

Minutes of the Meeting of Wednesday 1 November 2023

(These Minutes are considered draft until ratified by Council)

Present Cllrs. B Mysak (Chairman), R. Owen (Deputy), N Cook, A Clark, P Mallace
Minutes: P Wood

3 members of the public were in attendance: C Bennett, R Martin, N 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.

2311/01 To Receive Apologies and Reasons for Non-Attendance

None.

2311/02 Chairman's Opening Remarks

R Owen had agreed to act as Highways Officer.

As C Bennett had offered to act as Clerk, Chairman proposed acceptance and this was agreed subject to a period for handover/ refresher training.

2311/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

2311/04 To Receive and Approve the Minutes of the Parish Council Meeting, 20 September 2023.

Corrections: None

Proposed: BM ; Seconded: NC- All agreed.

Chairman confirmed that publication of draft Minutes was recommended by NALGO and that, in future, they should be confirmed by Council ASAP, to become agreed Minutes within a month of the Meeting.

2311/05 Matters Arising: (not covered below)

None.

2311/06 Parish Council complement: There is 1 vacancy.

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

Member vacancy notice published.

2311/07 Clerk's Report

Summary Income to 31 October 2023 - **£7,500** (Precept)

Expenditure (Cashbook) to to 31 October 2023 - **£3,866**

Bank Reconciliation at to 31 October 2023 : fully reconciled

Bank balance at to 31 October 2023 - **£13,221.15**

Precept and Budget

In presenting the proposed budget, the Clerk noted that Council is almost wholly dependent upon precept with the Village maintenance grant remaining the same for at least the last five years and donations to the tennis court from those outside the village remaining low.

Our major expenses -on grass cutting in village and churchyard along with the Clerk's salary - have been kept in check, thanks to the efforts of members of the community working at non-commercial rates. Without their efforts, our costs would be c40% higher than they are.

We did make provision for a top up of the bark for the playing field in this year which was not used, so this extraordinary expense is covered for the coming year.

Insurance costs,too, are continuing to rise (c20% in the year) and, with fewer companies offering this service to PCs, there is little option but to pay the higher rate.

Despite these pressures, the Clerk proposed a budget which would lead to a £300-£400 shortfall, assuming a paid Clerk would be required at some point in the year. This deficit would be met by using some of the reserves.

Most Members wished to avoid this, so a vote was taken on a proposal made by R Owen and P Mallace to raise the precept by 5%, which was passed by clear majority.

The Clerk was asked to look into the time limits of finalising the budgets. (Post Meeting: Procedure states that the budget should be approved and finalised by Council before the Precept Request is sent).

The Clerk was to check if donations for use of the tennis club were still being taken.

2311/07.1 Income since last Meeting

No income since April precept. **Clerk to chase up maintenance grant.**

2311/07.2 Payments since last Meeting

To Wicksteed, re Unaccompanied inspection - £158.40

To D Swanson re village & churchyard strimming - £149.49

To Clerk, re annual Office subscription - £59.99

2311/07.3 Annual Risk Assessment, including check/ maintainance of assets.

Value of assets: **£49,756** (MVA added)

2311/07.4 Website and Village Notice Board

Space/ control still a problem. Inadequate space for dual purpose.

Suggestion to put the PC report into Village matters? **R Owen (Communication Officer) will contact H West.**

2311/07.5 Parish Archive

Clerk to delete all files that may be deleted according Local Government rules on record retention No progress since last Meeting.

2311/08 Planning Report: Cllr AC

2311/08.1 New & current planning proposals

Call for sites declaration by Savills. R Owen proposed village meeting to discuss and take take comment. Agreed. **A Clark to arrange.**

2311/08.2 Village Plan update

Still outstanding, WHTBD, priorities; Clerk to circulate the list of outstanding items.

Engage with residents for re- assessment and priorities?

2311/08.3 Village asset maintenance and improvements

Bus shelter for school children (Cllr PM)

This was discussed, It was felt that more information on need, costs and siting was needed before the proposal could be formally considered.

2311/09 Play Area, Cllr PM

2311/09.1 Inspection remedial actions

Cllr PM had resolved the issues with trees in the playing field.

We are still awaiting inspection of the zip wire maintenance

2311/09.2 Maintenance equipment.

Backboard of basketball net in poor repair. **Cllr PM to advise.**

2311/09.3 This year's inspection report

Inspection took place on 7 Sept. Cllr PM has cleared most items.

Zipwire inspection/ maintenance still outstanding. **Clerk to contact supplier again for inspection date.**

2311/10 Trees, Cllr NC

2311/10.1 Replacement tree for horse chestnut outside pub

Clerk has contacted County Councillor who has promised replacement trees in autumn.

2311/10.2 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.

2311/10.3 Tree outside 27-29 The Avenue to be replaced

Clerk has contacted County Councillor who has promised replacement trees in autumn.

2311/11 Highways (Cllr BM)

2311/11.1 Installation of traffic camera on Staunch Hill

Clerk to seek costs for new post installation (and removal). Still awaiting response

After discussion, Council voted NO by clear majority to speed monitoring of Staunch Hill.

2311/11.2 Removal of post outside nos 21-23

This has been carried out.

2311/11.3 Visibility of speed signs

Highways Officer to check and maintain and ask for volunteers to help maintain

2311/11.4 Bus shelter for school children

Cllr PM to introduce for discussion. CF above.

2311/12 Footpaths (Cllr GT) No report as Cllr GT absent.

Update/ New items -

CLlr GT to liaise with landowners where paths are becoming overgrown.

2311/13	Damaged mower storage shed The new shed has been erected.
2311/14	Review of Standing Orders and Financial Requirements Policy documents CLlrs to review for update/ amendment to be discussed at next Meeting No discussion owing to time.
2311/15	Meetings/ Dates To be agreed at Annual Parish Council Meeting.
2311/16	Correspondence Nothing of note
2311/17	Any Other Business

Next Meetings: 10 Jan 2024, 27 March

Copies of this Agenda 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

Bohdan Mysak, Chairman and Responsible Finance Officer, 13/12/2023