

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak Clerk to the Council: Celia Bennett

NOTICE AND AGENDA

Dear Member, you are hereby summoned to attend the Parish Council Meeting which will be held on:

Wednesday, 27 March 2024 at 1930 in St Mary's Church, Leighton Bromswold to deal with the following business. Public and the press are invited to join.

Councillors: B Mysak (Chair), R Owen, A Clark, N Cook, P Mallace and G Troughton

Open Meeting: Each person wishing to address the Council may speak for a maximum of 3 minutes, subject to the Chairman's discretion. This part cannot be longer than 15 minutes.

1. **To receive apologies for non-attendance**
2. **Chairman's Opening Remarks**
3. **Declarations of Interests for Members (Disclosure of Pecuniary Interests)**
4. **To receive and approve the Minutes of Parish Council Meetings held on Wednesday, 1 November 2023 and Wednesday, 10 January 2024**
5. **Matters Arising from those Minutes not included below**
6. **Parish Council complement: There is currently 1 vacancy.**
7. **CLERK'S REPORT**

To review accounts for approval for internal audit

Income for current financial year: £9,105.04

including a VAT refund receipt of £1,605.84

Village maintenance Grant not yet received.

Bank balance to date: £13,201.55

Expenditure (Cashbook) to date: £6,545.53 including payment to Kompan Ltd

Bank reconciliation to end of March – not fully reconciled (see below)

To approve payment of £574.72 (+VAT 114.94) to Kompan Limited for maintenance of the Zip wire

To review quotations and approve 2024 rates (5% uplift) for Churchyard grass cutting and strimming:

Churchyard: 16 cuts - £508.20 plus petrol
Playing field: 16 cuts - £762.30 plus petrol
Strimming: 16 cuts - £63.00 each

To approve membership of Cambridgeshire and Peterborough Association of Local Councils (CPALC) and training the Clerk.

Flag site replacement: to establish responsibility.

Church Clock repairs: to establish responsibility.

8. LEIGHTON BROMSWOLD NEIGHBOURHOOD PLAN

a) Following the Parish Meeting in December 2023 a first meeting of those interested in supporting a Neighbourhood Plan took place on 21 February 2024. Notes from that meeting are attached at Annex A.

b) The Parish Council remains the responsible body for submitting the Neighbourhood Plan and in recognising that it is a community process it is recommended that:

- The notes of the meeting held at Annex A are noted and given local interest the Parish Council supports the commencement of a Leighton Bromswold Neighbourhood Plan (LBNP)
- A Steering Group is established from our local community and confirmed under Section 102(4) of the Local Government Act 1972 and the Parish Council delegates the day-to-day tasks associated with producing a LBNP and engages all relevant stakeholders in a transparent way.
- The LBNP covers the full administrative area of the Parish.
- The Steering Group consults early with the neighbouring parishes about our intentions.
- The Parish Council receives a further update from the Steering Group before formally submitting an 'area application' to the local planning authority.

9. OTHER PLANNING ISSUES (Councillor Clark)

- a) New and current planning proposals
- b) Petition from Friends of St Mary's for financial assistance to replace cracked paving outside the Church door. Clerk to report.
- c) Roadside and village green maintenance. Clerk to report.
- d) Bus shelter proposal

10. PLAY AREA (Councillor Mallace)

To receive a report.

11. TREES (Councillor Cook)

To receive a report
Replacement for trees outside The Green Man and 27/29 The Avenue

12. HIGHWAYS (Councillor Owen)

To receive a report

13. FOOTPATHS (Councillor Troughton)

To receive a report

14. Environment (Councillor Mysak)

To receive a report
Drainage problems outside 41/43/45/47 The Avenue and Church Lane

15. ANNUAL REVIEW OF POLICIES (Clerk)

16. MEETING DATES FOR 2024

The next meeting, the Annual Parish Council Meeting, will be held on Wednesday, 1 May 2024. Council needs to agree a meeting date for the **Annual Parish Meeting** and for Parish Council meetings for the remainder of the year.

17. CORRESPONDENCE

18. ANY OTHER BUSINESS

THE NEXT MEETING WILL BE HELD ON WEDNESDAY, 1 MAY 2024 AT 1930 IN ST MARY'S CHURCH

Copies of this agenda may be found on the Parish Council Website at <https://leightonbromswold-pc.org.uk/>

All enquiries should be made to the Clerk at leightonbromswoldpc@hotmail.com

cb: 21 March 2024

DRAFT MINUTES OF THE MEETING OF THE LEIGHTON BROMSWOLD NEIGHBOURHOOD PLAN STEERING GROUP HELD ON WEDNESDAY, 21 FEBRUARY 2024 AT 13 THE AVENUE.

ANNEX A

PRESENT: R Bosworth, A Clark, R & R Eacott, S Hansen, S Houghton, E Maddex, R Martin, S Roberts, R Owen, H West and C Bennett

APOLOGIES: K Watson

ACTION

STATUS OF THE GROUP

1. It was agreed that the group should constitute a Steering Group of the Parish Council and that recommendations should be made to the Parish Council for endorsement. The Clerk agreed to refer this proposal to the Parish Council for approval. cb
2. It was agreed that the group should work according to the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

ELECTION OF OFFICERS

3. It was agreed that Richard Owen be elected as Chair of the Steering Group and that Russell Eacott be Vice Chair. RO/RE
4. Celia Bennett agreed to act as secretary. cb

DECLARATIONS OF INTEREST

5. Members were property owners within the Parish. Mrs S Hansen was employed by Cambridgeshire County Council.

PLAN OF ACTION

6. In the first instance it was agreed to circulate to all members the **Neighbourhood Plans Roadmap, a Step-by-Step Guide**. Rosie Eacott agreed to provide the link. Rosie also agreed to work on a Project Plan for circulation ahead of the next meeting. RE
cb

7. Issues requiring consideration included:

- All aspects of village life within the Parish boundary, including housing, transport, health, social isolation.
- Land ownership within the Parish, bearing in mind some landowners lived outside the Parish boundary. **It was agreed** to find out who the landowners were and which plots of land were involved. cb
- The Conservation area.
- The need to consult with neighbouring Parishes, and with Catworth in particular, which was undertaking its own Plan.

- Dick Martin agreed to invite the Chair of Catworth Neighbourhood, Plan, Mike Brazel, to speak with the group when appropriate.
- It was agreed to invite appropriate members of the District Council to speak to the Group at the right time.
- Hugh West agreed to share work he had already completed on village information and statistics.
- It was agreed to find out about other useful work already completed such as local surveys, Broadband cover, access to services.
- It was agreed to include the whole parish and also to consult with immediate neighbouring parishes to establish their progress with Neighbourhood Plans and if there was merit in any joint Plans.

ACTION
RM
cb
HW
ALL

COMMUNICATION

8. It was agreed it was essential to consult with ALL stakeholders in the development of the plan and to invite further interest and involvement from other members of the Parish. Part funding was available for consultation, and this would be particularly important for those who owned land in the Parish but were not resident within it.
9. It was agreed that the Parish Council website, Village Matters, the Noticeboard, the Friends of Leighton Facebook Page and direct household communication should all be used.

cb

DATE OF NEXT MEETING

10. It was agreed to meet next on **Wednesday, 20 March 2024** at 1930 at 13 The Avenue and that the Chair of Catworth Neighbourhood Plan, Mike Brazel, should be invited to attend for part of the meeting.

cb: 21 March 2024

2.