

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 at Burton on the Wolds Village Hall on 3rd May 2022 at 7.30 p.m.

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

Apologies: Cllr K Hibbins.

In attendance: County Cllr Shepherd, Borough Councillor Bokor, Mrs S Massey (Clerk), no members of the public.

016/22 **To elect a Chairman (and signing of the acceptance of office).**

Resolved: To elect Cllr Carr as Chairman of the Parish Council for 2022-23. The acceptance of office was duly signed.

017/22 **To elect a Vice-Chairman.**

Resolved: To elect Cllr Windsor as Vice Chairman of the Parish Council for 2022-2023.

018/22 **To receive apologies for absence.**

To accept the apologies of Cllr K Hibbins

019/22 **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.

020/22 **To approve the minutes of the previous meeting.**

Resolved: To approve and sign these minutes.

021/22 **Police report**

None.

022/22 **Borough Councillor's report**

Cllr Bokor reported that the new draft local plan is going to public enquiry in June and July. The new local plan is expected to be published by Spring next year (2023) and this guarantees a 5 year housing supply.

Cllr Cooper asked what CBC is going to do to ensure that this situation does not occur again. Cllr Bokor pointed out that the problems with the previous plan were due to developer delay and government actions which were beyond their control.

Cllr Windsor asked Cllr Bokor if development control was funded well enough. Cllr Bokor suggested that the Parish Council write to Cllr Richard Bailey, Lead Member for Planning to put forward concerns regarding the resourcing of the planning department.

Resolved: That the Clerk will write to the Cllr Richard Bailey as detailed above.

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023/22 **County Councillor's report**

Cllr Shepherd reiterated that applications are welcomed for the members' fund and reported on his correspondence with LCC Highways on the damaged verge on the corner of Loughborough Road/Springfield Close. *This item was discussed further under minute reference 045/22e.*

In addition, Cllr Shepherd reported on the requirement for further speed data in relation to planning application P/21/1105/2 Loughborough Road, Burton on the Wolds. This information is not available on the planning portal. Cllr Shepherd will continue to follow this up.

Cllr Shepherd left the meeting at 20.08.

024/22 **Questions / Comments from the floor (limited to 15 minutes).**

None.

025/22 **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.

026/22 **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.

027/22 **To review the terms of reference of the Plantation Management Committee.**

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

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- 028/22 **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.
- 029/22 **To review the terms of reference for the Lion's Mouth Fountain Working Party.**
Resolved: To re-approve the terms of reference for the Lion's Mouth Fountain Working Party.
- 030/22 **To appoint members to the Lion's Mouth Fountain Working Party.**
Resolved: That the Lion's Mouth Fountain Working Party will remain dormant until issues arise.
- 031/22 **To review and adopt the Standing Orders and Financial Regulations.**
Resolved: To re-adopt the Standing Orders and Financial Regulations.
- 032/22 **To review the representation of external bodies and arrangements for reporting:**
a) Burton on the Wolds Playing Field Association.
Unfortunately there is no Parish Council representative on the Playing Field Association.
Resolved: The clerk will ask the secretary of the PFA to email the minutes for the Parish Councils information.
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 Management Committee, the Parish Council will take over as Managing Trustees temporarily until such time that individuals come forward to take on this volunteering opportunity.
- 033/22 **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/July 2022.
- 034/22 **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.
- 035/22 **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).
- 036/22 **To review the Council's policies and procedures.**
Resolved: To re-approve the existing policies and procedures 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; Financial Reserves policy; General Privacy Notice; Grant application form; Grant awarding policy;

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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.

037/22 **To receive and sign the Risk Assessment.**

Resolved: The Risk Assessment was received and signed.

038/22 **To receive the annual Data Audit Review.**

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

039/22 **To receive the Annual Retention & Disposal policy appendix A.**

Resolved: To note the contents of Annual Retention & Disposal policy appendix A.

040/22 **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: Tuesday 7th June 2022, 5th July, 2nd August, 6th September, 4th October, 1st November, 6th December, 10th January 2023, 7th February, 7th March, 4th April, 2nd May (Annual Parish meeting and Annual meeting of the Parish Council).

041/22 **To make observations and agree any action on the following planning applications:**

a) **P/22/0423/2 Greyhound Inn, Melton Road, Burton on the Wolds LE12**

Resolved: To object to this application, reiterating the previous objection details on this site with the addition of extra traffic from the proposed development P/21/0615 Sturdee Poultry Farm.

b) **Update P/21/2028/2 Melton Rd, Burton on the Wolds LE12 - reserved matters.**
No update.

c) **Update P/21/0615/2 Sturdee Poultry Farm, Sowters Lane, Burton on the Wolds LE12 5AL, outline application for the erection of up to 60 residential dwellings.**
No update.

d) **Update P/21/1105/2 Loughborough Road, Burton on the Wolds LE12, outline application for the erection of up to 56 dwellings.**
No update.

Cllr Boker left the meeting at 20.33.

042/22 **To receive the Clerk's report including the playground safety checks reports.**

The clerk confirmed that:

- Tree planting by LCC on the Melton Road/Wymeswold Lane verge will take place at the beginning of the planting season 2022.
- Additional lamppost poppies will be ordered in mid-May from the British Royal

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Legion.

- The potholes on Loughborough Road/Melton Road have been identified and scheduled for repair using a risk based criteria.
- The dog fouling leaflet was delivered week commencing 11/04/2022.
- The car parking sign for Towles Fields has been collected and is ready for installation.
- 100m of Jubilee bunting has been provided free of charge by Charnwood Borough Council via their 'Welcome Back' fund for display week commencing 30th May 2022.

Resolved: To note receipt of these reports.

043/22 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.

044/22 To receive reports from councillors

a) Plantation Management Committee

Cllr Best reported that there were no volunteer sessions in May. In addition, the garage next to the pavilion was broken into last month but apart from the destroyed padlocks, we are not aware of any loss or damage for the Plantation. We will check this at the final volunteer session of the season on 5th June when we address any problems with the footpaths and assess, clean and repair the tools and equipment ready for when we re-start in September. The next Plantation Management Committee meeting will take place on Tuesday 10th May 2021 at 10.30 a.m. at the Pavilion, Towles Fields, Burton on the Wolds unless otherwise advised.

b) Playing Field Association

Cllr Shields reported that there is a free tennis training session on Saturday 7th May at Towles Fields from 9.30 a.m. – 12.30 p.m.

Cllr Shields reported that the timber shutter to the window facing the tennis courts on the west facing elevation is rotten and needs to be replaced £450. The clerk will organise this work and authorise using emergency powers on the grounds that this is a safety/security issue.

c) S106 Working Party report

None.

d) Other Councillors' Reports – for information only.

Cllr Cooper reported that ash die back and oak sickness is prevalent on the Prestwold estate, 800-900 trees will be removed throughout the winter.

Cllr Windsor reported that he will attend the school liaison meeting on Thursday 5th May.

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Cllr Carr reported that an illegal For Sale sign that has recently been removed from Melton Road following numerous emails and the intervention of development control/enforcement. It was noted that there is another illegal For Sale/Sold board on Loughborough Road. The clerk will ask the estate agent to remove this at their earliest convenience.

Cllr Shields left the meeting at 20.56.

045/22 Business

a) **To note the Leicestershire County Council enhanced Partnership Plan and Scheme (bus services).**

Resolved: To note this information.

b) **To discuss the proposed updated Member Code of Conduct and agree action.**

The clerk confirmed that a recorded training session has been distributed and will be taken as Code of Conduct training.

Resolved: That all councillors will undertake this training and email the clerk to confirm that they had done so.

c) **To approve expenditure of £140 +VAT for the Annual Inspection of the Towles Fields and Hubbard Road play areas.**

Resolved: To approve this expenditure.

d) **To receive an update on the funding options for the digitisation of historical Parish Council minute books from 1894-2009 and consider whether to proceed with it.**

The clerk has contacted the Records Office and is awaiting their response. LCC has indicated that a SHIRE Heritage grant may be available or alternatively a National Lottery Heritage Fund grant though the minimum grant is £3,000 in this case.

Resolved: That Cllr Cooper will research quotations for OCR (optical character recognition) and word processing of the written minutes.

Resolved: That the clerk will research funding streams identified.

e) **To receive an update on the damaged hedgerow between the Plantation and the Housing Association and decide on further action.**

Helen Lee responded on 03/05/2022 as follows: *We have received the land registry documents and it is difficult to say exactly where our boundary finishes. It would appear it is half way across the brook. With that in mind as discussed when we met we are willing to arrange for a new hawthorn tree to be planted. idverde agreed they would carry on the post and wire fence that you had installed to the left of the footpath into the wooded area. If you are still happy with this agreement as you were when we met on site, we will arrange for the works to be carried out as soon as possible.*

The clerk confirmed that no agreement was made at the site meeting and that the HA has been instructed not to undertake any work in the Plantation without the written

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consent of the Parish Council.

Resolved: To defer this item until after the Plantation meeting, 10th May 2022.

f) **To consider making an application to the Members' Highway Fund and agree action.**

Resolved: To request that white lines are replaced on Loughborough Road/Melton Road roundabout in Burton on the Wolds.

g) **To consider Richard Bennett's response to the Parish Council's letter regarding parking provision in Barrow upon Soar.**

Resolved: To forward for their consideration and information to Barrow upon Soar Parish Council and to head of Planning, Cllr Richard Bailey our letter and the response received from Richard Bennett.

h) **To consider what action to take regarding the damaged verge on the corner of Loughborough Road/Springfield Close.**

Resolved: That the clerk will contact LCC to report that the verge has not been reinstated to its original state, it is covered in concrete dust and other debris making it impossible for our grounds maintenance contractors to undertake work on this area. We request that this whole area is raked thoroughly to ensure that all debris is removed and reseeded at the householder's earliest convenience.

i) **To consider further action to recruit a new clerk.**

Resolved: To defer this to the June meeting.

046/22 **Finance**

a) **Financial update:**

Account @	28/04/2022
Current	1,000.00
Reserve/General	34,632.78
Reserve/Bonus	5,618.07
Loughborough B/Society	42,841.70
TOTAL	84,092.55

Balance includes	
Hubbard Rd Land Management	37,064.82
Plantation funds	1,740.00
Lottery/Finding Fitness	7,142.01

b) **To approve the schedule of payments totalling £3,371.59.**

Payments		May	REFERENCE	AMOUNT	Type	COST CENTRE	Month 2
1	M&BG Ltd	Grounds maintenance	Invoice	£517.00	Direct	Split	
2	PFA	First 1/2 grant	Grant	£1,950.00	Chq	PFA (S137)	
3	M&BG Ltd	Chipping @ Plantation	Invoice	£60.00	Direct	Plantation	
4	LRALC	LRALC & NALC membership fees	Invoice	£357.17	Direct	Memberships	
5	C Hodgson (approved 05/04/22 011/22c)	Delivery of dog fouling leaflets	Minutes	£35.00	Direct	Gen admin	
6	C Thomson	Garage & Plantation cupboard padlocks	Clerk	£27.48	Direct	Maint. of assets	
7	CPRE	Membership	Invoice	£36.00	Direct	Memberships	
8	Viking	Stationery	Invoice	£247.18	Direct	Gen admin	
9	Island Fire Protection	Fire extinguisher service	Invoice	£105.76	Direct	Pavilion	
10	Signs Express	Car park sign, Towles Fields	Invoice	£36.00	Direct	Village amenities	
TOTAL				£3,371.59			

Resolved: To approve this expenditure.

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Chairman's signature: _____

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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.

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.

047/22 **Correspondence for discussion**

a) **Email from a resident regarding the damaged historical boundary stone in the Old Wood to Prestwold Park.**

A resident reported that the boundary stone has been chipped in the process of installing the footpath fencing. The boundary stone is listed as a Historical Asset and the fence has been installed in front of this significant marker. The Parish Council made a request to Prestwold Estate requesting that the fence be re-sited so that the boundary stone is clearly visible and that the stone be repaired.

Prestwold Estate responded that the fence cannot be moved as it is under tension. The boundary stone, they understand, was damaged beforehand by scrambler bikes however a repair will be looked at if it is possible.

048/22 **To agree items for inclusion in the press release**

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

049/22 The next Parish Council meeting will take place on Tuesday 7th June at 7.30 p.m. at the Village Hall, Burton on the Wolds.

There being no further business the meeting closed at 21.57

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

Date _____