

**MINUTES OF THE PARISH COUNCIL
HELD ON THURSDAY 17 SEPTEMBER 2020 7.30pm
BY ZOOM VIDEO AND WEB CONFERENCING**

- PRESENT:** Councillors: G Brown, R Capewell, R Davis, R Gahan, D Glenis, C Golding, C Grafton-Reed, G Mallaghan, S Oliver, C Porter, Mrs M Stell and M Swinfen
- ALSO PRESENT** Nicola Elson, Deputy Clerk, District Councillor Dann
- CLERK:** Mrs D Barber – Parish Manager
- APOLOGIES RECEIVED:** Cllr M Graves, D Howe, and R Patrick
- NO APOLOGIES RECEIVED:** Cllr P Shipman

2638/09/2020 **1. APOLOGIES**

Cllrs Graves, Howe, and Patrick absences were noted and apologies from Cllrs Dan and Liquorish were accepted.
There were no apologies offered or received from Cllr Shipman.

2639/09/2020 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations of Members Interests and Requests for Dispensations were received.

3. MINUTES OF THE PARISH COUNCIL MEETING

The Minutes of the Parish Council Meeting held on 27 August 2020 were presented to the Members; With the identified amendments being highlighted for correction, Councillor Grafton-Reed proposed and Councillor Mrs Stell seconded that they were a true record of the meeting. A show of hands carried this unanimously.

2640/09/2020 **RESOLVED: That the minutes of the Parish Council Meeting held on 27 August 2020 are accepted as a true record.**

2641/09/2020 **4. PARISH COUNCIL RESOLUTIONS**

Councillor Golding requested that the Croft Way bus shelter is placed back on the outstanding resolutions; although the shelter is in situ the groundworks still need to be completed. The report of progress in completing Parish Council resolutions was presented and accepted.

5. CHAIRS TIME

B4114

The congestion currently being experienced due to the road work improvements at the Mill on the Soar junction has been impacted further today by a major mains water burst which has not only flooded the carriageway, but lifted some of the road surface as a result.

Dog Bins

Following the Parish Councils decision at the last meeting not to replace the red dog waste bins in the village, the Grounds staff are currently removing the metal mounting posts this week to make safe the areas. Once the new black bins have been delivered and suitable locations identified for them, they will be mounted on to slabs sunk and secured into the ground.

Dog Fouling Patrols

The Parish Officer received a visit from Harborough District Council's Environmental Crime Officer who reported that they are doing an increased number of patrols in the village over the coming weeks with regards to dog fouling. This information will be placed on the Parish Councils website and social media pages.

3G All Weather Pitch

Most of you will know that the new 3G all-weather pitch opened recently, and we have received notification from Parkwood Leisure that its booking capacity has all but been reached. The onset of Covid has brought with it issues over parking as the Football Association have ruled that no car sharing at this time is permissible which means more cars to accommodate this ruling. Also, when a child is playing, a parent must stay on site in case of an accident. This has compounded the car parking issue particularly with the leisure centre running a booking only system.

Dunton and Broughton Football Club

Now the 3G pitch has opened, the Parish Office has invoiced DBFC for their £1,000 contribution to the development.

Village Hall

Whilst we are delighted that some of our regular users have returned to the Village Hall following its closure for the past 6 months, the number of regular users is down by 58%. This is due to some being unable to resume because of the current Government guidelines, others just feel now is not the right time for them to return. This will obviously have a great impact on the Councils income for this financial year along with unforeseen expenditure on making the Village Hall Covid-19 secure.

125 Years of the Parish Council

The Parish Officer have come across a Parish Council Minutes book from 1894/95 which details the initial election to office of Parish Councillors on 4 December 1894 and then the first full Parish Council meeting held in January 1895; which would indicate that the Parish Council has been in existence for 125 years. Is this something the Parish Council wishes to commemorate?

Walking Market

Broughton Alive would like to report on the success of the walking market held on Sunday 6 September 2020. This was a concept borrowed on a recent one held in Countesthorpe.

2643/09/2020

6. PUBLIC FORUM

The Chair opened the public forum at 7.46pm.

The Public Forum was closed at 7.47pm.

7. DISTRICT AND COUNTY COUNCILLORS REPORT

Councillor Dann –provided the following report.

- *COVID-19 – There is an increase in infections in the District, mainly in Market Harborough and Lutterworth. The age group most affected is 19-30-year olds. Extra work is taking place to get the message out. Pubs and restaurants are being visited and extra signage is being deployed.*
- *Nearer to home the one-way system in the village centre as my support with a small concern that delivery lorries find it difficult to exit via Green Lane. This is a narrow road invariably with parked traffic. I have evidenced these heavy goods vehicles coming back the way they entered. This could become a problem.*
- *I have yet to receive any further update on the retail / industrial site on Coventry Road that is subject of further traffic assessments. I am sure Cllr Graves will update me if he has prior knowledge.*
- *Work on the B4114, Mill on the Soar junction commenced on August 17th with a twelve-week completion period. Traffic does build up at certain times but cannot be avoided. To date I have received no undue criticism.*
- *I have nothing further to report following the information I passed to the Parish concerning Cottage Lane.*

Councillor Golding – provided the following report.

- *I am going to make a request that the air quality measuring that is currently being undertaken on Dunton Road has one of the units relocated to be placed on Main Street in the village centre. The measurements are taken monthly with the annual results due this month.*
- *I have been made aware of a Covid-19 information website that is available on www.leicscovid.info*

Councillor Liqueurish – sent his apologies and provided the following report:

- *Following a reminder from the Parish Office, I have sent an email to the County Council regarding the situation with the bus shelters on Croft Way. I sent previous emails 2 years ago where it was admitted that they had forgotten about them. I have sent the reminder on 9 September and await their reply.*

Councillor Graves – sent his apologies and provided the following report:

- *I have been liaising with some residents concerning multiple dates of police activity on the new Lagan Homes housing estate new Hallbrook School. Lagan homes are also receiving complaints from concerned new residents.*

- *I have been able to get the road filter lanes back in use again yesterday approaching the B4114 traffic lights from our directions. However, the junction was shut today after 11:30 due to a large water main bursting and water pushing through and damaging the road surface in front of the Cobley depot.*
- *I have been waiting more than 6 weeks for any reply from Alberto Costa MP over an important enquiry regarding his possible call in of the huge Lutterworth East planning application. Unfortunately, despite chasing a couple of times there is no response yet.*

Several comments were passed by councillors in support of the one-way system around Main Street and Green Road but agreed that the issue of the parking needed addressing on Green Road to allow lorries to get through.

Members also commented that the speed of traffic on Main Street and the fact that cars mounted the pavement outside of the Londis shop were cause of concern

It was agreed that Councillor Liquorish be contacted to confirm that the double yellow lining in the village centre was completed in accordance with the plans as some Members felt that there were some deviation from the original plans seen.

2644/09/2020

RESOLVED: That Councillor Liquorish is contacted to confirm that the double yellow lines in the village centre have been completed in line with the original plans.

8. SCHEDULE OF PAYMENTS

The Parish Manager presented the schedule of payments made for the period to 31 August 2020. The schedule of payments and the month end statement were received. Councillor Grafton-Reed proposed and Councillor Capewell seconded that the schedule of payments to 31 August 2020 are accepted. This was carried unanimously by the Members with a show of hands. The Chairman signed the Bank Reconciliations, on behalf of the Parish Council.

2645/09/2020

RESOLVED: That the schedule of payments and the month end statements for the period 31 August 2020 were received and accepted unanimously. The Chairman signed the Bank Reconciliations, on behalf of the Parish Council.

9. FINANCIAL STATEMENTS

The Parish Manager presented the financial statements for the period ending 31 August 2020. A show of hands accepted the Financial Statements unanimously.

2646/09/2020

RESOLVED: That the financial statements for the period to the end of 31 August 2020 are accepted.

10. SECTION 106

The Members were presented with a statement as of 31 August 2020 detailing the S106 payments and expiry dates allocated to Broughton Astley Parish Council.

2647/09/2020

RESOLVED: That the statement as of 31 August 2020 detailing s106 payments and expiry dates for Broughton Astley Parish Council are accepted.

11. GRANT APPLICATION STATUS

Members were presented with a report providing the status of any grant application being applied for as of 31 August 2020. Councillor Golding offered to provide the contact details for Wildflower plug plants and also the name of a staff member at Thomas Estley College to contact as they have raised beds that maybe utilised by Broughton Astley Volunteer Group in conjunction with the pupils to provide flowers for the gateway planters.

2648/09/2020

RESOLVED: That the status report provided as of 31 August 2020 detailing the progress of any grant applications is accepted.

12. ROSPA INSPECTION REPORT

The Members noted the outstanding issues and any new issues arising since the RoSPA report of August 2019. Due to Covid-19 the Parish Council have been informed that this year's inspection of the playground, skatepark and outdoor gym will be delayed and is expected to take place in the latter quarter of the year.

2649/09/2020

RESOLVED: That the review of the outstanding RoSPA report is accepted.

Councillor Dann left the meeting at 20:23

13. PERSONNEL SUB COMMITTEE

63.20 – ELECTION OF CHAIR AND VICE-CHAIR

2650/09/2020

RESOLVED: That Councillor Patrick is elected Chair and Councillor Mallaghan is elected Vice-Chair of the Personnel Sub-Committee for the Municipal Year of 2020-21.

64.20 – EXCLUSION OF PRESS AND PUBLIC

The Members unanimously agreed to exclude the public and press for the discussion concerning the Personnel Sub Committee meeting minutes, as it may contain personal information regarding members of staff, under the Public Bodies (Admission to the meetings) Act 1960. Councillor Mallaghan proposed, and Councillor Brown seconded that members of the public and press are excluded during item number 13 on the agenda. A show of hands carried this unanimously.

2651/09/2020

RESOLVED: That the public and press are to be excluded admission to the meeting for items to be discussed under number 13 of the agenda

66.20 - STAFF

Members received a copy of the minutes for the Personnel Sub Committee meeting held on Tuesday 1 September 2020. Councillor Mallaghan gave Members an outline and some background information of how the committee came to their recommendations with regards to the salary scale range for the Parish Manager. Councillor Glenis proposed and Councillor Mallaghan seconded that the recommendation placed before council are accepted. A show of hands accepted these recommendations and the minutes approved as a true record of the meetings.

2652/09/2020

RESOLVED:

- 1. Moving the Parish Managers role from the LC3 below substantive range (point 33 -36 [REDACTED] to the LC3 substantive benchmark range (point 37 – 41 [REDACTED] to reflect the changing responsibilities of the role.**
- 2. To include the new pay scale in the 2021/22 budget with the agreement to**

This document is also available in large print.

- backdated to the 2020/21 budget.
3. Producing a new Job Specification for the Parish Manager role in line with the model version supplied by Leicestershire and Rutland Association of Local Council.
 4. That a 2.7% pay award for all Parish staff is approved and backdated to April 2020 as per the National Joint Council recommendations.
 5. That a new mobile telephone policy and procedure is developed.

14. ADMINISTRATION AND FINANCE COMMITTEE

Members received a copy of the minutes for the Administration and Finance Committee meeting held on Thursday 3 September 2020. Councillor Mrs Stell enquired as to what policies and procedures were examined at the meetings. Councillor Grafton-Reed provided an example of some of the twenty-three documents which were looked at during the meeting.

- 2653/09/2020 132.20 – Minutes of Meeting
RESOLVED: That the minutes of the Administration and Finance meeting held on Thursday 4 September 2020 are accepted as a true record.
- 2654/09/2020 133.20 – CORPORATE PLAN
RESOLVED: That the photographs and Chairs report will be included in the final draft Corporate Plan which will be presented at the next meeting in December for approval.
- 2655/09/2020 134.20 – POLICIES AND PROCEDURES
RESOLVED:
1. That amendments and additions to the selected Policies and Procedures are accepted.
 2. That the Safeguarding Vulnerable Adults and Safeguarding Children Policies were reviewed to ensure all the content is applicable and accurate, that the Parish Manager is the designated officer before being passed to Parish Council for ratification.
- 2656/09/2020 135.20 – FINANCIAL REGULATIONS
RESOLVED:
1. That the Parish Office investigate whether the councils bank offer a two-level security arrangement when electronic payment methods are used.
 2. That the Financial Regulations are accepted.
- 2657/09/2020 136.20 – FIRST BUDGET REVIEW
RESOLVED: That the first draft budget is produced and presented to full council in November at the budget setting meeting.

15. PLANNING COMMITTEE

The Parish Council received a copy of the minutes from the Planning meeting held on Monday 7 September 2020. The Chair thanked the committee for their work on behalf of the council.

- 2658/09/2020 1505.20 – 20/01071/FUL
RESOLVED: Committee Members are concerned with the lack of parking provision on the Aldi estate and discussed what parking should be provided for the number of bedroomed houses, but this seems to vary.
This plot is large, all materials match existing and Committee Members have no objections to the single storey side extension and alterations but would express

their concern with regards to the loss of parking due to the conversion of the garage.

- 2659/09/2020 1506.20 – 20/01072/NMA (already observed)
RESOLVED: Planning Committee have no further comments to add from their previous response other than to add that they are pleased to note that the windows will be obscured glass.
- 2660/09/2020 1507.20 – 20/01085/FUL
RESOLVED: Committee Members can see no impact on the neighbours as this plot has a large garden to front and rear, there are 3 parking spaces, all materials match existing, so no objections were raised.
- 2661/09/2020 1508.20 – 20/01101/VAC
RESOLVED: Committee Members observed the amended design and are concerned with the loss of parking provision due to the extension which incorporated the garage and driveway.
- 2662/09/2020 1509.20 – 20/01109/AGR (withdrawn)
RESOLVED: Parish Council have noted that this application has been withdrawn.
- 2663/09/2020 1510.20 – 20/01118/FUL
RESOLVED: Councillors Members observed that the above (retrospective) change of use should be against 17b Dunton Road. They wished to raise serious concerns with regards to the lack parking provision and would support residents; objections though note it will be generating employment within the Parish.
- 2664/09/2020 1511.20- 20/01128/VAC
RESOLVED: Committee Members noted the Variation of Condition to vary design of plots 2 and 4 as the committee were unable to identify the changes.
- 2665/09/2020 1512.20 – 20/01133/AGR
RESOLVED: Members noted this prior notification.
- 2666/09/2020 1513.20 – 20/01160/TPO
RESOLVED: Committee Members noted the work required to trees and have no objections.
- 2667/09/2020 1514.20 – 20/01171/FUL
RESOLVED: Committee Members have no objections to this planning application as the development is within an existing footprint. Their only observation was as to whether the side windows should be obscured glass.
- 2668/09/2020 1515.20 – 20/01244/FUL
RESOLVED: Committee Members have no objections to the erection of a single storey rear orangery as it is on a large plot.
- 2669/09/2020 1516.20 – 20/01245/FUL
RESOLVED: Committee Members can see no impact on the street scene or neighbours, no access issues due to its locations and size of the plot so no objections were raised.

2670/09/2020

1517.20 – 20/01249/FUL

RESOLVED: Committee Members noted the objections. Parish Council has no objection as neighbouring houses are a reasonable distance away.

Councillor Mrs Stell informed Members of the committees concerns over the increasing amount of planning applications which are seeing parking spaces being lost due to the development of garages on the new housing estates.

16. HEALTH AND SAFETY INSPECTION

A report was presented to the Members detailing the findings from a recent Health and Safety inspection carried out at the Parish Council’s premises and recreation ground. They noted the comments and agreed to accept the Health and Safety Report for 2020. It was discussed that a cost for the alarm system in the disabled toilets is investigated and to be provided at the budget setting meeting in November

2671/09/2020

RESOLVED:

- 1. That the report on the annual Health and Safety Inspection is accepted.**
- 2. That a cost for the alarm system in the disabled toilets is investigated and provided at the budget setting meeting in November.**

17. INSURANCE RENEWAL

Members received a report from the Parish Manager detailing the insurance renewal arrangements for the Parish Council with Zurich Municipal due to commence on 1 October 2020. The renewal detailed that a slight increase to the premium to £4,365.58 (including taxes) has been reported due to the inclusion of a new bus stop and that the changing rooms, toilet facilities and workshop at the recreation grounds are all calculated individually. Members also noted that three quotations will be obtained for a 3-year contract prior to the renewal date of 1 October 2021.

2672/09/2020

RESOLVED:

- 1. That the insurance renewal for 2020/21 pf £4,365.58 (including taxes) with Zurich Municipal is approved.**
- 2. That three quotations are obtained for a 3-year contract prior to the next renewal date; September 2021.**

2673/09/2020

18. MEMBERS MOTIONS

No Members motions were received.

2674/09/2020

The meeting closed at 9.30pm

Minutes approved and accepted as correct

.....Chairman

Dated.....