

# LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk (Minutes): BM

## Minutes of the Meeting of Wednesday 5 May 2021

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

- Present** Cllrs. B Mysak (Chairman), N Cook (Deputy), G Troughton, J Caress, D Swann, S Roberts, A Clark
- 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.
- Nothing raised. Members of the Public - none.
- 2105/01 To Receive Apologies and Reasons for Non-Attendance**
- Cllr Ian Gardiner (other PC Meeting)
- 2105/02 Chairman's Opening Remarks**
- Minute** Cllr BM asked Members to take the lead for their portfolios.
- 2105/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
- Minute** None.
- 2105/04 To Receive and Approve the Minutes of the Parish Council Meeting, 3 March 2021.**
- Minute** Cllr BM proposed acceptance. Seconded by Cllr NC. All agreed.
- 2105/05 Matters Arising (not shown below):**
- 2105/06 Parish Council complement: PC now at full strength (7)**
- Minute** PC continues to look for possible new Members so that succession is assured and new Cllrs can build up experience.
- 2105/07 Clerk's Report (Cllr BM)**
- |                  |  |
|------------------|--|
| <b>2105/07.1</b> | Income to 31 March - <b>£8,579</b>   |
|                  | Expenditure to 31 March 2021 - <b>£9,695</b>   |
|                  | Interest received since March Meeting - <b>£0</b>                                    |
| <b>Payments</b>  | Paid to Clerk for Zoom service in March - <b>£14.39</b>                              |
|                  | Paid to D Swanson re main notice board repair (water penetration) - <b>£16.54</b>    |
|                  | Paid to Netwise, re Std Package Support & Maintenance - <b>£250.00</b>               |
|                  | Bank Balance at 31 March 2021 (includes recommended minimum reserve) - <b>£8,358</b> |
- 2105/07.2 Bank Reconciliation to end of Mar 2021:**
- Minute** All payments and receipts up to date. Fully reconciled.
- 2105/07.3 Precept for 2021/ 2022**
- Precept (same as last year, £7,500) has been paid on 27 April. Balance stands at **£15,858**.
- Minute** Main budgetted expenses for the year will be for village grass cutting and highways improvement (£1,000 pledged against grant application).
- 2105/07.4 Annual Review of Policy Documents:**

	<p>1 - Code of Conduct - Done</p> <p>2 - Standing Orders - circulated and put on website.</p> <p>3 - Financial Regulations - circulated and put on website (change BACS standard payment ).</p> <p>4 - Risk Management Policy - <b>draft to be circulated by Cllr BM for agreement by next Meeting</b></p> <p>5 - Health and Safety Policy - circulated and put on website.</p> <p>6 - Data Privacy Policy - circulated and put on website</p> <p>7 - Equal Opportunities Policy - circulated and put on website.</p> <p>8 - Publication (Transparency) Policy - circulated and put on website.</p>
<b>2105/07.5</b>	
<b>Minute</b>	<p>Documents have been posted to the website apart from Risk Assessment Policy.</p> <p>Cllr BM to circulate new draft documents for agreement. All done <b>apart from Risk Policy.</b></p> <p><b>Cllrs to confirm all Policy documents at next Meeting.</b></p>
<b>2105/07.6</b>	<b>Assets</b>
	<p>Replacement sit on mower was purchased in March for £1,500. Old mower sold for £875.</p> <p>Our thanks to the resident who did all the work to make the sale on behalf of Council.</p> <p>(Hopefully, he will enjoy sitting on the new mower in the coming year).</p>
<b>Action</b>	<p><b>Cllrs. to carry out a physical check of assets as soon as COVID restrictions are lifted.</b></p> <p>No progress due to COVID lockdown rules.</p>
<b>2105/07.7</b>	<b>Annual Risk Assessment, including check/ maintainance of assets</b>
<b>Action</b>	<p><b>Cllrs to carry out survey at same time as annual risk assessment as soon as restrictions are lifted - All</b></p> <p>No progress due to COVID lockdown rules.</p>
<b>2105/08</b>	<b>Website and Village Notice Board:</b>
<b>2105/08.1</b>	<b>Cllr BM to add missing Procedures and Policies.</b>
<b>Minute</b>	<p>Will be completed once Risk Policy is agreed.</p> <p>Website statistics showing erroneous data. Daily hits look more reliable at 12-15 hits per day. Netwise are not able to adjust the figures but have recommended tools to query web statistics.</p>
<b>2105/08.1</b>	
<b>Minute</b>	<p><b>No progress. Cllr BM to follow up.</b></p>
<b>2105/08.2</b>	<p>Refurbishment of village notice board:</p> <p><b>Cllr NC to replace back boards; Cllr DS to replace lock and seal to prevent water from damaging notices.</b></p>
<b>Minute</b>	<p>Notice board repairs have been completed, with the addition of two new planters.</p> <p>Our thanks to Cllrs and to the resident who has provided new plants for the new planters.</p> <p>Thanks also to Cllr Cook and others for the flowers and wildflowers planted at various points in the village.</p>
<b>2105/09.1</b>	<p>Parish Archive: <b>Members to check what we have and what may be destroyed.</b></p>
<b>Minute</b>	<p>Two boxes of files with Cllr BM, who has already disposed of a lot of stuff, but needs to check on material stored in the church once COVID lockdown is eased.</p> <p><b>Cllr BM will follow up with Cllr NC as soon as convenient and practicable.</b></p>
<b>2105/10</b>	<b>Planning Report: Cllr JC</b>
<b>2105/10.1</b>	<p>New shed for agricultural equipment is planned for Saltwells and No 61 The Avenue</p>
<b>Minute</b>	<p>Copies of agreements sent to HDC.</p> <p>As part of the annual audit preparation, Clerk (BM) will collate last year's planning submissions and put them on the website for on-going update.</p>
<b>2105/10.3</b>	<b>New items</b>
<b>2105/10.4</b>	<p><b>Village Plan:</b> Cllr JC had provided a summary of the original Plan for Council to review/ update and re-prioritise outstanding items before extending the discussion to all residents.</p>
<b>Minute</b>	<p><b>Cllrs to provide feedback and consult villagers on what actions are still required and should go forward.</b></p>

<b>2105/11</b>	<b>Playing Field, Cllr SR</b>
<b>2105/11.1</b>	The exterior fence will be treated with woodstain/ preservative to smarten up the entrance to the recreation area. <b>Cllr NC said that the pressure washing would be done as part of the spring clean in March.</b>
<b>Minute</b>	Cllr NC had completed the cleaning of the fence and planted some bulbs at the entrance to the recreation area. Cllr NC clarified that the fence could only be washed and not painted.
<b>2105/11.2</b>	Clerk has placed the request for the annual safety inspection, which will be dealt with by Cllr SR. Owing to current backlog, the work is unlikely to take place before June.
<b>2105/11.3</b>	Play Area lease renewal: lease runs out in May 2022, so Council has initiated discussions with Savills re renewal or possible purchase of the land. Church Commission would consider an offer to purchase. It was suggested that an initial purchase price of £1500 should be made as the land is not suitable for agriculture.or building but only as an amenity. Failing an offer to purchase the PC would be looking for a 20-25 year lease arrangement.
<b>2105/11.4</b>	Additional storage container for the playing field: this has been agreed in principle with conditions. These have been passed to the SC for action. [Post Meeting: the container has been purchased by the SC and will be installed within the next month or so].
<b>2105/12</b>	<b>Trees, Cllr NC</b>
<b>2105/12.1</b>	a) Tree Maintenance Staunch 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. c) Additional tree problems (root damage) identified in The Avenue.
<b>Minute</b>	a) Residents advised on how to proceed to establish reponsibility should damage occur: see <a href="https://www.inbrief.co.uk/ neighbour-disputes/damage-caused-by-roots/">https://www.inbrief.co.uk/ neighbour-disputes/damage-caused-by-roots/</a> b) Clerk has requested request visit by County Tree Officer re action on horse chestnut on public land outside The Green Man. Despite repeated reminders and engagement with the County Councillor no one has yet responded. <b>Cllr BM to escalate the issue of the chestnut tree outside The Green Man since original inspection was May 2020, after gathering information from previous chase ups.</b> C) As a) above.
<b>2105/09.2</b>	<b>Village Tree Survey</b>
<b>Minute</b>	No progress due to COVID lockdown rules. <b>Cllr NC to carry out a full tree survey in the spring with assistance from our resident tree expert.</b>
<b>2105/13</b>	<b>Highways (Cllr DS)</b>
<b>2105/10.1</b>	<b>Grass cutting on central reservation</b> : First cut required this month.
<b>Minute</b>	<b>Cllr DS to chase upp Highways.</b> <b>County Councillor is organising a meeting with residents along the A14 to discuss road safety improvements].</b>
<b>2105/10.2</b>	Meeting has taken place with Cllr BM attending. A restatement of the problems was made by PC Chairs to our MP and the Regional Head of Highways England. Councils are asked to submit safety suggestions over the coming months for further meeting.
<b>Minute</b>	Further meeting to be arranged in 3 months time with recommendations for possible improvements. (nb As the budgets for highways are already in place up to 2029, no major work will be possible prior to this date). <b>Cllr DS to discuss improvements with other PC Highways Officers.</b>
<b>2105/10.3</b>	Drainage clearance on OW road. Spoil left on verge.
<b>Minute</b>	<b>Cllr DS to try once more with farmer then report to Highways for action.</b>
<b>2105/10.4</b>	<b>Village drainage:</b> Faults need to be formally reported on HDC website as both The Avenue and Church Lane are the responsibility of HDC.
<b>Minute</b>	<b>Cllr DS to follow up.</b>

**2105/10.6 Spoil on side of OW road.**

**Minute** Cllr DS to try once more with farmer then report to Highways for action.

**2105/11 Footpaths (Cllr GT)**

**2105/11.1** Parish Boundary Footpath: Permissive Footpath status on the track that links Byway144/11 to footpaths 144/10 and 144/12 and an offer of compensation to the landowner(s).

**2105/11.2** Still debris at entrance to footpath beyond the bridge.  
Cllr GT has reported it and the issue has been transferred from County to District Council.

**Minute** Cllr GT to follow up.

**2105/12 Correspondence, Cllr BM**

**2105/12.1 Fostering In:** Cambridge and Peterborough Council is running a fostering campaign.

**Minute** Please see notice board or <https://content.govdelivery.com/accounts/UKCAMBSCC/bulletins/2d7b1b3>

**2105/12.2 Notification of Audit**

Clerk to compile the required reports and circulate to Council for agreement.  
A parishioner has agreed to act as our Internal auditor once again.  
Closing date for submission to external Audit is 31 May 2021.

**2105/12.3 20s Plenty:** Pressure Group seeking support for 20mph throughout all Cambridgeshire villages.

**Minute** Council needs to obtain more stats through MVA before presenting any proposal to village.  
If you are interested in finding out more, you People can get in touch with 20's Plenty for Cambridgeshire at [cambridgeshire@20splentyforum.org.uk](mailto:cambridgeshire@20splentyforum.org.uk).

If anyone wishes to receive copies of future Agendas/ Minutes by email, please send an email request to Cllr BM, with your permission for your contact details to be added to the Parish mailing list.

#### **Any Other Business:**

**Minute** **Storage container:** SC wants PC to purchase so that Vat can be reclaimed. SC would then reimburse.

**Minute** Previously discussed by email and agreed by all.

#### **Next Meetings: 7 July; 1 September; 3 November**

**Contacts** Contact details for all Councillors are available on the website at <https://leightonbromswold-pc.org.uk/>  
All other enquiries should be made to the Clerk at [leightonbromswoldpc@hotmail.com](mailto:leightonbromswoldpc@hotmail.com)

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Meeting closed at 9:17pm

Bohdan Mysak, Chairman and Responsible Finance Officer, 19/05/2021