



## MINUTES

The Parish Council Meeting of Leighton Bromswold was held on Thursday 19 November 2015 at 8.00pm at the Church

Present Parish Councillors: B Mysak (Chairman), K Simonis (Deputy Chair), N Cook, R Eacott, G Troughton.  
Clerk: Ms Mimiène.

Chairman raised a discussion regarding the Agenda items and it was suggested that certain items are going to be discussed tonight and some will be deferred to the next meeting. All Councillors agreed to cover the items listed below.

### There is one Councillor Vacancy

**2015/16**

**1115.25 To Receive Apologies and Reasons for Non Attendance**

1115.25.1 The Clerk reported that Cllr H West sent apologies for absence.

**1115.26 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

1115.26.1 There were no declarations of interests.

**1115.27 To Receive and Approve the Minutes of the Meeting, 10 September 2015**

1115.27.1 Proposed by Councillor KS, seconded by Councillor RE, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.

1115.27.2 Chairman signed the Minutes.

**1115.28 Matters Arising from those Minutes**

1115.28.1 Clerk's report was emailed to members prior to the meeting and hard copy available on the night. Clerk presented to members:

1. More bank mandates arranged: Personal details form been completed by Clerk, registration form for Electronic banking (to allow Clerk to view only, check the account and report back to the Council) completed and signed too. The Clerk will receive future correspondence, including bank statements.
2. Precept received of £4,925.00
3. Grant re: grass cutting grant for £181.28 received from CCC.
4. There is still one Councilor Vacancy, which is advertised on the Notice Board.

### To Consider co-option to fill Councillor Vacancy

Chairman and other councillors are speaking to the parishioners and have a couple of people wishing to fill the vacancy.

**1115.29 Notification on Planning Items**

1115.29.1 After checking public access at HDC planning portal – tree applications appear to be online (one for No 1 and No 33 The Avenue) but no applications received by Clerk as such neither by post nor by email notification from planners for the parish.

**1115.30 Areas for Improvement as Suggested in the letter by HDC Monitoring Officer**

1115.30.1 Areas for Improvement presented to members by the Clerk. PS has now achieved 6 more improvements out of 13 suggested by the Monitoring Officer, HDC:

1. Item 9. b - Minutes detail the process intended to follow to fill the vacancy – Poster – vacancy advertised on village NB. Declaration of acceptance of Office, co-optee statement form – created, ready to be passed to anyone interested to fill the vacancy. Member Interest form. Code of Conduct. Good Councilor guide (pdf version).
2. Item 9. c – All declarations of Acceptance of Office forms held by Clerk. All forms received.
3. Item 9. f – Council is going to determine and make a decision on the Former Clerk's salary in Nov 15 PC meeting.
4. Item 9. g – HMRC contacted, new employer registration completed. Government gateway account created for Clerk's salary submission. CD-ROM real time downloaded.
5. Item 9. i – All Councilors are going to be issued with guidance that clearly sets out their roles and responsibilities, Nov PC meeting.

**1115.31 Health & Safety in the park – cutting back brambles, Councillor K Simonis**



1115.31.1 Complaint received re: the overgrown brambles at the park. Suggested a site visit. Cllrs KS and RE volunteered to inspect. Brambles were cut back last time in 2014. Clerk will investigate the quotations to be obtained early 2016. NC to speak to the farmer about cutting the brambles on his side of the fence.

**1115.32 Trees, report from Councillor N Cook**

1115.32.1 Cllr NC read out the report, quotation was obtained from Karen Russell. 4 trees PC is replacing (No 59, 80, 88 and 85) and will take the responsibility over to maintain them, one tree is going to be replaced by County Council and CCC will maintain tree No 71.

1115.32.2 Proposed by Councillor NC, seconded by Councillor BM, all in favour, and it was RESOLVED that four trees are to be purchased for the amount of £43.20 inc VAT.

1115.32.3 The PC acknowledged the financial responsibility relating to the replacement trees and resolved to keep them well maintained. PC has taken on board the views expressed by Villagers at the Annual parish meeting and therefore felt it appropriate to replace the trees. PC has now to develop the strategy for trees maintenance plan.

**1115.33 Budget 2016/17**

1115.33.1 Deputy chairman KS presented the spreadsheet showing the draft budget. The costs of Grass cutting were discussed.

1115.33.2 Some discussion followed about the appropriate level of precept required to maintain satisfactory reserves and meet operating costs. Precept agreed at £5,122.00, an increase of 4%.

1115.33.3 Proposed by Councillor KS, seconded by Councillor GT, all in favour, and it was RESOLVED that the amount agreed is set as a precept for 2016/17.

1115.33.4 Chairman signed the Precept request for the year commencing 1 Apr 2016.

**EXCLUSION OF THE PUBLIC AND PRESS**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**

**Open the meeting for the public and press**

**1115.34 Salary and Expenses for Clerk Hugh West 2014 – 2015 (deferred from the last Meeting in Sep)**

1115.34.1 The item of the previous Clerk's salary was discussed and RESOLVED by a majority vote.  
*Note since meeting: Extraordinary meeting is set up for 30 Nov 15 'to finalize the agreement on the previous Clerk's salary and expenses'.*

**1115.35 Finance**

1115.35.1 Cashbook and Bank reconciliation statement as at 30 September 15  
Presented to members.

1115.35.2 Cashbook Balance as at 30 September 15: £10,293.44

1115.35.3 Note Income Received: £4,925.00 (Precept)

1115.35.4 Invoices for: PKF Littlejohn LLP (external auditors) for £240.00 and £181.28 (Grass cutting CCC) *Chq. No. 637*  
CCC Contribution for Local Highways Improvement scheme 2014/15 for £1,047.76 *Chq. No. 636*  
(were paid prior to the meeting subject to amounts been budgeted and payments were approved by full Council)

Expenditure for approval 19 Nov 15:

Date	Cheque No.	Payee and Description	Powers and Duties	Amount
19 Nov 15	100636	Clerk salary Sep £193.10 (tax deduction) and Oct 15 £206.86 (tax refund) and expenses Sep £15.55 and expenses Oct £43.78	LGA 1972 s111	£459.29



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|-----------|----------------------|---|---------------|----------|
| 19 Nov 15 | 100637 <sup>9</sup>  | R. H. Martin, second of two payments for grass cutting in the Churchyard £325.00, plus petrol expenses £160.00  | ???           | £485.00  |
| 19 Nov 15 | 100638 <sup>40</sup> | J R Gamblen, to service and repair Stiga ride on mower  | ???           | £209.40  |
| 19 Nov 15 | 100639 <sup>41</sup> | H West Salary and Expenses for the period of 12 Dec 2012 – 12 Feb 2015, Clerk Leighton Bromswold Parish Council | LGA 1972 s111 | 1,241.39 |
- 1115.35.5 Proposed by Councillor NC, seconded by Councillor KS, all in favour and it was RESOLVED that all items listed in 035.4 are to be paid.
- 1115.36 To consider adoption of the following policy documents to ensure compliance with legal and financial responsibilities. Standing orders and Financial Regulations deferred to the next meeting as much work need to be done before issuing for approval.**
- 1115.36.3 Health & Safety Policy Statement. Cllr KS proposed adoption, Cllr RE seconded the proposal. . All in favour - Adopted
- 1115.36.4 Complaints Procedure. Cllr GT proposed adoption, Cllr NC seconded the proposal. . All in favour - Adopted
- 1115.36.5 Model Publication Scheme. Cllr BM proposed adoption, Cllr RE seconded the proposal. All in favour - Adopted
- 1115.37 Councillors' questions**
- 1115.37.1 Apologies for Jan PC meeting from Cllr NC.
- 1115.38 Date of the next meeting:** Thu 14 Jan 16 at 8:00pm  
*Note since meeting: Next Meeting is planned on 10 Dec 15 to cover the items which were deferred at this meeting.*
- Meeting finished at 22.50 pm.

*These minutes are considered draft until ratified at the Parish Council meeting*

21 Dec 2015  
Date

Bohdan Mysak  
Chairman: Bohdan Mysak