

LEIGHTON BROMSWOLD PARISH COUNCIL

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

Minutes of the Parish Council Meeting held on Thursday 11 January 2018 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, Julie Taylor and Doug Swanson.
Clerk: Ms R Mimiene. No members of the public.
OPEN MEETING
- 2017/18**
1801/233
1801/233.1 **To Receive Apologies and Reasons for Non-Attendance**
Clerk reported that there were no apologies for absence.
- 1801/234**
1801/234.1 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**
No Member interests declared.
- 1801/235**
Proposal **To Receive and Approve the Minutes of the Annual Parish Council Meeting 7 Dec 17 Proposed by Cllr NC, 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.
- 1801/236**
301/236.1 **Matters Arising**
All items covered under the Agenda.
- 1801/237**
1801/237.1 **To Note 2 Vacancies for a Parish Councillor – PC can now co-opt to fill the Vacancies**
The 2nd letter to parishioners appealing for Councillors issued by Cllr BM, to be published.
- 1801/238**
Planning:
Huntingdonshire Local Plan to 2036: Proposed Submission will be available for you to view and comment between the following dates: Start date: 18/12/17 09:00 End date: 05/02/18 17:00 Please select the following link to view this event:
http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/lp2036_pro_sub
No PC comments.
- 1801/239**
1801/239.1 **Clerk's Report**
Workbook circulated. Noted.
- 1801/240**
Finance
1801/240.1 Income YTD £7,114 v Budget £7,250; Expenditure YTD £5,881 v Budget £7,900
1801/240.2 Cashbook up to date 31/12/2017, noted. Reconciliation is carried out on 2 monthly basis.
1801/240.3 Bank Reconciliation (last one carried for Dec PC is up to 30 Nov 17) – difference £87.70 accounted for by 2 outstanding payments to Mijan and Royal British Legion
1801/240.4 Banking situation, Mandate form for Cllrs J Taylor and D Swanson – Cllr JT filled the form. Cllr DS prefers not to be a signatory.
Note since meeting: Bank Mandate for Cllr JT is posted on 12 Jan 18.
1801/240.5 Cllrs to analyze /respond to the Internal Auditor checklist: Cllr BM tabled a reply, noted. BM
1801/240.5.1 Financial Risk Assessment as addressed by External auditors, to note the document included into the Workbook. Risk Assessment (financial controls) carried by Cllr BM and circulated to full PC. It is included in the Workbook. The Financial Risk Assessment is reviewed and adopted at this Meeting. Financial Risk Assessment will be updated for Mar 18 PC, ready for the internal audit. BM
1801/240.5.2 Financial Regulations – Cllr BM is working on this document. PC copy is short and applicable to this Council only while the model document is 15 pages long and a lot of info is not applicable to LB PC. Internal auditor noted that the new paragraph re: tendering process needs to be inserted in the regulations. Cllr BM will add a line stating that LBPC is never going to have that high expenditure as mentioned in the model. Document will be finalized before Mar PC to be approved then. BM
1801/240.6 To Approve Jan 18 payments:

BM

-£358.93

Date	Cheque Numb	Payee and Description	Powers and Duties	Amount
11/01/2018	BACS	Clerk wages Dec 17	LGA 1972 s111	-£318.57
11/01/2018	724	HMRC tax deductions from Clerk's wages Dec 17	LGA 1972 s111	-£22.00
11/01/2018	725	Expenses on running cost of PC Dec 17	LGA 1972 s111	-£16.18
11/01/2018	726	Village matters; printing of 90 copies of A5 size	LGA 1972, s.226	-£15.8

- 1801/240.7 PC agreed to pay Clerk monthly by BACS. Monthly pay and pensions scheme to be added to the contract. Agenda item for the next meeting. Clerk
- 1801/240.8 An Invoice for £244.74 (of which is £40.79 VAT) received from J. R. Gamblen for the service carried to Stiga ride on mower. As it is budgeted for this service, Clerk raised the chq on the night.
- Proposal Proposed by Councillor BM, seconded by Councillor JT, all in favour and it was RESOLVED that all items listed in 1801/240.6 plus additional payment of £244.74 are to be paid. Carried**
- 1801/241 Set up of new PC Website: Cllr GT**
- 1801/241.1 Advertising of the website – Clerk is updating the website with PC info. Cllr GT sought NetWise advice re: Other issues. Awaiting the reply. All Cllrs invited to log into the website and comment back to PC. Cllr BM proposed that Workbook should be inserted onto the website. PC will need to think how to upload this document. PC
- 1801/241.2 Members agreed to have a separate website meeting after everyone got familiar with the new website. It was agreed that henceforth Clerk will advise Members when the Agenda and draft Minutes are on the website. PC planning to advertise the new website around Mar 18. Clerk
- 1801/241.3 Discuss how website is to be maintained on an on-going basis – Clerk will upload Minutes, Agendas, etc. Parishioner HW will stop uploading info onto PCC website from 1 Apr 18. Thanks expressed to H West for helping PC in maintaining the temporary website.
- 1801/241.3 Discontinuance of existing site – planned from 1 Apr 18.
- 1801/242 Playing Field, Cllr BM**
- 1801/242.1 Regular inspection – document inserted in the Workbook and to be carried quarterly. It was noted that Notice Board is in poor condition. Cllr NC will approach the contractor who is doing the benches in the village and will ask him to quote for the refurbishment of the NB. Agenda item for the next meeting. BM, NC Clerk
- 1801/242.2 Outcome after Annual Wicksteed Inspection, repairs – The only item noted was the bark, which is done. Close this item. Clerk
- 1801/242.3 Recreation field: On-going financial support, management, and maintenance. Cllr BM sent a letter to the Social Committee. No reply received due to Christmas period. New Committee will meet in January when it is hoped that the Social Committee will assist with a one-off contribution. PC will now make provision in the budget to pay for the bark in the 3rd year. Brambles clearance – volunteers needed at the end on Mar, probably at the same time as litter pick in the village.
- 1801/242.4 Recreation field: Repairs/refurbishment following inspections by Cllrs Cook/ Mysak – ongoing. Cllr BM will approach the Parish for volunteers to form a working party. BM
- 1801/242.5 Financial support request for bark replacement – Cllr BM approached the Social Committee. Awaiting response from Jan Meeting. BM
- 1801/243 Tree Report: Cllr NC**
- 1801/243.1 Cllr NC received some trees (Oak and Checkers trees) for planting when weather allows. Bridget Halfords, HDC provided stakes and guards. NC
- 1801/243.2 Request for reduction of sycamore outside No 3 Staunch Hill – Jo Challis District Highway Manager replied that Karl Brockett will look at this issue after his annual leave, email dated 2 Jan 18. Clerk to chase next week. Clerk
- 1801/243.3 Replacement of Silver Birch by 29 The Avenue – Tree outside No 71 The Avenue died in spring. A request for a replacement (Silver Birch) – will be looked at after Clerk emailed Bridget, HDC. Clerk

UAM

- 1801/244 Storage/Disposal of Parish Council Archives and purchase of storage containers, Cllr BM**
- 1801/244.1 Disposal of Archived files – Cllr BM and NC went through the files and provided the Clerk with some files to archive. Clerk to sort them out. Clerk
- 1801/244.2 Purchase of storage containers – box with the Clerk. Cllr NC noted that there is also a filing cabinet, which can be used for PC files. Clerk is happy to have this cabinet for PC use. NC
- 1801/245 Standard format for Standing Orders, Code of Conduct and all other Council documents, Cllr BM**
- 1801/245.1 In progress: to be completed before March Meeting and approved: **Cllr BM** BM
- 1801/246 Discuss pension provision for Clerk, Cllr BM**
- 1801/246.1 Clerk registered PC with NEST pension provider. DD set up, signed and posted to NEST for the contributions of 5% as agreed by PC. Clerk
Clerk issued a letter re: pension scheme as required.
When the NEST DD is confirmed, Clerk will need to finalise with the Pensions Regulator. Clerk
- 1801/247 Neighbourhood Plan to replace Parish Plan, Cllr GT**
- 1801/247.1 Cllr GT noted that he is not the person to lead NP working party. Cllr BM agreed to call for NP volunteers. Cllr JT showed interest in joining this working party. BM
- 1801/248 Parish Communications, Cllr BM**
- 1801/248.1 PC will have a new website.
2 more Cllrs and a working party for the NP is needed.
Cllr BM is planning to engage with the village by asking how would parishioners like to receive information.
- 1801/249 To discuss village seat maintenance, Cllr NC**
- 1801/249.1 Quote from Mr Nicholson is £185 to do all of 5 seats. Cllr NC rang the contractor and left a message. To chase. NC
- 1801/250 Fibre broadband: Letter of complaint re lack of progress on faster broadband: Cllr Mysak**
- 1801/250.1 There were some issues with Fibre broadband, which seem to have been resolved now. No need for a letter of complaint.
- 1801/251 Correspondence**
- 1801/251.1 Policing Precept Consultation discussed – no PC reply. Individuals can reply if they want to.
- 1801/252 Councillors' Questions**
- 1801/252.1 There were no Cllr questions.
- 1801/253 Date of the next Meeting: Thu 8 Mar 18 at 7.30pm at The Green Man**
Annual Parish Meeting 12 Apr 18
Annual Parish Council Meeting 10 May 18

Meeting finished at 9.16pm.

8/3/2018 8/3/2018
Date

Bohdan Mysak
Chairman: Bohdan Mysak