

Draft Minutes of Stoke Golding Parish Council

Minutes of the 433rd meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Wednesday 3rd November 2021

Attendance: Cllr R Terheege (in the chair), Cllr N Smith, Cllr R Fisher, Cllr A McLean, Cllr C Pegg, Clerk Mrs S Beale, Borough Cllr Jonathan Collett, 4 residents.

433/1 To receive apologies for absence: Cllr K Elliott, Cllr V Palmer.

433/2 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 31st March 2023.
- It was **NOTED** that Cllr Pegg has declared a pecuniary interest in item 432/17 and a dispensation 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.

433/3 To receive report by Borough Councillor

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

- Cllr J Collett expressed his disappointment in the approval of the planning application of Stoke Fields Farm and how Stoke Goldings emerging Neighbourhood Plan had appeared to work against them in the way the planning committee had interpreted policies within the plan
- The planning department at HBBC has a remarkably high number of vacancies and have recently lost a high number of members of staff
- At present there is only a 4.5-year housing land supply.
- The emerging new local plan may be discussed at the meeting of the full council at the end of this month.

433/4 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.

433/5 To confirm the minutes of the 432nd meeting of the Parish Council:

It was **RESOLVED** that the minutes of the Parish Council meetings held on 6th October 2021 were unanimously **AGREED** and the Chairman signed the minutes of the 432nd meeting as a correct record of the meetings.

433/6 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

Updates:

- Grave repair work has now been completed
- Clerk has met with Chalkley's to discuss work on trees at the recreational ground enabling the village hall to have wi-fi installed **ACTION** the clerk to forward the information onto the Village Hall Management Committee.

433/7 Reports of elected officers of the council and the clerk:

a) Financial Progress Report

The following was **RESOLVED:**

- The Financial Reports for October was unanimously **AGREED** and signed by the Chair.
- Income for the month of October were **NOTED** at £1548.26
- Expenditure for the month of October 2021 was **VERIFIED** £7276.75 with £451.46 VAT to be reclaimed.
- The bank reconciliation for the month of October was **NOTED**

b) Playground inspection:

Monthly report:

The following was **RESOLVED**:

- A full safety inspection report was **NOTED**
- The ROSPA reports were **NOTED**, Cllr R Terheege and Cllr C Pegg to review the reports.

c) Ground Maintenance Report:

The following was **RESOLVED**:

- .New pitch markings update was **NOTED**

d) Crime Report:

The following was **RESOLVED**:

- Crime figures for August 2021 – the following figures were **NOTED** from the police.uk website:
2 violence and sexual offences
- An acknowledgement of an email sent to the local police regarding recent theft activity in the village was **NOTED**.

e) Report by Clerk on other matters:

The following was **RESOLVED**:

- It was **NOTED** that the clerk had attended the following:

Attended the LRLAC operational meeting 28th October 2021

Leicestershire County Council update:

- License required for planting bulbs in highway and wildflower verges

LRLAC update:

- Safety concerns for Councillor's following recent events. A briefing paper is being put together and if any councillors have any concerns, it is suggested an informal meeting takes place to consider the issues

A report from the cemetery administrator was **NOTED** and would be discussed in agenda item 433/14

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

The following was **RESOLVED**:

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

433/8 Planning Application Matters:

Planning applications were considered, and any comments resolved as follows

a) New Applications:

- Demolition of existing sub-station for erection of garage 143, Hinckley Rd

RESOLVED COMMENT: No concerns

- Works to trees, 42 Station Road

RESOLVED COMMENT: No concerns

b) Amended/Resubmitted

None

c) Appeals:

None

d) Withdrawn:

e) Refused:

None

f) Approved:

- New vehicular access, St Martins Catholic Academy, Stoke Golding It was **NOTED** that Cllr C Pegg had met with the principal of St Martins to discuss why the application varied from the original plans. It was **NOTED** that it was due to lack of funds and a further application for more car parking spaces may be applied for in the future if the plans now in progress were unsuccessful.
- Two storey rear extension and pergola roof, 10 Wykin Lane, Stoke Golding

g) Declined to Make

h) Consultations

The following was **RESOLVED**:

- It was **NOTED** that the working party had met to discuss meeting with Marrons regarding Mulberry Farm Development. It was **AGREED to ACTION** the clerk to send the letter to Marrons as drafted by M Ward detailing our expectations in line with our emerging Neighbourhood Plan before any meeting was arranged.

433/9 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 25th October 2021 were **NOTED**.

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

- HBBC had passed the plan to go to referendum
- How disappointed and demoralised the NPAC committee felt now that HBBC had passed the Stoke Fields Farm planning application and areas of the plan had now been thrown into doubt.
- It was **AGREED to ACTION** the clerk to send a letter drafted by M Ward to HBBC planning department copying in the chief executive of planning and Cllr J Collett asking for an explanation of their interpretation of policy SG6.
- It was **AGREED to ACTION** the clerk to send the letter to the Examiner and The Secretary of state with a covering letter and asking the Examiner to establish if the interpretation put on his suggestion of rewording was how he had expected it to be construed.

433/10 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 20th October 2021 were **NOTED**.

A report by Cllr C Pegg was **NOTED** and included

- Awaiting forestry commission to do a survey on the conifers.
- Awaiting Severn Trent to assess the pipeline scheme
- Fence issues were ongoing

The extra cost of moving waste from the site was **AGREED** at £110

It was **AGREED to ACTION** the clerk to put in a planning application for works to trees

It was **AGREED to ACTION** the clerk to keep chasing for the approval of the planning application for the playground.

433/11 To consider allotment tenancy agreement.

The following was **RESOLVED**:

- It was **NOTED** that a 25-year lease would be preferable in order that grant applications could be made
- It was **NOTED** that Cllr C Pegg would contact the National Allotment Association for advice regarding agreements.

433/12 To update on works to recreational field ditch area

The following was **RESOLVED**:

- It was **NOTED** that Cllr Pegg was still waiting a reply from Davidsons

433/13 To update on drainage work at Wykin Lane Cemetery

The following was **RESOLVED**:

- It was **NOTED** that the cemetery administrator had pressed for the urgency of sorting out the drainage issues at Wykin Lane as detailed in his report.
- It was **NOTED** that Cllr Pegg would obtain a 3rd quote and asks for up-to-date costings on the quotes already received.

433/14 To consider works to Hinckley Road and Wykin Lane Cemetery

The following was **RESOLVED**:

- It was **NOTED** that NAAM regulations state that memorials should be placed on undisturbed soil.
- It was **NOTED** that the clerk had asked all councillors to read the NALC information sent in the round robin regarding potential changes to burials
- It was **AGREED** to proceed with the work to the Rose bed at Hinckley Road at a previously **AGREED** price of £332 and an extra cost of £266.
- It was **AGREED** to proceed with the turfing of new graves at a cost of £420

433/15 To consider Laburnum Gardens Open Space

The following was **RESOLVED**:

- It was **AGREED** to take over the grass verge area as well as the area previously **AGREED** and to **ACTION** the clerk to send signed paperwork back to the solicitor.

433/16 To update on maintenance of the pavilion

The following was **RESOLVED**:

- It was **NOTED** that the football association representative would be attending December's meeting.
- It was **NOTED** that Cllr Pegg would get basic drawings done
- It was **NOTED** that Cllr Pegg would contact the representative for further information and see if she could attend at 6.30pm

433/17 To consider Bosworth Manor OpenSpace

The following was **RESOLVED**:

- It was **NOTED** that Morris Homes had confirmed they would not pay for the transfer fees and **ACTION** the clerk to send deposit and signed forms to the solicitors.
- It was **NOTED** there was a dead tree at the playground at Bosworth Manor and **ACTION** the clerk to contact Morris Homes.

433/18 To consider The Queens Platinum Jubilee

The following was **RESOLVED**:

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

433/19 To update on play equipment matting safety

The following was **RESOLVED**:

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

433/20 To update on Remembrance Day Service arrangements

The following was **RESOLVED**:

- It was **NOTED** that the service would take place this year.

433/21 To consider the moving of Convent Drive sign

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

433/22 To consider Members Highway Fund

The following was **RESOLVED**:

- To **ACTION** all Councillors to read the list to see if there is anything from which we could benefit.

433/23 To consider the water leak at the Recreational Ground

The following was **RESOLVED**:

- It was **AGREED** to proceed with the work at a cost of £850 + VAT

433/24 To consider forming a planning committee

The following was resolved:

- It was **NOTED** that a draft copy of the terms of reference had been sent to all councillors.
- It was **AGREED** to discuss further at December's meeting.

433/25 To consider accountant for payroll procedures

The following was **RESOLVED**:

- It was **AGREED** to proceed with outsourcing the payroll to Holyland & Co accountants at an estimated cost of £300 + VAT a year ,Cllr N Smith will ask the accountants to contact the clerk.

433/26 To consider outsourcing backup for clerks' laptop

The following was **RESOLVED**:

- It was **AGREED** to proceed with outsourcing the back up to Astley Computers at an estimated cost of £120 per year.

433/27 To consider payment methods

The following was **RESOLVED**:

- It was **AGREED** to proceed with payments via BACS with two authorised signatures.

433/28 To consider accounting packages

The following was **RESOLVED**:

- It was **AGREED** to **ACTION** the clerk to ask the LRALC for any feedback regarding the accountancy software package offered by Scribe.
- It was **AGREED** that if the information from LRALC was favourable to **ACTION** the clerk to proceed with the package at an estimated cost of £24 per month.

433/29 To consider ground maintenance specifications 2022

The following was **RESOLVED**:

- It was **AGREED** that Cllr R Terheege and Cllr C Pegg would review the ground maintenance specifications.

433/30 To consider requirements for next year's budget and any medium to long term projects

The following was **RESOLVED**:

- The final budget and precept will be agreed at the January 2022 Parish Council meeting.

433/31 To review Employment life cycle policy, Grievance policy, Equality policy, Disciplinary policy, Homeworking policy and Tree maintenance policy

- It was **NOTED** that all policies were up to date

433/32 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: November 2021: clerks' salary and office expenditure 658.61, pavilion electricity £32.00, ground maintenance – contract £1690.06, additional work £55.50, Rospa £214.80 inc £35.80 VAT, Convent Drive maintenance £580.00, War memorial and wall cleaning £1361.40 inc £226.90 VAT, grave repairs £1770 inc £295 VAT, Councillor and clerk training £405, Buglar £40, peace tea donation £50.00, Solicitors fees (Bosworth Manor) £300.00

433/33 To receive and consider such communications as received by the Clerk

The following was **RESOLVED**:

Written

- A Reply from Dr Luke Evans regarding remote meetings was **NOTED**
- An email from Stoke Golding Cricket Club no longer needing to hire the pitch was **NOTED**
- An email from Barwell Cricket Club asking to use our cricket pitch was **NOTED**
- An email from Thomas Barton inviting a Councillor to their next meeting was **NOTED**
- An email regarding notifications on Facebook was **NOTED**
- An email from the police regarding recent thefts was **NOTED**
- An email regarding the pavilion, wildflower verges and hard play area was **NOTED**

Verbal

- A communication regarding a Defibrillator in the centre of the village was **NOTED**

433/34 To consider items needed to be brought to public's attention

None.

433/35 To consider future agenda items

The following was **RESOLVED**:

- It was **NOTED** that the following items should be added to a future agenda:
- Election of new chair

433/36 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.

433/37 To consider boundary dispute.

The following was **RESOLVED**:

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

433/38 To consider entering a confidential session to discuss staffing matters:

The following was **RESOLVED**:

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

433/39 To consider clerks appraisal and wages

The following was **RESOLVED**:

- It was **AGREED** that the staffing committee would meet to discuss clerk's appraisal and wages

The meeting closed at 9:30pm

Next meeting: Stoke Golding Methodist Church Hall, Wednesday 1st December at 7.00pm