

Draft Minutes of Stoke Golding Parish Council

Minutes of the **459th** meeting of Stoke Golding Parish Council held on Wednesday **1st November 2023** at the Methodist Church Hall.

Attendance: (in the chair) Cllr N Smith, Cllr A McLean , Cllr R Fisher, Cllr M Styles , Cllr V Palmer ,Cllr C Pegg, Parish Clerk S Beale, Cllr M Surtees (Borough Councillor)

459/1 To receive and accept apologies for absence:

The following was RESOLVED:

- None

459/2 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 2027
- 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 2027
- 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 new Wykin Lane housing development.
- It was NOTED that Cllr Styles has declared a dispensation to discuss and vote in relation to the Convent Open Space/Convent Meadow until 31st March 2027.
- It was NOTED that Cllr A McLean declared an interest in agenda item 458/38
- It was NOTED that Cllr N Smith declared an interest in two planning applications.

459/3 To receive reports by County and Borough Councillors

The following was RESOLVED:

County Cllr Bertie Harrison-Rushton report:

- Electric charge points consultation
- Food and fuel support grants

Borough Cllr Miriam Surtess report:

- Finance review report
- Review of borough seats taking place
- Cost of Living events were NOTED, and details have been posted on PC Facebook page.
- Scrutiny committee looking into concerns with the maintenance and sinking fund held by new developers.

459/4 Public participation – to consider any comments by the public on items on the agenda:

The following was RESOLVED:

- It was NOTED there were none.

459/5 To confirm the minutes of the **458th** meeting of the Parish Council.

It was RESOLVED that the minutes of the **458th** Parish Council meeting held on **4th October 2023** were unanimously AGREED.

459/6 To consider any matters arising from previous decisions of the Parish Council not covered by the agenda:

The following was RESOLVED:

- There was nothing to report.

459/7 To receive and consider such communications as received by the Clerk.

The following was RESOLVED:

Written:

- Hedgehog highway project information was NOTED and ACTION the clerk to order 50 sets at an AGREED cost of £150.
- LCC highways reply concerning Hinckley Road was NOTED.
- HBBC information regarding the polling station was NOTED.
- TEN license for Baxter Hall 17/11.23 was NOTED.

- Resident email regarding the lights not working at Bosworth Manor was NOTED.

Verbal:

- Resident concerns over Davidsons contractors parking on verges near Wykin Lane cemetery NOTED and ACTION the clerk to contact Davidsons.

459/8 Planning Applications:

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

To receive and consider applications, amendments, permissions, refusals, appeals, and withdrawals received since the meeting **4th October 2023** and resolve or ratify any comments thereon.

- a) New applications
 - 23/00943/HOU 44 Arnold Road , erection of front porch
COMMENTS: None
 - 23/00964/HOU 141 Sherwood Road, two storey and first floor side extension
COMMENTS: None
- b)Amendments
 - 23/00869/HOU Rose Cottage, High Street, 2 storey rear extension
COMMENTS: None
- c)Permissions granted.
 - 23/00845/HOU 37 Arnold Road ,single storey extension
 - 23/00807/HOU 36 Station Road, extension, and patio
 - 23/00907/TCA The Hollies, tree work – declined to make.
 - 23/00576/CONDIT 55 dwellings, Wykin Lane variations on conditions.
- d)Refusals-none
- 23/00698/FUL Willow Barn, conversion/extension to existing barn to form a garage and workshop.
- e)Appeals.
- 22/00318/OUT 475 dwellings Normandy Way appeal starts 21/11/23.
- f)Withdrawals-none
- g)Meetings
 - Meeting with Cora homes regarding balancing pond report was NOTED and ACTION the clerk to follow up in a couple of weeks.

459/9 To receive the minutes of Neighbourhood Plan Advisory Committee (NPAC) meetings and to consider any recommendations.

The following was RESOLVED:

- It was NOTED that there was no October meeting.
- It was NOTED that HBBC had accepted the regulation 15 documentation.
- It was NOTED the regulation 16 consultation will be between Wednesday 8th November and Thursday 20th December.
- It was NOTED that documents will be made available to view online, at The Hub, Cameo Café and Hinckley Library and HBBC will contact all Stoke Golding residents,

459/10 To resolve upon the Monthly Schedule of Payments to include ICO, cloud back up and chairman's allowance.

- It was RESOLVED that payments have been checked against the invoices by Cllr McLean and Cllr Pegg and the schedule of payments was unanimously AGREED and Cllr Pegg and Cllr McLean signed the schedule. The Parish Council to proceed with payments as follows :clerks' salary and office expenditure £1500.49, pavilion electricity £34.29 + £1.71 VAT, ground maintenance – contract £2276.67 additional work £1558.46 playground inspections £0 (double payment last month) phone £12.50 + £2.50 VAT, water plus £7.56 & £41.08,HBBC ,pavilion cleaning £25,Wicksteed bike base £147.40 + 29.48 VAT, Glasdon (bins) £847.06 + £169.41 VAT, Astley (back up) £140 ,FA training Cllr Pegg £46,Goldings (chairman allowance) £118.50,Ace of Spades (playground matting) £1500 + £300 VAT. ICO £40.

459/11 Reports of elected officers of the council and the clerk:

Financial Progress Report

The following was RESOLVED:

- a) Financial progress report
 - The Financial Report for **October** was unanimously AGREED and signed by the Chair.
 - Income for the month **October** was NOTED at £7008.80 which included VAT refund of £4205.30.
 - Expenditure for the month of **October 2023** was VERIFIED at £5033.49 plus £ 79.81 VAT to be reclaimed.
 - The bank reconciliation for the month of **October** was NOTED.

- b) Verify bank statements.

- The bank statements were verified by Cllr McLean £30,991.56 Unity trust, £61,091.38 NS&I, £56,056.33 NatWest.

c) Playground inspection:

Monthly report and ROSPA inspection report.

The following was RESOLVED:

- It was NOTED that Cllr M Styles will contact the contractor scheduled to do the tarmacking of the basketball/football area at the recreational ground to ascertain when the work will be carried out.
- The ROSPA inspection reports were NOTED and ACTION the clerk to contact the ground maintenance contractor to undertake the necessary work.
- It was NOTED that the exercise bike had been repaired at the AGREED cost of £147.40 + £29.48 VAT for the parts and £25 for the repair.

d) Ground Maintenance Report:

The following was RESOLVED:

- Ground maintenance report was NOTED.
- It was NOTED that moss killing at the cemeteries , grass removal and additional grass cuts had been done at an AGREED cost of £1158.46.

e) Crime Report:

The following was RESOLVED:

- Crime figures for AUGUST 2023 – the following figures were NOTED from the police.uk website:
- 1 x violence & sexual offences, 1 x burglary, 1 x criminal damage and arson.

f) Report by Clerk on other matters:

- Clerk has attended the LCC operational meeting.

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

- Nothing to report.

459/12 To consider S106 contributions.

The following was RESOLVED:

- It was NOTED that S106 contributions were now available and a working party to be set up. ACTION the clerk to do terms of reference and Cllr V Palmer , Cllr N Smith and Cllr A McLean will be on the working party.

459/13 To consider VAS sign batteries.

The following was RESOLVED:

- It was AGREED that the VAS sign batteries needed replacing at an approximate cost of £343.50 + VAT ACTION the clerk to purchase four new batteries.

459/14 To consider Remembrance Day arrangements.

The following was RESOLVED:

- It was NOTED that Rev Sue Frost and Cllr V Palmer will be taking the service.
- It was NOTED that Cllr R Fisher will take photographs.

459/15 To consider Miller Homes development.

The following was RESOLVED:

- It was AGREED to ACTION the clerk to ask Miller Homes if they will install heritage road signs.

459/16 To consider names for Wykin Lane development.

The following was RESOLVED:

- It was NOTED that comments regarding 23/00576/CONDIT had been forwarded to HBBC.

459/17 To consider Bosworth Manor Open Space(Public Health Act 1875 s164,Open Space Act 1906,ss9-10)

The following was RESOLVED:

- It was NOTED Cllr C Pegg has contacted the solicitor and Morris homes regarding the land transfer and ACTION the clerk to contact the solicitor to finalise the transfer and arrange a meeting for the paperwork to be signed.

459/18 To consider Cora community strategy.

The following was RESOLVED:

- It was NOTED there was nothing to report.

459/19 To consider the new place for the beacon.

The following was RESOLVED:

- It was NOTED that the clerk is arranging removal of the beacon from the field at the back of The White Swan at an AGREED approximate cost of £130 and a discussion as to where to site the beacon will continue in the new year.

459/20 To consider traffic and parking issues around the village (Highways Act 1980, s274A)

The following was RESOLVED:

- It was NOTED that there was not enough space available to install bollards on the corner opposite The George to meet with regulations.
- Four quotes for heritage bollards to replace the 8 wooden ones on Station Road were NOTED and ACTION the clerk to look into licence requirements and permission from Leicestershire County Council and final costings of the preferred bollards.

459/21 To consider training.

The following was RESOLVED:

- It was NOTED that Cllr C Pegg had completed the FA pitch training at an AGREED cost of £25.

459/22 To consider, next year's APM.

The following was RESOLVED:

- It was NOTED there was nothing to report.

459/23 To receive the minutes of Convent Open Space Committee (Convent Meadow) and update.

The following was RESOLVED:

- The minutes from the October meeting were NOTED.
- The three quotes to clear the area near the bridle path were NOTED and it was AGREED to proceed with the quote for £2100.
- It was NOTED that the matting under the play equipment had been replaced at an AGREED cost of £1500 + £300 VAT.
- It was AGREED that "No Access " signs were required on the gate and ACTION the clerk to look into it.
- It was NOTED that the clerk has contacted the solicitor to move forward with the transfer of the pumping station to Severn Trent .
- It was NOTED that the S104 agreement was being looked into whereby Severn Trent had agreed to complete works back in 2017 and had been in discussion with HBBC before the Parish Council took ownership of the area.
- It was NOTED that the trees have been ordered.

459/24 To consider the balancing pond at Convent Meadow.

The following was RESOLVED:

- It was NOTED that the pond belonged to the PC and Cllr C Pegg was contacting an engineer to come and advise on the condition of the pond.
- It was NOTED that Severn Trent had not finished and signed off the work before we took ownership.
- It was AGREED to ACTION the clerk to contact the insurance company.
- It was AGREED that after the pond had been completed ,a maintenance schedule would need to be put in place.

459/25 To consider the pavilion and new pavilion and pitches(LGA (misc provisions) ACT 1976 s 19).

The following was RESOLVED:

- It was NOTED that the fire assessment was due and ACTION the clerk to book at an approximate cost of £285 and to get the fire extinguishers checked.
- It was NOTED that the FA pitch grant had been accepted and we are awaiting the first instalment.
- It was NOTED that the work to the pitches would start next year.
- It was AGREED that a committee needs to be set up for the new pavilion project and ACTION the clerk create the terms of reference.
- It was NOTED that a further two quantity surveyor quotes were required and ACTION the clerk to look into finding two more surveyors.

459/26 To consider Hinckley Road and Wykin Lane cemetery matters to include cemetery report (Open spaces Act 1906 S 9,10, LGA 1972 s214 and burial authorities(misc provision act 1970 s 1)LGA 1972 s214(6)

The following was RESOLVED:

- Cemetery report was NOTED.
- It was NOTED that the two new general waste bins had been installed at the cemeteries at a cost of £847.06 + £169.47 VAT and £80 installation.
- It was AGREED to jetwash the paving at Hinckley Road cemetery at an AGREED approximate cost of £225.

459/27 To consider works to the recreational ground(LGA 1972 sch 14 para 27.public health act 1875, 1961 open space act 1906)

The following was RESOLVED:

- It was AGREED that a sign was required at the recreational ground stating vehicles left at the owners own risk and ACTION the clerk to purchase at an AGREED approximate cost of £20.
- The three quotes for new rockers were discussed and ACTION the clerk to obtain full costing for the preferred piece of equipment.

459/28 To consider recreational ground car park extension.(Road Traffic Regulations Act 1984 s57 (1) (b)
The following was RESOLVED:

- The plan that was presented by Cllr M Styles was NOTED and he will obtain quotes based on the plan.

459/29 To consider tender for the ground maintenance contract.

The following was RESOLVED:

- The council AGREED to put the ground maintenance tender out for three years and ACTION the clerk to advertise for contractors to quote.

459/30 To consider works to trees.

The following was RESOLVED:

- It was NOTED that work had been carried out at the recreational ground and awaiting the invoice.
- It was AGREED to ask the tree contractor to undertake the work required on the trees overhanging in Hall Drive.

459/31 To consider Members Highway Fund

The following was RESOLVED:

- It was AGREED to relook at the position for the new dual bin in the centre of the village.
- It was NOTED that the sign washing was complete at an AGREED cost of £240.
- It was NOTED that the dog waste bin had been replaced on Hinckley Road at an AGREED cost of £55.

459/32 To consider Parish Initiative Fund.

The following was RESOLVED:

- It was NOTED there was nothing to report.

459/33 To review employment life cycle, grievance, equality, disciplinary, homeworking and tree maintenance policies.

The following was RESOLVED:

- It was NOTED the tree maintenance policy email address had been updated.
- It was NOTED the grievance policy had been updated to state Stoke Golding PC in the first paragraph.
- It was NOTED the disciplinary policy had been updated to state Stoke Golding PC in the first paragraph.
- It was NOTED the home working policy had been updated to include meeting between councillors and the clerk at her home address by prior appointment and data protection and security information.
- It was NOTED that the equality policy had been updated to an equality and diversity policy for employees and was unanimously AGREED to adopt.
- It was NOTED that there were no updates required to the employment life cycle policy.
- It was NOTED that the clerk was looking into policies to cover councillors and volunteers.

459/34 To consider adoption of the phone box.

The following was RESOLVED:

- It was NOTED that the PC do not own the land that the phone box stands on and ACTION the clerk to look into it.

459/35 To consider items needed to be brought to the public's attention.

The following was RESOLVED:

- It was NOTED there was nothing to report.

459/36 To consider future agenda items.

The following was RESOLVED:

- CPR training for the village.

459/37 To consider entering a confidential session to discuss a legal matter (Public bodies Act 1960)

The following was RESOLVED:

- It was AGREED to go into a confidential session.
- It was NOTED that Cllr A McLean left the meeting.

458/38 To consider the boundary.

The following was RESOLVED:

- It was NOTED the sale had been completed.

The meeting closed 9.pm.

Next meeting:- Stoke Golding Methodist Church Hall, Wednesday 6th December at 7pm.