

**MINUTES OF THE PARISH COUNCIL MEETING
and
ANNUAL PARISH MEETING
HELD ON TUESDAY 28 APRIL 2011
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors C Grafton-Reed (Vice-Chairman) N D Bannister, P Dann, C Evans, S Page, L Blockley, Miss J Gamble, C Porter, J Bateman, R Patrick, R H Capewell, and M Stell

In the absence of the Chairman, Councillor Grafton-Reed as Vice Chairman took the Chair for the meeting. He began by asking all those present to observe a one minutes silence in memory of Councillor Avril Murray former Parish Councillor for 10 years and Chairman 1981 – 83 who died recently aged 80.

1377 **1. APOLOGIES**

Apologies were tendered and accepted from Councillors C Golding (Chairman), D G Brown, A J Rowe and P Whiffin.

1378 **2. DECLARATIONS OF MEMBERS' INTERESTS**

Declarations of personal interest were received from Councillors L Blockley, P Dann, Gamble, C Grafton-Reed, , and S Page, in relation to Agenda item 18 (application for Section 137 grant funding) due to their membership of Broughton Astley Gardeners Association.

1379 **3. MINUTES OF THE PARISH COUNCIL MEETING 10 MARCH 2011**

Councillor Bannister moved and Councillor Dann seconded confirmation and adoption of the Minutes of the Parish Council meeting held on 10 March 2011 which with the exception of an error in the spelling of a name on page 275 (Moulden) were approved and accepted unanimously.

1380 **4. PROGRESS AGAINST PARISH COUNCIL RESOLUTIONS**

A report of progress in completing Parish Council resolutions was presented to the meeting. The report was accepted without issue.

1381 **5. CHAIRMAN'S TIME**

Parish Council elections – May 2011

On behalf of the Parish Council the Vice-Chairman expressed thanks and appreciation for the service given to the Parish Council to retiring Councillor's Gamble, Whiffin and Rowe. He also wished those who are seeking re-election good luck at the election.

The Vice-chairman reminded all present that the Annual Parish Council meeting is on Wednesday 18th May, and that committee preference forms will be issued with Agendas. These will need to be returned by 17th May in order for the Parish Manager to collate responses and prepare ballot slips if necessary.

Councillor Grafton Reed issued a reminder to Members seeking re-election that Councillor Golding does not wish to serve as Chairman again, and that they will need to consider nominations for Chairman at first meeting (a ballot for chair and Vice-Chair can be held if necessary).

Policing the future

The Vice-chairman informed the meeting that an invitation to meet the Chair of the Police Authority and Chief Constable at a series of events has been issued, in order to provide an opportunity to hear about changes to policing over the next year. Various dates and locations are available, all events start at 6.30pm:

- 24 May Glenfield
- 27 June Leicester Town Hall
- 14 July Police HQ, Enderby

He requested that anyone who wishes to attend should let Parish Office know, to enable a place to be booked, and that the Parish Manager should circulate a copy of the invitation to all Members.

1382 **6. COUNTY COUNCILLORS REPORT**

Councillor Liquorish was not present at the meeting.

1383 **DISTRICT COUNCILLORS' REPORTS**

Councillor Dann

Councillor Dann reported that due to the pre-election period at Harborough District Council he had no issues of note to report.

He had however recently attended the Stepping Stones Annual Stakeholder Meeting on behalf of both Harborough District Council and the Parish Council and provided an overview of the meeting including the projects completed and training provided over the past year. Stepping Stones had also provided support for initiatives such as the Tree Warden scheme and run successful events such as 'Woods In My Backyard', and has grant funding available for new environmental projects which must be completed by February 2012. Councillor Dann explained that it was also stressed at the meeting that without the continuing support of the County Council and the District Council it is unlikely that this level of activities and services can be sustained.

1384 **7. SCRUTINY COMMITTEE**

Councillor Porter moved and Blockley seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 7 March 2011.

Minute 211.11 Section 17 –Crime and Disorder Act 1998

1385 **NOTED**

They considered that PC.1239 Buggy Canopy would have a positive effect on the reduction of crime and disorder within the Parish by providing a safe and secure place for users of the Village Hall to store their buggies.

They considered that PC. 1240 Internal Mini Audit would have a positive effect on the reduction of crime and disorder within the Parish by ensuring total transparency on financial transactions by carrying out regular checks.

They considered that PC. 1241 Grant Funding would have a positive effect on the reduction of crime and disorder within the Parish by focusing on activities for the youth to participate in, therefore reducing the risk of anti-social behaviour.

They considered that PC. 1246 Fencing at Allotment Extension would have a positive effect on the reduction of crime and disorder within the Parish by preventing unauthorised access to the allotments thereby reducing vandalism.

- 1386 Minute 212.11 - Review of mini audit of financial transactions
RESOLVED:
 1. That the report on the Internal Mini Audit of Financial Transactions be accepted.
 2. That the next Internal Mini Audit of Financial Transactions be carried out in three months' time (April 2011).
- 1387 Minute 213.11 – Review of Community Engagement Strategy
RESOLVED:
That the Community Engagement Strategy be accepted.
 1. An amendment to the second paragraph under Consultation should be made to read as:
Ensuring consultations include all members of the Parish by identifying the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc., may require establishing different engagement channels for them.
 2. To re-review the Community Engagement Strategy when amendments have been made following the changes due to occur with BAIT.
 3. To add a column headed Responsibility to the Action Plan.
- 1388 Minute 214.11 - Review of Regular Users Policy and Agreement
RESOLVED:
 1. That the revised Regular Users Policy and Agreement 2011 be adopted.
 2. That the Regular Users Policy and Agreement be reviewed in 12 months' time.
- 1389 Minute 215.11 - Review of Risk Register and Internal Controls
RESOLVED:
 1. That the Parish Council Risk Register and Internal Controls be accepted.
 2. That the impact score should be 3 on Employee\Injury at work and Sickness/other long term absence.
 3. That a residual risk score of 1 should be inserted into Office Systems failure\Failure to comply with Financial Regulations and Accounting procedures.
- 1390 Councillor Porter moved and Blockley seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 18 April 2011.
- 1391 Minute 217.11 - Section 17 Crime and Disorder Act 1998
Nothing of significance noted
- 1391 Minute 218.11 – Review of Members training needs assessment
RESOLVED:
 1. That all Parish Councillors and Parish Office staff be encouraged to participate in the e-learning Learning Matters offered by Harborough District Council.
 2. That the Training Statement of Intent be amended to read '*E-learning training provided by Harborough District Council will be available for Members and Parish Office Staff on over 50 modules currently available on the Learning Matter site*'.
 3. That the most asked for training on Broughton Astley Parish Council Finance 1 will be delivered shortly after the new Council has been elected.
 4. That the Members Training Needs Assessment be reviewed in twelve months' time.

- 1392 Minute 219.11 – Review of Internal Audit – Planning and Development Control
RESOLVED:
 1. That the Internal Audit on Planning and Development Control be accepted.
 2. That the Scrutiny Committee will review the progress made against the recommended actions as part of its work programme in August 2011.
- 1393 Minute 220.11 – Review of Parish Council Health & Safety Policy and procedures
RESOLVED:
 1. That the Broughton Astley Parish Council Health and Safety Policy and Procedure be accepted with an amendment to page 8, section b in the first paragraph to read;
 ‘A trained first aider may be used where required and defined by statute’
 2. That the Policy and Procedures be reviewed in twelve months’ time.
- 1394 Minute 221.11 – Review of Lone Working Policy
RESOLVED:
 1. That a door release switch be fitted to the Parish Office door to improve the safety of the staff when working alone.
 2. That the Broughton Astley Parish Council Lone Working Policy be accepted and reviewed within the Scrutiny Committee work programme in twelve months’ time.

1395 **8. ANNUAL PARISH MEETING**

The Chairman suspended the normal business of the Council at 8.00 pm.

The Parish Manager confirmed that the Minutes of the Annual Parish Meeting held on 15 April 2010 have been recorded in the Minute Book. The Minutes were accepted unanimously and signed by the Vice Chairman.

Chairman’s Annual Report

The Vice Chairman circulated the Chairman’s annual report, which highlighted the many significant achievements of the Parish Council over the previous twelve months and the main challenges which lie ahead. He reported that a copy of the report will be posted on the Parish Council’s website and published in the May-June issue of Broughton Matters, the Parish Council’s bimonthly magazine.

1396 **Public Forum**

No members of the general public were present
 The Annual Parish Meeting and Public Forum closed at 8.02pm and the Parish Council Meeting resumed.

1397 **9. EXECUTIVE COMMITTEE**

Councillor Bannister moved and Councillor Grafton-Reed seconded the minutes of the Executive Committee meeting held on 14 April 2011.

- Minute 28.11 - Annual Return for 2010/11 - balances carried forward and reserves policy
 1398 **RESOLVED:**
 1. That, subject to review at full Council, the Annual Return and supporting documents for the financial year to 31 March 2011, including the management

accounts, the Statement of Accounts, the Statement of Assurance, the Additional Assurances Review, and the Explanation of Variances, should be approved.

2. **That in line with the Parish Council Councils' long-term financial ambition to provide additional facilities in the Parish; it invests a further £35,000 from general reserve into a High Interest Reserve Account for the future provision of recreational, community or leisure facilities.**
3. **That any monies remaining from the £14,000 in the earmarked reserve for cemeteries and allotments projects, (once the allotment project had been completed), should be used to fund the £8,500 required from reserves for Recreation Ground car park project.**

Minute 29.11 – Member Training

Councillor Bannister suggested that the recommendation 29.11 (2) should be deleted as on reflection he considered that without a means of censure for Members who did not complete mandatory training there would be little value in amending standing orders to include the requirement for mandatory training. He considered however that Members should be encouraged to participate in training provided and attend events and seminars which would increase their knowledge and capacity.

The Vice-Chairman enquired of the Parish Manager whether she knew of any of Parish council that enforced training. She responded that to her knowledge the only mandatory training provided by the National Association of Local Councils is that prior to the adoption of the Power of Wellbeing at least 80% of Members must participate in training.

Councillor Bannister therefore proposed that minute 29.11 (1) should be amended to read "That the Members of Broughton Astley Parish Council are encouraged to participate in the e-learning Modern Councillor Module provided via the Harborough District Council Learning Matters programme in order to increase the capacity and knowledge base throughout the Council" and that minute 29.11 (2) should be deleted.

The proposal was seconded by Councillor Porter and received unanimous support.

1399 **RESOLVED:**

1. **That the Members of Broughton Astley Parish Council are encouraged participate in the e-learning Modern Councillor Module provided via the Harborough District Council Learning Matters programme in order to increase the capacity and knowledge base throughout the Council.**

Minute 30.11 – Provision of Scout Hut/Community Building

Councillor Bannister requested that the wording of the minutes should be amended slightly in order that the meaning of a sentence should be clearer, and that the words "It would not be possible for the Parish Council to make an informed decision on the viability of any proposal should be added." All agreed this was appropriate.

1400 **RESOLVED:**

That any discussions on the Parish Councils support for and involvement in a new Scout/Community building should be deferred until detailed planning permission is granted on the Crowfoot Way site and the Local Development Framework is approved.

Minute 31.11 - Section 137 application

1401 **RESOLVED:**

That the Parish Council awards Broughton Astley Royal British Legion a grant of £100 via Section 137 of the Local Government Act to in order to improve the wellbeing of many Broughton Astley residents.

Minute 32.11 – Tree Sculpture

Councillor Bannister proposed that the minutes should be amended to make the meaning clearer in relation to the voting on the recommendation. “The recommendation that the Tree Sculpture should be created was not accepted. Only Councillor Bannister voted to accept the recommendation.” All agreed that this was appropriate.

1402

RESOLVED:

- 1. That the sum of £1500 which has been recommended for use to create a tree sculpture from the trunk of the large Ash Tree should be used to purchase and plant a large Evergreen Tree in the Recreation Ground.**
- 2. That the large Ash Tree in the Recreation Ground should be felled**

Minute 33.11 – Youth Crime Prevention Grant

Councillor Dann requested that the Members should make an amendment to the recommendation; and to divert the monies held in the Youth Crime Prevention Grant to fund the construction of a strong fence at the rear of privately owned garages in Brooklands Close, which was a ‘hotspot’ for graffiti and anti social behaviour. Councillor Stell considered that as the garages were privately owned this was not an appropriate use of Parish Council money and that it would set a precedent for other areas. Councillor Evans agreed that there were several areas around the village which could do with the improvements.

Councillor Porter considered that as the adjacent public footpath was the responsibility of the County Council it should be their responsibility to make it safe to use.

Councillor Bateman agreed that it was the onerous of the garage owners to deal with the situation and not for the Parish Council to set a precedent by fencing them off.

The Parish Manager said she understood that the County Council had been approached by the PCSO with regard to the repair of the fence, but had declined to get involved. She also conveyed her concerns that the funding was provided to fund diversional youth activities to distract them from graffiti and anti social behaviour, and that the use of the grant for this proposal could not be considered as this.

The Vice Chairman requested the Parish Manager to obtain a report on any contact or progress made by the Police and the Enforcement Officer and present it to the next Executive Committee meeting for consideration. All agreed that this was sensible.

1403

RESOLVED:

- 1. The Parish Manager should approach both the Police and the Community Safety Partnership once again in order to seek suggestions for more suitable Youth Crime Prevention projects which the grant of £1000 could be used to fund.**
- 2. That the Parish Manager should present a report on any progress made by the Police and the Enforcement Officer in respect to the reduction of anti social behaviour along the footpath at the rear of garages at Brooklands Close.**

Minute 33.11 – Quotations for groundworks

1404

RESOLVED:

That based on the quotations received Andy Kirk Contractors Ltd is appointed at the cost of £3,685 + VAT to undertake the various groundworks required to facilitate the new allotment plots.

- 1405 **10. MEMBERS MOTION 01/11 – AMENDMENT TO STANDING ORDERS**
 Having already discussed the implications of introducing mandatory training for Members at minute [29.22] of the Executive Minutes and voted to amend the recommendation; Members voted whether to support the motion. The result was: in support of the motion 0 and opposed to the motion 12. The motion was therefore rejected.
- 1406 **11. ANNUAL RETURN 2010/11 – MANAGEMENT ACCOUNTS, ANNUAL GOVERNANCE STATEMENT & EXPLANATION OF VARIANCES**
 Members inspected the Annual Return and the Management Accounts for 2010/11; including the Statement of Accounts, the Statement of Assurance, the Additional Assurances Review, and the Explanation of Variances. They were informed that the Internal Audit of the Annual Return is being undertaken on 3 & 4 May. The opportunity for public inspection of accounts begins on 12 May until 16 June, when it will then be sent for External Audit on 20 June. The Internal and External Auditors' reports will be presented to Parish Council when they are received.
- Councillor Bannister requested that the Parish Manager and her staff should be formally commended for their good husbandry of the accounts throughout the year which had resulted in the Parish Councils being in such a healthy financial position.
- 1407 **RESOLVED:**
- 1. That, the Annual Return and supporting documents for the financial year to 31 March 2011, including the management accounts, the Statement of Accounts, the Statement of Assurance, the Additional Assurances Review, and the Explanation of Variances, should be approved.**
 - 2. That, the Parish Council's policy with regard to balances carried forward should be confirmed as set out in the documentation supporting the Annual Return for 2010-11.**
- 1408 **12. SCHEDULE OF PAYMENTS**
 The Parish Manager presented the schedule of payments made since the 10 March 2011 meeting of the Parish Council, which were received and accepted unanimously.
- 1409 **13. REPORTS FROM OUTSIDE BODIES**
 Councillor Blockley reported that she had attended the official opening of the Library Garden. The garden, which was constructed through funding from Your Voice Your Choice, BAIT and the Broughton Astley Health Check Action Group, was opened by a local author with BBC Radio Leicester covering the event, which also feature music and refreshments made by students at TECC. The garden is now being used by many local residents.
- Councillor Grafton-Reed reported that BAIT and the Healthcheck Group were well advanced in the process of a merger. A joint constitution is being drawn up by V.A.S.L. which will be considered at the next meeting in early May.
- Councillor Stell reported that BATON had recently hosted a very successful visit by a group from Geveze. She expressed her personal thanks to the Vice Chairman for his attendance at the formal dinner which had been much appreciated by all concerned. Councillor Grafton-Reed had received, on behalf of the Parish Council, a gift of a pen set which had been presented by the Mayor of Geveze. This will be kept in the display case in the Village Hall as a reminder of the visit.

1410 **14. PLANNING AND LICENSING COMMITTEE**

Members received and accepted the Minutes of the Planning and Licensing Committee meetings held on 7 & 21 March 2011 and 4 & 18 April and the schedule of planning applications determined since the 10 March 2011 meeting of the Parish Council.

1411 **15. FUTURE PROVISION OF POLICE NEIGHBOURHOOD OFFICE**

Members received a report informing them that Leicestershire Police have notified the Parish Council that they are reviewing their office accommodation throughout the county with a view of savings costs; and have decided that they will not renew the lease on the office accommodation which they share with Harborough District Council from the agreement expiry date from 1st April 2011. The Police have requested that the Parish Council allow them to continue to use the office 'rent free' after April.

Councillor Dann opened the discussion stating that whilst he understood that the Police were short of funds he did not think that it was appropriate to allow them to use a dedicated office free of charge. He proposed instead that the office could be put to better use by the Parish Council as another meeting room.

Councillor Stell agreed with the proposal.

Councillor Grafton-Reed considered that it was useful to have a police presence in the Village Hall and that it might allow more time for Police to be 'on the beat' rather than travelling back to Lutterworth or Market Harborough.

Councillor Bateman reminded the meeting that Inspector Holland had stated in his email that the Police no longer required the use of an office as they had mobile technology in their vehicles.

Councillor Porter sought re-assurance that if they were no longer able to use the office, the Police could be accommodated in the Village Hall during an emergency situation. All agreed that this should be provided.

The Vice-Chairman therefore proposed that the Parish Manager should write to the Police stating that the Parish Council were not in a position to provide a dedicated office accommodation free of charge; but if they wished to use the Village Hall as a 'hot desk' for appointments they should provide details of their proposals.

He also proposed that the Parish Manager opens discussions with Harborough District Council with regard to the re-location of the Enforcement Officer elsewhere in the Village Hall at a reduced lease cost.

Furthermore, once the arrangements are settled then Scrutiny Committee should investigate the possible uses for and the costs of hiring the former Neighbourhood Office to other users.

The proposal was seconded by Councillor Dann and all Members were in agreement.

1412 **RESOLVED:**

- 1. That the Parish Manager should write to the Police stating that the Parish Council were not in a position to provide a dedicated office accommodation free of charge; but if they wished to use the Village Hall as a 'hot desk' for appointments they should provide details of their proposals.**
- 2. That the Parish Manager opens discussions with Harborough District Council with regard to the re-location of the Enforcement Officer elsewhere in the Village Hall at a reduced lease cost.**
- 3. That once the arrangements are settled then Scrutiny Committee should investigate the possible uses for and the costs of hiring the former Neighbourhood Office to other users.**

- 1413 **16. CO-OPTION OF COUNCILLORS TO FILL UNCONTESTED SEATS**
Members considered a briefing noted which outlined the options for filling the seats which will remain vacant following the elections, due to a lack of unqualified candidates seeking nomination. They considered that it was important to bring the Parish Council up to full numbers as soon as possible and co-opt to the Council at its first meeting on 18 May 2011. The Vice Chairman proposed that although not required to do so, as good practice the Parish Council should advertise the co-option of vacancies for a 14 day period and write to any unsuccessful candidates after the election to ascertain whether they wished to seek co-option to represent another Ward. A vote could then take place at the meeting on 18 May. There was unanimous agreement to the proposal.
- 1414 **RESOLVED:**
In order to co-opt Councillors to fill the remaining seats on the Council after the election the Parish Council should advertise the co-option of vacancies for a 14 day period before the meeting on 18 May and write to any unsuccessful candidates after the election to ascertain whether they wished to seek co-option to represent another Ward.
- 1415 **17. TENDERS FOR SALE OF ALCOHOL AT THE VILLAGE HALL**
The Vice Chairman opened two tenders which had been submitted for the provision of alcohol at the Village Hall for a 3-year period. Following discussions regarding the merit of both tenders a vote was taken. The results were as follows:
Outbar Events Ltd - 1 vote
Richard Doyle (Red Admiral) - 11 votes
- 1416 **RESOLVED: That an agreement should be signed with Richard Doyle (Red Admiral) for the sale of alcohol at the Village Hall for a period of 3 years.**
- 1417 **18. APPLICATION FOR SECTION 137 FUNDING**
Members considered an application for funding made under Section 137 of the Local Government Act from Broughton Astley Gardeners Association.
Members were informed that a group of volunteers feed birds in the Parish Councils Wildlife Garden on a rota basis, and that the bird food is supplied via Broughton Astley Gardeners Association for a number of years. Invoices were previously presented to the Parish Council for payment on a regular basis, amounting to approximately £500 per year. Members were informed that the application for Section 137 funding had been made at the suggestion of Executive Committee following the deep concerns raised by the Parish Manager and her deputy over the large amounts of funds being requested by the group of Volunteers feeding the birds at the Wildlife Garden, the lack of any budgetary control and the lack of Parish Council powers to purchase bird food.
Following a long discussion regarding the excessive amount of money involved, the effect the bird feeding had on the adjoining allotment plots by encouraging rats and the environmental soundness of feeding birds throughout the year a vote was taken on the application. Members who had declared a personal interest in the agenda item did not take part in the vote.
Councillor Porter proposed that the amount of the grant was reduced to £400 which was seconded by Councillor Bannister. The result of the vote was – 3 in favour 3 and were against.
A vote was therefore taken on the original proposal. The result of the vote was – 2 in favour with 2 against and 2 abstentions.
As a result of the stalemate the application failed to gain approval. It was unanimously

agreed that Broughton Astley Gardeners Association should re-submit an application for funding for Bird Food for use in the Wildlife Garden to the new Parish Council.

1418 **RESOLVED:**
That Broughton Astley Gardeners Association should be requested to submit an application for funding for Bird Food for use in the Wildlife Garden to the new Parish Council.

1419 **19. OTHER MATTERS**
No other matters were raised.

1420 **20. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**
No motions were received.

The meeting closed at 9.30 pm

Minutes approved and accepted as correct

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Chairman

Dated