

LEIGHTON BROMSWOLD PARISH COUNCIL

ACTION

Chair: R Eacott

Clerk to the Council: C Bennett

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY, 4 JULY 2024 AT 1930 IN ST MARY'S CHURCH, LEIGHTON BROMSWOLD

PRESENT: R Eacott, R Bosworth (from Item 7), A Clark (from Item 11), N Cook, P Mallace, R Owen, G Troughton and C Bennett (Clerk)

R Bosworth, member of the public until Item 7.

H West, member of the public left after Item 11.

1. APOLOGIES FOR ABSENCE

None

2. CHAIR'S OPENING REMARKS

(a) The Chair reported that he had received an invitation to attend an Open Day and review of the building works at RAF Molesworth on 3 October 2024. Councillors welcome.

(b) The Chair requested that the Clerk should be copied in on all correspondence concerning Parish Council Matters.

ALL

(c) The Clerk and all Parish Councillors were photographed before the meeting. Councillors were reminded that in the interests of openness and transparency, updated biographies were also requested for the Parish Council website. An example had been circulated on 3 May 2024.

ALL

3. MINUTES OF THE MEETING OF THE EXTRAORDINARY GENERAL MEETING AND OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 1 MAY 2024

The Minutes of both meetings were approved and signed.

Proposed: G Troughton

Seconded: P Mallace

All agreed

4. MATTERS ARISING

None

5. DECLARATIONS OF INTERESTS FOR MEMBERS

ACTION

Although there were no new declarations, Councillors Cook and Troughton were asked to submit updated Declarations of Interests for submission to Huntingdon District Council (HDC) since the original declarations were some years old.

**NC
GT**

6. APPOINTMENT OF CELIA BENNETT AS PARISH CLERK AND RESPONSIBLE FINANCE OFFICER (RFO)

The Parish Council formally appointed Celia Bennett as the Parish Clerk and Responsible Finance Officer (RFO) with effect from 1 November 2023. The post was without remuneration except for reasonable expenses. The Job description was endorsed, and the Chair signed the Contract of Employment.

CB

Proposed: R Owen
Seconded: G Troughton
All agreed

7. PARISH COUNCIL COMPLEMENT

Following the resignation of Councillor Bohdan Mysak, the vacancy had been advertised and Rachel Bosworth had applied to join the Council. Rachel Bosworth was duly co-opted as a new member of the Parish Council.

Proposed: R Eacott
Seconded: N Cook
All agreed

8. PUBLIC QUESTION TIME

None

9. COUNCILLORS QUESTION TIME

None

10. CLERK'S FINANCIAL REPORT

(a) The Clerk presented the current financial position:

Income to 30 June 2024:	£8,056.28
Expenditure to 30 June 2024:	£1,294.96
Bank fully reconciled	
Current bank balance:	£18,377.96

(b) Council endorsed payment made prior to the Council Meeting, namely: **ACTION**

Insurance:	£1,044.96
Rent for Playing Field	£250.00

Proposed: R Eacott
Seconded: R Owen
All agreed

(c) Council approved payment of Mr D Swanson

For strimming Parish land:	£213.50
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Proposed: R Eacott
Seconded: P Mallace
All agreed

(d) Council considered and agreed an increase in budget allowance for:

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|---|-----------------|
| • Training the Clerk and Councillors | £300.00 |
| • Membership of Cambridgeshire and Peterborough Association of Local Councils (CAPALC) which afforded the best rates for training | £185.00 |
| • Possible Neighbourhood Plan costs | £1000.00 |
| Total: | £1485.00 |

CB

Proposed: R Eacott
Seconded: P Mallace
All agreed

11. REPORT ON THE ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT – AGAR

(a) Council noted the requirement to submit by 30 June 2024 An Annual Governance and Accountability Statement relating to the end of the financial year. This review followed an internal audit carried out by Mr H West. This review raised a number of matters requiring attention:

- The website which needed updating
- The assessment of risk and insurance
- The need to update the asset register
- The level of reserves

(b) It was agreed to tackle the issues made in the internal audit report as a matter of urgency during the current municipal year. **ACTION**

(c) Those members of the Parish Council during the year 2023-2024 confirmed the accuracy of, and compliance with:

- All statements in Section 1 of AGAR 2023/24
- The accounting statements for the year 2023/24 in Section 2 of AGAR
- the bullet point statements of the Certificate of Exemption (AGAR 2023/24 Form 2).

(d) Council authorised the Chair and the Clerk/RFO to sign all three documents as required. **RE
CB**

Proposed: P Mallace
Seconded: N Cook
All agreed

(e) It was agreed the Clerk should engage Mr H West to undertake further internal audit work during 2024/25 and to report back on insurance matters, contracts and services and the asset register. The Chair agreed to draft terms and conditions and it was further agreed to pay Mr West £500 taken from reserves on completion of the work.

Proposed: R Eacott
Seconded: N Cook
All agreed

CB

12. PROPOSAL TO DEVELOP A PARISH COUNCIL AND PARTNERS DELIVERY PLAN (Councillor Eacott)

The Chair proposed changes within and how the Parish Council operated in order to make its work more transparent to those who live and work in the Parish of Leighton Bromswold. Councillors agreed to:

- (a)** Consider proposals for wider engagement with groups and organisations within the Parish;
- (b)** Support the Chair in preparing a Parish Council and Partners Delivery Plan;
- (c)** Provide support for the introduction of measures that met these objectives.

ALL

ALL

Proposed: G Troughton
Seconded: A Clark
All agreed

ACTION

13. REPORT ON THE LEIGHTON BROMSWOLD NEIGHBOURHOOD PLAN AND DESIGNATION OF NEIGHBOURHOOD AREA. (Councillor Eacott)

The Chair's report provided an update on the progress of the Neighbourhood Plan Steering Group and sought Council's approval for designation of the neighbourhood area, the Terms of Reference of the Steering Group and an application for a government grant towards the cost of the Plan in 2024/25. Council agreed:

- (a) The whole Parish, as illustrated, should be designated 'the neighbourhood area';
- (b) To delegate to the Chair responsibility for signing and sending the approved letter to the planning authority at HDC;
- (c) The Terms of Reference proposed for the Neighbourhood Plan Steering Group (NPSG)
- (d) To endorse the grant request of £3,140.00 from the Department for Levelling Up, Housing and Communities (DLUHC)
- (e) That the NPSG should submit the grant application to DLUHC on behalf of the Parish Council, if necessary in consultation with the Chair and Clerk.
- (f) Should the application for grant funding be unsuccessful for 2024/25, support should be allocated from Parish Council Reserves as detailed in Minute 10(d) above.

RE

CB

Proposed: R Eacott
Seconded: R Bosworth
All agreed

14. REPORT ON TREE INSPECTIONS (Councillor Cook)

Councillor Cook reported that the Tree Officer (from the CCC Green Infrastructure Team) had paid a further visit to the village and provided an inspection report on the condition of trees in The Avenue. The Tree Officer had also trimmed a number of trees during his visit. Members of the Council had collected up the trimmings which would be mulched in due course and made available to all. It was agreed to:

- (a) Note the report

- (b)** Approve proposals to undertake a wider survey of trees within the Parish to support the Neighbourhood Plan and to identify additional trees of significance and for which tree preservation orders should apply. **ACTION**
- (c)** To develop a list of other tree related issues for discussion with County Councillor Ian Gardner at the meeting of the Parish Council to be held on 5 September, namely:
- There are trees on the inspection list for which additional work is likely to be needed.
 - The need for risk assessment
 - Root damage to houses and blocked drains with implications for insurance, legal and health and safety issues. **NC**

Proposed: R Owen
 Seconded: A Clark
 All agreed

15. REPORT ON THE PLAYING FIELD (Councillor Mallace)

Council noted that the annual inspection of the playing field had identified a number of low risk issues which were being addressed. The Zip Wire had been separately assessed and was in sound working order. Councillor Mallace had established a regular inspection regime for the playing field. In noting the Inspection report, Council agreed:

- (a)** To review arrangements for grass cutting and general maintenance including insurance cover
- (b)** To review the need for an inspection of the MUGA (tennis court) surface and possible plan for regular maintenance.
- (c)** To consider a further report and possible solutions to these issues to be submitted to the September meeting of the Parish Council. **PM**

Proposed: N Cook
 Seconded: G Troughton
 All agreed

16. REPORT ON THE PARISH RIGHTS OF WAY (Councillor Troughton)

Councillor Troughton reported that there were 20 Public Rights of Way (PROWs) within the Parish and not all the footpaths were in good shape. It was agreed:

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|------------|---|---------------|
| (a) | To establish what landowners/farmers were required to do in order to keep footpaths open and when action was required during the farming year so that there was transparency as to what might be expected. The Ramblers' Association was a possible reference point. | ACTION |
| (b) | Councillor Troughton should speak directly to the landowners/farmers across whose land the footpaths were not accessible. <ul style="list-style-type: none"> • Footpaths 1,1a, 2, 2a, 12 and 13 needed to be cleared of crops to a width of 1 metre • Footpath 14 – confirmation was required as to whether poison hemlock was growing on the footpath and if so, the path needed to be closed. | GT |
| (c) | The Neighbourhood Plan would include a small section explaining the PROWs within the Parish. | GT |
| (d) | As part of the Parish Council and Partners Plan, a number of initiatives might involve, eg circular walks, better connecting PROWS, connectivity with neighbouring Parishes. | GT |

17. REPORT ON HIGHWAYS WITHIN THE PARISH BOUNDARY (Councillor Owen)

Councillor Owen presented his report on the state of the roads within the Parish indicating potholes, uneven surfaces, gulleys and drainage issues, noting in particular the implications for health and safety. Since the responsibility for the state of the roads within the Parish rested with Cambridgeshire County Council (CCC), it was agreed:

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|------------|--|--------------|
| (a) | To refer the contents of the report to the County Councillor with jurisdiction over Leighton Bromswold, and | RO/CB |
| (b) | To recommend that the report forms the basis of the Council's discussions with him when he attends the next meeting of the Parish Council on 5 September. | RO/CB |
| (c) | To seek information in summary form as to what the County Council policy is in relation to rural highways. Of particular concern was pressure on local roads through rural villages when, eg there was a problem on the A14. | RO |

Proposed: R Eacott
 Seconded: A Clark
 All agreed

18. CORRESPONDENCE

None

19. DATES OF FUTURE MEETINGS

ACTION

The dates of future meetings were agreed as follows and the venue would be confirmed in due course.

Thursday, 5 September 2024

Thursday, 7 November 2024

Thursday, 9 January 2025

Thursday, 27 March 2025

CB

The meeting closed at 2055.

Copies of these Minutes may be found on the Parish Council Website at:-

<http://leightonbromswold-pc.org.uk/>

All enquiries should be made to the Clerk to the Parish Council at

leightonbromswoldpc@hotmail.com

cb: 21 July 2024