

# BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

## COUNCIL MEETING MINUTES

2<sup>nd</sup> June 2020

Minutes of a meeting of Burton on the Wolds, Cotes and Prestwold Parish Council held virtually on 2<sup>nd</sup> June 2020 at 7.30 p.m.

### Present

Cllr A Carr (Chairman), Cllr R Shields (Vice Chairman), Cllr W Best, Cllr L Cooper, Cllr A Lawrence, Cllr E Wardle, Cllr M Windsor.

### Apologies

Cllr K Hibbins

### In attendance

County Cllr Shepherd, Borough Councillor Bokor, Mrs S Massey (Clerk) and 1 member of the public.

001/20 To elect a Chairman (and signing of the acceptance of office).

Resolved: That Cllr Carr shall continue as Chairman until May 2021, LAPCP Regulations 2020 Part 6 (c).

002/20 To elect a Vice-Chairman.

Resolved: That Cllr Shields shall continue as Vice-Chairman until May 2021, LAPCP Regulations 2020 Part 6 (c).

003/20 To receive apologies for absence.

**Resolved:** To accept the apologies of Cllr K Hibbins.

004/20 Disclosures of interests, disclosable pecuniary interests, personal interests or personal interests that could lead to bias, by Parish Councillors to items on the agenda.  
None.

005/20 To approve the minutes of the previous Parish Council meeting held on 3<sup>rd</sup> March and 23<sup>rd</sup> March 2020.

**Resolved:** To approve and sign these minutes.

006/20 Police report

None.

007/20 Borough Councillor's report

Cllr Bokor reported that lockdown restrictions are slowly being lifted in Charnwood in line with Government guidelines and gave an overview of the effects of COVID-19.

Cllr Carr asked why the council tips and garden waste collections were suspended at the same time during lockdown. Cllr Bokor reported that this was as a result of staff shortages due to COVID-19 and that the decision to close the council tips was taken by Leicestershire County Council, Charnwood Borough Council took the decision to suspend garden waste collections.

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Cllr Wardle reported that on a recent visit to Loughborough town centre, she noted that the organisation was excellent. Cllr Bokor thanked Cllr Wardle for her comments and reported that a lot of effort has gone into making the experience as safe as possible.

## 008/20 County Councillor's report

Cllr Shepherd reported that like all councils, LCC are facing an uncertain future but that they have risen to the challenge of the crisis superbly. Small steps are being taken out of the first phase. Some tips are open and the systems are working well but there is a limit on capacity at this time.

Cllr Shields asked why tree removal and street lighting were not communicated prior to action. Cllr Shepherd responded that this was possibly as a result of the urgency of the action required. The Clerk reported that she has contacted LCC regarding the street lighting and has received the following response:

*Under the current Government Guidelines with the majority of public venues being closed, such as Public Houses, due to Coronavirus there has been a reduction in late night pedestrian activity both in town/village centres and housing estates. In addition to this traffic levels are down to the lowest levels since 1955. In order to save energy and carbon during these unprecedented times Leicestershire County Council has made the decision to bring forward the part-night switch off time to 11pm. This change will remain until the government advise the current lockdown to be eased. Only then, when things start to return to normal, will the part-night lights return to switching off at midnight. This does not affect any of the existing all-night lights or lights on main routes. As always, Leicestershire County Council continue to work closely with Leicestershire Police and should the need arise, street lights can be quickly returned to their original programming.*

Cllr Carr asked both Cllrs Shepherd and Bokor why public toilets were not open county wide. Both confirmed that this was a directive from the Government in the interests of public safety.

Cllr Windsor asked if, in the light of the changes to public transport and the government request that the public consider cycling more, will more cycle tracks be installed? Cllr Bokor confirmed that the government has committed funding for the improvement and installation of more cycle tracks and this initiative will be led by County rather than Borough.

Cllr Shepherd left the meeting at 7.55 p.m.

## 009/20 Questions / Comments from the floor (limited to 15 minutes).

A resident commented on the excessive speed of traffic on the B676 since lockdown and asked who this should be reported to. Cllr Carr suggested that the resident contact the police in the first instance and that the Clerk will follow up on the requirements for SpeedWatch. Cllr Carr and the resident volunteered to be involved

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with this scheme. This was noted.

Hamish Byers from the Prestwold Estate gave an overview of the proposed development of the Model Farm buildings into a summer only, multi-use venue.

Cllr Carr reported that some dog walkers are complaining that the bullocks currently located to the front of Prestwold Hall are fouling the footpaths. HB reported that the bullocks have been placed in this area to help with ground management.

HB reported that the estate is having huge problems with walkers who are not keeping to the footpaths and in some cases are encroaching on private garden areas.

Cllr Carr reported that some of the footpath signage is damaged, HB said that he would look into repairing the signage and ensure that all footpaths are easily accessible.

A resident reported that there is a tent pitched on Prestwold Estate land. HB will investigate and action as necessary.

HB reported on a large conservation project that is about to be undertaken with the support of DEFRA and Natural England.

Cllr Cooper asked that agenda item 32d, minute reference 032/20d Email from Prestwold Estate regarding the implementation of a Wild Bird Conservation Project be discussed. HB reported that there is a large fox, grey squirrel and corvid population on the estate. They have been advised that this is severely detrimental to the farmland bird population and that there is a requirement to control those numbers. HB confirmed the introduction of English Partridge onto the estate.

010/20 To reaffirm and resolve that the conditions have been met to exercise the Parish Council's right to use the General Power of Competence.

The Council confirmed that it meets the criteria for eligibility to exercise the General Power of Competence as prescribed in the Localism Act 2011 (S8iii, 2012) as follows:

1. The number of Councillors elected at the last ordinary election equal or exceed two thirds of the total number of councillors.
2. The Clerk has completed the relevant training and holds the Certificate in Local Council Administration (CiLCA) awarded by Ascentis.

**Resolved:** That the council invoke the General Power of Competence.

Cllr Boker left the meeting at 8.25 p.m.

011/20 To review the delegation arrangements to committee and employees.

**Resolved:** That the following delegated powers remain in place:

The Plantation Management Committee has delegated authority to approve items of expenditure up to and including £499.99, so long as the total expenditure over each

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year does not exceed the funds held by the Parish Council for the Plantation Committee. All items of £500.00 and over are to be referred to the full council, with research, for discussion and approval.

The Joint Neighbourhood Plan Committee has the delegated authority to approve items of expenditure up to and including £499.99, so long as the total expenditure over each year does not exceed the funds held by Burton on the Wolds, Cotes and Prestwold Parish Council for the Joint Committee. All items of £500.00 and over are to be referred to both full Councils, with research, for discussion and approval.

The Clerk has delegated authority to spend what is required, within the allocated budget, on dog waste bags and stationary supplies.

The Clerk has the delegated authority to authorise urgent work required for health and safety reasons up to the value of £499.99 to be used as and when required.

The Clerk has the delegated authority to authorise repairs to the pavilion up to the value of £250.

The Clerk has the delegated authority to decide whether to grant dispensations in respect of members' interests with regard to the code of conduct.

**Resolved:** That the delegated authority to authorise repairs to the pavilion is increased to up to the value of £499.99.

012/20 To review the terms of reference of the Plantation Management Committee and the Joint Neighbourhood Plan Committee.

**Resolved:** To re-approve the terms of reference of the Plantation Management Committee Terms and the Joint Neighbourhood Plan Committee.

013/20 To appoint members of the Plantation Management Committee and the Joint Neighbourhood Plan Committee

**Resolved:** That the following Councillors shall be members of the Plantation Management Committee: Cllrs Best and Cooper.

Councillor members of the Joint Neighbourhood Plan Committee will be agreed at a later date if necessary. Refers minute reference 029/20b.

014/20 To review the terms of reference for the Village Hall Funding Working Party and the Lion's Mouth Fountain Working Party.

**Resolved:** To reapprove the Terms of Reference for the Village Hall Funding Working Party and the Lion's Mouth Fountain Working Party.

015/20 To appoint members of the Village Hall Funding Working Party and the Lion's Mouth Fountain Working Party.

**Resolved:** That this is a monthly item on the Village Hall Management Committee agenda and that this position is no longer required.

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**Resolved:** That the following Councillors shall be members of the Lion's Mouth Fountain Working Party; Cllrs Shields, Carr and Wardle.

016/20 To review and adopt the Standing Orders and Financial Regulations.

**Resolved:** To adopt the standing orders and financial regulations.

017/20 To review the representation of external bodies and arrangements for reporting:

a) Burton on the Wolds Playing Field Association.

**Resolved:** That Cllr Shields is the Parish Council representatives on the Playing Field Association.

b) Burton on the Wolds Village Hall Management Committee.

The Parish Council resolved at the meeting on 5th February 2019 under minute reference 182/18d that following the resignation of the Village Hall Committee, the Parish Council will take over as Managing Trustees temporarily until such time that individuals volunteer to take on this voluntary opportunity.

018/20 To review the inventory of land and assets register.

The Asset register will be updated prior to the next meeting.

**Resolved:** To defer this item until the next meeting.

019/20 To review and confirm the arrangements for insurance cover in respect of all insured risk.

**Resolved:** That the insurance cover in respect of all insured risk is adequate.

020/20 To review the council's memberships of other bodies.

**Resolved:** To continue with the current memberships LRALC (Leicestershire & Rutland Association of Local Councils), SLCC (Society of Local Council Clerks), RCC (Rural Community Council), L&RPFA (Leicestershire & Rutland Playing Fields Association), CPRE (Campaign to Protect Rural England), LFA (Leicestershire Footpath Association).

021/20 To review the Council's policies and procedures.

**Resolved:** To re-approve the existing policies and procedures as listed below; Cllrs travelling expenses policy; Complaints policy; Co-option policy; Councillor privacy notice; Data breach policy; Data protection policy; Data protection regulations service consent to hold contact information; Equal opportunities policy; General Privacy Notice; Grant application form; Grant awarding policy; Grievance and discipline dispute resolution policy; Health and safety policy and procedures; Media relations policy; Retention and disposal policy and procedure; Retention and disposal policy and procedure appendix A; Subject access request (SAR) policy and procedure.

022/20 To receive and sign the Risk Assessment.

**Resolved:** The Risk Assessment was received and signed.

023/20 To receive the annual Data Audit Review.

**Resolved:** To note the contents of the annual Data Audit Review.

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024/20 To receive the annual Retention & Disposal policy appendix A

**Resolved:** To note the contents of this document.

025/20 To set the dates, times and place of ordinary meetings of the full council for the year ahead.

That the Parish Council shall meet virtually until further notice. When public meetings are permitted the location will revert to Burton on the Wolds Village Hall at 7.30 p.m. on the following dates: 2nd June 2020 (today), 7th July 2020, 4th August 2020, 1st September 2020, 6th October 2020, 3rd November 2020, 1st December 2020, 12th January 2020, 2nd February 2020, 2nd March 2020, 6th April 2020, 4th May 2020 (+ Annual Parish meeting).

026/20 To make observations and agree any action on the following planning applications:

a) P/20/0634/2 Seymour House, Seymour Road, Burton on the Wolds LE12 5AH

**Resolved:** To formally approve the response made on 5<sup>th</sup> May 2020 by the Clerk using delegated authority approved on 3rd March 2020 minute reference 207/19. The response is available to view at <https://pap.charnwood.gov.uk/AnitePublicDocs/01074359.pdf>

Cllr Shields reported that the date for comments has been extended until 26<sup>th</sup> June and that the reason for this is unclear.

b) P/20/0633/2 3 The Willows, Burton on the Wolds LE12 5AP

**Resolved:** No comment to make.

c) P/20/0609/2 4 Brickwood Place, Burton on the Wolds LE12 5AW

**Resolved:** No comment to make.

d) P/20/0530/2 Manor Farm, Stanford Lane, Cotes LE12 5TW

**Resolved:** No comment to make.

e) P/20/0762/2 Land at north west of Six Hills, Seagrave (**for information only**)

This application is a Screening Option Request for 1,600 dwelling, new local centre, education, health and recreational facilities and is **for information only**.

f) *Update* P/20/0660/2 TPO works, 10 St Leonards Close, Burton on the Wolds LE12 5TX

This application was as the result of an insurance claim. The Clerk asked CBC why, if there are other significant trees in the vicinity, the mature oak and mature hawthorn have been included in this application. CBC responded that the insurance loss adjustors and arb consultants found the trees to be the main culprits in the subsidence and while they try to resist removing protected trees they are not always successful. Replacements will be replanted away from potential to cause subsidence to nearby dwellings.

g) *Update* P/19/0041/2 Land off Melton Rd, Burton on the Wolds LE12 5AL (Re-consultation)

None.

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- h) *Update* E/18/0253 Hill View, Burton on the Wolds. Change of use (HGV/lorry park) info only.

A Planning Contravention notice was served on 30<sup>th</sup> March 2020.

Cllr Best left the meeting at 8.55 p.m.

- i) *Update* Burton on the Wolds Van Sales, Melton Rd, Burton on the Wolds  
An Enforcement Notice was served and the owner has confirmed to CBC that he has closed down the sales of vans from the site however he is continuing to run his mechanics activities. A site visit will take place once restrictions are eased.

- j) *Update* Seymour House, Burton on the Wolds

This item was discussed under minute reference 026/20a above.

027/20 To receive the Clerk's report including the playground safety checks reports.

**Resolved:** To note receipt of these reports.

028/20 To review and update the Councillors' register of interests.

Councillors were reminded that it is their responsibility to ensure that their register of interests was kept up to date.

029/20 To receive reports from councillors

- a) Plantation Management Committee

Cllr Cooper reported that all volunteer sessions are now postponed until September 2020. The next Plantation Management Committee meeting will take place virtually on 21<sup>st</sup> July 2020 at 10.30 a.m.

- b) Joint Neighbourhood Plan Committee

Cllr Shields reported that the decision statement was signed on 2<sup>nd</sup> April 2020 and the referendum will take place in May 2021.

The Clerk reported that Hoton have confirmed that the outstanding invoice will be paid in June 2020.

- c) Playing Field Association

Cllr Shields reported that the portaloo has been reinstalled behind the pavilion.

A new Tennis Club Committee has been formed and the tennis courts have been reopened following Government guidelines. A flat charge of £15 per family will be charged this season for open access.

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The PFA 50<sup>th</sup> anniversary event scheduled for Sunday 5<sup>th</sup> July 2020 has been postponed.

- d) Lion's Mouth Fountain  
Nothing to report.
- e) Other Councillors' Reports – for information only.  
Cllr Lawrence gave an update on the volunteer group activity in the parish. He reported that there have been a few requests for help but more messages of gratitude that the service is available should they need it.

## 030/20 Business

- a) To receive the Prestwold Park wedding and event schedule for Prestwold Hall as a requirement of their premises licence.  
**Resolved:** To note the detail of this schedule.
- b) To approve expenditure of up to £200 for summer planting.  
**Resolved:** To approve this expenditure.
- c) To approve expenditure of up to £50 for the purchase of bunting.  
**Resolved:** To approve this expenditure.
- d) To approve expenditure of up to £25 for emergency repairs to the Melton Road bus shelter roof.  
**Resolved:** To approve this expenditure.
- e) To approve expenditure of up to £499.99 for the replacement of safety fencing on Melton Road, Burton on the Wolds.  
**Resolved:** To approve this expenditure.
- f) To approve expenditure of £40 for LRALC councillor training for Cllr Lawrence.  
**Resolved:** To approve this expenditure.
- g) To approve expenditure of £120 for the removal of a dead yew tree at the entrance to the burial ground.  
**Resolved:** To approve this expenditure.
- h) To approve a grant application to Awards for All for the provision of sports clubs in the parish.  
**Resolved:** That the Clerk applies for grant funding.



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031/20

Finance

a)

Financial update:

Account	@ 01/06/20
Current	1,000.00
Reserve/General	14,482.15
Reserve/Bonus	5,616.64
Loughborough B/Society	45,846.65
<b>TOTAL</b>	<b>66,945.44</b>

Balance includes	
Plantation funds	3,310.91
Neighbourhood Plan	-443.03
Lottery/Finding Fitness	0.00
Hubbard Rd Land Management	38,000.84

- b) To formally approve the April schedule of payments totalling £1,364.24 approved by the Clerk using delegated authority approved on 3rd March 2020 minute reference 207/19.

**Resolved:** That the following schedule of payments is formally approved.

Burton on the Wolds, Cotes and Prestwold Parish Council - Schedule of Receipts and Payments						
Payments			Apr-20		Month 1	
PAYEE	FOR	INVOICE NO.	AMOUNT	Type	COST CENTRE	
1 M&BG Ltd	Grounds maintenance	Invoice	£495.00	Chq	Split	
2 L Cooper	Snowdrop bulbs for Plantation	Invoice	£81.67	Chq	Plantation	
3 Viking	Sundries for Village Hall	Invoice	£59.32	Chq	Village Hall	
4 Martin Tree Care	Brush chipping	Invoice	£100.00	Chq	Plantation	
5 WaterPlus	Burial Ground water supply	Invoice	£17.73	D/D	Burial Ground	
6 M&BG Ltd	Emergency tree removal - brook	Invoice	£90.00	Chq	Contingency	
7 M&BG Ltd	Tree removal - plantation	Invoice	£180.00	Chq	Plantation	
8 R Shields	Bus shelter cleaning	Receipt	£12.00	Chq	Village amenities	
9 LRALC & NALC	Membership	Invoice	£328.52	Chq	Memberships	
<b>TOTAL</b>			<b>£1,364.24</b>			

- c) To formally approve the May schedule of payments totalling £4,391.83 approved by the Clerk using delegated authority approved on 3rd March 2020 minute reference 207/19.

**Resolved:** That the following schedule of payments is formally approved.

Burton on the Wolds, Cotes and Prestwold Parish Council - Schedule of Receipts and Payments						
Payments			May-20		Month 2	
PAYEE	FOR	INVOICE NO.	AMOUNT	Type	COST CENTRE	
1 M&BG Ltd	Grounds maintenance	Invoice	£495.00	Direct	Split	
2 L Cooper	Underpayment of Apr expenses (VAT)	Invoice	£16.33	Direct	Plantation	
3 PFA	First 1/2 grant	Budget	£1,812.50	Chq	PFA (S137)	
4 Gardening Club	Grant	Application	£250.00	Chq	Gardening Club (S137)	
5 M&BG Ltd	Additional Grounds maintenance Hubbard Road	Invoice	£240.00	Direct	Hubbard Road	
6 M&BG Ltd	Additional Grounds maintenance Hubbard Road	Invoice	£120.00	Direct	Hubbard Road	
7 M&BG Ltd	Additional Grounds maintenance Hubbard Road	Invoice	£540.00	Direct	Hubbard Road	
8 M&BG Ltd	Additional Grounds maintenance Hubbard Road	Invoice	£918.00	Direct	Hubbard Road	
<b>TOTAL</b>			<b>£4,391.83</b>			

- d) To approve the June schedule of payments totalling £2,330.16

**Resolved:** That the following schedule of payments is approved.

Burton on the Wolds, Cotes and Prestwold Parish Council - Schedule of Receipts and Payments						
Payments			Jun-20		Month 3	
PAYEE	FOR	INVOICE NO.	AMOUNT	Type	COST CENTRE	
1 M&BG Ltd	Grounds maintenance	Invoice	£495.00	Direct	Split	
2 Came & Company	Insurance	Invoice	£1,588.74	Direct	Insurance	
3 A Carr	Bunting for VE Day	Invoice	£36.45	Chq	Village Amenities	
4 R Shields	Plants & compost for planters	Invoice	£144.97	Direct	Village Amenities	
5 L&RPFA	Membership	Renewal	£30.00	Direct	Memberships	
6 Information Commissioners office	Data protection fee	Renewal	£35.00	D/D	Gen admin	
<b>TOTAL</b>			<b>£2,330.16</b>			

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e) To approve and sign the end of year Bank Reconciliation & Summary of Accounts.

**Resolved:** To approve and sign the end of year Bank Reconciliation & Summary of Accounts.

f) To approve and sign the Annual Governance Statements.

**Resolved:** To approve and sign the Annual Governance Statements.

g) To approve and sign the Statement of Accounts.

**Resolved:** To approve and sign the Statement of Accounts.

h) To receive the internal auditor's report.

The auditor's report was received and its contents noted.

032/20 Correspondence for discussion

a) Letter from Rt Hon Robert Jenrick MP giving thanks to local councils and clerks for their work during this pandemic.

**Resolved:** The contents of the letter were noted and appreciated.

b) Email from a resident regarding brook flooding in February and concerns over a possible blocked culvert on Melton Road, Burton on the Wolds.

The Clerk responded that as previously advised, the Parish Council has no jurisdiction over this area and taking this into consideration, the Parish Council has done everything that it can regarding this issue. Advice has been sought from Charnwood Borough Council, Leicestershire County Council, the Environment Agency, The Rivers and Canals Trust and Severn Trent, all of whom were of the opinion that this event was as a direct result of the unprecedented weather conditions with February 2020 being the wettest on record since 1862. I can confirm that on the night in question, water was running across the roads and into the brook from the surrounding roads including Hubbard Road, Sowters Lane, Melton Road and St Philips Road. According to the advice received, it was the result of this downpour on top of already saturated land that 'could' have caused the problem and 'highly unlikely' that it would have been as the result of a blocked gully.

**Resolved:** That the Parish Council is happy with the response of the Clerk. No further action is required.

c) Email from a resident regarding social distancing on the footpath between Springfield Close and Barrow Road.

The Clerk responded that the footpath is narrow at less than 2 metres wide in parts and is also enclosed so unless a one way system was implemented, social distancing cannot be maintained on that route. With regard to the display of notices, the Parish Council has no authority over how residents behave as would be implied should these be sited.

**Resolved:** That the Parish Council is happy with the response of the Clerk. No further action is required.

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- d) Email from Prestwold Estate regarding the implementation of a Wild Bird Conservation Project.

**Resolved:** This item was discussed under minute reference 009/20.

- e) Email from a cyclist requesting drainage at the water fountain.

The email stated that the cyclist could not fill his water bottle without getting his feet wet. The Clerk responded that the Parish Council has been working on the Lion's Mouth fountain for many years with regard to the start/stop of the supply but does not have the budget to undertake any non-emergency work in this financial year. Please be aware that drinking water from this fountain is not advised.

**Resolved:** That the Parish Council is happy with the response of the Clerk. No further action is required.

- 033/20 To agree items for inclusion in the press release

Virtual meetings, dog fouling, please keep to footpaths on the Prestwold Estate, social distancing on narrow footpaths, more volunteers required for SpeedWatch.

- 034/20 The next Parish Council meeting will take place on **9<sup>th</sup> June 2020**. The following meeting will take place on **Tuesday 7<sup>th</sup> July** at 7.30 p.m. either virtually or at the Village Hall, Burton on the Wolds dependent upon government advice.

There being no further business the meeting closed at 21.34

These minutes are a true and accurate record \_\_\_\_\_ Date \_\_\_\_\_  
Cllr A Carr, Chairman.