

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON THURSDAY 21 NOVEMBER 2013  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

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

ALSO IN ATTENDANCE: County Councillor Bill Liquorish.

Clerk: Mrs C M Lord – Parish Manager

664 1. **APOLOGIES**

Apologies were received and accepted from Councillors C Grafton-Reed (Chairman), and M Graves, Mrs M S Hendy and R Tomlin.

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

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

None given.

667 3. **MINUTES OF THE PARISH COUNCIL MEETING - 17 OCTOBER 2013**

Councillor Porter moved and Councillor Swinfen seconded confirmation of the Minutes of the Parish Council meeting held on 17 October 2013 which were approved and adopted unanimously.

668 4. **PROGRESS AGAINST OUTANDING RESOLUTIONS**

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

*PC660 – Youth Initiatives*

The Parish Manager reported that she had now held a meeting with the Youth Offending Team to discuss a consultation and engagement programme to identify what activities the young people in the village would like to see provided, and that full report would be presented at the next meeting.

669 5. **CHAIRMANS TIME**

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

***Neighbourhood Plan update***

The Vice-Chairman reminded the meeting of the key dates leading up to the Neighbourhood Plan Referendum which has been set for 16 January 2014. These are:

- The HDC Decision Statement was due for imminent release their website.
- The Official Notice of Referendum will be published Monday 9th December 2013 and
- The Notice of Poll issued on Wednesday 8th January 2014
- Poling will take place from 7am until 10pm and the count will be held in the Main Hall after the Polling Stations close.

Stephen Williams MP, Parliamentary Under Secretary of State for Communities and Local Government will visit Broughton Astley on Thursday 9 January in order to show support for the Neighbourhood Plan. His party of 3 will arrive at Narborough Railway Station at 2.30pm and will leave at 4.30pm.

The Community Mini Bus has been booked for transport to and from the Railway Station

(providing additional time to speak to the MP). Other arrangements for the visit have yet to be organised.

### **Interviews**

The Vice-Chairman informed the meeting that the interviews for the new post of Planning and Administrative Assistant will take place on Monday morning. Five candidates are being interviewed, and it is anticipated that the person appointed will start work on the 6-month fixed term contract on 7 January 2014.

### **Carol Concert**

He reminded the Members present to not forget to collect any Carol Concert tickets you may need from the Parish Office. And that if they would like to make a donation of a prize for the Carol concert raffle, to please hand them in at the office by 12 December.

### **Precept setting**

Finally, the Vice-Chairman issued a reminder that the Annual Precept meeting will be held on Thursday 19 December, and as this date is very near the Christmas holidays, please let the Parish Manager know if you are unable to attend prior to the day - as we will need at least 6 members to be present to be quorate.

670 Councillor Dann requested information on what was being done to promote the Neighbourhood Plan and the Referendum prior to the period of publicity restriction. The Parish Manager informed the meeting that a news release had been issued, an article written for Broughton Matters, the Chairman article also centred on the Neighbourhood Plan, news had been placed on the website, the foyer display had been updated, the draft plan was being updated and re-printed and the proposed community event on 4 December would provide an opportunity to engage with many older people in the village.

The Parish Manager emphasised that every Member of the Parish Council needs to play their part in the promotion of the Neighbourhood Plan and reiterated what its rejection at the forthcoming Referendum could mean for the village. **She urged all Members to get involved and also try to involve their community contacts to encourage participation at the Referendum.**

## 671 6. PUBLIC FORUM

No members of the public were present at the meeting.

## 672 7. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

### **Joint LCC & LRALC event – Future role of local councils**

Councillor Porter reported that he had attended the joint LCC & LRALC event held at the Village Hall on 26 November, along with 5 other Members of the Parish Council. He said that the main aim of the event was to outline the need for the County Council to make savings and to encourage local councils to consider the cost and resource implications of devolving of services.

Councillor Stell added that there was a great emphasis on the need to consider these changes in the Precept bid and that because local councils are not capped at present, they should consider raising the Precept to take on services.

### **Community Forum**

Councillor Swinfen reported that he had attended the Community Forum meeting on 13 November, at which Sir Clive Loader the Police and Crime Commissioner gave a presentation. The meeting also provided the opportunity to speak to the Neighbourhood Beat Team who relayed information about the low level theft and car crime in Broughton Astley, much of it being opportunistic, where residents had been careless.

### **HDC Planning and Enforcement briefing**

Councillor Stell reported that she has attended an informative briefing session run by HDC Planning and Enforcement officers at Kibworth on 13 November, and that the presentation by Christine Zacharia the Head of Enforcement provided practical examples of working with parish Councils.

She added however, that in order to save costs HDC would like to stop providing paper copies of plan and rely in electronic methods. She reiterated that this was not well received by the parishes attending because many do not have access to the equipment or facilities required to facilitate this.

## 673 8. COUNTY & DISTRICT COUNCILLORS REPORTS

### *County Councillor Liquorish*

Councillor Liquorish report on a number of issues:

- As a result of a residents petition sent to the County Council a Zebra Crossing is to be installed during the next financial year, near to the Post Office on Dunton Road.
- As a result of the Parish Council concerns about emergency access to the turning head at the bottom of Main Street, the issue will be investigated, and an office will report his findings.
- There are vacancies for School Governors at Old Mill Primary, Orchard Primary and Dunton Bassett Primary school. He requested that anyone who is interested in becoming a Governor should please let him know.

### *Councillor Dann*

- Councillor Dann reported that the 2 major planning applications in Broughton Astley would be considered at the HDC committee meeting on 26 November. He expressed concerns that with these development, and if the pending planning inquiries are upheld, the Parish could be facing up to 900 new dwellings. Councillor Dann requested clarification about what the Chairman is going to say on behalf of the Parish Council at the HDC Planning Committee particularly in respect to the number of dwellings which will be constructed as a result of both applications, which if the pending planning appeals due to be consider by the Secretary of State in January were upheld could lead to an unsustainable amount of new dwellings being built in the village.

The Parish Manager informed the meeting that whilst she couldn't confirm what the Chairman would be saying, it could be assumed that he would be speaking in support of both applications as they were key elements of the Neighbourhood Plan. She agreed to contact the Chairman to obtain clarification and circulate the response.

**Agreed: That the Parish Managed should contact the Chairman to seek clarification on what he would be saying on behalf of the Parish Council at the HDC Planning Committee particularly in respect to the number of dwellings which will be constructed as a result of both applications and circulate the response.**

- Councillor Dann also informed the meeting that Harborough DC were in the process of budget building, and were trying to achieve a balanced budget.

A lengthy discussion took place on the number of dwellings for which planning applications could be submitted, and the protection that the Neighbourhood Plan would provide the village against unwanted development.

### *Councillor Golding*

- Councillor Golding had nothing of note to report to the meeting.

## 674 9. MINUTES OF THE SCRUTINY COMMITTEE MEETING

Councillor Swinfen moved and Councillor Oliver seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 28 October 2013.

Minute 360.13 – MINI AUDIT OF FIANCIAL TRANSACTIONS

675 **RESOLVED: That the report on the Mini Internal Audit of Financial Transactions undertaken**

on 13 August 2013 by Councillors Swinfen and Brown be accepted by the Parish Council.

Minute 361.13

676 **RESOLVED:** That Councillor Stuart Oliver and Patrick undertake the next Mini Internal Audit of Financial Transactions on Tuesday 12 November 2013 at 10am.

Minute 362.13 - REVIEW OF THE CEMETERY PRICING STRUCTURE FOR 2014/15 FOR FROLESWORTH ROAD CEMETERY.

**RESOLVED:** That the proposed increase to fees and charges for Frolesworth Road Cemetery to commence in April 2013 is accepted and that the fees applied for burials and cremations for residents are tripled for non-residents.

	Price 2011	Proposed Charge	Actual Increase
Grave Purchase	£140	<b>£150</b>	7.1%
Cremation Purchase	£85	<b>£90</b>	7.7%
Internment Child	£15	<b>£20</b>	33%
Internment Adult	£65	<b>£70</b>	7.7%
Headstone	£65	<b>£70</b>	7.7%
Vase	£65	<b>£70</b>	7.7%
Tablet	£65	<b>£70</b>	7.7%
Cremation Memorial	£50	<b>£55</b>	10%
Additional Inscription	NIL	<b>£20</b>	

Minute 363.13 – REVIEW OF BUSINESS PLAN FOR 2014-15 TO 2018-19

677 **RESOLVED:**

1. That the Broughton Astley Parish Council Business Plan for 2014-15 to 2018-19 should be accepted with the inclusion of the following amendments:
  - a) Page 7 - the Administrative Assistant (2) post should be listed as 'vacant'.
  - b) Page 8 - the third paragraph under Reduction of crime and anti-social behaviour in Broughton Astley should read '*Restructure of local policing unit to form a neighbourhood beat has resulted in the presence of 1 Beat Officer supported by PCSO's*'
  - c) Page 10 – remove the word 'by' in last sentence, and remove reference to Shredder Vac.
  - d) Page 12 – under Waste Management alter to read' The Parish Council provides accommodation to facilitate the 'one off' collection of *portable* electrical equipment undertaken by the District Council.
  
2. The increases in charges and fees from 1 April 2014 for the following should be accepted by the Parish Council and included in the Business Plan:
  - a) Advertisement fees in Broughton Matters – additional half page (community and non-profit groups) £80.00.
  - b) Room rental charges for Non-Commercial / Charity Users in the Alan Talbott Room increase to £6.50 per hour.
  - c) Regular Commercial Users in the Cottage increase to £5.50 per hour
  - d) Rounders pitch-hire increase to £35.00 per season.
  - e) Laminates – A4 to increase to 7p each and A3 to 12p each.
  - f) That the charges and fees for all A3 copying (either colour or black and white) should be double that of an A4 copy and be included in the Business Plan 2014-15 to 2018-19.

678 **10. MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING**

Councillor Porter moved the adoption of the minutes of the Administration and Finance Committee held on 7 November 2013.

Due to an error in the recording of the attendance of the meeting on the minutes, Councillor Stell's name had been omitted. Having checked the meeting attendance record and her hand written notes, the Parish Manager was able to confirm the Councillor Stell was in attendance and that the meeting was quorate.

Councillor Stell was therefore able to second the adoption of the minutes of the meeting of the Administration and Finance Committee held on 7 November 2013.

Minute 12.13 – ANNUAL RETURN

679 **RESOLVED:**

1. **That the assurance rating of 'GOOD' given on the audit of relevant financial procedures and controls for the year ending 31 March 2013 is accepted by the Parish Council.**
2. **That the unqualified audit opinion on the Annual Return 2012/13 provided by the appointed external auditor Grant Thornton UK; is accepted by the Parish Council.**

Minute 13.13 - REVIEW OF CAPITAL EXPENDITURE, INVESTMENTS AND LOANS

680 **RESOLVED:**

1. **That the review of the capital expenditure, loans and investments undertaken by the Administration and Finance Committee on 7 November 2013, is noted and accepted by the Parish Council.**
2. **That the review is brought forward and considered as part of the budget and precept setting process.**

Minute 14.13 – BUSINESS PLAN 2013/14 to 2018/19

681 **RESOLVED: That once the amendments and modifications have been made to the draft Business Plan it should be presented to Parish Council for adoption with the budget for 2014/15.**

Minute 15.13 – SLIPPER EXCHANGE

Councillor Porter proposed an amendment to the original agreement that the Parish Manager should seek funding for the Slipper Exchange from Lutterworth Town Council Community Forum funding pot, and that should this grant not be available that the Parish Council would consider funding the initiative. He explained that the amendment was required as the LTC Grants Panel did not sit until 2 December, and would not provide enough time to organise the event before Christmas.

He reiterated that a slipper exchange is an initiative that provides a new pair of properly fitting slippers to older people in order to lessen the risk of falls in their home. The new pair has to be exchanged for an old pair to ensure that old worn out slippers are no longer being used. Falls represent the most frequent and serious type of accident with about 30 per cent of over 65s falling each year. It was proposed to run the event prior to Christmas to provide the older people with a safe pair of slippers over the winter period and also provide an ideal opportunity to engage the older people and their families prior to the NP Referendum. The cost of providing 100 pairs of new slippers at the event would be approximately £500

He therefore proposed that a sum of £500 from our General Power of Competence budget is used to support the Slipper Exchange event to be organised by the Parish office staff with support from any volunteers who can be found. An application for Community Forum funding should also be made via the Lutterworth Town Council Grant Panel on the 2<sup>nd</sup> of December but the use of our current funds will ensure the event goes ahead before Christmas.

Councillor Bateman added that he was surprised that external funding should be sought for such an event, as it was a great example of the use of the General Power of Competence to improve the well-being of many elderly residents in the parish.

The proposal was seconded by Councillor Dann, and all Members present showed their support with a show of hands.

682 **RESOLVED:**

1. **That a sum of £500 from our General Power of Competence budget is used to support the Slipper Exchange event to be organised by the Parish office staff with support from any volunteers who can be found to ensure the event goes ahead before Christmas.**
2. **That an application for Community Forum funding should also be made to the Lutterworth Town Council Grant Panel on the 2<sup>nd</sup> of December 2013.**

683 **11. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF OCTOBER 2013**

The Parish Manager presented the schedule of payments made for the period 1 to 31 October 2013. Following an explanation concerning a number of payments, the schedule of payments were received and accepted unanimously.

684 **12. FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF OCTOBER 2013**

The Parish Manager presented the financial statements for the period 1 to 31 October 2013. Members observed that income and expenditure for the time of the year was generally in line with budgets, although income for both regular and casual hirers of the Village Hall was a little down on previous years; and that there were no unexplained debtors or creditors.

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

Members received the minutes of the Planning and Licensing Committees held on 28 October and 11 November; and noted the schedule of planning decisions made since the Parish Council meeting on 17 October 2013.

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

**14. DRAFT 'VALUE FOR MONEY' AUDIT REPORT**

The Members examined the report on the audit which was undertaken on 30 September 2013 as part of the Parish Councils internal audit programme. The Value for Money audit examined the Parish Councils ability to offer value for money services using the Welland Internal Audit Partnership 'Value for Money Toolkit'.

The conclusion of the auditors was that evidence of sound overall arrangements was found and an assurance rating of 'Substantial Assurance' was given.

The recommendation to evaluate the current fees and charges following the benchmarking exercise has already been completed and appropriate increases recommended by the Scrutiny Committee as part of their review of the Business Plan which took place on 28 October 2013.

Councillor Stell proposed that the result of the audit should be accepted and Councillor Page seconded the proposal. On a show of hands the Members agreed unanimously.

686 **RESOLVED:**

**That the results of the draft Value for Money audit, which provides a 'Substantial Assurance' rating, are accepted by the Parish Council.**

**15. PRE-BUDGET AND ESTIMATES REPORT**

The members considered a report prepared to summarise the Parish Councils financial position and to alert them to any significant changes to the proposed budgets for 2014/15.

Members noted that there was likely to be a significant decrease in income due to falling Village Hall bookings and a rise in expenditure over several budgets. They discussed various capital

projects which could be undertaken and also the need to allocate funding for the delivery of the Neighbourhood Plan. Members agreed that the report provided a good 'bare bones' background to take along to the Precept setting meeting on 19 December, when the amount of grant to be allocated by Harborough District Council will be known.

Councillor Golding reiterated that this forthcoming year might be the last when the Council Tax grant is payable, and in future year the Precept may be capped; therefore the Parish Council should think carefully before reducing the Precept.

Councillor Dann proposed that all Members should consider the report thoroughly and provide the Parish Manager with any identified projects, comments and suggestions for these to be included with the Agenda papers for the next meeting, when the Precept will be set. Councillor Golding seconded the proposal. On a show of hands all Members agreed.

687 **RESOLVED:**

**That all Members should consider the pre-budget and estimates report presented at the meeting thoroughly, and provide the Parish Manager with any identified projects, comments and suggestions by 11 December for these to be included with the Agenda papers for the next meeting on 19 December, when once the amount of the HDC Council Tax Grant to be provided is known, the Precept for 2014/15 will be set.**

688 **16. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

The meeting closed at 8.35 pm

Minutes approved and accepted as correct

..... Chairman

Dated .....