

# LEIGHTON BROMSWOLD PARISH COUNCIL

## Minutes of the Meeting of Wednesday 5 July 2023

(These Minutes have been ratified at the Meeting 20th September).

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

**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.

**2307/01 To Receive Apologies and Reasons for Non-Attendance**

P Mallace (Away on business)

**2307/02 Chairman's Opening Remarks**

None.

**2307/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

None.

**2307/04 To Receive and Approve the Minutes of the Parish Council Meeting, 10 May 2023.**

There were two corrections to be made.

Add NC to attendees.

Add to Footpaths: some discussion was held around about footpath from a proposal several years ago with GT investigating and sorting out.

**2307/04.1 No Minutes from the Parish Meeting were available.**

**Clerk to action**

**2307/05 Matters Arising: (not covered below)**

None.

**2307/06 Parish Council complement:** There is 1 vacancy.

If anyone is interested in being co-opted, please speak with any Council Member.

No vacancy notice has been circulated so far to try to fill the vacancy.

**Clerk to action.**

**2307/07 Clerk's Report**

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

Expenditure (Cashbook) to 30 June 2023 - **£2169.02**

Bank Reconciliation to end of June: Fully reconciled

Bank balance - **£15,398.30**

**2307/07.1 Income**

Received from HDC, Parish Precept 2023/2024 - **£7,500**

**2307/07.2 Payments**

To Gamblen, re mower belt repair - <b>£97.76</b>
To Savills, Playing Field Annual Rent - <b>£250.00</b>
To Gamblen rethrottle cable - £28.68
To Gallagher, re annual Insurance - <b>£1,017.00</b>

To D Swanson re churchyard strimming - **£180.00**

To Royal British Legion, re Remembrance Wreath - **£50.00**

Clerk recommends additional provision in future budget for repairs, c£250 - agreed

**Clerk to send purchase order to ME** regarding maintenance of trees in play area.

**2307/07.3 Annual Risk Assessment, including check/ maintenance of assets.**

Cllrs NC & BM completed check on assets. **Clerk to circulate revised list.**

**2307/07.4 Website and Village Notice Board**

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

**Clerk to ask Social Committee Social Committee if we can use one of their boards.**

**2307/07.5 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.**

No progress on this item

**2307/08 Planning Report: Cllr AC**

**2307/08.1 New & current planning proposals**

"No 4 The Avenue, new build: several objections were raised by residents, so Council sent a not approved response to HDC. We final response from District Council.

**2307/08.2 Village Plan update: last one in 2013 – needs to be reviewed. Some items in the Village Plan have been done, some not, some half way through.**

**BM to send the document to all the Councillors so that all can discuss plan update.**

Engage with residents for assessment and priorities

**2307/08.3 Village asset maintenance and improvements**

HW to retouch Best Kept Village sign with black and gold. BM to give PC a receipt for the gold paint.

**2307/09 Play Area, Cllr**

**2307/09.1 Inspection remedial actions**

Cllr BM has repaired bird defences; **tree trimming still to be carried out.**

**2307/09.2 Purchase of additional grass cutting equipment including small mower agreed**

Council agreed purchase of additional strimmer. The small mower is not required at present.

**NC/ DS to arrange for pro-forma invoice to be sent to PC.** The cost of the strimmer is around £250.

**PM has agreed to paint goal posts.** Report by email on play area.

**2307/10 Trees, Cllr NC**

**2307/10.1 Replacement tree for horse chestnut outside pub**

Cllr Gardener has promised two trees in the autumn. **Clerk to follow up.**

**2307/10.2 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.**

2307/10.3	<p><b>Tree outside 27-29 The Avenue to be replaced</b></p> <p>Cllr Gardener has promised two trees in the autumn. <b>Clerk to follow up.</b></p>
2307/11	<p><b>Highways (Cllr BM)</b></p>
2307/11.1	<p><b>Installation of traffic camera on Staunch Hill</b></p> <p>Clerk has discussed with County Councillor. <b>Awaiting response</b></p> <p><b>Clerk to arrange removal of post outside nos 21-23.</b></p> <p>This could cost some £2,100 (3 lots of c£700) to remove the existing posts, erect one on Staunch Hill and take the readings to complete the survey of traffic in the village. If the readings for Staunch Hill showed a problem, the cost of the recommended solution - having a 40mph buffer zone - would cost c£22,000.</p>
2307/12	<p><b>Footpaths (Cllr GT)</b></p> <p><b>Update/ New items -</b></p> <p>Met with ME who was enthusiastic about clearing paths. Done a bit but not done it all. Currently, no one at CCC is responsible for this area. There is very little budget. So no promises from the person who looks after South Cambs and has been given our area as well.</p> <p>Footpath on Staunch Hill near brook cannot be accessed due to entrance overrun with thistles and brambles.</p> <p><b>NC to ask DS for costing to do this ourselves</b></p>
2307/13	<p><b>Damaged mower storage shed</b></p> <p>Old shed has been moved. Waiting to install new shed <b>Working party led by DM to remove damaged structure and erect the new.</b></p>
2307/14	<p><b>Correspondence</b></p> <p>Refurbishment of Molesworth base</p>
2307/15	<p><b>Any Other Business</b></p>
2307/15.1	<p>Proposed changes to Standing orders re Meetings, Minutes (Cllr Owen)</p> <p>2 proposals were motioned by RO and seconded by BM</p> <p>1. We pencil in a PC meeting on the first Wednesday of the the even numbered months in case they are required. At present some decisions are being made by email and this could stifle discussion. As 2 months can be a long time say for a planning application or even a purchase order that has not been budgeted. If there is no business, then the meeting will NOT be held. As three clear business days are required for notice of any Council Meeting, this means that the Agenda must be publicized by the Thursday previous. The proposal was passed unanimously.</p> <p>2. The Minutes that that are presented to the PC (item 2307/04 above), are only Draft Minutes and therefore only become Minutes when the PC has approved them. This may mean that some Minutes will still have to come back to another PC Meeting if changes have been made. So the pathway will be</p> <p>a. Draft minutes are only circulated to Councillors – may have to be done on email (not put on the website or noticeboard).</p> <p>b. Once DRdraft minutes are approved by PC, the minutes go up on noticeboard and on website.</p> <p>c. If draft minutes are amended, they need to come back to PC as they are still draft minutes (as in a above) This was also carried unanimously.</p>

**Next Meetings: 13 Sept, 1 Nov, 3 Jan 2024**

Copies of the 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, 13/08/2023