

**Minutes of Stoke Golding Parish Council**

Minutes of the 412th meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Wednesday 4<sup>th</sup> March 2020

**Attendance:** Cllr R Terheege (in the chair), S Beale, A Clover, R Fisher, A McLean Parish Clerk Theresa Case, County Councillor Ivan Ould, 4 residents.

**412/1 To receive apologies for absence:** Cllrs N Smith and C Pegg, Borough Cllr Jonathan Collett.

**412/2 To receive declarations of interest on items on the agenda and dispensations:**

The following was **RESOLVED:**

- It was **NOTED** that there were none.

**412/3 To receive reports by County and Borough Councillors**

- A report by County Cllr Ivan Ould was circulated to all councillors prior to the meeting and the following was discussed:
  1. Coronavirus – letter from LCC regarding elderly care.
  2. Stoke Road flooding issue still unresolved.
  3. On-going parking issues at Convent Drive.
  4. Planning – five-year housing shortfall implications.
  5. Cllr Beale requested that County Cllr Ould pass on his details for contact to the Clerk to forward to the Stoker and the FB Community Page.
  6. Cllr Clover commented on progress of path works in Stoke Golding.
- A report by Borough Cllr Jonathan Collett was circulated to all councillors prior to the meeting.

**412/4 Public participation – to consider any comments by the public on items on the agenda:**

The following was **RESOLVED:**

- It was **NOTED** that there were no comments.

**412/5 To confirm the minutes of the 411th meeting of the Parish Council:**

It was **RESOLVED** that the minutes of the Parish Council meeting held on 5th February 2020 were unanimously **AGREED** and the Chairman signed the minutes of the 411th meeting as a correct record of the meeting.

**412/6 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:**

Updates:

- Wykin Lane Cemetery pathways – it was **NOTED** that work will take place in early spring due to ground conditions and EIP funding will be carried forward.
- Stoke Fest – it was **NOTED** that the PC has now received the necessary insurance and risk assessment documents.
- Hinckley Road Cemetery Memorial wall - it was **NOTED** that repairs have been carried out and a tree root will be assessed by Cllr Clover.
- Tree Safety Inspection – it was **NOTED** that the annual inspection has been booked for March 2020.

**412/7 Reports of elected officers of the council and the clerk:**

**a) Financial Progress Report**

The following was **RESOLVED:**

- The Financial Report was unanimously **AGREED** and it was signed by the Chairman.
- Income for the month of January 2020 was **NOTED** at £2,191.00.
- Expenditure for the month of January 2020 was **VERIFIED** at £12,044.17.
- The bank reconciliation for the month of January was **NOTED**.
- The actual bank statements were verified by Cllr Beale on the 10<sup>th</sup> February 2020.

**b) Playground inspection:**

Monthly report:

The following was **RESOLVED:**

- The safety inspection report was **NOTED** and there were no issues.

**c) Ground Maintenance Report**

The following was **RESOLVED:**

- An update on tree debris at the recreation field was **NOTED**.

- It was **NOTED** that work to the tap at Hinckley Road Cemetery was still pending.

#### **d) Crime Report**

The following was **RESOLVED**:

- Crime figures for December 2019 – the following figures were **NOTED** from the police.uk website.
- 1 other crime near Greenwood Road – under investigation.
- 1 burglary near Station Road – under investigation.
- 1 violence/sexual offence near Station Road – no information.
- 1 vehicle crime near Ivy Close – under investigation

#### **e) Report by Clerk on other matters**

The following was **RESOLVED**:

- It was **NOTED** that there was nothing to report.

#### **f) Reports of Councillors on meetings they have attended relating to the work of the Parish Council**

The following was **RESOLVED**:

- A report from Cllr Beale on the Bosworth Constituency Parish Forum meeting was **NOTED**.

#### **412/8 Planning Application Matters:**

Planning applications were considered and any comments resolved as follows:

##### **a) New Applications:**

- 26 Hinckley Road, SG – two storey side extension.
- 99 Hinckley Road, SG – single storey rear extension.

**RESOLVED COMMENT:** None.

##### **b) Amended:**

None

##### **c) Permissions approved:**

- 24 Station Road, SG – external insulation and rendering of entire property.

##### **d) Refusals:**

None.

##### **e) Appeals:**

None.

##### **f) Withdrawn:**

None.

##### **(g) Declined to Make:**

None.

#### **412/9 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and consider any recommendations**

The following was **RESOLVED**:

- Minutes of the NPAC meetings held on the 3rd and 17th February were **NOTED**.
- A report by Cllr Beale was **NOTED** and included the following:
- Strategic Environmental Assessment (SEA) update.
- Meeting with HBBC Conservation Officer regarding site allocation.
- Further work required on open and green spaces.
- Recent Neighbourhood Plan for Desford and Newbold Verdon to be passed on to NPAC.
- Burbage Neighbourhood Plan examination in public.
- It was **AGREED** to proceed with consultant fees, at a cost of £650.00
- It was **AGREED** to proceed with refund of £890.50 unspent grant monies at the end of March.
- Grant monies spent and remaining were discussed and it was **AGREED** to proceed with a further grant application.
- It was **AGREED** to ring-fence £2,000 allocated in PC budget 2019/20 for Neighbourhood Plan.

#### **412/10 To receive an update on Sport in Stoke Golding (SISG)**

The following was **RESOLVED**:

- It was **NOTED** that there was nothing to report.

#### **412/11 To update on memorial safety – gravestone repairs**

The following was **RESOLVED**:

- It was **NOTED** that memorial safety work at Hinckley Road Cemetery was complete.
- It was **AGREED** to proceed with medium risk repairs at Hinckley Road Cemetery, at a cost of £5,795.00.
- It was **AGREED** to proceed with an application for 50% funding from the Environmental Improvement Programme.

- Faculty application for railings removal - it was **NOTED** that further information was required and to **ACTION** the Clerk to submit.

**412/12 To consider proposals for play equipment for 12-18 year olds**

The following was **RESOLVED**:

- It was **NOTED** that there was nothing to report.

**412/13 To consider works to the recreation field pathways**

The following was **RESOLVED**:

- It was **NOTED** that Cllr Pegg has met a contractor to discuss maintenance requirements and a proposal for works will be forwarded to the Parish Council shortly.

**412/14 To consider Hinckley Road Cemetery boundary matter**

The following was **RESOLVED**:

- It was **NOTED** that there was nothing to report.

**412/15 To update on roundabout maintenance**

The following was **RESOLVED**:

- It was **NOTED** that the roundabout has been re-greased and will be checked monthly as per the supplier guidance for further re-greasing requirements.

**412/16 To update on Vehicle Activated Signs (VAS)**

The following was **RESOLVED**:

- It was **NOTED** that solar panel kits to extend battery life would cost £1,500.00 and battery charging would still be necessary every four weeks, so was not considered appropriate at this time.
- A request for slabs was not consider appropriate and **DECLINED**.
- To **ACTION** Cllr Fisher to pass on a padlock to the volunteer.
- To **ACTION** the Clerk reply to the volunteer.

**412/17 To update on Accessibility Regulations basic check and statement**

The following was **RESOLVED**:

- An Accessibility Audit of the website was **NOTED** and necessary work will be carried out shortly.

**412/18 To consider reports required for the Annual Parish Report**

The following was **RESOLVED**:

- It was **NOTED** that the following reports will be requested by the 16<sup>th</sup> March: Chair, finance, planning, cemeteries, village hall, neighbourhood plan and charities.

**412/19 To approve a sum of petty expenditure for the year beginning April 2020**

The following was **RESOLVED**:

- It was **AGREED** to proceed with a sum of £600 for petty expenditure for the next financial year.

**412/20 To consider and approve pitch hire fees**

The following was **RESOLVED**:

- It was **AGREED** to proceed with pitch hire fees in line with Hinckley and Bosworth Borough Council.

**412/21 To consider requests for use of football pitches and cricket field**

The following was **RESOLVED**:

- The following requests were **AGREED**: Cricket Club - 1 adult team and Football Club - 6 junior teams.
- To **ACTION** the Clerk to confirm requests and issue invoice to the Cricket Club.

**412/22 To consider the annual review of internal controls**

The following was **RESOLVED**:

- It was **NOTED** that a review of internal controls was carried out by Cllr Beale and the Clerk on the 10<sup>th</sup> February 2020.

**412/23 To consider and approve cemetery fees**

The following was **RESOLVED**:

- It was **AGREED** to proceed with cemetery fees in line with Hinckley and Bosworth Borough Council.
- The revised scale of charges was **AGREED**.
- It was **AGREED** to continue with exclusive right of burial for 75 years.

#### **412/24 To consider and approve additional Heritage street signs**

The following was **RESOLVED**:

- It was **AGREED** to proceed with additional heritage street name signs at a cost of £3,352.00, with 50% funding from the Environmental Improvement Programme.

#### **412/25 To consider proposal from the Charity of Thomas Barton for street poppies**

The following was **RESOLVED**:

- To **ACTION** the Clerk to reply to the Charity of Thomas Barton and advise them to seek permission from LCC Highways.

#### **412/26 To consider Baxter Hall as an 'Asset of Community Value'**

The following was **RESOLVED**:

- To **ACTION** the Clerk to seek further information from the Diocesan Director of Education.
- It was **NOTED** that the PCC will meet with the Diocesan Board of Education shortly and report back to the PC.
- It was **AGREED** in principle, subject to obtaining the information above, that an application to register Baxter Hall as an 'Asset of Community Value' would be an appropriate option.
- To **ACTION** the Clerk to obtain the necessary forms to apply for 'Asset of Community Value' status, when it was agreed appropriate by the Parish Council.

#### **412/27 To consider renewal of HBBC storage licence**

The following was **RESOLVED**:

- It was **AGREED** to proceed with renewal of the storage licence, at a cost of £192.

#### **412/28 To resolve upon the Monthly Schedule of Payments**

It was **RESOLVED** that the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: February 2020: gravedigger £300.00, HR Cemetery - repair to memorial wall £270.00, grave memorial repairs £6,535.00 and March 2020: pavilion electricity £24.00, admin – clerk's salary and office expenditure £728.74, Stoke Golding Methodist Church – hall hire £145.75, LRALC Ltd – internal audit service £250.00, Planit-X Town & Country Planning Services Ltd – NP consultant £780.00, HBBC storage licence £192.00, Water Plus Ltd – HR Cemetery water supply £99.72, ground maintenance – contract £1,617.73.

#### **412/29 To receive and consider such communications as received by the Clerk**

The following was **RESOLVED**:

##### **Written**

- An update from HBBC Planning on Convent Drive open space was **NOTED**.
- HBBC Environmental Improvement Programme call for projects was **NOTED**.
- Invitation from the Police and Crime Commissioner election candidate was **NOTED**.
- Dadlington Neighbourhood Plan Stakeholder Consultation Meeting invitation was **NOTED** and Cllr Beale to attend.

##### **Verbal**

None

#### **412/30 To consider items needed to be brought to public's attention**

None

#### **412/31 To consider future agenda items**

The following was **RESOLVED**:

- To consider a police open evening.

#### **412/32 To consider entering a confidential session to discuss staff and contractor matters**

The following was **RESOLVED**:

- It was **AGREED** to enter a confidential session to discuss contract matters.

#### **412/33 To consider annual review of performance for ground maintenance contractor**

The following was **RESOLVED**:

- It was **NOTED** that the annual review of performance has been carried out by Cllr Pegg, all matter were considered to be satisfactory, and contract to continue into third year.
- To **ACTION** the Clerk to confirm the third year of the contract to the contractor, as previously agreed in December 2019.

**412/34 To consider Clerk's annual appraisal, salary review and annual leave**

The following was **RESOLVED**:

- The clerk's annual appraisal report and comments were **NOTED** and **AGREED**.
- It was **AGREED** that salary will increase by one increment and hours will be 13 hours per week, a revised contract was signed.
- Clerk's annual leave dates were **AGREED**.
- Training was discussed and to **ACTION** the Clerk to arrange Framework for Councillors' Conduct and Interest training for Full Council.
- Cllrs appreciation of the Clerk's work was **NOTED**.

The meeting closed at 9.15 pm

**Next meeting:- Methodist Hall, Wednesday 1<sup>st</sup> April 2020 at 7.00pm**