



## **DES福德 PARISH COUNCIL MEETING**

Held at 7.30pm on Wednesday 16th of November 2016 at  
Desford Library, Main Street, Desford

### **Minutes**

**Present** - Cllrs J Minto (chair), C Crane, P Crane, S Houghton, A Lewis, S Wakefield and M Peel.

**Also Present** - 6 members of the public, County Councillor D Sprason, Martin Broomhead (Clerk) and Lisa Sly (Admin Assistant).

#### **133/2016 Apologies**

Apologies were received and accepted from Cllrs Rood, Camamile and Hutt

#### **134/2016 Declarations of Interest**

None

#### **135/2016 To receive and confirm as accurate the Minutes of the Parish Council meeting held on 19th of October 2016**

The minutes of the last parish Council meeting held on 19th October 2016 were approved.

#### **136/2016 Update on Casual Vacancies on the Council**

The Statement of Persons Nominated has been put on parish notice boards, but not at Botcheston as the election is only for the Desford Ward.

A query was raised asking for information about the nominations as it has been commented by parishioners that it was difficult to vote for the candidates as not much was known about them. The clerk informed the meeting that he has contacted Mark West Electoral Services Officer who responded:

"Unfortunately we do not have any details regarding the candidates other than they are legally qualified to stand due to where they live or work. It is up to the candidates to campaign and to get information regarding their experience to the electorate, however their addresses are on the notice of poll, so you may write to them to request more information. As we are running the election we have to be impartial and so cannot be seen to assist the candidates in campaigning."

It was asked if the candidates could put information up on the Parish Notice board. It was agreed that this would be fine and would be actively encouraged.

#### **137/2016 Outcome From HBBC Ethical Governance and Personnel Committee**

The Code of conduct has been re-circulated to all councillors as requested by HBBC.

It was noted that the correct procedure was not followed when logging this complaint and all councillors were reminded that the correct procedure was to approach the Clerk first.

**138/2016 Resources Committee**

**a) To receive and CONFIRM the recommendations of the Resources Committee (including payment of invoices) – 14 November 2016**

**a) To receive and approve Reconciliations for the October Bank Statements**

These were received, approved and recommended to Council.

**b) Income and Expenditure to date**

The Income and Expenditure report was received, noted and recommended to Council.

**c) Receipts and Invoices for payment**

Receipts were noted and invoices for payment were approved for recommendation to Council.

**d) Consideration of S106 Scheme priorities, together with possible PCIF bids**

The Chairman, Cllr Houghton, circulated a spreadsheet which set out potential schemes for consideration by Council. This was discussed in detail.

It was agreed to recommend to Council that:

- i. A Working Party be set up to consider an extension to the toddler play area in the Pickards Recreation Ground.
- ii. Alongside this project, provision should be made to resurface the play area with suitable material.
- iii. At the Kirkby Road Recreation Ground, consideration should be given to a skate-park, a slide, exercise equipment, new swings, hard surfacing with basketball nets and a permanent table tennis table.
- iv. The Botcheston Recreation Ground play area should be visited and a scheme drawn up to improve the existing facilities. \*It is intended to form a working group including residents\*
- v. At the cemetery, a new notice board and hard-surfaced area should be considered at the pedestrian access gate.
- vi. A bike rack and dog-tether should be provided next to the shops at St Martins.

A list of non-S106 funded projects was also circulated and considered and it was proposed that these should be considered by Council at a future meeting.

**e) To receive quotations for clearance work at the allotments**

Only one quotation had been received and it was agreed that a further 2 should be pursued.

**f) To receive quotations for the provision of payroll services**

It was agreed to recommend to Council that Ladywell Accountancy Services should be appointed to provide the payroll services.

**g) To receive quotations for works to the Cotoneaster Tree outside the library**

It was agreed to recommend to Council that Arboreco should be appointed to trim the cotoneaster tree outside the library.

**h) To receive information about a request for an easement at Forest Rise**

It was agreed to recommend that the Council should agree in principle to enter into an easement agreement for underground services across the Parish Council owned land at the southern end of Forest Rise.

**i) To receive information about a proposed transfer of land at the end of Forest Rise**

It was agreed to recommend to Council that the request received from a resident at the southern end of Forest Rise to transfer part of the open space owned by the Council into his ownership should not be approved.

**j) Royal British Legion Remembrance Day wreath**

It was agreed to recommend to Council that a donation of £34.00 be made towards the cost of the Remembrance Day wreathes.

**k) Discussion of 2017/18 Budget**

The Clerk circulated preliminary details for discussion concerning the budget for 2017/18. These were discussed in detail and various issues were raised.

It was agreed to inform Council of the procedure for setting the budget for 2017/18 and to provide more detailed information for all Councillors in time for the December Council meeting.

**l) Survey Report for DPC Buildings**

This item was deferred as the reports had only been received on the same day as the meeting.

**m) Clerks Report**

The Clerk raised one item - a request from Citizens Advice Leicestershire asking the Council for financial support for their service.

The Clerk was asked to find out more information about where and when their surgeries were held and whether or not the service could provide an out-reach service in Desford.

**n) Late Item Considered - Response from Sun and Soil**

The Resources Committee also considered a response has been received from Sun and Soil on 14 November; (the day of the Committee meeting).

"Dear Martin

Thank you for your email.

As I have previously written, in regards to our circumstances, due to significantly detrimental changes to our industry we have had to make several redundancies and we are now running a skeleton staff, and indeed we may soon be closing. To reiterate also we are not the owner/operator of the solar farm and therefore your letter of 18 February 2016 is not applicable sadly. We were forced, due to industry conditions, to sell the solar farm which we had expected to finance ourselves.

From the outset we have said we would be interested in helping fund a community project, as we have elsewhere, and we have asked repeatedly for proposals to this effect. We feel uncomfortable in simply making large donations where there is no transparency as to what the donation will be spent on.

Kind Regards

David Meneice  
**Sun & Soil**  
**Nile House, Nile Street, Brighton BN1 1HW"**

Hence, Resources Committee agreed to propose to Council that a response should be sent accepting the offered £8,000, but giving assurances that the money would be used in an open and transparent way to benefit the community. It was also proposed that we should ask for the name of the new owner.

### **o) Information from Members and Recommendations to Council**

Cllr Houghton raised the following:

- a) Should the Council consider employing a part-time caretaker for the cemetery? This was on the agenda for the Council meeting for discussion on the 16th November.
- b) She asked the Clerk to ensure that regular written reports were received from Burleys for all playground inspections.
- c) The Clerk was asked to follow up on the request for NALC advice on the letter to the farmer about fencing around the allotments.

Cllr Crane asked if the tree survey had commenced. The Clerk is to check.

Cllr Crane also mentioned the bushes that had been removed from the churchyard and suggested that the Council provide some topsoil to fill the holes that had been left. It was agreed to recommend this to Council.

Cllr Peel referred to the review meeting with Burleys as he wanted the Council to consider extra works to be included in Burleys contract including::

- a) Clearance of leaves from the cemetery \*and church yard\*
- b) Shrub trimming in the churchyard.
- c) ~~Hedge-cutting in~~ \*Clearance of brambles on the\* the footpath on the NW side of Forest Rise.
- d) ~~The erection of bird-boxes.~~ \*(STET) this is not an item for Burley. Action DPC.\*

All Recommendations from the Resource committee were approved.

- b) To receive and CONFIRM reconciliation of accounts for October 2016**  
As above.
- c) To note Income and Expenditure to date**  
As above.

## **139/2016 County and Borough Councillor reports**

D Sprason sent his apologies for not attending last months meeting.

Library is now moving along as LCC has now ringfenced £15,000 to cover cost of any roof repairs.

Request for traffic Calming on Station Road - LCC have no funding for Traffic Calming. It was suggested that 106 funding (from Neovia) may be used for this.

The new Social Care programme where 150 providers was reduced to 8/9 providers caused problems in some areas when implemented, but no problems were reported in Desford.

Cllr Houghton mentioned that some pavements need repairing. LCC have a list of planned repairs and top dressing. Cllr Sprason will forward this list to the Clerk to be checked and updated if required. Drop kerbs also need to be looked at, these are to be added to the list provided by Cllr Sprason.

## **140/2016 Parishioners Participation - The Council will adjourn for up to 15 minutes to allow for public participation**

Hazel Wilden expressed her concern about the possibility of banning dogs from Pickards Recreation ground. She uses every day and is taking note of any fouling and picking it up. This list has now been given to the Parish council - thank you for this. Hazel will continue to keep a list. It is felt that the vast majority of dog owners are responsible in cleaning up after their dogs and it is felt that there are only 1 or 2 irresponsible dog owners.

Michelle Elcoat suggested the college be approached to help with tidying allotments and making and putting up bird boxes.

Stuart & Eileen \*Arlene\* from Kingfisher Close expressed their concern that they have only just found out the last 7 days about the proposed extension to the Neovia site. Their property would back onto the extension. Cllr P Crane summed up what the DPC has done so far and that the ultimate decision is the HBBC with recommendation from DPC. Meeting are taking place monthly with Neovia. Comments, from the public, can still be sent to HBBC.

Susan McMillan suggested Young Leaders in Service ran by the Lions could help with some projects within the village.

Hedge outside No. 7 Leicester Lane is overgrown. Clerk to contact owner.

## **141/2016 Planning and Neighbourhood Plan**

### **a) To receive the Planning Committee Minutes - 7 November 2016**

Village map board. Suggested to make a PCIF bid for a contribution towards this. Also sponsorship will be requested from local businesses including pubs, restaurants, tropical bird land, and the cafe on Leicester Road.

### **b) To receive information on applications, withdrawals, refusals, approvals and appeals**

Cllr P Crane outlined details of planning applications - none of which were commented on.

**c) Update on the Neighbourhood Plan**

Draft questionnaire will be presented to the working group on 22nd November and then to full council for approval.

**d) Neovia Application**

This has been covered previously in the meeting. The next meeting is planned for 25th November, when hopefully, LCC Highways will be attending.

**142/2016 To consider priorities for S106 funded works in the Parish, including feedback from Procurement WG and consideration of possible PCIF Bids**

Cllr Houghton went through the attached list and discussed the projects. Procurement group to get quotes. The letter was approved to be circulated.

**143/2016 Allotments, including:**

**a) Management of Vacant Plots; and**

Awaiting 2 more quotes for clearing vacant plots. DAGA to be approached to see if they would like to quote for maintaining vacant plots, price per plot please.

**b) Boundary Security and a request from DAGA for support from the Parish Council for a bid for funding.**

DAGA are submitting a grant application for funding to install a fence along the Hunts Lane side of allotments. Also for stock fencing to be installed at bottom corner where sheep are getting in and damaging allotments.

DPC are awaiting advice from LRALC as to the wording of the letter to be sent to farmer requesting fence to be repaired.

Asbestos removal. There are sheets of asbestos on one of the allotments plot along with an old shed on another. It is the responsibility of DPC to remove this. Approach HBBC for advice on removal - action Clerk

**144/2016 Cemetery**

**a) Agree a date to hold an open surgery for the Cemetery;**

Proposed date Wednesday 11 January 2017 7-9pm at the Desford Library. This is to be attended by the Cemetery Working Group and any other councillors who wish to attend. Improvement suggestions to be reported back to full council

Action Clerk to advertise on notice boards

**b) To consider a request for a plot for someone outside of the area;**

A letter had been received from a person living outside of the parish, but very close, to ask if they could pay the reduced rate for a plot. It was resolved that the request be declined because if an exception is made for one person then it will then open this to others.

There is only 1 ashes site. The Parish council need to make a decision when to start using the new cemetery and if it needs to be consecrated.

**c) Notice of Works;**

It has been agreed with Burley that they will not start work until The Parish Council has been informed of their start date. A working group meeting is needed before work starts to ensure smooth running. A sign is to be put up at the cemetery advising of start date and asking that anything delicate is removed from plots for

duration of work. MP & CC to monitor work being carried out by Burley. Burley have been asked to take photos of all plots before work commences.

**d) Clearance of leaves in the cemetery**

Request Burley to clear leaves at cemetery and Pickards asap.

**e) Possible Handyman**

Cemetery Working Group to look at and report costs back to full council in time for budget

**145/2016 Update on Grounds Maintenance Contract, including setting date for review meeting and plants for winter planters**

Formal meeting with Burley to be organised for end of November when all interested parties can attend. Needs to include frequency of grass cutting. Also get quote and recommendations for winter planting. Plants to be planted before Christmas. Once quote received from Burley then obtain 2 other quotes. This needs to be circulated within the Resource committee via e-mail to save time. Full council passes the finding of the Resource Committee.

It was suggested to install some bird boxes at Pickards Recreation to help with the infestation of leaf minor moth on the horse chestnut trees. The purchase of bird boxes was passed by council.

**146/2016 Pickards Recreation Ground - Feedback on Public Notice**

This was discussed earlier during Parishioners Participation. An E-mail from Alex Stretton was also read out.

**147/2016 To update Council on the Traffic and HGV issues in the Parish**

Cllr Peel commented on the speed of traffic on Manor Road and requested that police monitor more regularly with speed camera.

Cllr Wakefield suggested installing VAS (Vehicle actuated Signs). We would not get funding for this from LCC possible request as part of the section 106 from Neovia. Cllr Houghton suggested that the money from Sun & Soil be used for this. Areas for signs to be installed Station Road, Peckleton Road and Manor Road. This was agreed for action by the council.

Traffic calming within Desford should also happen due to the Neovia proposal.

**148/2016 Christmas Lights**

Christmas tree to arrive on Wednesday 30<sup>th</sup> November. Cllr Lewis to source lights. The main tree is 12 feet tall. Delivery of small trees and brackets need chasing. There will not be an official switch on.

Outside socket is now complete

Nik Lockley to install Christmas tree brackets.

**149/2016 Graffiti**

Graffiti was noted on bus shelters and at the back of the co-op car park. This is on the list of things to do. A decision needs to be made about bus shelters.

**150/2016 Provision of Defibrillator**

All agreed this was a good idea. They are approx. £200 each but a case would also need to be provided. Suggested locations are at the library and St Martins. Cllr Houghton to look into costings. Botcheston are currently fundraising to buy 2, DPC to make a contribution.

**151/2016 To establish a WG for 'Facebook' page**

The suggested facebook page would be only used for informing people about what is happening within the parish ie road works, cemetery works and NOT for reporting problems. A working group will be set up consisting of Cllr Lewis and Lisa Sly to report back to the full council.

**152/2016 Clerks Report**

- a) **Church Lane lighting**  
Get outline costs then this will be considered as a project.
- b) **Public Access Defibrillator**  
Discussed earlier.
- c) **Police Crime Summary**  
Police Crime summary was presented. There has not been any contact with police recently.
- d) **HBBC Rural Conference – Tuesday 13 December 2016**  
Cllrs Minto and P Crane wish to attend. Clerk to book.

**153/2016 Information Exchange (not for debate or decisions)**

It was suggested that the damaged concrete bench on Newbold Road should be removed. Council agreed to this. Other benches to be discussed.

Concrete bin at Kirkby road to be removed.

Investigate cost to move double gates at Pickards from right hand side to left hand side to enable easier vehicle access.

Electronic copies of the building surveys are to be sent to relevant organisations.

Council Minutes are not always put on website on time.

Hedge cutting on Peckleton lane, off cuts not tidied up from road side therefore sticking into road, danger to cyclists.

Work at Kirkby road recreation ground has started.

Meeting closed 9.30

\* \_\_\_ \* These items were amended during Full Council meeting 14th December 2017

Chairman.....

Date.....

