

# LEIGHTON BROMSWOLD PARISH COUNCIL

## DRAFT MINUTES OF THE MEETING HELD ON WEDNESDAY, 10 JANUARY 2024

**Present:** R Owen (Acting Chairman), N Cook, A Clark, B Mysak, G Troughton

**ACTION**

**Apologies:** P Mallace

**Open Meeting:** No members of the public were present.

### CHAIRMAN'S OPENING REMARKS

1. The Acting Chairman hoped he would act well in the position and reminded members that his personal profile was on the public website.

### MINUTES OF THE MEETING HELD ON WEDNESDAY, 1 NOVEMBER 2023

2. **The Clerk agreed to establish the correct procedure for recording a Code of Conduct issue involving individuals.** It was felt that a record should be kept but not made available publicly. Until this matter was resolved, the minutes of 1 November 2023 could not be confirmed.

**Clerk**

### MATTERS ARISING

3. Councillor Troughton drew attention to minute 2311/11.1 concerning action relating to installation of a traffic camera on Staunch Hill. Since Council had decided not to proceed, no further action was required.

### CLERK'S REPORT

#### 4. Finance

Income from 1 April 2023	£7,500.00
Bank balance at 1 November 2023	£13,701.14
Expenditure (Cashbook) 1/11/23 to 19/12/23	£1,858.09
Expenditure since 1 April 2023	£5,724.27
Bank balance on 19 December 2023	£11,843.05

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| <b>5. Annual Risk Assessment including maintenance of assets.</b><br>Nothing to report at this stage.                                              | <b>ACTION</b>       |
| <b>6. Website and Village Noticeboard. The Clerk agreed to arrange for a banner heading for the Parish Council section of the Noticeboard.</b>     | <b>Clerk</b>        |
| <b>7. Parish Archive. The Clerk and Councillor Mysak agreed to complete the review and delete files in accordance with Local Government rules.</b> | <b>BM<br/>Clerk</b> |
| <b>8. Budget and Precept.</b> This had been agreed and no further action was required.                                                             |                     |

**FOOTPATHS (COUNCILLOR TROUGHTON)**

- 9.** It was reported that Footpaths 8 and 13 had not yet been reinstated following harvest. No paths were overgrown.

**PLANNING (COUNCILLOR CLARK)**

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| <b>10.</b> It was reported that the Open Meeting to discuss the Savill building proposal had been well attended. Whilst at this stage there was nothing to do concerning the proposal itself, there was an opportunity to encourage new members of the Parish Council and harness support/assistance for the development of a new Neighbourhood Plan. <b>Councillors Owen and Clark agreed to contact those present and take the matter forward.</b> | <b>RO/AC</b> |
| <b>11.</b> Consideration was given to Village Assets (actual and proposed) and their maintenance.                                                                                                                                                                                                                                                                                                                                                    |              |

**Bus shelter**

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| a) More information was needed on costs and potential siting of a bus shelter. | <b>Clerk</b> |
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**Repairs to Church Clock**

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| b) The Church Clock needed repair, and this was likely to be costly. An expert had agreed to assess the work. | <b>Clerk</b> |
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- c) The request for financial assistance to repair the paving outside the Church door. It was agreed the work was necessary from a health and safety standpoint. Current estimates ranged from £1180 to £4,000. It was proposed to seek financial support from village residents. It was agreed the Parochial Church Council (PCC) should be asked to contribute but in the first instance, **the Clerk agreed to establish the legal responsibility for the paved area by contacting the Diocese and Huntingdonshire District Council.** The PCC would be kept informed. **ACTION**  
  
**Clerk**

**Village Green maintenance**

- d) The Village Green was being eroded by delivery vans encroaching on the grass. **The Clerk agreed to ascertain whether the roadway was an adopted road or not.** White stones were not permitted to protect the edges of the grass. **Councillor Clark agreed to report back on the cost of alternative options.** **Clerk**  
**AC**

**12. PLAY AREA (COUNCILLOR MALLACE)**

Councillor Mallace had submitted a report stating that all was in order in the Play Area.

**13. TREES (COUNCILLOR COOK)**

Councillor Cook reported that there would be a replacement tree outside The Green Man in a position yet to be decided. He had also arranged a survey of the village trees to be carried out and he would report back to Council in due course. **NC**

**14. HIGHWAYS (COUNCILLOR OWEN)**

Councillor Owen had reviewed the location of speed restriction signs in the village. **The Clerk agreed to write requesting:**

- a) the removal of the derestriction sign at the entrance to Church Lane;
- b) the re-siting of the 30mph signs further out of the village on both Sheep Street and Staunch Hill. **Clerk**

**15. ENVIRONMENT (COUNCILLOR MYSAK)**

**ACTION**

On behalf of Councillor Mysak, the Chairman had attended a conference on potential energy saving measures. It was reported that the Peterborough Environmental City Trust (PECT) would lend a 'gun' which when pointed at a property identified where heat was being lost. **It was agreed to take advantage of this and to offer the facility to village residents. Councillor Owen agreed to take the matter forward.**

**RO**

**16. ANNUAL REVIEW OF COUNCIL POLICIES (CLERK)**

**The Clerk agreed to undertake the review.**

**Clerk**

**17. PROPOSED MEETING DATES FOR 2024**

The next meeting will be held on **Wednesday, 27 March 2024 at 1930** in the Church. Further meeting dates will be agreed in due course.

**Clerk**

**18. CORRESPONDENCE – NONE**

**19. ANY OTHER BUSINESS – NONE**

The meeting closed at 2100.

*cb: 9 February 2024*