

Draft Minutes of Stoke Golding Parish Council

Minutes of the 440th meeting of Stoke Golding Parish Council held virtually on Wednesday 4th May 2022

Attendance: Cllr C Pegg, R Fisher, A McLean, N Smith, K Elliot, V Palmer, Parish Clerk Sarah Beale, Borough Cllr Jonathan Collett, 3 NPAC members

440/1 To elect chairperson of the Council

The following was **RESOLVED**:

- It was unanimously **AGREED** to appoint Cllr Smith as Chair.

440/2 To receive Chairman's acceptance of office

The following was **RESOLVED**:

- It was **NOTED** that Cllr Smith signed the declaration of acceptance of office.

440/3 To elect vice chairperson of the Council

The following was **RESOLVED**:

- It was unanimously **AGREED** to appoint Cllr McLean Vice-Chair.

440/4 To receive resignations

The following was **RESOLVED**:

- The resignation of Cllr R Terheege was **NOTED**, and the chair thanked Cllr Terheege for her service to the Parish Council and the community.

440/5 To establish committees for ensuing year, to appoint members and review terms of references

The following was **RESOLVED**:

- It was unanimously **AGREED** the Neighbourhood Plan Advisory Committee (NPAC) will include Cllrs Fisher, non-councillor members will be reappointed, and Mervyn Ward reappointed as Chair.
- It was **NOTED** that new NPAC Terms of Reference have been updated and **AGREED**
- It was unanimously **AGREED** the Convent Open Space (Advisory) Committee (COSC) will include Cllrs Pegg and McLean, non-councillor members will be reappointed, and Cllr Pegg reappointed as Chair.
- It was **NOTED** that the COSC Terms of Reference remain unchanged.
- It was unanimously **AGREED** the Staffing Committee will include Cllr Smith, Pegg, Fisher, McLean and Cllr Smith reappointed as Chair.
- It was **NOTED** that the Staffing Committee Terms of Reference remain unchanged.

440/6 To review councillor's area of responsibility

- Chair Cllr Smith-play equipment, chair of staffing committee
- Councillors
Cllr Pegg- ground maintenance, cemeteries, recreation ground, Chair of Convent Open Space Committee (COSG)
Cllr Fisher-play equipment, member of NPAC, Chair of the Village Hall Management Committee, website, and Facebook admin.
Cllr McLean-play equipment , member of COSC
Cllr Palmer-data protection
Cllr Elliott- Queens Jubilee
- All councillors share responsibility for planning issues
- To **ACTION** the clerk to publish on the Stoke Golding Village Website

440/7 To receive apologies for absence:

Cllr R Terheege, Cllr V Palmer

440/8 To receive declarations of interest on items on the agenda and dispensations:

The following was **RESOLVED**:

- A dispensation was previously **AGREED** for all Councillors to participate in any discussion and vote in relation to the Neighbourhood Plan for a period of one year.
- It was **NOTED** that Cllr McLean has declared a dispensation which was previously **AGREED** for any discussion and vote in relation to the Convent Open Space until 31st March 2023

- It was **NOTED** that Cllr Pegg has a dispensation which was previously **AGREED** for any discussion and vote in relation to the Bosworth Manor Open Space until 31st March 2023.
- A dispensation was previously **AGREED** for all Councillors to participate in any discussions and vote in relation to the budget and setting of the precept for four years.
- It was **NOTED** that Cllr Smith has declared an interest in the boundary dispute and will not take part in any further discussions.
- It was **NOTED** that Cllr Smith has declared an interest in the new Wykin Lane housing development

440/9 To receive reports by County and Borough Councillors

A report by County Cllr Bertie Harrison-Rushton was circulated to all councillors prior to the meeting and **ACTION** the clerk to add information from the report onto Facebook.

Borough Cllr Jonathan Collett reported, and the following was discussed:

- Issues between HBBC and LCC regarding the proposed new local plan were ongoing.
- Financial strategy expected to go to full council in July
- Still waiting for a response to concern over the Barwood Homes signs

440/10 Public participation – to consider any comments by the public on items on the agenda:

The following was **RESOLVED**:

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

440/11 To confirm the minutes of the 439th meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Parish Council meeting held on 6th April 2022 were unanimously **AGREED** and the Chairman signed the minutes of the 439th meeting as a correct record of the meeting.

440/12 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

- None

440/13 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED**:

- The Financial Reports for April was unanimously **AGREED** and signed by the Chairman.
- Income for the month of April 2022 was **NOTED** at £34,686.57 which includes £30,262.50 precept.
- Expenditure for the month of April 2022 was **VERIFIED** at £7593.60 with £26.47 VAT to be reclaimed.
- The bank reconciliation for the month of April was **NOTED**.
- The end of year bank reconciliation was **NOTED**.

b) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- A full safety inspection report was **NOTED**

c) Ground Maintenance Report:

The following was **RESOLVED**:

- The ground maintenance report was **NOTED**.
- It was **AGREED** to continue with two cuts of the cricket square a week at a cost £25 per cut and will be reviewed at the next meeting. **ACTION** the clerk to ask the contractor to start work.
- Pitch line markings done at an **AGREED** cost of £180
- Cricket square test cut done at an **AGREED** cost of £20.50
- Convent playground cut and trimmed at an **AGREED** cost of £30.00

d) Crime Report:

The following was **RESOLVED**:

- Crime figures for February 2022 – the following figures were **NOTED** from the police.uk website:
2 x violence and sexual offence , 2 x other crime , 1 x public order

e) Report by Clerk on other matters:

The following was **RESOLVED**:

- It was **NOTED** the clerk had attended the LCC/LRALC meeting 8/4/22
Resources and waste ,net zero carbon by 2050 , circular economy

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

The following was **RESOLVED**:

- It was **NOTED** that Cllr Pegg had met with Leicestershire County Cricket to discuss maintenance of the cricket square.

440/14 Planning Application Matters:

To receive and consider applications , amendments ,permissions ,refusals ,appeals, withdrawals and meetings received since the meeting 6th April 2022 and resolve or ratify any comments thereon.

Planning applications were considered, and any comments resolved as follows:

a) New Applications:

21/01413/REM reserved matters Roseway development.

RESOLVED COMMENT: Comments detailing the Neighbourhood Plan policies

22/00369/HOU extension 38 Ryeland's Cres

RESOLVED COMMENT: Comments detailing Neighbourhood Plan policies

b) Amendments

c) Permissions granted

21/01401/HOU 3 Roseway, extension and relocate drive and garage

d) Refusals:

None

e) Appeals:

None.

f) Withdrawn:

None.

g) Consultations:

None.

h) Declined to make:

i) Meetings:

Barwood homes (Roseway) – Play equipment suggestions to be put forward

Davidsons (Wykin Lane)- ACTION clerk to arrange a meeting

Richborough homes (Normandy Way) ACTION clerk to arrange meeting

440/15 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and to consider any recommendations

The following was **RESOLVED:**

- Minutes of the NPAC meetings held on the 20th April were **NOTED**.
- It was **AGREED** to approve new terms of reference
- It was **AGREED** to retain Colin from Planit-X as our consultant and Mervyn Ward chair of the NPAC will make contact to obtain quote for further work for the grant application
- It was **NOTED** that Rob Crowfoot is now vice chair of the NPAC
- It was **NOTED** that Tracey Chadwick has now joined the NPAC committee and **ACTION** the clerk to complete the necessary paperwork
- It was **AGREED** to pay subscription to Parish Online at a cost of £100 + £20 VAT
- It was **NOTED** that Mervyn Ward had a declaration of interest for the Wykin Lane development
- It was **NOTED** that Rob Crowfoot had a declaration of interest for the Barwood Homes development on Roseway

440/16 To receive the minutes of Convent Open Space Committee meetings and update on Convent Open Space

The following was **RESOLVED:**

- A report on progress by Cllr Pegg was **NOTED**.
- It was **AGREED** to **ACTION** the clerk to write to the allotment association regarding clearing of rubbish.
- It was **AGREED** to **ACTION** the clerk to obtain quote for works to the play area
- It was **AGREED** to proceed with the purchase of a picnic table at an estimated cost of £571.87 excluding VAT with £120 installation , bin at an estimated cost of £143.33 excluding VAT with £80 installation and bench at an estimated cost of £506.49 excluding VAT and £100 installation. The £1500 from the members highway fund is to be used and the remainder from the COSC budget. To **ACTION** the clerk to that Cllr B Harrison- Rushton .
- It was **AGREED** to obtain quotes for tree works and **NOTED** that Cllr Pegg would do this as he knew exactly what work was required
- It was **AGREED** to call the area Convent Meadow and **ACTION** the clerk to look into signage
- It was **AGREED** to **ACTION** the clerk to ask for requote on fence work
- It was **AGREED** to **ACTION** the clerk to obtain quotes for flattening the area around the gate.
- It was **AGREED** to **ACTION** the clerk to obtain quotes for a Stratford gate and installation costs
- It was **AGREED** to **ACTION** the clerk to look into signs for uneven ground

440/17 To update on maintenance of the pavilion

The following was **RESOLVED:**

- It was **NOTED** that plans have been sent to the FA

440/18 To update on works to recreational field ditch area

The following was **RESOLVED**:

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

440/19 To update on drainage work at Wykin Lane Cemetery

The following was **RESOLVED**:

- It was **NOTED** that we were waiting new costing from the contractor due to the increase in the price of materials and to **ACTION** the clerk to look into new quotes
- It was **NOTED** that we had received a grant from the Parish Initiative Fund for £3013.00

440/20 To consider play equipment matting safety

The following was **RESOLVED**:

- It was **NOTED** that the matting work had now been completed at the previously **AGREED** cost of £2300.00

440/21 To consider pitch hire requests for 2022/23

The following was **RESOLVED**:

- To **ACTION** the Clerk to check with the football club how many teams and pitch requirements and issue invoices at a cost of adult team per 11 matches £549 and child team per 11 matches £274.50.
- To **ACTION** the clerk to look into having the Pavilion cleaned.

440/22 To consider Laburnum Gardens Open Space

The following was **RESOLVED**:

- It was **NOTED** that we were waiting to hear back from HBBC regarding hedge issues that the developer had planted .
- It was **NOTED** that advice on the jitty hedge was to add mixed nature bushes and the whips that have been planted are young and to **ACTION** the clerk to reply to the concerned resident

440/23 To consider Bosworth Open Space

The following was **RESOLVED**:

- It was **NOTED** that HBBC and the clerk had chased the solicitor for an update.

440/24 To consider The Queen's Platinum Jubilee

- It was **NOTED** that the committee had another meeting next week .
- To **ACTION** the clerk to do risk assessments of the recreational ground and the beacon

440/25 To consider annual tree inspection

The following was **RESOLVED**:

- The annual tree inspection was **NOTED** and will be discussed further at next month's meeting.

440/26 To consider LRALC AGM and appoint a representative

The following was **RESOLVED**:

- It was **NOTED** that no information had been received yet

440/27 To consider councillor training requirements for 2022/23

The following was **RESOLVED**:

- It was **AGREED** that Cllr Smith, should attend chairperson training 12th September 2022
- It was **AGREED** to pay for the clerks Cilca training at a cost of £495
- It was **AGREED** that the clerk should attend the S106 training
- It was **AGREED** that Cllr Smith should attend the finance training on 24th May 2022

440/28 To consider Hinckley Road and Wykin Lane Cemeteries

The following was **RESOLVED**:

- To **ACTION** the clerk to ask the ground maintenance contractor to look at the laurel bush in Hinckley Road Cemetery and see what work needs to be done.
- It was **NOTED** that the clerk was waiting to hear back from ICCM regarding scattering of ashes near trees.
- To **ACTION** the clerk to arrange for the new soil enclosure at Hinckley Road to match the one at Wykin Lane and the **AGREED** estimated cost of £650

440/29 To consider works to trees

The following was RESOLVED:

- It was **AGREED** to proceed with removal of trees behind resident's house in Convent Close at a cost of £756
- It was **AGREED** to proceed with the removal three trees in the churchyard at a cost of £1212 and to **ACTION** the clerk to ask the PCC to plant new trees.

440/30 Review of inventory land and assets

The following was RESOLVED:

- It was **NOTED** that all information is now on the website.

440/31 Review of standing orders and financial regulations

The following was RESOLVED:

- It was **NOTED** that the standing orders had been reviewed and amendments had been made as per NALC advice
- It was **NOTED** that no amendments were required to the Financial Regulations.

440/32 Review of complaints procedure

The following was RESOLVED:

- It was **NOTED** that no amendments were required to the complaint's procedure.

440/33 Review of Council's subscriptions to other bodies

The following was RESOLVED:

- It was **AGREED** to proceed with the following subscriptions for the financial year 2021/22: RCC, ICO, SLCC/ALCC.
- It was **AGREED** to proceed with a subscription to the CPRE, under S137 expenditure.
- It was **AGREED** to proceed with annual membership of LRPFA, at a cost of £30.00.
- Previously **AGREED** annual membership of LRALC was **NOTED** at a cost of £456.14

440/34 Review of Council's Data Protection and Freedom of Information policies and procedures

The following was RESOLVED:

Data Protection:

- It was **NOTED** that no changes were necessary to the Data Protection policy
- It was **NOTED** that the Data Audit had been reviewed and updated, as necessary.
- It was **NOTED** that the annual review of personal data was now complete and files de-personalised for the previous financial year.

Freedom of Information:

- It was **AGREED** that no changes were necessary to the Freedom of Information Policy.
- It was **NOTED** that the Publication Scheme had been updated

440/35 Review of Council's expenditure incurred under S137

The following was RESOLVED:

- It was **NOTED** that the budget for 2022/23 is £850 an increase of £200 on last year to cover Christmas tree work and additional printing if required.

440/36 Confirmation of arrangements for annual insurance cover with effect from 1st June 2022

The following was RESOLVED:

- It was **NOTED** that the Parish Council is committed to a five-year fixed discounted deal until 1st June 2025.
- It was **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,446.69.

440/37 RFO to report on the audit for previous financial year and certify accounting statements

The following was RESOLVED and unanimously AGREED:

- The internal audit report was **NOTED**.
- The explanations of individual variances and reserves were discussed and **NOTED**.
- The internal auditor's report was discussed and **NOTED**
- It was **NOTED** that the RFO certified the accounting statements on 28th April 2022.
- It was **NOTED** that the period for the exercise of public rights will be from 13th June 2022 to 22nd July 2022.

440/38 To approve the annual governance statement

The following was **RESOLVED**:

- It was unanimously **AGREED** to consider and approve the annual governance statement, and this was signed by the Chair and the Clerk.

440/39 To approve the accounting statements prior to submission to the external auditor

The following was **RESOLVED**:

- It was unanimously **AGREED** to consider and approve the accounting statements, and these were signed by the Chair.

440/40 To appoint one trustee of the Mistress Hester Hodges Exhibition Foundation

The following was **RESOLVED**:

- It was **AGREED** to reappoint Shiona Alston as trustee for a term of four years

440/41 To consider Members Highway fund

The following was **RESOLVED**:

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

440/42 To consider declarations of interest and pecuniary interest.

The following was **RESOLVED**:

- It was **NOTED** there was nothing further to report

440/43 To consider tree planting around the village

The following was **RESOLVED**:

- It was **AGREED** to have a tree planting strategy and to discuss at the next meeting.

440/44 To consider memorial tree

The following was **RESOLVED**:

- It was **AGREED** to consider an area of reflection and to discuss further at the next meeting

440/45 To consider issues relating to the lamp posts in the recreational field

The following was **RESOLVED**:

- It was **AGREED to ACTION** the clerk to ask HBBC for more information

440/46 To consider Christmas tree arrangements

The following was **RESOLVED**:

It was **NOTED** that the clerk was still waiting to hear from HBBC

It was **NOTED** that work to install electric supply to tree would cost approximately £650

440/47 To consider works to the jitty

The following was **RESOLVED**:

It was **NOTED** that the clerk was still waiting to hear from LCC and to **ACTION** the clerk to contact HBBC

440/48 To resolve upon the Monthly Schedule of Payments

It was **RESOLVED** that payments have been checked against the invoices and the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: May 2022: phone £10.93 + £2.19 VAT , admin – clerk's salary and office expenditure £1081.52, ground maintenance – contract £1932.73, additional maintenance £230.50 , Zurich -annual insurance £2,607.81, Play equipment spares £21.40 + £4.28 VAT, slide matting repairs £2300.00, clerks Cilca training £495.00, Parish Online £100 + £20 VAT,

440/49 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- Community recovery work email **NOTED** and **ACTION** the clerk to invite them to attend the meeting in June.
- Thanks, from HBBC Ukraine help and Feed the Hungry was **NOTED**
- Email from resident regarding change of works to trees at Convent Open Space was **NOTED**
- Email from resident regarding planning application was **NOTED**
- Reply from 1485 sculpture trail regarding cost of maintenance was **NOTED**
- Request to clean pathway church yard was **NOTED** and **ACTION** the clerk to reply to the church warden
- Making a difference request was **NOTED**

Verbal

None

440/50 To consider items needed to be brought to public's attention

The following was **RESOLVED**:

None.

440/51 To consider future agenda items

The following was **RESOLVED**:

- Pump track
- Village hall car park extension
- Pedestrian space for access to recreational ground from Hall drive

440/52 To consider entering a confidential session to discuss legal matters

The following was **RESOLVED**:

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

440/53 To consider the boundary issue

The following was **RESOLVED**:

- It was **AGREED** that Cllr C Pegg would contact the solicitor.

The meeting closed at 9.45 pm

Next meeting:- Stoke Golding Methodist Church Hall, Wednesday 1st June 2022 at 7.00pm