

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

PRESENT: Councillors G Brown, R Capewell, C Evans, C Grafton-Reed (Chairman), S Oliver, S Page, R Patrick, C Porter, Mrs M Stell and M Swinfen

Clerk: Mrs C M Lord – Parish Manager

483 **1. APOLOGIES**

Apologies were received and accepted from Councillors N Bannister, J Bateman, P Dann, M Graves and C Golding and R Tomlin and also from County Councillor Bill Liquorish.

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

None received.

485 **3. MINUTES OF THE PARISH COUNCIL MEETING – 17 JANUARY 2013**

Councillor Grafton-Reed moved and Councillor Porter seconded confirmation and adoption of the Minutes of the Parish Council meeting held on 21 January 2013. The minutes, with the exception of a minor spelling error were approved and accepted unanimously. There were no matters arising.

485 **4. PROGRESS AGAINST OUTANDING RESOLUTIONS**

A report of progress in completing Parish Council resolutions was presented and updates were provided on the progress against resolutions:

429: *Cricket Club lease* – The Parish Manager was requested to chase progress on the legal agreement

478: *Skatepark repairs* – The Parish Manager was requested to ascertain a start date for the works required

486 **5. CHAIRMANS TIME**

*The Chairman updated Members on the following items of interest:*

**Harborough District Community Governance Review**

The Chairman informed the meeting that The Community Governance Committee has agreed final recommendations on the district wide review. Specifically in relation to Broughton Astley the recommendation is that the houses in the 'lay-by' on Dunton Road should remain within Dunton Bassett parish – with the border re-drawn so that No.67a is now in Dunton Bassett parish. The District Council will shortly advertise the proposed changes.

**Jelsons/Morrisions meeting and requests for more meetings**

The Chairman presented a brief summary of the recent informal meeting held with Jelson Homes and Morrisions. He explained that Morrisions was a joint partner in the proposed development application, and that public consultation would begin around May with a view to an application being submitted in about 6 months. He informed the meeting that a 'round table' meeting between interested parties would take place to discuss the provision of leisure facilities included in the application.

He reminded the Members that 3 other developers had recently requested informal meetings, and

that they should advise the Parish Manager as to their desire to attend and availability.

### **Public exhibition**

The Chairman requested volunteers for slots at the Neighbourhood Plan public exhibition on Tuesday 26<sup>th</sup> February – and reminded Members who wish to attend that they will need to familiarise themselves with the structure and policies of the draft plan in order to respond to questions.

### **Police report**

The Chairman said that the Police have asked him to report that there have been a couple of shed/outbuilding break-ins on the beat, so they are trying to raise awareness to residents to make sure they leave sheds locked after use. The Police have also requested that we encourage anyone who would be interested in setting up a Neighbourhood Watch in their area to please get in touch with the PCSO's who can assist with this.

### **Debbie Barber – CiLCA qualification**

The Chairman said that he was pleased to announce that last week Debbie gained her Certificate in Local Council Administration – and as such is now a fully qualified Clerk in her own right. He reminded Members that the qualification is much sought after by local Councils as it is a mandatory requirement for the use of the Power of Wellbeing and for Quality Status. He viewed that the Parish Council is now in the fortunate position of having 2 qualified members of staff.

## 487 **6. PUBLIC FORUM**

Public Forum opened at 7.45 pm. No members of the public were present, therefore closed at 7.45pm

## 488 **7. COUNTY COUNCILLOR AND DISTRICT COUNCILLORS REPORTS**

### *Councillor Golding*

The Chairman read a short written report on behalf of Councillor Golding:

- An internal capital funding bid has been submitted in respect of improvements to the village centre car park which will be considered as part of the 2013/14 budget process. The capital costs of the improvements are based on a similar project undertaken in Lutterworth; which includes the demolishing of the old public toilet block. Councillor Golding requested the views of the Parish Council as to whether environmental enhancements (planters etc) were considered important, or whether parking space should be maximised. The District Council are investigating the feasibility of introducing charges for this car park through a Traffic Regulation Order, to support the enforcement of the proposed on-street and off-street parking restrictions.

Members debated the proposal to improve the car park and the possible introduction of parking charges at length. They were concerned that introducing charges would have a detrimental effect on the shops and services in the village centre, discouraging shoppers to visit; particularly when there may be a new supermarket in the village with free parking available.

Whilst recognising that traffic needed to be moved from the village centre streets and prevent people from parking all day in order to use park and ride systems, they questioned the financial viability of such a scheme and expressed the desire, if parking restrictions are introduced to have a 2 hour free of charge parking period.

The Parish Manager was requested to write to Harborough District Council expressing the concerns expressed by the Parish Council.

- 489 **Agreed: The Parish Manager should to write to Harborough District Council expressing the concerns expressed by the Parish Council concerning the possible introduction of parking charged in the Orchard Road car park.**

490 **8. REPORTS FROM REPRESENTATIVE ON OUTSIDE BODIES**

The Members received a report from the Parish Manager on her attendance at the Annual Parish Liaison Meeting held at Harborough District Council on 28 January 2013. 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: Emergency Planning, Rural Youth Projects, Good Neighbour Schemes and HDC budgets.

Councillor Porter provided a verbal report on the meeting of the Leicestershire Neighbourhood Frontrunners which he had attended, accompanied by the Parish Manager. He reminded the meeting that Broughton Astley was the first parish in Leicestershire to produce a draft Neighbourhood Plan and that it was only the 17<sup>th</sup> in the country to have done so. He informed the meeting that both Leicestershire County Council and the representative from the DGLC had congratulated the Parish Council Steering Group and the Parish Manager on their efforts.

The Chairman detailed the outcome of a meeting on the Rural Broadband project at County Hall on the 11<sup>th</sup> February 2013 which had been attended by Councillor Bannister. He explained that the meeting concerned little information which affected Broughton Astley – given the good speed of broadband speed already in the village. BT announced the next phase of upgrades in the County to begin next year. The remainder of coverage (primarily in the rural areas) is not likely to be rolled out until 2015/16 – this is the County led investment.

491 **9. MINUTES OF THE SCRUTINY COMMITTEE MEETING**

Councillor Patrick moved and Councillor Brown seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 28 January 2013.

Minute 329.13 - Mini Internal Audit of Financial Transactions for February

492 **RESOLVED: That the quarterly Mini Internal Audit of Financial Transactions be undertaken by Councillors Patrick and Oliver on Tuesday 5 February 2013.**

Minute 330.13 - Review of the Village Hall Regular Users Policy and Terms and Conditions Agreement

493 **RESOLVED: That the Regular Users Policy 2013 and Terms and Conditions Agreement be accepted with the recommended amendments.**

1. **The description of a 'Regular User' should have the details entitling a group to receiving a discount should be removed and it to read '*In order to define the term Regular User and individual, group or organisation shall comply with the following Terms and Conditions.*'**
2. **With the introduction of the new pricing structure in April 2013 items 1 and 3 should be deleted.**
3. **Item 5 should be amended to read '*All invoices must be paid within 30 days of the date of issue. Failure to do so will result in the Parish Council cancelling future bookings.*'**
4. **Items 6 is to be amended slightly to include '*a discount of 15% will be granted to any group or organisation that provides the Parish Council with an income of £5,000.00 and above during the course of the previous financial year.*'**
5. **The declaration on the Regular Users Agreement should have the details of discounts removed.**

Minute 331.12 - Review of the Terms and Conditions and Policies of pitch hire, allotments and cemeteries

494 **RESOLVED:**

1. **That the amendments and inclusions to the Terms and Conditions and Policies of pitch hire, allotments and cemeteries be approved.**
2. **The Members recommended an additional inclusion to Section 10 in the Broughton**

**Astley Cemetery Administrative and Operational Policy as follows:**  
***'In the event of an appeal against an inscription being declined, the matter will be referred to the next full Parish Council meeting and the applicant will be invited to attend'***

Minute 332.13 – Review of the Community Engagement Strategy

495 **RESOLVED:**

**That the Community Engagement Strategy is accepted and the Action Plan be updated to indicate on-going and complete actions. The Community Engagement Strategy should be reviewed in twelve months' time.**

Minute 333.13 – Review of the Broughton Matters Publication Policy

496 **RESOLVED: That the Broughton Matters Publication Policy for 2013 is accepted and a review is made in twelve months' time before the tender process commences in June 2014.**

Minute 334.14 - Review the results from the Internal Audit on Recreational Services 2012-13

497 **RESOLVED: That the results from the Internal Audit on Recreational Services 2012-13 and the recommendations received from the Welland Internal Audit Consortium are acted upon the due course.**

498 **10. MINUTES OF THE PERSONNEL SUB-COMMITTEE MEETING**

Councillor Oliver moved and Councillor Swinfen confirmed the Minutes as a true record of the Personnel Sub-Committee held on 28 January 2013. On a show of hands, resolution to accept the recommendations of the Committee was made by all Members present.

499 **11. MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING**

Councillor Grafton-Reed moved and Councillor Porter seconded confirmation and adoption of the Minutes of the Administration and Finance Committee held on 7 February 2013.

Minute 30.12 – Investment of reserves

500 **RESOLVED:**

- 1. That the Parish Council invests the total amount of £35,000 in a Fixed Rate Deposit Account at the co-operative Bank for a further period of 6 months.**
- 2. That once the investment matures, the sum of £35,000 should be combined with the Parish Councils existing investment account**

Minute 31.12 - Review of Financial Regulations

501 **RESOLVED:**

**That as a result of the review of the Parish Councils Financial Regulations:**

- 1. the level of delegation set for the RFO (Financial Regulation 3.3) is increased from £500 to £600**
- 2. the lower limit of the requirement to obtain a minimum of two quotations (Financial Regulation 10.3) is increased from £500 to £600.**

Minute 32.12 – Review of Treasury Management Strategy

502 **RESOLVED:**

- 1. That having reviewed the Treasury Management Strategy the Administration and Finance Committee recommends that it is adopted as 'fit for purpose' by the Parish Council.**
- 2. That the Parish Manager should examine ways of moving funds from the current account to a short term investment account to provide a better interest rate.**

503 **12. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF JANUARY 2013**

The Parish Manager presented the schedule of payments made for the period until 31 January

2013. The schedule of payments were received and accepted unanimously.

504 **13. THE FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF JANUARY 2013**

The Parish Manager presented the financial statements for the period ending 31 January 2013. Members observed that expenditure for the year was in line with budgets. The Parish Manager informed the meeting that there was some concern about the outstanding debt owed by Baby Sensory South Leicestershire; and that efforts were being made to ensure that it is settled. The Chairman requested that if the debt is not settled by the next Parish Council meeting a full report should be presented to the next Parish Council, in order for the recovery process to begin.

505 **14. MINUTES OF THE PLANNING AND LICENSING COMMITTEE**

Members received the minutes of the Planning and Licensing Committees held on 14 and 28 January 2013; and a schedule of the decision notifications received since the Parish Council meeting on 14 November 2012.

Councillor Swinfen informed the meeting that the applications for the construction of 35 properties and a golf clubhouse in Sutton in the Elms had recently been refused permission.

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

506 **15. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

507 The meeting closed at 8.06 pm

Minutes approved and accepted as correct

..... Chairman

Dated .....