parish Councillors. Cllr BM  
 In the light of the very low turnout from the parish for the Annual Parish Meeting, the letter will also ask what form of communications parishioners would like to see from the PC to try to improve the understanding of the work of the PC and the engagement of the community.
- 1705/177** **Village Bins**  
 1705/177.1 Nothing further to report. Dog owners should use their grey bins for the disposal of pets' pooh which should be collected.
- 1705/178** **Footpath report on the status of the footpaths, Cllr G Troughton**  
 1705/178.1 Due to Cllr Troughton absence today, the report is postponed to the next Meeting.
- 1705/179** **Tree Survey**  
 1705/179.1 Tree Officer contact details submitted to HDC.  
 1705/179.2 New tree survey carried out by Cllr NC. Details forwarded to HDC.
- 1705/180** **Correspondence**  
 1705/180.1 Cllrs to inform Clerk if items are closed. All
- 1705/181** **Councillors' Questions**  
 1705/181.1 Meeting finished at 9.46pm.
- 1705/182** **Date of the next Meeting: Thu 13 Jul 17**

13/July 2017  
 Date

  
 Chairman: Bohdan Mysak