

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

PRESENT: Councillors J Bateman, G Brown, R Capewell, P Dann, C Golding, C Grafton-Reed, Mrs M S Hendy, S Oliver, S Page, R Patrick, C Porter and M Swinfen.

Councillor R Tomlin in attendance from 8.15pm.

Also present:

Clerk: Mrs C M Lord – Parish Manager

753 **1. APOLOGIES**

Apologies were received and accepted from Councillors' Mrs M Stell, C Evans, and County Councillor Liquorish.

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

Councillor Brown reminded the meeting of his declared non-pecuniary interest in relation to item 14 of the agenda.

Councillor Golding declared a non-pecuniary interest in relation to item 13 of the agenda.

755 **3. MINUTES OF THE PARISH COUNCIL MEETING - 20 FEBRUARY 2014**

Councillor Golding requested that his declaration of pecuniary interest in relation to minute [PC.742] should be noted. The Parish Manager acknowledged that this had been omitted in error. Grafton-Reed requested a minor amendment to the wording of [PC748] from 'final details' to first priorities.

Minor spelling errors were also made.

Councillor Porter moved then and Councillor Grafton-Reed seconded the adoption of the Minutes of the Parish Council meeting held on 20 February 2014, which were approved and adopted unanimously

756 **4. PROGRESS AGAINST OUTANDING RESOLUTIONS**

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

PC.540. An update on the proposed works to be undertaken on the brook to be by the Environment Agency was provided.

757 **5. CHAIRMANS TIME**

The Chairman updated Members on the following items of interest:

**Electronic Payments**

The Chairman announced that the rules preventing parish councils from using electronic payment methods (Section 150 LGA 1972) have now been repealed. The new guidelines now allow parish councils to use electronic methods of payment provided that robust anti-fraud measures are in place. These are likely to include for example, requiring 2 Councillors to countersign approval for a payment to be made by BACS.

He explained that the Parish Manager will now amend the Financial Regulations in line with NALC guidelines and present these to the next meeting of the A & F Committee, for adoption at the May

meeting of the Parish Council.

### **Annual Parish Meeting**

The Chairman issued a reminder that the Annual Parish Meeting will take place on Thursday 10 April (rather than the original date of 17 April – Maundy Thursday). The notice of the meeting and agenda will be published 10 days prior to the meeting. He asked Members to please note that any Members motions to be discussed at the meeting should be received no later than 1 April 2014.

### **Insurance Claim**

The Chairman informed the meeting that the Parish Council may be facing a claim for damages from a lady who fell whilst opening the gate to the Cemetery in October 2011. She has already tried to claim once, but a Claims Investigator judged that there no defect or liability against the Parish Council. She has now appointed a specialist Insurance Claims Solicitor to act for her.

### **Pending Planning Appeals**

The Chairman reminded the meeting that the appeal in relation by the development of 28 homes at Dunton Road is to be heard by the Planning Inspectorate, but determined by the Secretary of State in due course. He also reminded the meeting that the decision on the appeal relating to Crowfoot Way should be made by the Secretary of State around 17 April.

### **Sport Relief Mile**

Finally the Chairman reminded the meeting that the Parish Council staff will be working in partnership with Sutton in the Elms Baptist Church this year to organise the Recci Run for Sport Relief on Sunday 23 March. The event begins at 2pm.

## 758 **6. PUBLIC FORUM**

No members of the public were present at the meeting.

## 759 **7. DISTRICT COUNCILLORS REPORTS**

*Councillor Dann reported that*

- The Council Tax bills for 2014/15 had now been issued.
- A review of Polling Station had been undertaken, resulting in no changes in Broughton Astley.
- The Elections team are busy preparing for the European Parliamentary Elections which would take place on 22 May 2014.

*Councillor Golding*

- Councillor Golding had nothing to report.

## 760 **8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Porter reported that he and the Parish Manager had attended a meeting of the Leicestershire Neighbourhood Planning Forum on 6 March; and that the Parish Manager had giving a presentation on the final stages of the Neighbourhood Plan process for the benefit of other Councils which are approaching this stage.

## 761 **9. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF FEBUARY 2014**

The Parish Manager presented the schedule of payments made for the period 1 to 28 February 2014. Following an explanation concerning a number of payments, the schedule of payments was received and accepted unanimously.

## 762 **10. FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF FEBURY 2014**

The Parish Manager presented the financial statements for the period 1 to 28 February 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.

763 **11. MINUTES OF THE PLANNING AND LICENSING COMMITTEE**

Members received the minutes of the Planning and Licensing Committees held on 17 February and 3 March 2014 and noted the schedule of planning decisions made since the Parish Council meeting on 20 February 2014.

Councillor Golding remarked that the phrasing of Minute 518.14 could be made clearer in relation to its purpose.

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

764 **12. BALLOT FOR MEMBERSHIP OF THE NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP**

The Chairman reminded the meeting that the Terms of Reference of the new group allowed for 8 Members to serve on the group, and 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. A total of 8 Members had expressed an interest in joining the group, therefore a ballot was required.

Councillor Golding proposed that the ballot should be postponed until the Annual Meeting of the Parish Council in May; and in the meantime all Members who are interested should attend an initial meeting of an informal 'Task and Finish' to consider the priorities of the Neighbourhood Plan, and make recommendations to the Full Council. Councillor Dann seconded the proposal, and on a vote the majority were in favour, with one abstention.

The Parish Manager agreed to update the Standing Orders to include the terms of Reference of the Neighbourhood Plan Delivery and Monitoring Group; for adoption at the Annual Meeting of the Parish Council.

The Chairman requested the Parish Manager to contact all Parish Councillors inviting them to attend an informal Task and Finish Meeting on Thursday 27 March 2014.

**AGREED:**

- 1. The Parish Manager to update the Standing Orders to include the terms of Reference of the Neighbourhood Plan Delivery and Monitoring Group; for adoption at the Annual Meeting of the Parish Council.**
- 2. The Parish Manager to contact all Parish Councillors inviting them to attend an informal Task and Finish Meeting on Thursday 27 March 2014.**

**13. QUOTATIONS FOR GROUNDS MAINTENANCE MOWER**

Members considered a report of the purchase of a new Grounds Maintenance Mower.

Councillor Bateman observed that funding had been allocated in the budget for the purchase, and as quotations had been received from 4 suppliers on a 'like for like' basis, the purchase should proceed as per the recommendation of the report.

He proposed that the Parish Council should purchase a Stiga Rotary Mower 740 PWX from Sharnford Horticultural at a cost of £4,350, less £1,000 trade-in allowance of £1,000. Councillor Grafton-Reed seconded the proposal and all Members were in agreement. Councillor Golding abstained from the voting process.

765 **RESOLVED: That the Parish Council purchases a Stiga Rotary Mower 740 PWX from Sharnford Horticultural at a cost of £4,350, less £1,000 trade-in allowance.**

**14. QUOTATIONS FOR THE REFURBISHMENT OF THE WAR MEMORIAL**

Members considered a report on the works required to refurbish and improve the War Memorial and its surrounds. The report contained quotations received for separate elements of the works required.

In relation to the refurbishment of the Memorial Plinth and surrounding wall Councillor Grafton-Reed proposed that based on the previous standard of works and the price quoted, the quotation

received from Harborough Stone should be accepted. Councillor Bateman seconded the proposal and all were in support.

In relation to the extension of the Tarmac apron and path, Councillor Oliver proposed that additional quotations are obtained for the use of more attractive materials such as block paving and decorative concrete to replace the existing tarmac. Councillor Hendy seconded the proposal. On a show of hands all were in favour.

Councillor Oliver also proposed that the viability of installing a temporary surface (i.e. Synthetic grass or boarding) for the annual Remembrance Day parade should also be investigated. Councillor Hendy seconded the proposal. On a show of hands all were in favour.

In relation to the design and purchase of an Interpretation Board, demonstrating where the fallen serviceman came from in the village, Councillor Grafton-Reed proposed that the Parish Council should proceed with the project if grant funding is secured towards the project, from either the War Memorials Trust or the County Heritage Fund. Councillor Golding seconded the proposal and on a show of hands all were in favour.

766 **RESOLVED:**

1. That based on standard of works undertaken previously and the price of the quotation submitted, Harborough Stone Ltd is engaged to undertake the refurbishment of the War Memorial and surrounding wall at the cost of £1,358 + VAT.
2. That additional quotations are obtained for the use of more attractive materials such as block paving and decorative concrete to replace the existing tarmac.
3. That the viability of installing a temporary surface (i.e. Synthetic grass or boarding) for the annual Remembrance Day parade should also be investigated.
4. That the project to design and install an Interpretation Board, demonstrating where the fallen serviceman came from in the village should proceed with the project if grant funding is secured towards the project, from either the War Memorials Trust or the County Heritage Fund.

**15. PAYMENT FOR UNUSED ANNUAL LEAVE**

The discussion in relation to this item was considered as confidential, under the Data Protection Act 1998, as it relates to staffing matters.

767 **RESOLVED:**

1. That the recommendation made in the confidential report to Parish Council dated 13 March 2014 was approved.
2. That the Personnel Sub-Committee should examine the NJC Terms and Conditions of Service in relation to unused holiday entitlement being brought forward to a new financial Year to ascertain whether there is any flexibility.
3. That the Personnel Sub-Committee should monitor the proportion of annual leave taken by staff on a quarterly basis.

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

None received.

The meeting closed at 8.35 pm

Minutes approved and accepted as correct

..... Chairman

Dated .....