



## **DES福德 PARISH COUNCIL MEETING**

Held at 7.30pm on Wednesday 19th of October 2016 at  
Botcheston Village Hall, Main Street, Botcheston.

### **MINUTES**

**Present were** - Cllrs J Minto (Chair), R Camamile, C Crane, P Crane, S Houghton, B Hutt, A Lewis and M Peel.

**Also present** - 3 members of the public.

#### **110/2016 Apologies**

Apologies were received and accepted from Cllrs Rood and Wakefield. An apology was also received from County Councillor D Sprason.

#### **111/2016 Declarations of Interest**

A declaration of interest was received from Cllr M Peel in the planning application for the storage of 160 touring caravans on Forest View Farm, Peckleton Lane, Desford as he will be involved in the project.

No other declarations were received.

#### **112/2016 To receive and confirm as accurate the Minutes of the Parish Council meeting held on 21st of September 2016**

The minutes of the Parish Council meeting held on 21<sup>st</sup> September, 2016 were approved, subject to checking minute 91/2016 (a6) and the quoted hourly rate being confirmed as £35 or £45 per hour. (The Clerk confirmed that the rate is £45/hour).

#### **113/2016 Update on Casual Vacancies on the Council**

An election for the two vacant posts on the Parish Council has been declared. The closing date for nominations is 28<sup>th</sup> October 2016 and the election date is scheduled for 24<sup>th</sup> November. Election notices will be posted on Parish Notice boards on 20<sup>th</sup> October 2016. The Clerk has copies of "Guidance for candidates" and "Nomination papers". Forms can be collected from the Clerk or from Hinckley and Bosworth Borough Council. It was resolved to request a cost of for the election to the Parish Council.

#### **114/2016 Resources Committee**

- a) **To receive and CONFIRM the recommendations of the Resources Committee (including payment of invoices) – 17 October 2016**

## **a1 - To receive and approve Reconciliations for the September Bank Statements**

These were received and approved for recommendation to Council.

## **a2 - Income and Expenditure to date**

The report on Income and Expenditure was received and approved for recommendation to Council. A report was requested on the expenditure incurred under 'Sundries'.

## **a3 - Receipts and Invoices for payment**

Receipts were noted and invoices for payment were approved for recommendation to Council. (Details as set out below).

<b>DPC Accounts Payable (All from Account 00292087)</b>	<b>Nett invoice</b>	<b>VAT</b>	<b>Invoice total</b>
Eon (7 Stars Road)	£63.55	£3.18	£66.73
G Burley and Sons Ltd (September Invoice)	£867.06	£173.41	£1,040.47
Clerk's Salary for July 2016	£1,005.44	£0.00	£1,005.44
Income Tax & NI related to Clerk's salary	£354.56	£0.00	£354.56
Clerk's Expenses for August and September	£142.67	£0.00	£142.67
Reids Playground Maintenance Ltd - Matting Repair	£260.00	£52.00	£312.00
Playdale - Safety Inspection on Kirkby Road RG	£95.00	£19.00	£114.00
Hinckley & Bosworth BC - Trade Waste Bins	£266.50	£0.00	£266.50
LRALC - Councillor Training	£37.00	£0.00	£37.00
LRALC - Councillor Training	£280.00	£0.00	£280.00
HBBC - Pickards & Kirkby Rd RG Litter Bins	£76.96	£0.00	£76.96
<b>Total</b>	<b>£3,448.74</b>	<b>£247.59</b>	<b>£3,696.33</b>

## **Income and Other Payments made during September 2016**

<b>Income to Account 00292087</b>	<b><u>Income</u></b>
HBBC - 2nd Instalment of Precept	£58,500.00
Cemetery Fees	£150.00
Purchase of Cemetery Plot	£200.00
Cemetery Fees - Moore	£240.00
<b>Total =</b>	<b>£59,090.00</b>

## **Payments from DiB Account - 01431064**

Payment for damage to car	<b>£693.60</b>
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**Income to DiB Account Number 01431064**

Donations	£287.37
Payment for Hanging Baskets - J Minto	£80.00
Grant Payment from HBBC - Kirkby Road RG (Should have been paid into Account 00292087)	£2,275.00
<b>Total =</b>	<b>£2,642.37</b>

**Income to 91074253 (Reserve Account)**

Interest	<b>£16.57</b>
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**Cheques also to be presented to Full Council on 19 October for approval & signature**

None this month.

**a4 - Consideration of S106 Scheme priorities**

Cllr Houghton had collated the information she had received re village improvement projects. She would bring this to Council and Procurement Working Group would be asked to continue the work.

**a5 - To receive quotations for the Tree Survey**

3 quotes had been received for tree survey work. The cheapest was from Burleys at £820 and this was the recommendation to Council.

**a6 - To receive quotations for clearance work at the allotments**

Only one quote had been received, so 2 more were required before a recommendation could be made.

**a7 - To receive quotations for the provision of payroll services**

2 quotes had been received and a further quote was being pursued. A recommendation would be made to Council following receipt of that quote. This was not agreed by Council until further information was provided.

**a8 - To consider making a response to the 2017/18 Local Government Finance Settlement**

In response to the consultation on Local Government Finance settlement which would enable the capping of Parish Councils, the committee felt that such issues should be left to local democracy and not legislated by central government. It is to be recommended to Council that this response should be sent.

**a9 - To consider the updated estimate for repairing the damaged street light on Leicester Lane, Desford**

Concerns were expressed to ascertain the ownership of this light before any recommendations could be made.

**a10 - To consider creating a Fund to allow 'match-funding' bids to be made for grants**

The Committee agreed to recommend to Council that a £10,000 fund be established to support grant applications for funding for Parish Council Projects to provide the matched funding required by most funders.

**a11 - To receive information about a proposed transfer of land at the end of Forest Rise**

The Committee requested more information on this issue. Council are also to be made aware of the details.

**a12 - To receive information about a request for an easement at Forest Rise**

The Committee also requested more information on this issue. Council are also to be kept informed about this.

**a13 - To consider a request for action to be taken about a further outbreak of moles in the cemetery**

The Committee agreed to recommend to Council that the mole-catcher be employed at the cemetery again.

**All of the above recommendations were approved by Council.**

**b) To receive and CONFIRM reconciliation of accounts for September 2016**

These were received and approved by Council.

**c) To note Income and Expenditure to date**

This report was noted and approved by Council.

**115/2016 County and Borough Councillor reports**

There was no County Council report

Borough Councillor Camamile advised that the Borough Council have purchased the Coop building and land at the top of Castle Street, Hinckley, and that the old Leisure Centre has been razed to the ground. At present there are no declared plans to develop on the old Leisure Centre site.

#### **116/2016 Parishioners Participation**

Mrs MacMillan insisted that she did not use the word 'Disgrace' when referring to the state of the cemetery. She also suggested that some of the savings being made could be used to employ a part-time worker to keep the cemetery tidy.

#### **117/2016 Update from Procedures WG, including consideration of the draft Freedom of Information Policy**

The Freedom of Information policy, as previously circulated was **endorsed**.

Cllr P Crane reported that from attending the Freedom of Information training session it was recommended that councillors use a separate email account to their person email account for all council email business. Council resolved to check on the availability of using the email facility on the Council website server for individual councillor email accounts

#### **118/2016 Update from the Procurement WG**

The Procurement WG would continue to meet to address the S106 projects as outlined in Minute 122/2016 below.

#### **119/2016 Planning and Neighbourhood Plan**

##### **a) To receive the Planning Committee Minutes - 11 October 2016**

These were received and approved.

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

The planning application for the storage of 160 touring caravans on land at Forest View Farm, Peckleton Lane, Desford was discussed. Council agreed to raise no objections to the application subject to the site owner advising touring caravan owners to access the site from the A47 and no habitation in the caravans

##### **c) Update on the Neighbourhood Plan**

The focus groups are working on developing questions for the questionnaire which should be available to the Parish Council meeting in January 2017 for distribution to households in the Parish in February 2017

#### **120/2016 Update on Sun and Soil donation to Council**

The offer of £8000 by Sun and Soil was unacceptable to the council as we believe the feed-in tariffs they receive and income from the site over the foreseeable years should provide a more significant donation to the Parish Council. It was resolved to request what the changes are that necessitate a reduction of the donation from £20,000 to £8,000 and to re-submit our letter as written by Jim Houghton

**121/2016 Remedial work, inspection & recommendations for Kirkby Road RG Play Area**

The playground facilities at Kirkby Road Recreation Ground have been inspected after the issues raised at last month's meeting. A verbal report by the inspector has been received, but a written report is still awaited. The matting under the rope swing has been repaired and is in a good state. The tyre-swing is OK for use, but we should check with the manufacturer supply contract to ascertain whether it is still under guarantee. One of the child swing seats needs replacing – possibly to be replaced by the spare seats stored in the cemetery building.

**122/2016 To consider priorities for S106 funded works in the Parish**

A priority list of S106 funded works has been collated. It was **resolved** to request that:

- The Procurement Working Group will cost the list;
- Liaise with all appropriate Parish Groups to ascertain their views on S106 funding; and
- Check with HBBC whether all issues on our list and future list are acceptable under S106 funding.

**123/2016 Allotments Rules and Draft Strategy, including:**

**a) Management of vacant plots & appointment of a contractor to clear them**

Two more quotes are to be obtained before a decision can be taken.

**b) Boundary fencing**

Ask NALC for advice about the wording for a letter to the farmer advising him of his obligations.

**c) Review of Allotment Fees**

Council approved that Allotment Plot Fees should be £15 per plot and £7.50 for a half-plot and that the deposits should be increased from £20 to £50.

**124/2016 Update on Grounds Maintenance Contract, including feedback from the review meeting to be held at 2.00pm on 19 October**

The review meeting on Grounds Maintenance Contract had not taken place on 19 October 2016 and the Contractors were offering revised dates of 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> November. However, the Council requested that a meeting date should be late November/early December. Cllr M Peel reported that cutting of the Twigden Square was perfect, but the cut on the rest of the estate was appalling. He has reported these comments to the contractors liaison director

**125/2016 To consider verge maintenance within the confines of Desford and Botcheston villages**

The Clerk was asked to write to Leicestershire CC and say that we would like to be considered in the next round of contract negotiations. Also to request what the LCC

schedule of verge maintenance is, so that we can consider to maintain the verges in conjunction with the LCC by doing intermediate cuts

**126/2016 To consider the future of Desford Library**

The Desford Community Hub group have reached agreement with Leicestershire CC about the library with the LCC “ring fencing” £15,000 for potential repairs to the library roof over the 10 year lease period. Lease negotiations are about to begin with a view to the building be taken over by the group in early 2017

**127/2016 To update Council on the Traffic and HGV issues in the Parish, including**

**a) A request from a resident in Station Road**

The council resolved to write a letter in support of a resident of Station Road to have traffic speed calming installed on the section of Station Road between High Street and Barns Way and to forward the residents email to the LCC

**b) Correspondence received from a haulier in response to the recent BBC interview.**

It was resolved to

- Provide a link to the HBBC Planning Portal illustrating the Neovia Traffic Survey; and
- Seek quotes for an independent traffic survey.

**128/2016 Christmas Lights proposals, including installation of brackets for small christmas trees**

An order for the installation of lighting brackets has been placed and Consent Forms from home owners and building owners to install the brackets are being sought

**129/2016 To consider a suggestion that an open meeting be held to discuss the issues relating to the Cemetery**

It was resolved to hold an open surgery for residents to discuss issues for the maintenance and improvements of the cemetery

**130/2016 To consider whether or not the Council should have a 'Facebook' page**

There was a lively discussion on whether or not the Council should have ‘Facebook’ page. It was resolved to set up a working group to report on the functionality, cost in maintaining, administering etc of a ‘Facebook’ page

**131/2016 Clerks Report**

The Clerk's report covered the following issues.

**a) Church Lane Lighting**

I have sought advice from Daniel Britton, the Regeneration Project Officer at HBBC. He has indicated that:

"The first thing to consider is will Leicestershire County Council adopt the lamps if they are replaced heritage style. Therefore, I have visited Church Lane Desford and plotted the locations of the lamps. I have then sent this along with photographs to Leicestershire County Council to seek advice on if they will support adoption. Once I receive a reply I will let you know."

To date I've had no response from Daniel, so I assume that he's had no response from LCC.

**b) Removal of concrete litter bin at Kirkby Road Recreation Ground**

Order to be placed, but Council wanted to place the order when decisions about other bins had been agreed.

**c) Crime information figures from the Police**

These were attached to the report and noted.

**d) LCC Hedge Cutting**

The Council noted the e-mail from LCC Customer Services about their hedge cutting programme.

**e) Dog Fouling in Pickards Recreation Ground**

The Council considered an e-mail from Hinckley and Bosworth BC and resolved to install a fixed notice at the Pickard Recreation Ground to advise that dog fouling in the grounds could result in the council seeking a bye law to ban the access of dogs in the recreation ground

**f) Botcheston Phone Box**

The Clerk was asked to seek quotes for painting the black bins in the conservation area, the telephone booth in Botcheston and Parish Benches. Painting to be undertaken in Spring 2017

**g) Naming of 2 new streets in Desford**

The council considered an e-mail from Hinckley and Bosworth BC about street naming.

The Council agreed to request that the two streets on the Bellways Estate be named as **Shericles** (Road, Street, Way, Close, Avenue) and **Tumblin Fields** (Road, Street, Way, Close, Avenue). This would continue the local farm theme.

**h) HBBC Parish and Community Initiative Fund for 2017 (PCIF)**

Correspondence from HBBC on this issue was noted.

**i) Graffiti on bus shelter and wall on High Street**

Council resolved to discuss the issue of graffiti on the bus shelter and the wall on High Street at the November meeting of the council.

**j) Work to Cotoneaster Tree**

Council resolved to seek quotes for the trimming of the cotoneaster tree

**k) Notice of Conclusion of Audit**

This was noted by Council.

**132/2016 Information Exchange (not for debate or decisions)**

Cllr S Houghton advised council that the contractors would start work on the area near the changing rooms on the Kirkby Road Recreation Ground on Monday week

Cllr B Hutt awaiting a feedback report from Leicestershire CC on the hedge cutting near Pickards Recreation Ground and Chapel Lane

Cllr M Peel still awaiting quote to remove gates at Pickard Recreation Ground.

The meeting closed at 21.34.

Chairman .....

Date .....