

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 20 FEBRUARY 2014
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

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

Councillor R Tomlin in attendance from 7.45pm.

Also present:

Clerk: Mrs C M Lord – Parish Manager

725 **1. APOLOGIES**

Apologies were received and accepted from Councillor C Grafton-Reed, M Swinfen and County Councillor Liquorish.

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

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

Councillor Golding reminded the meeting of his pecuniary interest in relation to Scrutiny Committee Minute 375.14, in view of his allotment plot tenancy.

728 **3. MINUTES OF THE PARISH COUNCIL MEETING - 23 JANUARY 2014**

Councillor Porter moved and Councillor Capewell seconded confirmation of the Minutes of the Parish Council meeting held on 23 January 2014 which, after a few minor spelling errors were approved and adopted unanimously.

729 **4. PROGRESS AGAINST OUTANDING RESOLUTIONS**

A report of progress in completing Parish Council resolutions was presented by the Parish Manager.

5. CHAIRMANS TIME

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

Good Neighbour Scheme

The Vice-Chairman reminded Members that a Good Neighbour Scheme event is taking place on 11 March 2014 between 5.45pm and 9.00pm in Billesdon, and that details have been sent to all Members. He asked that Members should let the Parish Manager know if you wish to attend. The Parish Manager is unable to attend on this occasion.

Reorganisation of Community Governance Order

The Vice-Chairman informed the meeting that the Parish Council has received confirmation that the minor change to the boundary between Broughton Astley and Dunton Bassett (at Dunton Road layby) will come into effect on 1 April 2014.

He related that several other more significant amendments affecting parishes in Harborough District will come into effect at the normal parish elections in 2015; and that the Parish Manager has a copy of the order should members wish to view it.

Planning News

The Vice-Chairman informed the meeting that the two major planning applications (Jelson and William Davies) were considered by the HDC Planning Committee on 11 February. Both were given approval subject to the successful completion of S106 agreements.

He informed them that an appeal has been lodged by Davidson against the decision to refuse permission for 24 homes on Dunton Road. The hearing is likely to take place in May.

Finally, as a result of the letter and plans submitted to the Parish Council concerning a possible development at Sutton in the Elms, the Planning Committee have discussed the issues involved and are formulating a letter of response to the Planning Agent concerned.

730 **6. PUBLIC FORUM**

No members of the public were present at the meeting.

731 **7. DISTRICT COUNCILLORS REPORTS**

Councillor Dann

- Councillor Dann reported that Harborough District Council had now completed the move into the Symington Building in Market Harborough.
- Councillor Dann reported that at the Annual Parish Liaison meeting it was announced that the Ladies Round Britain Cycle Race would be passing through Broughton Astley in May 2014.

Councillor Graves

- Councillor Graves had nothing specific to report.

Councillor Golding

- Councillor Golding had nothing specific to report.

732 **8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

The Members received a report from the Parish Manager on her attendance at the Annual Parish Liaison Meeting held at Leicester Grammar School on 29 January 2014. The meeting, which featured a 'Marketplace' of stallholders, provided an opportunity for Parish and Town Councils to speak directly with representatives from various council departments and other relevant organisations and funding providers. A number of informative presentations were delivered including: Rural Broadband, Communications, Planning and Enforcement (including Neighbourhood Planning), Emergency Planning, Good Neighbour Schemes and HDC Finance.

733 **9. MINUTES OF THE SRUNTINY COMMITTEE MEETING**

Councillor Bateman moved and Councillor Brown seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 27 January 2014.

MINUTE 367.14 – MINI AUDIT OF FINANCIAL TRANSACTIONS

734 **RESOLVED: That the report on the Mini Internal Audit of Financial Transactions undertaken on 12 November 2013 by Councillors Oliver and Patrick be accepted.**

MINUTE 368.14 –NEXT MINI AUDIT

735 **RESOLVED: That Councillors Brown and Swinfen undertake the next Mini Internal Audit of Financial Transactions on Tuesday 11 February 2014 at 10am.**

MINUTE 369.14 – VILLAGE HALL REGULAR USERS POLICY AND AGREEMENT

736 **RESOLVED: That the Village Hall Regular Users Policy and Agreement be adopted following the recommended changes are made:**

- a) Remove dates throughout the documents apart from where the user dates and signs the agreement.**
- b) Amend item 1 on the agreement to clarify the commencement of each agreement year.**

MINUTE 370.14 – TERMS AND CONDITIONS OF PITCH HIRE

737 **RESOLVED:** That the Terms and Conditions of Pitch Hire are adopted with the following insertion to item 4(b) –

- a) The Parish Office should be notified immediately on the Monday morning following the match on 01455 285655 or by emailing emma@broughton-astley.gov.uk.
- b) Item 13 requires the dates amending to 1 June 2014 to 31 May 2015 to reflect the current hire period.

It was agreed that the Terms and Conditions be reviewed in twelve months' time.

MINUTE 371.14 – TERMS AND CONDITIONS OF ALLOTMENT SITES

738 **RESOLVED:** That the Terms and Conditions for the Western Willows and Sutton Allotment sites be adopted without the inclusion of conditions for Poly-tunnels until further guidance and opinion is sought. The Deputy Clerk will gather further information on Poly-tunnels to be examined at the next Scrutiny meeting on 28 April 2014.

MINUTE 372.14 – ADMINISTRATIVE AND OPERATION POLICY FOR BROUGHTON ASTLEY CEMETERY

739 **RESOLVED:** That the Administrative and Operation Policy for Broughton Astley Cemetery be adopted with the following amendment and insertion.

Section 14 Erection of monuments be amended to read:

- a) New headstones, vases, tablets and other monuments cannot be erected until they and any inscription to be included has been approved by the Parish Manager at the time of application.
- b) An additional insertion is to be made to this section as follows:
14(a) Should any disagreement arise following a decision made by the Parish Manager on a memorial or its inscription, the Broughton Astley Parish Council Complaints Procedure will be followed. A copy can be obtained from the parish website www.broughton-astley.gov.uk or by contacting the office on 01455 285655.

MINUTE 373.14 – BROUGHTON MATTERS PUBLICATION POLICY

740 **RESOLVED:** That the Broughton Matters Publication Policy be adopted without alteration or amendment. The policy will be reviewed in twelve months' time.

MINUTE 374.14 – COMMUNITY ENGAGEMENT STRATEGY

741 **RESOLVED:** That the Community Engagement Strategy should be adopted with the removal of the action plan.

MINUTE 375.14 – REVIEW OF ALLOTMENT RENT INCOME

742 **RESOLVED:** That the report on the status of the Western Willows and Sutton Site allotments, and the recommended rent increases for October 2015 and October 2017 is accepted and the proposed increases are adopted by Parish Council as follows:

	present	October 2015	% increase	October 2017	& increase
FULL PLOT	£20.00	£22.00	10%	£23.00	4.5%
HALF PLOT	£10.00	£12.00	20%	£14.00	16.6%
OVER 65'S	£13.00	£15.00	15%	£16.00	6.6%

MINUTE 376.14 – REVIEW OF SECURITY DEPOSIT CHARGE

743 **RESOLVED:**

- a) That the Security Deposit for hire of the village hall be reduced to £150 cash only until such time an electronic payment system can be introduced in the Parish Office.
- b) A review of the security deposit will take place once such a system has been installed.

744 **10. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF JANUARY 2014**

The Parish Manager presented the schedule of payments made for the period 1 to 31 January 2014. Following an explanation concerning a number of payments, the schedule of payments was received and accepted unanimously.

745 **11. FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF JANUARY 2014**

The Parish Manager presented the financial statements for the period 1 to 31 January 2014. Members observed that income and expenditure for the time of the year was generally in line with budgets, and that there were no unexplained debtors or creditors. The Parish Manager explained that end of winter bills are expected in relation to energy supplies shortly.

746 **12. MINUTES OF THE PLANNING AND LICENSING COMMITTEE**

Members received the minutes of the Planning and Licensing Committees held on 27 January 2014 and noted the schedule of planning decisions made since the Parish Council meeting on 23 January 2014.

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

13. DRAFT CORPORATE PLAN

Members considered a briefing note on, and copy of the draft Corporate Plan which had been produced at the request of members in order to combine the Business Plan and the Annual Report.

Councillor Dann proposed that members should study the contents of the plan and return any comments to the Parish Manager prior to the next meeting in order for the plan to be finalised and published at the end of April 2014.

Councillor Golding seconded the proposal, and on a show of hands support for the proposal was unanimous.

747 **RESOLVED: That Members should study the contents of the draft Corporate Plan and return any comments to the Parish Manager prior to the next meeting, in order for the plan to be finalised and published at the end of April 2014.**

14. MEMBERS MOTION 02/14 – COUNCILLOR GRAFTON-REED

That the Parish Council establishes a Delivery and Monitoring Group to ensure the Neighbourhood Plan is implemented in a coordinated and coherent manner with the terms of reference as per the attached. Volunteers to serve on this group should put forward their names for a ballot at the next full Parish Council meeting when a ballot will be held.

In the absence of Councillor Grafton-Reed, Councillor Dann moved that the motion should be adopted as it stands.

Councillor Golding proposed an amendment to the motion, in which he proposed that the membership of the group (as detailed in the draft Terms of Reference) should be amended to consist of The Chairman, Chair of Planning Committee and a Member representing each Ward. The amendment was seconded by Councillor Bateman.

Following a discussion on the membership of the proposed group Councillor Graves proposed a further amendment to the membership of the group (as detailed in the draft Terms of Reference) should consist of the Chairman, Vice-Chairman, Chair of Planning and 5 Members, with the desire to have each Ward representation by at least one Member. Councillor Hendy seconded the motion.

Voting on the first amendment resulted in 6 votes in favour and 6 against. The Vice-Chairman used his casting vote against the motion.

Voting on the second amendment resulted in 10 votes in favour with 2 abstentions.

The Parish Council therefore resolved to establish a Delivery and Monitoring Group to ensure the Neighbourhood Plan is implemented in a coordinated and coherent manner, with the draft terms of reference [3. Membership] to amended to read *'The Delivery and Monitoring Group will consist of the Chairman, Vice-Chairman, Chair of Planning and 5 Members, with the desire to have each*

Ward representation by at least one Member.

The Vice-Chairman requested that volunteers to serve on this group should put forward their names forward by 19 March for a ballot to be held at the next full Parish Council meeting. Application forms for the ballot were provided to all Members present.

- 748 **RESOLVED: That the Parish Council resolve to establish a Delivery and Monitoring Group to ensure the Neighbourhood Plan is implemented in a coordinated and coherent manner, with the draft terms of reference [3. Membership] amended to read ‘*The Delivery and Monitoring Group will consist of the Chairman, Vice-Chairman, Chair of Planning and 5 Members, with the desire to have each Ward representation by at least one Member.*’**

15. NEIGHBOURHOOD PLAN DELIVERY AND MONITORING STRATEGY

Members considered the Draft Strategy in light of the discussion on the previous item and Councillor Porter proposed that, with the amended to [3. Membership] as resolved; the first task of the newly established Delivery and Monitoring Group should be to agree the final details for adoption by the Parish Council. Councillor Dann seconded the motion and on a show of hands all, with the exception of one abstention, supported the proposal.

- 749 **RESOLVED: That with the amended to [3. Membership] as resolved at PC748; the first task of the newly established Delivery and Monitoring Group should be to agree the first priorities of the Neighbourhood Plan Delivery and Monitoring Strategy for adoption by the Parish Council.**

16. MEMBERS MOTION 03/14 – COUNCILLOR GRAVES

That the s106 balances currently comprise £137,268 of Offsite Recreation Facilities and £4,476 of Community Facilities. These balances expire on 7 April 2015 and given the constraints of planning permission are very unlikely to be put towards sports facilities in connection with any new housing developments. In the absence of any other realistic options, the Parish Council should examine options for enhancing the recreation facilities at the Frolesworth Road recreation ground to ensure no community money is lost for good.

Councillor Graves outlined the background to his motion, stating that he was concerned that there is potential for S106 monies to be taken back by developers if they are not used.

Councillor Golding reported that he had contacted the Planning Policy Manager at Harborough District Council for advice on how to preserve the funding for future projects, and had been given the advice that the Parish Council should write formally to the District Council explain that the monies are to be added to a larger, long term project requesting a dispensation to extend the time period.

In light of this information Councillor Graves withdrew his motion and proposed that the Parish Manager should write to Harborough District Council requesting a dispensation on the time constraints for the S106 monies available to Broughton Astley. He also proposed that Harborough district Council should be given a limited time period (60 days) to respond and confirm that this is acceptable, in order to allow the Parish Council to consider its options for spending the S106 monies further at an appropriate time.

The proposal was seconded by Councillor Stell, and on a show of hands all Members were in agreement.

- 750 **RESOLVED:**
- a) **That the Parish Manager should write to Harborough District Council requesting a dispensation on the time constraints for the S106 monies available to Broughton Astley.**
 - b) **That Harborough District Council should be given a limited time period (60 days) to respond and confirm that this is acceptable, in order to allow the Parish Council to consider its options for spending the S106 monies further at an appropriate time.**

751 **17. OTHER BUSINESS**

Councillor Evans questioned the response which was being formulated by the Planning Committee in relation to the proposed development at Sutton in the Elms. In response the Vice-Chairman read the contents of the letter which had been agreed by the Planning Committee, and informed Councillor Evans that the issue was not included on the Agenda and could not be discussed.

752 **18. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

The meeting closed at 8.20 pm

Minutes approved and accepted as correct

..... Chairman

Dated