

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

COUNCIL MEETING MINUTES

12th January 2021

Minutes of a meeting of Burton on the Wolds, Cotes and Prestwold Parish Council held virtually on 12th January 2021 at 7.30 p.m.

Present: Cllr A Carr (Chairman), Cllr R Shields (Vice Chairman), Cllr W Best, Cllr L Cooper (arrived at 20.01), Cllr A Lawrence, Cllr E Wardle, Cllr M Windsor.

Apologies: Cllr K Hibbins

In attendance: County Cllr Shepherd, Borough Councillor Bokor, PCSO Jenny Weilandt, Mrs S Massey (Clerk), 1 member of the public.

130/20 To receive apologies for absence.

Resolved: To accept the apologies of Cllr Hibbins.

131/20 Disclosures of interests, disclosable pecuniary interests, personal interests or personal interests that could lead to bias, by Parish Councillors to items on the agenda.

Cllr Wardle declared a DPI in item 137/20(d); she is a friend of the applicant.

132/20 To approve the minutes of the previous Parish Council meeting.

The following amendments were made: 124/20b Towles should read 'Towles Fields'.

Resolved: To approve and sign.

133/20 Questions/comments from the floor (limited to 15 minutes).

Hamish Byers of the Prestwold Estate asked for volunteers to become involved with the organisation of COVID safe community engagement activities specifically for residents of the surrounding villages when restrictions allow.

Cllr Carr asked for an update on livestock on the estate. HB confirmed that some of the sheep have returned home for lambing but will return (with their lambs). The cattle will return in May.

Cllr Carr asked if the broken footpath signs have been replaced, HB will follow this up.

Cllr Carr asked about the increase in walkers on the estate following the recent lockdown. HB confirmed that walkers are not keeping to the designated footpaths and this is causing issues including crop losses which are currently estimated at around £20,000. HB confirmed that the estate accept that people are feeling confined and wish to walk the estate but would ask that they stay to the footpaths and areas (not on the designated footpaths) that have been roped off for reasons of safety.

134/20 Borough Councillor's report

Cllr Bokor confirmed that approximately 9,000 extra houses have been allocated to Charnwood by central Government. CBC is undertaking a new Local Plan which will run from 2020 – 2037. This should be ready for referendum in Spring 2022.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

An appeal on the Melton Road planning application was lodged by the developer with the Inspectorate on 4th December 2020 on the grounds of non-determination. No official notice from the inspectorate has been received by CBC to date.

Resolved: That the clerk will re-send the letter dated and originally sent to development control on 13/02/2019 confirming the Parish Council's OBJECTION to the planning application and if it is referred to the Plans Committee, the Parish Council wish to reserve the right to speak at that meeting.

135/20 County Councillor's report
Cllr Shepherd reported on several matters:

i) Brickwood/Loughborough Road verge ownership issues. Cllr Shepherd has received the following information from the Environment & Transport Department;

On balance of available evidence, the verge is adopted highway, the licence to cultivate was issued correctly, and that the land should be treated as part of the adopted highway in the absence of evidence to the contrary.

ii) The recent request for information regarding funding for the installation of CCTV in Burton on the Wolds. Cllr Shepherd has received the following information from LCC Communities, Policy & Resilience:

At this time there are no national programmes of funding currently offering grants for CCTV or local grants/funding for this type of activity. In most cases, to access any form of grants/funding, the application needs to be made by a formally established and recognised community-based (not-for-profit) organisation or charity. This could, for example, take the form a Community/Residents Association, or campaign group (not dissimilar to a Community Speedwatch Group). For a Neighbourhood Watch scheme to be eligible, it would need to be formally set up as a community organisation with a constitution and committee.

If it is an individual/member of the community/resident, or a particular household who wish to have CCTV installed, then they would be expected to purchase and pay for a CCTV system themselves. However if a number of residents in a village wanted CCTV installed in the village, this is a community issue. Comments from LCC Community Safety are as follows:

There are different rules depending on who puts up the cameras and what they cover. For example, a resident putting up CCTV is generally exempt from compliance with the Data Protection Act. Anyone filming in a public place will need to be registered with the Information Commissioners Office with additional requirements such as signage to tell people they could be filmed and additional rules around voice/sound recording etc. Residents can only use CCTV within the bounds of their property; however they are not barred from capturing additional areas but will need to comply with the above rules too.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

For non-residential CCTV there are understandably strict requirements to ensure CCTV sites do not cause a danger and meet strict health & safety requirements. For example you can't simply put a camera up on a lamppost. LCC street lighting have strict rules on what can be attached to their lampposts and each post requires testing to determine if any additional street furniture can be attached. There is a cost for this test which can be considerable. There are also additional rules such as the need to register with the Information Commissioners Office, have a stated purpose for the CCTV (to reduce crime and anti-social behaviour or similar), installation of appropriate signage and warnings regarding CCTV, details of who can be contacted should there be any queries or enquiries. In addition, anyone captured on CCTV can ask to see the footage by making a Subject Access Request (SAR) and there needs to be a process in place to allow this to happen. In relation to SARs, a clear policy and procedure regarding storage, retention and deletion must be in place plus a process regarding who can view the CCTV footage and how the person can gain access to the footage, for example, in the event of a traffic accident. If the CCTV is to be used evidentially, there needs to be a strict process to ensure integrity of the recording with correct time and place recorded and a 'sign-in/sign-out' process for the material to comply with legal requirements and evidential continuity.

There are three pieces of legislation that cover this area; The Protection of Freedoms Act, The Surveillance Camera Code of Practice 2013 and The Data Protection Act. It is recommended that advice is sought from a subject matter expert.

- iii) The LCC Community Speed Management Initiative which recognises that the management of traffic speeds on the highway is a major issue for some communities. The first stage is to register a road or an area for inclusion on the initiative. This will be followed by (2) evidence collection, (3) data analysis, (4) community liaison and finally (5) installation of new schemes if there is an identified need.

Resolved: That the Parish Council will email LCC asking that Loughborough Road, Melton Road and Prestwold Lane be included for assessment.

Cllr Shields thanked Cllr Shepherd for his efforts regarding the verge ownership issues on Brickwood/Loughborough Road.

With reference to correspondence item 13(b), minute ref 142/20, Cllr Shields confirmed that the Parish Council has asked twice if an additional road could be added to TRO's on both Melton Road and Nottingham Road/Prestwold Lane. The clerk has requested that the 50MPH limit be extended to include Loughborough Road, Burton on the Wolds from the Old School House to Springfield Close. LCC responded that they are not allowed to add to proposals once they had been advertised, they can only remove advertised restrictions. However, they have passed our request to the Highways Department for consideration

Minute reference 142/20c was discussed. A resident asked if there was anything that

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

the Parish Council could do about the flooding on 23/12/20. The Clerk confirmed that this had reported on the day of the flood to LCC who are responsible for the gullies and the watercourse, both of which were overwhelmed by the sudden and heavy rainfall that day. The resident forwarded this response to Cllr Shepherd who is dealing directly.

136/20

Police Report

PCSO Weilandt introduced herself and was welcomed to the meeting. PCSO Weilandt reported that there was no reported crime in Burton on the Wolds, Cotes or Prestwold during December 2020. In addition she asked that residents are encouraged to sign up to Neighbourhood Link. PCSO Weilandt confirmed that a speed check will take place, date to be confirmed.

PCSO Weilandt left the meeting at 20.21

137/20

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

a) P/20/2074/2 11 Somerset Close, Burton on the Wolds LE12 5AJ

Resolved: Not to comment.

b) E/20/0584 Seymour House, Seymour Road, Burton on the Wolds.

Resolved: No further comment required.

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

Resolved: The clerk will write to development control to confirm that when this application goes to plans committee, the Parish Council wish to speak

Cllr Shepherd and Cllr Bokor left the meeting at 20.32.

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

No update.

138/20

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

The reports were noted.

139/20

To receive reports from councillors

a) Plantation Management Committee

Cllr Best reported that volunteer sessions have been cancelled until further notice due to lockdown restrictions. The bat survey, a condition of the Shire grant, will be undertaken which will enable the committee to access the grant monies. The next Plantation Management Committee meeting will take place virtually on Tuesday 19th January at 10.30 a.m.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

b) Playing Field Association
 Cllr Shields reported that the PFA is taking over the management of the tennis courts and hope to utilise an online booking and payment system in the near future. The tennis courts are locked at the moment due to current COVID regulations. Cllr Shields confirmed that junior football can still take place at the moment however adult football is suspended due to current COVID regulations. The next PFA meeting will take place on 25th January 2021.

c) Other Councillors' Reports – for information only.
 None.

140/20 Business

a) To receive the schedule of events from Prestwold Estate.

Resolved: To note the contents of this schedule.

b) To appoint the internal auditor, agree the engagement letter and terms of reference.

Resolved: To approve the appointment of the internal auditor via the LRALC Internal Audit Service, the engagement letter and terms of reference.

c) To approve expenditure of up to £480 for the repair of the water heater at the Pavilion.

The previous approval for this repair made under minute reference 095/20i was carried out free of charge. Unfortunately this repair has failed.

Resolved: To approve this expenditure.

141/20 Finance

a) Financial update:

Account balance @	31/12/2020
Current	1,000.00
Reserve/General	19,687.11
Reserve/Bonus	5,616.98
Loughborough B/Society	42,598.81
TOTAL	68,902.90

Balance includes:	
Plantation funds	2,832.66
Neighbourhood Plan	792.91
Lottery/Finding Fitness	4,680.00
Hubbard Rd Land Management	36,896.03

b) To approve the schedule of payments totalling £1,653.83

Burton on the Wolds, Cotes and Prestwold Parish Council - Schedule of Receipts and Payments						
Payments			Jan-21		Month 10	
PAYEE	FOR	INVOICE NO.	AMOUNT	Type	COST CENTRE	
1 M&BG Ltd	Grounds maintenance	Invoice	£495.00	Direct	Split	
2 S Massey	Inc. Zoom x 3 months	Schedule	£48.57	Direct	General admin	
3 Waterplus	Burial Ground water supply	Invoice	£19.78	Direct	Burial Ground	
4 Martin Tree Care	Chipping	Invoice	£60.00	Direct	Plantation	
5 Martin Tree Care	Reshape/trim of conifer at Village Hall	Invoice	£130.00	Direct	Village Hall	
6 Burton on the Wolds Playing Field Association	Solar infeed contribution	Invoice	£68.71	Chq	PFA	
7 Burton on the Wolds Village Hall	Solar infeed contribution	Invoice	£68.71	Chq	Village Hall	
8 Mr SJ & Mrs MI Edmondson	Lion's Mouth Fountain rental 19/10/99-18/10/20	Invoice	£35.00	Direct	Lion's Mouth Fountain	
9 SLCC	Membership	Invoice	£144.00	Direct	Memberships	
10 Amazon	Black printer cartridge	Invoice	£87.77	Direct	General admin	
11 Cath Thomson	Plants, compost, bonemeal	Receipts	£24.49	Chq	Plantation	
12 Chris Leader	Renew water heater at Pavilion	Invoice	£471.80	Direct	Pavilion	
TOTAL			£1,653.83			

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

Resolved: To approve this expenditure.

c) To approve the budget for 2021-2022.

Resolved: To approve the budget for 2021-2022.

d) To agree the Precept request for 2021-2022.

It was agreed to set the 2021-2022 Precept at £31,500, an increase of £1,500 on 2020-2021. This equates to an increase of £3.06 per year for the average band D household or 0.31p per month (10 payments).

Resolved: To approve the Precept request of £31,500. The clerk will arrange for this document to be signed and will hand deliver this to CBC by Friday 15th January 2021.

142/20 Correspondence for discussion

a) Email from the Office for National Statistics regarding Census 21 engagement.

This information has been added to the website.

b) Email from LCC regarding the proposal for a TRO (50MPH limit) on Prestwold Lane & Nottingham Road.

This was discussed under minute ref 135/20.

This information has been added to the website.

c) Email from a resident regarding the flooding on Melton Road, Burton on the Wolds on 23/12/2020.

This item was discussed under item 135/20.

143/20 To agree items for inclusion in the press release

Dog fouling, volunteer group, police report, speeding traffic and request to police for speed check.

144/20 The next Parish Council meeting will take place virtually on Tuesday 2nd February 2021 at 7.30 p.m. unless advised otherwise and will be preceded by the Village Hall Management meeting at 7.00 p.m.

There being no further business the meeting closed at 21.14 p.m.

These minutes are a true and accurate record _____ Date _____

Clr A Carr, Chairman.

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

2021-2022 BUDGET

Receipts	Budget 2021-2022
Precept	£31,500.00
Allotment Rent	£300.00
Burial Ground	£200.00
Plantation	£450.00
Bank Interest	£250.00
LCC for cutting of verges	£900.00
Solar panel feed in tariff	£800.00
VAT refund	£2,500.00
Other income	£1,500.00
TOTAL RECEIPTS	£38,400.00

Payments	Budget 2021-2022
General Administration	£2,000.00
Insurance	£1,600.00
Audit	£600.00
Memberships	£600.00
Training	£200.00
Election Costs	£200.00
ADMIN SUBTOTAL	£5,200.00

PFA inc. grant	£4,188.00
Pavilion	£1,500.00
Village Hall	£1,400.00
Plantation	£1,500.00
Open Spaces & Footpaths	£1,600.00
Hubbard Road inc grounds maint.	£3,000.00
Burial Ground inc grounds maint.	£1,500.00
Towles Fields inc grounds maint.	£1,800.00
Defibrillator	£100.00
Gardening Club	£250.00
Maintenance of assets	£1,500.00
ASSET MAINTENANCE SUBTOTAL	£18,338.00

Village Amenities	£1,500.00
Lion's Mouth Fountain	£0.00
Subtotal	£25,038.00
Contingency	£10,000.00
TOTAL PAYMENTS	£35,038.00
	BUDGET Receipts minus payments
	£3,362.00