

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

Minutes of the Annual meeting of Burton on the Wolds, Cotes and Prestwold Parish Council held virtually on 4th May at 7.30 p.m.

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

Apologies: None.

In attendance: County Cllr Shepherd (arrived at 19.46), Borough Councillor Bokor (arrived at 19.46), Mrs S Massey (Clerk), 2 members of the public.

016/21 **To elect a Chairman (and signing of the acceptance of office).**

Resolved: To elect Cllr Carr as Chairman of the Parish Council for 2021-22. The acceptance of office was duly signed.

017/21 **To elect a Vice-Chairman.**

Resolved: To elect Cllr Cooper as Vice Chairman of the Parish Council for 2021-22.

018/20 **To receive apologies for absence.**

None.

019/21 **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 041/21(d), she is a friend of the applicant.

020/21 **To approve the minutes of the previous meeting.**

Resolved: To approve and sign these minutes.

021/21 **Police report**

The police reported that there was no crime in Burton on the Wolds, Cotes or Prestwold during February and March 2021. During the month of April 2021 there was 1 criminal damage reported in Burton on the Wolds, no crime reported in Cotes or Prestwold.

022/21 **Borough Councillor's report** (taken after minute reference 041/21)

Cllr Bokor reported that the draft local plan will go to cabinet on 10th June 2021. All other Borough council business was dealt with under minute reference 041/21b & c.

023/21 **County Councillor's report** (taken after minute reference 041/21)

Cllr Shepherd asked for councillors thoughts on average speed cameras. Cllr Shields said that he did not think that they would not be suitable for this parish. Cllr Carr said that they are preferable to speed bumps.

024/21 **Questions / Comments from the floor (limited to 15 minutes).**

Cllr Carr asked Hamish Byers (Prestwold Estate representative) if the footpath signage

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issue has been resolved. HB confirmed that broken signage has been replaced.

Cllr Shields asked what was the estates intention is in relation to the strip of land between the existing dwellings on Seymour Road and the new barn conversions as this now has no gate, there is machinery parked on the land and in addition, is now being used as a footpath. HB confirmed that the gate will be replaced and that they are also looking to install a gate at the entrance to the field at the bottom of Seymour Road once permission from Leicestershire County Council is granted.

025/21 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.

026/21 To review the delegation arrangements to committee and employees.

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 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 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 and the delegated authority to authorise repairs to the pavilion up to the value of £499.99.

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 these delegated powers remain in place:

027/21 To review the terms of reference of the Plantation Management Committee.

Resolved: To re-approve the terms of reference of the Plantation Management Committee.

028/21 To appoint members of the Plantation Management Committee.

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

029/21 To review the terms of reference for the Village Hall Funding Working Party and the Lion's Mouth Fountain Working Party.

Resolved: To re-approve the terms of reference for the Village Hall Funding Working Party and

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the Lion's Mouth Fountain Working Party.

030/21 **To appoint members to the Village Hall Funding Working Party and the Lion's Mouth Fountain Working Party.**

Resolved: That the Village Hall Funding Working Party will remain dormant until a volunteer Village Hall Management committee is established.

Resolved: That the Lion's Mouth Fountain Working Party will remain dormant until issues arise.

031/21 **To review and adopt the Standing Orders and Financial Regulations.**

Resolved: To re-adopt the standing orders and financial regulations.

032/21 **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 representative 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.

033/21 **To review the inventory of land and assets register.**

Resolved: To approve the inventory of land and assets register. The clerk confirmed that the annual asset inspection will take place with the Chairman in June 2021.

034/21 **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.

035/21 **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).

036/21 **To review the Council's policies and procedures.**

Resolved: To adopt the Financial Reserves policy.

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.

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037/21 **To receive and sign the Risk Assessment.**

Resolved: The Risk Assessment was received and signed.

038/21 **To receive the annual Data Audit Review.**

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

039/21 **To receive the annual Retention & Disposal policy appendix A**

Resolved: To note the contents of this document.

040/21 **To set the dates, times and place of ordinary meetings of the full council for the year ahead.**

That the Parish Council shall meet at Burton on the Wolds Village Hall at 7.30 p.m. on the following dates: 22nd June 2021, 3rd August 2021, 7th September 2021, 5th October 2021, 2nd November 2021, 7th December 2021, 11th January 2022, 1st February 2022, 1st March 2022, 5th April 2022, 3rd May 2022 (Annual Parish meeting and Annual meeting of the Parish Council).

Resolved: That the June schedule of payments will be produced, distributed and approved.

Resolved: That the clerk has delegated powers to make these payments.

041/21 **To make observations and agree any action on the following planning applications:**

a) **P/20/0048/2 Re-consultation – Old Park Farm, Melton Road, Burton on the Wolds LE14 3PU**

Resolved: No comment to make.

b) **Update P/19/0041/2 Land off Melton Rd, Burton on the Wolds LE12 5AL**

The appeal took place on 27th and 28th April 2021 and is currently awaiting the inspector's decision.

Cllr Shields asked what will happen if the inspector refuses this application as application P/20/2322/2, the identical application for this site referenced under minute ref 041/21c, has been approved.

c) **Update P/20/2322/2 Land off Melton Rd, Burton on the Wolds LE12 5AL**

Cllr Shields confirmed that this application has been approved. The decision notice was issued on 30th April 2021.

As resolved under minute reference 008/21, the Parish Council sent a formal letter of complaint to Charnwood Borough Council on 9th April 2021. A response has been received written by Richard Bennett, Head of Planning and Regeneration.

Resolved: That the clerk will write to Charnwood Borough Council to confirm that the Parish Council is not satisfied with the response received and would like to progress this matter to stage 1 of the formal complaints procedure attaching the previous letter and response received.

Resolved: That progression of this formal complaint in line with Charnwood Borough Council's

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complaints procedure will be undertaken if required.

Cllr Shepherd and Cllr Boker left the meeting at 20.53.

- d) **Update E/18/0253 Hill View, Burton on the Wolds. Change of use (HGV/lorry park) info only.**
Following the April meeting (minute reference 009/21) The clerk requested an update and reported the siting of a shipping container. No update was available due to staffing issues and a request for understanding at this time was made.
- e) **Update Seymour House, Burton on the Wolds**
Cllr Shields reported that a resident has complained that obscured glass has not been fitted to a window overlooking their property and that the unit is not fixed. The developer has confirmed that they will fit film over this glass and screw the window closed. The resident is in direct contact with enforcement.
- 042/21 **To receive the Clerk's report including the playground safety checks reports.**
Resolved: To note receipt of these reports.
- 043/21 **To review and update the Councillors' register of interests.**
Councillors were reminded that it is their responsibility to ensure that their register of interests is kept up to date.
- 044/21 **To receive reports from councillors**
- a) **Plantation Management Committee**
Cllr Best reported that the fencing work has been completed, the cowslips have been planted and wildflower seeds sown at the Charnwood End. As resolved at the Plantation Management Committee meeting on 9th March, all the planned volunteer sessions for the rest of the season go ahead from 11th April session subject to any changes in the road map or other circumstances. This relates to the June session which is the last of the season.
- The next Plantation Management Committee meeting will take place on Tuesday 18th May 2021 at 10.30 a.m. virtually unless otherwise advised.
- b) **Playing Field Association**
Cllr Shields reported that the PFA AGM will take place virtually on 17th May at 7.00 p.m. In addition, the PFA is organising the Spring Clean Litter pick on Saturday 5th June from 10 a.m. - 12.30 p.m.
- c) **Other Councillors' Reports – for information only.**
Cllr Lawrence will advertise the RCC Coffee Connect dates on the community Facebook page. The clerk confirmed that dates are not available at this time due to staff shortages but that they would be sent through as soon as possible.

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045/21 **Business**

a) **To approve the order for the replacement lamppost in Prestwold and expenditure of £250 (insurance claim excess).**

Resolved: That the clerk will place the order with Leicestershire County Council for the replacement lamppost on Prestwold Lane, Prestwold.

Resolved: To approve expenditure of £250 (insurance excess).

b) **To consider the clerk's request that 8 days annual leave be carried over from 2020-2021 to 2021-2022.**

The clerk confirmed that 6 days annual leave can be carried over but due to Covid, 8 days annual leave remain from 2020-2021.

Resolved: To approve the carry-over of 8 days annual leave from 2020-2021 to 2021-2022.

c) **To appoint a representative to attend the forthcoming Annual General meeting of LRALC.**

The clerk confirmed that the AGM will take place virtually on either Saturday 18th or 25th September 2021 (tbc) and will feature a range of other sessions and attractions in addition to the essential business.

Resolved: That there is no one available to attend this meeting.

046/21 **Finance**

a) **Financial update:**

Account @	28/04/2021
Current	1,000.00
Reserve/General	29,064.61
Reserve/Bonus	5,617.16
Loughborough B/Society	42,841.70
TOTAL	78,523.47

Balance includes	
Hubbard Rd Land Management	34,566.13
Plantation funds	1,612.15
Lottery/Finding Fitness	4,680.00

b) **To approve the schedule of payments totalling £6,063.87**

Payments		May			Month 2
PAYEE	FOR	REFERENCE	AMOUNT	Type	COST CENTRE
1 M&BG Ltd	Grounds maintenance	Invoice	£517.00	Direct	Split
2 PFA	First 1/2 grant	Budget	£1,894.00	Chq	PFA (S137)
3 S Massey	Zoom & mileage	Claim form	£31.48	Direct	Gen admin
4 The Cartridge People	Black toner	Invoice	£84.90	Direct	Gen admin
5 Playscape	Play area refurbishment (Hubbard Road)	Invoice	£1,785.60	Direct	Hubbard Road
6 Playscape (part payment of invoice)	Play area refurbishment (Towles Fields)	Invoice	£1,404.00	Direct	Maintenance of assets
7 LRALC	LRALC & NALC membership	Invoice	£346.89	Direct	Memberships
TOTAL			£6,063.87		

Resolved: To approve this expenditure.

Cllr Shields confirmed that all refurbishment work on Towles Fields is now complete and that the outstanding £379+ VAT should be paid on the next schedule of payments.

c) **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.

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d) **To approve and sign the Annual Governance Statements.**

Resolved: To approve and sign the Annual Governance Statements.

e) **To approve and sign the Statement of Accounts.**

Resolved: To approve and sign the Statement of Accounts.

f) **To receive the internal auditor's report.**

The auditor's report was received.

Resolved: To note the contents of this report.

g) **To agree who will carry out the internal audit review.**

Resolved: That Cllr Windsor will carry out the internal audit review.

047/21 **Correspondence for discussion**

a) **Temporary traffic restriction order relating to Seymour Road from 14/06/2021.**

The clerk confirmed that this TTRO has been added to the website.

Resolved: To note the details of this TTRO.

b) **Email from Macmillian Cancer Support requesting a donation.**

Resolved: Not to donate at this time.

c) **Email from a resident regarding issues at Hubbard Road play area.**

The resident asked that barbed wire be removed from fencing behind the shrubs on the Hubbard Road play area in a section described in the email as the 'cave'. The clerk has responded that the Parish Council will look into this issue but would strongly discourage children from playing in this area.

Resolved: That this area will be checked by the Chairman and the clerk during the asset inspection due to take place in June.

048/21 **To agree items for inclusion in the press release**

Election of Chairman and Vice Chairman, meeting dates, Finding Fitness Summer Club.

049/21 The next Parish Council meeting will take place on **22nd June 2021** at 7.30 p.m. at the Village Hall, Burton on the Wolds.

There being no further business the meeting closed at 21.27

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