

# LEIGHTON BROMSWOLD PARISH COUNCIL

## Minutes of the Meeting of Wednesday 20 September 2023

(These Minutes are considered draft until ratified by Council)

**Present** Cllrs. B Mysak (Chairman), N Cook, G Troughton

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.

**2309/01 To Receive Apologies and Reasons for Non-Attendance**  
P Mallace (away on business); R Owen (holiday); A Clark (work commitment)

**2309/02 Chairman's Opening Remarks**  
Footpaths report first to allow for early departure by Cllr GT

**2309/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
None.

**2309/04 To Receive and Approve the Minutes of the Parish Council Meeting, 5 July 2023.**  
Corrections: None.  
Minutes were accepted as a true record of the Meeting.

**2309/05 Matters Arising: (not covered below)**  
None.

**2309/06 Parish Council complement:** There is 1 vacancy.

**Clerk to raise Vacancy Notice.**

**2309/07 Clerk's Report**

**Summary**  
Income to 31 August 2023 - **£7,500**  
Expenditure (Cashbook) to 31 Aug 2023 - **£3,478.52**  
Bank Reconciliation to end of Aug: Wicksteed £70.48 not paid  
Bank balance - **£14,088.80**

**2309/07.1 Income since last Meeting**  
No income since April precept.

**2309/07.2 Payments since last Meeting**  
To Wicksteed re Parts for swing repairs, **£70.48**

**2309/07.3 Annual Risk Assessment, including check/ maintainance of assets.**  
Cllrs NC & BM completed check on assets. Clerk has circulated revised list.

**2309/07.4 Website and Village Notice Board**  
Space/ control still a problem.

**2309/07.5 Parish Archive**

**Clerk to delete all files that may be deleted according Local Government rules on record retention**

2309/08	<b>Planning Report: Cllr AC</b>
2309/08.1	<b>New &amp; current planning proposals</b>
2309/08.2	<b>Village Plan update</b>  <b>Still outstanding, WHTBD, priorities; Clerk to circulate the list of outstanding items.</b>  Engage with residents for assessment and priorities?
2309/08.3	<b>Village asset maintenance and improvements</b>  Bus shelter for school children (Cllr PM)  <b>Cllr PM to send round a discussion document prior to the next Meeting.</b>
2309/09	<b>Play Area, Cllr PM</b>
2309/09.1	<b>Inspection remedial actions</b>  <b>Tree trimming still to be carried out.</b>  [Post Meeting: trimming has been completed. <b>Council to seek a quote to shred the material</b> ].
2309/09.2	<b>Purchase of additional grass cutting equipment including small mower agreed</b>  Done. New strimmer has been purchased. No current need for small mower.
2309/09.3	<b>This year's inspection report</b>  Inspection took place on 7 Sept. Report has been sent. <b>Cllr PM to advise of requirements</b>  [Post Meeting: trimming has been completed. <b>Council to seek a quote to shred the material</b> ].
2309/09.4	<b>Reduction of tree in play area</b>  <b>Clerk to obtain quotation for tree work.</b>
2309/10	<b>Trees, Cllr NC</b>
2309/10.1	<b>Replacement tree for horse chestnut outside pub</b>  <b>Clerk has contacted County Councillor who has promised replacement trees in autumn.</b>
2309/10.2	<b>Village Tree Survey</b>  <b>Cllr NC to carry out a full tree survey with assistance from our resident tree expert, at a date to be agreed.</b>
2309/10.3	<b>Tree outside 27-29 The Avenue to be replaced</b>  <b>Clerk has contacted County Councillor who has promised replacement trees in autumn.</b>
2309/11	<b>Highways (Cllr BM)</b>
2309/11.1	<b>Installation of traffic camera on Staunch Hill</b>  <b>Clerk to seek costs for new post installation (and removal).</b> Awaiting response
2309/11.2	<b>Removal of post outside nos 21-23</b>  Done.
2309/11.3	<b>Visibility of speed signs</b>  <b>Highways Officer to check and maintain to check and maintain</b>  [Post Meeting: all speed signs have been checked and cleared where needed].

2309/11.4	<b>Bus shelter for school children (cf 2309/08.3 above)</b>  <b>Cllr PM to introduce for discussion</b>
2309/12	<b>Footpaths (Cllr GT)</b>  <b>Update/ New items -</b>  Cllr Gt presented a schematic which will show all 20 footpaths and their condition, which is to be used as a guide for action.  Two thirds of the paths have been checked with the rest to follow.  <b>Cllr GT to liaise with landowners</b> where paths have become overgrown.  Cllr BM suggested the addition of farmers' contact details.
2309/13	<b>Damaged mower storage shed</b>  DM has commenced assembly of new shed. Help appreciated
2309/14	<b>Review of Standing Orders and Financial Requirements Policy documents</b>  <b>Cllrs to review for update/ amendment to be discussed at next Meeting</b>
2309/15	<b>Meetings/ Dates</b>  Discussion on preferred schedule of Meetings held over till the next Meeting.
2309/16	<b>Correspondence</b>  Nothing of note
2309/17	<b>Any Other Business</b>  None.

**Next Meetings: 1 Nov, 3 Jan 2024.** Councillors to advise the Clerk if these dates are unsuitable.

A copy of these 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, 28/09/2023