

# LEIGHTON BROMSWOLD PARISH COUNCIL

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

## MINUTES

The Parish Council Meeting of Leighton Bromswold was held on Thursday 10 November 2016 at 8.00pm at The Green Man.

- Present Parish Councillors: B Mysak (Chairman), G Troughton, N Cook, H West, R Bosworth  
Clerk: Ms R Mimiene  
No members of the public.
- OPEN MEETING  
**2016/17**
- 1611/87**  
1611/87.1 **To Receive Apologies and Reasons for Non Attendance**  
Clerk reported that there are no apologies for absence.
- 1611/88**  
1611/88.1 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
Cllr HW declared Interest in Agenda Item 1611/107.
- 1611/89**  
1611/89.1 **Election of Deputy Chairman**  
Due to resignation of Cllr K Simonis there is one more vacancy on the Parish Council. Cllr K Simonis was a Deputy Chairman therefore there is vacancy in that post.  
**Proposed by Cllr NC, seconded by Cllr BM, all in favour, and it was RESOLVED that Cllr Gavin Troughton be elected as Deputy Chairman.** Carried
- 1611/90**  
1611/90.2 **To Receive and Approve the Minutes of the Parish Council meeting 29 Sept 2016**  
**Proposed by Cllr NC, seconded by Cllr BM, all in favour, and it was RESOLVED that the Minutes be accepted and signed as a true record of the meeting.** Carried  
Chairman signed the Minutes.
- 1611/91**  
1611/91.1 **Matters Arising from those Minutes not included below**  
No issues.
- 1611/92**  
1611/92.1 **To Note 2 Vacancies for a Parish Councillor**  
A new Vacancy appeared caused by Resignation of Cllr K Simonis dated 11 Oct 16. The statutory period for electors to request an election to fill the vacancy on the Council has now passed without such a request having been made and Parish Council can now fill the 2nd vacancy by co-option.
- 1611/93**  
1611/93.1 **Clerk's Report**  
To Consider Adoption of the Following Policy Document to Ensure Compliance with Legal and Financial Responsibilities: Model Financial Regulations: draft document was circulated to full PC, no comments received. It was agreed that many items in Model Regulations do not apply to small Parish Council like Leighton Bromswold therefore PC members revised the old PC document. Paragraphs amended are: 1i, 3e (to be amended: 'In the absence of the Chairman, his Deputy chair stands in'), 3f. Any future amendments to this policy document need to be made by full PC only. Amended 7b, 11b. Financial Regulations need to be renewed annually. PC
- 1611/93.2**  
1611/93.2 **Proposed by Cllr HW, seconded by Cllr GT, all in favour, and it was RESOLVED to accept the Financial Regulations with the above amendments.** Carried  
To review Policy Documents: H&S Policy, Complaints Procedure and Model Publication Scheme.
- 1611/93.3**  
1611/93.3 **Proposed by Cllr NC, seconded by Cllr GT, all in favour, and it was RESOLVED to accept the H&S policy document. Documents signed by Chair.** Carried
- 1611/93.4**  
1611/93.4 **Proposed by Cllr NC, seconded by Cllr RB, all in favour, and it was RESOLVED to accept Complaints procedure. Document signed by Chair.** Carried
- 1611/93.5**  
1611/93.5 **Proposed by Cllr NC, seconded by Cllr RB, all in favour, and it was RESOLVED to accept the Model Publication scheme with the amendments done in pen by chairman, all pages are initialled. Document signed by chair.** Carried  
All Improvement areas are all met now, Clerk to reply to HDC Monitoring officer Julie Slatter. Clerk
- 1611/94**  
1611/94.4 Annual Clerk's Appraisal carried: Both parties are happy.  
1611/94.5 Calendar of Meetings for 2017 suggested days are:  
Thu 12 Jan, Thu 9 Mar, Thu 11 May, Thu 13 Jul, Thu 14 Sep and Thu 9 Nov 17 – Approved.
- 1611/94**  
1611/94 **Finance**
- BM*

- 1611/94.1 Chairman to speak to the bank re: removal of Cllr K Simonis from the signatory list. PC is now looking for the 4<sup>th</sup> person to be a signatory. Cllr RB is happy to do it. Supply the form to fill. Insurance – Clerk to notify PC in advance when the Insurance is due, to give enough time to seek for alternative quotations. Chair Clerk
- 1611/94.1 Cashbook and Bank reconciliation up to 31 Oct 16 - approved
- 1611/94.2 Income and Expenditure against the budget report up to 31 Oct 16 – Finance tab on Clerk's workbook, approved
- 1611/94.3 Bank Balance at 31 Oct 16 (no payments outstanding) : £9,367.67 (+173.71 Cricket Club)
- 1611/94.4 To Approve Nov16 PC payments: Amend Royal British Legion amount of £30 to £35 as that is the amount, which was budgeted. Also to add payment to Cllr NC re: purchase of fibre board (re-imbursement).

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
10 Nov 16	679	Clerk Ramune Mimiene wages Sep £175.71	LGA 1972 s111	£175.71
10 Nov 16	680	Clerk Ramune Mimiene expenses on running cost of the Council Sep16 £5.84 and Oct 16 £0.36	LGA 1972 s111	£6.20
10 Nov 16	681	Clerk Ramune Mimiene Wages Oct 16	LGA 1972 s111	£218.32
10 Nov 16	682	Royal British Legion <i>PC agreed to make the payments:</i>	As agreed to grand by PC	£35.00
10 Nov 16	683	HJ Horticulture Ltd, mowing and strimming Churchyard Jul, Aug, Sep & Oct 16	Highways Act, 1980, s96	£912.00
10 Nov 16	685 (Chq No 684 was cancelled)	Cllr N Cook, re-imbursement, purchase a fibre board	Maintenance	£15.39

amend to 15.30

**Proposal** Proposed by Councillor BM, seconded by Councillor GT, all in favour and it was **RESOLVED** that all items listed in 1611/94.4 are to be paid. **Carried**

- 1611/94.5 Members discussed the budget and precept options for 2017/18. All payments are within the budget except grass cutting which is over the budget due to contractor taking over the grass cutting. Wages need to be budgeted more like last year due to a qualified clerk. PC cannot budget for minor improvement scheme at the moment as the budget is high anyway. PC has taken out CCC grass cutting contribution £181 of Income column on the assumption that sum could be cut by CCC. All

**Proposal** Proposed by Councillor BM, seconded by Councillor NC, Councillor HW abstained, and it was **RESOLVED** to accept the precept proposal of £6,180.00. **Carried**

- 1611/94.6 Internal Auditor for 20116/17 is M Williamson. Clerk is awaiting confirmation re: the charges, which should be around £50. Clerk

- 1611/94.7 Chair BM will put a note on PC NB: 'LOOKING FOR A VOLUNTEER FOR GRASS CUTTING IN THE VILLAGE'. Chair

#### 1611/95 Planning

- 511/95.1 16/02034/FUL Retrospective Operational Development to Facilitate Approved Change of use from Agricultural Building to Class B1 (Ref 16/01162/P3MPA) – Saltwell Staunth Hill, received 10 Oct 16, extension gained till 11 Nov 16

No additional comments to be made.

- 1611/95.2 16/02135/TRCA | T1 Elm: Prune whole crown back to previous pruning points. T2) Sequoia: Reduce the lateral branches to balance the tree | 4 Sheep Street Leighton Bromswold Huntingdon PE28 5AY

Trees already been attended to.

- 1611/95.3 Consultation HDC: Draft SPD: Huntingdonshire Design Guide 2016, consultation period 31 Oct to 12 Dec 16 - <http://consult.huntingdonshire.gov.uk/portal/pp/spd/dg> - noted by members.

#### 1611/96 Highways

- 1611/96.1 Road Safety Extension Policy/Measures: Postpose until the next meeting.

- 1611/96.3 To consider joining Community Highways Volunteering Scheme, CCC: Postpone until the next meeting. – Chairman will put a Public Notice looking for volunteers. Chair

#### 1611/97 H&S in the Park: tennis court and brambles

- 1611/97.1 Clerk instructed the contractor Horticulture to do works at the park on 4 Oct. Chase up email sent. Reply received that contractor was very busy in Oct but will carry out works as per quote agreed in Nov 16. Clerk

BM

- 1611/98 **Transparency Grant: action plan for purchasing new equipment**, update from Cllr Troughton  
 1611/98.1 Grant application done by Cllr GT, submitted to CAPALC by Clerk, £2,910.00 been granted.  
 1611/98.2 Next step is to agree on the purchase. PC is looking to set a website. Cllr GT and HW will investigate and put suggestions forward to full PC by email. GT, HW
- 1611/99 **Parish Plan: Conservation Area Policy En8 – Cllr Mysak**  
 1611/99.1 Cllr GT reported that PC has a policy on conservation. GT
- 1611/100 **Neighbourhood Plan: available grants: Cllr Troughton**  
 1611/100.1 Initial steps to follow first. Cllr GT has a list. GT
- 1611/101 **To Discuss and agree PC revised Website plan: All**  
 1611/101 PC is looking to purchase a software and create the PC website. Cllrs GT and HW are to investigate and supply suggestions to PC for full Council approval to go ahead. Also to store info on the Cloud and purchase back up disk. Clerk to purchase hard drive for the next PC meeting. GT, HW  
 Clerk
- 1611/102 **Playing Fields**  
 1611/102.1 Nothing to report
- 1611/103 **Storage/ Disposal of Parish Council Archive files, Cllr Cook**  
 1611/103.1 Cllrs BM and NC met and started clearing the PC paperwork stored in the Church. Need one more time to go. Selected information needs to be scanned. BM  
 NC
- 1611/104 **Environment: Village Bins, Cllr Mysak**  
 1611/104.1 Nothing to report.
- 1611/105 **Tree Report, Request for reduction of sycamore outside No 3 Staunch Hill - Cllr Cook**  
 1611/105.1 No progress. BM, NC
- 1611/106 **Correspondence - Clerk**  
 1611/106.1 HDC seeks to consult Town and Parish Councils re: ordinary elections for all Town and Parish Councils as 2018 and every four years thereafter. This order may shorten the term of office of some Town and Parish Councillors elected in 2015 and 2016. Responses should be submitted no later than Mon 5 Dec 16 to [elections@huntingdonshire.gov.uk](mailto:elections@huntingdonshire.gov.uk). Table of current cycle of Town and Parish elections circulated to full Council, Leighton Bromswold Elections in 2019.
- 1611/107 **Councillors' Questions**  
 1611/107.1 No Councillors' questions.  
  
*Cllr HW leaves the meeting.*

#### EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

1611/108  
 1611/108.1

#### Response to Cllr West Letter

It was discussed and agreed by full Council that the matter is now closed and no further actions to be taken.

Proposal

**Proposed by Councillor NC, seconded by Councillor RB, all in favour and it was RESOLVED to do so**

Carried

#### MEETING RE-OPENED FOR THE PUBLIC AND PRESS

1611/109

**Date of the next meeting:** Thu 12 Jan 17 at 8pm at the Green Man.

Meeting finished at 22.51pm.

*These minutes are considered draft until ratified at the Parish Council meeting*

Date

12/1/17

Chairman: Bohdan Mysak

*Bohdan Mysak*