

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Minutes: Penny Wood

YR 2020/21

NOTICE and AGENDA

Dear Member, You are hereby summoned to attend the Annual Parish Council Meeting which will be held on Wednesday 2 September at 7.30pm in St Mary's Church to deal with the following business -
Public and Press are invited to attend. **Social distancing to be observed.**

OPEN MEETING

Each person wishing to address the Council can speak for a maximum of 3 minutes, subject to the Chairman's discretion. This part cannot be longer than 15 minutes.

2009/01 To Receive Apologies and Reasons for Non-Attendance

2009/02 Chairman's Opening Remarks

2009/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)

2009/04 To Receive and Approve the Minutes of the Parish Council Meeting, 2 July 2020.
Proposed, Cllr BM

2009/05 Matters Arising:

2009/06 Parish Council complement: 1 vacancy exists

2009/07 Clerk's Report

2009/07.1 Income to 31 July - **£7,700**

Expenditure to 31 July - **£3,708**

July Interest received since last Meeting - **£0 (savings Account to be closed).**

Pay to Clerk, re Protektamat for swings repairs - **£14.99**

Pay to RH Martin, re Village grass cutting (playing field, other public areas) - **£308.00**

Pay to RH Martin, re Village grass cutting (churchyard) - **£205.00**

Pay to D Hinchliffe, re village grass strimming) - **£313.65**

Pay to D Hinchliffe, re brushcutter head, strimmer line, fuel) - **£25.69**

Bank Balance at 30 July (includes recommended minimum reserve) - **£13,735**

2009/07.2 Bank Reconciliation to end of Mar:

Fully reconciled. No outstanding payments.

2009/07.3 Banking:

Savings account to be closed due to low interest rate (0.01%)

2009/07.4 Certificate of Exemption & Internal Audit:

Audit documents removed from notice board at July end as period of inspection ended.

2009/07.5 Annual Review of Policy Documents:

1 - Code of Conduct - no change. **Cllr BM to post on website.**

2 - Standing Orders - **revised version to be circulated by Cllr BM and agreed.**

3 - Financial Regulations - **revised version to be circulated by Cllr BM and agreed**

4 - Risk Management Policy - no change. **Cllr BM to post on website.**

2009/07.5 5 - Health and Safety Policy - no change. **Cllr BM to post on website.**

6 - Data Privacy and Protection Policy - **new version to be circulated by Cllr BM and agreed**

7 - Equal Opportunities Policy - no change. **Cllr BM to post on website.**

8 - Publication (Transparency) Policy - no change. **Cllr BM to post on website.**

Assets:

2009/07.6 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.

2009/08 Planning Report: Cllr JC

MOD has posted an objection based on "breach of covenant" as property was sold with restriction of use for agriculture only.

Cllr BM to check with OWPC on planning application.

2009/09 Playing field report: Cllr BM

Playground is now officially open.

A resident will provide new signage which will be placed on the notice board.

Cllr BM to arrange.

Tree maintenance has taken place. Awaiting invoice.

Replacement bench to be agreed.

2009/10 Tree report: Cllr NC

a) Tree Maintenance Staunth Hill East (incl No 3) concerned about sycamore tree roots going into segue and under house.

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

County Cllr has visited, seen the problem trees and reported to Highways Agency.

Awaiting response on what action is to be taken.

Additional tree problems (root damage) identified in The Avenue to be reported to Highway Agency.

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

2009/11 Annual Grass Cutting of the A14 junction:

Cutting has been done during July.

2009/12 Website update:

<https://leightonbromswold-pc.org.uk/> is up to date with Audit Return documents, Agendas and Minutes.

Procedures and Policies will be added after the Meeting.

Statistics showing erroneous data for last month - 2004 visits! Daily hits look more reliable at 12-15 hits per day.

Cllr BM to check with Netwise.

2009/13 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.

2009/14 Check/ maintainance of other village street furniture:

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

2009/15 Village drains

HDC carried out drain cleaning on The Avenue and Sheep Street.

2009/16 Highways: 20 mph speed limit for the village and other traffic calming

Meeting with Traffic Calming Officer to discuss options has taken place and MVAS have been recommended.

Grants are currently available and County Councillor has offered his help in making the application.

2009/17 Correspondence:

Daily Covid notices have now ceased.

2009/18 Parish Archive:

Council needs to check what we have and what may be destroyed.

2009/19 Problem of water discharge down Staunch Hill

Cllr BM to check if problem has been officially reported.

2009/20 Any Other Business

**New Dates of future Meetings: Nov 4; Jan 6 2021; 3 March 2021.
Annual Parish Meeting - date to be set post lockdown.**

Signed Acting Clerk: Bohdan Mysak

Date: 25 Aug 2020