

**Draft Minutes of Stoke Golding Parish Council**

Minutes of the 432nd meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Wednesday 6<sup>th</sup> October 2021

**Attendance:** Cllr N Smith (in the chair), Cllr R Fisher, Cllr V Palmer, Cllr K Elliot, Cllr A McLean Parish Clerk Mrs S Beale, Borough Cllr Jonathan Collett, 2 residents.

**432/1 To receive apologies for absence:** Cllr R Terheege, Cllr C Pegg, County Councillor Bertie Harrison-Rushton

**432/2 To receive declarations of interest on items on the agenda and dispensations:**

The following was **RESOLVED:**

- It was **NOTED** that all Councillors have a pecuniary interest in item 432/9.
- 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 pecuniary interest in item 432/10 and a dispensation was previously **AGREED** for any discussion and vote in relation to the Convent Drive Open Space until 31<sup>st</sup> March 2023.
- It was **NOTED** that Cllr Pegg has declared a pecuniary interest in item 432/18 and a dispensation was previously **AGREED** for any discussion and vote in relation to the Bosworth Manor Open Space until 31<sup>st</sup> 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.

**432/3 To receive reports from County and Borough Councillors**

A report by County Cllr Bertie Harrison-Rushton was received prior to the meeting.

- Consider any projects for the Members Highway Fund

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

- Stoke Fields Farm planning application delayed until the October planning committee meeting which is on the 19<sup>th</sup> October 2021 .He will support our objection.
- An application for 70 houses in Higham on the Hill has been received.
- Garden waste bin issues continue.

**432/4 Public participation – to consider any comments by the public on items on the agenda:**

The following was **RESOLVED:**

- A resident comment concerning Stoke Fields Farm application was **NOTED**.

**432/5 To confirm the minutes of the 430<sup>th</sup> and extraordinary 431<sup>st</sup> meetings of the Parish Council:**

It was **RESOLVED** that the minutes of the Parish Council meetings held on 1<sup>st</sup> September 2021 and the extraordinary meeting on the 13<sup>th</sup> September 2021 were unanimously **AGREED** and the Chairman signed the minutes of the 430<sup>th</sup> and 431<sup>st</sup> meetings as a correct record of the meetings.

**432/6 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:**

**Updates:**

- High risk tree works at Hinckley Road cemetery, Bennetts Close, Recreational field have been completed.
- War memorial and memorial wall cleaning is completed

**432/7 Reports of elected officers of the council and the clerk:**

**a) Financial Progress Report**

The following was **RESOLVED:**

- The Financial Reports for September was unanimously **AGREED** and signed by the acting Chair.
- Income for the month of September 2021 was **NOTED** at £28,650.50 which includes £27,765.50 precept
- Expenditure for the month of September 2021 was **VERIFIED** at £4687.67 with £72.19 VAT to be reclaimed.
- The bank reconciliation for the month of September 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**:

- Final weedkilling was now completed across all areas / sites within contract.
- Last cuts all areas until March 2022 now being done along with last bits of hedging until March also.
- Wildflower areas that haven't been cropped yet at Wykin lane around pond etc to be done in next few weeks.
- Hedge flailing at Wykin lane to be completed by end of October.
- Autumn topping of large wildflower area to be done by end of October.

**d) Crime Report:**

The following was **RESOLVED**:

- Crime figures for July 2021 – the following figures were **NOTED** from the police.uk website:  
1 anti-social behaviour, 1 public order offence ,1 violence and sexual offence

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

The following was **RESOLVED**:

- It was **NOTED** that the clerk had attended the following:  
**LRLAC operational meeting**  
**Leicestershire County Council advised the following:**
- Weedkilling has now started across the region. The council had been looking into alternative ideas and weedkillers but have now gone back to the original plan.
- Street sign cleaning has now begun across the region as a new contractor has been employed.
- Waste collections continues to be a problem across the region due to covid and lack of HGV drivers.  
**LRALC AGM**
- All Parish Councils should have a nominated representative.
- It is important of have between 6-12 months reserves, more so now because of the pandemic.
- The NALC (National Association of Local Councils) and the SLCC (Society of local council clerks) are lobbying government to try and get remote meetings allowed in the future. They are recommending we contact our local MP and the SLCC to show our support **ACTION** clerk to contact Dr Luke Evans and the SLCC.  
**SLCC Meeting**
- Remember to budget for Jubilee celebrations.
- Pay increase for clerks has been rejected with no update of the current situation available.
- New Code of conduct is still in review.

**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. K Elliott had attended the local draft plan virtual meeting

- The lack of a five-year housing supply will take priority on any decision making.

**432/8 Planning Application Matters:**

Planning applications were considered, and any comments resolved as follows

**a) New Applications:**

None

**b) Amended/Resubmitted**

None

**c) Appeals:**

None

**d) Withdrawn:**

**e) Refused:**

None

**f) Approved:**

- Stoke Fields Farm, replacement tarmac access road, with gates, walls, and piers(retrospective)
- Stoke Fields Farm, manure storage structure
- Stoke Fields Farm, outdoor menage (retrospective)

**g) Declined to Make**

- Tree works Blacksmiths Yard

## **h) Consultations**

The following was **RESOLVED**:

- It was **AGREED** to form a working party to consider drafting a construction statement and to meet with Marrons planning to discuss the Mulberry Farm scheme. To **ACTION** the clerk to contact Marrons to arrange a meeting. Cllr J Collett advised he will support our proposals.

### **432/9 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 the 13<sup>th</sup> September 2021 were **NOTED**.

A report by Cllr R Terhegge was **NOTED** and included:

- The decision statement was due to be issued by HBBC by the 11<sup>th</sup> October 2021.

Cllr N Smith thanked the committee for all their hard work.

### **432/10 To receive an update on Convent Open Space meeting and update on Convent Open Space (COSC)**

The following was **RESOLVED**:

- Minutes of the COSC meeting held on 22<sup>nd</sup> September 2021 were **NOTED**.
- It was **AGREED** to go ahead with scraping of ground at entrance to Convent Drive, clearance and tidy up of undergrowth and briar to the same area, removal of green waste and soil, seeding and herbicide treatment at a cost of £938.00.
- Awaiting further quotes for fencing and soil removal.

Cllr N Smith thanked the committee for all their hard work.

### **432/11 To consider allotment tenancy agreement.**

The following was **RESOLVED**:

- It was **NOTED** that a lease would need to be drawn up by a solicitor at an estimated cost of £795 plus VAT. **ACTION** Cllr A McLean to investigate the ideal length of lease required

### **432/12 To consider placement of the willow apple and the future of the compostable toilet.**

The following was **RESOLVED**:

- It was **AGREED** to install the willow apple at Convent Open Space.
- It was **AGREED** to change the compostable toilet into a bird hide. **ACTION** Cllr A McLean to investigate costs.

### **432/13 To update on works to recreational field ditch area**

The following was **RESOLVED**:

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

### **432/14 To update on drainage work at Wykin Lane Cemetery**

The following was **RESOLVED**:

- It was **NOTED** further quotes were still pending.

### **432/15 To consider works to Hinckley Road and Wykin Lane Cemetery**

The following was **RESOLVED**:

- It was **NOTED** a resident had concerns of movement of headstone. To **ACTION** the clerk to seek advice.
- It was **NOTED** that unauthorised gravel placed on a grave had not been removed. To **ACTION** the clerk to contact the relatives and advise that the Parish Council will remove the gravel on their behalf after 28 days if they have not carried out the work.
- It was **NOTED** that ideas for a memorial tree would be further discussed and funding to be investigated.
- To **ACTION** the clerk to ask for a report from the cemetery administrator to be included at the meetings.
- It was **AGREED** to go ahead with a new soil encloser at Wykin Lane cemetery at an estimated cost of £500 and to **ACTION** the clerk to contact the contractor.

### **432/16 To consider Laburnum Gardens Open Space**

The following was **RESOLVED**:

- It was **NOTED** that the solicitor had confirmed an estimated cost for the land transfer of £700 inclusive of VAT and Cartwrights have agreed to pay our fees up to £700. **ACTION** the clerk complete documents and confirm details with the solicitor and the developer.

### **432/17 To update on maintenance of the pavilion**

**The following was RESOLVED:**

- It was **NOTED** that the football association may be willing to fund a new build. **ACTION** the clerk to contact the football association and invite them to a meeting to discuss further and **ACTION** the clerk to investigate finding an architect to draw up plans.

**432/18 To consider Bosworth Manor OpenSpace**

The following was **RESOLVED:**

- It was **NOTED** there was nothing to report and **ACTION** the clerk to chase the solicitor.

**432/19 To consider The Queens Platinum Jubilee**

The following was **RESOLVED:**

- It was **AGREED** there would be no road closures.
- It was **AGREED** that lighting the beacon on the recreational field would be investigated and to **ACTION** Cllr V Palmer to locate the beacon.
- It was **AGREED** to **ACTION** Cllr K Elliott to investigate holding a big lunch in the park on Sunday 5<sup>th</sup> June 2022 with entertainment provided.
- It was **AGREED** to **ACTION** Cllr R Fisher to notify HBBC and investigate first aiders or St Johns Ambulance attending the event on Sunday 5<sup>th</sup> June 2022.
- It was **AGREED** to find out what surrounding villages may be doing.

**432/20 To update on play equipment matting safety**

The following was **RESOLVED:**

- It was **NOTED** that quotes are still pending.

**432/21 To consider public waste bins**

The following was **RESOLVED:**

- It was **NOTED** that HBBC have contacted local businesses to advise them not to use the local bins for their waste. This would be monitored.

**432/22 To consider councillor and clerk training**

The following was **RESOLVED:**

- It was **NOTED** that the clerk had attended a budgeting and finance training course ran by LRALC 23<sup>rd</sup> September 2021 at an **AGREED** cost of £45.
- It was **NOTED** that the clerk had registered an interest to attend CiLCA training at an estimated cost of £495.
- It was **NOTED** that the clerk had attended Clerks training 1+ 2 on the 2<sup>nd</sup> and 16<sup>th</sup> September 2021 ran by the LRALC at a previously agreed cost of £45 per training session.
- It was **AGREED** that Cllr N Smith would attend a VAT training course ran by LRLAC on the 23<sup>rd</sup> November 2021 at an **AGREED** cost of £45.
- It was **NOTED** that full council had attended training nuts and bolts course ran by LRALC on the 29<sup>th</sup> September 2021 at an **AGREED** cost of £360

**432/23 To consider clerk's phone**

The following was **RESOLVED:**

- It was **AGREED** to have a phone specifically for Parish Council business and to **ACTION** the clerk to obtain more information.

**432/24 To update on Remembrance Day Service arrangements**

The following was **RESOLVED:**

- It was **NOTED** that the Remembrance Day wreath had been ordered at an **AGREED** cost of £20 from S137 expenditure.
- It was **NOTED** that the Bugler had been confirmed at an **AGREED** cost of £40 from S137 expenditure
- It was **NOTED** that Cllr R Terhegge would sort out the minister for the service.
- It was **AGREED** to proceed with a donation towards the Peace Tea at a cost of £50 from S137 expenditure
- It was **NOTED** that an article had been put in next month's Stoker magazine.
- It was **AGREED** the service would be live streamed.
- It was **AGREED** to **ACTION** the clerk to put a post on the Facebook page.
- It was **AGREED** to **ACTION** the clerk would do the risk assessment.

**432/25 To consider arrangements for the village Christmas tree**

The following was resolved:

- It was **NOTED** that the Christmas light switch on would take place on the 2<sup>nd</sup> December 2021.

- It was **AGREED** to **ACTION** Cllr R Fisher to attend to the Christmas tree lights.

**432/26 To consider the moving of Convent Drive sign and adding an extra sign.**

The following was **RESOLVED**:

- It was **NOTED** that a new sign at Convent Drive was not required.
- It was **NOTED** that Cllr C Pegg would meet with HBBC to discuss movement of existing sign at Convent Drive.

**432/27 To consider Members Highway Fund**

The following was **RESOLVED**:

- It was **AGREED** to see if we could have for new heritage or recycling bins from the Members Highway Fund and to **ACTION** the clerk to contact Cllr B Harrison-Rushton.

**432/28 To consider the water leak at the Recreational Ground**

- It was **NOTED** that it had been confirmed the water leak was the responsibility of the Parish Council and to **ACTION** the clerk to obtain quotes.
- It was **NOTED** that the water bills to the Village Hall had been suspended until leak has been fixed.
- It was **AGREED** that the clerk could **ACTION** the work as a matter of urgency once quotes had been received and circulated and agreed upon.

**432/29 To consider accountant for payroll procedures**

The following was **RESOLVED**:

- It was **AGREED** to outsource payroll procedures at an estimated cost of £350 per year. **ACTION** the clerk to contact the LRALC's recommended accountant DCK accounting solutions.

**432/30 To consider outsourcing backup for clerks' laptop**

The following was **RESOLVED**:

- It was **AGREED** to **ACTION** the clerk to find out more information about outsourcing the back up.

**432/31 To consider clerks petty expenditure statement for April-September 2021**

The following was **RESOLVED**:

- **Petty expenditure was AGREED, at a cost of £496.73.**

**432/32 To consider the half year budget comparison and draft budget for 2022-23**

The following was **RESOLVED**:

- The half year budget comparison was **NOTED**.
- It was **NOTED** that all Councillors were to consider expenditure and medium- and long-term projects to be discussed at November's meeting.

**432/33 To consider internal auditor**

- It was **NOTED** that arrangements for the internal auditor would be as previously agreed.

**432/34 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: October 2021: clerk's salary and office expenditure £638.61, pavilion electricity £32.00, ground maintenance – contract £1690.06, additional work £958.50, Playground inspection and additional ground maintenance £185.00 HBBC waste bins collection £707.62 .Pavilion and Village Hall waste bins £99.13 LRALC training courses £175.Chalkley Tree Services £1992 Pavilion water £68.83, Gravedigger £730

**432/35 To receive and consider such communications as received by the Clerk**

The following was **RESOLVED**:

**Written**

- Request from the Village Hall committee for tree pruning for wi-fi installation was **NOTED**, to **ACTION** the clerk to contact Chalkley's.
- Request for the willow apple to be installed at Convent Open Space was **NOTED**.
- Suggestions for pavilion funding was **NOTED**
- Tree issues at Convent Drive were **NOTED** and **ACTION** Cllr C Pegg to contact the resident.

**Verbal**

- None

**432/36 To consider items needed to be brought to public's attention**

None.

**432/37 To consider future agenda items**

The following was **RESOLVED**:

It was **NOTED** that the following items should be added to a future agenda:

- To review bank payment methods
- To consider accounting software
- To consider forming a planning committee

**432/38 To consider entering a confidential session to legal matters.**

The following was **RESOLVED**:

- It was **AGREED** to enter a confidential session and members of the public were asked to leave the meeting.

**432/39 To consider boundary dispute.**

The following was **RESOLVED**:

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

**432/40 To consider entering a confidential session to discuss staffing matter.**

The following was **RESOLVED**:

- It was **AGREED** to enter a confidential session and the clerk was asked to leave the meeting

**423/41 To consider clerks working hours**

The following was **RESOLVED**:

- It was **AGREED** to increase the clerks' hours to 25 hours per week.

The meeting closed at 9:30 pm

**Next meeting: Stoke Golding Methodist Church Hall, Wednesday 3<sup>rd</sup> November at 7.00pm**