MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 26 JANUARY 2012
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY

PRESENT: Councillors C Grafton-Reed (Chairman), J Bateman, G Brown, R H Capewell, P Dann, C Evans, C Golding, M Graves, S Oliver, R Patrick, C Porter, M Stell, and R Tomlin

MINUTE

178 1. ATTENDANCE AND APOLOGIES
Apologies were received and accepted from Councillors N D Bannister (Vice-Chairman), and County Councillor Bill Liquorish

Also present were Mr Michael Swinfen of The Avenue, Broughton Astley and Mr Ivor Norman of Sutton Lane, Sutton in the Elms

179 2. DECLARATIONS OF MEMBERS’ INTERESTS
No declarations of interest were received.

180 3. MINUTES OF THE PARISH COUNCIL MEETING – 15 December 2011
Councillor Dann moved and Councillor Golding seconded confirmation and adoption of the Minutes of the Parish Council meeting held on 15 December 2011 which, with the exception of 3 minor spelling and grammatical errors were approved and accepted unanimously.

181 4. PROGRESS AGAINST PARISH COUNCIL RESOLUTIONS
The report on progress against Parish Council resolutions was received and accepted. 1402(1) – The Parish Manager and Premises & Maintenance Supervisor will pursue the purchase of a large Evergreen Tree for the Recreation Ground as soon as possible.

182 5. CHAIRMAN’S TIME
The Chairman updated the Parish Council on a number of items of interest:

Neighbourhood Policing
The Parish Council has been notified that PC Adam Dewfield is being transferred to Blaby Police Station on a permanent basis this week. PC Joe Watts will also be leaving the Neighbourhood team at the end of February.

A decision on the recruitment of an Officer to replace the two PBOs has not been made as yet, and it appears likely that Broughton Astley will in the future be allocated one PBO and an additional PCSO. In the meantime 3 Officers will cover both Lutterworth and Broughton Astley.

Police and Crime Commissioners Elections -15 November 2012
The Parish Council has been notified by HDC that they will require the use of the whole Village Hall for that the first national elections of the new Police and Crime Commissioners which will take place on 15 November. Members will recall that a Parish Council meeting is due to be held on this date. This will mean that the date of the meeting will almost certainly have to be altered in due course.

Good Friday Community projects
The Churches Together in Broughton Astley propose to dedicate 2.5 hours to undertake

This document is also available in large print.
a social action project on the morning of Good Friday from 9:30am-12noon. There is likely to be a sizeable number of volunteers to do this with (approx. 200 adults).

The Parish Manager has identified that the playground railings could be re-painted and that a village-wide litter pick could be organised on the day. I have been asked if we could try to get some firm ideas to the group by the end of January so they can start planning properly for the event. If you do have any other ideas, please let the Parish Manager know as soon as possible.

**Leisure and Recreation Working Group**
The Chairman reported that the preliminary results of the Leisure and Recreation survey were due imminently, and would be shared at the meeting of the group on 31 January. He recognised the help and support which he had given to the project by Harborough District Council via the Cultural Services Manager and also that of Leicestershire and Rutland Sport. He added that progress towards identifying the possible options would then be reported to Parish Council for consideration.

### 6. PUBLIC FORUM
Public forum opened at 7.42 pm.
Mr Norman of Sutton Lane addressed the Parish Council on a number of issues:

**Village Gateway**
Mr Norman said that at recent community meetings the speed of traffic entering Sutton in the Elms was considered to be partly caused by the lack of identification of Sutton as a separate village. He explained that a proposal had been put to the County Council for the creation of a village gateway some time ago via Ray Hurst of the Better Places team, but that no progress had been made. He requested that the Parish Council pursue the issue.

**Leisure and Recreation survey**
Mr Norman commented that in his opinion the survey contained intrusive, presumptive and leading questions which would not be helpful when considering the provision of new leisure and recreational facilities.

**Local Development Framework**
Mr Norman commented that the Government had announced the new planning legislation would allow local people to have more say in the amount of housing which would be allocated to their area, but that Planning Officers from Harborough District Council had stated that they ‘had got it right’ on the amount of housing allocated in their Core Strategy. He said that this seemed to be at odds with national thinking.

The Chairman reminded Mr Norman that his allocated time had come to an end, but responded to the comments.
In relation to the Village Gateway he requested the Parish Manager to contact Ray Hurst from Better Places to ascertain the current status of the original proposal for a Gateway, and to report back. He also added that this type of project could possibly be funded via Broughton Alive, if approval were given by the Highways Authority.
In relation to the survey, the Chairman acknowledged his comments.
In relation to the Local Development Framework, the Chairman advised Mr Norman to address his concerns through the District Councillor for Sutton Ward, Bill Liquorish.

Public Forum closed at 7.49 pm.

### 7. COUNTY COUNCILLORS’ REPORT
County Councillor Liquorish was not in attendance at the meeting but had submitted a written update on issues raised previously:
1. **Leisure and Recreational needs** - Having had preliminary talks with both the...
planning policy team (Steve Pointer) and the Development Control team (Louise Finch) they felt that at this stage they would not support the idea of using the Brakes Site for recreational and leisure purposes, because of its industrial links, enabling employment and business development, but would encourage the same to be tied up with and around the recreational area of Frolesworth Road.

2. **Traffic Management in the village centre shopping area** - Initial consultations are taking place at the present time, my next report to Parish Council will be after the next Highways Forum on the 7th March.

3. **Coventry Rd / Broughton Way Junction** – Due to reported problems of a slipper road surface at this site, arrangements have been made to have the area surface dressed in the spring. This will involve spraying the surface with a bitumen emulsion and laying small chippings on the surface, this will significantly improve the skid resistance at this location. In the meantime ‘slippery road’ boards will be placed at this junction as a precaution and the whole junction will be salted during the routine gritting of Broughton Way.

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**DISTRICT COUNCILLOR’S REPORTS**

Councillor Liquorish was not in attendance at the meeting but had submitted a written update on issues raised previously.

Public conveniences – Councillor Liquorish’s report stated that his absence from the meeting was due to his attendance at a meeting of the HDC Scrutiny Committee is taking place to discuss the future options for several ‘mothballed’ public conveniences across the District (including the ones at Orchard Road). A report on the recommendations will be made at the next meeting.

**Councillor Graves** – reported that a meeting was taking place this evening to discuss how broadband provision and speed in the area can be improved to support and improve the local rural economy.

Councillor Graves also reported that he had spoken to the Chair of the HDC Scrutiny Committee, to provide his view that he could not support a recommendation to reinstatement of the toilets in Market Harborough if this were to be met from the General Fund.

**Councillor Dann** – reported that he had been requested to undertake investigations on behalf of concerned residents, including a land search to establish the future use of the land and premises formally occupied by Foxon Brothers on the B4114.

**Councillor Golding** – reported the progress made on a number of enforcement issues:

- Cottage Lane field – an enforcement notice will be issued in the next few days to force the removal of a large container which has been placed in a field without planning permission.
- Cottage Lane stables – the site has been re-visited and all enforcement issues closed, with the exception of that concerning the use of a generator.
- Cottage Lane fence – an enforcement notice has now been served for the removal of the fence and reinstatement of the hedge.
- Co-op Store – the issues around planning permissions are going through the legal process at present.
- Dog waste – the enforcement officers have visited and spoken to the household which had been depositing dog waste outside their fence. The waste has been removed and the case closed.

Councillor Golding highlighted that ‘Hate Awareness Week’ was concentrating on mental health issues this year. He expressed the desire for any issues of bullying or intimidation of those with mental health issues to be reported to the Police in order to highlight this issue.
Councillor Golding acknowledged the great work undertaken by PC’s Dewfield and Watts during their time in Broughton Astley, and requested that the Parish Council formally acknowledges this in the next edition of Broughton Matters.

8. MINUTES OF THE SCRUTINY COMMITTEE

Councillor Porter moved and Brown seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 28 November 2011.

Minute 262.11 - Mini Audit of Financial Transactions from 11 October 2011.

RESOLVED:
1. That the report of the Internal Mini Audit of Financial Transactions carried out on 11 October 2011 be accepted by the Parish Council.
2. That the Deputy Clerk sends the Committee members a copy of any paperwork relating to the Internal Mini Audit and its functions and processes.

Minute 262.11 - Report on the door locking system for the Parish Office

RESOLVED:
That the quotation from ADT be accepted for the door locking system for the Parish Office providing that confirmation is sort as to whether the ‘green emergency glass unit’ is actually glass and is tamper proof and whether the system has a manual override in the event of a power cut.

Minute 264.11 - Risk Management and Internal Controls

RESOLVED:
1. That the Risk Management records for Broughton Astley Parish Council be accepted following the insertion of ‘car parks’ as a separate item.
2. That the Internal Controls for Broughton Astley Parish Council be accepted.

Minute 265.11 - Report from Welland Internal Audit Consortium on the Scrutiny function.

RESOLVED:
1. That clarification is sought on the definition of ‘fundamental and routine issues’ relating to the Annual Programme.
2. That all Members of the Scrutiny Committee be given any paperwork relating to Scrutiny function.
3. That a short-term sub-group be formed consisting of the Chair and Vice Chair of both the Scrutiny and Executive Committees to produce a report to be considered by the Parish Council examining the issues raised by the Committee.
4. That as part of its work programme the Scrutiny Committee will review, in March 2012, the progress made against the recommended actions following the Audit of Scrutiny functions by the Welland Internal Audit Consortium

Councillor Stell queried the reference made in the Scrutiny Committee minutes concerning comments ‘made by the auditors regarding the timing of the Scrutiny meetings’. Councillor Porter explained that concerns had been raised with the auditors by Members of the Scrutiny Committee in relation to their effectiveness to scrutinise decisions which had already been made, and that the timings of the meetings could be reviewed as part of the work of the proposed Working Group.

It was agreed that the wording of minute 265.11 should be amended from ‘by’ to ‘with’.

Councillor Capewell moved and Porter seconded confirmation and adoption of the Minutes of the Scrutiny Committee held on 9 January 2012.
Minute 270.12 - Section 17 Crime and Disorder Act 1998

**NOTED**

Members examined a spreadsheet detailing new resolutions and policies from the 15 December 2011 Parish Council meeting in order to assess the impact on crime and disorder, and the actions required to prevent or limit any negative impact created by these resolutions. They considered that PC.1347 Public Conveniences would have a positive effect on the reduction of crime and disorder within the Parish if they were demolished.

Minute 271.12 - Terms of Reference – communications audit

**RESOLVED:**

1. That the Terms of Reference – Communications audit be accepted.
2. That the Deputy Clerk clarify by email to the Scrutiny members as to which of the 17 discretionary requirements are being achieved by the Parish Council towards the Quality Status.
3. That Councillor Porter send the Deputy Clerk a set of questions to form the basis of a questionnaire to be given to all Councillors before the Communications Audit on 20 and 21 February 2012.

Minute 272.12 - Review of Western Willows and Sutton Site Allotment Terms and Conditions

**RESOLVED:**

1. That the Terms and Conditions for both the Western Willow and Sutton Site Allotments are accepted once the following amendments have been made;

**Sutton Site Terms and Conditions**

a) That section (i) *No bonfires* be typed in bold.

b) That section (p) *Motor vehicles must not be parked on the site* be typed in bold.

**Western Willows Terms and Conditions**

a) That section (p) should read *Motor vehicles must be parked in the designated car parks provided. Vehicles can drop off items at tenants plot but must then be moved to a designated car parking area.*

Minute 273.12 - Mini Audit of Financial Transactions for January 2012

**RESOLVED:**

That Councillors Porter and Page carry out the next Mini Audit of Financial Transactions on Tuesday 17 January 2012 at 11am.

9. **SCHEDULE OF PAYMENTS**

The Parish Manager presented the schedule of payments made since the 17 November meeting of the Parish Council. Councillor Graves raised a query in respect of the transfer of £2,359.15 on 12/12/11. The Parish Manager agreed to provide a written explanation on the query to all Members, having first consulted the Deputy Clerk to gain clarification. With this exception the schedule of payments were received and accepted unanimously.

10. **FINANCIAL STATEMENTS**

The Parish Manager presented the financial statements for December 2011 to January 2012. Members observed that expenditure for the year is in line with budget and that there were no unexplained debtors or creditors outstanding. Members were satisfied that the Parish Council was in a healthy financial position. Councillor Graves queried whether the Parish Council should seek a refund from British Gas at the end of the winter due to the large credit balance on the account. The chairman assured Councillor Graves that this would be reviewed before the end of the
RESOLVED: That the schedule of payments and the financial statements for the period December 2011 - January 2012 should be accepted by the Parish Council.

11. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

Broughton Alive
The Chairman reported that at a recent meeting of Broughton Alive the date of the Summer Carnival 2012 had been set for 30th of June 2012.

12. PLANNING AND LICENSING APPLICATIONS

Members received the minutes of the Planning and Licensing Committees of 14 & 28 November, 12 December 2011 and 9 January 2012 and the schedule of planning decisions made since the Parish Council meeting on 17 November 2011. The Chairman thanked the Members of the Committee for their continuing hard work on the deliberation of planning applications.

Councillor Porter queried that the Committee has not been consulted on any licensing applications for some considerable time, and asked for clarification on the consultation process.

Councillor Golding agreed to obtain clarification on the consultation process from the Licensing Officer at Harborough District Council and report back to Parish Council.

AGREED:
That Councillor Golding should obtain clarification on the licensing consultation process from the Licensing Officer at Harborough District Council and report back to Parish Council.

13. ELECTION OF THE PARISH COUNCILLOR TO REPRESENT SUTTON WARD

The Members received a briefing note on the recent resignation of Councillor Linda Blockley and the implications of the request by 10 electors for an election to be held in Sutton Ward.

Members considered whether the Parish Council should meet the cost of the production and issue of non-obligatory Polling Cards, which amounted to £293 of the estimated budget for a contested Election of around £1,900.

Opening the debate Councillor Golding remarked that whilst he was fully supportive of the democratic process, he was disappointed that residents had felt the need to call an election as the co-option process had always been followed previously, at no additional cost to the Electors. Whilst a saving of approximately £293 would be made by not issuing the cards, he considered that not to do so may discourage participation in the democratic process being exercised.

Councillor Dann concurred that he felt aggrieved that an election had been called, when there were seats not contested at the election less than a year ago, and that almost £2,000 must now be spent if the election is contested. Notwithstanding this, the democratic process must be followed, and should the election be contested Polling Cards should be issued to encourage participation.

The Chairman proposed that the Parish Council requests the Elections Officer to issue Polling Cards should they be required for a contested election in Sutton Ward on 8 March 2012. The proposal was seconded by Councillor Evans. All Members agreed by a show of hands.

RESOLVED: That Parish Council requests the Elections Officer to issue Polling Cards should they be required for a contested election in Sutton Ward on 8 March 2012.
14. APPOINTMENT OF A MEMBER TO SERVE ON EXECUTIVE COMMITTEE AND PLANNING & LICENSING COMMITTEES’
Members considered expressions of interest submitted in relation to service on the Executive committee. Only one expression of interest had been received from Councillor Stuart Page.
Councillor Dann proposed, and Councillor Golding seconded that Councillor Page should be elected to serve on the Executive Committee. The proposal was carried on a show of hands.
RESOLVED: That Councillor Page should serve on the Executive Committee until the Annual Council meeting in May 2012.

15. CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY
Members received a report on the proposal to adopt a new Code of Recommended Practice on Data Transparency was applied to Parish Councils with a gross annual income or expenditure of at least £200,000, along with all principal authorities and other bodies such as police, fire and rescue and National Park authorities in England from 28 September 2011.
Whilst compliance with the Code is not mandatory (at present), Members observed that at a recent meeting of larger Councils’ across Leicestershire organised by L&RALC, it was universally acknowledged that in order to demonstrate transparency every effort should be made to comply with the recommendations. It was considered appropriate for all relevant councils to publish the information in the same format in order to provide a consistent approach for anyone seeking information.
Members were pleased that Leicestershire County Council has offered to provide all relevant parish and town councils with an ‘Open Data’ page template, which will need to be populated with information, aiming to complete the development ready for a proposed deadline of 1 April 2012.
Members agreed that the Parish Council is in a more fortunate position than many other local councils’ as it already publishes information relating to several of the categories of information on its Freedom of Information Act webpages, and as such is held up as an example of good practice. This should mean simply providing a link to the information already published.
The Parish Councils ‘Omega’ accounting system should also be able to provide much of the financial data via reports produced by its auditing capability. The requirements to publish data however, will mean changes to administrative procedures in order to ensure that the information recorded is transparent to the reader.
They noted that there will also be a considerable amount of work needed in order to prepare, publish and revise the information required on a regular basis in order to ensure that it is as relevant and up to date as possible; particularly in terms of the Asset Register, tenders and commercial contracts. It is envisaged that the data will be revised on a monthly basis, as any more frequently is likely to be impractical in terms of staff resources.
They estimated that the time involved is likely to be initially around 6-8 hours to populate the Open Data pages and create links to other information etc. A regular hour per month will then be needed to be allocated to ensure that information is kept up to date.
Councillor Oliver proposed that the Parish Council should adopt the Code of Recommended Practice on Data Transparency from 1 April 2012 in order to demonstrate its commitment to being open to inspection and public scrutiny. The proposal was seconded by Councillor Golding. All Members agreed on a show of hands.
RESOLVED:
1. That the Parish Council adopts the Code of Recommended Practice for Local Authorities on Data Transparency from 1 April 2012.
2. That all relevant administrative procedures are revised in order to ensure the Parish Council's compliance, as far as reasonably practical with the principles of the Code of Recommended Practice for Local Authorities on Data Transparency.

16. QUEENS DIAMOND JUBILEE

Members considered a proposal by the Heritage Society to hold an exhibition to recognise the changes and progress made in Broughton Astley during the 60 years of the Queens reign, to be held over the weekend of 9/10 June 2012.

Until expressions of interest forms have been returned it will be extremely hard to gauge the format of the event. Thus, a report had been produced in order to obtain the agreement of the Parish Council for the free use of the Village Hall on either or both days of Saturday 9 and Sunday 10 June to provide a venue for the village-wide exhibition (similarly to that provided for the Carnival).

They noted that it is proposed to invite all community groups, sports clubs and organisations in the village to participate in the exhibition, providing them with the opportunity to create a display, slide show or a talk on the group, so as to build up a day’s entertainment which everyone in the village can enjoy.

Members agreed that until the level of interest is established, it would be very difficult to know how many rooms will be required, but it can be presumed that the exhibition would take place in the Broughton Hall, the Alan Talbott Room. The cost of hiring these rooms for clubs/societies equates to £20 per hour.

Should the event go ahead it appears likely from the proposal that the Heritage Society and the other organisations will also be seeking grant funding for a small working budget for the event to cover refreshments and materials.

Councillor Dann opened the debate by stating that the Parish Council should support local organisations and enable them to provide an exhibition of interest to many sections of the community. He expressed concerns that an event such as this would however not be successful if volunteers were asked to give up 2 days over a weekend, and that it should be held on one day only.

Councillor Golding expressed support for the idea of an exhibition, and requested that an update on the progress of the proposal, and the amount of local interest should be provided at the next meeting. He also expressed the view that the exhibition should be kept to reasonable timescales, to avoid staff having to work late in the evening.

Councillor Graves agreed that the Heritage Society should be given free use of the hall for one day over either of the 2 weekends nearest to the Jubilee celebrations; stating that if successful and well supported the event could provide a happy memory of the Queens Diamond Jubilee celebrations.

Councillor Evans was also in support of the proposal, but suggested that a limit of £100 should be contributed to the working budget.

Councillor Oliver reiterated that the Heritage Society should take the lead on the exhibition, and that Parish Council staff should not become too involved in the organisation of the event at such a busy time for them.

The Chairman therefore proposed that the Heritage Society should be given free use of the Village Hall for one day over the weekends of either 2/3 or 9/10 June; and that a maximum grant of £100 towards to budget for the event should be offered via Section 137 funding. The proposal was seconded by Councillor Porter. All Members agreed by a show of hands.

RESOLVED: That the Heritage Society should be given free use of the Village Hall for one day over the weekends of either 2/3 or 9/10 June; and that a maximum
grant of £100 towards to budget for the Village Jubilee celebration event should be offered via Section 137 funding.

17. MEMBERS MOTION 07/11 – COUNCILLOR GRAVES

“The Parish Council should publish in Broughton Matters the dates of any meetings with Housing Developers, and locations of affected sites, following any meetings that have taken place regarding possible planning applications for specific sites in or around the village.”

The Chairman asked for the motion put before the Council to be seconded. The motion was seconded by Councillor Tomlin.

Councillor Graves opened the debate on his motion stating that in the interests of transparency he considered information on meetings held with developers who were considering building houses in Broughton Astley should be published in Broughton Matters in order that the residents might be aware of the possibility of development. He said that he was aware that over the last 6 months several developers had approached the Parish Council with a view to opening discussions on particular sites. He considered that if residents considered that information was being withheld, the Parish Council could be open to criticism and that they were not there to help developers but to be a stakeholder in the planning application process.

Councillor Evans responded that whilst he agreed in essence with Councillor Graves, to alert the public to meetings that were purely exploratory with no definite plans for sites being proposed might alarm people unnecessarily and cause upset and anxiety. The aim of the meetings was to obtain the views of the Parish Council in terms of the requirements for the village in terms of supporting infrastructure. Once any of the developers have firm plans in place for sites which they retain an interest in, then a public consultation process should and will take place. This is in the developer interests and part of the planning application process.

Councillor Oliver suggested that in terms of transparency if the Parish Council were to adopt a policy of publicising meetings they would be obliged to make it clear to developers before any discussions take place that they would be made public. This in turn might discourage developers from consulting with the Parish Council and applications would be submitted without any forewarning.

Councillor Porter said that he had been to HDC to speak against planning applications on a number of occasions, and that builders are prone to submit applications without consulting the Parish Council on a first come fits served basis. It is widely known that several developers have kept an interest in sites around Broughton Astley for years, this is why a Neighbourhood Plan is required to enable the Parish Council and its community to actually say where we want development to go, and build a case to support our views.

Councillor Tomlin expressed his support for openness saying that if he lived in an area of potential development he would want to be clear about what was happening, and he considered that Broughton Matters was the best vehicle for this.

Councillor Tomlin also clarified that when an application is considered by HDC it is always subject to individual votes, but it does appear that people from Broughton Astley are not engaged with the planning process.

Councillor Dann said that it was up to elected Members to ensure engagement with the planning process which lasts around 8 weeks for small application and around 13 weeks for larger scale development. He was concerned that is preliminary discussions with developers are publicised others might submit plans which the planning authority believe are viable, and might circumnavigate the Neighbourhood Plan process leaving the village
with more houses and no more supporting facilities and infrastructure.

Councillor Golding reminded the meeting that the number of additional houses identified in the Core Strategy is not a secret, nor are the sites which have been identified in the SHLAA as viable for development. They are publically available for all to see. By having preliminary meetings with developers it provides the Parish Council with the opportunity to relay what we perceive the village needs to support growth, in a candid and un-emotive way. We don’t approach builders or developers, and there is no point raising alarm when development may not even happen.

Councillor Stell said that she echoed this statement, and that developments have been mooted for many years with nothing happening. The Parish Council does need to be aware of possibilities, and to gather information so that it can state its case for supporting infrastructure when and if applications are finally submitted.

The Chairman, closing the discussion stated that he was not in favour of publicising the meetings because there is no information to provide. As there would not have been any applications or plans submitted at that point in time there was no way to answers any questions that people might have want to raise. If and when applications were submitted then the residents could and should be actively involved in the public consultation process, and he did not want to concern residents about proposals which might never be viable. He invited Councillor Graves to respond to the comments made during the debate.

Councillor Graves expressed his gratitude for all the comments received. He stated that the sites identified in the SHLAA were reviewed each year, and of the 400 houses allocated for development in Broughton Astley during 2066-2028, almost 300 remain yet to be built. He was concerned that the Parish Council should not appear to be helping the developers The Crowfoot Way development came as a surprise to all, and he did not want any further developments to come as a surprise to residents. Over the next 1-3 years there is likely to be several significant applications for development made.

A vote on the motion was taken, resulting in:
2 IN FAVOUR 10 AGAINST 1 ABSTENTION.
The motion therefore failed.

18. MEMBERS’ MOTIONS FOR NEXT PARISH COUNCIL MEETING
None received.

The meeting closed at 8.54 PM

Minutes approved and accepted as correct

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Chairman

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