

# LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk (Minutes): Penny Wood

**Minutes of the Meeting held on Wednesday 4th March 2020 at 7:30 at the Green Man**  
(These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Councillors: B Mysak (Chairman), G. Troughton, J. Caress, J. Gray (District)

**OPEN MEETING - Members of the Public, 3 residents in attendance**

**2003/01 To Receive Apologies and Reasons for Non-Attendance**

Cllr Cook sent apologies (holiday)

**2003/02 Chairman's Opening Remarks**

Chairman welcomed residents attending.

**2003/03 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

None

**2003/04 To Receive & Approve the Minutes of the Meeting 22 January 2020**

Proposed: BM; Seconded: No. Could not be seconded as Cllrs Caress and Troughton were not in attendance at the January Meeting.

Confirmation held over till the next Meeting.

**2003/05 Matters Arising:**

**2003/06 Council Vacancies:**

Sandrine Roberts had agreed to join Council at the next Meeting, leaving 1 vacancy.

**2003/07 Clerk's Report**

**2003/07.1** Income to 31 Dec - **£7,817**

Expenditure to 31 Dec - **£3,887**

**Since Jan** Interest received - Nil

To Be Paid to RB Woodworking, repair of notice board - **£78.00**

Proposed:Cllr BM; Seconded: Cllr GT. All in agreement.

Bank Balance (includes recommended minimum reserve) - £9,891  
£391 in current account, £9,500 in savings account, minimal interest

**2003/07.2 Bank Reconciliation to end of Feb:**

Reconciled. Cashbook in line with Bank Statement.

**2003/07.3 Banking:**

No transactions

**2003/07.4 Certificate of Exemption & Internal Audit:**

Internal audit actions list:

- 1 - PC AGM should be in April (except when elections are held, next 2022)
  - 2 - BACS authorisations control in place
  - 3 - Meeting Minutes to be initialed by Chairman
  - 4 - S137 (Charitable) expenses to be minuted separately (S137 items are "for the good of the parish", eg defibrillator.
  - 5 - Asset register to be updated and reviewed. Cllr BM to circulate current list
- This year Cllr BM expects to hand in final accounts to Internal Auditor by end April.

**2003/07.5 Annual Review of Policy Documents:**

Cllr Troughton queried why these documents in particular were under review. Cllrs Mysak and Gray confirmed that Councils are under a legal and audit obligation to ensure that procedures are in place, are pertinent to the duties of Council and are being adhered to in conducting Council business.

**Council to review Village and Conservation Plans at next Meeting. Cllr BM to circulate for Meeting.**

- 1 - Code of Conduct - no change
  - 2 - Standing Orders - return to 2018 Standing Orders, with Data Privacy and Protection in new Policy (6)
  - 3 - Financial Regulations - Changes to BACS payment and tendering procedure
  - 4 - Risk Management Policy - no change
  - 5 - Health and Safety Policy - no change
  - 6 - Data Privacy and Protection Policy - no change
  - 7 - Equal Opportunities Policy - no change
  - 8 - Publication (Transparency) Policy - no change
- Cllr BM to circulate all Policies for approval at next Meeting**

**2003/07.6 Assets:**

List goes back at least 20 years. Items stay at purchase cost until written off.  
**Cllrs. to discuss list and make recommendations for write off/ disposal.**

**2003/08 Planning Report: Cllr JC**

Timber outbuilding approved  
Foxholes agricultural building converted to residential.

**2003/09 Playing field report: Cllr BM**

Swing replacement: Repair could not be carried out because of further work to concrete foundations. **Council agreed to hire concrete breaker at a cost of c£60-£70 and arrange working party.**

Actions arising from the Inspection Report:

- 1 - Zip wire needs tightening up. **Cllr. BM to send order to Wickstead.**
- 2 - **New signage to be agreed.**

Tennis net/ support in need of repair. **Cllr BM to check problem and get quotation.**

**2003/10 Tree report: Cllr NC (apologies)**

Tree Maintenance Staunch Hill East (incl No 3) concerned about sycamore tree roots going into segue and under house. **Council to contact CCC & County Councillor. New tree survey to be carried out and updated by Cllr.Cook plus parishioner.**  
Horse chestnut tree near pub may need to come down as it appears to be failing.  
**Cllr Cook to check and recommend action.**

**2003/11 Annual Grass Cutting of the A14 junction:**

A further meeting with Highways took place to discuss other safety measures in line with the new development on the A14.  
The daily traffic volume of 70/80,000 vehicles is set to rise still further. Highways Agency looking at possible speed controls and improved signage but no major improvements are planned for at least the next 6 years. Need to lobby MP if any major improvements are needed.  
**Council to suggest improvements.**

**2003/12 Website update:**

Up to date apart from Procedures and Policies at <https://leightonbromswold-pc.org.uk/>  
New statistics functionality on visits made to site now in place. Currently, low usage.  
Discussion on promoting the site via direct email/ FOL.

**2003/13 Refurbishment of village notice board:**

Notice board door repaired but needs to be painted and installed with new hinges and lock. **Cllr BM to arrange.**

**2003/14 Check/ maintainance of other village street furniture:**

**Council to carry out survey at same time as annual risk assessment (within next 3 months) - Cllrs BM, GT, NC**

**2003/15 Village drains**

Survey has been done and results sent to District Councillor for assistance.  
[Post Meeting: response received saying that the drains had been inspected and no problems observed, so that no further action was to be taken].

Sewage has been running down Staunch Hill and into the brook. Anglian Water informed.

**2003/16 Correspondence:**

Relevant correspondence has been circulated.

**2003/17 Any Other Business**

Fly tipping on Sheep St has been reported (19 February) and is awaiting clearance by HDC.  
**[Post Meeting: Still outstanding on 19 March with no date provided for disposal].**

Cllr Gray informed Council that

1 HDC expenditure would rise by 5.3% and that Council tax would rise by 2.6%.

2 HDC was looking into the possibility of engaging in civil parking enforcement and

3 Litter was a growing concern, particularly with roadside verges.

4 Cllr Gardiner could be of help with problems on local roads

5 Happy to provide us with the weekly summary of Planning items (Cllr Caress to consider)

6 The Parish Conference was planned [Post Meeting: this has now been postponed to a later date]

Cllr Grey asked if copies of the PC's Minutes etc. could be sent to himself and Cllr Gardiner. Cllr Mysak to arrange.

Meeting ended at 9:20

Dates of future Meetings: 6 May (AGM); 1 July; 2 September

New Date of Annual Parish Meeting still to be decided. [Post Meeting: this is now postponed indefinitely].







