

**Draft Minutes of Stoke Golding Parish Council**

Minutes of the 378<sup>th</sup> meeting of Stoke Golding Parish Council held in the Methodist Church Hall on Wednesday 3<sup>rd</sup> May 2017

**Attendance:** Cllr R Terheege (in the chair), S Beale, C Pegg, P Goodsell, N Smith, Parish Clerk Theresa Case, Borough Councillor Reg Ward and a resident.

**378/1 Apologies for Absence** County Councillor Ivan Ould, Cllrs Mitchell and Fisher.

**378/2 To elect Chairman of the Council**

It was **RESOLVED** and unanimously **AGREED** to appoint Cllr Terheege as Chair.

**378/3 To receive Chairman's acceptance of office**

Cllr Terheege thanked the team for their support and work.

**378/4 To elect Vice-Chairman of the Council**

It was **RESOLVED** and unanimously **AGREED** to appoint Cllr Beale as Vice-Chair.

In his absence a report by County Councillor Ivan Ould had been circulated to all councillors.

Borough Councillor Reg Ward reported on the following:

- Morris Homes – variation of condition and 1 extra dwelling.
- Severn Trent – drainage issue at Convent corner.

A resident queried the changes to the jitty kissing gate and was reassured that the gate remained unchanged and had just been renovated. He also asked for the Parish Council to consider moving the dog waste bin on the corner of Whitemoors Road and Roseway to the opposite corner.

**RESOLVED ACTION:** Clerk to investigate relocation of the dog waste bin.

**Meeting returned to item 378/5 on the agenda.**

**378/5 To establish committees for the ensuing year, to appoint their members and review terms of reference**

Members of standing committees were re-appointed on block. Cllrs Pegg and Goodsell will continue to liaise with the developers to secure the community land at the convent site. The Neighbourhood Plan Advisory Committee will include Cllrs Mitchell (chair) and Beale. The NPAC Terms of Reference remain unchanged, however, the requirement for meetings every two months has been suspended.

**378/6 To appoint Financial Officer**

It was **RESOLVED** and unanimously **AGREED** to appoint Theresa Case as RFO.

**378/7 Declarations of interest on items on the agenda and dispensations:**

Cllr Mitchell has previously declared an interest in all planning items due to his position as member and acting Chair of the Stoke Golding Heritage Group and, therefore, requested a dispensation.

It was **RESOLVED** and unanimously **AGREED** to accept the dispensation request, allowing Cllr Mitchell to participate in discussion and vote on all matters relating to planning applications in this meeting and future meetings for a period of four years.

**378/8 Confirmation of 377th meeting minutes:**

It was **RESOLVED** that the minutes of the Parish Council meeting held on 5<sup>th</sup> April 2017 were unanimously **AGREED** and the Chairman signed the minutes of the 377th meeting as a correct record of the meeting.

**378/9 Matters arising:**

Crime Report for February 2017 – The following figures were obtained from the police.uk website: 1 vehicle crime near Ivy Close and 1 theft near Station Road - , investigations complete, no suspects identified and 1 other crime near Hall Drive still under investigation.

Village Planters – Cllr Fisher reports that these have now been relocated.

**RESOLVED ACTION:** Clerk to thank Malc Watson.

Jitty railings – work should be carried out in June 2017.

Benches – the new bench has been received and will be installed shortly. A site meeting for the turning of the bench at Fisher's Farm will also be arranged.

Xmas tree – Cllr Fisher will meet with HBBC Tree Officer in June.

Thornfield Road street sign – It was **RESOLVED and** unanimously **AGREED** to proceed with a repair at a cost of £120.

APM – apologies received from the Mistress Hester Hodges Foundation

### **378/10 Reports of elected officers of the council and the clerk:**

#### **a) Financial Progress Report**

The following was **RESOLVED**:

- The Financial Report was unanimously **AGREED** and it was signed by the Chairman.
- Income for the month of April 2017 was **NOTED** at £33,534.50.
- Expenditure for the month of April 2017 was **VERIFIED** at £5,999.28.
- The bank reconciliation for the month of April 2017 was **NOTED**.

#### **b) Reports of Council representatives and Clerk:**

Emergency tree work, quotes and weed killing were discussed.

The following was **RESOLVED**:

- It was **AGREED** to proceed with the removal of soil at both cemeteries, at a cost of £190.00.
- It was **AGREED** to proceed with removal of a fallen tree at the recreation field, at a cost of £168.00.
- Emergency tree work was **AGREED**, at a cost of £131.00.
- It was **AGREED** to obtain a quote for emergency tree work at Hinckley Road Cemetery and proceed with necessary work.
- To **ACTION** the Clerk to obtain the LCC weed killing schedule.

Xmas tree electricity was discussed.

It was **RESOLVED** and unanimously **AGREED** to reimburse the resident the sum of £15.00.

#### **c) Playground inspection:**

Monthly report: **NOTED**.

**RESOLVED ACTION:** Cllr Smith to obtain a price for new matting in front of the football wall area.

### **378/11 Planning Application Matters:**

Planning application procedures were discussed and reviewed as follows:

#### **a) New Applications:**

5 Stoneley Road, SG – two storey rear extension and erection of porch – no concerns.

St Margaret's Church Yard, SG – works to trees – no concerns.

#### **b) Amended:** None

#### **c) Permissions approved:**

Stoke Lodge, Hinckley Road, SG – variation of condition 2 of planning permission 14/00279/HOU to increase the footprint and amend the design of approved extension.

#### **d) Refusals:** None

#### **e) Appeals:** None

#### **f) Withdrawn:** None.

### **378/12 Review inventory of land and assets**

An up-to-date asset list was circulated to all councillors prior to the meeting.

The following was **RESOLVED**:

- The asset list was **NOTED**.
- To **ACTION** the Clerk to publish the asset list on the Stoke Golding Village Website.

### **378/13 Review parish councillor's areas of responsibility**

The following was **RESOLVED** and unanimously **AGREED**:

- CHAIR: Cllr Rachel Terheege – Sport in Stoke Golding (SISG) Committee.
- VICE: Cllr Sarah Beale – play equipment, compliance, Neighbourhood Plan Advisory Committee, Village Hall Management Committee and SISG.
- Councillors:
  - Cllr Chris Pegg – ground maintenance, cemeteries, recreation ground, Convent Site Development Committee and Chair of SISG.
  - Cllr Fisher – play equipment, SISG and Chair of the Village Hall Management Committee.
  - Cllr Mitchell – Chair of the Neighbourhood Plan Advisory Committee.
  - Cllr Goodsell – Chair of the Convent Site Development Committee.
  - Cllr Smith – play equipment.
- All councillors share responsibility for planning issues.
- To **ACTION** the Clerk to publish on the Stoke Golding Village Website.

### **378/14 Review of standing orders and financial regulations**

There have been no changes during the previous year to legislation or the NALC models adopted by the Parish Council, therefore, no action is required.

### **378/15 RFO to report on the audit for the previous financial year and certify the accounting statements**

The following was **RESOLVED** and unanimously **AGREED**:

- The internal audit report was **NOTED**.
- The explanations of individual variances and reserves were **NOTED**.
- It was **NOTED** that the RFO certified the accounting statements on 1<sup>st</sup> May 2017.

- It was **NOTED** that the period for the exercise of public rights will be from 5<sup>th</sup> June to 14<sup>th</sup> July 2017.

### **378/16 To approve the annual governance statement**

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

### **378/17 To approve the accounting statements for 2016/17 prior to submission to the external auditors**

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

### **378/18 Confirmation of arrangements for annual insurance cover with effect from 1<sup>st</sup> June**

The Parish Council is committed to a five year fixed discounted deal until 1<sup>st</sup> June 2020.

It was **RESOLVED** and unanimously **AGREED** to proceed with renewal of the insurance with Zurich, at a cost of £2,080.76.

### **378/19 Review any matters arising from the annual parish meeting**

The following was **RESOLVED**:

- To **ACTION** Cllr Mitchell to investigate investment options for the Women's Hall Charity.
- To **ACTION** Dave Marriott to investigate bird boxes and grazing.
- To **ACTION** the Clerk to thank DM for his work.

### **378/20 Neighbourhood Plan**

The following was **RESOLVED**:

- The minutes of the NPAC meeting held on 15<sup>th</sup> March were **NOTED**.
- A progress report by Cllr Mitchell was **NOTED**.
- It was **AGREED** to proceed with the questionnaire data analysis by the RCC, at no cost to the PC.
- It was **AGREED** to proceed with the 2<sup>nd</sup> grant application for £10,800.

### **378/21 Sport in Stoke Golding (SIGS)**

Cllr Pegg reported that the appointment of an architect and quantity surveyor by Pro-help will take place within a week and an expression of interest in FA funding had been submitted.

### **378/22 Trees**

Cllr Pegg has discussed the funding of requested tree work at Hinckley Road Cemetery with the resident.

**RESOLVED ACTION:** Cllr Pegg to pass the final quote to the resident for consideration.

Boundary issues were also discussed.

### **378/23 Cricket – approve payment schedule and revised pitch hire agreement**

It was **RESOLVED** and unanimously **AGREED** to proceed with the requested payment plan for six monthly payments of £74 and to approve the revised pitch hire agreement.

### **378/24 Wykin Lane Cemetery sign**

The following was **RESOLVED**:

- It was **AGREED** to proceed with repair of the sign, at the cost of £150.
- It was **AGREED** to proceed with new posts and re-installation of the sign, at the cost of £70.
- It was **AGREED** that funding will be provided by the Charity of Thomas Barton.

### **378/25 To resolve upon the monthly schedule of payments**

It was **RESOLVED** that the schedule of payments was unanimously **AGREED** and the Chairman signed the schedule. The Parish Council to proceed with payments as follows: April 2017 – refund of unspent NP grant £1,341.69, cemetery administrator expenses £94.23 and May 2017 – electricity to pavilion £38.00, admin – clerk's salary and office expenditure £511.40, Severn Trent Water – village hall supply £192.10, Glasdon – new bench £598.52, Geoff Cowley & Co - internal audit £390.00, Zurich – PC insurance £2,080.76, Brookfield Signs – repair of sign £180.00, grave digger £50.00, L&RPA annual membership £30.00, ground maintenance - contract £1,253.63, additional work – moss killing and fallen tree £269.40, playground inspection and flag £50.00.

### **378/26 To receive and consider such communications as received by the Chairman of the council**

#### **Written**

Resident's query - Churchyard trees and community orchard.

**RESOLVED ACTION:** Clerk to reply to resident and Cllr Pegg to speak to Harbours.

Resident's query – housing development monitoring.

**RESOLVED ACTION:** Clerk to reply to resident.

HBBC – domestic abuse information. **NOTED**

Leicestershire and Rutland Playing Fields Association – annual subscription £30.

It was **RESOLVED** and unanimously **AGREED** to proceed with renewal of membership.

#### **Verbal**

BBC radio Leicester – enquiry regarding the tree warden vacancy.

**RESOLVED ACTION:** Cllr Goodsell to reply.

**378/27 To consider items needed to be brought to public's attention**

None

**378/28 Any Other Business**

Parish Forum meeting and emergency planning was discussed. The next Parish Forum Meeting will be on 29<sup>th</sup> June at 6.30, venue tbc.

MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED - There were none.

The meeting closed at 9.15pm

**Next meeting:- Methodist Hall, Wednesday 7<sup>th</sup> June 2017 at 7pm**