

# LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk (Minutes): BM

## Minutes of the Meeting of Wednesday 2 September 2020

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

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

OPEN MEETING Nothing raised. Members of the Public - none.

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

Cllr: Apologies: None

**2009/02 Chairman's Opening Remarks**

None

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

None

**2009/04 To Receive and Approve the Minutes of the Parish Council Meeting, 2 July 2020**

Proposed, Cllr BM; Seconded Cllr JC - All in agreement.

**2009/05 Matters Arising:**

**2009/06** Parish Council complement: 1 vacancy remaining

**2009/07 Clerk's Report**

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

Expenditure to 31 July - **£3,708**

**Sept** 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**

In view of the balance, Cllr Mysak proposed that no request be made to the LBSC for a donation to the annual insurance - Agreed by all.

**2009/07.2 Bank Reconciliation to end of Aug:**

Fully reconciled. No outstanding payments.

**2009/07.3 Banking:**

Savings account has been 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.**

Cllr Mysak read out and proposed a draft of the Data Privacy and Protection Policy.

Owing to printer problems, copies could not be circulated but would be sent to Members after the Meeting for their comments/ agreement, together with the revised (slightly) Standing Orders and Financial Regulations.

**Cllr Mysak would post all Policy documents on the website before the end of September.**

**Assets:**

**2009/07.6**

List goes back at least 20 years. Items stay at purchase cost until written off.

**Cllrs. to review list and make recommendations for write off/ disposal at the next Meeting.**

**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 has been agreed. Cllr BM to advise on options..**

**2009/10 Tree report: Cllr NC**

- a) Tree Maintenance Staunth Hill East (incl No 3) concerned about sycamore tree roots going into seque and under house.
- b) Horse chestnut tree near pub may need to come down as it appears to be failing.
- C) Additional tree problems (root damage) identified in The Avenue.

Awaiting confirmation from HA on ownership of the land (Highways Agency or residents?) on which the trees sit, so we can determine who is legally responsible. The Chairman believes this to be Highways Agency responsibility and that this is simply delaying tactics. We also hope to have a visit from the County Tree Officer to look at the chestnut tree - which is one of the only two in the parish with red blossom - to see if it can be saved.

**Cllr NC to carry out a full tree survey with assistance from our resident tree expert (delayed because of ill health).**

**2009/11 Annual Grass Cutting of the A14 junction:**

Cutting has been done during July.

**Cllr BM to write to Highways to request an earlier cut in future years.**

**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.

**Cllr NC to report the silted drain off the Avenue by the pub.**

**Cllr BM to follow up.**

**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.

**Cllr BM is awaiting confirmation that MVAs are data recording devices before proceeding with grant application.** [Post Meeting: Devices do record traffic speeds which can be downloaded and reviewed].

**2009/17 Correspondence:**

Nothing of import other than circulated.

**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 NC has reported dirty water flow continues to be a problem on Staunch Hill. [ Post Meeting: Anglian Water Job No. 57856370].

**Cllr BM to follow up.**

**2009/20 Any Other Business**

Footpath sign on Staunch Hill has been knocked down.

**Cllr GT to report the problem and request the repair**

**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: 14 Sept 2020**