

LEIGHTON BROMSWOLD PARISH COUNCIL

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

Minutes of the Meeting held on Wednesday 4th September 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), J Caress, N Cook, D. Swanson, G. Troughton.

OPEN MEETING - Members of the Public, none.

1909/01 To Receive Apologies and Reasons for Non-Attendance

None

1909/02 Chairman's Opening Remarks

Portfolios for the year 2019/20: All councillors happy to continue with previous portfolios.

Cllr. B Mysak to take on position of Playground Officer

Full list

Finance Officer: Cllr. B Mysak

Trees Officer: Cllr. N Cook

Planning Officer: Cllr. J Caress

Footpaths Officer: Cllr. G Troughton

Environment/Highways Officer: Cllr. D Swanson

Playground Officer: Cllr. B Mysak

Minutes: P Wood

1909/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)

Cllr. G Troughton has ongoing planning application

1909/04 To Receive and Approve the Minutes of the Parish Council Meeting June 19th 2019

Received and approved by all present

1909/05 Matters Arising:

1909/05.1 Still two vacancies on Council. If you are interested and want to know more about what is involved, please contact the Chairman.

Cllr. BM to approach 2 parishioners who may be interested.

1909/05.2 Clerk's Report

Finance to 31 Aug (Budget £8,380) -Income YTD: **£7,681**

Income: From CCC, Village Maintenance - **£181**

Expenses: To RH Martin, 1st of 2 payments for Village and Churchyard Grass-cutting - **£500**

since June To Arthur Ibbett, re Hedgecutter attachment - **£260**

To K Simonis, Cricket Club monies - **£36**

To D Hinchcliffe, For grass strimming in playing field and church yard - **£511**

To Sportsequip.co.uk, for tennis net mechanism replacement - **£132**

To BM for virus protection software - **£23**

Expenditure YTD: **£2620**

Bank Bal (includes recommended minimum reserve) - **£11,108**

YTD Banking transactions reduced to 13 payments, 3 receipts

Cricket Club money (£35) has now been spent and a resident reimbursed. The account is cleared.

£10,000 has been moved into Savings Account, leaving £1072 in Current Account. (Local authorities are recommended to hold min 50% of precept in reserve - £3,500 - for emergencies).

However, replacement swings still too expensive (see playing field report).

Social Committee will be making a donation of £100 towards insurance of village marquee.

1909/05.3 **Bank Reconciliation to end of Aug:** Reconciled. Cashbook in line with Bank Statement, apart from 1 uncashed payment to KS.

Banking:

1909/05.4 Council has decided to stay with Barclays. Barclays have now accepted Cllr. GT's signature. Cllr. BM's address now on bank statement. Need to make sure someone on council has cheque book when Cllr. BM is away. There may be some issues with KYC - unable to fill in their document.

Action: Chairman to pass cheque book to Vice Chairman.

1909/05.5 Annual Governance and Accountability Return (AGAR)

Action: Cllr BM still to post some reports on website.

Annual Review of Policy Documents: Financial Regulations - no changes (BM/NC)

1909/05.6 Standing orders: Revert back to 2017 (pre GDPR) plus GDPR amendments. (agreed Cllrs. NC/JC)

These policies will be circulated together Risk Assessment and Privacy Policies for approval prior to publication on the website.

Action: Cllr BM to circulate latest versions for agreement by Council.

1909/05.7 **Assets:** the list goes back at least 20 years. Stays at purchase cost until written off.

Action: Cllr BM to circulate list for Councillors to agree write-offs.

1909/06 **Planning Report: Cllr JC**

1909/06.1 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. Update: PC has not been involved in this matter since solicitors have been involved.

1909/06.2 No objection to amendments at no. 33. Garage completed.

1909/06.3 NB: Cllr. GT left the meeting for discussion of his case. Permission sought to build a permanent building (timber with slate roof) to replace temporary structure at bottom of garden. Notification has been up for 3/6 weeks with no objections registered.

Action: Cllr. JC to consult with neighbours as a matter of courtesy but PC has no objection to planning permission being granted.

1909/07 **Playing field report: Cllr BM**

1909/07.1 Swing replacement: Quotation for £8000 for new swings (plus VAT) Actual equipment is approx. £2500. Cllr. BM has sent 3 emails to Wickstead re installation but has had no reply (nor to phone calls). They do not seem to want the business.

Cllr. DS is of the opinion that there is nothing wrong with the swings. Is it possible to get a second opinion? Could they be repaired? (weld a sleeve on the base).

Need 2 quotations in order to apply for grants.

Action: Cllr BM to contact HDC and see what they suggest. Have they got any installers they use for parks?

1909/07.2 Actions arising from the Inspection Report: most items are minimal. Zip wire needs tightening up. Cllr. GT has replaced grub screws. No high priorities.

Action: Cllr BM to arrange for zip wire tightening.

Cllr GT confirmed he had replaced grub screws already.

- 1909/08** **Tree report: Cllr NC**
- 1909/08.1** On going interest in **replacing the dead tree at no. 29**. To be replaced in Autumn. NB less than £50 for a mature tree.
Action: Cllr NC to arrange.
- 1909/08.2** **Tree Maintenance Staunh Hill East** (incl No 3) concerned about sycamore tree roots going into segue and under house.
Action: Cllr NC to check if any maintenance work could be scheduled.
- 1909/08.3** **Nos 38/40 concerned about roots/subsidence** of houses caused by trees.
Action: Cllr. NC to contact HDC/CCC re maintenance.
- 1909/08.4** **New tree survey** to be carried out and updated.
Action: Cllr. NC plus parishioner
- 1909/09** **Defibrillator: Cllr BM**
CCTV: has been installed. Who by? Where's the bill? (without proper fitting it invalidates the insurance on the defibrillator).
Action: Cllr BM to investigate.
Training has been carried out.
- 1909/10** **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. Crossing very dangerous. Why is it vegetation?
Action: Cllrs BM/ DS to arrange a meeting with Highways.
- 1909/11** **Website update:** Agendas and Minutes up to date as of May 1. **Cllr BM still to update Financials and Councillor contact details.**
Latest Policy Documents to be added after agreement by all Councillors. **Cllr BM to circulate for approval.** Cllr. NC, JC and DS have emailed permission to publish certain contact details. **Cllr.GT to email BM**
- 1909/12** **Highways and Street Lighting:** no further action needed.
- 1909/13** **War memorial post has been replaced (Cllrs. DS and NC)**
NB: some of the others may need some attention.
- 1909/14** **Refurbishment of village notice board:** Posts and painting completed. Made secure from water getting inside notice board. Flower containers maintained.
- 1909/15** **Check/ maintainance of other village street furniture:**
Bench: broken by parishioner but being attended to and paid for by said parishioner.
Work completed.
- 1909/16** **Correspondence:** items of note:
Winter volunteers register for gritting of paths - N/A
Open Arms Project re loneliness - N/A
Local Transport plan map - to go on notice board (BM) and Friends of Leighton (PW)
- 1909/17** **Councillors Questions:**
Trees - pollarding(see Tree Report above
Expense receipts handed in to go into folder (BM/NC)
Cllr. GT - could the slide be protected from pigeon waste?
Cllr. NC has sprayed the weeds in the playground.
- Dates of future Meetings: 6 November 2019; 8 January 2020**
- Signed Acting Clerk: Bohdan Mysak**
Date: 5th September 2019