

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 9 March 2017 at 7.30pm at The Green Man.

Present Parish Councillors: B Mysak (Chairman), G Troughton (Deputy Chairman), N Cook, R Bosworth
Clerk: Ms R Mimiene, 1 member of the public.

OPEN MEETING

2016/17

1703/131

1703/131.1

1703/131.2

To Receive Apologies and Reasons for Non Attendance

Clerk reported that Cllrs N Cook and H West sent apologies for absence.
Resignation letter from Cllr Hugh West received tonight.

1703/132

1703/132.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

No Member interests declared.

1703/133

Proposal

To Receive and Approve the Minutes of the Parish Council Meeting 12 January 2017 Proposed by Cllr RB, seconded by Cllr GT, 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.

A member of the public joins the meeting

1703/134

1703/134.1

Matters Arising from those Minutes not included below

Letter issued to HDC re: Areas of Improvements sent HDC last year and acknowledgement received, copy of the letter filed. Matter closed.

1703/135

1703/135.1

1703/135.2

To Note 2 Vacancies for a Parish Councillor – a new Vacancy appeared tonight, 3 vacancies in total

Due to resignation of Cllr H West a new Cllr vacancy appeared tonight. Clerk to approach HDC and follow all procedures required. To issue Notice. Clerk

Note since meeting: Vacancy Notice issued, HDC informed.

Cllr H West Portfolio is shared between Councillors: Broadband Cllr GT took over, Planning – Cllr RB, Website – Cllrs GT and BM.

Chairman will also write a note that PC is looking for new Councillors to join Leighton Bromswold Parish Council.

1703/136

1703/136.1

Planning:

No New Planning applications.

1703/137

1703/137.1

Clerk's Report

Letter to HDC Monitoring Officer sent. Confirmation of safe receipt has been received.

1703/138

1703/138.1

1703/138.2

1703/138.3

1703/138.4

1703/138.5

Finance

Cashbook and Bank reconciliation 1 Jan to 28 Feb 17carried. Approved by PC. Bank Balance as at 28 Feb 17 is £7,044.55.

PC agreed to carry 6 bi-monthly bank reconciliations over the financial year.

Income and Expenditure against the budget report up to 28 Feb 17 – approved.

Outcome re: contribution towards Clerk's working from home Insurance, as suggested by the Stukeleys PC, update: Clerk is covered under PC insurance, so no Working from Home insurance is required. Therefore no contribution to be made by LBPC.

To consider electronic storage of PC documents, - external hard drive purchased. Outlook files were saved onto the disc up to Fri 3 Mar 17. Clerk to try again to save files weekly.

A meeting request was asked to be sent through Outlook Calendar but also sent by ordinary emails, as some Members are not able to open Outlook Calendar attachments. Clerk to send a test Outlook Calendar with a test attachment to double check functionality.

Banking situation, further update by Cllr BM – letter from bank passed to Cllr RB.

Cllr BM is the only one who can access PC bank information online. For the time being, PC will continue to pay by cheque (signed by two Councilors).

Clerk

BM

1703/138.6		To Approve Mar 17 Payments:		
Date	Cheque No.	Payee and Description	Powers and Duties	Amount
9 Mar 17	691	Clerk Ramune Mimiene wages Jan 17	LGA 1972 s111	£200.31
9 Mar 17	692	Clerk Ramune Mimiene expenses on running cost of the Council Jan and Feb 17 (incl mileage, cartridge, stamps)	LGA 1972 s111	£ 20.53
9 Mar 17	693	Clerk Ramune Mimiene Wages Feb 17	LGA 1972 s111	£160.25
9 Mar 17	694	External Hard drive purchased by the Clerk for PC use, reimburse R Mimiene	LGA 1972, s.226	£ 51.91
9 Mar 17	695	Clerk Ramune Mimiene wages Mar 17 (to close 2016/17 Financial year ending 31 Mar 17) using budget estimate.	Will be running payroll on 8 Mar 17 for suggested 20hrs for Mar 17	£267.08
Total Mar 17 Expenditure:				£700.08

Proposal Proposed by Councillor RB, seconded by Councillor BM, all in favour and it was **Carried**
RESOLVED that all items listed in 1703/138.6 are to be paid.

1703/139 To Review Standing Orders and Code of Conduct for LB PC
 Standing Orders and Code of Conduct reviewed and adopted.
Proposal Proposed by Councillor RB, seconded by Councillor GT, all in favour and it was **Carried**
RESOLVED that the documents be adopted subject to reformatting to standard typeface, ie Times New Roman.

1703/140 **Highways**
 1703/140.1 Issue raised by Barham & Wooley Parish Council re: volume of large grain lorries using the road through Barham on their way to the grain storage facility at a farm in Leighton Bromswold.
 Chairman will approach the farmer to discuss the access for vehicles. Situation needs investigating. Cllr suggested a check on the planning application to confirm what was the original route vehicles were supposed to go. Following this, Chairman will draft a response to Barham PC. RB, BM
 It was noted that Leighton has also begun to see some large lorries passing through, especially in the early morning.

1703/141 To agree on grass cutting provision for the 2017 season
 1703/141.1 3 quotes received:
 • HDC
 • Horticulture and
 • Richard Martin
 1703/141.2 Churchyard grass cutting: as R Martin provided the best price, PC agreed to accept this quote and number of cuts approved as per quote (approx. 16 cuts). Any extra cuts would be with PC approval only. Clerk to confirm acceptance to R Martin.
 1703/141.3 As HDC provided the best quote for grass cutting all other areas in the village (as per HDC map), except the Churchyard this was agreed. Clerk to write to HDC and enquire re: the 1st cut date. Clerk
Note since meeting: Clerk informed Richard Martin and HDC, also informed Horticulture.
Proposal Proposed by Councillor RB, seconded by Councillor GT, with all in favour, it was **Carried**
RESOLVED that the quotations from Richard Martin for Churchyard and HDC for other areas in the Parish to be accepted.

1703/142 To consider registering PC with ICO
 1703/142.1 Members agreed to research the requirements of ICO.

1703/143 **Transparency funding:** action plan for purchasing new equipment/setting a Parish Council website Cllrs Troughton and West
 1703/143.1 In progress.

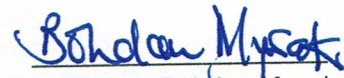
1703/144 To further Discuss PC Website, Cllrs West and Troughton – to agree on the best quote for the website
 1703/144.1 Cllr GT found out 3 companies. Website.org.uk – the cheapest quote for £399, very good references/testimonials – Cllr GT will send the links so that PC members can look at. They use word press, £100 support cost every year. Assistance will be provided during the set up. No training needed.

BM

- 703/145 Parish Plan: Conservation Area Policy En8 – Cllr Mysak**
703/145.1 Chairman has a hard copy of Conservation Area policy. Policy is also on HDC planning portal.
- 1703/146 Parish Action/ Neighbourhood Plan, Grants for Neighbourhood Plan, update from the working party**
1703/146.1 Re: NP - Suggestion is that Cllr GT speaks to Hugh West and probably worth discussing at the Annual Parish Meeting in April. (Date to be confirmed). When APM Agenda is ready, Members agreed to put a Notice on village Facebook page. Cllr RB volunteered to do so.
- 1703/147 Playing Fields**
1703/147.1 At the PC Meeting, Council decided not to use RoSPA services this year. It was felt that the company did not carry out a satisfactory service last year, particularly with the lengthy delay of 5 months, in responding to questions arising from the Safety Inspection Report. Council approached other companies and decided to go with Wicksteed, which quoted even cheaper – Accompanied Annual Inspection at a price of £71.00. (RoSPA charged for accompanied inspection £108.55).
Note since Meeting: Clerk informed RoSPA and order was placed with Wicksteed 10 Mar 17.
- 1703/147.2 Weekly inspection and purchase of bark – Clerk to approach Cllr KS re: contact details of the bark provider. Clerk
Weekly inspection is carried by Cllrs. Plastic storage box broken, will be removed by Cllr BM
BM. Social committee will be advised.
- 1703/148 Storage/ Disposal of Parish Council Archive files, update for the working party**
1703/148.1 Carry forward. Agenda item for May.
- 1703/149 Village Bins**
1703/149.1 Bins are not emptied by HDC any more, as per PC instructions. The only one cleared by the church done by residents. Dog poo being thrown into the hedges. Raise the issue at Annual Parish Meeting, notice 'Village bins not to be used for the dog poo' to be agreed.
- 1703/150 Footpath report on the status of the footpaths, Cllr G Troughton**
1703/150.1 Cllr GT reported that a new footpath to Old Weston, there is a ditch, which is complicated to walk round, Cllr GT is going speak to the farmer. GT
1703/150.2 There are some places where footpaths are not marked. Farmers need to keep the crop down so that footpath is visible.
- 1703/151 Tree Survey**
1703/151.2 Tree Survey done by Cllr NC. To be typed in by Chairman and sent to HDC tree officer. BM, Clerk
- 1703/152 Correspondence**
1703/152.1 Cllrs have to inform Clerk if item is closed. All
- 1703/153 Councillors' Questions**
1703/153.1 No Councillors' questions.
- 1703/154 Date of the next Meeting:** Tue 25 Apr 17 at 7.30pm Extraordinary Parish Council Meeting and Annual Parish Meeting.
Meeting finished at 9.45pm.

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

11 May 17
Date


Chairman: Bohdan Mysak