



BY

## LEIGHTON BROMSWOLD PARISH COUNCIL

CHAIRMAN: Bohdan Mysak

### MINUTES

The Parish Council Meeting of Leighton Bromswold was held on Thursday 10 September 2015 at 9.30pm in St Mary's Church

Present Parish Councillors: B Mysak (Chairman), K Simonis (Deputy Chair), N Cook, R Eacott, G Troughton, H West.  
Clerk: Ms Mimiene.

#### OPEN MEETING 2015/16

*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.*

#### 0915.10 **To Receive Apologies and Reasons for Non Attendance**

0915.10.1 Cllr HW for lateness.

#### 0915.11 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**

0915.11.1 There were no declarations of interests.

#### 0915.12 **To Receive and Approve the Minutes of the Meeting, 6 August 2015**

0915.12.1 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.

0915.12.2 Chairman signed the Minutes.

#### 0915.13 **Matters Arising from those Minutes**

0915.13.1 Clerk's report presented to members.

1. Code of Conduct forms sent HDC to the Code of Conduct team.
2. Clerk visited Barclay's branch in Huntingdon together with Cllr RE, have now got bank mandates – Authority for Third party access, to fill in. Telephone banking can be approached later when the 3<sup>rd</sup> party mandate is sorted. Bank statement for this financial year obtained.
3. Grant re: grass cutting dealt with. But no money transfer yet from CCC.
4. There is still one Councillor vacancy, which is advertised on the NB.
5. CGM quotation obtained, put on file for next year.

#### 0915.14 **Notification on Planning Items**

0915.14.1 No new planning application received.

#### 0915.15 **Areas for Improvement as Suggested in the letter by HDC Monitoring Officer**

0915.15.1 Areas for Improvement presented to members by the Clerk. PS has now achieved 6 improvements out of 13 suggested by the Monitoring Officer, HDC:

1. Minutes now note the total number of vacancies that exist. There is also Notice on the NB advertising the Parish Councillor vacancy.
2. All Councillors completed the Declaration of Acceptance of Office form. Completed forms held by the Clerk.
3. Minutes record all Councillors who are attending the meeting.
4. Contract of employment and job description been issued by the Council to the Clerk.
5. The Clerk is CiLCA trained.
6. Clerk provided copies of the Standing Orders and Financial Regulations, which are going to be approved at Sep PC meeting.

#### 0915.16 **To consider adoption of the following policy documents to ensure compliance with legal and financial responsibilities.**

0915.16.1 Members requested to carry this item forward to the next meeting. Clerk to resend the policy documents (Model Standing orders, Model Financial regulations, Health and Safety



- 0915.23.2 Stepping Stones installation will also be carried by Cllr KS as agreed. KS
- 0915.23.3 Cllr GT: Regarding the Agenda item missed. Chairman requested from now on email  
Agenda items straight to the Clerk, also include a short description. Cllrs
- 0915.23.4 Cllr Portfolio: Agenda item for Nov meeting. Clerk to email members a draft document. Clerk
- 0915.24** **Date of the next meeting:** Thu 12 Nov 15 at 8:00pm

Meeting finished at 10.45 pm.

19 November 2015  
Date

Bohdan Mysak  
Chairman: Bohdan Mysak