

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 20 AUGUST 2009
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors C Golding, R H Capewell, N D Bannister, Mrs L Blockley, C Grafton-Reed, Miss J Gamble, S Page, Miss N Smith, and P Whiffin.

Also present: County Councillor Bill Liquorish, District Councillor Mark Greaves, and Broughton Astley residents Mr Colin and Mrs Judy Robinson

APOLOGIES

935 Apologies were received and accepted from Councillors D G Brown, P J Dann, C Evans, Mrs M Kelman, C Porter, A J Rowe, and Mrs M Stell.

DECLARATIONS OF MEMBERS' INTERESTS

936 No declarations of interest were received.

MINUTES OF THE PARISH COUNCIL MEETING – 9 JULY 2009

937 Councillor Miss J E Gamble moved and Councillor N D Bannister seconded confirmation and adoption of the Minutes of the Parish Council meeting held on 9 July 2009 which were approved and accepted unanimously with the exception of one amendment against Minute 931. It was noted that there were 2 abstentions not 1, and that upon reading the draft of the letter sent by the Parish Council, Councillor Grafton-Reed wishes to change his vote from 1 for the motion to 1 against the motion. The Chairman accepted this request but explained that this would not affect the previous resolution as the letter has already been sent.

PROGRESS AGAINST OUTANDING RESOLUTIONS

938 A report of progress in completing Parish Council resolutions was accepted unanimously.

CHAIRMAN'S TIME

939 The Chairman updated Members on the following items of interest:

Christine Lord

The Chairman informed the Members that Christine had recently been admitted to hospital with an ongoing kidney complaint. He reported that she is now at home recovering and should hopefully be back at work on Monday 24 August. A bouquet of flowers has been sent from all at the Parish Council.

Quality Status

The Chairman was able to announce that the Quality Status has been awarded to Broughton Astley Parish Council. The Panel were extremely impressed with the submission regarding 'Promoting local democracy and citizenship' and thought that this section demonstrated an excellent way of working with the local community. The council has been issued with a logo to use on their letterhead. The presentation of the award will take place at the next Parish Council meeting on 8 October 2009. The Chairman wanted to thank the office staff, especially Christine, for all their hard work in achieving this award

and will ask the Parish Manager to supply a briefing document outlining the potential advantages of becoming a Quality Parish Council.

Have Your Say

The next local meeting for Have Your Say is to be held at the Village Hall, North Kilworth on 2 September 2009 at 7pm. It was felt that due to its location very few Broughton Astley residents would attend. Members were advised that local District Councillors have yet again stressed that Broughton Astley needs its own Have Your Say meetings due to the number of residents, and it is hoped that this will be achieved in time for the next round of meetings.

Local Beat Surgery

The Chairman reported that the Local Beat Surgeries for the Broughton and Walton neighbourhood have been re-scheduled to occur on the following days in Broughton Astley library:

The 1st Thursday of every month between 10am and 11am

The 3rd Thursday of every month between 6pm and 7pm.

The Members were also informed that the beat officers will also regularly attend meeting of the Broughton Astley WI on the 2nd Tuesday of every month as well as the Age Concern Coffee Mornings held at the Conservative Club on the 3rd Thursday of every month.

PUBLIC FORUM

- 940 The Chairman suspended the normal business of the Council at 7.45 pm and opened the Public Forum.

Mr Colin Robinson of 14 Malling Avenue, Broughton Astley asked for an update on the proposed housing developments on Frolesworth Road and Coventry Road as he had been away recently. The Chairman asked Councillor Bill Liquorish to explain the situation. Councillor Liquorish informed Mr Robinson that the planning application for both sites had been declined and that as the 21 days notice to appeal against that decision had lapsed it was unlikely that either development will take place in the foreseeable future.

Mr Robinson also inquired as to who is responsible for cutting the hedges overgrowing onto the footpath from the church through to Old Mill Road. He was informed that if the hedge is coming from private property it is the owner's responsibility to keep the hedge cut, and if the hedge is causing a nuisance it could be reported to the HDC Enforcement Officer. Mr Robinson was asked establish the address of the property in question and to contact the Parish Office with the details to enable them to report the matter.

The Public Forum closed at 7.48pm

COUNTY COUNCILLORS' REPORT

- 941 Councillor Bill Liquorish informed the Members that as no meetings had been held over the holiday period he had no issues or decisions to discuss.

Councillor Liquorish did say that he was looking into a matter of some youths disturbing the residents of a bungalow along side the footpath between School Crescent and Hobby Close and was looking into having the fence moved to prevent further incidents.

Councillor Liquorish also stated that he was following up the ongoing problem with the footpath adjacent to George and Dragon public house.

Questions to County Councillor

(1) The Chairman raised the matter of poor quality of grass cutting in the village centre. Councillor Liquorish informed the Members that an email he had received on this subject from Councillor Golding has been forwarded, with his supporting comments to Lesley Pennington, LCC Portfolio Holder for Highways. Concerns were raised that this is the first year of a seven year contract and that the concerns raised needed to be addressed before they became the accepted form.

(2) Councillor Mrs L Blockley asked Councillor Liquorish if he could chase up the progress of the name change from Leicester Road to Sutton Lane. An agreement had been made for the name change to occur and a 21 day notice was issued to allow for any objections. This notice period has now passed and the residents have heard nothing further. Councillor Liquorish said he would look into the matter.

(3) Councillor Mrs L Blockley sought guidance on what actions were necessary should the residents of the newly named Sutton Lane hold a street party and wish to close the street for that event. She was advised that Harborough District Council should be contacted to obtain the appropriate street closure order.

DISTRICT COUNCILLOR'S REPORTS

Councillor Mark Graves -

942 Councillor Graves reported that he had acted upon an email forwarded from the Parish Council office relating to a complaint from a resident regarding the poor state of the grass cutting and appearance of the hedgerow on the Jelson retained land adjacent to Machin Drive. He is in contact with Harborough District Council and Jelsons in an attempt to resolve the matter.

Harborough District Council are looking at providing support to local businesses in Broughton Astley. An AGM for the local business sector is to be held soon by Councillor Graves

PERSONNEL SUB- COMMITTEE

943 Councillor Whiffin moved and Councillor Mrs L Blockley seconded confirmation and adoption of the Minutes of the Personnel Sub-Committee of 20 July 2009.

Minute 04.09 – Parish Office staffing levels

944 **RESOLVED:**

- 1. That on the recommendation of the Personnel Sub-Committee, the Executive Committee approves an increase in the staffing budget of approximately £5,200 in order to employ an additional member of staff for 10 hours per week to support the existing office staff structure.**
- 2. That the job description should state that the person recruited should be able to work flexible days and available at reasonably short notice.**
- 3. That the vacant post is advertised in the next edition of Broughton Matters in order to recruit a local person who would not have high travelling costs.**

Minute 06.09 – Review of Parish Office procedures following overspend of the Allotment budget 2008.

945

RESOLVED:

1. That Members should be provided with a fuller explanatory narrative on the lists of payments presented at Parish Council.
2. That Scrutiny Committee examine the annual maintenance and work programme in order to endorse or prioritise the decisions made, particularly in the case of urgent or unplanned works on any part of the Council's estate.
3. That the resolution on Financial Delegation [draft PC.917.July2009] should be amended to state that:
That the Parish Manager should have authority to spend up to £500.00 on any single item under each of the following accounts, any expense above that figure to be authorised by the Chair or Vice-Chair before the goods or services are ordered. Where either the Chair or Vice-Chair could be construed to have a personal or prejudicial interest they should not authorise, verify or certify an invoice for payment, or act as signatory.
4. That a sum of £6,380 which equated to 0.5% of the value of the Parish Councils assets (at present valued at £1,276,175), should be included as a reserve against unplanned maintenance in the Precept for 2010/2011, and each subsequent year. If this reserve is not used it should be dissolved back into the budget for the next year.

With regard to Item 1 of Recommendations the Chairman informed the members that a more detailed narrative was not possible due to the limited number of characters available on the accounts system. There is only enough room for 30 characters including spaces. If any member needed further details of any invoice processed they could contact the Parish Office who would be pleased to furnish them with additional information.

SCRUTINY COMMITTEE

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Councillor Whiffin moved and Councillor Mrs L Blockley seconded confirmation and adoption of the Minutes of the Scrutiny Committee of 27 July 2009.

Minute 113.09 – Section 17 Crime and Disorder Act 1998

NOTED

Members examined the list of new Parish Council resolutions and policies made at the meetings of 28 May and 9 July 2009 in order to assess their impact on crime and disorder; and the actions required to prevent or limit any negative impact created by the resolutions. Nothing of significance was identified.

Minute 114.09 – Security – Recreation Ground toilets

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RESOLVED: That the company which provides the Recreation Ground Security should be asked to unlock and lock the toilets for a trial period of 3 months at an additional cost of approximately £45.00 per month.

It was agreed that the recommendation be carried with the addition that should any vandalism occur then the toilets will be locked immediately and the situation reviewed.

Minute 115.09 – Report on mini-audit of financial transactions

- 947 **RESOLVED:** That the based on the evidential audit trail provided during the mini-audit of financial transactions on 16 June 2009, the Parish Council recognises that the office staff adhere to the Councils Financial Regulations.

Minute 116.09 – Health and Safety Policy

- 948 **RESOLVED:** That the Parish Council adopts the amended and updated Health & Safety Policy 2009.

Minute 117.09 – Scrutiny Committee Terms of Reference

- 949 **RESOLVED:**
Standing Order (47c) Scrutiny Committee Terms of Reference to be amended:

1. (ii) To undertake best value assessment. - To be deleted as the Parish Council has now adopted an annual programme of risk based audits of services and functions.
2. (v) To review the general Village environment and make recommendations for its improvement. Wording to be amended - [To review the report on the annual Ward Environment Audit and make recommendations for improvement.]
3. That the revised Scrutiny Committee annual work programme be adopted.
4. That the list of additional projects be revised be adopted; with the subjects of the survey and reviews to be decided at the next Scrutiny Committee meeting.

EXECUTIVE COMMITTEE

- 950 Councillor Golding moved and Councillor Grafton-Reed seconded confirmation and adoption of the Minutes of the Executive Committee on 6 August 2009.
Minute 75.09 – Financial Statements

NOTED

Members considered the financial statements to 30 July 2009 and noted that expenditure for the year is in line with budget and that with the exception of one outstanding debt there were no unexplained debtors or creditors outstanding.

Minute 76.09 – Village Hall Bar

- 951 **RESOLVED:**
1. That the Parish Council extends the agreement for the provision of a bar at Village Hall events with Mr Richard Doyle of the Red Admiral, Broughton Astley until 31 August 2010 at a rental of £600.
 2. That an invoice for £600 should be raised on 1 September 2009.

Minute 77.09 – Parish Office Staffing Review

Concern was raised by members of the Scrutiny Personnel Sub Committee that their recommendations had not been taken up by Executive. The Chairman explained that all committee recommendations are subject to review, debate and challenge and should not simply expect to be rubber stamped. The Parish Council would be failing in its duty to

local residents if it did not review all potential alternatives before arriving at a decision particularly where considerable additional revenue commitment was proposed. Whatever the final recommendation from Executive, the matter must be placed before full Parish Council for debate at which time all members will have the opportunity to debate the matter and vote accordingly.

952 **RESOLVED:**

1. That the Parish Manager investigates:
 - a. The possibility of altering the Parish Office opening times in order that the staff budget may remain at the present level.
 - b. Consults staff on possible alternative working patterns.
 - c. Seeks guidance from LRALC on a formal lone working policy.
2. That the Parish Manager reports her findings to the next Executive Committee meeting on 17th September 2009.

Minute 78.09 – Parish Council Energy Supplies

953 **RESOLVED: That the Parish Council enters a 3-year fixed-price agreement with E-on (procured through ESPO) for the supply of gas and electricity.**

Minute 79.09 – Community and Wellbeing

954 **RESOLVED:**

That the Parish Council makes a contribution of £200 towards the cost of the purchase of new goals and footballs; via Section 137 of the Local Government Act.

Minute 80.09 – Section 137 Application

AGREED: That the application for Section 137 grant funding should be postponed until the next Executive Committee meeting on 17 September 2009.

Minute 82.09 - Damage to Cremation Memorial Stone

955 **RESOLVED: That the Parish Council funds the replacement memorial stone at a cost of £527.60 from the existing insurance budget; in order to protect the no claims reduction of 5% on the premium due next year.**

Councillor Whiffin stated that a further amount of £40-£50 is still yet to be invoiced from the stone mason in addition to figures mentioned in the minutes.

Minute 83.09 – Youth Event at Frolesworth Road Recreation Ground

956 **RESOLVED:**

1. That the Parish Council gives permission for the proposed youth event to be held in Frolesworth Road Recreation Ground on 25 August 2009 between 1 – 4pm.
2. That the Parish Manager writes to inform all local farmers of the event, in order to prevent conflict with large machinery using Frolesworth Road.

SCHEDULE OF PAYMENTS

957 The schedule of payments were presented that have been made since the 9 July 2009 meeting of the Parish Council, which were received and accepted.

Councillor Miss J Gamble moved and Councillor Capewell seconded the confirmation and adoption of the schedule of payments.

Councillor Bannister asked for clarification of the £16,767.00 invoice to DTM Landscapes. The Chairman explained that the invoice was for the extension to the Cremation plot at the cemetery, the creation of a turning head and laying of new footpaths.

Clarification was required against cheque reference number 304591 to Paul Brookes – Plumber dated 10/07/09. An email will be sent by the Deputy Clerk, Deborah Barber, to all members with the details of the payment.

REPORTS FROM OUTSIDE BODIES

958 No reports were received.

PLANNING AND LICENSING COMMITTEE

959 Members received and accepted the Minutes of the Planning and Licensing Committee meetings held on 13 and 27 July, and 20 August 2009 and the schedule of planning applications determined since the 9 July 2009 meeting of the Parish Council.

OTHER MATTERS

960 No other matters were raised.

MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING

961 None received.

The meeting closed at 8.15pm

Minutes approved and accepted as correct

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Chairman

Dated