

LEIGHTON BROMSWOLD PARISH COUNCIL

Chair: Russell Eacott

Clerk: Celia Bennett

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

240704 Notice and Agenda

Dear Member,

You are hereby summoned to attend the Parish Council Meeting to be held on Thursday, 4 July 2024 at 1930 in St Mary's Church to deal with the following business. Public and Press are invited to attend.

- 1. To receive apologies for absence.**
- 2. Chair's Opening Remarks.**
- 3. To receive and approve the Minutes of the Annual Parish Council Meeting held on Wednesday, 1 May 2024 and of the Extraordinary General Meeting also held on Wednesday, 1 May 2024.**
- 4. Matters Arising** (for information only)
- 5. Declarations of Interests for Members.** To update where necessary.
- 6. Appointment of Celia Bennett as Parish Clerk and Responsible Finance Officer.** Report attached.
- 7. Parish Council Complement.** Co-option of Rachel Bosworth to complete the Parish Council complement of seven Councillors.
- 8. Public Question Time.** If any elector within the Parish of Leighton Bromswold wishes to speak on any item of the agenda (maximum 3 minutes), the meeting will be suspended for up to 15 minutes. No discussion or detailed response can be given at the meeting, but the Chair will indicate the method of response.
- 9. Councillors' Question Time**

10. Clerk's Financial Report (Celia Bennett, Clerk)

The Clerk's Financial Report summarises the current financial position. Councillors are required to:

- (a) Note the current financial position – **See Annex A;**

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

- (b) Endorse approval of payments made prior to the Council meeting, namely:

Insurance	£1,044.96
Rent for Playing Field	£250.00

- (c) consider and approve the following payment:

D Swanson – strimming Parish land: £213.50

- (d) Consider and approve proposals for additional items for the 2024/2025 budget concerning training, membership of Cambridgeshire & Peterborough Association of Local Councils (CPALC) and Annual Governance (see below).

11. Report on Annual Governance Statement (Chair/Councillor Eacott)

The Council must submit an Annual Governance Statement by 30 June each year following an internal audit. The internal audit report has raised a number of concerns and dispensation has been sought for late submission of the Statement pending Council's meeting on 4 July 2024. Councillors are asked to:

- (a) Note the issues raised in the internal audit and agree to tackle these issues as early as feasible in 2024/25;
- (b) Agree to the Chair and Clerk signing the Statement at Annex A (This applies only to those Councillors serving during 2023/24);
- (c) Agree to the appointment of Hugh West to undertake further work and report back on insurances, contracts for services and the asset register within a sum of £500 taken from Reserves.

12. Proposal to develop a Parish Council and Partners Delivery Plan (Chair/Councillor Eacott)

The report by the Chair sets out proposed changes within and how the Parish Council operates to make its work more transparent to those who live and work in the Parish of Leighton Bromswold. Councillors are asked 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 and subsequent review; and
- (c) Provide support for the introduction of measures that meet these objectives.

13. Report on the Leighton Bromswold Neighbourhood Plan and designation of Neighbourhood Area (Chair/Councillor Eacott)

The report provides an update on the progress of the Neighbourhood Plan Steering Group and seeks approval for designation of the neighbourhood area, Terms of Reference of the Steering Group and an application for a government grant towards the cost of the Plan in 2024/25. Councillors are asked to:

- (a) Note the good progress made by the Neighbourhood Plan Steering Group (NPSG);
- (b) Agree to the whole Parish being designated the 'neighbourhood area' – Annex B
- (c) Delegate to the Chair responsibility for signing the letter to Huntingdonshire District Council (HDC) – Annex A
- (d) Approve the NPSG terms of reference – Annex C
- (e) Approve a basic grant request of £3,140 from the Department for Levelling Up, Housing and Communities (DLUHC) to support costs associated with the Neighbourhood Plan for 2024/25
- (f) Agree submission of the grant application by the NPSG to DLUHC on behalf of the Parish Council in consultation with the Chair and Clerk;
- (g) Note that in the event of an unsuccessful grant application in 2024/25, consideration be given to supporting the NPSG with funds from Reserves.

14. Report on Trees Inspections (Councillor Cook)

The report covers the latest inspection within the conservation area and updates the Parish Council on future plans with trees in the Parish. Councillors are asked to:

- (a) Note the report; and
- (b) Approve plans to undertake a further survey of all trees in the Parish in support of the development of the Neighbourhood Plan and to identify those holding preservation orders and those to which preservation orders should apply.

15. Report on the Leighton Bromswold Playing Field (Councillor Mallace)

The report updates Council on an inspection of the Playing Field held in June 2024 which identified a number of issues requiring attention. Councillors are asked to:

- (a) Note the inspection report;
- (b) Review arrangements for grass cutting/general maintenance and insurance;
- (c) Review the need for an inspection of the MUGA surface and the need for regular maintenance action;
- (d) Note that a further report will be submitted to the September meeting of the Parish Council to consider solutions to issues raised.

16. Parish Rights of Way

The report presents an overview for each of the Parish's public rights of way (PROWs) with regard to its condition and usability at the given date of the last inspection. Councillors are asked to:

- (a) Note the report, and
- (b) Seek cooperation of landowners and farmers to maintain certain paths and keep them clear for access.

17. Highways (Councillor Owen)

The report updates Council on the highway conditions within the Parish boundary. Councillors are asked to:

- (a) Note the report and that the responsibility for the state of the roads within the Parish rests with Cambridgeshire County Council.
- (b) note that the County Councillor with jurisdiction over Leighton Bromswold hopes to attend the next meeting of the Parish Council in September (Thursday, 5 September).
- (c) Recommend that this report forms the basis for the Council's discussion with the County Councillor on highway conditions within the Parish and that a copy be sent to him shortly.

- (d) Seek information in summary form as to what the County Council policy is with rural highways from Councillor Owen.

18. Correspondence

19. Dates of Future meetings

Unless otherwise informed, all future meetings will be held on Thursday evenings at 1930 in the side room of The Green Man:

Thursday, 5 September 2024

Thursday, 7 November 2024

Thursday, 9 January 2025

Thursday, 27 March 2025

20. Any other business