

# LEIGHTON BROMSWOLD PARISH COUNCIL

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

Minutes of the Parish Council Meeting held on Thursday 13 July 2017 at 7:30 at the Green Man (These Minutes are considered draft until ratified at the next Parish Council Meeting)

- Present Parish Councillors: B Mysak (Chairman), G Troughton (Deputy Chairman), N Cook  
Clerk: Ms R Mimiene. CC Cllr I Gardener. No members of the public.
- OPEN MEETING
- CC Cllr IG introduced himself.
- 2017/18**  
**1707/183** **To Receive Apologies and Reasons for Non-Attendance**  
1707/183.1 Clerk reported that Cllr R Bosworth sent apologies for absence.
- 1707/184** **Election of Deputy Chairman**  
Nomination: GT
- Proposal** **Proposed by Councillor BM, seconded by Councillor NC, all in favour, and it was Carried**  
**RESOLVED that Cllr GT be elected as a Deputy Chairman.**
- 1707/185** **Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
1707/185.1 No Member interests declared.
- 1707/186** **To Receive and Approve the Minutes of the Annual Parish Council Meeting 11 May 17**  
**Proposal** **Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was RESOLVED that Carried**  
**the Minutes be accepted and signed as a true record of the Meeting.**  
Chairman signed the Minutes.
- 1707/187** **Matters Arising**  
1707/187.1 The remaining Meeting dates for the financial year sorted:
- 1707/188** **To Note 3 Vacancies for a Parish Councilor – PC can now co-opt to fill the Vacancies**  
1707/188.1 A notice, advertising 3 Vacancies, to be re-issued for the Notice Board. Clerk  
*Note since meeting: Notice issued and emailed to Cllr BM.*
- 1707/188.2 Cllrs agreed to deliver leaflets, advertising 3 Vacancies on the Parish Council together with BM, All  
the Questionnaire, to all residents in the village. Cllr BM will produce the document and will Clerk  
circulate for PC approval.
- 1707/189** **Planning:**  
HDC Consultations:
- 1707/189.1 Call for Sites 2017 -  
<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cfs2017>
- 1707/189.2 Huntingdonshire Local Plan to 2036: Draft Final Sustainability Appraisal 2017 -  
<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/dfs2017>
- 1707/189.3 Huntingdonshire Local Plan to 2036: Consultation Draft 2017 -  
<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cd2017>
- 1707/189.4 Housing and Economic Land Availability Assessment 2017 -  
<http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/helaa2017>
- PC discussed the documents and agreed that most of the documents do not have impact to All  
Leighton Bromswold. Cllrs agreed to have yet another look and, if PC agrees to make a  
response, that has to be done by 28 Aug 17. It was agreed to let the Clerk know by Fri 11  
Aug 17.
- 1707/190** **Clerk's Report**  
1707/190.1 Nothing to report as all items covered under the Agenda.
- 1707/191** **Finance**
- 1707/191.1 Annual Return for the financial year 2016/17 posted to external auditors. Payments over  
£100, VAT form, and all other relevant documents are completed and posted to the website.
- 1707/191.2 Bank mandate re: change of Clerk's address returned to PC by Barclays bank. PC only Clerk  
needs to change the postal address for the Clerk. The bank mandate form and the cover  
letter re-signed by 2 signatories.  
*Note since meeting: The bank mandate together with the cover letter posted to the bank.*
- 1707/191.3 I&E against the Budget report, Cashbook and Bank Reconciliation up to 31 May 17  
circulated to PC prior to the meeting. PC bank balance is £11,447.06.  
Social Committee submitted a chq payment of £100 re: contribution towards PC insurance  
cover.
- 1707/191.4 Banking situation re: change of Mandate for Cllr R Bosworth. No update.
- 1707/191.5 Cllrs to analyze/respond to the Internal Auditor Checklist, Cllr BM
- BM 2/12/17

- 1) Risk Assessment: Internal Auditor reported in Internal Audit check for the year ended 31 Mar 17: 'The Council does not appear to have a set of Risk Assessment documentation although safety checks are carried out on the Play Area. The council should aim to have full documentation which is reviewed annually'. Clerk circulated an example of Risk Assessment Document to full PC prior to the meeting. PC felt they do not need to adopt this document as Play Area Risk assessment's checklist is on the Workbook and going to be updated by Cllr BM.
- 2) Standing Orders: Internal Auditor made a statement: 'The Standing Orders are not based on the model document issued by NALC. The model document contains notes of which items are legally required and I am not convinced that all these items are included. I also note that the Standing Orders state that the Annual meeting is to be held in April although the Annual Meeting for 2016 was held in May'. Clerk emailed PC a model document issued by NALC. PC felt that their Standing Orders document, reviewed and adopted at Mar 17 PC meeting, is a good document and PC do not need to adopt the model document.
- 3) Financial Regulations: Internal Auditor stated that 'I note that the current Financial Regulations refer to tenders for amounts greater than £500. I believe that, in fact, a formal tender process is not used although the Clerk does invite three quotations. The Regulations also need amending with the latest update concerning the Contracts Regulations that apply for project over £25,000'. A model Financial Regulations issued by NALC circulated to full PC by the Clerk prior to the meeting. PC believes that their Financial Regulations are good and the sections, which do not apply to Leighton Bromswold PC, omitted. PC formally voted on their Policy documents and agreed them at previous meeting.

All  
BM

It was agreed to carry this item forward to the next meeting.

All

1707/191.6 Clerk wages – members discussed and agreed that payments going to be made for the previous month. In this case, PC will pay for Jun only. July and Aug wages will be approved at Sep PC meeting. It was agreed to cancel chq No 704.

1707/191.7 To Approve Jul 17 Payments: It was brought to the Clerk's attention that Chq No 709 – powers and duties need amending into Open Spaces Act.

Date	Cheque Num	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
				<b>-£1,212.56</b>		<b>£17.20</b>
13/07/2017	702	Clerk Ramune Mimiene wages Jun 17	LGA 1972 s111	-£229.30	N	£0.00
13/07/2017	703	Clerk Ramune Mimiene expenses on running cost of the Council May & Jun 17	LGA 1972 s111	-£24.59	N	£0.00
<del>13/07/2017</del>	<del>704</del>	<del>Clerk Ramune Mimiene wages Jul 17</del>	<del>LGA 1972 s111</del>	<del>£229.30</del>	<del>N</del>	<del>£0.00</del>
13/07/2017	705	NetWise Training Ltd, domain registration leightonbromswold-pc.org.uk – 1 year	LGA 1972, s142	-£15.00	N	£0.00
13/07/2017	706	NetWise Training Ltd: Standard package support and maintenance set up fee, package 11.05.17 to 10.05.18	LGA 1972, s142	-£649.00	N	£0.00
13/07/2017	707	SLCC – membership, Invoice split between all 7 Pcs	LGA 1972, s.226	-£20.77	N	£0.00
13/07/2017	708	Wicksteed – Play Area yearly inspection	Open Spaces Act 1906, ss.9 and 10	-£103.20	Y	£17.20
13/07/2017	709	R H Martin - first of two payments for grass-cutting in the Churchyard	Open Spaces Act 1906, Ss 9 and 10	-£400.00	N	£0.00

**Proposal** Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was **RESOLVED** that all items listed in 1707/191.6 are to be paid, except Chq No 704.

**Carried**

**1707/192** Use of Transparency Funding & set up of new PC Website and Discuss how website is to be maintained on an on-going basis, Cllr GT

1707/192.1 Payment agreed today. When the chq payment received by the company and log in details are details provided to Cllr GT and the Clerk, PC will be informed and further actions will be agreed.

CT, Clerk

**1707/193** Playing Field

1707/193.1 Assignment of responsibility for weekly inspection – weekly inspection tick list is going to be provided to the Clerk for PC file by Cllr BM. Cllr NC will carry the weekly inspections for 2 weeks now (w/c 17 and 24 Jul 17).

NC

1707/193.2 Annual Inspection carried by Wicksteed and recommended actions **Cllr BM**

Inspection report received.

NC  
Clerk

The Social Committee agreed to assist with a one-off payment for the bark, for which Council is extremely grateful. However, as they could not give any commitment on future expenditure, Council will need to discuss this at the September Meeting.

Three Quotes obtained:

- 1) Wicksteed 80lt Bag of bark (14 bags = 1cu mt) + carriage cost for 11.5 Cu. Mtrs

*Handwritten notes:* 1707/192 MA

bark is £1,521.45

2) Field Ltd which gives two options:

Option 1 - 8m3 of mixed bark and 3m3 of BS EN 1177 bark , total £778.80

Option 2 – 11m3 of BS EN 1177 bark, total £831.60.

Both Field Ltd prices include VAT and delivery. Given the small difference in price between having all play grade bark and a combination, it might be worth considering just having play grade.

3) Quotes from Higgins: 14 bulk bags (= 11m3) of play grade bark (BS EN 1177) = £1377.60. 14 bulk bags of standard border bark = £731.30. Both prices include VAT and delivery.

'Field Ltd' company chosen and PC decided for option 1 for £778.80. Clerk needs to place the order. Before that, Clerk needs to speak to Karen Russel, who will provide the full details. PC will pay the bill and Social Committee will reimburse PC. The Social Committee agreed to make one off payment but do not wish to make any further contributions towards maintenance and repairs in the future. Clerk to liaise with Cllr NC as the site needs to be weed sprayed 1<sup>st</sup>. The delivery for the bark planned for the 1<sup>st</sup> week in Sep 17.

PC agreed in principle to approve expenditure of £20 for Cllr NC to purchase the weed killer.

- |                 |   |                |
|-----------------|---|----------------|
| <b>Proposal</b> | <b>Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was RESOLVED that All Play quotation chosen and the expenditure of £20 for Cllr NC to purchase the week killer approved.</b>  | <b>Carried</b> |
| 1707/193.3      | Recreation field: On-going financial support, management and maintenance, <b>Cllr BM</b><br>The PC needs to consider if provision should be made in the budget for H & S maintenance and will canvas opinion from the Parish.<br>PC had ring-fenced money for the field, which is now spent. No money left in the budget for the maintenance. Recent Wicksteed inspection revealed that lots of equipment needs maintenance. PC needs to ask the village do people want PC to maintain the Playing Fields. Cllrs have to consider before the next PC meeting should PC budget money to maintain the Fields. Precept for 2018/19 needs to be agreed at Nov PC. |                |
| 1707/193.4      | Recreation field: Repairs/refurbishment following inspections by Cllrs Cook/ Mysak, <b>Cllr BM</b><br>PC does not have any budget for playing field refurbishment items. This will need to be handled by individual groups.   | Clerk          |
| <b>1707/194</b> | <b>Tree Report: Request for reduction of sycamore outside No 3 Staunch Hill, Cllr NC</b>  |                |
| 1707/194.1      | Sycamore tree outside No 3 Staunch Hill – Cllr BM reported that it is on the highways land. CCC been asked to attend it. Trees on the west side were previously attended by CC. Eastern side might be done soon. No info provided to PC by CCC.   |                |
| 1707/194.2      | A Silver Birch tree by 29 Avenue, replaced by CCC in 2015, is now dead. CCC needs to replace it. Cllr NC will provide a tree No to the Clerk and contact details to whom he liaised when got the tree replaced previously.  | NC             |
| <b>1707/195</b> | <b>Storage/Disposal of parish Council Archives and purchase of storage containers, Cllr BM</b>  |                |
| 1707/195.1      | To postpone till Sep PC.  |                |
| <b>1707/196</b> | <b>Chairman to write a letter to Parishioners appealing for Councillors</b>   |                |
| 1707/196.1      | Covered under Minute 1707/188.2.  |                |
| <b>1707/197</b> | <b>Electronic storage of PC Documents. Use of Outlook Calendar for meetings &amp; attachments, Clerk</b>  |                |
| 1707/197.1      | Clerk carries regular PC info back-ups using the PC hard drive. Outlook calendar used to circulate PC info.   |                |
| <b>1707/198</b> | <b>Standard format for Standing Orders, Code of Conduct and all other Council documents, Cllr BM</b>  |                |
| 1707/198.1      | As per Minutes 1707/187.2 and 1707/191.5.   |                |
| 1707/198.2      | Standing orders reviewed and approved at Mar 17 PC meeting. Reformatting is now carried by Cllr BM, document completed, filed. Next review is Mar 18.   |                |
| <b>1707/199</b> | <b>Issues with new footpath to Old Weston, Cllr GT</b>  |                |
| 1707/199.1      | Cllr GT spoke to the farmer and found out that the contractors should maintain the footpath. The farmer will approach the contractors and will ask to reinstate as a pathway. Cllr GT will report back to PC.   | GT             |
| <b>1707/200</b> | <b>Discuss pension provision for Clerk, Cllr BM</b>   |                |

1707/200.1 Clerk provided the requested documents. PC agreed that will make the pensions provision PC but the contribution and pensions provider to be discussed at Sep PC meeting. Clerk notified that staging day for PC is 1 Oct 17.

**1707/201 Neighbourhood Plan to replace Parish Plan, Cllr GT**

1707/201.1 PC has a Parish Plan. Cllr GT reported that he needs people from the village to help to All develop the plan into NP. NP becomes a part of Local Plan for HDC. It was agreed to ask the village do they wish to have the NP and who could help to prepare it.

**1707/202 Parish Communications, Cllr BM**

1707/202.1 Website payment approved tonight. When the company receives the payment, activation codes will be provided by NetWise.

**Proposed by Councillor NC, seconded by Councillor BM, all in favour and it was Carried**  
**RESOLVED that to go ahead and start PC website provision as soon as the activation code is received.**

Clerk holds electronic copies of documents from the time she started working for LBPC in GT, Clerk Aug 2015. When the activation code received, Cllr GT and the Clerk to check how easy it is to add all info onto the PC website. Report back to PC.  
Cllr GT will not be present at Sep meeting but will provide the feedback to PC.

**1707/203 Noise from aerobatic planes, Cllr RB**

1707/203.1 PC approved Cllr RB suggestion and agreed to write a letter on behalf of PC. Cllr RB to draft RB a letter.

**1707/204 Correspondence**

1707/204.1 Clerk to close all completed items on the correspondence list.

**1707/205 Councillors' Questions**

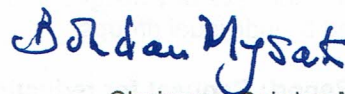
1707/205.1 There were no Cllr questions.

**1707/206 Date of the next Meeting:** Thu 14 Sep 17 at 7.30pm at The Green Man

Meeting finished at 9.43pm

Date

7/12/17



Chairman: Bohdan Mysak

BM