

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON THURSDAY 19 JUNE 2014  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors J Bateman, G Brown, R Capewell, C Evans, C Golding, M Graves, Mrs S Hendy, R Patrick, C Porter and M Swinfen, Mrs M Stell

Clerk: Mrs C M Lord – Parish Manager

824     **1. APOLOGIES**

Apologies were received and accepted from Councillors P Dann, C Grafton-Reed (Chairman), S Page, and R Tomlin.

825     In the absence of the Chairman of the Parish Council, the Vice-Chairman, Councillor Colin Porter took the Chair for the meeting.

826     **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

Councillor Golding reminded the meeting of his declared non-pecuniary interest in relation to item 16 of the agenda.

827     **3. MINUTES OF THE PARISH COUNCIL MEETING – 15 MAY 2014**

Councillor Golding moved and Councillor Porter seconded confirmation and adoption of the Minutes of the Annual Parish Council meeting held on 15 May 2014.

828     **4. PROGRESS AGAINST OUTANDING RESOLUTIONS**

A report of progress in completing Parish Council resolutions was presented and updates were provided on the progress against resolutions:

642 – No offers of assistance with the production of the I.T. contract specification were received, so a specification has been produced and issued by the Parish Manager, and 4 contractors have expressed any interest in providing the Parish Council with I.T. support.

750 – HDC has requested details of the original owners of the Fretter Close site in order to trace any other interested party. To date both LCC and Persimmon Homes are happy to extend the period of S106 agreement.

Councillor Golding requested that Norman Proudfoot should be contacted and requested to pursue the resolution of this issue.

766 – Confirmation of a War Memorial grant of £2,678 has been received today.

829     **5. CHAIRMANS TIME**

The Vice-Chairman updated Members on the following items of interest:

***Electronic Agendas***

The Chairman informed the meeting that the rules preventing parish councils from issuing electronic agendas for Council meetings are expected to be repealed in the next couple of weeks. He asked that any Member who would like to switch to receiving electronic agendas and meeting papers should please let the Parish Manager know after the meeting.

### ***Risk Management Training***

The Chairman reminded the meeting that a Risk Management Consultant has been engaged to deliver a bespoke training session on Thursday 24 June. The training session for the 7 Members who have confirmed their attendance will take place in the Astley Room at 7.30pm. He asked other Members if they do now wish to attend to please see the Parish Manager after the meeting.

### ***Wind Turbines Policy***

The Chairman reminded Members that any completed comments forms that they have should be returned to the Parish Office by 23 June.

### ***Crowfoot Way development***

The Chairman informed the meeting that the Chairman of the Parish Council had written to Andrew Robathan MP to request his support in respect of the legal challenge. He has been informed by the MP that the Secretary of State is expected to be mounting a vigorous defence, and advised that he cannot get involved in the legal process. The MP has advised that the Parish Council should write to HDC to request that they also submit a strong case on behalf of the residents of Broughton Astley.

### ***Parish Manager - Annual Leave***

Finally the Chairman reminded the meeting that the Parish Manager will be away on annual leave from 23 June – 4 July and that any queries or issues of concern should be directed to Debbie at the Parish Office during this time.

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## **6. PUBLIC FORUM**

The Chairman suspended the normal business of the Council at 7.40pm. No members of the public were present at the meeting. Normal business re-opened at 7.40pm

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## **7. REPORTS FROM REPRESENTATIVE ON OUTSIDE BODIES**

None received.

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## **8. COUNTY AND DISTRICT COUNCILLORS REPORTS**

### *Councillor Liquorish*

- Zebra Crossing – Councillor Liquorish explained that the County Council has received several objections and a large petition in respect of the proposed location of the crossing. They will summarise these and discussed the way forward at the end of the month. The position of the proposed crossing has been decided due to the number of children crossing at that point and the number of accidents at the location, if the crossing were to be located further down the road it would probably not be used by the children.
- Village Centre Traffic Regulation Order (TRO) – The County Council has abandoned the proposed scheme for Broughton Astley has been for the time being. It is proposed to put the scheme back into the assessment framework from the beginning to see where it will fit within current schemes programme. This could mean the scheme is completely abandoned or reworked and it could be 18 months before anything is done.
- Library consultation – Councillor Liquorish reiterated that the opening hours for Broughton Astley Library were being reduced, but there would be more hours available at the weekends.

### *Councillor Golding*

- Village Centre car park – Councillor Golding informed the meeting that the tender for the works on the village centre car park is being prepared, so the works will not go ahead in the summer holidays as proposed. The toilet block has been damaged, and is being monitored by HDC building control and car park staff on a regular basis. It will be cordoned off if its condition deteriorates.
- Davidsons appeal – Councillor Golding informed the meeting that both planning appeals

had been postponed and will be considered together from mid-September onwards.

#### *Councillor Graves*

- **Sworders appeal** – Councillor Graves reported that he had enquired what actions HDC were intending to take in relation to the High Court appeal and had been informed that they were not one of the defendants, so no action was appropriate.

#### **Questions to County and District Councillors**

A number of Councillors expressed concern at the abandonment of the proposed TRO, and the potential emergency access problems caused by the indiscriminate parking.

Councillor Golding urged Members who considered that there was strong evidence to support the introduction of the TRO, to gather dated photographic evidence and submit this to HDC/LCC. Councillor Graves also urged the Parish Council to write to the various county and national road safety bodies about the potential health and safety implications of the situation.

#### **NOTED**

The Chairman reminded the meeting that the County and District Councillor's reports were provided for information only, and that no resolution for action could be made on the basis of their reports. (Standing Order 29). He reiterated to Members that a motion could be submitted to the next Parish Council, should they consider that formal action on behalf of the Parish Council is required.

#### 833 **9. MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE**

Councillor Hendy moved and Councillor Porter seconded confirmation and adoption of the minutes of the Administration and Finance Committee held on 3 June 2014.

Minute 08.14 – Election of Chair and Vice-Chair

#### 834 **RESOLVED:**

- 1. That Councillor Grafton-Reed should be elected as the Chair of the Administration and Finance Committee for the municipal year 2014-15.**
- 2. That Councillor Porter should be elected as the Vice-Chair of the Administration and Finance Committee for the municipal year 2014-15.**

Minute 12.14 – Investment Options

Councillor Evans requested that the draft minutes should be amended to state that 'he was confused with the logic of investing with the Unity Trust bank in view of its 25% ownership by the Co-operative Bank'.

The Parish Manager agreed to amend the minutes.

#### 835 **RESOLVED:**

- 1. That subject the verification checks by the Parish Manager with a) the FCA and FSCS and b) the Parish Councils Insurers; the Parish Council should open a Treasurers Deposit Account with the Hinckley and Rugby Building Society using the £35,000 allocated for the future purchase of recreational facilities [PC813.MAY 2014] plus £50,000 of the rolling annual schedule of twice yearly investments [PC615.AUG 2013].**
  - a) If the investment account is found to be covered by the compensations schemes a maximum of £85,000 should be invested.**
  - b) If it is not covered by the compensation scheme then £101,000 should be invested in order to be applicable to the higher rate of interest offered.**
- 2. That another report should be presented to the August meeting outlining further investment options for the Parish Council prior to the maturing of the Fixed Rate Deposit Account in September 2015.**

Minute 13.14 – Internal Audit Report Annual Return

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**RESOLVED:**

1. That the Internal Auditors report on the Annual Return 2013-14 should be accepted by the Parish Council.
2. That the contribution made Parish Council staff towards the result is noted.

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**10. MINUTES OF THE NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP**

Councillor Hendy moved and Councillor Stell seconded confirmation and adoption of the minutes of the Neighbourhood Plan Delivery and Monitoring Group held on 9 June 2014.

**NOTED**

Councillor Golding expressed his concern that the initial actions to be taken to meet the Key Objectives did not include a regular liaison meeting with Harborough District Council, who were in a good position to assist with the delivery of the actions. He also remarked that funding allocated for projects should be used in order to expedite progress.

Minute 14.05 – Key Objectives

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**RESOLVED:**

**That the Neighbourhood Plan Delivery and Monitoring Group should concentrate their initial efforts on progressing 4 Key Objectives:**

1. *To provide a new centrally located community and leisure facility (BANP Policy L1)*
2. *To provide an improved and centrally located healthcare centre (BANP Policy W1)*
3. *To improve the range of shopping facilities provided for the community whilst still supporting the existing village centre. (BANP Policy S1)*
4. *To protect the existing open spaces and heritage of the village and provide additional open spaces (BANP Policy EH1 / EH2)*

Minute 14.06 – Actions to be taken to progress the Key Objectives

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**RESOLVED:**

**That the list of initial actions identified to progress the 4 Key Objectives are included in the Delivery and Monitoring Strategy and are supported by the Parish Council.**

Minute 14.10 – Provision of Parish Council services from the Village Hall

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**RESOLVED:**

1. That an analysis of the cost providing Parish Council services from the Parish Office at the Village Hall should be undertaken and presented at the next meeting.
2. That a commercial valuer should be engaged to undertake a re-valuation of the Parish Councils principal assets.

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**11. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF MAY 2014**

The Parish Manager presented the schedule of payments made for the period until 31 May 2014. Following an explanation concerning a number of payments, the schedule of payments were received and accepted unanimously.

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**12. FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF MAY 2014**

The Parish Manager presented the financial statements for the period ending 31 May 2014. Members observed that income and expenditure in the early part of the financial year was generally in line with budgets.

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**13. MINUTES OF THE PLANNING AND LICENSING COMMITTEE**

Members received the minutes of the Planning and Licensing Committees held on 12 and 27 May and 9 June 2014; and noted the schedule of planning decisions made since the Parish Council meeting on 15 May 2014.

The Chairman thanked the Members of the Committee for their continuing hard work on the deliberation of planning applications.

- 844 In relation to Minute 563.14 (Zebra Crossing) Councillor Golding asked if a response had been received from the County Council in relation to the comments sent. He also requested that evidence to support the decision to locate the crossing in the form of accident data and the road safety audit should be requested from the County Council.

**NOTED**

**The Parish Council should request the accident data and the road safety audit used to in the decision to site the Zebra Crossing from the County Council.**

**14. STANDING ORDERS 2014**

Members considered the updated Standing Orders which had been revised to include the Terms of Reference of the Neighbourhood Plan Delivery and Monitoring Group which were agreed by Parish Council in March 2014. They noted that no other amendments had been made at this time.

Councillor Golding proposed that the Revised Standing Orders (June 2014) should be adopted by the Parish Council. The proposal was seconded by Councillor Stell. On a show of hands all members were in support.

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**RESOLVED: That the Standing Orders (June 2014) should be adopted by the Parish Council.**

**15. FINANCIAL DELEGATION TO THE PARISH MANAGER**

Members considered a report on the annual review the limit of personal delegation given to the Parish Manager which is undertaken at the beginning of the municipal year in accordance with paragraph 3.3 of the Parish Council's financial regulations. The present level of delegation was reviewed and set in February 2013, and is at present set at £600.

Councillor Golding proposed that the present level of delegation should remain unchanged.

The proposal was seconded by Councillor Porter. Members agreed that the levels of delegation were appropriate and that they should remain unchanged.

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**RESOLVED:**

**That the level of personal financial delegation of £600 provided to the Parish Manager, and of the emergency delegation of £2,500 provided to the Parish Manager (and Deputy Clerk in her absence) remains at the present levels until the next review in June 2015.**

**16. REPLACEMENT TOILET – ALLOTMENT SITE**

Members considered a report on the need to replace the toilet at the Allotment site, which after 13 years of ever increasing use has been repaired on a number of occasions.

Members recalled that £3,000 was allocated in the budget for 2014-15 for the purchase of a new toilet at the Allotment site.

In an effort to secure a fairly unobtrusive single (and secure) toilet unit which is able to be connected to the existing septic tank, they observed that the Parish Manager has contacted several suppliers. They observed that whilst the cost of the toilet unit is under the budget allocated, the cost quoted does not include installation because the Premises and Maintenance Supervisor is able to undertake this task.

They noted that an additional cost will be an application for planning permission amounting to £70.00 due to the proposed change in materials used in the construction of the new facility.

The Members agreed that the purchase of the new toilet provides an opportunity to apply for the S106 monies remaining from the Coltsfoot Way development amounting to £1,694, which should have been spent by the end of 2011.

Councillor Porter proposed that a planning application and a grant application should be

submitted and once approved, that the toilet should be purchased from Portable Space at the cost of £2,200 + VAT. The proposal was seconded by Councillor Patrick. On a show of hands all Members supported the proposals.

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**RESOLVED:**

- 1. That the Parish Council applies for planning permission to replace the existing toilet unit at Western Willows Allotment Site.**
- 2. That the Parish Council submits an application in respect of the remaining S106 monies as part funding towards the cost of a new toilet unit.**
- 3. That the Parish Council purchases a Single Toilet unit in a Steel Cabinet from Portable Space at the cost of £2,200 + VAT.**

**17. REFURBISHMENT OF WAR MEMORIAL GARDENS**

Members considered a report which provided an update on progress made against resolutions [PC766.March 2014].

They noted that when considering alternative surfaces for the extension of the Tarmac apron; the Premises and Maintenance Supervisor considered that the most suitable alternative is block paving as some decorative concrete and aggregate surfaces can be slippery when wet. When considering the viability of installing a temporary surface (i.e. Synthetic grass or boarding) for the annual Remembrance Day parade, they noted that both the Premises and Maintenance Supervisor and the representatives of the Royal British Legion had expressed concerns that this could be problematic due to the undulating and uneven nature of the ground, weather conditions at the time of year, and the risk of slips, trips and falls to those attending the event.

They also noted that the Parish Council has been informed by the War Memorials Trust that only the refurbishment of the War Memorial itself would be eligible for grant funding. Following the submission of a funding application, quotation and photographs in respect of this element, the Parish Council has been informed that due to the very high demand on the grant schemes the works are likely to be considered low priority. They were however, pleased that a grant had been secured from HDC for £2,678 to support the proposals.

Members then examined the quotations received for the installation of Block Paving around the apron of the War Memorial and agreed that the quotation received from Welland Vale Contractors for £5,676 should be accepted, on the basis of a previous high standard of work provided. Councillors Patrick, Hendy and Brown volunteered to assist the Parish Manager in the final choice of colours for the block paving.

The Members agreed that the Parish Council should proceed with the project to produce and install an Interpretation Board to commemorate the beginning of the First World War, providing partnership assistance is forthcoming from the Royal British Legion and the Heritage Society. Councillor Porter moved the proposals which were seconded by Councillor Patrick. On a show of hands support was unanimous.

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**RESOLVED:**

- 1. That Welland Vale Contractors should be appointed to undertake the installation of the block paving surrounding the War Memorial at a cost of £5,676.**
- 2. That the Parish Council should proceed with the project to produce and install an Interpretation Board to commemorate the beginning of the First World War, providing partnership assistance is forthcoming from the Royal British Legion and the Heritage Society.**

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**18. MEMBERS MOTION 06/14 – COUNCILLOR TOMLIN**

*To submit a formal Parish Council response to the proposed changes and reduction in the Broughton Astley Library opening times.*

Councillor Tomlin was not present at the meeting to table the motion. The motion was therefore dismissed.

The Chairman however, urged all Members who wished to make comment on the proposals to reduce the opening hours of Broughton Astley Library, to do so by the 7 July 2014.

851 **19. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

The meeting closed at 8.20pm

Minutes approved and accepted as correct

..... Chairman

Dated .....