

B Mysak

MINUTES

The Parish Council Meeting of Leighton Bromwsold was held on Thursday 10 March 2016 at 8.00pm at the Green Man

Present Parish Councillors: B Mysak, Chairman, K Simonis, Deputy Chair, N Cook, G Troughton, H West. Clerk: Ms Mimiene. 1 member of public

OPEN MEETING Each person wishing to address the council will be allowed to speak for a maximum of 3 minutes subject to the Chairman's discretion. This part cannot be longer than 15 minutes.

There are Two Councillor Vacancies

2015/16

0316.83

To Receive Apologies and Reasons for Non Attendance

0316.83.1 The Clerk reported that there were no apologies for absence.

0316.84

Declarations of Interests for Members (Disclosable Pecuniary Interests)

0316.84.1 There were no interests to declare.

0316.85

Chairman's Opening Remarks

0316.85.1 Chairman's aim is to finish the meeting at 10pm.

0316.86

To Receive and Approve the Minutes of the Meeting 14 January 2016

0316.86.1 Proposed by Councillor BM, seconded by Councillor GT, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.

0316.86.2 Chairman signed the Minutes.

0316.87

Matters Arising from those Minutes – Clerk's Report

0316.87.1 Chairman and Clerk updated the Clerk's Workbook and sent it to members by email prior to the meeting.

Cllr KS joins the meeting.

0316.87.2

Good Councillors Guide 2016 forwarded to members, issued by SLCC. Members requested the Clerk to resend it.

0316.87.3

Playing Field Inspection with the RoSPA in going ahead in Apr 16.

0316.88

Two Vacancies for a Parish Councillor

0316.88.1 Notices for 2 Parish Councillor vacancies are on Parish Notice Board. Chairman approached 2 people.

0316.89

Clerk's Presentation on Planning Demystified 2015 training attended on 25 Nov 15 by SLCC

0316.89.1 Clerk did the Presentation on Planning Demystified training she attended on 25 Nov 15 arranged by SLCC, tutor Simon Williams. Copies of Material Considerations Document, Group action plan with links and key websites as well as Summary of some key slides were presented to members. Clerk pointed out the importance of National Planning Policy Framework (NPPF—www.gov.uk/government/publications/national-planning-policy-framework--2) and Planning Policies (Huntingdonshire Local Plan to 2063) in decision making on planning applications. Planning Practice Guidance (which can be found on www.planningportal.gov.uk) gives access to every subject in planning. Councillors done a Workshop on Material Considerations and 1 Case Study.

0316.89.2 Members thanked the Clerk for the presentation.

0316.90

Notification on Planning Items

0316.90.1 There are no new Planning Applications.

0316.90.2

Planning Application for No 6 The Avenue is no longer on the planning system. Cllr HW will find out why.

0316.90.3

Cllr NC reported that permeable paving is a recent introduction to help solve the emerging crisis of rain run-off and flooded drains, and planning permission is now required if laying over 5m² of impermeable paving slabs.

0316.91

Areas for Improvement as Suggested in the letter by HDC Monitoring Officer

0316.91.1 9g - Wages - HMRC, former CLERKS and current CLERK wages: Looks like sorted. I have registered LB as an employer in Sep 15. No deductions from current Clerk salary yet.

0316.91.2

9j - Account and Audit regulations 2015: In process. Summary on changes in Audit system for 2016 provided to Cllrs.

0316.91.3

9m - Council's Standing Orders and Financial Regulations: Been on the Agenda since new

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Clerk took over in Sep 15. In process.
9n - Future grants: No grant applications so far.

0316.91.4

0316.92 To consider adoption of the following policy documents to ensure compliance with legal and financial responsibilities

0316.92.1 Model Standing Orders were sent to members by Clerk in Sep 15. It was found out that on 13 Feb 14 PC actually adopted the Standing Orders. Members discussed and decided to – continue to adopt the same standing orders which are already in place. Ratify every year.

0316.92.2 Proposed by Councillor BM, seconded by Councillor GT, all in favour, and it was RESOLVED that the Standing Orders are to be adopted.

0316.92.3 Model Financial Regulations are provided by the Clerk in Sep 15. PC has Financial Regulations which are dated 14 Sep 2006, amended in 13 May 2010. PC has now got access to the online banking with Barclays Bank. Chairman is the only one who has the full access and can download statements and view balance. Members decided not to adopt the old Financial Regulations. Chair volunteered to review Financial Regulations, and will pass to Cllr KS and will supply to other Cllrs with the view to ratify at the next meeting.

0316.93 Finance

0316.93.1 Bank balance as at 29 Feb 16 - £5,423.32

0316.93.2 Cashbook balance as at 29 Feb 16 is £5,423.32

0316.93.3 Clerk does not have bank access, only Chairman can check and download bank Statements.

0316.93.4 Members approved payment to Aveland Trees Ltd for £43.20 agreed at Nov PC meeting Minutes 1115.32.1 and 1115.32.2. Invoice received too late for the Agenda but added to the payments at the meeting.

0316.93.5 Expenditure for approval 10 March 16:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
10.03.16	650	Clerk salary Jan 16 £251.22 & Feb 16 £109.08 and expenses Jan 16 £13.03 & Feb 16 £2.11	LGA 1972 s111	£375.44
10.03.16	651	K Simonis – storage box in the park, balls, algae remover for the tennis court	Open Spaces Act 1906, ss.9 and 10	£95.93
10.03.16	652	Aveland Trees Ltd, trees	Open Spaces Act 1906, ss.9 and 10	£43.20
			Total Mar 16 expenditure:	£514.57

0316.93.6 Proposed by Councillor HW, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 0316.93.5 are to be paid.

0316.93.7 Kind donation of £169.00 received from Great Gidding Ladies and Old Weston Gents for use of the Leighton Tennis Courts.

0316.94 To Further Discuss Auditor's Report 2014/15 as agreed at the last PC Meeting

0316.94.1 Cllr KS presented a copy of Section 2 from Annual return for the financial year ended 31 Mar 2015 to members. Internal controls were discussed. KS and BM will sort banking. PC has the rule of 2 people to authorize any payment, need to instruct Barclays bank. Possibility of online payments to be done in the future. Financial Regulations need resolving. Notice for people on NB for to come to inspect the accounts. Risk assessment done.

0316.94.2 Thank you expressed to Cllr KS.

0316.95 To Note Changes to Audit system, paperwork provided to Cllrs prior to the meeting

0316.95.1 Members decided to defer this item.

0316.96 Calendar of Meetings, Agree Time and Venue for APM (Annual Parish Meeting) and AMPC (Annual Meeting of Parish Council) – suggested day 12 May 16.

0316.96.1 Members agreed the date for the APM to start at 7.30pm and AMPC to follow, planned at 8p.

0316.97 Village Notice Board, Cllr Cook

0316.97.1 Cllr NC repaired the NB door. But much more work needs doing. One quotation received re: works to Village Notice Board for £155.00 from D. J. Nicholson Carpentry, Decorating & Renovation.

0316.97.2 Proposed by Councillor NC, seconded by Councillor BM, all in favour and it was RESOLVED to carry out with the works provided in the quotation for the amount of £155.00, up to 10% increase agreed in case the wood is not included. Clerk to wait for the Cllr NC instruction to accept the quotation.

0316.98 To Discuss the Blocked Drains in the Avenue, responsibility for drains, Cllr West

BM

- 0316.98.1 The matter was discussed. Chairman agreed to approach Anglian Water. But it can also be the responsibility of Highways.
- 0316.99 Parish Council Archive, Cllr Mysak**
0316.99.1 Some boxes of archives are still at the church. Cahir to arrange a working party amongst the Cllrs and sort the archives.
- 0316.100 Grass Cutting, Cllr Mysak**
0316.100.1 3 Quotes from different tenders received. Members discussed the options and chose the best one. Clerk to approach HJ Horticulture Ltd re: site meeting as his quotation came as the cheapest one. Chair agreed to approach HDC re: quotation for the grass cutting in the Churchyard as HDC did not quote for that. Then the final decision will be made. Clerk,
BM
Note since meeting: Clerk arranged a site meeting with HJ Horticulture Ltd on Tue 15 Mar 16.
- 0316.101 To Further Discuss PC Website**
0316.101.1 Cllr HW spoke re: Government grants, which need applying. Clerk to approach Cllr HW, get the forms and make an application.

Cllr HW leaves the meeting
- 0316.102 Health & Safety in the park: tennis court and brambles, discuss the quotation received and further actions, Cllr Simonis**
0316.102.1 Brambles need sorting. To form a working party to cut back brambles. Members discussed the problem of getting rid of the cut branches. Must be careful because of the start of bird nesting season from 1 Mar till Oct. Chair and NC are going to meet Fri 11 Mar at 3pm.
- 0316.103 Road Safety Extension policy/measures, Cllrs Mysak and West**
0316.103.1 Chairman requested to defer this Agenda Item to the next meeting.
- 0316.104 Storage Box, Cllr Simonis**
0316.104.1 Carry forward to the next meeting. To check asset register.
- 0316.105 Footpaths, Cllr Troughton**
0316.105.1 Cllr GT spoke about the footpath through the farmyard which had been removed. Clerk received extra maps which were provided by CCC and a copy of notice of confirmation, one set of document is produced on waterproof paper. Cllr GT will put the notice and map up. The additional new route is provided. Due to lack of notices before people were still using the old route as the new one was not properly marked in time. New Footpath No 1. Had a fallen tree on it, Cllr GT arranged the removal of it.
- 0316.106 Grants for Neighbourhood plan, Cllr West**
0316.106.1 Carry forward to the next meeting.
- 0316.107 Correspondence**
0316.107.1 Presented to members prior to the meeting by email.
0316.107.2 HDC letter re: Litter Bins received on 29 Feb 16. Currently HDC empties the bins on the public highway free while collecting other waste. PC owns 4 bins in Leighton Bromswold and cannot afford to pay the charge of £252.64 per bin a year, the cost of emptying a bin on a weekly basis. HDC proposal was noted by members, but the offer is declined. Clerk to write HDC and to instruct not to invoice PC. Cllr NC noted that there is an article in Hunts Post re: possible charges for bins by HDC.
0316.107.3 Proposed by Councillor NC, seconded by Councillor BM, all in favour, and it was RESOLVED to decline HDC offer.
- 0316.108 Councillors' questions**
0316.108.1 There were no Councillor questions.
- 0316.109 Date of the next meeting:** Thu 12 May 7.30pm Annual Parish Meeting at the Church and Annual Meeting of Parish Council to follow at around 8.00pm.

Meeting finished at 10.38 pm.

12/5/2016
Date

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Chairman: Bordan Mysak