

LEIGHTON BROMSWOLD PARISH COUNCIL

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

Minutes of the Meeting of Wednesday 6 May 2019 held online.

(These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Councillors: B Mysak (Chairman), N Cook, G Troughton, D Swanson, J Caress, S Roberts

OPEN
MEETING

Nothing raised. Members of the Public - none.

2005/01 To Receive Apologies and Reasons for Non-Attendance

Clerk: Apologies [post Meeting]

2005/02 To Elect a Chairman

Cllr BM proposed by Cllr NC. All Agreed

2005/03 To Elect a Deputy

Cllr NC proposed by Cllr BM. All Agreed

2005/04 To assign portfolios

Currently: Planning - Cllr JC; Footpaths - Cllr GT; Trees - Cllr NC;
Environment/Highways - Cllr DS; Playground - Cllr BM; Data protection - Cllr BM; H & S -
Cllr BM

No changes agreed..

2005/02 Chairman's Opening Remarks

We welcome new Cllr, Sandrine Roberts. As someone with a young family, Sandrine will be well placed to represent the views and needs of our younger residents.

2005/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)

None

2005/04 (Postponed from last Meeting)To Receive and Approve the Minutes of the Parish Council Meeting, 22 January 2020

Cllrs NC & DS have seconded and approved the Minutes.

To Receive and Approve the Minutes of the Parish Council Meeting, 4 March 2020

Proposed, Cllr BM; Seconded, Cllr NC. Agreed

2005/05 Matters Arising:

2005/06 1 vacancy remaining

Please contact Cllr BM or Cllr NC if you are interested.

2005/07 Clerk's Report

2005/07.1	Income to 31 Mar (Yr End) - £7,781
	Expenditure to 31 Mar (Yr End) - £4,041
Jan-Mar	Interest received - £8.33
	Paid to RB Woodworking, repair of notice board - £78.00
	Paid to Clerk, re Postcrete for swing repairs - £76.00 (4 bags spare)
	Paid to JD Caress, re hydraulic tool hire for swing repair - £71.44
	Pay to Netwise, Annual Standard Package Support & Maintenance - £250
	Pay to Clerk, re Domain Renewal - £15
	Pay to Wicksteed, New swings (including fitting) - TBA (est £550)
	Pay to Clerk, re paint for swings - TBA (est £16)
	Pay to Saywells, re swings repairs - TBA (est £350 , invoice not yet received)
	Pay to CAPALC, re annual affiliation fee- £161.82
	Pay to Wicksteed, Zip wire maintenance and retensioning - £180
	Above proposed by Cllr BM, Seconded Cllr NC. All agreed.
	Pay to CAPALC, re annual affiliation fee- £161.82
	Discussion on whether CAPALC support was sufficient for the cost involved. Cllr BM to provide further information on services/ benefits for members.
	Bank Balance at 31st March (includes recommended minimum reserve) - £9,740

2005/07.2 Bank Reconciliation to end of Mar:
Reconciled. Cashbook in line with Bank Statement.

2005/07.3 Banking:
Precept - received £7,500. £6,000 transferred to Business Saver.

2005/07.4 Certificate of Exemption & Internal Audit:
Internal audit instructions received for 2019/ 2020, with deadline 30 June for completion of Certificate of Exemption.
Chairman to pass relevant documents to Internal Auditor for inspection. [Done 19/5].
No parish meetings should be held during the period of lockdown.
Asset Register updated and circulated.

2005/07.5 Annual Review of Policy Documents:

- 1 - Code of Conduct - no change
- 2 - Standing Orders - **revised version to be circulated by Cllr BM**
- 3 - Financial Regulations - **revised version to be circulated by Cllr BM**
- 4 - Risk Management Policy - no change
- 5 - Health and Safety Policy - no change
- 6 - Data Privacy and Protection Policy - **new version to be circulated by Cllr BM**
- 7 - Equal Opportunities Policy - no change
- 8 - Publication (Transparency) Policy - no change

2005/07.6 Assets:
List goes back at least 20 years. Items stay at purchase cost until written off.
Cllrs. to discuss list and make recommendations for write off/ disposal when circumstances allow for longer discussion.

2005/08 Planning Report: Cllr JC

Nothing to report.

2005/09 Playing field report: Cllr BM

Swing replacement: Repair has been carried out. Cllr Mysak has organised inspection and ordered new swing seats. However, with the lockdown lead time may be up to 3 months, ie July. Swings framework should be repainted with a rust proofing paint.

Zip wire needs tightening up. **Cllr. BM to send order to supplier.**

A resident will provide new signage which will be placed on the notice board. **Cllr BM to arrange.**

Notice board repair. Cllr BM suggested repair of the notice board as frame is in good condition but replacement doors required. Did anyone in the parish have the skills to carry out the repair?[Post Meeting new notice board was agreed. This has been installed by Cllr DS who has also removed the old one].

Tennis net repair has been carried out by a resident. Many thanks.

2005/10 Tree report: Cllr NC (apologies)

Tree Maintenance Staunthill East (incl No 3) concerned about sycamore tree roots going into seque and under house.

Cllr BM to seek help from County Councillor (CC).

New tree survey to be carried out and updated by Cllr. NC plus parishioner.

Horse chestnut tree near pub may need to come down as it appears to be failing.

Cllr Cook to check and recommend action.

[Post Meeting CC has visited the area and discussed the problems with Cllrs NC (Tree Officer) and BM]

2005/11 Annual Grass Cutting of the A14 junction:

Because of the lockdown, we can expect a delay caused by the backlog of work.

Council to check with Highways when the work is scheduled to take place.

2005/12 Website update:

Up to date, apart from Procedures and Policies at **<https://leightonbromswold-pc.org.uk/>**

Statistics show number of views being made. Last month 294 visitors, 852 visits

Discussion on promoting the site via direct email/ FOL.

2005/13 Refurbishment of village notice board:

Cllr BM has installed the Repaired notice board door and suggested a repainting of the board which he will carry out if agreed.

2005/14 Check/ maintainance of other village street furniture:

Council to carry out survey at same time as annual risk assessment (within next 3 months- restrictions allowing) - All

2005/15 Village drains

Survey has been done and results sent to District Councillor for assistance.
HDC checked drains and advised no action necessary at this time.

[Post Meeting HDC have carried out remedial work on problem drains identified on The Avenue and Sheep St].

2005/16 Highways: 20 mph speed limit for the village and other traffic calming

Council to discuss the feasibility/ need for a reduced speed limit in the village.

Grants are currently available and County Councillor has offered his help if we wish to apply for a change in the limit.

Council agreed to look at all options for traffic calming prior to making a decision. It was felt that the current limit was sometimes not observed by villagers as well as outsiders so the proposed change might not make any difference. More factual information on the situation is needed.

[Post Meeting: CC has promised to put us in touch with Highways Officer to discuss possible improvements].

2005/17 Correspondence:

Daily updates from Cambridge & Peterborough Combined Authority.

Is there anyone who needs assistance from outside the village? If so, please contact any Council Member.

2005/18 Any Other Business

**New Dates of future Meetings: 1 July; Sept 2; Nov 4.
Annual Parish Meeting - date to be set post lockdown.**

Signed Acting Clerk: Bohdan Mysak

Date: 23 May 2020