

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk to the Council: Ms Ramune Mimiene

Minutes of the Annual Parish Council Meeting held on Thursday 10 May 2018 at 7:30 at the Green Man (These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Parish Councillors: B Mysak (Chairman), N Cook, J Taylor and Doug Swanson.
Clerk: Ms R Mimiene. No members of the public.

OPEN MEETING

2018/19

1805/289

1805/289.1

To Receive Apologies and Reasons for Non-Attendance

Clerk reported that Cllr GT sent apologies for absence.

1805/290

Elect a Chairman

Nomination: BM

Proposal

Proposed by Cllr NC, seconded by Cllr JT, all in favour, and it was RESOLVED that BM is Elected a Chairman. Carried

Chairman signed the office acceptance form.

1805/291

Elect a Vice - Chairman

As Cllr GT is not present, it was agreed to defer this item to the next meeting.

All Councillors signed Register of Member's Interests forms and Office Acceptance forms.

Both forms passed to Cllr GT to sign. Register of Member's Interests forms have to be returned to HDC within 28 days.

1805/292

Chairman's Opening Remarks

Chairman welcomed everyone.

1805/293

1805/293.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

1805/294

Proposal

To Receive and Approve the Minutes of the Parish Council Meeting 8 Mar 18

Proposed by Cllr NC, seconded by Cllr BM, all in favour, and it was RESOLVED that the Minutes be accepted and signed as a true record of the Meeting. Carried

Chairman signed the Minutes.

To Receive and Approve the Minutes of the Extraordinary Parish Council Meeting 26 Apr 18

Proposal

Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was RESOLVED that the Minutes be accepted and signed as a true record of the Meeting. Carried

Chairman signed the Minutes.

1805/295

1805/295.1

Matters Arising

All items covered under the Agenda.

1805/296

Uncontested Election: 4 Nominations received- 4 Cllrs duly elected. Consider co-option to fill 3 Vacancies on Parish Council

Consider D Swanson co-option to the Council.

Proposal

Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was RESOLVED that Doug Swanson is co-opted a Councillor. Carried

Members reviewed the portfolios. Cllr DS took over Highways and Cllr JT took over Planning. Finance overview comes with every portfolio.

1805/297

Planning:

Cllr BM informed PC that there is a planning application ref no: 18/00749/TRCA to remove 3 trees. PC was not consulted by HDC.

1805/298

1805/298.1

Clerk's Report

Workbook circulated. Noted.

1805/299

1805/299.1

Finance

Income at 30.04.18 £6,400 (Precept) v Budget £7,280; Expenditure 30.04.18 £604.60 v Budget £7,280.

Precept of £6,400.00 received on 24 Apr 18.

1805/299.2

Cashbook up to date by 30/04/2018, noted.

1805/299.3

Bank Reconciliation – Apr/May and Jun/Jul to be carried.

1805/299.4

Banking situation – as at 30 Apr 18 balance is £12,163.11. PC will need to consider purchasing a lap top for PC use.

- 1805/299.5 To Approve Financial Regulations.
Cllr BM presented a copy of the Financial Regulations. Changes and additions were brought to PC attention. Cllr BM will email the electronic copy to the Clerk. **BM**
- Proposal** **Proposed by Cllr NC, seconded by Cllr DS, all in favour, and it was RESOLVED that the Financial Regulations to be approved.** **Carried**

1805/299.6 To Note 25 Apr 18 payments which were approved by PC on 26 Apr 18 and paid:

				-£253.54		£0.00
Date	Cheque Num	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
25/04/2018	738	Clerk's wages Apr 18	LGA 1972, s 111	-£222.60	N	£0.00
25/04/2018	739	HMRC Tax deductions from Clerk's wages Apr 2018	LGA 1972, s 111	-£6.80	N	£0.00
25/04/2018	DD	NEST pension Contributions Apr 18	LGA 1972, s 111	-£24.14	N	£0.00

- Proposal** **Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 1805/299.6 are to be paid.** **Carried**

1805/299.7 To Approve 10 May 18 payments:

				-£812.49		£0.00
Date	Cheque Num	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
10/05/2018	740	Carrie & Company PC Insurance cover 01/05/2018 - 31/05/2019 £483.42 with PC agreed to 3 yrs rising Term Agreement at then £463.65	LGA 1972, s 226	-£483.42	N	£0.00
10/05/2018	741	D. J. Nicholson To paint 3 benches in the village	Parish Councils Act 1957 s.1	-£185.00	N	£0.00
10/05/2018	742	CAPALC membership £ 2018/19	LGA 1972, s 226	-£142.07	N	£0.00

PC agreed not to go into the agreement with CAPALC. Clerk to cancel the chq no 742 raised.

- Proposal** **Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was RESOLVED that all items listed in 1805/299.7 except Chq No 742 are to be paid.** **Carried**

1805/300 **PC Website - <http://leightonbromswold-pc.org.uk/>**

- 1805/300.1 Outcome and future maintenance
Online website training session attended by Cllrs BM, GT and the Clerk. **PC**
A demo set of the website was set up so that all Cllrs can learn to use the site's functionality, and get some training without harming the main site.
Cllr GT raised a question on his absence whether Councillors email addresses should be on the website. All Cllrs except Cllr MB are using their personal email addresses to deal with PC business.

1805/301 **Playing Field, Cllr BM**

- 1805/301.1 Weekly inspection agreed to be carried fortnightly. Last one carried on Sun 6 May 18: No H&S issues. It will be noted in the updated workbook sent by Cllr BM. **BM**
Works on clearing the brambles already started by Cllr BM and one more resident. It was also noted that the equipment was dirty. This was discussed at Annual Parish Meeting and Social Committee will organize the tidy up. Cllr BM will inform the Social Committee on the issues which need sorting after the visual inspection.
Note since meeting: Cllr BM carried another PA visual inspection and emailed the list to Social Committee.

- 1805/301.2 Notice Board repairs – the quote for £255.00 received for the refurbishment of the NB. It is not H&S issue. PC agreed to thank for the quote and inform that it is being considered. **Clerk**
Note since meeting: Clerk informed the contractor.

1805/301.3 Recreation field: On-going financial support, management, and maintenance

- 1805/301.4 Recreation field: Repairs/refurbishment following inspections by Cllrs Cook/Mysak – Wicksteed Annual Inspection report received and circulated to PC. PC looked at it tonight. Seats need replacing: 2 seats for £250.00 total + £180.00 labour. Also signage needed. PC to study the report. Cllr BM is a H&S officer, he will examine the report and will circulate the suggestions for PC approval. PC will agree by email what they are going to do. Works have to be carried within the 1 month. **BM**
PC

- 1805/301.5 Financial support request for bark replacement – still waiting for the answer.

1805/302 **Grass cutting in the parish**

Orders were placed. Remove this item from the Agenda.

- 1805/303** **Tree Report: Cllr NC**
 1805/303.1 Request for reduction of sycamore outside No 3 Staunch Hill
 Cllr NC reported that the condition of the trees in The Avenue is very good. Replacement trees have taken well and are thriving.
 A report to CCC has been acknowledged, but maintenance work has not been approved to take place as yet.
 One tree replaced by CCC to cover one taken by mistake on an earlier programme has still to be actioned.
 Some trees that were planted on the tree planting scheme in the parish have not survived. Replacements have been planted with trees provided by a kind parishioner.
 The majority are doing well and have been maintained well, by replacing stakes and guides.
- 1805/303.2 Outcome re: Replacement of Silver Birch by 29 The Avenue Clerk
 Bridget Halford reported that HDC are not responsible for any tree management in the village. Trees along the Avenue, in the highway curtilage, are the responsibility of the County.
 CCC promised to look at it. Clerk to chase CCC who promised to come back to PC are PC are still waiting for the reply.
Note since meeting: Clerk emailed CCC on 14 May 18.
- 1805/304** **Storage/Disposal of Parish Council Archives, purchase of storage containers, Cllr BM**
 1805/304.1 Disposal of Archived files – files sorted. This item is now completed and can be removed from the Agenda.
- 1805/305** **To Approve the new Model of Standing Orders issued by NALC in Apr 2018, incl GDPR**
 PC felt that the new model document is a good one.
- Proposal **Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was RESOLVED that the Standing Orders are to be approved.** Carried
- Proposal **Proposed by Cllr JS, seconded by Cllr NC, all in favour, and it was RESOLVED that Cllr BM is appointed a DPO for Leighton Bromswold PC.** Carried
- Cllr BM proposed himself to be a DPO for the PC. BM
 Cllr BM will write some policies and procedures for responding to data breaches and will circulate to full PC. Agreed.
 PC do not wish to receive an electoral register from HDC. Clerk
- 1805/306** **Neighbourhood Plan (NP)**
 1805/306.1 It was agreed at Annual Parish Meeting/Assembly to produce a NP. Cllr BM will look at time requirements.
 Cllr GT advised HDC of PC intention to produce a NP.
 There is a Neighbourhood Planning Networking Session being held at HDC Offices between 10 am and 2 pm on Thu 14 June 18, which is specifically for councils considering a Neighbourhood Plan. Places need to be booked in advance.
 Cllr JS expressed interest in attending this meeting.
- 1805/307** **To Discuss Parish Communications, Cllr BM**
 Remove from the Agenda.
- 1805/308** **GDPR (General Data Protection Regulation) – Personal Data Audit carried, to Consider and Approve the Consent Form, Privacy Notice, Policy Documents**
 Data audit noted. Cllr BM will look at all docs and will circulate the draft to full PC. BM
- 1805/309** **GPC (General Power of Competence) Clerk is qualified and ¾ of Cllrs have to be Elected to be able to use this power**
 Cllrs need to familiarize themselves with this info. PC
- 1805/310** **Correspondence**
 1805/310.1 None.
- 1805/311** **Councillors' Questions**
 1805/311.1 PCC asked for PC's help to repair the church clock which stopped. Agenda item for the next meeting. Cllr BM will investigate if the church clock can be repaired. BM

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.

BM

1805/312

To note payscales and hourly increase for 2018/19 issued by NALC. To review increment to the Clerk as agreed at 7 Dec 2017 PC Meeting.

Clerk is on scale point 29. National pay rise and increment system noted. Working hours discussed. Agenda item for the next meeting.

1805/313

Date of the next Meeting:

1805/313

Thu 12 July 18 at 7.30pm at the Green Man.

Chairman apologised for this meeting. Clerk to check with Deputy Chair re: his availability to chair the meeting on 12 Jul 18 and, if needed, to rearrange it.

Meeting finished at 9.52pm

Date

9/8/2018

Bohdan Mysak
Chairman: Bohdan Mysak