Parish Council Meeting

Minutes of the meeting held on 10 July 2017 at 7.15 pm at the Fuller Room, Old Primary School, Bottesford.

Councillor Bayman welcomed everyone to the meeting.

372. Opened Public Session – (7.15pm)

Q. A resident gave an update on Barratts on items which Mr D Thomas, Chief Executive Officer has further been notified about:
1. The attenuation pond has been vandalised.
2. The Public Open Space has been re-seeded and land drains installed going towards the swale on the southern side. The re-seeding is being done by a different company and concern regarding the fall of the land drains was expressed. The resident suggested that this should have been done by trenching machine with a laser.
3. Grass verges on Belvoir Road have had a large area tarmacked over by contractors on the Barratts estate who were told to lower the kerb on both sides of the road but there is too much tarmac and it should be a narrower strip ie only the width of the dropped curb.
   A. Clerk to contact both Leicestershire County Council Highways and Barratts.

Q. Regarding 17/00641/OUT, a resident asked that the Parish Council gave consideration to objecting. Based on the following concerns:
1. The development is within an Area of Separation as defined by Melton Borough Council
2. The development is not aligned with the principals of the emerging Neighbourhood Plan
3. The area is prone to flooding by attenuation pond
4. There would be impact on the view of the church and Beacon Hill
5. The development would cause a potential 500 extra vehicle movements through the village.
At this point Cllr Bayman introduced Jim Worley, Head of Regulatory Services at Melton Borough Council to the attendees.

Q. A resident stated that the Cricket Club and southern edge of the estate had not been mentioned at the Barratts meeting. They are having discussions about the balls hitting the netting because they have retrieval problems and holes are already appearing in the netting. This has also been raised with Mr D Thomas, Barratts.

Q. Cllr Sparham asked about Fleming Bridge confirming that it was still overcome with weeds.
A. Clerk to ask Leicestershire County Council Highways to confirm a date for the maintenance work.

Q. A resident stated that at the allotments meeting, it was stated that soil tests had been done on Grantham Road allotments. Did the report cover all of the allotments?
A. Cllr Pacey confirmed that only the 3 new allotments had been tested.
  Cllr Shephard stated they were planning to have a seating area there.

373. Public session closed 7.30pm, Open July meeting of the Parish Council Present Cllr Bayman, Cllr Goodson, Cllr Sparham, Cllr Ablewhite, Cllr Wright, Cllr Pacey and Cllr Shephard and Cllr Pacey plus 10 members of the public.

374. Apologies – Cllr Gough.

Proposed by Cllr Bayman that apologies are accepted, seconded Cllr Sparham. All in favour

375. Declarations of interest. Cllr Goodson 17/00641/OUT and item 377. Cllr Wright stated that item 379 on Rutland Lane, I have no connection with the applicant or any financial gain. Cllr Sparham stated that because Mr Worley’s presentation had been regarding numbers I made a separate objection under Bottesford Forum of which I am a member. 17/00569 had been put on the agenda as Bottesford and should have been Normanton.

376. Accuracy of minutes of the Parish Council Meeting held on 12 June 2017. Agreed as correct, proposed by Cllr Shephard, seconded Cllr Wright. All in favour.

377. Update by guest speaker Jim Worley, Head of Regulatory Services on Melton Borough Council’s Local Plan and the implications for Bottesford.

Jim Worley Head of Regulatory Services on Melton Borough Council’s Local Plan addressed the Parish Council and thanked them for their invitation.

He outlined the latest developments in the creation of the Melton Borough Council Local Plan and the possible implications for Bottesford.

He explained that a new period of consultation would be about to start from 13 July 2017 and that the period of consultation would last for six weeks.
There will be a drop-in session at the VC Village Hall in Bottesford planned for Tuesday 25 July where residents can come along and listen to the plans and offer their views.

378. **External Reports**

Pru Chandler (MBC)

Waltham on the Wolds is likely to double in size given the planned 386 new homes, added to the village which currently has 400 homes.

There is likely to be more pressure from central government given the recent announcements at the Local Government Conference.

Cllr Chandler explained that she regularly has people telling her that their sons and daughters are finding it difficult to find houses to live in the Parish – there is no housing for trades people.

**David Wright (MBC)**

Had no further report to add as all the issues have been covered by Cllr Chandler and in the discussion with Jim Worley, except the Economic Development Strategy has to be in by 31 July 2017.

379 **Planning Applications to be decided**

17/00586/DIS Broadview 25 Manor Road Easthorpe - Discharge of conditions
3(materials) 4 Landscaping 8 drainage 11 site and floor levels in respect of
15/00135/FUL – **no objection**

17/00569/GDOCOU Barn Elm Farm Main Street Normanton – conversion of brick barn from agricultural to use as a dwelling – **no objection as long as it is within the original footprint**

17/00714/FULHH 24 Rutland Lane Bottesford - Proposed single storey side extension – **no objection**

17/00701/FULHH 2 Normanton Lane Bottesford - Porch to front – **no objection**
17/00606/FULHH Jolyon Cottage 31 Main Street Muston - Front extension to form an annex – **no objection**

17/00641/OUT OS Fields 8456 7946 and 9744 Normanton Lane, Bottesford - Outline application, with all matters other than access to be reserved for future approval, for residential development with associated access, community uses, landscaping, open space, drainage infrastructure and surface car park. – **the Councillors were split 3 for and 3 against with one abstention. They were concerned about the extra traffic and water coming down off the site and felt that a highways assessment was needed.**
The proposed car park was a positive asset to the village and an important opportunity to provide car parking for the station as housing growth will mean that the station is used more.

There were concerns about the growth outside the natural boundaries of the parish ie beyond the railway line and the fact that this development is in the Area of Separation between Bottesford and Normanton.

17/00753/TCA Hedgehope 1 Church Lane Bottesford – for information only (no details given)

**Other Planning items**

380. **Emergency Response Plan for Major Incidents**

The document had been circulated to all the Councillors before the meeting.

Cllr Bayman explained the sections of the document and the various scenarios that had been considered. Andrew Murr was also happy with the plan. Cllr Bayman gave thanks to David Wright, Bob Sparham, John Shilton and Peter Sheardown for their time and work on the document.

The document is to be reviewed by the Parish Council annually each July.

Councillor Pacey stated that the noticeboard at Easthorpe should be included.

Cllr Sparham had a fire in Warwick Flats been considered at a scenario as it would be difficult to do an evacuation safely and rehome them?

Cllr Bayman suggested a phone call to them to let them know that this document exists.

**Proposed to accept the Emergency Response Plan for Major Incidents by Cllr Bayman, seconded Cllr Wright. All in favour.**

381. **Update on the Local Plan and implications for Bottesford**

Cllr Bayman stated that there was not a lot more to say on it. The Neighbourhood Plan Steering Group Meeting is on 25 July 2017 and a response will be made for the Parish Council meeting in August.

Cllr Sparham stated that since the original questionnaire in 2015, should the parish produce a document with why the sites are good and bad so that the residents can list their order of priority, by letter box or meeting. Cllr Bayman asked him to put it through to the Neighbourhood Plan Steering Group meeting.

**Clubs, Societies and Community**

382. **Community Library Award.** Cllr Ablewhite stated that the proposal for the award had not formally been approved by the Library and it has to be in by 12 July 2017. It includes what the Library has achieved between July 2016 to July 2017 and is a summary of different things.

Cllr Bayman asked what the award was but Cllr Ablewhite did not know.
Cllrs Wright and Shephard stated that the Parish ‘Council could not nominate the Library if they did not know what the award was for. Cllr Ablewhite is to send the Parish Councillors a copy for the August meeting so that the Parish Council could write a letter of support.

383. Library Licence.

As the Councillors had not seen a copy of the licence to be signed then Cllr Bayman suggested that it could be signed at the August meeting

Cllr Bayman proposed that the Library could use the yard as long as they had insurance in place, seconded Cllr Goodson All in favour except Cllr Wright and Cllr Ablewhite who abstained. Cllr Wright was concerned if something went wrong without ever seeing the agreement through but Cllr Bayman stated that he was prepared to take that risk as long as they had insurance in place.

384. Permissions letter for the Library

This was withdrawn based on legal advice. A licence is all that is needed to give the permissions required.

385. First Reading of a Parish Council Communications Strategy

The document had been circulated to all the Councillors before the meeting.

Cllr Ablewhite asked why the minutes and agendas were only going to be over the last 4 years? Cllr Bayman said that he was only advocating 4 years, at the moment.

Cllr Wright stated that it was a well put together document and the important aspect would be the implementation. Cllr Sparham thought it was a good idea and was well written as did Cllr Shephard and Cllr Pacey.

It was proposed to accept the document with some small alterations by Cllr Bayman, seconded by Cllr Sparham. All in favour.

386. Skate Park

The proposal had been circulated to all the Councillors before the meeting.

The new team is nearly set up and the organisation is in place along with the bank account etc.

The current site is to be refurbished and being given an extended life and this has been put forward by the Skate Park Team. They have obtained three quotes from various bodies and the cost will be around £25K. Extra work will be needed for their next plan for the next 20 years which will include commercial sponsorship.

The Parish Council were asked generally how they would feel about the scheme, the costings and assisting them financially. The Parish Council confirmed that they were happy to see progress with the Skate Park and that they would look forward to a more formal request for support at the August meeting.

Cllr Wright would ask Melton Borough Council if they can help. Cllr Bayman confirmed that he had asked Barratts to consider making a grant towards the project.

Travel and transport

387. Letter to LCC Highways
In the light of the recent re-surfacing of the High Street, Green Lane and Muston Lane, the Parish Council discussed asking Leicestershire County Council to tell us of such plans. Surely the money could have been more wisely spent – since other areas of the Parish had big potholes that had not been filled, and better liaison would allow us the opportunity to discuss speed reduction plans and pedestrian safety issues.

Cllr Wright stated that he knew that similar issues had been raised at a recent forum.

The Parish Council would like to see the maintenance program in advance and to be kept informed and this will be requested in our letter to LCC Highways.

Proposed to send LCC Highways a letter and include a request to see the maintenance program and to be kept informed of Bottesford Ward works by Cllr Bayman, seconded Cllr Wright. All in favour.

388a. Village Warden

The Village Warden has spent 9 hours on the Remembrance Garden. He now has his high viz jacket with Village Warden stated on it. Cllr Ablewhite stated that she had never seen him but Cllr Bayman pointed out that the task list and invoices show what work he is doing.

Cllr Wright stated some concerns when he was working on the Remembrance Garden and was concerned about the cost and having better control over him and his team.

It was also stated that the Village Warden insures his employees himself and they are supervised by the Village Warden.

Cllr Bayman asked Cllr Wright and Cllr Goodson to look at the current processes including whether they need strengthening. Cllr Wright asked to be the Village Warden’s foreman although Cllr Shephard stated that he was supposed to contact her or Cllr Pacey when doing the Remembrance Garden. Cllr Shephard also asked for itemised invoices for the allotments etc. Cllr Pacey stated that he had specifically asked for certain jobs to be done and the Village Warden had done them and a lot better than they had been done for ages.

Regarding the Memorial Garden, there was question relating to how far we need to go with the rest of the job which will take a lot of time and money?

388b Barratts

Cllr Bayman stated that we had a meeting with Chris Southgate, David Thomas (CEO Barratts), Cllr Wright, the Parish Council Clerk and Colin Love (resident)

It was made clear to Barratts that we wanted to look at the options available and to amend things before they left the site. The representatives of Barratts were flexible, would review specific issues and would consider specific changes to the site.

1.  Attenuation Pond – The team expressed concerns that the current attenuation pond was neither an amenity nor a feature and was now fenced off with danger signs. Chris Southgate to review.
2. Public Open Space - Barratts had put in a lot of drainage and this would be re-checked by Chris Southgate. It would be hoped that this area could be used for sports and leisure.

3. Hard Edges to the estate – Barratts would look at ways to soften them so that the estate blends in better with the surroundings.

4. Fences – these are high and domineering and Chris Southgate is to meet with the residents and to work with them using plants and shrubs.

5. Toddler traps – We expressed our concerns about the steep ends to some gardens. Some of the sloping gardens in affordable homes are correct in respect of the Planning Regulations and are what the Housing Association wanted but Chris Southgate will liaise with the Housing Association about these.

6. Wheelie bin sheds – there are steps between some and houses and the Parish Council feel they need some sheds and slopes. Chris Southgate to review.

7. Final good tidy up – Barratts agreed to having a tidy up before they left the site.

Cllr Bayman suggested that if the Parish Council work with Barratts again that it would benefit the Parish if both sides were to be more co-operative.

Cllr Bayman thanked Colin Love for his continued efforts with regard to this development.

389. Financial Matters

A) Payments to be made in July 2017

The payments were split into two sections, the first was all payments except Cllr Wright’s.

Accounts for payment July 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Item</th>
<th>Amount</th>
<th>VAT included</th>
<th>Payment type</th>
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<td>HMRC</td>
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<td>n</td>
<td></td>
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<tr>
<td></td>
<td>K Price</td>
<td>Salary</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Jane Willcock</td>
<td>Salary</td>
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<td>s/o</td>
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<td>16.6.17</td>
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<td>3xhigh viz jackets</td>
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<td>Y</td>
<td>chq</td>
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<tr>
<td>15.6.17</td>
<td>Richer Sounds-KPrice</td>
<td>DVD player</td>
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<td>chq</td>
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<tr>
<td>13.6.17</td>
<td>D Wright</td>
<td>Ink</td>
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<td>chq</td>
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<td>5.6.17</td>
<td>Eon</td>
<td>Electricity-Parish</td>
<td>£203.24</td>
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<td>dd</td>
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<td>2.6.17</td>
<td>Eon</td>
<td>Street lighting</td>
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<td>dd</td>
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<td>Shredder</td>
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<td>5.6.17</td>
<td>R J Hopkins</td>
<td>Mow grass on riverbank and allotments</td>
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<td>IB</td>
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<tr>
<td>14.6.17</td>
<td>William Freer Ltd</td>
<td>Service gas boilers</td>
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<td>IB</td>
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<tr>
<td>16.6.17</td>
<td>Intuit</td>
<td>Quickbooks</td>
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<td>dd</td>
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<tr>
<td>16.6.17</td>
<td>Mick Calcraft</td>
<td>Grounds Maintenance</td>
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<td>20.6.17</td>
<td>R J Hopkins</td>
<td>Hedge cutting</td>
<td>100.00</td>
<td>N</td>
<td>ib</td>
</tr>
</tbody>
</table>
### Receipts and Payments for June 2017

**Intouch**
- Time telecom – phone: 43.14 Y dd

**Total Gas and Power**
- Gas: 63.01 Y dd

**N fit**
- Replace lock to V Hall gate plus 3 keys: £115.50 N ib

**2Commune**
- Website annual licence & hosting 2 domain names: £540.00 Y ib

**Intouch investments Ltd**
- Time Telecom: £3.18 Y dd

**J Willcock – Morrisons**
- Mop bucket/wringer and 2 x w up liquid: £4.00 N lb/chq

**K Price -PO**
- Reimburse stamps: £13.44 N chq

**PEHempstead & Sons**
- Grass cutting Bottesford and Muston: £1160.05 Y ib
- Grass cutting Granby drive: £105.80 Y ib

**Trisport (East Midlands) Ltd – K Price**
- Printing of high viz jackets: £7.00 N chq

**Chris Greasley**
- Shelving, cupboard, worktop: £526.97 N ib

**Personnel Advice & Solutions**
- HR: £360.00 Y chq

**HSA**
- Service & spares: £90.17 Y ib

**B Richardson**
- Various: £1297.18 Y ib

**Eon**
- Street Lighting: £432.50 Y dd

**DART**
- Course: £65.00 Y ib

**MG Safe -KPrice**
- Spraying equipment: £50.48 Y chq

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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Year to date</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
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<td>43.14</td>
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<tr>
<td>3.6.17</td>
<td>Total Gas and Power</td>
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<td>Y</td>
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<td>26.6.17</td>
<td>N fit</td>
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<td>28.6.17</td>
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<td>ib/chq</td>
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<td>chq</td>
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<td>ib</td>
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<td>chq</td>
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<td>Chris Greasley</td>
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<td>ib</td>
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<td>4.7.17</td>
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<td>chq</td>
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<td>90.17</td>
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<td>1.7.17</td>
<td>B Richardson</td>
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<td>ib</td>
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<td>Y</td>
<td>ib</td>
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<td>MG Safe -KPrice</td>
<td>50.48</td>
<td>Y</td>
<td>chq</td>
</tr>
</tbody>
</table>

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Cllr Goodson suggesting enquiring about gas boiler services contracts.

**Cllr Wright proposed the payments were correct and should be made, seconded Cllr Shephard. All in favour.**

ii **Cllr Wright abstained from voting for this section ii as he was receiving this payment.**

Proposed by Cllr Pacey to agree the payment, seconded Cllr Goodson. All in favour.

### B. Financial Statements for 30 June 2017

**Bottesford Parish Council**

**Receipts and Payments for June 2017**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Year to date</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>Precept</td>
<td>50,623.31</td>
<td>100,463.00</td>
<td></td>
</tr>
<tr>
<td>Allotments</td>
<td>1,985.11</td>
<td>1,200.00</td>
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</tr>
</tbody>
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**Bottesford Parish Council**

**Receipts and Payments for June 2017**

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<td>100,463.00</td>
<td></td>
</tr>
<tr>
<td>Allotments</td>
<td>1,985.11</td>
<td>1,200.00</td>
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</table>
Fuller Room hire 272.00 674.00 6,000.00
Library 0.00 8,000.00
Grants 460.00 16,413.00 783.00
Miscellaneous 1.54 478.52
VAT input tax refunded 0.00

**TOTAL RECEIPTS** 733.54 70,173.94 116,446.00

**PAYMENTS**

Staff costs 2,857.12 6,474.06 45,000.00
Warden Purchased Items 0.00 0.00 2,500.00
Training 0.00 105.00 1,500.00
Insurance 2,486.06 2,486.06 2,600.00
General Admin Expenses 965.75 3,194.01 6,000.00
Audit & Legal Fees 221.60 1,341.60 3,500.00
Old School 1,618.01 5,284.59 6,000.00
Allotments 0.00 1,500.00
Parks & Open Spaces 1,010.77 3,349.41 15,000.00
Playground 16,839.00 16,839.00 3,000.00
Parish Projects 0.00 0.00 3,500.00
Special Projects 0.00 0.00 13,500.00
Street Lighting 586.54 1,924.57 6,000.00
Community Funding 350.00 1,600.00 6,846.00
VAT input tax to be refunded 4,055.47 5,670.02

**TOTAL PAYMENTS** 30,990.32 48,268.32 116,446.00

**BANK RECONCILIATION**

<table>
<thead>
<tr>
<th>Cash Book</th>
<th>Balances per Bank Statements</th>
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</thead>
<tbody>
<tr>
<td>Opening Balance at 1 June 2017</td>
<td>144,963.58</td>
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<tr>
<td>Add: Receipts in the month</td>
<td>733.54</td>
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<tr>
<td>Less: Payments in the month</td>
<td>30,990.32</td>
</tr>
</tbody>
</table>

**Closing Cash Book Balance at 30 June 2017**

114,706.80

This was proposed as correct by Cllr Goodson, seconded Cllr Wright. All in favour.

391. Library’s charge for Summer Fete and Christmas Fair for renting the Fuller Room, Parish Room and associated yards.

Cllr Bayman proposed that they are allowed to have these events for free rather than through Community Funding. I want to encourage good relations with the Library. The Councillors all voted in favour apart from Cllr Ablewhite who abstained.
392. **Funding Request from Bottesford Youth club for £2500 to pay their rent.**

Proposed by Cllr Wright to agree the funding, seconded Cllr Goodson. All in favour apart from Cllr Ablewhite who was against it.

393. **Melton Borough Council Economic Development Strategy Refresh 2017-2020.**

Cllr Wright stated that this has to be filled in electronically and suggested that the Chairman and Clerk complete it.

Proposed that Chair/Clerk complete above document together, seconded Cllr Sparham. All in favour.

394. **Correspondence**

1. There was a thank you letter from Bottesford Garden Association Committee for their funding.

2. Cllr Bayman stated that he had received a letter from Melton Borough Council’s Monitoring Officer about an earlier complaint made by Dermot Daly about his conduct. The correspondence suggested that Cllr Bayman's response had not been accepted by Mr Daly and so consequently the complaint was to be taken further.

This now moves to the formal review on 20 July 2017.

395. **Update on each of the Priority Projects**

a) **Neighbourhood Plan**

This is to be re-started, following the increased clarity brought by the latest documents of the Melton Borough Council Local Plan. Next meeting 25 July 2017.

b) **Tidy up riverbank**

No update from Cllr Gough.

Cllr Sparham stated that when the river is chocked up with weeds it encourages the risk of flooding.

Clerk to contact Environment Agency

c) **Repairs to the Market Cross**

We have had one quote and a second not yet received. The third has a query with English Heritage. Cllr Wright hope to finalise this at the August meeting.

d) **More trains stopping at Bottesford**

No update as Cllr Gough. Cllr Wright stated that the Duke of Rutland is happy to support this and has sent a letter to Cllr Wright.

e) **Skate Park**

Cllr Bayman said there was nothing more than he had already said.

f) **Welcome signs and planters at the entrances to Bottesford and Normanton**

Cllr Shephard stated that they needed to tie in with those at Normanton and she is to contact Alistair Rapper and Paul Foster. Cllr Goodson agreed.
g) **Fund Raising**

Cllr Bayman said that a lady had asked for her name to be put forward and she will be good for writing funding documents etc., and that he would be meeting her in the next few days and would report back to the Councillors.

396. **Lead Member Reports**

A) **Allotments**

A meeting had taken place on 6 July between the allotment holders, Cllr Shephard and Cllr Pacey and the requests were to be kept aware of the costings on the allotments which we feel will be below budget. An annual meeting has been agreed and the judging will be taking place 11 July 2017.

F) **Friends of St Mary’s**

They need a new Chairman as John Daybell as resigned.

397. **Close the meeting**

**Meeting closed at 10.10pm**