

# LEIGHTON BROMSWOLD PARISH COUNCIL

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

Minutes of the Parish Council Meeting held on Thursday 8 March 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), N Cook, and Doug Swanson.  
Clerk: Ms R Mimiene. No members of the public.
- OPEN MEETING
- 2017/18**  
**1803/254**  
1803/254.1 **To Receive Apologies and Reasons for Non-Attendance**  
Clerk reported that Cllrs J Taylor and G Troughton sent apologies for absence.
- 1803/255**  
1803/255.1 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
Cllr BM declared interest in Agenda Item 1803/259.2: Planning Application 3 Sheep Street.
- 1803/256**  
Proposal **To Receive and Approve the Minutes of the Annual Parish Council Meeting 11 Jan 18 Proposed by Cllr NC, seconded by Cllr DS, 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.*
- 1803/257**  
1803/257.1 **Matters Arising**  
All items covered under the Agenda.
- 1803/258**  
1803/258.1 **To Note 2 Vacancies for a Parish Councilor – PC can now co-opt to fill the Vacancies**  
The 3<sup>rd</sup> letter to parishioners appealing for Councilors was issued by Cllr BM. No response received. PC still have 2 Councilor Vacancies.
- 1803/259**  
Proposal **Planning:**  
  - Proposal: Re-tile existing peg tiles mixed with concrete tiled roof on single and two storey extension to the rear of the property. Re-thatch the original thatched roof of the property using long straw. Site Address: 31 Sheep Street Leighton Bromswold Huntingdon, Reference: 18/00336/LBC – *PC comments by 16 Mar 18*  
Recommend approval because it is only a renewal of the existing structure.**Proposed by Cllr BM, seconded by Cllr DS, all in favour, and it was RESOLVED to recommend to approval to this planning application.** Carried  
  - Proposal: Removal of existing extension: construction of new part single/part 2 storey extension to existing listed building. Site Address: 3 Sheep Street Leighton Bromswold Huntingdon, Reference: 18/00096/HHFUL & 18/00105/LBC – *PC comments by 9 Feb 18, PC agreed not to comment.*
- 1803/260**  
1803/260.1 **Clerk's Report**  
Workbook circulated. Noted.
- 1803/261**  
1803/261.1 **Finance**  
Income YTD £7,114 v Budget £7,250; Expenditure YTD £6,484 v Budget £7,900  
1803/261.2 Cashbook up to date by 31/01/2018, noted.  
Telephone banking – Clerk to contact the bank and query re: Option to have a telephone banking so that the bank balance could also be checked that way. Clerk  
1803/261.3 Bank Reconciliation (for Dec 17 and Jan 18) – Balanced.  
1803/261.4 Banking situation, Mandate form for Cllr J Taylor  
Confirmation of Signing Arrangements Amendments received from the bank on 25 Jan 18. Clerk  
Clerk to call the bank to query what does the bank refer to as it does not provide any more details.
- 1803/261.5 Financial Risk Assessment and Financial Regulations  
1803/261.5.1 Financial and General Risk Assessment as addressed by External auditors: The Financial & General Risk Assessment was reviewed and adopted at Jan 18 PC meeting, updated for Mar 18 PC, ready for the internal audit.
- Proposal **Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was RESOLVED that the Financial & General Risk Assessment be approved.** Carried  
Cllr BM reported that play area's visual checks carried out on a regular basis.  
Clerk reminded that PC have to produce a written Risk Assessment checklist/ticklist.
- 1803/261.5.2 Financial Regulations – Due to only 3 members of 5 attending the Meeting tonight, it was felt that the draft version of Financial Regulations is not to be approved before all members are familiar and had their input. Cllr BM prepared the template. Clerk noted that advertising for tenders was especially noted by the Internal auditor as an addition to be made in his report for 2016/17.  
Council agreed that the tendering process is now to be removed as inappropriate. The PC

BM



does not place contracts, nor do orders exceeding £2,000.

To approve the document at the Extraordinary Apr 18 PC meeting.

Note since meeting: Chq No 727 was approved and raised for £244.74 to J. R. Gamblen at 11 Jan 2018 PC meeting Minute 1801/240.8.

| Date       | Cheque Numb | Payee and Description | Powers and Duties                 | Amount   | VAT Clarf | VAT Clarf |
|------------|-------------|-----------------------|-----------------------------------|----------|-----------|-----------|
| 11/01/2018 | 727         | Mower maintenance     | Open Spaces Act 1906, Ss 9 and 10 | -£244.74 | Y         | £40.79    |

Note since meeting: Initially it was agreed and approved to pay Dec 17 wages by BACS at 11 Jan 18 PC Meeting but as this process failed, Clerk wages for Dec 17 was paid by Chq No 728. It is reported in the cashbook. The BACS payment noted in the 11 Jan 18 Minutes was not paid and replaced by the cheque payment chq No 728.

1803/261.6

To Note Feb 18 payments which were approved by email as agreed at the earlier meeting in Dec 17:

| Date       | Cheque Numb | Payee and Description                                | Powers and Duties | Amount   | VAT Clarf | VAT Clarf |
|------------|-------------|--|-------------------|----------|-----------|-----------|
| 05/02/2018 | 729         | Ramune Mimi no, Clerk's wages Jan 18                 | LGA 1972 s 111    | -£297.77 | N         | £0.00     |
| 05/02/2018 | 730         | HMRC tax deductions from Clerk's wages, Jan 2018     | LGA 1972 s 111    | -£16.80  | N         | £0.00     |
| 05/02/2018 | DD          | NEST pensions contributions Jan 18                   | LGA 1972 s 111    | -£33.12  | N         | £0.00     |
| 05/02/2018 | 731         | Ramune Mimi no expenses on running cost of PC Jan 18 | LGA 1972 s 111    | -£8.00   | N         | £0.00     |

Proposal

Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 1803/261.6 are to be paid.

Carried

1803/261.7

To Approve 8 Mar 18 payments:

| Date       | Cheque Numb | Payee and Description                                 | Powers and Duties | Amount   | VAT Clarf | VAT Clarf |
|------------|-------------|---|-------------------|----------|-----------|-----------|
| 08/03/2018 | 732         | Ramune Mimi no, Clerk's wages Feb 18                  | LGA 1972 s 111    | -£211.42 | N         | £0.00     |
| 08/03/2018 | 733         | Ramune Mimi no, expenses on running cost of PC Feb 18 | LGA 1972 s 111    | -£17.54  | N         | £0.00     |
| 08/03/2018 | DD          | NEST pensions contributions Feb 18                    | LGA 1972 s 111    | -£22.26  | N         | £0.00     |

Proposal

Proposed by Councillor NC, seconded by Councillor DS, all in favour and it was RESOLVED that all items listed in 1803/261.7 are to be paid.

Carried

1803/262

**Set up of new PC Website**

1803/262.1

Outcome after the Website meeting held on 30 Jan 18: Cllrs and Clerk met, list issued and to be presented by the Cllr BM

Cllr JT did research and found a couple of websites that were easy to use and attractive.

Clerk will investigate the cost of web training so that more than one person can learn how to operate the website.

Clerk

Cllr BM will email the Clerk the list of items agreed at the website meeting so that the Clerk can send it out to the company/PC website provider and seek their advice on what PC can do themselves and where we need assistance/help. PC felt they need a tutorial to take members through the elements of the package. Agreed.

BM, Clerk, PC

1803/262.2

Advertising of the website – By 15 Mar 18 PC need to know how long it would take the company to help PC. Advertise the website by 1<sup>st</sup> Mon in Apr. Clerk to inform company we are going live.

Clerk

1803/262.3

Discuss how website is to be maintained on an on-going basis: The website is going to be updated by the Clerk. As agreed, this item can be removed from the future Agendas.

1803/262.4

Discontinuance of existing site – Clerk to email H West that PC from now on will be uploading info onto PC website only. Thank you expressed to H West for uploading PC info onto the PCC website.

Clerk

1803/262.5

It was agreed to add to the website list: Historic gallery of Leighton, Councillor profiles and resident correspondence.

BM

1803/263

**Playing Field, Cllr BM**

1803/263.1

Weekly inspection – It was noted that inspection of the play area was carried by Cllrs BM and/ or NC, minimum fortnightly.

It was reported that last inspection did not show any H&S issues.

1803/263.2

Notice Board repairs (used by people using Tennis Courts to book times) – Cllr NC to seek quote, when the repair man comes to do the seats.

NC

BM



- 803/263.3 Recreation field: On-going financial support, management, and maintenance. – Cllr BM has approached Social Committee for bark replacement. Other items to be raised.  
If PC has some money left at the end of 2017/18 financial year, PC may consider putting it towards the NB repairs.  
PC also needs to approach the Social Committee regarding the general maintenance of the recreation area. Volunteers needed.
- 1803/263.4 Recreation field: Repairs/refurbishment following inspections by Cllrs Cook – carried out, H&S issues dealt with. Close this item.
- 1803/263.5 Financial support request for bark replacement – outstanding.
- 1803/264**  
**1803/264.1** Clerk confirmed with HDC that PC are happy to carry on with their service.  
**1806/264.2** Richard Martin confirmed that he is willing to continue grass cutting in the Churchyard this year on the same terms as last year. Clerk  
Clerk to confirm the order again, accept £700 for grass cutting and repair/petrol expenses. Clerk  
*Note since meeting: Confirmed.*
- 1803/265**  
**1803/265.1** **Tree Report: Cllr NC**  
Cllr NC reported that several trees replaced (trees were donated) by Cllrs NC and GT, also replaced stakes on Mill Rd.
- 1803/265.2 Request for reduction of sycamore outside No 3 Staunch Hill – (Jo Challis Clerk  
District Highway Manager replied that Karl Brockett will look at this issue after his annual leave, email dated 2 Jan 18) Clerk chased Jo Challis. – ongoing  
Cllr BM agree to inform the tenant of 3 Staunch Hill.  
*Note since meeting: Resident informed on 12 Mar 18.*
- 1803/265.3 Outcome re: Replacement of Silver Birch by 29 The Avenue – Tree outside No 71 The Clerk  
Avenue died in spring. A request for a replacement (Silver Birch)  
Karl Brockett, Highways officer, CCC responded to Jo Challis email and agreed to follow up as requested, if there is no cyclic activity planned in this area he said he will arrange a site meeting to see what work can be achieved.  
Jo Challis, Highways Manager, CCC, reported on 8 Mar 18 that they will need to speak to their Cyclic Maintenance Officer about the trees on the east side. If the owner of number 3 Staunch Hill has concerns about damage to the property by tree roots he can go to our website and follow the guidance in our Tree Policy which is in our Highways Infrastructure and Asset Management Plan via this link. The Tree Policy can be found in Appendix V Page 35.  
<https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/HIAMP%202016%20v5.0%20Feb%202017.pdf?inline=true>  
CCC currently order new trees on an ad-hoc basis from different suppliers for each depot. They have decided to streamline this, so they are looking into the procurement of new trees on a county wide basis.  
When CCC have identified a supplier, they will contact PC to let us know when CCC will be able to replace the silver birch.
- 1803/266**  
**1803/266.1** **Storage/Disposal of Parish Council Archives, purchase of storage containers, Cllr BM**  
Some selected documents were passed to the Clerk by Cllr BM.  
**1803/266.2** Filing cabinet was delivered to the Clerk by Cllr NC.  
**1803/266.3** Cllrs NC and BM will give more paperwork to the Clerk when archives are sorted.
- 1803/267**  
**Standard format for Standing Orders, Code of Conduct and all other Council documents, Cllr BM – approved in Jul 2017.**
- Proposal** Code of conduct  
**Proposed by Cllr DS, seconded by Cllr NC, all in favour, and it was RESOLVED that the Code of Conduct is to be approved.** Carried
- Proposal** Complaints Procedure  
**Proposed by Cllr NC, seconded by Cllr DS, all in favour, and it was RESOLVED that the Complaints Procedure is to be approved.** Carried
- Proposal** Health and Safety Policy Statement  
**Proposed by Cllr DS, seconded by Cllr NC, all in favour, and it was RESOLVED that the H&S Policy Statement is to be approved.** Carried
- Proposal** Model Publication scheme  
**Proposed by Cllr NC, seconded by Cllr DS, all in favour, and it was RESOLVED that the Model Publication scheme is to be approved.** Carried



- 1803/268**      **The Pensions Regulator – declaration completed, Council enrolled the Clerk into NEST (National Employment Savings Trust) scheme. The first payment to NEST confirmed on 12 Feb 18 (for January 18) when DD was finalised by NEST**
- 1803/268.1      Clerk completed the Pensions Regulator's enrolment declaration on 8 Feb 18.  
Clerk agreed to make 5% contribution to match the PC's 5% contribution.  
NEST DD now set up. As agreed at Dec 17 PC meeting the 1<sup>st</sup> payment to the chosen Pensions Scheme (NEST) for Jan 18 submitted on 10 Feb 18. This item is now finalised.  
Remove from future Agendas
- 1803/269**      **Neighbourhood Plan to replace Parish Plan, Cllr BM**
- 1803/269.1      Cllr BM did some research. When Cllrs GT and JT are present, discuss it then. Ongoing.
- 1803/270**      **Parish Communications, Cllr BM**
- 1803/270.1      It was suggested that a flyer adverting the Annual Parish Meeting is to be issued by the Clerk by Mon/Tue so that it can be included into the magazine deliveries in the village.  
*Note since meeting: Annual Parish Meeting Notice and Agenda emailed to the Chairman on 12 Mar 18.*  
It was also suggested to have a trial distribution of Mar PC Minutes. Cllr BM
- 1803/271**      **To discuss the quote re: village seat maintenance, Cllr NC**
- 1803/271.1      Cllr NC reported that a quote from Mr Nicholson is for £185 for the maintenance of 5 seats.  
PC accepted the quote.
- 1803/272**      **To discuss the issue PC faces regarding the grain lorries going through the village, as per parishioner's email dated 2 Feb**
- 1803/272.1      Cllr BM approached the East Lodge Farm and it was confirmed that here was no change to the route of grain lorries to East Lodge farm, ie via Barham Road.
- 1803/273**      **To discuss and consider GDPR (General Data Protection Regulation) – a new legislation coming into force on 25 May 2018. To approve Clerk's attendance at the workshop organised by CAPALC on 16 Mar 18**
- 1803/273.1      CAPALC are considering the advice and guidance on preparation of the adoption of the document.
- 1803/273.2      To approve Clerk's attendance at the Workshop arranged by CAPALC on 16 Mar 18:  
Proposed by Cllr MB, seconded by Cllr NC, all in favour, and it was RESOLVED that the training is approved. Carried
- 1803/274**      **Elections 3 May 2018 – nomination papers received**
- 1803/274.1      The Public Notice of Election will be out 19 March 18. Individual nominations must be received by HDC by 4pm Fri 6 Apr 2018.
- 1803/275**      **Correspondence**
- 1803/275.1      Cllr BM asked the Clerk to circulate the updated Correspondence list to Cllrs on a weekly basis, each Friday. Clerk
- 1803/276**      **Councillors' Questions**
- 1803/276.1      There were no Cllr questions.
- EXCLUSION OF THE PUBLIC AND PRESS**  
*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.*
- 1803/277**      **Clerk's contract: Amendment made regarding monthly payment and pension scheme**  
The updated contract signed by both parties.
- 1803/278**      **Date of the next Meeting: 7.30pm**
- 1803/278.1      Extraordinary PC Meeting 26 Apr 18 at 7.00pm at The Church and  
Annual Parish Meeting/ Assembly 26 Apr 18 at 7.30pm at the Church.  
Annual Parish Council Meeting 10 May 18 at 7.30pm at the Green Man  
Meeting finished at 10.04pm.

BM

10 May 2018  
Date

Bohdan Mysak  
Chairman: Bohdan Mysak