

Minutes of Stoke Golding Parish Council

Minutes of the 443rd meeting of Stoke Golding Parish Council held on Wednesday 7th September 2022 at the Methodist Church Hall.

Attendance: Cllr N Smith (in the chair), Cllr A McLean, Cllr C Pegg, Cllr K Elliott, Cllr V Palmer, Parish Clerk S Beale, M Ward, R Crowfoot from the NPAC, 1 resident

443/1 To receive apologies for absence:

Cllr J Collett, Cllr R Fisher

443/2 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

443/3 To receive reports by County and Borough Councillors

Borough Cllr Jonathan Collett sent a report, and the following was **NOTED**

- There is a full council meeting next week. On the agenda is a senior management restructure.
- The Director of Communities has admitted the Planning Department continues to be short staffed. There is an active recruitment drive through a recruitment consultant in place for 6 key posts across the service and have been making proactive contact with officers to encourage them to apply, but in the interim we still have several agency officers in place.
- There are concerns about the liability facing the council if the Cineworld cinema goes out of business (national reports suggests the company is in great difficulty)
- The HBBC Governance Review consultation on its proposals ended on 7th September. Further recommendations are then expected to follow.
- Planning applications are being delayed due to staffing issues and Cllr J Collett has tried to help a couple of residents in chasing up their applications

County Councillor Bertie Harrison-Rushton sent a report, and the following was **NOTED**

- Members highway fund suggestions
- Free trees for farmers and landowners
- Social worker recruitment event
- Free care monitoring and alarm equipment

443/4 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.

443/5 To confirm the minutes of the 442nd meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Parish Council meeting held on 6th July 2022 were unanimously **AGREED** and the Chair signed the minutes of the 442nd meeting as a correct record of the meeting.

443/6 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

- It was **NOTED** that the signatories on the current bank accounts were now up to date
- It was **NOTED** that there was no fuel stored for the mower in the container on the recreational field
- It was **NOTED** that the new Ukrainian Flag had now been put up

443/7 To consider co-opting a new councillor and consider new councillor role description and person specification

The following was **RESOLVED:**

- The role description and person specification were **APPROVED**

443/8 Reports of elected officers of the council and the clerk:

Financial Progress Report

The following was **RESOLVED**:

a) Financial progress report

- The Financial Reports for July and August were unanimously **AGREED** and signed by the Chair.
- Income for the month of July 2022 was **NOTED** at £10072.00 (including £9500 NP grant) August was **NOTED** at £1661.75
- Expenditure for the month of July 2022 was **VERIFIED** at £7781.92 plus £582.45 VAT to be reclaimed and August was **VERIFIED** at £4991.00 plus £122.52 VAT to be reclaimed .
- The bank reconciliation for the month of July and August was **NOTED**

b) Verify bank statements

- The bank statements were verified by Cllr A McLean

c) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- A full safety inspection report for the recreational ground and Convent Meadows was **NOTED** and **ACTION** the clerk to arrange for work to be done.
- It was **NOTED** that slide caps have been purchased for Convent Meadow at a cost of £46.32 + £15 VAT

d) Ground Maintenance Report:

The following was **RESOLVED**:

- It was **NOTED** that the cricket mower had been repaired at an **AGREED** cost of £30
- It was **NOTED** that the cricket screens and covers have now been removed and using the clerks' delegated powers the work to clear and tidy the area around where the cricket screens were ,have been carried out as there were safety issues as to the condition the ground had been left in at a cost of £90
- It was **NOTED** that three new padlocks had been purchased at a cost of £11 each and a new padlock for the recreational ground car park had been purchased at a cost of £14.95 and chain at £9
- It was **NOTED** that the railings at the rec had been removed for access to the defibrillator at an **AGREED** cost of £40 and the sign moved at an **AGREED** cost of £5
- It was **NOTED** that railings had been fitted at the recreational ground to secure the area at an **AGREED** cost of £280 under the clerks delegated powers.
- It was **NOTED** that the weedkilling to bottoms of railings of playground fencing at Convent Meadow had taken place in August at an **AGREED** cost of one backpack 15 litres @ £80 per backpack application a time.
- It was **NOTED** that 5 trees need straightening and refining at Laburnum Gardens when ground has softened at an **AGREED** hourly rate plus materials.
- It was **NOTED** that the area where the 4 cricket screens have been removed in the recreational field will need cutting back ,clearing and reseeding at an **AGREED** hourly rate
- It was **NOTED** that the holes were filled in as a safety precaution for Stokefest at an **AGREED** cost of £222.20 under the clerks delegated power.
- It was **NOTED** that bin needed to be replaced near the Zion Church and **ACTION** the clerk to arrange at a cost of £50
- It was **NOTED** that extra cuts of the pathway will be required at Convent Meadow at £40 per cut

e) Crime Report:

The following was **RESOLVED**:

Crime figures for MAY 2022 – the following figures were **NOTED** from the police.uk website:

- 1 public order, 1 criminal damage & arson, 1 other theft , 2 other crime
- It was **NOTED** that the clerk had tried to contact our PCSO regarding recent burglaries in the area and it was **NOTED** Cllr V Palmer would chase and invite him to one of our meetings

Crime figures for JUNE 2022

- 4 burglary, 2 violence & sexual offences, 1 public order

f) Report by Clerk on other matters:

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

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

The following was **RESOLVED**:

- It was **NOTED** that the clerk had virtually attended the LCC annual parish liaison meeting and the LCC operational meeting .

443/9 Planning Application:

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

a) New Applications:

- 22/00661/FUL Mulberry Farm
RESOLVED COMMENT: NPAC assessment sent to HBBC and Stronghold developments
- 22/00368/FUL Stoke Golding Wharf – agricultural building
- RESOLVED COMMENT **ACTION** clerk to find out more information

- 22/00692/TCA St Margaret's Churchyard-tree work
RESOLVED COMMENT: None
 - 22/00718/TPO 45 Convent Drive -tree work
RESOLVED COMMENT None
 - 22/00670/HOU 40a Hinckley Road-detached garage
RESOLVED COMMENT None
 - 22/00742/TCA 40 Station Rd-tree work
RESOLVED COMMENT **ACTION** the clerk to seek further information
 - 22/00784/HOU 10 Station Rd- shop window removal, window replacement, change garage door
RESOLVED COMMENT None
- b) **Amended:**
- 21/00656/out Stoke Fields Farm reserved matters
RESOLVED COMMENT: None
- c) **Permissions granted**
- 22/00369/HOU 38 Ryelands Cres -garage and works to house
 - 22/00361/HOU Greencrest -Higham Lane – House extension
 - 22/00045/FUL Stoke Fields Farmhouse extension
 - 21/01446/CONDIT Compass Fields Farm ,Wykin Lane - change of named user of farm buildings
 - 21/00857/HOU Station House, Upton Lane-detached garage
 - 22/00391/REM Stoke Fields Farm reserved matters
 - 22/00692/TCA St Margaret's church trees
 - 22/00784/HOU 10 Station Road-remove old shop front, replace window, change garage door
- d) **Refusals**
- 22/00094/CLP 16 Ivy Close- garage conversion
- e) **Appeals:-** None
- f) **Withdrawn:** None
- g) **Meetings:**
- 21/01413/REM Roseway HBBC planning meeting 30th August 2022 attended by Cllr V Palmer who spoke on behalf of the Parish Council and raised concerns over the reserved matters.

443/10 To consider Davidsons request for street names and play area changes and contributions.

- It was **NOTED** that Davidsons has put in the reserved matters into HBBC and requested to attend October's meeting .**ACTION** the clerk to invite them

443/11 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and to consider any recommendations

The following was **RESOLVED:**

- Minutes of the NPAC meeting held on 11th July and 8th August 2022 were **NOTED**
- The strategy for revising the Neighbourhood Plan as put forward by the NPAC was **AGREED**
- It was **AGREED** to **ACTION** the clerk to contact HBBC to ask for information regarding the future number of new houses required for Stoke Golding now there is a further delay in the New Local Plan being finalised.

443/12 To receive an update on Convent Open Space

The following was **RESOLVED:**

- Minutes of the COSC meeting held on 20th July 2022 and 17th August were **NOTED**
- It was **NOTED** that the signs had been installed at an **AGREED** cost of £252.50 and £40 VAT
- It was **NOTED** that the contractor would fix the peg for the gate
- It was **NOTED** that the bin , bench, and table had been installed at an **AGREED** cost of £220
- It was **NOTED** that the quote for the woodland area had been sent to The charity of Thomas Barton
- It was **NOTED** that the Convent Meadows play area had been cut at an **AGREED** cost of £60.00
- It was **NOTED** that the fence panel had been moved at an **AGREED** cost of £340
- It was **NOTED** that the slide had been repaired at an **AGREED** cost of £55

443/13 To update on maintenance of the pavilion

The following was **RESOLVED:**

- It was **AGREED** to send further plans drawn up by the architect to the FA for approval
- It was **NOTED** that three quotes for architect costs should have been sought at the beginning of the process . The councillors opted for someone who was recommended and had experience of working on FA projects and within budget.
- It was **AGREED** to set up a working party for the pavilion project to include Cllr N Smith, Cllr C Pegg , Cllr A McLean

- It was **AGREED** to **ACTION** the clerk to obtain fire and water and electric assessments for the pavilion, to arrange for the pavilion to be tidied and cleaned do a risk assessment and to notify the football club.

443/14 To update on works to recreational field ditch area

The following was **RESOLVED**:

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

443/15 To update on drainage work at Wykin Lane Cemetery

The following was **RESOLVED**:

- It was **NOTED** that quotes had been received from Farms Services Ltd and to **ACTION** the clerk to ask them to go ahead with the drainage work at Wykin Lane Cemetery at an **AGREED** cost of £9325 and at the allotments at an **AGREED** cost of £2653 . It is understood that in the current economic climate the costs may have to be revised.

443/16 To consider Laburnum Gardens Open Space

The following was **RESOLVED**:

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

443/17 To consider Bosworth Manor Open Space

The following was **RESOLVED**:

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

443/18 To consider Hinckley Road and Wykin Lane cemetery matters

The following was **RESOLVED**:

- Cemetery report was **NOTED**
- It was **NOTED** that £90 had been refunded to McCartneys (Co-op) for an overpayment on a burial.
- It was **NOTED** that the soil had been removed at Wykin Lane cemetery at an **AGREED** cost of £260

443/19 To consider area of reflection in Hinckley Road cemetery

The following was **RESOLVED**:

- It was **NOTED** that Cllr C Pegg would meet with the ground maintenance contractor to discuss further

443/20 To consider annual tree inspection and works to trees

The following was **RESOLVED**:

- It was **AGREED** to proceed with the work to reduce the Poplar trees on the recreational field by 40% at **AGREED** cost of £1010 + £202 VAT and to **ACTION** the clerk to contact the tree surgeon.
- It was **NOTED** that the emergency tree work on the broken branches on the Poplar tree on the recreational field had taken place using the clerks' delegated powers at an **AGREED** cost of £280 + £56 VAT
- It was **AGREED** to **ACTION** the clerk to ask for work to the tree near the barrier in the rec to be done

443/21 To consider blue heart wildflower areas

The following was **RESOLVED**:

- It was **NOTED** to carry on maintaining the wild areas and wait for Cllr R Fishers report. Cllr K Elliott will work with Cllr R Fisher on the project.

443/22 To consider tree planting strategy

The following was **RESOLVED**:

- It was **NOTED** that this would be discussed at next month's meeting

443/23 To consider village notice board

The following was **RESOLVED**:

- It was **NOTED** that Cllr K Elliott and the clerk were working on different options

443/24 To consider Civility and Respect pledge

The following was **RESOLVED**:

- It was **AGREED** to **ACTION** the clerk to investigate training courses

443/25 To consider a bollard and painting car park gate at recreational ground

The following was **RESOLVED**:

- It was **AGREED** that Cllr N Smith and the clerk would look at the area to see what work is required.

443/26 To consider land on Thornfield Avenue

The following was **RESOLVED**:

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

443/27 To consider Remembrance Day service

The following was **RESOLVED**:

- It was **AGREED to ACTION** the clerk to purchase a wreath at an estimated cost of £20 under S137 power
- It was **AGREED to ACTION** the clerk to book the bugler at an estimated cost of £40 under S137 power

443/28 To consider Members Highway Fund

The following was **RESOLVED**:

- It was **AGREED to ACTION** the clerk to find out more about what the fund could pay for

443/29 To consider issues relating to lamp posts

The following was **RESOLVED**:

- It was **NOTED** that the clerk and Cllr R Fisher had met with an engineer from LCC and ownership issues were ongoing
- It was **NOTED** that the clerk was still trying to chase LCC about the lamp post on Church Walks.

443/30 To consider Christmas tree arrangements

The following was **RESOLVED**:

- It was **AGREED to ACTION** the clerk to proceed with the work at an approximately £ 320 + £64 VAT

443/31 To consider new bin next to phone kiosk

The following was **RESOLVED**:

- It was **NOTED** that Cllr K Elliott and the clerk were working on different options

443/32 To consider councillor/clerk training

The following was **RESOLVED**:

- It was **NOTED** that Cllr A McLean was booked onto on recruiting a new councillor training on 27th September at an approximate cost of £40

443/33 To consider Community governance review

The following was **RESOLVED**:

- It was **NOTED** that the council is happy with the offer of an extra councillor taking their number up to 8

443/34 To review Sickness policy and subject access policy

- It was **NOTED** no changes were required

443/35 To consider appraisal policy

- It was **AGREED** to adopt the appraisal policy and the PC apologised to the clerk for the delay in her appraisal taking place

443/36 To consider conclusion of AGAR audit

The following was **RESOLVED**:

- The conclusion of audit was **NOTED**, and the notice had been put on the website and noticeboard and payment to PKF Littlejohn LLP was paid at an **AGREED** cost of £300 + £60 VAT.

443/37 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: August 2022 :clerks' salary and office expenditure £1098.33 and pavilion electricity £30.48 + £1.52 VAT, ground maintenance – contract £1932.73 ,additional work £135, playground inspection£30,soil enclosure £260,works to rec £165 , works to Convent meadows/open space £615.00 . phone £10.93 + £2.19 VAT Funeral director refund £90,Chalkley tree services £280 + £56 VAT, Wykin Lane water £6.54 PKF Littlejohn £300 + £60 VAT,LRALC training £40.00.September 2022 ground maintenance contract £1812.73,additional work £581.20,pavilion electricity £30.48+ £1.52 VAT, phone £10.93 + £2.19 VAT, grave digger £360.00,clerks' salary and office expenditure £1092.52, slide spares £61.32 + £12.26 VAT, playground inspections £45,recreational ground railings £280, flag installation £10

443/38 To consider signatories on NS&I account

- It was unanimously **AGREED** to remove Cllr R Terheege from the NS&I account and to add Cllr N Smith **ACTION** the clerk to complete the paperwork

442/39 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- Resident email regarding wild area recreational field **NOTED** and **ACTION** clerk to reply
- HBBC training session on gym equipment 12th October between 12-2 pm **NOTED**
- HBBC email regarding 4.89 years land supply **NOTED**
- Resident email regarding Bosworth Manor footpath **NOTED**
- Reply from LCC regarding soil in the jitty was **NOTED** and **ACTION** clerk to reply to resident
- St Margaret's church door reopening **NOTED**
- RCC coffee van visiting village was **NOTED**
- Residents' concerns regarding Hinckley Road cemetery trees **NOTED** and **ACTION** the clerk to reply
- Highways survey **NOTED**
- Resident concerns over bus timetable **NOTED** and **ACTION** the clerk to reply and write to the bus company

Verbal

- Concerns with rats in Church Walks was **NOTED** and **ACTION** clerk to contact environmental health

442/40 To consider items needed to be brought to public's attention

- None.

442/41 To consider future agenda items

- Christmas sleigh

442/42 To consider entering a confidential session to discuss boundary issues

The following was **RESOLVED**:

- It was **AGREED** to enter a confidential session to discuss boundary issues

442/43 To consider the boundary issue

The following was **RESOLVED**:

- It was **NOTED** that the solicitor has sent a letter to the residents

The meeting closed at 21.30 pm

Next meeting:- Stoke Golding Methodist Church Hall, Wednesday 5th October at 6:30pm