



DES福德 PARISH COUNCIL MEETING

Held at 7.30pm on Wednesday 21st of September 2016
at Desford Library, Main Street, Desford.

MINUTES

Present were - Cllrs Houghton (who chaired the meeting), C Crane, P Crane, Hutt, Lewis, Peel, Rood, Sims and Wakefield.

Also present - County Councillor D Sprason, 9 members of the public and the Clerk, Martin Broomhead.

86/2016 Apologies

Apologies were received from Cllrs Camamile and Minto.

87/2016 Declarations of Interest

A declaration of interest was made by Cllr Peel relating to a planning application that he had an interest in.

There were no other declarations.

88/2016 To receive and confirm as accurate the Minutes of the Parish Council meeting held on 17th of August 2016

The minutes of the meeting held on 17 August were accepted as a true record of that meeting.

89/2016 Resignation of Cllr Alex Stretton

Cllr Houghton informed the meeting that an election had been requested by at least 10 parishioners and that this would now be handled by Hinckley and Bosworth BC.

The Clerk circulated information about which Committees and Groups Cllr Stretton had been appointed to and asked Council if any nominations were proposed to replace Cllr Stretton.

Council agreed to appoint Cllr Wakefield on to the Planning Committee and that the other appointments made vacant by Cllr Stretton's resignation would be addressed once a new councillor had been elected.

90/2016 Desford in Bloom Award

Cllr Crane displayed the Silver Gilt award that had been presented to Desford in Bloom and the Judges Award for Desford's Intrepid Watering Volunteers.

Council welcomed the success of Desford in Bloom and commended the Working Group for all their efforts, especially Ewan Lindsay.

91/2016 Resources Committee

a) To receive and CONFIRM the recommendations of the Resources Committee (including payment of invoices) – 19 September 2016

a1 - Receipts and invoices for payment

The receipts and invoices for payment set out below were considered and approved by Council.

DPC Accounts Payable	Nett invoice	VAT	Invoice total
Arboreco Ltd (Works to Pickards Recreation Ground)	£750.00	£150.00	£900.00
Eon (7 Stars Road)	£56.55	£2.83	£59.38
G Burley and Sons Ltd (August Invoice)	£867.06	£173.41	£1,040.47
Clerk's Salary for July 2016	£1,163.20	£0.00	£1,163.20
Income Tax & NI related to Clerk's salary	£428.80	£0.00	£428.80
Derek Whitfield (Repairs to benches)	£525.00	£0.00	£525.00
Grant Thornton (External Auditors)	£400.00	£80.00	£480.00
Eon (Quarterly Street Lighting Maintenance)	£74.12	£14.82	£88.94
E H Smith (Repair posts & post concrete - Allotments)	£71.92	£14.38	£86.30

All of the above are payable from the Current Account - 00292087

Total £4,336.65 £435.44 £4,772.09

Cheques also to be presented to Full Council on 21 September for approval & signature

Society of Local Council Clerks (SLCC) Replacement Cheque **£250.00**

Monies in/Payments Received

Up to 31 August 2016

(Paid into Current Account No 00292087)

Cemetery Fees - Plot and Interment - Johnson	£285.00	
Cemetery Fees - M Davies	£75.00	
Allotment Rents	£47.50	£407.50

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

Grant from HBBC Environ'l Improvement Programme	£1,194.00	£1,194.00
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**Total Income for
August = £1,601.50**

a2 - To receive and approve Reconciliations for the August Bank Statements

The reconciliations for the August Bank Statements were received and noted by Council.

a3 - Income and Expenditure Report

The Income and Expenditure report was received and noted by Council.

a4 - External Auditors response to the Council's Annual Return

The Clerk reported that the External Auditors, Grant Thornton, had responded on the Annual Return and 'qualified' the audit because it had been advertised for 31 days, not 30 as specified in the regulations.

The response was noted and approved by Council and the Chairman thought that this was a good result.

a5 - To receive quotations for the Quinquennial Review of the Council's buildings

Two quotations were reported for this work; (4 had been invited). The quotation from David Beaumont Associates in the sum of £700.00 was approved by Council.

Council also agreed to add the churchyard wall to the review.

a6 - To receive a quotation for a review of the Grounds Maintenance expenditure incurred in previous financial years

An hourly-rate quote (of £45 per hour) has been received from Richard Willcocks for the audit review investigation requested by Council at the August meeting. (Minute 64/2016 (a)(iii) refers).

The Committee noted that Financial Regulations (FRs) asks for 3 quotes to be obtained for all work. However, on this occasion, it is recommended that Council consider waiving the FRs as allowed for under para 11(1)(d) and accepting the one quote received.

Council agreed to waive FRs in this case and appoint Richard Willcocks to carry out this work.

a7 - Neighbourhood Plan Budget allowance

The Committee agreed to confirm to Council that the budget available for costs incurred by the Neighbourhood Plan Group was £10,000; (£5,000 brought

forward from the 2015/16 budget, which was not spent last year, plus £5,000 included in the 2016/17 budget).

Council confirmed this.

a8 - Update on the Christmas Lights expenditure

Committee agreed to recommend to Council a maximum sum of £1,000 for Christmas trees, lights and fixings within the village. (This is in addition to the order already placed for the 12 foot Christmas tree by the library).

Council confirmed this.

a9 - To receive information about the proposal to plant trees and wildflowers at the Pickards Recreation Ground

Committee agreed to support this initiative, but more details of costs and likely support from Stepping Stones was needed to support a recommendation to Council.

A further report will be presented to the next Council meeting.

a10 - To receive information about a proposed transfer of land at the end of Forest Rise

The Clerk indicated that he had requested information from the Land Registry, but had not yet received confirmation of ownership of the land.

This was noted and the Clerk would Keep the adjacent householder informed of the situation.

a11 - Clerks Report

The Clerk reported that he and Cllr Houghton had interviewed 3 possible candidates for the position of Administrative Assistant and a recommendation would be made to Council for the most suitable candidate.

This would be addressed under the Clerk's Report later in the agenda.

a12 - Information from Members for Council

Cllr Hutt stated that there were several overhanging hedges that needed maintenance work, particularly from the Pickards RG down to the Free Church and in Chapel Lane.

On the same subject, Cllr Peel asked the Clerk to instruct Burleys to commence work on the hedge work in the contract, as this should have commenced in August.

Cllr Hutt also asked the Clerk to write to Leicestershire CC to seek information about the possibility of the Parish Council maintaining verges within Desford and Botcheston. Approval of this action was given by Council.

Cllr Houghton indicated that the S106 Project Group didn't meet last week, due to illness, but it was agreed that a list of possible projects should be drawn up and that the Procurement Group be asked to coordinate the projects.

Under this item, Cllr Sims again raised her concerns about the matting underneath the tyre swing. Cllr Sims circulated photos of the matting and said that children were getting hurt due to the gap in the matting.

Council agreed to waive Financial Regulations and accept the one quote that the Clerk had received for the repairs in the sum of £260.00. Council also agreed that the piece of equipment should be cordoned off and an inspection arranged asap.

An inspection of the handles on the baby swings was also requested.

b) To receive and CONFIRM reconciliation of accounts for August 2016

Noted as above.

c) To note Income and Expenditure to date

Noted as above.

92/2016 County and Borough Councillor reports

Cllr D Sprason raised the following issues.

Rural grass cutting had improved but LCC may not agree to more parishes maintaining grass verges within villages.

HGVs were still a problem in the village and he indicated that signage and bollards would probably be installed as a result of the proposed S106 conditions attached to the Neovia application.

The LCC Scrutiny Panel had accepted the officer recommendations and the possible transfer of Desford library will be addressed in the same way as all of the other libraries.

However, he indicated that an offer had been made by LCC to the Desford Library Group and that his was under discussion. Part of this offer included a sum of up to £15,000 for repairs to the library roof. However, there was still the opportunity to apply to the contingency fund for costs above £15,000.

Council asked the clerk to obtain quotes for the repairs to see if the £15,000 would be sufficient.

93/2016 Parishioners Participation

Jason Hunt raised the following.

Could official notices be put up on more notice-boards in the village as not everyone sees the main board by the High Street Coop.

There had been more damage at the cemetery. The Clerk said that there were 2 incidents that had been reported to the police but no action appeared to have been taken.

Was CCTV a possibility? Cllr C Crane said that this was being looked at but that the lack of power at the cemetery was a problem.

Cllr Rood said that she was checking on the cemetery each morning and some evenings. She felt that information about the damage to the Walton grave should have been more widely circulated.

Mrs McMillan said that she thought that the cemetery was a disgrace and asked if the contractor had been challenged. Cllr Peel and the Clerk confirmed that they had been challenged and that various improvements and changes in working practices had been agreed. Cllr Peel felt that he had done his best to resolve the situation.

The issue of the tyre-swing matting was raised again and Cllr Houghton apologised on behalf of the council that this hadn't been rectified earlier.

Theresa informed the meeting that the "Friends of Desford Primary School" had been formed and all were welcome to help out with the group.

Note - At this point in the meeting, Cllr C Crane left the meeting for a few minutes. The Chairman, Cllr Houghton, also briefly left the meeting to ask Cllr Crane to return.

**94/2016 Update from Procedures WG and consideration of the draft
Equality Policy**

Council confirmed that the Equality Policy should be adopted.

95/2016 Planning and Neighbourhood Plan

a) To receive the Planning Committee Minutes - 5 September 2016

These had been circulated and Cllr P Crane raised 2 issues.

A meeting had been held with Bellways about the new bus shelters and it was hoped that these would soon be provided.

Cllr Crane also asked about the alterations to the double gates down to Pickards RG. The Clerk confirmed that this had been sent to LCC Highways for their inspection.

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

Cllr P Crane indicated that there was nothing major to report other than item (c) below.

c) To consider the Neovia application Ref 16/00820/FUL)

Cllr Crane reported that there was to be a further meeting with Neovia about this application on 23 September and asked Councillors to forward to her any further issues that needed to be raised with Neovia. A response on the application would then be sent to HBBC.

d) Update on the Neighbourhood Plan, including:

- i. Consideration of the NDP Questionnaire; and**
- ii. The requirement for a Housing Needs Survey.**

Council agreed that these 2 issues should be addressed jointly by the Neighbourhood Plan Group and that a consultant would be engaged to carry out the work.

96/2016 Works at Kirkby Road Recreation Ground

Cllr Houghton indicated that a 3rd quote for this work had been obtained and that, as it was higher than the previous quotations, an order had now been placed for the work.

97/2016 To consider how proposals for S106 funded works in the Parish are to be taken forward

A list of schemes was circulated and considered. Tasks that could be considered to be carried out regularly would be considered for next year's budget and larger schemes should be looked at with the S106 funding.

Cllr Houghton suggested that a schedule for prioritising the various tasks and schemes should be circulated amongst councillors for their feedback.

98/2016 To consider proposals for Pickards Recreation Ground

This had already been discussed under the Resources recommendations.

99/2016 Allotments Rules and Draft Strategy, including:

Cllr P Crane indicated that the Allotment Rules and Draft strategy would be brought back to a future meeting for consideration.

a) Management of vacant plots and appointment of contractor to clear them.

The Clerk was asked to get quotes for this work to be carried out.

b) Boundary security.

Cllr Crane said that a more secure fence was needed on the west side of the site. A bid for a grant to do this would be made by DAGA.

Cllr Peel suggested a stock-proof fence would be cheaper and, perhaps, more appropriate and Cllr Crane agreed to raise this with DAGA.

Cllr Crane also suggested that Plot 19A should be used by Desford in Bloom as a community allotment. Council agreed with this proposal.

100/2016 Update on Grounds Maintenance Contract, including a request for a meeting with Burleys

Council agreed to arrange a six-monthly review meeting with Burleys.

Concerns were expressed in particular about the playground inspections.

101/2016 To consider verge maintenance within the confines of Desford and Botcheston villages

This issue had been discussed under the County Councillors report and Council asked the Clerk to write to LCC Highways asking about verge maintenance arrangements.

102/2016 To consider the future of the library including:

a) Update on the current position about the future of the library.

This issue had also been discussed under the County Councillors report.

b) The need to register the library as a Community Asset.

There was no discussion under this item.

103/2016 To update Council on the Traffic and HGV issues in the Parish

Cllrs Hutt and Lewis said that occasional HGV transgressions of the weight restriction signs were still happening.

This had already been raised under the County Councillors report, but Councillors expressed concern that the police didn't appear to take the problem seriously.

The Clerk was asked to follow up on the letter previously sent to the PCC.

104/2016 Christmas Lights proposals, including installation of brackets for small christmas trees

This issue had already been discussed and agreed under the Resources recommendations.

105/2016 To consider whether amendments to the Cemetery Regulations are required, plus to consider a request about the security of the cemetery records

Cllr Hutt suggested that the contractors be instructed to keep a distance away from vases, etc. Cllr Peel suggested that a 'kerbed-off' areas in front of headstones should be considered. Council agreed that the cemetery regulations did need reviewing and that the Working Group should address this.

Council also confirmed that the cemetery records should always be kept locked in the Parish Office and not taken away.

106/2016 To update Council on a 'Sport in Desford' bid for an environmental grant

The Council noted and endorsed the Clerk's actions in supporting the bid for an environmental grant.

107/2016 Clerks Report

Note - During the Clerk's report, Cllr Rood gave her apologies and left the meeting.

a) Church Lane lighting

The Clerk is waiting for advice from HBBC.

b) Crime information figures from the Police

These were circulated and noted.

c) Update on Sun and Soil donation to Council

The Clerk was asked to invite them to meet up with the Council again.

d) Hinckley and Bosworth Annual Rural Conference - 13 December, Twycross Zoo

Council noted this invite. Anyone interested to contact the Clerk.

e) Removal of concrete litter bin at Kirkby Road Rec'n Ground

It was agreed that the bin should be removed and replaced, but that the order for the new bin should be placed in conjunction with other litter bin orders.

f) LCC Countywide Accessibility Policy Review - Public Transport

Council agreed to nominate a rep to attend this event.

g) Hinckley and Bosworth Community Relations Forum - 13 October 2016, 5.00 to 8.00 (At the International Friendship Centre, Hinckley)

Council noted this invite. Anyone interested to contact the Clerk.

h) Application for Road Closure on Sunday 13 November - Main St, Desford

Council agreed to support this application.

i) Tree Survey

Council agreed to send out for quotations to carry out a survey of all trees on Council property.

j) Rural Community Council AGM - 20 October 2016

Council noted this invite. Anyone interested to contact the Clerk.

k) Outsourcing Payroll

The Council has made provision in its budgets of £400 for 'Outsourcing Payroll'. Council agreed to seek quotations for this.

l) LCC proposals for 'No Waiting At Any Time' - Leicester Lane, Desford

Council agreed to support the proposals as set out in the LCC drawing number TM4407/1/2016.

m) Desford in Bloom VAT Refund Request

Council agreed to consider this when requested.

n) Hinckley and Bosworth Parish Forum meeting - 29 September, 6.30

Council noted this invite. Anyone interested to contact the Clerk.

o) Hinckley and Bosworth Older Voices Forum - 3 October. 3.00

Council noted this invite. Anyone interested to contact the Clerk.

108/2016 - Confidential Item

Council agreed exclude the public to allow councillors to have a confidential discussion about a staffing matter.

Cllr Houghton and the Clerk had interviewed 3 candidates for the position of Administrative Assistant and recommended that, subject to finalising the Conditions of Employment, the position should be offered to Lisa Sly.

Council confirmed this appointment.

109/2016 Information Exchange (not for debate or decisions)

As the time was approaching 10.00, the Chairman asked for very brief reports to be made.

Cllr Sims informed the meeting that she was stepping down as a Parish Councillor. Cllr Houghton expressed her deep regret at the decision and thanks Cllr Sims for all her work in the past.

Cllr P Crane requested that the Resources Committee discuss and respond to the consultation on Capping by October 28th

The Chairman closed the meeting at 10.00pm.

Chairman

Date