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MINUTES

The Parish Council Meeting of Leighton Bromswold was held on Thursday 10 December 2015 at 8.00pm at the Green Man

Present Parish Councillors: B Mysak, Chairman, K Simonis, Deputy Chair, G Troughton, H West.
Clerk: Ms Mimiene.

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 are 2 Councillor Vacancies

2015/16

1215.40

To Receive Apologies and Reasons for Non Attendance

1215.40.1

The Clerk reported that County Cllr S Bywater and Parish Cllr N Cook sent apologies for absence.

1215.41

Declarations of Interests for Members (Disclosable Pecuniary Interests)

1215.41.1

Cllr H West declared interest in Agenda Item 1215.49.4 Expenditure for Approval, Chq. No. 645.

1215.42

Chairman's Opening Remarks

1215.42.1

Chairman addressed the Council that he is going to change the order of the Agenda Items – starting with the most important ones. Councillors agreed to that.

1215.43

Notification on Planning Items

1215.43.1

Notification from HDC received that hard copies of planning applications will not be sent from 1 Apr 2016.

1215.43.2

15/02269/TRCA Plans received by Cllr H West and reported to the Council at the meeting. Works to trees on Stauch Hill.

1215.43.3

Works in Leighton Bromswold:

- Stauch Hill – crown lift trees to clear phone lines.
- Outside 1 The Avenue – crown lift to clear driveway and phone lines.

There is no date for the works as the contractor's programme has been delayed due to emergency works following the recent high winds.

1215.44

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

1215.44.1

Areas for Improvement presented to members by the Clerk. PC has now achieved more improvements out of 14 suggested originally by the Monitoring Officer, HDC:

Vacancies

1. Item 9 a – formal resignation received and all Council was informed. Date of the formal resignation of a Cllr is recorded in the Minutes. Total Number of vacancies is shown on the Agenda and in the Minutes.

prev. Clerk

2. Item 9 f – in the process.

Reserves

3. Item 9 i – reserves been discussed.

Responsibilities

4. Item 9 l – in process - Cllrs roles and responsibilities are going to be finalized and approved at additional Dec PC meeting.

St Orders

5. Item 9 m – in process - Copies of Standing Orders and Financial Regulations provided to members and in the process of reviewing.

+ Financial Reg's

1215.45

Councillor Portfolio Responsibilities

1215.45.1

Updated Excel spreadsheet was presented by the chairman.

1215.45.2

Previous Cllr's R Eacott portfolio is passed to chair for now. Communications, Broadband and Planning HW – broadband to add to KS. Finance overview is all Cllrs responsibilities. Add line to the Clerk.

1215.46

Employer's NIC

1215.46.1

HMRC has been contacted by the Clerk. Threshold for employer NIC is £676 on a monthly basis.

1215.47

External Auditor Report 2014/15

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1215.47.1 KS read the external auditor's report which was issued on 19 Sep 15. All PC paperwork was submitted to the external auditor in Jun 15. Comments are written in temporary council's time. Therefore it was not signed.

1215.47.2 Details of guidance – targets for External Audit will be reported by Cllr KS in Jan 16. KS

1215.48 Road Safety Extension policy/measures

1215.48.1 Road safety measures are installed on Staunch Hill due to traffic moving fast through the village when A14 is blocked. Grants for further Road safety measures are being looked at. Cllr H West volunteered to explore and give feedback to Jan PC meeting.

HW
BM, HW

1215.48.2 Cllrs BM and HW will discuss the speedwatch and report back to the Council.

1215.49 Huntingdonshire District Council Elections, chairman B Mysak

1215.49.1 Cllrs discussed the issue and decided not to make comments.

1215.51 Health & Safety in the park – cutting back brambles, Councillor K Simonis

1215.51.1 KS and resigned Cllr RE inspected the park as agreed at the last meeting. Behind the goal post there is a fence and further there is the second fence. Behind the second fence there is farmer's land. Cllrs discussed the possibility of approaching the farmer to request to tidy up his side. PC will deal with the part which belongs to PC. Agenda item in January. PC might consider contractor if no volunteers appear. HW will speak to social committee members.

All

1215.52 Grants for Neighbourhood plan

1215.52.1 Previous Cllr RE will continue to help with the Neighbourhood plan outside of the Council. PC needs to look at it. Separate team needs to be set up as it is a big commitment. Does PC want to do it in view with all other commitments or delay for half a year? There are grants to apply. Members to build up some facts and dates. Formally ratify the matter in Jan 16 PC meeting.

1215.53 PC Website

1215.53.1 HW referred to an unofficial St Mary's Leighton Bromswold website he is adding PC info for the villagers. Email sent by the chairman re: other website options. Proposal - tell the village.

1215.54 Correspondence

1215.54.1 Presented to members prior to the meeting by email. Hard copy available on the night.

1215.55 Councillors' questions

1215.55.1 There were no Cllr questions.

1215.56 To Receive and Approve the Minutes of the Meeting, 19 November and Extraordinary Parish Council Meeting 30 Nov 2015

Cllr HW leaves the meeting.

1215.56.1 Minutes of the Meeting 30 Nov 15 – Cllrs agreed to approve Minutes with the amendment: 'Proposed by Cllr N Cook, seconded by G Troughton, all in favour and it was RESOLVED that the outstanding amount is to be paid to Cllr H West.'

1215.56.2 Proposed by Councillor B Mysak, seconded by Councillor G Troughton, all in favour, except Cllr K Simonis who was not present at the last meeting, and it was RESOLVED that the minutes be accepted with the above amendment and signed as a true record of the meeting. Chairman signed the Minutes of 30 Nov 15 open part.

1215.56.3 Minutes of the closed part of the meeting was agreed by the members and signed by the chairman too. Proposed by Councillor G Troughton, seconded by Councillor B Mysak, all in favour, except Cllr K Simonis who was not present at the last meeting, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.

1215.56.4 Minutes of the Meeting 19 Nov 15: Proposed by Councillor K Simonis, seconded by Councillor G Troughton, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting. *with the amendments to see dep. No. Ch*

1215.57 Finance

1215.57.1 Bank balance as at 31 Oct 15 is £8,716.71.
Cashbook balance as at 31 Oct 15 is £8,716.71
No statement received to Clerk's address yet. Last one passed to the Clerk by Cllr is up to 31 Oct 15 only.

Cashbook and Bank reconciliation statement as at 31 Oct 15 – statement prepared and presented by Clerk and emailed to members prior to the meeting, hard copy on the night.

1215.57.2 Note Income Received – No Income received.

BM

1215.57.3 Expenditure for approval 10 Dec 15:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
10.12.15	100642	Clerk salary Nov £247.91 and expenses Nov £17.26	LGA 1972 s111	£265.17
10.12.15	100643	HDC Uncontested Election 07.05.15	LGA 1972, s. 133	£105.00
10.12.15	100644	HDC Grass cutting for 2015 Season x 4 cuts	Highways Act 1980, s.96	£256.80
10.12.15	100645	Previous Clerk H West, salary and expenses	LGA 1972 s111	1067.35
Total Dec 15 expenditure:				£1,694.32

1215.57.3 All Finance paperwork was passed to the Clerk on 30 Nov 15. Cllr KS emailed cashbook 2015/16, draft budget 2016/17, Accounts & Budget 2015/16 and fixed Assets Register afterwards. The clerk updated Income & Expenditure spreadsheet sent by the Chairman for 10 Dec 15 PC meeting.

1215.57.4 30 Nov closed meeting approved chq No 100645. Chq No. ~~629~~⁴¹ for the amount of £1,241.39 was destroyed.

1215.57.5 Proposed by Councillor G Troughton, seconded by Councillor B Mysak, all in favour and it was RESOLVED that all items listed in 1215.57.3 are to be paid.

1215.57.6 Clerk to inform who the 2nd signatory is. Chqs are signed only by the chairman as he is the only signatory at the meeting tonight. Clerk to check with the bank on the progress of mandate forms. Dec 15 Payments are with the Chairman who is awaiting for the instructions to whom to take chq book for signing next.

Clerk

Note since meeting: Precept Request for £5,122.00 is submitted to HDC Taxation manager

1215.58 Matters Arising from those Minutes – Clerk’s Report

1215.58.1 Clerk’s report was emailed to members prior to the meeting and hard copy available on the night. Clerk presented to members:

1. There is one more Cllr vacancy caused by Resignation of a Cllr Russell Eacott. HDC is informed. Awaiting for the outcome now. Cllr R Eacott resigned on 23 Nov 15 due to work commitments. A bye-election to fill the vacancy will be held within 14 days (not counting Saturdays and Sundays) from 23 Nov 15 ten electors for the parish give notice in writing claiming such an election to the Returning Officer. If no such notice is given the Parish Council will fill the vacancy by co-option.
2. HDC notification re: Planning will be sent by email from 1 Apr 16.
3. Accounts have now been passed to Clerk. Chq book is also with Clerk from 30 Nov 15 as well as other supporting documents which Clerk has to get familiar with and sort out for the future, file.

Note since meeting: The statutory period for electors to request an election to fill the vacancy on your Council, due to the resignation of a councillor, has now passed without such a request having been made. Therefore the necessary arrangements to co-opt to fill the vacancy can now be made.

1215.59 Date of the next meeting: Thu 14 Jan 16 at 8.00pm

Meeting finished at 10.30 pm.

14/1/2016
Date

Chairman: Bohdan Mysak