

# 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 29 September 2016 at 8.00pm at The Green Man.

- Present Parish Councillors: B Mysak (Chairman), K Simonis (Deputy Chairman), N Cook.  
Clerk: Ms Mimiene and 1 member of the public.
- OPEN MEETING Member of the public spoke about Local Plan being in process and deeper study re: Windfarms. Consultation is open re: Housing in Huntingdonshire. CPRE booklets supporting what was said tonight were provided to PC members.
- 2016/17**  
**1609/66**  
1609/66.1 **To Receive Apologies and Reasons for Non Attendance**  
Clerk reported that Cllrs GT, RB and HW sent apologies for absence.
- 1609/67**  
1609/67.1 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
There were no interests to declare.
- 1609/68**  
1609/68.1 **To Receive and Approve the Minutes of the Parish Council meeting 28 July 2016**  
Proposed by Councillor NC, seconded by Councillor KS, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.  
1609/68.2 Chairman signed the Minutes.
- 1609/69**  
1609/69.1 **Matters Arising from those Minutes not included below**  
Everything is going to be covered under the Agenda items.
- 1609/70**  
1609/70.1 **To Note 1 Vacancy for a Parish Councillor**  
Noted by Members.
- 1609/71**  
1609/71.1 **Clerk's Report**  
To Consider Adoption of the Following Policy Document to Ensure Compliance with Legal and Financial Responsibilities: Model Financial Regulations: in the view of the lack of numbers, Chairman is postponing the vote on the new Financial Regulations to the next Meeting in Nov 16.  
1609/71.2 Areas for Improvement as Suggested in the letter by HDC Monitoring officer – Transparency funding application (grant procedure) submitted HDC by a Clerk. PC members believe that all items are now dealt with. Clerk to write to HDC.  
1609/71.3 (160616.23.2) Completion of Form P9D for previous Clerk – Information to complete the P9D received. Clerk
- 1609/72**  
1609/72.1 **Finance**  
Cashbook and Bank reconciliation up to 31 Aug 16 – noted by Members. Bank Balance of Community a/c is £7,631.82.  
1609/72.2 Income and Expenditure against the budget report up to 31 Aug 16 – presented to members and noted at the meeting, but Cllr KS felt that there were some issues to be improved.  
1609/72.3 Banking Situation, report from Cllr Mysak – Only 2 Cllrs have Barclays cash cards, PC must operate with 2 signatories (a dynamic passcode is given by a little device). Cllrs KS and BM can do it. Need to test Barclays set up. In the meantime to operate on chqs. Post-meeting checked by KS, he cannot access the online bank account.  
1609/72.4 Internal Auditor for 2016/17 Financial Year – Michael Williamson confirmed his availability and agreed to be PC's Internal auditor. Formal agreement yet to be made. Clerk to check the price. PC to make a formal decision at the next meeting. Clerk PC  
1609/72.5 Annual Return up to 31 Mar 2016 – Notice of conclusion of Audit completed (Notice is put on PC NB), External Auditor's report received, scanned copy circulated to full Council, – noted by members at the meeting.  
1609/72.6 Budget Preliminaries and Precept 2017/18: Annual Budget preparation time. Chair will circulate last year's budget and expenditure to date report. Last year PC had 4% precept increase. Members to notify Clerk about any items for PC discussion. Budget and Precept need to be agreed and signed at Nov PC as PC does not meet in Dec. Precept needs to be submitted HDC by Fri 16 Dec 16. Clerk PC  
1609/72.7 To Approve Oct 16 PC payments:

*Bohdan Mysak*  
16/10/2016



Date	Cheque No.	Payee and Description	Powers and Duties	Amount
29 Sep 16	672	HMRC: taxes deducted from Clerk's salary Jul £1.00 and Aug tax refund 16	LGA 1972 s111	£1.00
29 Sep 16	673	Clerk Ramune Mimiene wages Jul 16	LGA 1972 s111	£254.96
29 Sep 16	674	Clerk Ramune Mimiene expenses on running cost of the Council Jul 16	LGA 1972 s111	£4.89
29 Sep 16	675	Clerk Ramune Mimiene Wages Aug 16	LGA 1972 s111	£246.71
29 Sep 16	676	Clerk Ramune Mimiene expenses on running cost of the Council Aug 16	LGA 1972 s111	£13.60
29 Sep 16	677	K Simonis, reimburse re: payment for the warning sign for the playground, as agreed at Jul PC meeting, 1607/48.4		£4.99
29 Sep 16	678	HJ Horticulture Ltd, grass cutting	Open spaces Act 1906, ss. 9 and 10	£378.00

1609/72.8 Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 1609/72.7 are to be paid.

**1609/73 Highways**

1609/73.1 Drains problems in the village: Cllr Mysak reported that this is now sorted. Notice to go onto the NB.

1609/73.2 Road Safety Extension Policy/Measures: Postpose until the next meeting, when the rest of the Council are present.

1609/73.3 To consider an application for funding, Local Highway Improvement Scheme, CCC: Members agreed not to apply this year.

1609/73.4 To consider joining Community Highways Volunteering Scheme, CCC: Postpone until the next meeting.

**1609/74 H&S in the Park: tennis court and brambles, clerk to obtain quotations form contractors,** to discuss quotations received from contractors

1609/74.1 Cllr NC met contractors on site and quotes been received. HDC quoted for £580.06 + VAT and HJ Horticulture £400.00 + VAT for the same job. Members agreed to accept quote from HJ Horticulture.

1609/74.2 Proposed by Councillor NC, seconded by Councillor KS, all in favour and it was RESOLVED to accept HJ Horticulture quote for £400.00 + VAT.

1609/74.3 Re: Inspection of Play area, members agreed, that next year one of the Cllrs needs to meet the inspector on site to avoid problems we had this year.

**1609/75 Transparency funding application submission and outcome,** update from Clerk and Cllr Troughton

1609/75.1 Grant application done by Cllr GT, submitted to CAPALC by Clerk, £2,910.00 been granted.

**1609/76 Parish Action/Neighbourhood Plan, Grants for Neighbourhood Plan,** update from Cllr Bosworth

1609/76.1 Take the original Parish Plan and try to get volunteers to join. Chairman noted that this needs to be done outside of PC meetings, but updates need to be reported to PC.

**1609/77 To Discuss PC Website, report from Cllr West on the existing website**

1609/77.1 Cllr HW submitted a report on his absence:

BT community web site currently used by St Mary's PCC and incorporating Leighton Bromswold Parish Council is free but highly limited and very difficult to update in other than a very simplistic way. It is difficult to incorporate pdf's or to import documents other than in Word and many facilities needed such as survey analysis, statistical information, feedback and e-mail linkages and subscriptions are not available in the software.

The recommendation is that we use produce a specification based on best practice and then give it to a competent web designer who would either modify an existing web site or produce a new bespoke one but from the administrators ease and simplicity of use.

The specification would ensure that, for example, a Google or Outlook calendar is incorporated with open access to various calendar groups.

*Action by Leighton Bromswold Parish Council – recommendation – a specification is drawn up and agreed by Leighton Bromswold Parish Council and then put out to limited tender bearing in mind the finance available.*

1609/77.2 PC agreed to get and review quotes. Cllrs GT and HW to write a spec. and bring to Nov PC. GT HW

**1609/78 Playing Field,** update on ROSPA report, report from Cllr Simonis (or Cllr Mysak)

1609/78.1 Sign 'Children only, max 80kg' is purchased. PC believes that this is now sufficient.

*BM<sup>2</sup>*

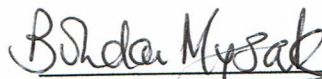


- 1609/78.2 Cllr KS reported that he cleaned the bird poo from play area equipment and in a couple of days everything was covered again. Play area inspection done by Cllr KS weekly.
- 1609/78.3 Cllr NC reported that work in progress to the bench, will keep us updated. NC
- 1609/79 To Discuss Storage/ Disposal of Parish Council Archive files, Cllr Mysak**
- 1609/79.1 Cllr NC volunteered to help. Cllrs NC and BM formed a working party and planning to meet on Wed 19 Oct to start clearing the storage. BM  
NC
- 1609/80 HDC Town and Parish Training Presentation: Example Planning Application, Cllr Mysak**
- 1609/80.1 Postponed until Cllr GT is present.
- 1609/81 Conservation Area Policy En8, Cllr Mysak**
- 1609/81.1 PC members to review Parish Plan and bring suggestions to the next meeting. All
- 1609/82 Village Bins, disposal of dog poo, follow up, Cllr Mysak**
- 1609/82.1 Cllr BM reported that PC bins content (these bins are used for dog poo as well) go into the recycling bin. PC bins should not be emptied by HDC any more as per agreement made earlier. Chairman informed HDC that these bins are still being emptied and reminded HDC that PC is not paying. PC needs to find out how to dispose the content of red bins. People need to be aware that the content from red bins can go into their grey bin. PC members to motivate parishioners to do so otherwise PC will have no option as to remove red bins. Cllr KS will do the notice. KS
- 1609/83 Tree Report, Cllr Cook**
- 1609/83.1 Cllr BM reported that Staunch Hill No 3 Removal of Sycamore tree, which is in front of his property and started damaging the house.
- 1609/84 Correspondence**
- 1609/84.1 The Pensions Regulator: Letter explaining PC's responsibility to comply with workplace pension law, received 23 Se 16. Staging date is 1 Oct 2017. As clerk does not meet the criteria, she is not going to be automatically enrolled, but can ask to join.
- 1609/84.2 Letter from HDC re: Tree warden coordinator – Clerk to reply on PC behalf and apologies that PC cannot afford to support the Tree Warden Coordinator position at HDC due to small amount of precept.
- 1609/84.3 *Note since meeting: Clerk replied HDC.*  
Consultation: Housing and Economic Land Availability Assessment, Additional sites Consultation open till 7 Nov 16.
- 1609/84.4 Yearly Royal British Legion Poppy Appeal contribution request received, make a donation at Nov PC Meeting, Clerk to raise a chq for £30.00 as budgeted. Clerk
- 1609/84.5 Planning Consultation received from HDC re: 27 The Avenue, Two storey rear extension including removable lift structure, - members will discuss by email and come to a resolution. Cllr HW in his absence emailed PC suggesting to accept recommendations.
- 1609/85 Councillors' Questions**
- 1609/85.1 Cllr NC: Village Notice Board needs repairing. Cllr NC will have a look. NC
- 1609/85.2 Cllr NC suggested money to be budgeted 2017/18 for village seats' renovation.
- 160616.42 Date of the next meeting: Thu 10 Nov 16 at 8pm at the Green Man.**

Meeting finished at 22.09pm.

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

10/11/2016  
Date

  
Chairman: Bohdan Mysak

