

LEIGHTON BROMSWOLD PARISH COUNCIL

Minutes of the Meeting of Wednesday 2 November 2022

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

Present Cllrs. B Mysak (Chairman) N Cook , S Roberts, G Troughton, R Owen, A Clark, Minutes: P Wood

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.

2211/01 To Receive Apologies and Reasons for Non-Attendance

Minute NA

2211/02 Chairman's Opening Remarks:

Council would discuss Footpaths at an earlier time to allow Cllr Troughton to get away.

Need to deal with points raised by public on the siting of the MVP outside nos 19 & 21 The Avenue.

2211/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)

None

2211/04 To Receive and Approve the Minutes of the Parish Council Meeting, 11 May 2022.

Proposed:NC; Seconded:RO. All agreed

2211/05 Matters Arising: (not covered below)

None.

2211/06 Parish Council complement: There is currently 1 vacancy.

Cllr SR announced she would be stepping down in March due to personal commitments.

2211/07 Clerk's Report

Income to 31 Aug 2022 - **£7,500** (£180 to come from CCC for grasscutting contribution)

Expenditure (Cashbook) to 31 Oct 2022 - **£6,228.07**

2211/07.1 Payments

To Travis Perkins, re wood for repairs in the play area - **£221.21**

To Clerk, re bird defences in play area - **£13.98**

To RBL, re Remembrance wreath - **£50.00**

To R Martin re 2nd half grass cutting - **£550.00** (expected)

To JR Gamblen, re mower maintenance - **£185.00** (expected)

To Wicksteed re Accompanied inspection - **£198.00** (risen from £105)

Financial Regulations are amended so that spending as agreed in the budget will not require further approval from Members unless significantly (5%) different from the figure agreed.

2211/07.2 Bank Reconciliation to end of Oct

Bank balance at end Oct - **£11,969.92**

2211/07.3 Budget and Precept

The Clerk has circulated the proposed budget with a recommendation to maintain the precept at the current level.

Cllr BM will continue to act as Clerk and RFO, without remuneration, saving c£3,000 pa, which will be used to build up our reserve to secure grant funding and to fund S137 (ie "for the benefit of the village") improvements, eg tennis court refurbishment, support to LBSC, updated sit-on mower.

Clerk expected to recover c£600 in VAT paid for the container

Some new volunteers have joined DM in maintaining the village and churchyard grassed areas, ensuring another of our larger expenses is maintained at the same level as 4 years ago.

We have been - and continue to be - helped by our farming community, where specialised equipment is called for (again, saving on equipment hire), eg in repairs to play area, tree reduction, drainage ditches

Our internal audit will be carried out by a resident - again, without remuneration.

The only additional significant expense is for the top-up of bark in the play area, which is covered by the savings made on grass cutting over 3years.

MS Office and Virus protection software will increase next year.

Cllr Owen asked why we could not use a free virus checker. Clerk would look to see if it might be possible to switch suppliers before renewing at higher price.

2211/07.4 Annual Review of Policy Documents

Clerk has reviewed additional policy documents and recommends continuing with these unchanged.

Proposed: BM; Seconded: AC. Agreed by all.

2211/07.5 Annual Risk Assessment, including check/ maintainance of assets.

Chairman proposed that this should be completed by November Meeting. Cllr NC agreed to assist in getting this done.

Because of personal commitments, **Cllrs BM and NC will complete early in the New Year.**

2211/07.6 Asset Management

Write offs agreed. Value of assets now **£48,360**. Clerk has circulated latest list.

Cllrs accepted the proposed "lifetime" of each asset.

Clerk to present financial impact by next Meeting.

2211/07.7 Website and Village Notice Board

Cllr BM to investigate alternate tools that show website usage.

Currently under 10 people look at the website on a regular basis. Should we put a link to Minutes on Friends of Leighton to make it easier to access Minutes and other documents?

Cllr Mysak to investigate.

No decision made. **Council to review at next Meeting.**

May need to purchase additional notice board because of space restrictions.

Council to review in the coming months.

Meantime, Minutes are to be issued within 10 working days of a Meeting and will be taken down as soon as the Agenda is posted.

Clerk to action.

2211/07.8

Parish Archive

Boxes kept in church vestry. All paperwork to be discarded will be shredded.

Cllrs BM, & NC have begun work on clearing the files which should now be completed by end January.

2211/08

Planning Report: Cllr AC

2211/08.1

New planning proposals

Following on recommendation by Cllr AC (Planning Officer), Council approved the extension at No.23 The Avenue..

2211/08.2

Village Plan

Cllrs to discuss priorities and WHTBD

Council postponed discussion to January Meeting.

Parking and recreational facilities to be considered?

Inclusion of the church as an important heritage site?

Cllr SR suggested putting the list of outstanding items on the PC website, asking for comments/ suggestions about the progress/ lack of progress made.

Monitoring of speed (from 2014 survey) - Cllr A Clark

In the new location, from 9-30 Sept., 1,474 vehicles were monitored westbound with **63 travelling over the speed limit, the highest recorded at 38mph.**

With the camera turned the to monitor eastbound traffic between 4-25 Oct, 1452 movements were recorded with **29 exceeding the speed limit and, of these, the highest recorded speed was 49mph!**

As agreed with the householders, **Clerk will arrange to have this post removed.**

Cllr AC will prepare a report to circulate to the residents once all the data collection is complete asking for feedback, so that Council can discuss what follow-up action is needed.

Clearly, ideas will be constrained by our finances, but speeds between 38 and 49mph on The Avenue are unacceptable.

At the end of Dec. we expect the monitoring of The Avenue will be complete and we shall start on Staunch Hill.

- 2211/09 **Play Area, Cllr SR**
- 2211/09.1 **Inspection remedial actions**
- All items are low or very low risk. Work has begun to carry out the recommended actions. Council recorded a vote of thanks to Doug and Adrian for help in carrying out some of the work.
- Cllr SR to follow up on the zip wire spring; Cllr BM to deal with bird defences.**
- 2211/10 **Trees, Cllr NC**
- 2211/10.1 **Replacement tree for horse chestnut outside pub**
- Clerk to contact Highways re replacement trees.**
- 2211/10.2 **Village Tree Survey**
- Cllr NC to carry out a full tree survey with assistance from our resident tree expert, at a date to be agreed.**
- 2211/10.3 **Sycamore on Staunch Hill**
- Cllr NC to monitor progress.** Still awaiting visit from District Cllr/ Highways as there is dispute over boundary line.
- 2211/10.4 **Tree outside No 25 The Avenue to be removed and replaced**
- Clerk/ Tree Officer to chase for date.**
- 2211/10.5 **Tree outside 27-29 The Avenue to be replaced**
- Clerk to arrange replacement with second tree from Highways (ie 2 for 2 replacement of Chestnut outside the pub.**
- 2211/11 **Highways (Cllr BM)**
- 2211/11.1 **Verges going out to Old Weston**
- Clerk to check and follow up with Highways if needed.**
- 2211/11.2 **Village drainage**
- Clerk to follow up**
- 2211/11.3 **Drainage clearance on the Avenue: reported to Highways.**
- Cleaning has taken place in the last fortnight.
- 2211/11.4 **Road safety suggestions for A14.**
- The only recommendation relevant to Leighton has been identified in the Minutes for May.
- 2211/11.5 **Installation of traffic camera Cllr AC**
- cf Village Plan above
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2211/12 **Footpaths (Cllr GT)**

2211/12.1 **New items: none**

2211/12.2 **New complaint raised with PC member regarding crops growing over footpaths.**

Cllr GT reported that there were 8 current reports awaiting action. **He would follow up with the complainer to see if this was already "in hand."**

2211/13 **Damaged mower storage shed**

Shed has been delivered.

**DM to organize working party to remove damaged structure and erect the new.
Cllr BM advised that no further structures could be erected in the playing field as it would break the terms of the new lease.**

2211/14 **Correspondence**

Nothing of note.

2211/15 **Any Other Business**

Cllr BM suggested that with the end of COVID restrictions, the Annual Parish Meeting should be held before the Council Meeting in March.
Cllrs agreed.

Next Meetings: 4 Jan., 29 March

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

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.

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

Bohdan Mysak, Chairman and Responsible Finance Officer, 6/12/2022