



DES福德 PARISH COUNCIL MEETING

Held at 7.30pm on Wednesday 19th September 2018 at Desford Library, Main Street, Desford.

DRAFT MINUTES

Present: Cllr. C Crane (Chair), Cllr Norton (Vice-Chair), Cllr Camamile, Cllr Carr, Cllr. P Crane, Cllr Gregg, Cllr. McMillan, Cllr. Peel and Cllr Rood.

Also present – Peter Bedford (Leicestershire County Council), Miriam Surtees (Hinckley and Bosworth Borough Council), Martin Broomhead (Clerk), Lisa Sly (Admin Assistant) and 2 members of the public.

65/18 Apologies for Absence

Apologies were received and accepted from Cllr. Elcoat, Cllr Wakefield and Cllr Lockley.

66/18 Declarations of Interest

None

67/18 To receive and confirm as accurate the Minutes of the Parish Council meeting held on 15th August 2018

Agreed as a true record of the meeting.

The Chair commended the Desford in Bloom Group and the Scarecrow Team for an excellent Scarecrow Festival. Also, the Council would like to congratulate DiB for their East Midland in Bloom Gold Award. (Details can be found under item 82/18)

68/18 County and Borough Councillor reports

Peter Bedford – Numerous people commented how great the Scarecrow Festival was and how it has put Desford on the map. An outline of the time scale for the consultation regarding the Unitary Authority was given. The County Council Cabinet will meet on the 16th October and then again on the 23rd November. The Parish Council will need to make any comments between the 16th October and 14th November.

DPC commented that time frame is very short and falls outside the normal DPC meeting.

Miriam Surtees - There is a questionnaire in the HBBC Bulletin regarding Unitary Authority.

Work is continuing with the local plan.

The sure start centre in Desford will be closing.

69/18 Parishioners Participation.

An update on the inspection of the tree in church yard was requested. The order has been placed but unfortunately, there is a delay of approx 4 weeks due to the consultant's workload.

70/18 Membership of Committees and Working Groups.

Cllr Norton was added to the Procurement and Neighbourhood Plan Working Groups.

Cllr C Crane was added to the Procurement Working Group.

Cllr Rood was added to Staffing Committee.

71/18 To receive and consider the recommendations of the Resources Committee held on 12th September 2018,

(Comments from Full Council in italics)

R1 To receive and note the monthly Income and Expenditure

A Summary version was attached for Council's information.

Noted.

R2 To receive the bank statements and approve the bank reconciliations for August 2018

Attached for Council's information.

Received and Approved.

R3 To recommend payment of invoices and note receipts

A schedule of was circulated and recommended to Council for payment.

Details of income was also attached for information.

Invoices Approved (with the exception of Glendale which will be discussed under the Confidential Item).

Receipts noted.

Invoices and Accounts for Approval

DPC Accounts Payable (All from Account 00292087)	Invoice exc vat	VAT	Invoice total
Clerks Salary - August 2018	£864.44	£0.00	£864.44
Admin Assistant's Salary - August 2018	£468.72	£0.00	£468.72
Income Tax and NI relating to August Salaries	£354.93	£0.00	£354.93
Pension (paid via DD)	£50.53	£0.00	£50.53
Admin Assistant expenses - August	£246.41	£49.28	£295.69
Clerk Expenses (July, August and September)	£157.02	£18.33	£175.35
Book-keeper (August 2018)	£110.00	£0.00	£110.00
GeoXphere	£118.00	£0.00	£118.00
D.Ogilvie Engineering - World war seats	£1,454.00	£290.80	£1,744.80
CFS Computers - Lap top repair	£120.00	£0.00	£120.00
Play inspection company	£300.00	£60.00	£360.00
Arboreco tree care - cemetery	£375.00	£75.00	£450.00
2Commune - domain transfer/manage	£75.00	£15.00	£90.00
2 commune- 1 e mail account	£25.00	£5.00	£30.00
ESPO - Envelopes/lever arch	£18.70	£3.74	£22.44
Yourlocale	£2,000.00	£400.00	£2,400.00
e-on (UMS 7 stars) august 2018	£78.72	£3.94	£82.66
Desford in Bloom (to be paid via transfer)	£407.04	£0.00	£407.04
Glendale	To be discussed in confidential session.		
David Musson Fencing (post socket)	£87.90	£16.58	£104.48
HBBC (2xcemetery bins)	£321.10	£0.00	£321.10
ESPO (paper/lam pouches)	£58.62	£11.72	£70.34
BT (bill date 12 Sept 2018)	£42.25	£8.45	£50.70
RBL Poppy Appeal (Silhouette Soldier)	£250.00	£0.00	£250.00
Eon (Street light maintenance for Q3)	£74.12	£14.82	£88.94
Total for approval =	£8,057.50	£972.66	£9,030.16

Income to Account 00292087			
VAT Refund			£5,480.34
Cemetery plot			£150.00
Deposit for cemetery plot			£20.00
Refund of deposit for War Memorial works			£3,221.10
Transfer of S106 Funding by HBBC			£5,652.40
Transfer of S106 Funding by HBBC			£25,405.00
Cemetery plot			£150.00
		Total Income -	£40,078.84

Payments from DiB Account - 01431064			
Makro (scarecrow festival) drinks/glasses/chocolate-P.Cra	£288.06	£57.61	£345.67
Coop/Costco/ASDa-Kitchen provisions - N. Locley	£342.82	£0.00	£342.82
The Works/Amazon/B&Q/PartyPuffin- L. Carr	£190.21	£0.00	£190.21
Tesco/ASDA- paper/Alcohol - K. Twitchin	£226.97	£0.00	£226.97
Amazon - Miraclegro - J. Smoraczewska	£22.47	£0.00	£22.47
Asda/Macro - Kitchen stuff and Alcohol - C. Hutton	£318.98	£12.25	£331.23
ASDA Refund (C Hutton)	-£27.00	£0.00	-£27.00
Petty Cash	£100.00	£0.00	£100.00
	Total Outgoings -		£1,532.37
Income to DiB Account - 01431064			
Stall Fees (Scarecrow Festival)		£45.00	£45.00
Scraecrow Festival Income		£9,379.81	£9,379.81
	Total Income -		£9,424.81
Balance of 91074253 (Reserve Account)		Total -	£175,016.93
Cheques also to be presented to the Council meeting for approval & signature			
None to date.			

R4 Invoices from Desford in Bloom

It is recommended to Council that when invoices arrive from DiB requesting a cheque to be raised, Councillors who are signatories need to be told straight away. The cheques will then be available for signature in 3 office working days.

Agreed.

R5 Feedback from Procurement WG Meeting held on 5 September 2018

Varnishing of the picnic bench was discussed. Resources recommend that, if this is not to be organised by the Police, then this should not be pursued and the varnishing organised separately.

Agreed.

R6 Update on Grounds Maintenance Contract

Council are asked to note that the 6-month meeting with the contractor is to be organised. Cllr C Crane, Cllr Peel and the Clerk will attend together with representatives of Glendale.

This item is to be discussed under a confidential Item later in this meeting.

Noted.

R7 Condition of Noticeboards

It is recommended that the Council should leave most of the notice boards in place at the moment and that we wait until the new boards at the Library and the Cemetery are in place.

However, in the short term, it should be recommended to Council that:

- a) The notice board on Holmfield Road should be removed to ground level and disposed of; and
 - b) The notice board on Peckleton Lane should be removed to ground level and a decision as to whether to dispose of the board will be made later.
- Agreed.*

R8 Section 106 Update

Council are asked to note that there is still approximately £17,000 of S106 funding left after the purchase of the outdoor fitness equipment. It is recommended that this information is passed on to the Procurement Working Group. (Could this funding be used for CCTV equipment? The Clerk is to check with HBBC).

Noted.

R9 Proposals for Strict Baptist Cemetery

Council are asked to note that the WW1 bench will be placed in the SBC. It may need to be moved at a later date to fit in with the design of Open Gardens.

Noted. Open gardens will mark the location before the installation of the bench.

R10 Quotes

a) Small jobs list

The Procurement WG have expressed a preference to use the contractor Mole to carry out the small schemes. The Resources Committee confirmed this and agreed to recommend this to Council.

Council Agree that Mole should be appointed to do all 5 small jobs in the sum of £18,898.00

b) Further quotes for tree inspections

A quote has been received from Symbiosis for:

- To inspect 10 trees at the Cemetery £255.00;
- To inspect trees in Pickards £305.00.

Resources recommend to Council that orders are placed for the above 2 inspections.

Council Agree to instruct Symbiosis to carry out this work.

R11 Clerk's Report to Resources

a) Allotments site break-in

Damage to fence - request for replacement fence panel at a cost of £80 or £114, supply only. Damage to Container padlock housing.

Road gate to be more secure so that vehicles cannot easily drive onto site.

Cllr Peel has said he will repair the padlock housing on the container and put the fence panel up. (The farmer has the right to access his field so the lock on the gate should be a combination lock).

The Resources Committee recommend that the Parish Council should pay for the replacement fence panel and chain and lock.

The Council agreed to pay for the replacement fence panel and a new lock and chain, upon receipt of an invoice.

b) Replacement signs for Lindridge Lane and High Street

The original supplier has been tracked down and we are waiting for a quote. Check who is responsible to put these signs up.

Two new posts are needed for the High Street sign.

Noted.

c) Quotes for rooted Christmas Tree.

One quote has been received and we are waiting for others.

Other quotes are proving hard to obtain as the type of tree recommended by HBBC is not commonly available.

Council Agree to purchase a rooted Christmas Tree up to a maximum of £150. The Council also agreed to waive the Financial Regulations to allow this.

d) Do DPC want DiB to plant Pansies and bulbs in DPC planters?

It is recommended to Council that DiB are asked to purchase plants for all DPC planters, subject to price.

Council are asked to consider whether to put some plants in the Memorial garden at the cemetery.

The Council agreed to request DiB to buy plants and bulbs for the Parish Council planters up to a value of £450.

The Council also request DiB to look at the Memorial Garden and make a recommendation of types of plants that could be planted for a display throughout the year and idea of costs.

72/18 Planning and Neighbourhood Plan.

a) To receive the Planning Committee Minutes – 3rd September 2018 including planning applications.

A developer has proposed (this is at the pre-planning stage at the moment) a housing development on Peckleton lane. There will be 2 weeks of consultation online and DPC have requested paper copies. New planning application that have been received since the Planning Committee meeting.

18/00843/FUL Old Woodlands Farm. Plans to increase use of camping and leisure facility. This site already exists although restricted to 28 days use per year - no objections.

18/00897/HOU Leicester Lane. 2 storey side extension – no objections.

18/00922/HOU Richmond Close. 2 storey side extension – no objections.

b) Update on the Neighbourhood Plan.

The strategic Site Assessment is now complete as it has been 28 days since the Neighbourhood Plan WG requested HBBC to contact the land owners. The Strategic Site Assessment will be discussed in the confidential session as the sites cannot be published until the draft Neighbourhood Plan is available for consultation, which should be considered at the October Council meeting.

73/18 Action List

A single document has now been prepared showing all actions from all committees.

The proposed layout was accepted by council.
Priorities should be reviewed and confirmed by Council at each meeting.

74/18 Bridging Loan advice

The Clerk reported that it is legal for Desford Parish Council to offer a bridging loan to SiD.

Council agreed to offer this loan up to a value of £20,000.

75/18 Correspondence from the Desford Allotment Garden Association (DAGA)

DAGA had asked of the Clerk could pursue the refund of the unsuccessful first delivery of the new container.

Council agreed that they would not give permission for the Clerk to work on this and recommend that the best course of action is for DAGA to contact the National Allotments association for advice.

76/18 Allotments

a) Action to prevent sheep incursion

The allotments WG request the installation of a fence to keep sheep out of the allotments. It is the sheep owner's responsibility to do this. The Clerk has already written 2 letters to the owners, with no response. Council agree to send another letter stating that a fence should be erected or DPC will take legal action.

b) Rent review

Rent renewal letters will be sent out at the beginning of December. Hence, a decision is needed from Council before then about the level of allotment rents and deposits. The Clerk was asked to investigate allotment rents and deposits.

c) Deposits

Covered in the above point.

d) Public liability

Are non DAGA members covered by DPC insurance? The Clerk was asked to check this and include details for allotment holders, in their renewal letter, of any insurance information.

e) The revised Allotment Rules

Add 17.2 with reference to beekeeping.

Change 22.1 to read "Only the tenant, authorised person , or persons accompanied by the tenant is allowed on to the site.

All agreed

77/18 Cemetery Memorial Garden Planting

Covered under Item 72/18R11(d).

78/18 Should DPC regulate what is put on the Council's noticeboards.

The Council made 3 points relating to the placement of notices on the Parish Council Notice Boards and also commented that the placement of notices is at the discretion of the Clerk.

- 1) Parish Council information has priority.
- 2) Organisation within the parish have next priority.
- 3) No political posters will be allowed.

79/18 Letter from the Hinckley and Bosworth Borough Council for consideration

A letter has been received from the Leader of Hinckley and Bosworth Borough Council regarding Unitary status. Also circulated at the meeting was a copy of a letter from the Deputy Leader of HBBC.

Council noted these letters.

80/18 LCC Highways Survey

Individual members of the public can fill in the survey. DPC will respond with the Chair and Vice-Chair making suggested responses and referring these back to the next Council meeting.

Council Agree

81/18 Clerks Report

(Comments from Full Council in italics)

a) Government Event

An e-mail has been received an invitation to "The Prevention of Children and Young People from Radicalisation and Extremism" Conference.

Forward this to all schools within the in parish.

b) Martial Arts information for Website

Request to put information regarding Martial Arts classes on the web site.

Council agree that this can be put on website.

c) Dog Fouling on Forest Rise foot path

The Council had received a request from a resident of Forest Rise for a dog fouling sign and bin to be put up on the path between the back of houses on Forest Rise and the Bosworth Academy.

It was noted that this track belongs to LCC, and they have not maintained it very well.

It was agreed to forward this request onto the dog warden at HBBC.

d) Police report and Newsletter

These were circulated.

Noted.

e) Annual Leicestershire Police Inter-Cultural Social Evening

An invite to this event was circulated.

Noted.

- f) Request from Dan Chapman of Desford Community Primary School**
 A request for a contribution from DPC towards a new Multi Use Games Area at the Primary School had been received.
It may be possible to give to the PTA, but not to the school.
It was agreed to contact Head Teacher and ask him to attend the next meeting to discuss the school's requirements.
- g) Proposal from LCC to amend the parking restrictions at Desford Primary School**
 Details were circulated.
Noted.
- h) Information from the new owners of the Post Office**
 Details were circulated.
Noted
- i) Allotment Plot 29A - Rubbish has been left by the previous tenant**
 Request from DAGA that rubbish left by the previous tenant be removed (by previous tenant) before it is re-let.
Cllr P Crane has recently written to the old tenant requesting the rubbish to be removed.
- j) Local Plan review consultation workshop**
 Information regarding preferred days to attend the consultation on the Local Plan requested by HBBC.
Tuesday was put forward as the most likely possibility. Council asked for this to be passed to the Procurement WG. Note that the Resources Committee meet on the 10th.
- k) Quote for Cleaning of Memorials at Botcheston and Kirby Grange**
 A quote for this work was circulated and considered.
DPC do not own the one at Kirkby Grange. Do we need to get permission?
Cllr Norton says residents at Kirby Grange would be happy for this work to go ahead.
Council are in favour of requesting Harborough Stone to complete this work at the same time that they clean the War Memorial in Desford for £385.
- l) Silent Soldier – Choice of silhouettes**
 Choices for the silhouette were circulated.
Council agreed to purchase the RAF Silhouette. The cheque needs to be sent with the order.

82/18 Information Exchange (not for debate or decisions).

Cllr P Crane – What is the update in the quinquennial report? The Clerk confirmed that the order had been placed. The Clerk was asked to follow this up.

East Midlands In Bloom Awards - Desford in Bloom received a Gold Award for Desford. A resident of St Martin's Drive received a Silver Award for best front garden.

And the Special Judges award was given to Caterpillar for the frame for the topiary plane

Cllr Carr - PC Cross would like to attend the next meeting.

Cllr Peel – Informed Council that he will not be available for the Resources or Council meeting in October.

Cllr Norton - Botcheston Village Hall should be commended to putting on a fantastic day at their Gala event. Approximately £300-£400 was raised for the Village Hall. The Village Hall Committee is spending £1,200 repairing the floor of the Hall. The hall is used a lot and is usually full to capacity. In the future, DPC may need to consider increasing the size of the hall.

83/18 CONFIDENTIAL ITEMS

The Council agreed to discuss the next items in confidence and the public were asked to leave the meeting.

a) Neighbourhood plan

The strategic Site Assessment will become public after the draft Neighbourhood plan is presented to Council for approval, hopefully in October.

b) Glendale

Following discussion, Council agreed to pay the full August Invoice of £5,520.79. It was also agreed that the 6-monthly review meeting should be held in early October.

The meeting closed at 9.46

Signature.....

Date.....