

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman/ Clerk: Bohdan Mysak

Minutes of the Meeting of Wednesday 1 September 2021

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

- Present** Cllrs. B Mysak (Chairman), N Cook, J Caress, G Troughton, 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.
- 2109/01 To Receive Apologies and Reasons for Non-Attendance**
- Cllrs S Roberts (Personal), [post Meeting] D Swann
- 2109/02 Chairman's Opening Remarks**
- Thanks to Cllr Cook for taking last Meeting.
- 2109/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
- None.
- 2109/04 To Receive and Approve the Minutes of the Parish Council Meeting, 14 July 2021.**
- Cllr NC proposed acceptance. All agreed.
- 2109/05 Matters Arising (not shown below):**
- None.
- 2109/06 Parish Council complement: PC now at full strength (7)**
- PC continues to look for possible new Members so that succession is assured and new Cllrs can build up experience. Please contact the Chairman or Deputy Chairman if you are interested.

2109/07 Clerk's Report Accounts to 31 August (Cllr BM)

2109/07.1 Income - **£10,225.00**

Expenses - **£5,629.95**

Interest received since last Meeting - **£0**

2109/07.2

To RH Martin, 1st of 2 payments for Village and Churchyard grass cutting - **£523.00**

Payments

To Kompan, re Zip wire maintenance and retensioning - **£220.63**

To D Hinchcliffe, re strimming grass in churchyard, playing field and other public areas - **£445.33**

To Wicksteed re Accompanied Inspection - **£103.20**

2109/07.3 Bank Reconciliation to end of Aug 2021:

All payments and receipts up to date. Fully reconciled.

2109/07.4 Annual Review of Policy Documents:

Risk Management Policy - **draft to be circulated by Cllr BM for agreement by next Meeting.**

Cllr BM read out the proposed Risk Management Policy which was agreed.

2109/07.5	Annual Risk Assessment, including check/ maintenance of assets
	Cllrs. to carry out a physical check of assets as soon as possible.
2109/07.6	Asset Management
	Cllrs to review the Asset Register and discuss write off policy. (Cllr BM to provide document before the Meeting).
	Cllr BM went through some of the anomalies in the Fixed Asset Register. It was agreed that a) Fixed assets that are not "fixed" be written off. b) All assets over £1,000 be given a "life expectancy" and be written off where this has been passed. c) The tennis court is to be written off as it cannot be sold or provide any residual value to the PC being located on rented land.
	Cllr BM to update the Asset Register and represent to Council for agreement or further discussion.
2109/07.7	Website and Village Notice Board:
	Website statistics showing erroneous data.
	Cllr BM to follow up.
2109/07.8	Parish Archive: Boxes kept in church vestry. All paperwork to be discarded will be shredded. Cllrs NC & BM to action.
2109/08	Planning Report: Cllr JC
2109/08.1	New planning proposals None
2109/08.2	Village Plan
	Cllrs to discuss priorities and WHTBD
	Cllr JC said that she would be retiring from Council at the end of March 2022
2109/09	Playing Field, Cllr SR
2109/09.1	Zipwire has been maintained.
2109/09.2	Rubber mats under swings: Cllrs agreed that the suggested safety improvement be undertaken and that written quotes were required so that the work could be ordered by the Clerk. Cllr SR to action.
2109/09.3	Hoops: a resident is renovating / replacing (no charge) This has been done. Council offered its thanks to the resident.
2109/09.4	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. No response as yet from Savills. [Post Meeting] The Church Commissioners are willing to consider a renewal lease for a <u>5 year period</u> . Clerk to follow up with Savills.

2109/09.5	<p>Additional storage container for the playing field</p> <p>Storage container in situ. Thanks to the team that refurbished both containers with new paintwork. Great job!</p>
<p>2109/10</p> <p>2109/10.1</p> <p>2109/10.2</p> <p>2109/10.3</p>	<p>Trees, Cllr NC</p> <p>Agreed to remove the Horse Chestnut tree outside the pub (Highways). Needs to be done in the Autumn after the leaves have shed.</p> <p>Cllr NC will follow up with Highways representative who visited recently.</p> <p>Village Tree Survey</p> <p>Cllr NC to carry out a full tree survey with assistance from our resident tree expert, now probably in the spring.</p> <p>Cllr GT reported there are 2 dead trees on Long Lane Hill (beyond Sheep Street) which could be a hazard.</p> <p>Cllr NC to follow up with farmer concerned/ Highways if over the road.</p>
<p>2109/11</p> <p>2109/11.1</p> <p>2109/11.2</p> <p>2109/11.3</p> <p>2109/11.4</p> <p>2109/11.5</p>	<p>Highways (Cllr DS)</p> <p>Refusal from farmer to do anything about the verges going out to Old Weston, which have not been levelled and are now too high for vehicles to move over safely when passing on a narrow road.</p> <p>Cllr DS to report again to Highways.</p> <p>Village drainage: Faults need to be formally reported on HDC website as both The Avenue and Church Lane are the responsibility of HDC.</p> <p>Cllr DS to follow up.</p> <p>Drainage clearance on the Avenue: reported to Highways.</p> <p>Cllr DS to follow up.</p> <p>Grass cutting on central reservation : First cut done. Needs to be monitored for additional cut.</p> <p>Cllr DS to follow up.</p> <p>Road safety suggestions for A14. 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). Cllr DS to discuss improvements with other PC Highways Officers.</p> <p>Cllr DS to follow up.</p>
2109/12	<p>Footpaths (Cllr GT)</p> <p>2109/12.1</p> <p>PC agreed to contact ME regarding permission on footpaths to clarify situation for village residents. Cllr GT to give feedback to resident.</p> <p>Done. Resident informed the land is private so no further involvement of Council is called for.</p> <p>2109/12.2</p> <p>A parishioner has verbally objected to compensation and further discussion is required for next steps regarding PROWS. [Post Meeting Chairman confirmed that any spending under Section 35 must be for the "benefit of the community". That is to say that <u>it should be suggested/ approved by the community or significant part of the community</u> as, for example, in the case of the defibrillator].</p> <p>Cllr BM confirmed that no payments can be made without the express wish of a group/ body of parishioners requesting the amenity/ improvement.</p>

2109/12.3	<p>New complaint raised with PC member regarding crops growing over footpaths.</p> <p>Cllr AC to advise on CC website for individual to log in and, if unsuccessful, GT can follow up.</p>
2109/12.4	<p>Still debris at entrance to footpath beyond the bridge.</p> <p>Cllr GT has reported it and the issue has been transferred from County to District Council.</p> <p>Cllr GT to follow up.</p>
2109/12.5	<p>Question raised about allowing Clerk to pay bills without authorisation.</p> <p>Clerk confirmed that this was not permitted within the Financial Regulations agreed by Council. However, Clerk can seek authorisation by email and can make payment if a majority of Councillors agree to the proposal.</p>
2109/12.6	<p>Further question - could relevant correspondence be sent to Councillors on a weekly basis?</p> <p>Clerk responded this could be done if formally proposed and agreed by a majority of Councillors. Obviously, the question of making payments in this way would also need to be agreed.</p>
2109/13	<p>Correspondence, Cllr BM</p> <p>Nothing of note</p>

Any Other Business:

None

Next Meetings: 3 November; 5 January 2022, 30 March (Yr end).

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

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