



Parish Council Meeting Minutes

Minutes of the Annual Meeting of the Parish Council held on Monday 17th May 2021 at 7.15 pm at The Old School, Bottesford.

Members present: Cllr. Bob Bayman (BB)
Cllr. Leigh Donger (LD)
Cllr. Anne Ablewhite (AA)
Cllr. Tony Bennett (TB)
Cllr. Jane Bennett (JB)
Cllr. Lorraine Ainscough (LA)
Cllr. Brian McInerney (BM)
Cllr. Charles Daybell (CD)

Also present: Mrs. Lucy Flavin (Clerk)
County Cllr. Lovegrove

119/21. Election of the Chair

Cllr LD proposed Cllr BB for the office of Chair, Cllr TB seconded the proposal. There were no further proposals. Cllr BB was duly elected and took the Chair and signed the Acceptance of Office Form.

120/21. Election of the Vice Chair

Cllr TB proposed Cllr LD for the office of Vice -Chair, Cllr CD seconded the proposal. There were no further proposals. Cllr LD was duly elected as Vice Chair and signed the Acceptance of Office Form.

121/21. To receive and approve for signature the minutes of the Ordinary Parish Council meeting held on 12th April 2021.

Proposed by Cllr CD, seconded by Cllr TB. Council **RESOLVED** to accept as a true and accurate record the minutes of the meeting held on 12th April 2021. (Cllr LD abstained from the vote as he had not been in attendance).

122/21. To review and approve the Terms of Reference for the Road Safety and Planning Committees

The Clerk recommended adding the word 'Advisory' to both Committees. Proposed by Cllr AA, seconded by Cllr LA. Council **RESOLVED** to approve the Terms of Reference with this one amendment.

123/21. To review and approve the Standing Orders and Financial Regulations

Cllrs had considered a document containing amendments to the Financial Regulations proposed by Cllr TB. Proposed by Cllr TB, seconded by Cllr BM. Council **RESOLVED** to approve the Standing Orders and amended Financial Regulations.

124/21. Review of representation on or work with external bodies and arrangements for reporting back (Bottesford Institute; Bottesford Net Zero; Earl of Rutland Trust; Friends of St Mary's; Bottesford Youth Club; Bottesford Skate Park; Parish Nature Network)

Proposed by Cllr LA, seconded by Cllr CD. Council **RESOLVED** to approve the current arrangements for representation and work with external bodies.

125/21. Review of inventory of land and assets including buildings and office equipment

Proposed by Cllr TB, seconded by Cllr BM. Council **RESOLVED** to approve the Asset List.

126/21. Confirmation of arrangements for insurance cover in respect of all insured risks.

Cllr TB and the Clerk have recently met with the Council insurance broker and confirmed the arrangements and details of its cover. Proposed by Cllr TB, seconded by Cllr CD. Council **RESOLVED** to accept the arrangements.

127/21. Review of the Council's and/or staff subscriptions to other bodies

Proposed by Cllr TB, seconded by Cllr LA. Council **RESOLVED** to approve subscriptions.

128/21. Review of the Council's complaints procedure

Proposed by Cllr TB, seconded by Cllr BM. Council **RESOLVED** to approve the procedure with minor amendments.

129/21. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including the handling of requests made under the legislation.

Proposed by Cllr TB, seconded by Cllr CD. Council **RESOLVED** to approve all relevant documents.

130/21. Review of the Council's policy for dealing with the press/media.

Proposed by Cllr TB, seconded by Cllr AA. Council **RESOLVED** to approve this policy.

131/21. Review the Council's employment policies and procedures.

Proposed by Cllr LD, seconded by Cllr LA. Council **RESOLVED** to approve the relevant policies and procedures.

132/21. Review the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence.

The Clerk outlined the Council's positions with regards to s137 expenditure.

Proposed by Cllr TB, seconded by Cllr AA. Council **RESOLVED** to accept this review.

133/21. Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

It was agreed the Clerk will add dates up to and including the end of 2022.

134/21. Close of Annual Meeting.

The Annual Meeting closed at 19.36

Minutes of the Ordinary Meeting of the Parish Council held on Monday 17th May 2021 at The Old School, Bottesford immediately following the Annual Meeting.

135/21. Public Session.

There were no members of the public present.

136/21. Close Public Session and open Parish Council Meeting (7.36pm).

The Ordinary Meeting commenced at 19.37

137/21. To receive and approve apologies for absence.

Apologies had been received from Cllr BS. Proposed by Cllr LA, seconded by Cllr BM. Council **RESOLVED** to accept the apology.

138/21. To receive declarations of interest under the Councils Code of Conduct related to business on the agenda.

Cllrs LD and AA declared an interest in Planning Application 20/00734/FULHH and will not take part in the discussion or vote on this application.

139/21. In the light of NALC's clarification regards the holding of meetings following the death of the Duke of Edinburgh, the parish council confirms full acceptance of all decisions and resolutions passed at its meeting on Monday 12th April 2021.

Proposed by Cllr TB, seconded by Cllr LA. Council **RESOLVED** to accept all decisions and resolutions from 12th April 2021 meeting.

140/21. To note any matters arising from the minutes not included on this agenda and for report only.

- Cllr TB asked if there had been any progress on obtaining a quote for maintenance and electrical testing of Parish Council owned Street Lights (Minute item 081/21). This item still requires follow up by the Clerk.
- Cllr TB asked for an update regarding the responsibility for trees on land alongside the River Devon near Beckingthorpe Drive. The Clerk has contacted MBC and LCC and is awaiting responses.

141/21. Melton Borough Councillors Pritchett and Chandler to update the meeting on Borough matters.

As the Borough Cllrs had not been able to attend the recently elected County Cllr, Bryan Lovegrove, introduced himself to the Council.

142/21. To note the results of the Police and Crime Commissioner and Leicestershire County Council Elections held on 6 May 2021

See item 141/21. It was noted that Rupert Matthews had been elected as Police and Crime Commissioner.

Planning Applications

143/21. The following applications were considered by Council:

- **21/00404/FUL** - 15 Main Street, Muston

Change of use from bed and breakfast accommodation to dwelling (Class C3) and replacement of existing bed and breakfast bedroom block with pair of 3-bedroom semi-detached dwellings with restricted occupancy to tourism use.

Proposed by Cllr TB, seconded by Cllr LD. Council **RESOLVED** to support this application.

- **21/00192/FULHH** - 34 Laurel Way, Bottesford

Demolish existing conservatory and replace with rear extension.

Proposed by Cllr LD, seconded by Cllr TB. Council **RESOLVED** to support this application.

- **21/00314/FUL** - Land Adjacent Belvoir Farm Woolsthorpe Road Redmile

Change of Use of Redundant Vehicle Parking Area to Commercial B2 and B8.

Proposed by Cllr CD, seconded by Cllr JB. Council **RESOLVED** to support this application subject to a request that trees on site be protected and a landscaping plan be produced for the site.

- **21/00305/FUL** – William Roberts Ltd, Devon Lane, Bottesford

Change of use from a Funeral Directors to a 2 bed dwelling

Proposed by Cllr LA, seconded by Cllr AA. Council **RESOLVED** to support this application.

- **20/00734/FULHH** - 14 The Paddocks, Bottesford

Single storey rear extension

Proposed by Cllr LA, seconded by Cllr TB. Council **RESOLVED** to support this application. (Cllrs LD and AA abstained from this discussion and vote).

Planning Issues

144/21. To note, and agree any actions relating to, the Transport Statement Addendum for the Green Farm Solar Development, Barkestone.

Proposed by Cllr BB, seconded by Cllr CD. Council **RESOLVED** to object to this document on the grounds of;

- Castle View Lane is very narrow and therefore completely unsuitable for this scheme to re route HGV's.
- The impact on already dangerous junctions.
- The impact on the verges in the area.
- The impact on the bridges over the Winterbeck and Canal.

145/21. To discuss the recent meeting with representatives from Melton Borough Council and Leicestershire County Council regarding traffic calming priorities and how to progress the Parish Council priorities in this area.

A summary of the recent meeting was provided. Proposed by Cllr CD, seconded by Cllr TB. Council **RESOLVED** to arrange;

- A meeting with the Chief Executive of MBC, the Chair of the MBC Planning Committee and County Cllrs to discuss PC priorities.

- A meeting with the parish Borough Cllrs to seek alignment.
- An update from MBC Director for Growth and Regeneration with regards to s106.

146/21. To discuss, with a view to accept, the proposed recommendations made by the Examiner and the impact summary written by Helen Metcalfe (Planning With People) and to approve the amended Neighbourhood Plan progression to referendum stage.

Proposed by Cllr LD, seconded by Cllr CD. Council **RESOLVED** to approve this proposal.

Community Issues, Clubs and Societies

147/21. To consider for approval a request by Members of the Community Library that the Parish Council purchase four planters similar to those already in situ outside the Parish Council part of the building

It was agreed that this matter should be discussed at the Bottesford Institute meeting.

148/21. To consider for approval a request by the Skate Park CIC that the Parish Council; clean and repair the box seating; provide three additional large bins and fix in a static position the swivel bin.

Proposed by Cllr BB, seconded by Cllr LA. Council **RESOLVED** to approve the purchase of three large bins at a cost of £1186.05 + VAT and the replacement of the box seating up to a cost of £500, costs to be funded from Cost Centre 903 (Street Furniture - Litter Bins & Dog Bins) and Cost Centre 663 (Skate Park - Repairs & Maintenance).

149/21. To consider for approval a request by the 'Bottesford Wombles' for additional equipment to support this growing scheme.

Proposed by Cllr TB, seconded by Cllr BM. Council **RESOLVED** to send a letter thanking the 'wombles' for all their hard work and to contact local businesses and ask for support in funding the need for further equipment.

150/21. To consider for approval a proposal to write to relevant local firms to tell them of the work of the Bottesford Wombles and ask them to request that their staff not to drop litter in the road outside their factories.

See agenda item 149/21.

151/21. To consider the request from Bottesford Primary School that the Council consider whether there is a Councillor or another member of the community who could be approached to apply to take on the role of Member of the Primary School Trust.

No Cllrs felt able to take on this role.

152/21. To consider for approval the updated Tree Charter and agree the Parish Council's support for Leicestershire County Council's bid for Treescape funds and, subject to such funds being secured, support the projects set out in section 2 of the Charter.

Proposed by Cllr CD, seconded by Cllr LA. Council **RESOLVED** to accept this proposal.

Communication Matters

None

Road Safety Issues

153/21. To receive any updates from the recent meeting of the Road Safety Committee

Cllrs noted that a clear steer is required from the Road Safety Committee with regards to the A52.

Parish Council Management and Strategy Issues

154/21. To receive an update on the situation with regards to the Village Warden Role.

The Clerk informed the meeting that Lloyd Greasley has been doing a number of jobs associated with this role. No contract has been signed and the tasks are being allocated on a weekly basis. The Council does have copies of all necessary insurance documents. Cllrs agreed to continue on this basis for the time being but to ask for a DBS check.

155/21. To discuss for approval the grant funding offer from Leicestershire County Council to set up a parish section on NatureSpot for Bottesford Parish.

Proposed by Cllr CD, seconded by Cllr TB. Council **RESOLVED** to accept this offer.

156/21. To consider for approval the proposed new Play Area signage.

Proposed by Cllr CD, seconded by Cllr LD. Council **RESOLVED** to approve the proposed signage.

157/21. To consider for approval the proposal that the Clerk be funded to undertake the CiLCA qualification at a cost of £495, cost to be funded from Cost Centre 251 (Parish Clerk Training)

Proposed by Cllr TB, seconded by Cllr LD. Council **RESOLVED** to approve this proposal.

Financial Matters

158/21. To agree payments to be made in May 2021.

The Council **RECEIVED** and **NOTED** the accounts for payment. Proposed by Cllr TB and seconded by Cllr BM, Council **RESOLVED** to make the following payments.

Payee	Goods/Services	Amount
Viking Signs	Play Area Signage	£52.56
SSE Southern Electric	Electricity Supply – The Old School	£168.99
Personnel Advice & Solutions Ltd	Retained Personnel Advice	£360.00
LCC	Tree Maintenance Works	£10,848.38
LCC	Tree Maintenance Works	£438.25
E-on	Street Light Maintenance	£900.00
LRALC	Training	£25.00
Dover Catering Equipment	Water Heater Services	£160.46
P.E Hemstead & Sons	Grass Cutting	£1,549.02
E-on	Electricity Supply – Street Lights	£96.03

C Greasley	Various repairs around the parish	£393.15
Total Gas and Power	Gas Supply – The Old School	£49.24
Planning With People	Neighbourhood Plan	£1,500.00
Time Telecom	Phone/Internet	£92.35
Water Plus	Water Drainage	£172.80
L Greasley	Various repairs around the parish	£298.00
Staff	Staff Costs	£3695.92
Staff	Expenses	£13.52

159/21. To agree Financial Statements for April 2021.

Proposed by Cllr TB and seconded by Cllr BM, Council **RESOLVED** to approve the financial statements.

160/21. To review the effectiveness of the Parish Council system of financial internal control by responding to the Annual Governance and Accountability Return 2020/21 Governance Statement and approve this statement for submission to the external auditor.

This item was deferred until the June meeting.

161/21. To approve the Accounting Statements (Section 2), and accompanying information, of the Annual Governance and Accountability Return 2020/21.

This item was deferred until the June meeting.

162/21. To approve dates for the period for the Exercise of Public Rights recommended as Monday 14th June 2021 to Friday 23rd July 2021.

This item was deferred until the June meeting.

Lead Member Reports

163/21. To consider for approval an updated version of the Lead Member structure and fill vacancies.

Proposed by Cllr TB and seconded by Cllr LD, Council **RESOLVED** to accept the new structure subject to the addition of 'Footpaths' to 'Trees , Open Spaces and Landscape' and Cllr AA as named Cllr for Defibrillators.

164/21. Lead Members Reports

- a. It was agreed to defer a request to have bees at the allotments to allow for more research.
- i. There have been meetings of the Youth Club and more volunteers or paid workers are being sought. The goal is to reopen in August.

165/20. Close of meeting

The next meeting of the Council will be held on 14th June 2021. The meeting closed at 21.32