

LEIGHTON BROMSWOLD PARISH COUNCIL

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

BM

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

1607/43.1

To Receive Apologies and Reasons for Non Attendance

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

1607/44

1607/44.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

There were no interests to declare.

1607/45

1607/45.1

1607/45.2

1607/45.3

1607/45.4

To Receive and Approve the Minutes of the Annual Parish Council Meeting 12 May 16 and Extraordinary Parish Council Meeting 16 Jun 16

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.

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.

Cllr KS enquired whether the Nov 2015 closed meeting minutes had been signed. Clerk to check.

Cllr RB joins the meeting.

1607/46

1607/46.1

Matters Arising from those Minutes not included below

160616.32.1/160616.32.2 Clarification was sought by Cllr GT. It was agreed that the proposal was to consider joining Speedwatch once more is known about it, not to actually join Speedwatch (at the present time).

1607/47

1607/47.1

To Note 1 Vacancy for a Parish Councillor

Noted by Members.

1607/48

1607/48.1

1607/48.2

1607/48.3

1607/48.3.1

1607/48.4

Matters Arising – Clerk's Report

To Consider Adoption of the Following Policy Document to Ensure Compliance with Legal 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.

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.

(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 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

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.

1607/48.6 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 Finance

1607/49.1 Cashbook and Bank reconciliation up to 30 Jun 16 – noted by Members.

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.

1607/49.3 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.

1607/49.4 To Approve Jul 16 PC payment:

Date	Cheque No.	Payee and Description	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 the contract re: start date for the annual holiday and appraisal.

1607/49.9 It was agreed to not 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.

1607/50 Notification on Planning Items

1607/50.1 • 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.

1607/50.2 Response sent to HDC on 28 Jun 16. PC recommended Refusal to this planning consultation.

1607/50.3 • 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).

1607/50.4 • 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.

1607/50.5 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

1607/52.1 Discussion postponed to the next meeting.

There were no Councillors' questions.

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

BM

29/11/16