

# LEIGHTON BROMSWOLD PARISH COUNCIL

## Minutes of the Meeting of Wednesday 10 May 2023

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

**Present** Cllrs. B Mysak (Chairman), G Troughton, R Owen, A Clark, Minutes: B Mysak

**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.

**2305/01 To Receive Apologies and Reasons for Non-Attendance**

None.

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**2305/02.1 To Elect a Chairman**

Cllr NC proposed Cllr BM. Cllr BM was elected unopposed.

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**2305/02.2 To Elect a Deputy**

Cllr NC did not wish to stand and proposed Cllr R O. Cllr R O was elected unopposed.

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**2305/02.3 To assign portfolios, (Planning - Cllr AC; Footpaths - Cllr GT; Trees - Cllr NC; Environment - Cllr AC; Playground - TBD; Data protection - Cllr BM; H & S - All ; Highways - Cllr BM)**

Cllrs agreed to hold onto existing briefs. Cllr AC undertook to pick up Playground pro tem.

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**2305/02 Chairman's Opening Remarks:**

Chairman proposed the co-option of P Mallace as Councillor. All agreed.

**Clerk to provide necessary agreements for signatures. (All to be completed within 28 days for return to HDC).**

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**2305/03 Declarations of Interests for Members (Disclosable Pecuniary Interests) - None**

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**2305/04 To Receive and Approve the Minutes of the Parish Council Meeting, 29 March 2023.**

Clerk to correct two errors before Chairman signs. [Carried out on 11 May]

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**2305/05 Matters Arising: (not covered below)**

None.

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**2305/06 Parish Council complement: 1 Councillor under complement.**

Clerk to raise advertisement for additional Councillor.

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**2305/07 Clerk's Report**

**Summary** Income to 30 Apr 2023 - **£7,500**

Expenditure (Cashbook) to 30 Apr 2023 - **£125.58**

Bank Reconciliation to end of Apr: Fully reconciled

Bank balance - **£17,567.32**

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| 2305/07.1 | <b>Income</b><br><br>Received from HDC, Parish Precept 2023/2024 - <b>£7,500</b>                                                                                                                                                                                 |
| 2305/07.2 | <b>Payments</b><br><br>To JR Gamblen, re Stiga repair - <b>£125.58</b><br><br>To Netwise, re Std Package Support & Maintenance - <b>£396.00</b><br><br>To Netwise, re Std Package Support & Maintenance - <b>£24.00</b>                                          |
| 2305/07.3 | <b>Annual Risk Assessment, including check/ maintainance of assets.</b><br><br>Cllrs NC & BM completed check on assets. <b>Clerk to circulate revised list.</b>                                                                                                  |
| 2305/07.4 | <b>Website and Village Notice Board</b><br><br>May need to purchase additional notice board because of space restrictions.<br><b>Clerk to recommend action after July Meeting.</b>                                                                               |
| 2305/07.5 | <b>Parish Archive</b><br><br>Boxes kept in church vestry. All paperwork to be discarded will be shredded.<br><br><b>Cllrs BM, &amp; NC have begun work on clearing the files</b> which should be complete by the next Meeting. This will now be by July Meeting. |
| 2305/08   | <b>Planning Report: Cllr AC</b>                                                                                                                                                                                                                                  |
| 2305/08.1 | <b>New planning proposals</b> - none                                                                                                                                                                                                                             |
| 2305/08.2 | <b>Village Plan update</b><br><br><b>Still outstanding, WHTBD, priorities; circulate the list of outstanding items.</b><br><br>Engage with residents for assessment and priorities                                                                               |
| 2305/08.3 | <b>Village asset maintenance and improvements</b><br><br>Nothing to report                                                                                                                                                                                       |
| 2305/09   | <b>Play Area, Cllr</b>                                                                                                                                                                                                                                           |
| 2305/09.1 | <b>Inspection remedial actions</b><br><br>Bark pit edging has been repaired;<br><br><b>Cllr BM to repair bird defences;</b> tree trimming to be carried out as the weather improves.                                                                             |
| 2305/09.2 | Purchase of additional grass cutting equipment including small mower agreed<br><br><b>Clerk to liaise with Deputy/ grass cutters for purchase of new equipment.</b>                                                                                              |
| 2305/10   | <b>Trees, Cllr NC</b>                                                                                                                                                                                                                                            |
| 2305/10.1 | Replacement tree for horse chestnut outside pub<br><br><b>Clerk to chase up Highways re replacement (service) trees.</b>                                                                                                                                         |

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| 2305/10.2 | Village Tree Survey                                                                              | <b>Cllr NC to carry out a full tree survey with assistance from our resident tree expert, at a date to be agreed.</b>                              |
| 2305/10.3 | Sycamore on Staunch Hill                                                                         | <b>No further action</b> as there is dispute over boundary line.                                                                                   |
| 2305/10.4 | Tree outside No 25 The Avenue to be removed and replaced                                         | <b>No further action</b> as there is an ongoing insurance claim.                                                                                   |
| 2305/10.5 | Tree outside 27-29 The Avenue to be replaced                                                     | <b>Clerk has contacted Highways re replacement (service) trees. Awaiting response.</b>                                                             |
| 2305/11   | Highways (Cllr BM)                                                                               |                                                                                                                                                    |
| 2305/11.1 | Installation of traffic camera                                                                   | <b>Clerk to arrange removal of post outside nos 21-23.</b><br><br>Awaiting contractor quote.<br><br>Council to discuss monitoring for Staunch Hill |
| 2305/11.2 | Grant criteria for 20mph rules Leighton out.                                                     |                                                                                                                                                    |
| 2305/12   | Footpaths (Cllr GT)                                                                              |                                                                                                                                                    |
| 2305/12.1 | Update/ New items - <b>Cllr GT to liaise with landowners</b> where paths are becoming overgrown. |                                                                                                                                                    |
| 2305/13   | Damaged mower storage shed                                                                       | <b>Working party led by DM to remove damaged structure and erect the new.</b>                                                                      |
| 2305/14   | Correspondence                                                                                   | Firing practice in Molesworth                                                                                                                      |
| 2305/15   | Any Other Business                                                                               | Nothing of note.                                                                                                                                   |

### Next Meetings: 5 July, 6 Sept

Copies of these draft Minutes may be found on the PC website at <https://leightonbromswold-pc.org.uk/>

All enquiries should be made to the Clerk at [leightonbromswoldpc@hotmail.com](mailto:leightonbromswoldpc@hotmail.com)

Bohdan Mysak, Chairman and Responsible Finance Officer, 13/06/2023