MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY DAY 7 JULY 2011
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY

PRESENT: Councillors C Grafton-Reed (Chairman), N D Bannister (Vice-Chairman), C Golding, P Dann, C Porter, J Bateman, Mrs L Blockley, D G Brown, R H Capewell, C Evans, S Page, M Graves, S Oliver R Patrick Mrs M Stell and R Tomlin.

Also present:
County Councillor Bill Liquorish, Ivan Norman of Sutton in the Elms and June Haines (Training & Development Officer, Harborough District Council)

MINUTE
31  1. ATTENDANCE AND APOLOGIES
No apologies were tendered.

32  2. DECLARATIONS OF MEMBERS’ INTERESTS
Councillors’ Golding and Dann declared a personal interest in Item 13 of the agenda (Transfer of payroll service) in respect of their membership of the Executive Committee at Harborough District Council.

33  3. MINUTES OF THE PARISH COUNCIL MEETING - 18 MAY 2011
Councillor Dann moved and Councillor Bannister seconded confirmation and adoption of the Minutes of the Parish Council meeting held on 18 May 2011 which were approved and accepted unanimously.
Councillor Dann enquired why there were 2 representatives on the Market Harborough Sports Association (Harborough District Leisure Trust) when only 1 was required. The Chairman responded that the organisations were due to merge but had not done so as yet.

34  4. PROGRESS AGAINST PARISH COUNCIL RESOLUTIONS
A report of progress in completing Parish Council resolutions was presented and members were updated on various issues:
1214: Councillor Stell enquired why the additional site for the Vehicle Activated Sign on Byre Crescent was being considered. In response Councillor Graves said that this was as a result of the complaints concerning speed along Byre Crescent from a resident.
28: The Chairman informed the meeting that the Parish Council has received a response from the Head of Planning Services to the letter regarding the location of the Scout Hut sent as a result of Cllr Graves Members Motion. The letter details the covenant between the developers and the Scouts contained in the draft agreement. A copy of the letter which had been circulated does not provide a positive response to any alternative proposal. The Chairman therefore proposed that its contents should be considered at the next Executive Committee meeting.

AGREED: That Executive Committee should consider the contents of the letter from the Head of Planning Services at its next meeting.

35  5. CHAIRMAN’S TIME
The Chairman updated Members on the following items of interest:
Vandalism
The Chairman informed the meeting that last Saturday night many areas of the village experienced acts of mindless vandalism. It can be presumed that a gang made its way
through the village creating havoc. The Parish Council suffered damaged in the allotment site and the wildlife garden. A number of other residents had windows broken and car aerials damaged. The matter has been reported to the Police, but we are told that as there is at present no evidence of whom the culprits were the incidents will remain ‘on file’.

In response Councillor Golding said that a number of residents from the Aland Garden area had been concerned that because of the lack of street lighting they were unable to see what the vandals were doing. He reported that a petition is being gathered for submission to Leicestershire County Council to request the re-instatement of the street lighting in the area.

**NALC Bulletin – Members obligations on Data Protection**

The chairman informed the meeting that a copy of this document has been posted on the Members Only page of the website. He urged Members to consider its consequences, as in some cases when information is handled and passed on a personal basis Members may not be covered by the Parish Council license held personally by the Parish Manager.

### 6. PUBLIC FORUM

Public forum opened at 7.44pm

Mr Norman of Sutton Lane addressed the meeting on a number of issues:

He enquired whether the ‘Have Your Say’ meeting would still be running; to which Councillor Dan responded that they would, but run by Leicestershire County Council in a slightly different format with possibly a joint meeting for Broughton and Lutterworth.

He enquired whether the results of the ‘green wedges’ consultation run by the County Council would be published. County Councillor Liquorish informed Mr Norman that the results of the consultation were still being examined and that the results would be made public in due course.

Mr Norman commented that he did not believe that the cost of the new Zebra Crossing provided good value, and asked whether the Parish Council had questioned the costs. Councillor Dann responded that the price quoted had been accepted and that the new Localism Bill may provide more choice for Parish Councils to obtain services.

Mr Norman said that he had been told that the 40mph signs along the bypass were not enforceable because the display was incorrect. Councillor Liquorish responded that he would ascertain the true position with the County Council.

Public Forum closed at 7.50pm

### 7. COUNTY COUNCILLORS’ REPORT

Councillor Liquorish had nothing of note to report at this time.

### DISTRICT COUNCILLOR’S REPORTS

**Councillor Liquorish**

Councillor Liquorish report that the Local Development Framework (LDF) was being considered by the Inspector at the present time and that his public enquiry would begin on 19 July and last for around 2 weeks. Broughton Astley issues of housing, retail, leisure and employment will be considered on 22 July, and that he would give evidence to support the District Councillors submission. The results of the enquiry should be available by October, when the ‘preferred’ sites for development (if any) will be announced.

Responding to various questions on the LDF, Councillor Liquorish said that the sites being considered are those published in the SHLAA (and updated in 2010) emphasising that these were preferred sites but nothing is definite. Also developers might submit an
application which could change the proposals at any stage. At present there is a deficit in the amount of housing being constructed to meet the 5 year housing stock requirement which will need to be made up somewhere (but not necessarily in Broughton Astley.)

Councillor Brown said that he had received complaints concerning increased speeds along Orchard Road/Main Street now that the potholes had been repaired, to which Councillor Liquorish said that he would pass the comments on to the Traffic Engineers responsible.

_Councillor Dann_
Councillor Dann had nothing of note to report at this time.

_Councillor Golding_
Councillor Golding had nothing of note to report at this time.

_Councillor Graves_
Councillor Graves reiterated Councillor Liquorish’s comments stating that no decision had been made as to the size of development required, and that the Inspector had already noted that Broughton Astley does not have the infrastructure in place to support another 300 properties. He added that the revised Transport Strategy was to be considered by District Council very shortly.

The Chairman requested that the list of sites around Broughton Astley being considered as part of the LDF should be circulated to all Members.

8. MINUTES OF THE SCRUTINY COMMITTEE
Councillor Patrick moved and Porter seconded
confirmation and adoption of the Minutes of the Scrutiny Committee held on 13 June 2011.

Minute 223.11 - **RESOLVED:** That Councillor Colin Porter be elected as Chairman of the Scrutiny Committee for the Municipal year 2011-12.

Minute 224.11 - **RESOLVED:** That Councillor Jon Bateman is elected as Vice-Chairman of the Scrutiny Committee for the Municipal year 2011-12.

Minute 225.11 - **RESOLVED:** That Councillors Porter, Bateman, Patrick and Oliver be elected to the Personnel Sub-Committee for the Municipal year 2011-12.

**NOTED**
Members examined a spread sheet detailing new resolutions and policies from the 28 April 2011 and 19 May 2011 Parish Council meetings 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.1262 (Report on Internal Mini Audit of Financial Transactions), 1265 (Parish Council Risk Register and Internal Controls), 1269 (Door Release Switch), 1270 (Annual Return and supporting documents), 1275 (Youth Crime Prevention Grant) and 1277 (Annual Return and supporting documents) would have a positive effect on the reduction of crime and disorder within the Parish.

Minute 226.11 – Mini audit of financial transactions
**RESOLVED:** That the report of the Internal Mini Audit of Financial Transactions carried out on 14 April 2011 by Councillors Brown and Porter be accepted.

Minute 228.11 - To review the Annual Environmental Street Audit procedures and
RESOLVED: That following a review of the submitted list of volunteers, the Scrutiny Committee were satisfied that adequate cover was in place to ensure the Annual Environmental Street Audit would be carried out efficiently and on time this year. It was agreed that if any reports were missing near to the final submission date of 1 July 2011, then the Deputy Clerk will email Councillor Porter informing him of this.

Minute 229.11 - To discuss the distribution of information flyer to local businesses.

RESOLVED: That Councillor Dann will be contacted by Councillor Porter to see if he can recommend a suitable method for the distribution of the leaflets as a former businessman in the village. Also Councillor Mark Graves will be contacted as Chairman of the Broughton Astley Business Forum to see if he has an up to date directory of local businesses to assist with the distribution of the leaflets. The members agreed that they were happy to distribute the leaflets once a business directory list had been obtained.

In response to minute 229.11 Councillor Graves reiterated that the Business Forum had not been running for some time, and that as he had not gained permission from those who had provided their information to use it for other purposes, he could not pass the provide the information.

9. MINUTES OF THE EXECUTIVE COMMITTEE
Councillor Golding moved and Councillor Bannister seconded confirmation and adoption of the Minutes of the Executive Committee of 23 June 2011.

Minute 39.11 - RESOLVED: That Councillor Bannister should be appointed as Chairman of the Executive Committee for the Municipal year 2011-12.

Minutes 40.11 – RESOLVED: That Councillor Grafton-Reed should be appointed as Vice-Chairman of the Executive Committee for the Municipal year 2011-12.

Minute 42.11 – Reinvestment of reserves
RESOLVED: That the Parish Council re-invests the total amount of £141,056 in a Guaranteed Investment Account for a further period of 12 months.

Minute 43.11 – Internal Audit Report
RESOLVED:
That the Parish Council accepts the assurance rating of ‘GOOD’ contained in the report produced on Internal Audit of the Annual Return 2010/11 by the Welland Internal Audit Consortium, and notes the contents of its recommendations.

Minute 44.11 – Procurement of ‘high value’ items
RESOLVED: That the definition of ‘high-value’ items, in relation to paragraph 10.3 of the Parish Council’s Financial Regulations, should remain at £2,000 so that the Parish Council Office will need to obtain a minimum of three independent quotations when procuring items valued above this amount.

Minute 45.11 – Financial delegation to the Parish Manager
RESOLVED:
1. That the Parish Manager should have total control over expenses, within the annual budget determined by Council, for each of the following accounts: Payroll; Staff Training; IT Support; Telephone and Fax; Postage; Stationery; Photocopying Charges; Website Maintenance; Petrol and Oil; Inspection and
Maintenance; Fire Equipment and Servicing; Bank and Other Finance Charges; Insurance; Audit Fees; Legal Expenses; Subscriptions and Memberships; Parish Elections; Electricity; Gas; General Rates; Water Rates; Bar Expenditure; Payphone Costs; Cleaning Materials; Equipment Maintenance; Village Hall Maintenance; Vandalism; Performing Rights Costs; Theatre and Lottery Licences; Allotments Site Rent; Grounds Maintenance; Skip Hire; Annual Show Costs; Cemetery Shelter Costs; Vehicle Lease; Protective Clothing; Property Maintenance; General Maintenance; Playground Maintenance; Ditch Clearance; Trees and Shrubs; ‘Poop Scoop’ Bags; Highways Maintenance and Materials; Chairman’s Telephone; Hospitality; Parish Council Room Hire; Members’ Travel; and Members’ Training.

2. That the Parish Manager should have authority to spend up to £500.00 on any single item under each of the following accounts, any expense above that figure to be authorised by the Chair or Vice-Chair before goods or services are ordered. Where either the Chair or Vice-Chair could be construed to have a personal or prejudicial interest they should not authorise, verify or certify an invoice for payment, or act as signatory: Advertising; Office Equipment; Broughton Matters; Christmas Tree Lights; Other Purchases (Village Hall); Redecoration; Stage Equipment and Lighting; Promotions; General Purchases (Recreation); Bus Shelters (Provision and Repair); Parish Signing; Village Safety; Volunteer Days; Parish Walks; Village Guide; Notice Boards; and Millennium/Jubilee.

55 Minute 46.11 – Office accommodation for HDC Enforcement Officers
RESOLVED:
1. That the Parish Council should raise an invoice for £600 in respect of the use of the 1st floor reception area by Harborough District Council’s Enforcement Team as a ‘hot desk’ facility from 1 July 2011.
2. That the Parish Council should ascertain whether there would be a requirement for the use of the office accommodation in future years; prior to the setting of the budget for 2012/13.

56 Minute 47.11 – Grant funding for Youth Services initiative
RESOLVED:
That the Parish Council should write to the officer responsible for the co-ordination of the Community Safety Partnership at Harborough District Council again; offering the £1,000 for use on projects which would target the more specific group of young people concerned, delivered by the partnership, and through its action plan.

57 Minute 48.11 – Dog Walking area
RESOLVED: That the Parish Council should write to the resident who requested a ‘dogs only’ walking area informing him that the request has not been granted due to the financial implications involved with the construction of the area and the inability to enforce dog owners to use a designated area within the limited usable space at the Recreation Ground.

58 Minute 49.11 – Application for Section 137 funding
RESOLVED: That the Parish Council makes a contribution of £235 towards the cost of the provision of an emergency ambulance at the Carnival; via Section 137 of the Local Government Act.

59 10. SCHEDULE OF PAYMENTS
This document is also available in large print.
The Parish Manager presented the schedule of payments made since the 18 May 2011 meeting of the Parish Council, which were received and accepted unanimously.

11. REPORTS FROM OUTSIDE BODIES
The Chairman reported that the Carnival organised by Broughton Alive had been well attended with a large procession of floats.

12. PLANNING AND LICENSING APPLICATIONS
Members received the Minutes of the Planning and Licensing Committee meetings held on 31 May and 13 & 27 June 2011 and the schedule of planning applications determined since the 18 May meeting of the Parish Council. Councillor Golding queried the value of the Planning committee considering the list of the most suitable sites for development, and making a resolution on this. He declared that all Members of the Parish Council should be able to contribute. In response Councillor Stell said that the minute was not what originally proposed to do, but that the visit by the Planning Policy Officer should go ahead as planned. Councillor Golding requested that minute 287.11 (1) should therefore be deleted. ALL AGREED
With this exception the minutes were accepted.

13. TRANSFER OF PAYROLL SERVICE
Members received a report on the proposal to sub-contract the Payroll Service from HDC to Leicester City Council, which had been negotiated by HDC as part of a cost cutting measure. Members agreed that this was a sensible solution which would provide business continuity and more resilience for the Parish Council. They agreed that it would be appropriate to seek reassurance that all data would be handled in accordance with local government protocols. Councillor Bannister proposed that the recommendation should be accepted. The proposal was seconded by Councillor Capewell and supported unanimously.

RESOLVED:
1. That the Parish Council gives its permission for the subcontracting of its payroll function to Leicester City Council by Harborough District Council.
2. That the Parish Council requests written assurance that all data provided will be transferred, handled and stored according to the protocol for data handling for local government.

14. DEVELOPMENT OF BMX TRACK
Members considered a report on the possible development of a BMX track which had been submitted as an opportunity had presented itself to use some of the surplus of soil resulting from the construction of the extension of the Recreation Ground car park. The report was debated with concerns about the position of the proposed track in relation to the children’s play area highlighted by Councillor Oliver and Porter. Councillor Oliver was also concerned about the dangers to users and others in the park if the area was not properly supervised and fenced off. Councillor Graves felt that he facility could provide a challenge and focus for a large group of young people. Councillor Stell concurred with this statement. Councillor Dann declared that whilst additional leisure facilities were needed in the village, the Parish Council should ascertain whether this particular one was still required before any progress is made. Councillor Evans considered that any new facilities' should be provided as part of an overall plan and not provided merely because there is an opportunity to do so. General consensus was that the Parish Council was interested in developing the BMX Track if it was still desired by young people and that more thought should be given to the location and size of the track as part of an overall plan for leisure facilities in Broughton.
RESOLVED: The Parish Council should give further consideration to the development of a BMX Track if it was still desired by young people; and that more thought should be given to the location and size of the track as part of an overall plan for leisure facilities in Broughton Astley.

15. MEMBERS MOTION 02/11

Members considered the Member Motion tabled by Councillor Grafton-Reed:
To set up a task and finish group consisting of a minimum of 2 Parish Councillors, a representative from the District Council Community Services / Development function and local sports & leisure groups with the following objectives:

1. To investigate the types of facilities required to satisfy the present and foreseeable future needs of Broughton Astley and to provide budgetary estimates of the likely costs.

2. To investigate and identify suitable land for each type of leisure facility determined by 1 above and to estimate the likely costs of obtaining such land.

To investigate potential sources of external funding to pay for the facilities identified in items 1 & 2 above.

The group to liaise with the Planning & Licensing Committee to ensure, wherever possible, all factors are taken into account.

The group to report back to the Parish Council before the Budget Meeting in December 2011.

Councillor Grafton-Reed explained that he had proposed the motion in order that the Parish Council should develop a clear strategy for the provision of leisure and recreational facilities in the village.

Councillor Dann seconded the motion declaring that the Parish Council should be in a position to resolve long standing lack of leisure provision when any opportunity arises, particularly at this stage when the LDF is likely to be determined by the end of the year. He said that the recommendations of the working group could be used to develop the Parish Councils Business Plan for the next 5 years.

Councillor Bannister also supported the motion stating that the motion will focus minds to enable the Parish Council to respond with a ‘wish list’ or ‘off the shelf’ design for a facility to be provided if the opportunity arises. The plan should provide anticipated purchase, construction and running costs of the facilities.

Councillor Graves considered the setting up of a group to be a good idea, creating a vision of Broughton Astley in future, and that it was important to work with other in the community such as the education authority of other leisure providers to reach a common goal. He commented that a formatted development plan which had been produced in conjunction with community partners would be more favourably considered by funding providers such as Sport England and the National Lottery.

Councillor Oliver said that aspirations of residents would need to be managed, and that any plans should be hedged with realism.

Councillor Dann responded that residents were now fairly realistic about what could be provided; and that organisations such as ‘Sport England’ had costed models for the construction and running of leisure facilities which could be used to support the work of
the group. He also added that there may be some capital funding available to increase leisure provision in Broughton Astley via HDC.

Councillor Evans said that the working group should also seek to use facilities already existing in the community more effectively to ensure that any new facilities met present and future requirements.

Concluding the discussion Councillor Grafton-Reed said he envisaged that the working group should be of short duration, concentrating on 3 work streams: 1) identifying present and future requirements, 2) costs and availability of land, 3) costs of construction and running of facilities. He emphasised that a number of community representatives will be invited to join the group and requested that anyone who would like to be part of the working group should inform the Parish Manager. An initial meeting would be organised in early August.

Members were unanimous in support of the motion proposed by Councillor Grafton Reed and seconded by Councillor Dann.

RESOLVED:
1. To set up a task and finish group consisting of a minimum of 2 Parish Councillors, a representative from the District Council Community Services / Development function and local sports & leisure groups with the following objectives:
   a) To investigate the types of facilities required to satisfy the present and foreseeable future needs of Broughton Astley and to provide budgetary estimates of the likely costs.
   b) To investigate and identify suitable land for each type of leisure facility determined by 1 above and to estimate the likely costs of obtaining such land.
   c) To investigate potential sources of external funding to pay for the facilities identified in items 1 & 2 above.
2. The group to liaise with the Planning & Licensing Committee to ensure, wherever possible, all factors are taken into account.
3. The group to report back to the Parish Council before the Budget Meeting in December 2011.

OTHER MATTERS
No other matters were raised.

16. MEMBERS’ MOTIONS FOR NEXT PARISH COUNCIL MEETING
None received.
The meeting closed at 8.32pm

Minutes approved and accepted as correct

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Chairman

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

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