

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk (Minutes): Penny Wood

Minutes of the Meeting held on Wednesday 19 June 2019 at 7:30 at the Green Man
(These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Councillors: B Mysak (Chairman), N Cook and J Caress

OPEN MEETING - Members of the Public, none.

1906/01 To Receive Apologies and Reasons for Non-Attendance

Cllr. G Troughton

1906/02 Elect a Chairman

Cllr. B Mysak proposed by Cllr. N Cook, seconded by Cllr. J Caress. Elected

1906/03 Elect a Vice Chairman

Cllr. N Cook proposed by Cllr. B Mysak, seconded by Cllr. J Caress. Elected Vice Chairman.

1906/04 Chairman's Opening Remarks

Portfolios for the year 2019/20:

Finance Officer: Cllr. B Mysak
Trees Officer: Cllr. N Cook
Planning Officer: Cllr. J Caress
Footpaths Officer: Cllr. G Troughton
Environment: Cllr. B Mysak
Highways Officer: Cllr. D Swanson
Playground Officer: to be appointed
Minutes: P Wood

1906/05 Declarations of Interests for Members (Disclosable Pecuniary Interests)

None declared

1906/06 To Receive and Approve the Minutes of the Parish Council Meeting 1 May 2019

Received. Proposed Cllr B Mysak, seconded Cllr N Cook. Approved by all present

1906/07 Matters Arising:

1906/07.1 Still two vacancies on Council. If you are interested and want to know more about what is involved, please contact the Chairman.

1906/07.2 Clerk's Report

1906/07.2.1 Finance to 31 May (Budget £8,380) Income: £7,500

Income:	Parish Precept	
	£7,500	
Expenses:	To JR Gamblen, To repair Stiga ride on mower	£134.46
	To N Cook, for posts to repair notice board	£28.36
	To N Cook, for posts to repair notice board (concrete)	£9.04
	To Wicksteed Leisure, Accompanied inspection	£85.20
	To Savills, Playing Field Annual Rent	£227.00
	To Came & Company, Council Insurance cover 01/06/2019-31/05/2020	£502.84
New	To JR Gamblen, To repair Stiga ride on mower (2nd repair)	£170.88

Bank Balance**£12, 968.66**

NB: Council should hold a minimum reserve of at least 50% of precept.

Cllr. BM to write to Social Committee asking for a donation towards insurance. (NB: Last year Social Committee paid £600 towards bark for playing field).

- 1906/07.2.2 Bank Reconciliation to end of May:** Reconciled. Cashbook in line with bank Statement.
- 1906/07.2.3 Banking:** Council has decided to stay with Barclays. Confirmation letter re Cllr Troughton's signature to be sent.
There may be some issues with KYC.
- 1906/07.2.4 Planning Report: Cllr JC**
Salome Cottages new drainage system. No objection to proposal from PC (from planning point of view). No.6 occupiers are concerned that the work is not being carried out with due consideration of the environment, concerns re flooding etc. No response from Savilles. Cllr. BM to speak to contact. PC waiting for further information before being able to assess situation fully.

No objection to amendments at no. 33. Garage completed.
- 1906/08 Playing field report: Cllr BM**
Swing replacement: Quotation for £8800 for new swings (plus VAT) Actual equipment is approx. £2500. Cllr. BM to make enquiries re. installation.
Actions arising from the Inspection Report: most items are minimal. Zip wire needs tightening up. Cllr. BM to send order to Wickstead. No reply re. grab screws. No high priorities
- 1906/09 Tree report: Cllr NC**
On going interest in replacing the dead tree at no. 29. Need a quote for a mature tree. Recommend just buying and planting one.
Tree Maintenance Staunch Hill East (incl No 3) concerned about sycamore tree roots going into segue and under house.
New tree survey to be carried out and updated by Cllr. NC plus parishioner
- 1906/10 Defibrillator: Cllr Mysak**
CCTV: has it been installed? Who by? Where's the bill? (without proper fitting it invalidates the insurance on the defibrillator).
Training has been carried out.
- 1906/11 Neighbourhood Plan:** Was discussed at Annual Parish Meeting, and it was agreed that the PC would not take further action until sufficient numbers came forward to form a working party.
- 1906/12 Annual Governance and Accountability Return (AGAR) Approval:** agreed by PC. Proposed by Cllr. BM Seconded by NC
Certificate of Exemption signed by Cllr BM who will send it to PKF Littlejohn (reporting authority) before July 1.
- 1906/13 Annual Review of Policy Documents: Cllr BM proposed no change to Financial Procedures but to revert to 2017 version of** Standing Orders with inclusion of GDPR legal requirements. These policies will be circulated together Risk Assessment and Privacy Policies for approval prior to publication on the website.
- 1906/14 Annual Grass Cutting of the A14 junction:** Although the grass has now been cut, it still is difficult to see the eastbound carriageway clearly because when in the centre of the crossover lane. Cllr. Mysak will try to arrange the meeting which was promised by Highways last year.
- 1906/15 Website update:** Agendas and Minutes up to date as of May 1.
Financials still need to be updated.
Confirmation of Councillor contact details.
Latest Policy Documents to be added after final approval by Councillors.
Cllr. NC and JC happy to give email and mobile no. for website. They will email Cllr. BM with permission. Other Councillors are requested to do same.

- 1906/16** **Village Maintenance Contribution:** Cllr. BM has produced invoice and sent. Should get grant (£181) in July/August
- 1906/17** **Highways and Street Lighting:** no further action needed.
- 1906/18** **War memorial posts in need of refurbishment/ replacement:** Parishioner has supplied wood. Cllr. NC to arrange replacements.
If the cost exceeds £1,000 Council will seek grant assistance.
- 1906/19** **Refurbishment of village notice board:** Posts and painting completed. Some further work on the glass doors and possible replacement of the flower containers.
- 1906/20** **Check/ maintainance of other village street furniture:**
Bench: broken by parishioner but being attended to and paid for by said parishioner.
Need to keep a check on repair and maintenance of everything.
- 1906/21** **Correspondence:** items of note:
Wickstead, Play Area Inspection Report
HDC Adoption of Local Plan to 2036 . New local plan is now in place.
Came & Co, new Insurance Policy documents.
- Councillors questions:**
Assets: the list goes back at least 20 years. Stays at purchase cost until written off. Cllrs. NC and JC to approve writing off of swings.
- 1906/22** **Up to date Financial Statement for 2018/ 2019** provided, checked and amended by Cllr. BM. (Must match Cashbook and bank Statement).
All must be completed by July 1st. (**Post Meeting:** only the Exemption Certificate is required for 1 July and no other documents for small parishes).
- Policy documents:** Financial Regulations - no changes (BM/NC)
Standing orders: Revert back to 2017 (pre GDPR) plus GDPR amendments. (agreed Cllrs. NC/JC)
Tennis nets: £132 plus VAT to mend the winder. Parishioner prepared to fit mechanism. Approved by Cllrs. BM/NC
- 1906/23** **No response from external auditor.** Cllr BM to seek advice (**Post Meeting:** the regulator advised that the internal auditor can be a member of the parish with accounting knowledge/ experience, independent of the Council).
- New **Dates of future Meetings: 4 September; 6 November; 8 January**

Signed Acting Clerk: Bohdan Mysak

Date: 25th June