

# LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak

Clerk to the Council: Ms Ramune Mimiene

WJS

## MINUTES

The EXTRAORDINARY Parish Council Meeting of Leighton Bromswold was held on Thursday 16 June 2016 at 8.00pm at Leighton Church due to Green Man being shut. Notice was put on the Green Man entrance door to advise the public

Present Parish Councillors: B Mysak (Chairman), R Bosworth, N Cook, G Troughton, H West. Clerk: Ms Mimiene. No members 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 is 1 Councillor Vacancy

2016/17

#### 160616.21 To Receive Apologies and Reasons for Non Attendance

160616.21.1 The Chairman reported that KS sent apologies for absence.

#### 160616.22 Declarations of Interests for Members (Disclosable Pecuniary Interests)

160616.22.1 There were no interests to declare.

#### 3061623 Matters Arising – Clerk's Report

160616.23.1 Transparency funds available to apply for a laptop, scanner, printer or website set up for PC use. Clerk got the form from CAPALC. Even if PC is not a member of CAPALC, they can apply for funds. Info emailed to members prior to the meeting.

*Cllr HW joins the meeting*

160616.23.2 Council might be responsible for completing form p9D to disclose the taxable mileage claims from previous Clerk to HMRC (as was paid more than 0.45p per mile). Clerk needs further details from previous Clerk to complete the form. Details been requested. Clerk to get further advice.

*Note since meeting: Clerk contacted SLCC and HMRC for advice.*

160616.23.3 Chair and Clerk are working on Bank Reconciliation and Clerk's Workbook which was forwarded to members prior to the meeting. Schedule is to produce a reconciliation every 2 months.

#### 160616.24 To Note 1 Vacancy for a Parish Councillor

160616.24.1 Welcome to the new Councillor Rachel Bosworth who was coopted to the Council at the last PC meeting. Welcome letter including attachments of Model Code of Conduct to LB PC, Declaration of Acceptance of office, Registration of Disclosable Pecuniary Interests, Model Standing Orders for LB PC, The Good Councillor Guide and list of Councillors.

160616.24.2 The declaration of acceptance of office and Registration of Disclosable Pecuniary Interests forms signed by Cllr Bosworth, received by Clerk and forwarded to HDC within 28 days of appointment to office.

160616.24.3 There is still 1 Councillor vacancy.

#### 160616.25 Notification on Planning Items

160616.25.1 16/01041/TRCA - 8 The Avenue Leighton Bromswold Huntingdon PE28 5AW - T1 Sycamore: Pollard to original pollard points T2: Apple Tree: Reduce Crown by one metre T3 Ash: Crown lift to 5 metres T4 Field Maple: Crown lift to 5 metres T5: 2 x Leylandii and 7 Laurel trees: fell and remove T6: Apple tree: Reduce crown by one metre.

160616.25.2 This Tree application was noted by members.

160516.25.3 16/01162/P3MPA – Saltwell Staunton Hill, Leighton Bromswold – Class R: Town and Country Planning (General permitted development) Notification of proposed change of use from Agricultural building to Class B1 (Business) of the schedule to the use Classes Order.

All,  
Clerk

160616.25.4 Members agreed to have a site visit on Sat 19 Jun at 10.30am. Clerk to seek extension for 2 weeks.

*Note since meeting: Clerk contacted HDC planners. On this type of application HDC is not obliged to notify the Parish Council but HDC have to post a site notice or notify neighbours.*

160616.25.5 Clerk to find out why HDC is not notifying PC re: Planning applications via e-consultation as agreed.

Clerk

*Note since meeting: Clerk contacted HDC again and got notification that details are now updated as requested.*

#### 160616.26 Areas for Improvement as Suggested in the letter by HDC Monitoring Officer

160616.26.1 Financial Regulations still to be agreed.



WDS

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

160616.27.1 Financial Regulations still in the process. Next week Chair will send draft version to Deputy to have his input and then will circulate to everybody. Word doc to be sent by chair to clerk to be forwarded to new Cllr Bosworth.

**160616.28 Finance**

160616.28.1 Bank balance as at 31 May 16 is £9,248.05  
 160616.28.2 Cashbook balance as at 31 May 16 current a/c is £8,965.65 and business a/c £ 773.63.  
 160616.28.3 To note 1 Payment Approved and made on 1 Jun 16, Proposed by Cllr G Troughton, seconded by Cllr B Mysak, all in favour and it was agreed to pay Savills:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
1 Jun 16	661	Savills (UK) Ltd, Playing Fields rent.	LGA 1972 s226	£205.00
Total:				£205.00

160616.28.4 To Approve Jun 16 PC payment:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
16 Jun 16	662	HMRC: taxes deducted from Clerk's salary May 16 £12.60	LGA 1972 s111	£12.60
16 Jun 16	663	Clerk Ramune Mimiene wages £301.42 May 16	LGA 1972 s111	£301.42
16 Jun 16	664	Clerk Ramune Mimiene expenses May 16	LGA 1972 s111	£16.62
16 Jun 16	665	Valerie Seekings, Internal Auditor	LGA 1972,s.226	£40.00
Total:				£370.64

160616.28.5 Proposed by Councillor Mysak, seconded by Councillor Troughton, all in favour and it was RESOLVED that all items listed in 160616.28.4 are to be paid.

160616.28.6 Cllr West queried the Employer NI for the Clerk. Clerk provided with HMRC monthly submission form where it states £0.00 NI contributions as on 26 May 16.

160616.28.7 Bank Holiday pay was agreed by Councillors and Chairman will circulate the additional sheet to attach to Clerk's contract.

BM

160616.28.8 There is one additional Invoice addressed to Parish Council but received by Cllr Troughton which members agreed to pay:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
16 Jun 16	666	R. B. Woodworking, PC purchase the bench	LGA 1976, s 19	£600.00
Total				£600.00

160616.28.9 Proposed by Councillor Cook, seconded by Councillor Troughton, all in favour and it was RESOLVED that the item listed in 160616.28.8 is to be paid.

160616.28.6 Clerk informed that Annual Return is now posted to external auditors. VAT reclaim form complete and sent as well.

**160616.29 To Discuss the Blocked Drains in the Avenue**

160616.29.1 Chair approached CCC and drains were finally done. Any member of public can now report highway problems on CCC website.

**160616.30 To Discuss Storage/ Disposal of Parish Council Archive files, Cllr Mysak**

160616.30.1 Parish Archives are kept in the Church. Members will try to clear it. BM

**160616.31 To Note Grass Cutting Contracts as Agreed prior to May PC Meeting**

160616.31.1 HDC are cutting grass in the village. This was proposed by Cllr Mysak, seconded by Simonis, all agreed at the beginning of Apr 16. HDC informed on 13 Apr 16. Maximum cuts per season is planned 10, price per visit is £52.60.

160616.31.2 HJ Horticulture Ltd doing grass cutting in the Churchyard. On 8 Apr 16 Proposed by Cllr Cook, seconded by Cllr Mysak, supported by Cllr Simonis. HJ Horticulture informed by email on 13 Apr 16.

160616.31.3 CCC regarding the contribution towards village maintenance (grass cutting) for the 2016/17 season dealt with: Clerk raised Invoice for £181.28 on 16 May 16 and submitted HDC.

160616.31.4 Complaints received previously re: grass cutting in the Churchyard. Now it is satisfactory.

160616.31.5 Members shared the responsibility re: grass cutting. Cllr Cook will keep an eye on Churchyard and chase contractor accordingly. Cllr Simonis will be responsible for the recreation areas HDC covers.

NC, KS



WDS

- 160616.32 Road Safety Extension Policy/Measures, Cllrs Mysak and West**

160616.32.1 Members discussed the possibility of joining speed watch team. 3 volunteers will be needed. Cllr West will pass contact details to the Clerk. HW

160616.32.2 Proposed by Councillor West, seconded by Councillor Troughton, all in favour and it was RESOLVED to join the speed watch team.

160616.32.3 Members discussed more road safety measures at other entrances/exist of the village. The question was raised is it still people's top priority in the village? Members to find out and report back to the Council. All

160616.32.4 Speed limit sign was knocked over. Chair will report to the appropriate body. BM
  
- 160616.33 H&S in the Park: tennis court and brambles, update from Cllr Simonis**

160616.33.1 In progress. BM
  
- 160616.34 Discussion of RoSPA Report and Actions to be Decided, Cllr K Simonis**

160616.34.1 RoSPA Risk Assessment circulated to members. Members agreed that report is not of adequate standard (does not provide detailed information) therefore the payment to RoSPA was withheld till PC gets the answer. Members discussed and decided to close certain play equipment. Notices need to be put up. Chair will approach Cllr Simonis as Cllr Simonis is a responsible officer for Play Area. Clerk to contact RoSPA urgently. To add Play area on the Agenda for July PC meeting. KS, Clerk

*Note since meeting: After Cllr Simonis explanation it was decided not to close any play area equipment due to the fault on the RoSPA report itself. Chair will draft a complaint to RoSPA. Chq to be signed and posted.*
  
- 160616.35 To Discuss Village Bins, Cllr Cook**

160616.35.1 Bins are still being emptied even if PC declined HDC offer. Clerk to check why HDC are still emptying the bins in the village. Clerk
  
- 160616.36 Tree Report, Cllr Cook**

160616.36.1 Cllr Cook reported that trees are growing very well.
  
- 160616.37 Footpaths, Cllr Troughton**

160616.37.1 The new footpath is overgrown with grass.

160616.37.2 Cllr Troughton spoke about the possibility of footpaths' improvements and got PC's permission to search for grants. GT
  
- 160616.38 Grants for Neighbourhood Plan, Cllr West**

160616.38.1 Question was raised who wants to get involved in application for a grant. PC needs to support it but will not get involved into discussion at PC meeting.

160616.38.2 Proposed by Councillor Troughton, seconded by Councillor West, all in favour and it was RESOLVED to start Neighbourhood plan.
  
- 160616.39 To Further Discuss PC Website**

160616.39.1 Possible Transparency Funds grant to apply either for a parish computer, printer, scanner or website. Clerk circulated information prior to the meeting. Cllrs West and Troughton are happy to have their input in the grant application and then forward to Clerk to be ready to approve at the July PC meeting. Agenda item for Jul PC. GT, HW
  
- 160616.40 Correspondence**

160616.40.1 Cllr H West reported that Broadband survey is now complete. The suggestion is to have a village meeting outside of PC meeting with Connecting Cambridgeshire, BT, also invite HDC and CCC Cllrs. Date to be confirmed. HW
  
- 160616.41 Councillors' Questions**

160616.41.1 There were no Councillors' questions.
  
- 160616.42 Date of the next meeting: Thu 14 Jul 16 at 8pm at the Green Man**

Meeting finished at 10.31 pm.

28/7/16  
Date

*Kevin Simonis*  
Deputy Chairman: Bohdan Mysak *Kevin Simonis*