



DES福德 PARISH COUNCIL MEETING

**Held at 7.30pm on Wednesday 20th of July 2016
at Desford Library, Main Street, Desford.**

MINUTES

Prior to the official commencement of the meeting a short presentation was given by representatives of Neovia about their plans for their site on Peckleton Lane. Councillors had the opportunity to ask questions about the proposals.

Cllr P Crane thanked Neil Walker and Adrian Dickinson for taking the time to give the presentation to the Parish Council.

Councillors present - A Stretton, B Hutt, C Crane, M Peel, P Crane, P Sims, R Camamile, S Wakefield and Z Rood.

Also present - County Councillor D Sprason, Borough Councillor B Sutton, 11 Members of the public and the Clerk, Martin Broomhead.

37/2016 ELECTION OF CHAIRMAN FOR THE MEETING

As neither the Chairman nor the Vice-Chairman were present, the Clerk asked for nominations to act as Chairman for this meeting.

Following a proposal which was supported by all, Cllr Camamile was appointed as Chairman for the meeting.

38/2016 APOLOGIES

Apologies for absence were received and accepted from Cllrs Houghton, Lewis and Minto.

39/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

40/2016 TO RECEIVE AND CONFIRM AS ACCURATE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th OF JUNE 2016

With the addition of an addition requested by Cllr Hutt under 36/2016, the minutes were accepted as a accurate record of the meeting held on 15 June 2016.

41/2016 RESOURCES COMMITTEE

- a) To receive and CONFIRM the recommendations of the Resources Committee (including payment of invoices) – 18 July 2016.

RECEIPTS AND INVOICES FOR PAYMENT

An updated receipts and invoice list was circulated and approved by the Council as follows:

DPC Accounts Payable	Nett invoice	VAT	Invoice total
Leics CC - Web services up to end of August	£156.00	£31.20	£187.20
Eon (7 Stars Road)	£54.73	£2.74	£57.47
Redwood Pryor (Internal Audit)	£375.20	£75.04	£450.24
RBS Rialtas (Closedown)	£519.60	£103.92	£623.52
RBS Rialtas (Training)	£253.30	£50.66	£303.96
LRALC (CiLCA Training for the Clerk)	£190.00	£0.00	£190.00
ESPO (Stationery)	£41.28	£8.26	£49.54
R A Lomas (Final Payment)	£75.00	£0.00	£75.00
HBBC (Trade Waste)	£266.50	£0.00	£266.50
Clerk's Salary for May 2016	£1,359.04	£0.00	£1,359.04
Income Tax & NI related to Clerk's salary	£520.96	£0.00	£520.96
G Burley and Sons Ltd (June Invoice)	£867.06	£173.41	£1,040.47
G Burley & Sons Ltd (Supply of Plants for Planters)	£937.58	£187.52	£1,125.10
HBBC (Pickard's Bins)	£76.96	£0.00	£76.96
Wyevale Garden Centres Ltd (from DiB Account)	£1,201.20	£240.24	£1,441.44
Total	£6,894.41	£872.99	£7,767.40

Cheques also to be presented to Full Council on 20 July for approval & signature

Society of Local Council Clerks (SLCC) (Clerk's CiLCA Training)	£250.00
Petty Cash Request from Ewan Lindsay (from DiB Account)	£201.19

Monies in/Payments Received

Up to 30 June 2016

(Paid into Current Account No 00292087)

Cemetery Fees (1 Chq & 1 Direct Transfer)	£245.00	£245.00
Allotment Rents	£51.25	£51.25

(Paid into Account No 2 (01431064) - Desford in Bloom)

Public donations in May 2016	£338.81	£338.81
Interest paid into Deposit Account 91074253	£12.45	£12.45
	Total Income for June	= £647.51

It was agreed that a letter of thanks should be sent to Roger Lomas for his assistance to the Council during the past year.

b) TO RECEIVE THE FINAL REPORT OF THE INTERNAL AUDITOR AND TO CONSIDER THE RECOMMENDATIONS INCLUDED IN HIS REPORT

Resources noted the 5 recommendations put forward by the Internal Auditor and it was agreed that:

- a) Recommendations 1, 4 and 5 should be addressed by the Resources Committee. (Statement of Internal Control and the Bank Mandate).
- b) Recommendation 2 about an Equal Opportunities Policy should be passed to the Procedures Working Group.
- c) Recommendation 3 should be considered by both the Resources Committee and the Procedures WG. (Risk Assessment).

c) TO CONSIDER THE SUCCESSFUL PARISH AND COMMUNITY INITIATIVE FUND (PCIF) BID

Resources agreed the following recommendations for Council.

- a) That Council confirms their support for the bid made to the HBBC Parish and Community Initiative Fund;
- b) Notes and thanks HBBC for their approval of a grant of £2,275.00 towards the cost of the scheme; and
- c) Approves a contribution of £2,275.00 towards the cost of the scheme.

However, the Clerk was to see if S106 funding could be used to provide the £2,275.00 and has been told by Karen Pegg that this should be possible.

d) TO CONSIDER PROPOSALS FOR S106 FUNDED WORKS

The Committee agreed to defer consideration of the S106 proposals put forward by Cllr Houghton. This was due to the suggestion that alternative proposals should also be considered.

Hence, in outline, it was agreed to recommend to Council that:

- a) Cllr Hutt would raise this at the Council meeting and ask all present to come forward with possible schemes at the August Council meeting;
- b) At the August meeting, all proposals would be noted and passed to the Planning Committee to consider and to compare the proposals with the Neighbourhood Plan aspirations; and
- c) A more comprehensive S106-funded scheme be prepared and recommended to Council as soon as possible.

e) TO RECEIVE AND CONSIDER QUOTATIONS FOR TREE WORKS WITHIN THE PARISH

Following consideration of the quotations received by the Council, it was agreed to recommend to Council that:

- a) The quotation received from Arboreco Ltd for the removal of the dead sycamore tree in Pickards Recreation Ground in the sum of £750.00 be accepted.
- b) The quotation received from Arboreco Ltd for the tree and hedge works required in the Botcheston Village Hall grounds in the sum of £350.00 be accepted.
- c) The works requested to the horse chestnut trees in the Churchyard should not be carried out as (a) there were TPOs on the trees and (b) there appeared to be a substantial distance between the branches of the trees and the properties on the north side of Church Lane.

f) TO CONSIDER A REPORT ABOUT DAMAGE CAUSED TO A PARKED CAR BY DESFORD IN BLOOM ACIVITY

The Clerk reported that damage had been caused to a parked car during 'Desford in Bloom' activities in the village. It was agreed to recommend to Council that the estimated cost of repairing the damage (£578 + vat) should be borne by the 'Desford in Bloom' Group.

g) TO NOTE THAT 'DESFORD IN BLOOM' HAVE SUCCESSFULLY GAINED A GRANT FOR £1,194.00 FROM THE HBBC ENVIRONMENTAL IMPROVEMENT PROGRAMME

If this grant could be offset against invoices already raised and paid, it was agreed to recommend to Council that this grant be passed onto the 'Desford in Bloom' Group for future works in the village.

All of the recommendations received from the Resources Committee and listed under Items (a) to (g) above were approved by Council.

h) To receive and CONFIRM reconciliation of accounts for June 2016.

The reconciliations were received and approved by Council.

i) To note Income and Expenditure to date.

The Income and Expenditure was noted by Council.

42/2016 COUNTY AND BOROUGH COUNCILLOR REPORTS

David Sprason CC highlighted the consultation currently being carried out regarding highway maintenance. He indicated there was going to be a significant reduction in maintenance funding and that there were likely to be reductions in service.

In addition, DS said that LCC would be looking at the possibility of Parish Councils and other organisations carrying out some of the more minor work on behalf of LCC.

Borough Councillor Sutton referred to:

- the new leisure centre in Hinckley;
- the significant amount of housing that had been given planning permission; and
- the parking problems that all this was causing.

Finally, he mentioned an accident involving a horse which had not suffered any injury.

43/2016 PARISHIONERS PARTICIPATION

Michelle Elcoat asked about Christmas lights and said that she hoped that they would be concentrated in the centre of the village outside the library.

Ann Good stated that she felt that nothing had been resolved at the Parish Meeting held on the 12th, so she and Mandy Dowell had submitted a petition that was basically a 'Vote of No Confidence' in the Parish Council. Ann indicated that the Monitoring Officer at HBBC had been contacted and was now involved.

Ann also wanted to record her thanks to Cllr Rood for assisting parishioners in this issue.

Theresa Wright stated that, at the Parish Meeting, previous years' maintenance figures had been given out that were not correct. Cllrs C Crane and Peel said that they thought that the figures were correct and that they had been restated in the Clerk's notes of the meeting.

Chris Flint said that the footpath and stile at the cemetery was very overgrown and Cllr C Crane agreed to discuss it with him after the meeting.

Chris also asked about the 'missing' bus stop on the road out of Desford towards Newbold Verdon. Cllr P Crane stated that this issue was being pursued with Bellways.

Mandy Dowell asked about the Parish Meeting held on the 12th and the questions raised about the headstone being overturned. Cllr C Crane stated that the family had taken it away to have some renovation work done on it.

Mandy also stated that moles were becoming a big problem in the cemetery and asked the Council what they were going to do about it. Cllr C Crane said that the issue would be raised later in the meeting.

Ann Good asked to be kept informed about these issues.

44/2016 FEEDBACK FROM THE PARISH MEETING HELD ON 12 JULY 2016

The Clerk indicated that he had prepared notes from the Parish Meeting held on the 12th, but that these were draft notes and he would welcome any comments on their accuracy.

45/2016 UPDATE ON GROUNDS MAINTENANCE CONTRACT

Cllr Peel updated the meeting about a programming problem that had occurred last week with the GM contractor which resulted in part of the work being left half-finished. A more up-to-date programme had been requested from the contractor.

The Clerk also asked for any queries or complaints about the contractor's work should be sent through to him so that he could record them and take any necessary action.

46/2016 PLANNING AND NEIGHBOURHOOD PLAN

a) To receive Planning Committee minutes for 4 July 2016

Cllr P Crane indicated that the Planning Committee minutes had been circulated for information.

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

Cllr Crane stated that, of the 6 applications considered, 2 were of particular interest.

- The Neovia application for a replacement building for the one that had burnt down last year; and
- The Sport in Desford (SiD) application for the netball courts.

Council resolved not to object to either of these applications.

Concern was expressed that the PC, as landowner, had not been informed about the proposed netball courts at SiD prior to the submission of the planning application. It was noted that there are 3 councillors representing DPC on the Management Committee and they would advise SiD to notify the council before submitting planning applications in future.

c) Update on the Neighbourhood Plan

A report following the stakeholder meeting at the Academy had just been received and had been circulated. Cllr P Crane mentioned the good support offered to the NP Group by Andy Killip at HBBC.

Councillors were reminded of the invitation to join one or more of the Focus Groups and to attend the presentation about a Housing Needs Survey on August 23rd.

47/2016 REPORT FROM THE CEMETERY Working Group

Cllr C Crane reported on various issues as follows:

- He stated that the members of the WG did care about the cemetery and put in a lot of work to try to ensure that it was always looking at its best.
- He indicated that the WG had concluded that the cemetery looked exemplary compared to most other cemeteries in the area.
- He said that Cllr Peel had obtained an updated price from Burleys for having all graves within the cemetery being levelled all at the same time rather than doing a few each year. (Approx 128 graves would need some work doing to them). The new price was £2,215 (compared to an estimated cost of £6,000 if the original rates had been used) and it had been suggested that this should be carried out in October or November.

- It was noted that efforts would have to be made to contact all owners of the affected plots before works commenced and Cllr Hutt thought that some owners might want to do the work themselves. If this happened, a specification for levelling works would have to be given to owners.
- Cllr C Crane noted that contacting the owners would have to be done sensitively.
- Council agreed that this work should be carried out and accepted the quote from Burleys for the levelling work.
- It was suggested that a mini-digger and skip was required to remove the untidy rubbish heap at the back of the cemetery hut. Costs would be obtained to carry this out. It was noted that similar works were also required in the allotments and the 2 should be looked at together. It was agreed this work should be carried out at the same time as the ground levelling project.
- Cllr C Crane said that he had been in contact with Stepping Stones to address the hedge problem. It was noted that weeding around the newly planted hollies was required.
- Finally, Cllr C Crane said that he was seeking a quote for someone to get rid of the moles in the cemetery. Approval was given to spend up to £1,000 on this activity. It was agreed that the mole catcher should also be asked to look at removing moles from Kirkby Road Recreation Ground.

48/2016 REPORT FROM THE PROCEDURES WG

Cllr P Crane stated that she had circulated the revised Standing Orders and that the only change was the addition of a paragraph about substitute Councillors if someone knew that they wouldn't be able to attend a meeting. The additional paragraph is set out below and was approved by Council.

"If a member is aware that they will not be able to attend a particular meeting, then they should endeavour to organise a substitute member to attend that meeting. If they are unable to find a substitute, they should give 3 days' notice of their absence."

(This is now paragraph 1(t) of the revised Standing Orders).

Cllr P Crane also presented the revised Terms of Reference for:

- The Allotment Working Group;
- The Desford in Bloom Working Group;
- The Neighbourhood Development Plan Working Group;
- The Procedures Working Group;
- The Resources Committee and the Procurement Working Group.

The revised Terms of Reference were all approved by Council.

49/2016 TO CONSIDER PROPOSALS FOR S106 FUNDED WORKS AT KIRKBY ROAD RECREATION GROUND

S106 funding had already been referred to in the Recommendations from the Resources Committee.

Cllr Hutt said that feedback received by the Neighbourhood Plan Group would be very useful in terms of gauging residents' aspirations.

Cllr Stretton gave details of the funding available.

Council agreed that ideas should be collected together and a report brought to the Council meeting in September. Cllr Stretton agreed to do this

50/2016 DESFORD IN BLOOM UPDATE

The Clerk had circulated the up-to-date accounts for the DiB Group and these were noted. Cllr P Crane said that there was a meeting next week and that a review of how things were going would be carried out. Cllr Hutt said that the 'In-Bloom' judge had given positive feedback on Desford's display.

51/2016 TO UPDATE THE SITUATION RE SPEED WATCH AND HGVs

Cllr Stretton had written to LCC again, but had not had a response. Having contacted David Treddinick MP, a response had been received but the LCC claim that they were addressing the problems was received with some scepticism. Cllr Stretton agreed to write again.

It was noted that the PC had had no feedback from the site meeting from LCC despite their promises.

52/2016 REMOVAL OF HIGHWAY RIGHTS AT 102 NEWBOLD ROAD

Council resolved not to object to the removal of highway rights at 102 Newbold Road.

53/2016 RESPONSE FROM SUN AND SOIL LTD (Dated 4 July 2016)

Council asked the Clerk to pursue the £20,000 contribution from Sun and Soil and not to mention any specific projects.

54/2016 CHRISTMAS LIGHTS PROPOSALS

The Council, the Community Action Group and the Desford in Bloom Group all appeared to want something much better this year outside the library. There was no support for lights at the entrances to the village.

More information was requested and a decision would be made at the next meeting.

55/2016 MISSING LITTER BINS

Cllrs P Crane and Stretton had highlighted some locations where bins had gone missing. The Clerk was asked to pursue this.

56/2016 SiD BID FOR FUNDING FOR DOUBLE NETBALL COURT

This had been covered under the Planning Item.

57/2016 COUNCILLOR TRAINING

The Clerk indicated that the request made to have financial training here in Desford had been turned down by LRALC. Hence, if anyone wanted to attend these courses, please contact the Clerk.

58/2016 CLERK'S REPORT

a) Church Lane Lighting

The Council agreed to support the actions proposed by Mr Gardner to ask HBBC to install heritage lighting in Church Lane.

b) Meeting Venues

The secretary of the Botcheston Village Hall had been asked to see if BVH could be used for some of the Council meetings and a response is expected.

c) Playground Inspections

The Play Inspection Company have carried out their Annual Inspections of Botcheston Recreation Ground, Kirkby Road Play Area and Pickards Recreation Ground.

Risk Assessments are to be carried out to assess all risks highlighted to the PC and this is to be addressed in the near future.

d) Repairs to Benches

It is understood that the repairs are underway.

e) HBBC Notification of the Netball Court Planning Application at SiD

HBBC have officially notified the PC about this application as the proposals are to be carried out on Parish Council land.

f) Bus Shelters

The Council had received an e-mail expressing concern about the state of the bus shelters.

Cllr Hutt proposed that the metal and perspex shelters should be replaced with wooden shelters and Council agreed to adopt this as a policy.

g) Request for School Crossing Patrol

The Clerk reported that he had passed on a request from a parishioner to the County Council for them to introduce a school crossing patrol outside the Primary School on Kirkby Road.

Regrettably, LCC had turned down the request as the location did not meet their criteria.

Councillors were concerned about this and asked County Councillor Sprason to look into this.

59/2016 PRIORITIES FOR THE COMING YEAR

It was agreed that this should be deferred to a future meeting.

60/2016 INFORMATION EXCHANGE (not for debate or decisions)

Cllr Stretton proposed that part of Pickards Recreation Ground should be used as a wild-flower garden. She will see if 'Stepping Stones' could help with this proposal as well as with the replacement of some trees around the perimeter of the park. This will be done in conjunction with proposals for the cemetery hedge. Cllrs Stretton and C Crane to liaise.

Cllr Hutt expressed concerns about the hedge at Victoria Cottage on Chapel Lane. It was agreed that the Clerk should contact the owner and ask for the hedge to be trimmed back.

Cllr Peel asked for an item to be placed on the next agenda so that the previous costs of the Grounds Maintenance works could be considered.

The Chairman closed the meeting at 9.45pm.

Chairman _____

Date _____