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 28 July 2016 at 8.00pm at The Green Man.

Present

Parish Councillors: K Simonis (Deputy Chairman), R Bosworth, N Cook, G Troughton.

Clerk: Ms Mimiene. No members of public.

OPEN MEETING No public questions.

2016/17

1607/43 To Receive Apologies and Reasons for Non Attendance

Clerk reported that Cllrs BM & HW sent apologies for absence and Cllr RB for lateness. 1607/43.1

1607/44 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**

1607/44.1 There were no interests to declare.

To Receive and Approve the Minutes of the Annual Parish Council Meeting 12 May 16 1607/45

and Extraordinary Parish Council Meeting 16 Jun 16

1607/45.1 Annual Parish Council Meeting 12 May 16 Minutes - Proposed by Councillor KS, seconded

by Councillor NC, all in favour, and it was RESOLVED that the minutes be accepted and

signed as a true record of the meeting.

1607/45.2 Extraordinary Parish Council Meeting 16 Jun 16 Minutes - Proposed by Councillor NC,

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.

Deputy Chairman signed the Minutes.

1607/45.3 Cllr KS enquired whether the Nov 2015 closed meeting minutes had been signed. Clerk to 1607/45.4

check.

Cllr RB joins the meeting.

Matters Arising from those Minutes not included below 1607/46

160616.32.1/160616.32.2 Clarification was sought by Cllr GT. It was agreed that the proposal 1607/46.1

was to consider joining Speedwatch once more is known about it, not to actually join

Speedwatch (at the present time).

1607/47 To Note 1 Vacancy for a Parish Councilor

1607/47.1 Noted by Members.

1607/48.4

Matters Arising - Clerk's Report 607/48

To Consider Adoption of the Following Policy Document to Ensure Compliance with Legal 1607/48.1

and Financial Responsibilities: Model Financial Regulations - Chairman emailed some suggestions to the Deputy Chairman earlier today, but due to late receipt of that information, Financial Regulations could not be updated in time for the meeting and therefore this Item

was deferred to the next meeting.

1607/48.2 Areas for Improvement as Suggested in the letter by HDC Monitoring officer - No updates. If

anyone is aware of any further/other weaknesses, which could be added to the areas of

improvement list, please notify the Clerk.

1607/48.3 (160616.23.2) Completion of Form P9D for previous Clerk - Non completion of the P9D form

by the due date (6 Jul 16). Members suggested solution was a refund. Information now urgently to be requested from previous Clerk in writing by a formal letter. Cllr KS will draft a

letter.

Proposed by Councillor KS, seconded by Councillor NC, all in favour, and it was RESOLVED 1607/48.3.1

to do so.

RoSPA response to letter from Chairman re: report on playground inspection - No response from supplier to provide specific answers to PC's questions received (the latest official letter sent to RoSPA by post, dated 27 Jul 16). Cllr KS received an amended report with a better explanation of the issue but PC is still not happy. It did not resolve the issue but RoSPA did

not respond further.

The safety of the zip wire was discussed and it was agreed that the risks highlighted by RoSPA are very small and are based on a test involving a 130kg load which brings the seat slightly too close to the ground. Members suggested a Notice to go up onto the play area equipment in question - 'max weight of 80kg and children only', unless the equipment manual says different. That would be the practical approach.

KS

KS

ion BM

Proposed by KS and agreed by all Members to look for an alternative safety inspection supplier for the next year.

1607/48.5 To Approve Clerk's Holiday form and days, circulated prior to the meeting – Agreed by Members.

To Consider SLCC membership and payment/contribution of £35.76 shared with other Councils as per spreadsheet and other information circulated to Members prior to the meeting – Agreed by Councillors, decided to include in payments raised tonight.

1607/49
 1607/49.1
 1607/49.2
 1607/49.2
 Income and Expenditure against the budget report up to 30 Jun 16 – noted by Members.
 It was noted that 2 costs are running ahead of budget:

1) Clerk salary - Clerk was asked to reduce time spent on LBPC where practical;

2) Churchyard grass-cutting – the budget assumed cutting by a resident, but we have had to engage an external contractor.

Banking Situation, report from Cllr Mysak – Cllr BM to confirm if he is still able to authorise bank payments single-handedly. Carried forward.

1607/49.3.1 Cllr KS confirmed he still has no access to the Council's online banking. Cllr BM to discuss with bank.

4007/40 4	With bank.			
1607/49.4 Date	Cheque No.	pr (1) (4) (2) (2) (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	Powers and Duties	Amount
28 Jul 16	667	HMRC: taxes deducted from Clerk's salary Jun 16	LGA 1972 s111	£11.40
28 Jul 16	668	Clerk Ramune Mimiene wages Jun 16	LGA 1972 s111	£296.01
28 Jul 16	669	Clerk Ramune Mimiene expenses Jun 16	LGA 1972 s111	£35.00
28 Jul 16	670	HJ Horticulture Ltd, Grass cutting churchyard Apr, May & Jun 16 – 6 cuts	Open spaces Act 1906, ss.9 and 10	£708.00
28 Jul 16	671	SLCC - membership	LGA 1972 s111	£35.76
			Total:	£1,086.17
1607/49.5	Income received in Jun 16: CCC Village maintenance (contribution towards grass cutting) for £181.28 and HMRC VAT refund 2015/16 for £146.70.			
1607/49.6	Proposed by Councillor KS, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 1607/49.4 are to be paid.			
1607/49.7	Clerk contacted a new possible Internal Auditor M. Williamson re: internal audit for the next financial year. Awaiting the response.			
1607/49.8	To apply 2016-2018 National Salary Award, new pay scales for 2016-2017 to be implemented and backdated to 1 Apr 2016 difference by £0.132p per hour (total £8.91 for Apr, May & Jun) (document issued by NALC & SLCC, circulated by CAPALC). Noted by Members. To check			
1607/0 0	the contract re: start date for the annual holiday and appraisal.			

It was agreed to <u>not</u> reclaim VAT on the bench purchased with the cricket club money, as it was clear from discussion that the substance of the transaction was the PC acting as a banker for the cricket club which is not VAT-registered.

Notification on Planning Items1607/50.1 • 16/01162/P3MPA – Salt

1607/50.2

1607/50.3

- 16/01162/P3MPA Saltwell Staunch 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. Response sent to HDC on 28 Jun 16. PC recommended Refusal to this planning consultation.
- 16/80177/COND Condition information for 15/00997/LBC C3, C4, C5 4 The
 Avenue Leighton Bromswold Huntingdon PE28 5AW PC was not consulted with regards
 Discharge of Condition applications (only to make parishioners aware of what is happening).
- 16/01513/HHFUL Proposed Single Storey Extension to Front Elevation, Garage Conversion, Detached oak Framed Garage and Associated Works, Brook House Church Lane, Received too late for the Agenda. Due back HDC by 12 Aug 16.
- Proposed by Councillor NC, seconded by Councillor GT, all in favour and it was RESOLVED that no planning observations either in favour or against the proposal are to be made by the Council.

1607/51 Drains Problems in the Village. Cllr Mysak 1607/51.1 No updates.

1607/52 To Discuss Storage/ Disposal of Parish Council Archive files, Cllr Mysak Discussion postponed to the next meeting.

BM

1607/53 Grass Cutting

To discuss sale of mover to R Martin – Members decided to retain the mower. Members discussed and agreed in October time to look for volunteers from the village to cut the grass

during next 2017 season. If the mower is to be sold, it is to be advertised before any decision

on to whom to sell it.

1607/53.2 Letter received re: grass cutting from HDC, noted by Members.

1607/54 Road Safety Extension Policy/Measures

1607/54.1 Postponed to the next meeting.

1607/55 H&S in the Park: tennis court and brambles, clerk to obtain quotations form

contractors

1607/55.1 Get quotations from 2 contractors – HDC and HJ Horticulture Ltd – 1st one for trimming round Clerk

the whole court and 2nd one for cutting back the brambles only. Cllr NC volunteered to meet NC

contractors on site.

1607/56 Transparency funding application options and grant, Cllrs West and Troughton

1607/56.1 Gllr GT circulated the application for consideration.

1607/56.2 Proposed by Councillor GT, seconded by Councillor KS, all in favour, and it was RESOLVED

to apply for the grant.

1607/56.3 The application is to be submitted by the Clerk.

Clerk

1607/57 HDC update re: Village Bins

On 26 Jun 16 Clerk received HDC email saying that HDC still empty PC's bins at the moment and there will be no charge as HDC did not start the new schedules as yet as some of the villages have taken longer to get back to us. HDC should stop emptying them in the next

couple of weeks.

1607/58 Tree Report, Clir Cook

1607/58.1 All newly planted trees are growing nicely.

1607/59 Footpaths, Cllr Troughton

1607/59.1 Unsatisfactory overgrown footpath by crops, which falls on the path. Cllr GT will investigate

and draft a letter to the farmers re: sowing of crops. To be sent early next year.

GT

1607/60 Grants for Neighbourhood Plan, Cllr Troughton

1607/60.1 To consider which Member will represent Council on the Steering Group.

1607/60.2 Cllr GT was not properly aware of this matter but is happy to carry on. No steering group set

yet. Members aim to establish Neighbourhood Plan Group, - find out the steps what needs doing 1st and look for people interested in joining the group. Cllr RB will do a bit of supporting RB but cannot take on leading it. Cllrs GT and RB agreed to meet to discuss what needs doing GT

first and create a brief project plan.

GT HW

607/61 To Further Discuss PC Website

1607/61.1 Members further discussed the possibility of having PC website.

1607/61.2 Example of BT Community website was circulated by the Clerk. It is free of charge and KS appears good quality. Cllr HW is running a village website and updating it with PC info at the

moment. Clir KS will try BT Community website with the ability to pass to someone in the

future.

1607/62 Playing Field

Bench in the park needs checking, due to broken panels at the back, Cllr NC volunteered to

do this. Notice Board in the park – Cllr KS removed the broken door and sticking-out nails, Members agreed that KS can discard the broken door. The other door can be removed too if it degrades, so as to leave an open Notice Board. Another issue is that most of equipment is covered in bird poo. Suggested to take a bucket of water and a brush and clean it, Cllr KS will do so first and will encourage other people on a voluntary basis to follow his example. Need to purchase bark chippings and clear the weeds that are growing through, need volunteers to

help to tidy that up.

1607/63 Correspondence

1607/63.1 Cllr NC attended the Huntingdon Depo Open Day meeting and reported to the Council. Cllr

NC passed to the Clerk valuable information with various contact numbers for Highways

Service.

1607/64 Councillors' Questions

Leighton Bromswold Parish Council

37/64.1

There were no Councillors' questions.

1607/65

Date of the next meeting: Thu 8 Sep 16 at 8pm at the Green Man

Meeting finished at 22.22 pm.

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

Date

Deputy Chairman: Kevin Simonis

29/11/2