



## **DES福德 PARISH COUNCIL MEETING**

**Held at 7.30pm on Wednesday 15th of June 2016  
at Desford Library, Main Street, Desford**

### **MINUTES**

Prior to the official commencement of the meeting, Lesley Keal from the Hinckley and Bosworth BC Planning Section distributed information and answered questions on Section 106 Issues. Councillors asked the Clerk to review the spreadsheet provided by HBBC and report back to Council with a more detailed analysis, especially for the larger S106 sums.

The Chairman thanked Lesley for attending the meeting and for clarifying issues surrounding S106 issues.

**Councillors Present at the meeting** - J Minto (Chairman), S Houghton (Vice-Chairman), P Crane, C Crane, B Hutt, A Lewis, M Peel, Z Rood, P Sims and A Stretton.

**Also present** - County Councillor D Sprason, 10 members of the public and the Clerk, Martin Broomhead.

#### **15/2016 APOLOGIES**

Apologies were received and accepted from Cllrs Camamile and Wakefield.

#### **16/2016 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **17/2016 PARISHIONERS PARTICIPATION**

- a) Theresa Wright pointed out that Council had increased their part of the Council Tax by 14% last year and asked what the Council was planning to do with the extra money.

The Chairman responded by saying that, when the increase had been agreed, it had been anticipated that grounds maintenance budgets would remain the same and that a reduction of approx £5,500 in the Council Tax Support Grant from HBBC was expected this year. Hence, Council had agreed to increase the Council Tax to accommodate these changes.

- b) Theresa also asked about a MUGA which Council had previously considered for the Kirkby Road Playing Fields.

Councillors responded by saying that, now they had further information about S106 funding and increased available funding, this project could be re-considered.

- c) Mrs A Good asked about the damage to her parents headstone.

Councillors responded by saying that there was no evidence that the damage had been caused by the grounds maintenance contractor. It was also pointed out that the Cemetery Regulations made it clear that responsibility for the headstone, plinths, etc was the responsibility of the owner of the grave. Councillors suggested that an ex-gratia payment should be made towards the cost of repairing the damage, but this was not agreed.

Mrs Good indicated that she was very unsatisfied by the response.

- d) David Gardner of Church Lane asked about a strip of highway verge in Church Lane which had not been cut. Also that 3 horse-chestnut trees in the churchyard needed cutting back as they were almost touching his property.

David Sprason indicated that he was very unsatisfied by the verge cutting this year and the verge in question appeared to have been wrongly omitted. He agreed to look into this.

Councillors asked the Clerk to contact HBBC to see if these trees had TPOs on them. Whether or not they had TPOs, Councillors asked the Clerk to obtain 3 quotes for cutting back the trees.

- e) Ewan Lindsay asked when the planters would be sorted out.

MP indicated that Burleys were responsible for maintaining the planters but not for providing the plants. Councillors indicated that they had received a quote for the supply of plants from Burleys but that it was over £1,000. Hence, 2 other quotes were needed. It was agreed DiB would obtain these from Greenacres and Woodlands.

- f) Ewan also asked about the grass-cutting in the churchyard. The front section had been done but other areas hadn't. Councillors pointed out that the contractor probably hadn't finished the work yet.

- g) Ewan then asked about the highway verge mowing and pointed out that it wasn't very good.

Ewan asked if the Parish Council could ask LCC to cut the verges in late June before the In-Bloom judging (expected in early July). DS re-iterated his comments from above and agreed to try to get the verges cut.

- h) Tony Maud stated that he had never seen the verges, play areas and other open spaces looking as bad as they currently did. He urged the Parish Council to ensure that a better job was done in future on maintaining these areas.

## **18/2016 TO RECEIVE AND CONFIRM AS ACCURATE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11th OF MAY 2016**

With the addition of Cllr P Sims to the Procurement Group, the minutes of the meeting held on 11 May 2016 were agreed as a true record of the proceedings.

## **19/2016 RESOURCES COMMITTEE**

### **a) To receive and CONFIRM the recommendations of the Resources Committee – 13 June 2016.**

The recommendations from the Resources Committee were circulated for consideration. The Chairman of Resources, Sue Houghton presented the recommendations as follows.

- i. That the year-end accounts for 15/16 should be noted and approved by the Council.
- ii. Bank statement reconciliations for April and May 2016 should be noted and approved by the Council.
- iii. The income and expenditure to date should be noted and approved by the Council.
- iv. The invoices and income details listed below are recommended for payment by the Council on 15 June 2016.

<b>DPC Accounts Payable</b>	<b>Nett invoice</b>	<b>VAT</b>	<b>Invoice total</b>
Clerk's Salary for May 2016	£1,114.24	£0.00	£1,114.24
Income Tax & NI related to Clerk's salary	£405.76	£0.00	£405.76
Clerk's Expenses for April and May	£150.55	See note 1 below	£150.55
P Richards Environmental Service	£18.75	£0.00	£18.75
R Lomas	£300.00	£0.00	£300.00
Amberol Limited (from DiB Account)	£3,063.50	£612.70	£3,676.20
Eon (Unmetered Supply - 7 Stars Road)	£56.55	£2.83	£59.38
Eon (Street Light Maintenance)	£74.12	£14.82	£88.94
RBS Rialtas	£240.00	£48.00	£288.00
The Play Inspection Company Ltd (see note 2)	£300.00	£60.00	£360.00
2Commune Ltd	£1,050.00	£210.00	£1,260.00
G Burley and Sons Ltd - May Invoice (To follow)	£0.00	£0.00	£0.00
Richard Willcocks (Internal Auditor) (To follow)	£0.00	£0.00	£0.00
<b>Total</b>	<b>£6,773.47</b>	<b>£948.35</b>	<b>£7,721.82</b>

### **Notes**

1. Some of these expenses are subject to VAT
2. This item of expenditure is the subject of a later agenda item.

**Cheques also to be presented to Full Council on 11 May for approval & signature**

VAT Refund to Big Lottery Fund (part of grant for allot't toilet) £1,337.00

**Monies in/Payments Received**

		<b><u>Sub-totals</u></b>
<b>Up to 31 May 2016</b>		
(Paid into Current Account No 00292087)		
Cemetery Fees (3 Chqs & 2 Direct Transfers)	£465.00	<b>£465.00</b>
(Paid into Account No 2 (01431064) - Desford in Bloom)		
Public donations in May 2016	£437.50	
Donation from Neovia	£2,500.00	<b>£2,937.50</b>
<b>Total Income for May</b>		
		<b>= £3,402.50</b>

The Council also approved a request from DiB for the purchase of 'Hi-Viz' jackets at a cost of £83.44.

- v. The draft Report of the Internal Auditor, Richard Willcocks, had been considered by the Resources Committee and would be recommended to Council when received. The Clerk pointed out that Richard had completed his part of the Annual Report and that his input had been very positive.
- vi. The Clerk reported that the total VAT sum associated with the installation of the allotment toilets was £1,337.00. It is recommended to Council that a cheque in this amount should be prepared for signature.
- vii. The Clerk pointed out that Playground Inspections had been carried out by the Play Inspection Company, but that this had not been expected. The Company had indicated that they had a standing order for the work.  
  
Resources Committee agreed to recommend that this year's invoice for the work be paid, but to cancel any standing orders or arrangements with this company. It was accepted that they would be welcome to quote for the playground inspection works in future.
- viii. Resources Committee recommended to Council that the Desford Village Hall Committee should be informed that no automatic transfer of maintenance funding would be carried out this year. However, if the Village Hall Committee wished to apply for funding from the Parish Council for a specific project, then consideration would be given to any such request.

- ix. The Clerk indicated that, on the 24th of May, having consulted Councillors, he had instructed Burleys to (a) collect as well as cut the grass in St Martins Churchyard (at an increased annual cost of £316.25) and (b) maintain the Memorial bed at the Hunts Lane cemetery (at an annual cost of £283.20).

Committee agreed to recommend to Council that these instructions be confirmed.

- x. It was agreed that 2 more quotes for the supply of plants for the planters should be sought.
- xi. More information about the successful Parish and Community Initiative Fund bid for an area on Kirkby Road playing field would be provided for approval by Council on 15 June.
- xii. It was agreed to recommend that the new version of the legal guidance book 'Arnold-Baker on Local Council Administration' should be bought at a cost of £73.60.
- xiii. 3 quotations for the repairs to 6 benches within the village had been considered and it was agreed to recommend to Council the quotation of Derek Whitfield in the sum of £525.00.

Apart from Item (xi) (which required more information), all of these recommendations were agreed and approved by Council.

**b) To receive details of the close-down of the 2015/16 accounts.**

These details were received and approved by Council.

**c) To receive and CONFIRM reconciliation of accounts for April and May 2016.**

These reconciliations were received and approved by Council.

**d) To confirm Income & Expenditure to date.**

Details' of the Income and Expenditure were received and approved by Council.

**e) To RECOMMEND that invoices up to the 13th of June be paid.**

These were approved under item (a) (iv) above.

## **20/2016 INTERNAL AUDITOR'S REPORT**

The Clerk indicated that the final report of Richard Willcocks, our appointed Internal Auditor, had not yet been received. However, he pointed out that Richard's draft report had been considered in detail by the Resources Committee.

BH indicated that the report had been a great improvement on previous years' reports.

**21/2016 ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016**  
**Section 1 - Annual Governance Statement 2015/16**

The Chairman and Clerk read out each of the 9 statements contained in Section 1 of the Annual Return together with explanations about how the Council could confirm that it had carried out all of these actions. Council agreed that all of them could be approved for 'Yes' responses, except number 9 which would be marked as 'Not Applicable'.

Cllr Hutt asked for it to be recorded that he had not agreed with giving a positive response to Statement 3.

The Chairman and Clerk then signed and dated the document.

**22/2016 ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016**  
**Section 2 - Accounting Statements 2015/16**

The Chairman then presented Section 2 of the Annual Return and the information included in this Section was fully approved by the Council.

The Chairman and Clerk then signed and dated the document.

**23/2016 COUNTY AND BOROUGH COUNCILLOR REPORTS**

County Councillor David Sprason raised the following issues.

- HGV problems - DS would contact the new PCC about these concerns.
- He also indicated that he was intending to send a letter about the poor state of the grass verges to the Lead Member and Director of Highways at LCC.
- He said that the new Household Waste charges were causing problems and that HBBC had reported an increase in fly-tipping as a result.
- The new 'Prevent' Initiative was causing concerns for schools. He wondered how it would affect the PC.
- It was suggested that he might attend the meeting with Caterpillar and Neovia on 27 June. This is to be confirmed.

**24/2016 PLANNING AND NEIGHBOURHOOD PLAN**

**a) To receive Planning Committee minutes for 6 June 2016**

These were received and accepted by the Council.

**b) To receive information on Applications, Withdrawals, Refusals, Approvals and Appeals**

Cllr P Crane indicated that 6 planning applications had been considered and that no objections had been made.

**c) Update on the Neighbourhood Plan**

PC referred to the report prepared by John Preston and highlighted the Stakeholder meeting to be held at 6.00 on 5 July at Bosworth Academy. She asked that the content of the report be put on a future agenda of the Council for discussion.

**25/2016 UPDATE ON CEMETERY**

This issue had been discussed during the Public Participation part of the Agenda. A meeting of the Cemetery WG would be held at 7.00 on 28 June.

**26/2016 UPDATE ON GROUNDS MAINTENANCE CONTRACT**

The Clerk had circulated information from Burleys about their programme of works for June along with some critical comments about the work carried out to date.

It was agreed that the Clerk would get a more detailed programme from Burleys and that Councillors could then monitor the work of the contractors.

It was also agreed that an informal meeting would be held to inspect Kirkby Road Playing Field at 6.00 on 16 June.

**27/2016 DISEASED/UNSAFE TREE IN PICKARDS RECREATION GROUND**

The Clerk was asked to get quotes for removing this tree, together with the work to the horse-chestnut trees in the Churchyard and some trimming work to the conifers in the grounds of Botcheston Village Hall.

Councillors were reminded that Arboreco had carried out a tree survey in September 2015.

**28/2016 DESFORD IN BLOOM UPDATE**

This issue had also been partially covered in the Public Participation part of the meeting earlier.

The Chairman took the opportunity to thank the Desford in Bloom team, especially Ewan Lindsay who had been the driving force behind the whole initiative.

**29/2016 TO UPDATE THE SITUATION RE SPEED WATCH AND HGVs**

The Clerk had circulated copies of letters from the PCC, Lord Willie Bach, and John Sinnott, the LCC Chief Executive. It was noted that a meeting with Caterpillar/ Neovia will be held on 27 June at 2.00.

The response received from the LCC Officer, Mr Payne, did not impress the Council and it was suggested that it should be displayed on the Council's notice board.

Cllr Peel expressed his disappointment that he had not been invited to attend the meeting with LCC Highways and the Chairman apologised for this oversight.

### **30/2016      RESPONSE FROM SUN AND SOIL LTD**

A response from Sun and Soil had been received and was circulated. The Clerk was asked to follow up on this and try to get a more positive response, highlighting the minute of the June 2014 meeting of the Council.

### **31/2016      CHRISTMAS LIGHTS**

Cllr Lewis circulated some information on the Christmas light possibilities. It was agreed that AL and the Clerk would prepare a report for the next meeting.

### **32/2016      FACEBOOK PAGE (including consideration of a Social Media Policy)**

Cllr Lewis also indicated that she had prepared a draft Facebook page for the Council. A report on this was also requested for the next meeting.

### **33/2016      COUNCILLOR TRAINING**

Following discussion, it was agreed that:

- a) Cllr Rood and the Clerk would attend the cemetery management course.
- b) The Clerk was asked to liaise with Cllr Wakefield who had not yet done the basic Councillor Training course.
- c) Cllr Stretton would attend the S106 course.
- d) The Clerk was asked to see if the LRALC could arrange for a training course to be arranged for all councillors on 'Finance for Councillors' and Budgetary and Financial Management'.

### **34/2016      CLERKS REPORT**

#### **a) Church Lane Lighting**

The Council agreed to support the actions proposed by Mr Gardner of Church Lane.

#### **b) Meeting Venues**

The Council asked the Clerk to liaise with the Botcheston Village Hall secretary to see if 2 PC meetings could be held at Botcheston VH.

#### **c) Playground Inspections**

The Clerk indicated that the recent playground inspections had only thrown up one moderate risk item and this had already been addressed.

The Clerk would report later on the low and very-low risk items.

**d) Repairs to Benches**

This had been agreed in the Resources Committee recommendations.

**e) LCC Annual Local Council Conference - 11 July 2016 at 5.30pm**

It was agreed that Cllrs Hutt and Peel should attend this Conference.

**f) 'Prevent' - A new Statutory Duty for all Councils**

The Clerk was asked to try to clarify the Council's responsibilities under this initiative.

**g) Hinckley and Bosworth Parish Forum - 6.30 on 23 June**

It was noted that Cllrs P Crane and Peel would attend this meeting.

**35/2016 PRIORITIES FOR THE COMING YEAR**

The Chairman asked all Councillors to come up with ideas that the Council could consider as priorities in the coming year(s). This would be discussed again at the next meeting.

**36/2016 INFORMATION EXCHANGE**

Congratulations were given to Sue and Jim Houghton on the award of their British Empire Medals.

Cllr Stretton asked about the Snow Warden duties. MP indicated that they were covered in the Grounds Maintenance contract.

AS also asked about the Barns Charity Insurance paperwork. The Clerk agreed to chase this up.

AS also asked about the Newsletter and she was informed that copies were still available.

Cllr Rood expressed her great disappointment about the state of the cemetery and she did not accept the Chairman's explanations about it. She left the meeting at this point and asked for her leaving to be noted in the minutes.

There were no other issues raised, so the Chairman closed the meeting at 10.02pm.

Signed .....

Date .....