MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 21 MARCH 2019
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY

PRESENT: Councillors: G Brown, R Davis, R Gahan, D Glenis, C Golding, C Grafton-Reed, D Howe, G Mallaghan, S Oliver, R Patrick, C Porter, A Rowe, Mrs M Stell, M Swinfen

CLERK: Mrs D Barber – Parish Manager

APOLOGIES RECEIVED: Cllr Teague – Vacation

APOLOGIES NOT RECEIVED: Cllr R Capewell

2057 1. APOLOGIES

Apologies were received from Cllr Teague who is on vacation. No apologies were received from Cllr Capewell.

2058 2. DECLARATIONS OF MEMBERS’ INTERESTS AND REQUESTS FOR DISPENSATIONS

A non-pecuniary declaration was received from Councillor Howe on item 17 on the agenda as a member of Broughton Open Space Society.

3. MINUTES OF THE PARISH COUNCIL MEETING

Members confirmed that the Minutes of the Parish Council Meeting held on 28 February 2019 to be a true record. A show of hands accepted unanimously that following an insertion to Councillor Dann’s report on page 547, the minutes were a true record of the meeting.

2059 RESOLVED: That the minutes of the Parish Council held on 28 February 2019 are accepted as a true record.

2060 4. PARISH COUNCIL RESOLUTIONS

The report of progress in completing Parish Council resolutions was presented and accepted.
PC 986 – Confirmation should be received from Harborough District Council when transfer complete.
PC 1947 – Request that the Parish Office contact Harborough District Council with reference to CCTV support.
5. CHAIRS TIME

Ward Boundary Changes

A map showing the new Broughton Astley Wards was sent to you all on 15 March 2019 by the Parish Manager.

The number of councillors to represent the Wards are as follows:

<table>
<thead>
<tr>
<th>Parish Ward</th>
<th>Number of Parish Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astley</td>
<td>4</td>
</tr>
<tr>
<td>Broughton North</td>
<td>1</td>
</tr>
<tr>
<td>Broughton South</td>
<td>4</td>
</tr>
<tr>
<td>Primethorpe</td>
<td>4</td>
</tr>
<tr>
<td>Sutton</td>
<td>3</td>
</tr>
</tbody>
</table>

The number of Parish Councillors for Broughton Astley does not change, it is retained at 16, with one representative being removed from Sutton Ward to Broughton North Ward.

Elections

The Parish Manager sent an email out to all Members on 14 March 2019 to inform them that the nomination packs for the elections are now ready for collection either from the Parish Office or here tonight. Completed applications have to be delivered by hand to Harborough District Council no later than 4pm on Wednesday 3 April 2019.

If you wish, the Parish Manager to deliver your nomination form for you, then please ensure that it is with the Parish Office no later than 1pm on Monday 1 April 2019. If any are not received by this date, you will have to make your own arrangements to deliver the forms to the District Council.

PARISH OFFICE CLOSURE – EASTER

The Parish Office will be closed on Good Friday 19 April and Easter Monday 22 April Inclusive. The office will re-open at 9am on Tuesday 23 April 2019.

PARISH MANAGER – ANNUAL LEAVE

The Parish Manager will be on Annual Leave Monday 22 April to Friday 26 April inclusive, please contact the Deputy Clerk if you require any information or assistance during this time.

6. PUBLIC FORUM

The Chair opened the public forum at 7.42pm and as no members of the public were present reconvened the meeting at 7.43pm

7. DISTRICT AND COUNTY COUNCILLORS REPORT

Councillor Liquorish – apologies sent via Councillor Golding. No report provided.
Councillor Dann – No apologies received; no report provided.
Councillor Graves – apologies received, and the following report was provided by email.

- Harborough District Council has just announced a massive £4.5 million investment in retail and residential property in Market Harborough Town. I understand this comprises of town centre stores Tesco and B&M, and 5 residential flats. The decision in principle was taken very quickly at an urgent Full Council meeting late last year but needed to remain confidential until the transaction had been legally completed. I did not vote for the investments as I remain deeply disappointed that the ruling Conservative Group is still voting for large capital investment sums in and around Market Harborough Town. It is time that proper, fair funding consideration is given to the capital spending needs of Broughton Astley.

- The £0.5 million investment in the Market Harborough town centre coach park has apparently been completed.

- Crowfoot Way development: I have again urgently contacted the Operations Director at Lagan Homes when I saw clumps of mud all over the road, leading away from the site, and ending up at Station Road which is half a mile away. This is regrettable, and whilst the company appeared to get a sweeper on site by the end of the day, it is very disappointing to see that there are still problems caused by Lagan Homes which the residents do not appreciate.

Councillor Tomlin – Apologies received, and the following report was provided by email.

- Local Plan – this is probably going to be reviewed for approval in late April.
- The Mill on the Soar junction works will start after the Cosby Road junction (starting imminently) is completed.
- The Croft Way bus shelter will be completed by the end of March 2019.
- The speed bumps on Dunton Road are being reviewed to see if they can be trimmed.
- The dangerous fencing on the fencing on the Cosby junction is now removed.

8. SCHEDULE OF PAYMENTS

The Parish Manager presented the schedule of payments made for the period to 28 February 2019. The schedule of payments and the month end statement were received and accepted unanimously by the Members with a show of hands. The Chairman signed the Bank Reconciliations, on behalf of the Parish Council.

RESOLVED: That the schedule of payments and the month end statements for the period 28 February 2019 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 28 February 2019. A show of hands accepted the Financial Statements unanimously.

This document is also available in large print.
RESOLVED: That the financial statements for the period to the end of 28 February 2019 are accepted.

10. SECTION 106

The Members were presented with a statement as at 28 February 2019 detailing the S106 payments and expiry dates allocated to Broughton Astley Parish Council

RESOLVED: That the statement as at 28 February 2019 detailing s106 payments and expiry dates for Broughton Astley Parish Council are accepted.

11. ROSPA INSPECTION REPORT

The Members noted the outstanding issues from the RoSPA report and requested that the comments are updated.

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

12. PLANNING AND LICENSING MINUTES

Members received the minutes from the Planning and Licensing Committee meetings held on 18 February and 4 March 2019 and noted the schedule of planning decisions made since the Parish Council meeting held on 5 February 2019. The Chairman thanked the Members of the Committee for their continuing hard work on the deliberation of planning applications.

1272.19 - 19/00152/PCD
Location: Church of Saint Mary, Broughton Astley, Leicestershire
Proposal: Works to Trees

RESOLVED: Committee Members noted the proposed remedial works required to the Oak Tree located at Saint Mary’s Church.

1276.19 - 18/02018/FUL
Location: Land West of Grange Farm, Cottage Lane, Broughton Astley
Proposal: Erection of stables, restroom within barn and hardstanding pen to replace mud pen

RESOLVED: Committee Members, after carefully reviewing the plans, had no objections.

1277.19 - 19/00083/FUL
Location: Sutton Hill Farm, Coventry Road, Broughton Astley
Proposal: Change of use of land from agricultural to dog exercise area (retrospective application)

RESOLVED: Committee Members have cause for concern about this application as it is so close to the Public Footpaths and the Committee would agree with comments from Leicestershire County Council.

1278.19 - 19/00183/PCD
Location: Land East of Broughton Way, Broughton Astley
Proposal: Discharge of Conditions 6 (levels) 7 (refuse cycling) 8 (flood risk assessment) 9 (drainage) 11 (highways design details) 13 (construction method statement) 14 (routing of construction traffic) 16 (landscape management plan) 18 (badger

This document is also available in large print.
RESOLVED: Committee Members noted the Discharge of the above Conditions and the comments received from the Environmental Officer.

1279.19 - 19/00184/PCD
Location: Land East of Broughton Way, Broughton Astley
Proposal: Discharge of conditions 4 (car parking arrangements) 8 (CEMP) 10 (surface water drainage) 11 (construction surface water drainage) 13 (infiltration testing) 14 (combined foot/cycleway) and 15 (night time barrier) of 18/01632/REM

RESOLVED: Committee Members noted the above Discharge of Conditions.

1280.19 - 19/00187/PCD
Location: Land East of Broughton Way, Broughton Astley
Proposal: Discharge of Condition 21 (biodiversity management plan)

RESOLVED: Committee Members noted the Discharge of Condition 21.

1281.19 - 19/00233/PCD
Location: Land Adjacent 54 Sutton Lane, Sutton in the Elm, Broughton Astley
Proposal: Discharge of conditions 5 (materials) 6 (levels) 7 (boundary treatment) 9 (trees and hedgerow) 10 (access parking and turning) 11 (construction traffic) and 12 (contamination) of 16/01703/OUT

RESOLVED: Committee Members noted the Discharge of Conditions.

1282.19 - 19/00256/CMA
Location: Broughton Astley Sewage Treatment Works, Leicester Road, Broughton Astley
Proposal: Installation of 1 no. sludge thickening building

RESOLVED: This application has been withdrawn.

13. SCRUTINY COMMITTEE

Members received the minutes from the Scrutiny Committee meeting held on Monday 18 February 2019. A show of hands accepted that the minutes were a true record of the meeting.

583.19 – Crime and Disorder Act 1998
NOTED: Members examined a spread sheet detailing new resolutions and policies from the 22 November 2018, 20 December 2018 and 17 January 2019 Parish Council meetings to assess their impact on crime and anti-social behaviour and whether any actions were required to prevent or limit negative impact created by these resolutions. The Chair asked for clarification on item number 1352 on whether a DBS check is necessary for the vendor.

584.19 – Internal Mini Audit of Financial Transactions
RESOLVED: That the report on the Mini Internal Audit of Financial Transactions undertaken on 22 January 2019 by Councillors Patrick and Swinfen is accepted.

585.19 – Next Internal Mini Audit of Financial Transactions

586.19 – Complaints Procedure

This document is also available in large print.
RESOLVED: That the Parish Council’s Complaint Procedure is accepted with a review in 12 months’ time.

587.19 – Operational Policy – Highways and Related Issues
RESOLVED: That once clarification has been sought Members of the Scrutiny committee are informed of the outcome and that the Operational Policy - Highways and Related Issues is agreed to be accepted. The policy will be reviewed in 24 months’ time.

588.19 – Litter and Dog Waste Bin Policy
RESOLVED: That the Parish Council’s Litter and Dog Waste Bins Policy is accepted along with one amendment to the correct ‘responsible Committee’ once clarification has been sought. The policy will be reviewed in 24 months’ time.

589.19 – Safeguarding Children and Child Protection Policy
RESOLVED: That the Parish Council’s Policy for Safeguarding Children and Child Protection is accepted once the Clerk has checked that the contact numbers are up to date and that one amendment be made under ‘important points to remember when dealing with disclosure – point 5 should read ‘Ensure that notes taken are immediately disclosed to the Designated Officer and that relevant details are completed on the Incident Report Form. To be reviewed in 12 months’ time.

590.19 – Out of Hours Incident Reporting Policy
RESOLVED: That the Parish Council’s Out of Hours Reporting Policy is accepted once all contact details have been checked that they are up to date and will be reviewed in 12 months' time.

591.19 – FOI Publication Scheme
RESOLVED: That Broughton Astley Parish Council FOI Publication Scheme was accepted unanimously with the policy to be reviewed in 12 months’ time.

592.19 – Regular Users Policy and Agreement
RESOLVED: That the Parish Council’s Regular Users Policy and Agreement is accepted unanimously once an amendment is made to the paragraph numbers, as point 12 has been removed.

593.19 – Age Verification Policy
RESOLVED: Members discussed the Premises Age Verification Policy and raised concerns regarding the ‘responsible person’. A discussion took place with regards to whether it would be possible to adopt Challenge 25 and Members felt the third bullet point needs re-wording. Councillor Gahan offered to consult with the Parish Manager to agree amendments and report back to Scrutiny accordingly.

14. ADMINISTRATION AND FINANCE MINUTES

Members received the minutes from the Administration and Finance Committee meeting held on Thursday 7 March 2019. Councillor Grafton-Reed proposed; and Councillor Porter seconded that the minutes are a true reflection of the meeting.

80.19 – Standing Orders
RESOLVED: That following the suggested amendments, Broughton Astley Parish Council Standing Orders are accepted.
81.19 – Review of Allotment Rents  
RESOLVED:  
1. That the Parish Council notifies the plot holders at Western Willows Allotment Site of the increases in rent: October 2020 - full plot £2.00 increase (£25.00); half plot £2.00 increase (£16.00); over 65’s full plot £2.00 increase (£18.00) and over 65’s half plot £2.00 increase (£12.00).  
2. That the Parish Council notifies the plot holders at Western Willows Allotment Site of the increases in rent: October 2022 - full plot £2.00 increase (£27.00); half plot £2.00 increase (£18.00); over 65’s full plot £2.00 increase (£20.00) and over 65’s half plot £2.00 increase (£12.00).  
3. That the Parish Council notifies the plot holders at Sutton Allotment Site of the increases in rent: October 2020 - half plot £2.00 increase (£16.00); over 65’s half plot £2.00 increase (£10.00) and ¼ plot £2.00 increase (£9.00).  
4. That the Parish Council notifies the plot holders at Sutton Allotment Site of the increases in rent: October 2022 - half plot £2.00 increase (£18.00); over 65’s half plot £2.00 increase (£12.00) and ¼ plot £2.00 increase (11.00).  
5. That the land lease agreement with Leicestershire County Council is reviewed at the next Administration and Finance Committee.  
6. That the Parish Manager enquires with the National Association of Allotment Gardeners regarding the possible withdrawal of the discounted rate for over 65’s and is to report findings at the next committee meeting.  

82.19 – Parish Council Reserves Policy  
RESOLVED: That the Parish Council Reserves Policy is approved and accepted.  

83.19 – Community Grants Policy and Procedures  
RESOLVED: That the Community Grants Policy and Procedures 2019 are accepted.  

84.19 – Late Payment Policy  
RESOLVED: That the Late Payment Policy 2019 is approved.  

85.19 – Procedure for the Co-option of Councillors  
RESOLVED: That the Procedure for the Co-option of Councillors is approved.  

86.19 – Code of Conduct  
RESOLVED: That the monitoring report on Members adherence to the Code of Conduct presented in February 2019 is noted by the Parish Council.  

15. ELECTRONIC PAYMENTS  
The Members were provided with a report detailing information of various card payment schemes and associated charges. The Parish Manager confirmed that the number of enquiries received to make electronic payments had in fact reduced over the past months as more members of the public opted to pay fees and charges by BACS using their smart phone devices. Many of the regular users are now paying their monthly invoices directly to the Parish Council bank account. Councillor Grafton-Reed proposed, and Councillor Swinfen seconded that the Parish Office should remain taking cash and cheque payments under the established guidelines and procedures already in place and continue to recommend payments for bookings etc to be made via BACS. A show of hands carried this proposal unanimously.  

RESOLVED:  
1. To remain taking cash and cheque payments for any transaction undertaken in the Parish Office under the established guidelines and procedures; and  
2. Continue to recommend paying for bookings etc via BACS payment.
16. EXTENSION OF CONTRACT FOR PROJECT MANAGER

Members received a report and quotation for the continued support and advice in relation to the new Broughton Astley Leisure Centre from RPT Consulting Ltd. As the Leisure Facility build is underway, continued support for a further thirteen months on a temporary contract was felt by the Members to be a requirement. This contract period will see support provided for the Football Foundation grant application, the completion of the build and into the opening of the centre. Councillor Grafton-Reed proposed; and Councillor Mrs Stell seconded that RPT Consulting Ltd quotation of a fixed fee of £9,750 excluding VAT for thirteen months is excepted for continued support in relation to the development of the Leisure Centre. A show of hands accepted this proposal unanimously.

RESOLVED: That the Parish Council should further employ for thirteen months on a temporary contract, RPT Consulting Ltd; accepting their quotation of a fixed fee of £9,750 excluding VAT for 1 February 2019 to 28 February 2020 inclusive for the position of Project Manager – Community Leisure Facilities and to provide expenses up to a maximum of £100 per calendar month exclusive of VAT.

17. BROUGHTON OPEN SPACE SOCIETY

Members read a report and attached email sent to the Parish Manager requesting that until funding can be obtained, Broughton Open Space Society receives assistance from the Parish Council to waiver room hire charges until such time. Three proposals were placed before council for consideration, but Councillor Golding suggested that a fourth proposal was added by way of supporting the group. The proposal was that Broughton Open Space Society was given a grant by the Parish Council not to exceed £250 which could be used to support the group with room hire and other costs they may incur. Should the group fold for whatever reason, a clause would be added to the conditions of the grant that any remaining monies shall be returned to the Parish Council. Councillor Golding proposed; and Councillor Swinfen seconded that a grant not to exceed £250 is offered to Broughton Open Space Society. A show of hands carried this unanimously.

RESOLVED:
1. That the Parish Council offers a grant to Broughton Open Space Society not exceeding £250.
2. A clause will be added to the conditions of the grant that should the group fold for whatever reasons, any remaining monies will be returned to the Parish Council.

18. MEMBERS MOTIONS

No Members motions were received.

The meeting closed at 8.15m

Minutes approved and accepted as correct

..................................................Chairman

Dated..............................................

This document is also available in large print.