



## **DES福德 PARISH COUNCIL**

**Minutes of the Desford Parish Council meeting held at 7.30pm on Wednesday 16th of March 2016 at the Library, Main Street, Desford.**

**Councillors present** - J Minto (Chairman), C Crane, P Crane (from 8.15), S Houghton, B Hutt, A Lewis, M Peel.

**Also in attendance** - HBBC Cllr B Sutton and Clerk to the Council, Martin Broomhead

No parishioners present.

### **1/2016-142      Apologies**

Apologies were received from R Camamile, Z Rood, P Sims, A Stretton, S Wakefield.

### **1/2016-143      Declarations of interest**

No declarations of interest were made.

### **1/2016-144      To receive and CONFIRM as accurate the minutes of the Parish Council Meeting held on 17 February 2016**

These were received and CONFIRMED as a correct record of the meeting of Council held on 17 February 2016.

### **1/2016-145      To receive and CONFIRM the recommendations of the Resources Committee – 14 March 2016**

- a) The Clerk was asked to seek a new contractor to carry out the wet-pour surfacing in the Pickard Recreation Ground.
- b) The size and definition of waste bins was to be ascertained prior to agreeing an extension to the contract with HBBC.
- c) Both the Neighbourhood Plan Group and the Desford in Bloom Group would be given a petty cash float of £100. Any larger spend/orders would have to be routed through the Parish Council. Advice on future monthly spending will need to be advised to the Council at its monthly meeting.
- d) The Procedures Group would be asked to review the Financial Regulations.

- e) A small leaflet about wheelie bin stickers would be prepared and delivered to roadside properties in Manor Road and put on notice boards to ascertain interest levels.
- f) The Clerk was asked to investigate the legal position with regard to Desford Village Hall's charitable status for possible inclusion under the Parish council's insurance policy.
- g) The quinquennial review of the maintenance of Botcheston Village Hall will be placed on the agenda for the next Resources meeting.
- h) That Richard Willcocks of Redwood Pryor Ltd of Sibley be appointed as the Council's Internal Auditor.
- i) That the Council should renew its annual subscription to the Leicestershire and Rutland Playing Fields Association in the sum of £30.00.

Other recommendations of the Resources Committee are covered in other items in these minutes.

The Council RESOLVED to approve all of the above recommendations.

**1/2016-146 To receive and CONFIRM reconciliation of accounts for February 2016**

The Council received and APPROVED the reconciliation of the Accounts up until the end of February 2016.

**1/2016-147 To receive and CONFIRM Income & Expenditure to date**

The Council received and APPROVED the income and expenditure up to 10 March 2016.

**1/2016-148 To RECOMMEND that invoices up to the 16 March be paid.**

The following invoices were considered and all were APPROVED for payment.

<b>DPC Accounts Payable</b>	<b>Nett invoice</b>	<b>VAT</b>	<b>Invoice total</b>
E-on (7 Stars Road street lighting)	£52.90	£2.65	£55.55
ESPO (Office supplies)	£11.10	£2.22	£13.32
HBBC (Non-Domestic Rates Cemetery)	£251.68	£0.00	£251.68
M Broomhead (February Salary)	£771.52	£0.00	£771.52
HMRC (Income Tax £203.20 and NI £41.28)	£244.48	£0.00	£244.48
Imprint (1,800 Newsletters)	£78.00	£15.60	£93.60
P Richards Environmental Services (February Dog-bins)	£75.00	£0.00	£75.00
CFS Computers (12 month hosting)	£45.00	£0.00	£45.00
LRALC (1 Cllr + 1 Clerk Training)	£75.00	£0.00	£75.00
R A Lomas (Consultancy and Clerk's work - February 16)	£652.50	£0.00	£652.50

R A Lomas (Postage)	£2.27	£0.00	£2.27
M Peel (3 folding tables - Supplier Mogo Direct)	£187.02	£0.00	£187.02
<b>Total</b>	<b>£2,446.47</b>	<b>£20.47</b>	<b>£2,466.94</b>

The following cheques were also presented to Council on 16 March 2016 and were APPROVED for payment.

Leicestershire County Council (Licence application for notice board)	<b>£50.00</b>	Chq No 103896
Leicestershire & Rutland Playing Fields Association Annual Subs)	<b>£30.00</b>	Chq No 103897
C Crane (replacement for lost cheque no 103872)	<b>£17.51</b>	Chq No 103898

### **Monies in/Payments Received**

Up to 14th March 2016

None

## **1/2016-149      BOROUGH COUNCILLORS/COUNTY COUNCILLOR REPORT**

Hinckley and Bosworth Borough Councillor B Sutton reported on the following:

- a) HBBC's introduction of payments for brown bins had resulted in a much bigger response than had been anticipated. The switchboard had been overwhelmed on several occasions during the past few days. BS confirmed that, for those who do not want to take up the payment for brown bin collections, they can keep their bins.
- b) Hinckley Town Centre works are going very well.
- c) There has been an update on the 5 year land supply, but this needed to be clarified.
- d) Possible future development in Desford.

County Councillor D Sprason had sent his apologies but had sent a short report which was presented by C Crane as follows:

- a) DS had been informed that the Police were now taking action about the HGV problem in the village.
- b) DS was still trying to find out more information about the future of the library in Desford.

## **1/2016-150      PARISHIONERS PARTICIPATION**

There were no members of the public present.

## **1/2016-151      PLANNING AND NEIGHBOURHOOD PLAN**

- a) To receive Planning Committee minutes.

The minutes of the Planning Committee meeting held on 1 March 2016 were received and APPROVED.

Under this item, A Lewis also presented details of possible Christmas decorations for the village. Outline costings for a 3 year period were indicated and it was agreed that this should become an item for the next meeting.

It was also noted that the 'Community Action Group' had been looking at possible lights, but that the Council had previously said no to this proposal. However, it was noted that this should also be revisited at the next meeting.

- b) To receive information on Applications/Withdrawals/Refusals/Approvals/ Appeals.

A report was received and NOTED from the Chairman of the Planning Committee, P Crane, which updated Council on several issues.

Part of the report was a schedule of planning applications and appeals.

- c) Update on the Neighbourhood Plan.

P Crane also reported on the progress being made by the Neighbourhood Plan Working Group. Terms of reference for the Group were also presented.

Council RESOLVED that:

- (i) The Working Group be AUTHORISED to work with the RCC in accordance with its 15 step process to produce the plan, initially on a time only-basis as funded by HBBC, and if grant funding becomes available on their usual contract basis.
- (ii) Funds should be APPROVED for the initial Drop-in Events and any other publicity expenses, pending the Council's application for grant funding, now being prepared by the Working Group.
- (iii) The Terms of Reference for the Group be APPROVED.
- (iv) To APPROVE setting up a separate bank account for the Working Group.

## **1/2016-152      CEMETERY WORKING GROUP**

C Crane presented notes from the Cemetery Working Group meeting held on 25 February 2016 and these were NOTED by Council.

C Crane also presented a revised set a Cemetery Regulations. Following discussions which resulted in some amendments, Council RESOLVED to approve the new Regulations.

It was noted that the new Regulations should be displayed at the cemetery and that a notice board would be required. Further details of this will be presented to a future meeting.

CC also indicated that a load of topsoil would be required at the cemetery and Council APPROVED that this should be ordered.

CC also outlined his proposal to seek assistance from the Probation Service to get help to tidy up the area at the back of the cemetery building.

The Chairman thanked CC and members of the Cemetery WG for all their work in progressing these issues.

### **1/2016-153 ALLOTMENT WORKING GROUP**

P Crane indicated that the Allotment Working Group hadn't met recently but that meetings would resume next month and inspections would begin again on 5 April.

### **1/2016-154 PROCUREMENT WORKING GROUP**

MP updated Council on the Grounds Maintenance Contract. He indicated that 4 tenderers had been shortlisted and that 2 had returned the shortlist questionnaire. The Procurement WG had met on the 15<sup>th</sup> of March to consider the 2 returned tender questionnaires.

As a result of the Working Group's consideration and recommendation, Council RESOLVED that the tender of Burleys in the sum of £9,750.72 should be accepted, subject to a successful pre-contract meeting which would be held as soon as possible.

The Chairman thanked MP and members of the Cemetery WG for all their work in successfully carrying out the tender process.

### **1/2016-155 CLERKS REPORT**

The Clerk reported on the following.

#### **a) Police UK Website Development Request**

HBBC had asked if members of Council would be interested in supporting the Police in the task of improving access to data on the police website and Council had indicated that they would. However, a response from HBBC thanked is for our interest, but said that they had had a good response and that the Police had indicated that they had "sufficient people to work with at present".

## **b) LRALC Hinckley and Bosworth Branch**

The next meeting of the HBBC Branch of the LRALC will be held on 11 April in the evening. Further details are expected, but there will be a presentation by 2Commune about the possible website arrangements for Parish Councils when the County Council stop providing this service on 31 August.

## **c) Change of date for Annual Parish Council Meeting**

The Annual Meeting of the Parish Council is currently set for Wednesday the 18th of May. Due to a holiday that I booked before Christmas, I will be away from 14th of May to 29th May. Hence, I would suggest that Council considers moving the date of the Annual meeting from the 18th to Wednesday the 11th of May.

Council RESOLVED that the Annual Parish Council meeting would be held on 11 May 2016.

## **d) Request for 'No Ball Games' Signs -**

The Council has received a request for 2 'No Ball Games' Signs to be erected on the corners of Willow Street and St Martins Drive. Whilst the pavements on the corners are relatively wide, I would judge them to be part of the public highway. Hence, I would suggest that this be forwarded to the County Council, as Highway Authority for these roads.

Council RESOLVED that this issue should be referred to the County Council.

## **e) Training on 17th March**

The Clerk indicated that he would be attending a Clerk's Training Session in Anstey on the morning of the 17th of March. Hence, he would only be in the office in the afternoon on that day.

## **f) Desford in Bloom**

Terms of Reference have been prepared to enable the 'Desford in Bloom' group to become a Working Group of the Parish Council and these are attached for Council's consideration.

Council RESOLVED to adopt the Terms of Reference.

Also attached is a copy of the e-mail from Hinckley and Bosworth BC outlining details of their Environmental Improvement Programme. The Secretary of the Desford in Bloom Group has forwarded a proposed bid to this programme to the Parish Council this afternoon and has asked that DPC submit this to HBBC on behalf of the Group. The deadline for the bids is 18 March and a copy of the bid is also attached.

Council RESOLVED that the bid should be submitted.

The 3rd item attached is an example agreement from owners of properties to which hanging basket brackets will be attached.

Council NOTED the agreement.

Council also RESOLVED that the No 2 Current Account would be used exclusively for 'Desford in Bloom'. (The Account Name would have to be changed). This account is with HSBC and is account number 01431064. (Sort Code 40-32-03).

### **g) Highway Maintenance Policy Review**

Leicestershire County Council will be carrying out a review of their current highway maintenance policies and will be consulting widely on this in the summer.

### **h) St Martin's Church Centre**

Earlier today, I received the attached letter from the Desford Ladies Group about the heating system in the Church Centre.

Council ADVISED that this should be referred to the Parochial Church Council.

### **i) Proposed Newsletter**

Attached are 4 draft articles for the proposed Newsletter.

PC asked for suitable articles from other members of Council and the Clerk, so that the Newsletter would be ready for Carnival in May. PC indicated that she would get a quote for 500 copies of the Newsletter; (A3 folded to A4)

### **j) Leicestershire County Council - Changes at Recycling Sites**

The Clerk circulated a notice from Leicestershire CC about new charges to be levied at recycling sites.

## **1/2016-156      UPDATE ON REVIEW OF COMMITTEES**

The Procedures Working Group will address this issue. Notes of the last WG meeting were circulated.

PC indicated that she would circulate the draft document for comment. Once all comments had been received, a final version would be prepared for the Annual meeting in May.

It was noted that all meetings should be scheduled to be held in the evening. However, if members were agreeable, meeting times could be flexible.

**1/2016-157 TO RECEIVE AN UPDATE ON PROGRESS TO PREVENT THE ACCESS OF HGV's THROUGH THE VILLAGE**

JM indicated that she had met up with the police whilst they were doing their survey. Plus, MP circulated the draft letter that he had prepared to be sent to the Director of Environment and Transport expressing the Council's concerns over this issue. Following receipt of comments, this would be dispatched.

**1/2016-158 TO REVIEW THE SITUATION RE SPEED WATCH**

AL indicated that she had met up with JM and AS to discuss the Speed Watch initiative. AL had contacted the Speed Watch organisation and had been told that, for a Speed Watch event to be held in the village, 200 signatories would be required. AL said that she would organise this.

**1/2016-159 UPDATE ON THE OUTSTANDING CONTRIBUTION RE SOLAR FARM**

The Clerk indicated that, to date, no response had been received to the letter sent on 18 February.

**1/2016-160 INFORMATION EXCHANGE**

SH asked who was carrying out playground inspections. JM said that she would carry these out weekly starting on 21 March.

It was reported that the hedge-trimmings had been left on Peckleton Lane and that they were causing punctures. This is to be reported to Leics CC.

JM said that the police had reported a spate of burglaries in the village and were warning people not to leave their keys in the back of doors. It was agreed that Neighbourhood Watch should be put on the agenda as an item for discussion.

PC asked for the PC Carnival stall should also be put on the next agenda.

The meeting closed at 9.35pm.

Signed by ..... Date .....