

**Gaddesby Parish Council**  
**Minutes of the Parish Council Meeting held at Gaddesby Village Hall**  
**on Monday, 12<sup>th</sup> May 2014, commencing at 6.45 pm.**

**Councillors Present**

Mrs Jenny Hurst  
 Mr Howard Bakewell  
 Mr Neil Shorrocks

Mr Gordon Bigam  
 Mrs Pat Walton

Mrs Trudy Toon – Clerk to the Council

**Action**

**Apologies** – Apologies were received from Borough Councillor Mrs Janet Simpson.

**Elections**

Councillor Mr Gordon Bigam was elected as Chair, (proposed by Councillor Mrs Jenny Hurst and seconded by Councillor Mrs Pat Walton). Councillor Mr Neil Shorrocks was elected as Vice-Chair (proposed by Councillor Mrs Pat Walton and seconded by Councillor Mr Howard Bakewell). Both Councillors confirmed that they were happy to accept these proposals and to take on the roles of Chair and Vice-Chair. Councillors completed and signed an acceptance of declaration of office, which would be kept on file.

Clerk

Councillor Bigam thanked Councillors for their proposals and expressed his thanks to Councillor Hurst for carrying out the role of Chair over the last two years; Councillors added their own thanks to Councillor Hurst.

**Parishioner/Public Time**

There were no parishioners present.

**Minutes** – Minutes of the previous meeting no's 2014/2015 1-5, having been circulated, were taken as read, approved and signed.

**Matters Arising**

1. **Changes to the Local Bus Service 100** – An email had been received from County Councillor Orson to advise that a meeting of the LCC, Cabinet would take place on Tuesday, 6<sup>th</sup> May 2014, where the local bus service coverage would be discussed. As yet further information of the outcome of the meeting had yet to be received from LCC or County Councillor Orson.
2. **Internal Audit** – The Clerk advised Councillors that she had met with Mr Richard Willcocks, the new Internal Auditor for GPC on two further occasions to discuss the Internal Audit and to present him with any necessary documents. Following this, the Clerk had completed the end of year accounts to the 31<sup>st</sup> March 2014. See Finance.  
 One suggestion Mr Willcocks had made was for GPC to consider adopting a 'Statement of Internal Controls and Annual Review of the Effectiveness of Internal Control'. Following this suggestion the Clerk had circulated to all Councillors, at the April meeting, a copy of the document for them to read through and consider.

**Matters Arising Cont.**

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| <p>2. <b>Internal Audit cont.</b> – Having read through the document, Councillors resolved to adopt the ‘Statement of Internal Controls and Annual Review of the Effectiveness of Internal Control’, with no amendments. The Clerk would include this in the annual Policy Review.</p>   | Clerk |
| <p>3. <b>Broken Nameplate : Main Street, Barsby</b> – The Clerk advised Councillors that Mrs Claire Dorans at MBC had omitted to include the Main Street, Barsby nameplate in the last batch of orders, but would endeavour to include the nameplate in the next batch, which would be ordered shortly.</p>  |       |
| <p>4. <b>Church Lane, Barsby</b> – Nothing to report.</p>  |       |
| <p>5. <b>Sir Clive Loader, the Police and Crime Commissioner for the Leicestershire Police</b> – The Clerk advised Councillors that she had discussed the idea of a possible meeting with Sir Clive Loader, the Police and Crime Commission for the Leicestershire Police, with Borough Councillor Simpson. Borough Councillor Simpson agreed to telephone Lynn Aisbett at MBC on behalf of GPC. Following this discussion, Lynn Aisbett suggested that it could be included at a Parish Council Liaison meeting. Although the next Parish Council Liaison meeting would be due to take place on Tuesday, 17<sup>th</sup> June 2014, this would be short notice to organise such a discussion, therefore, Lynn Aisbett suggested that it could be included at a Liaison meeting later in 2014 or early 2015. Councillors considered this to be a good idea and asked the Clerk to contact Lynn Aisbett to confirm this. The Clerk would ask Lynn Aisbett if a representative from South Croxton Parish Council could be invited to the evening, as they are within the Borough of Charnwood.</p> | Clerk |
| <p>6. <b>Dog Fouling, Paske Avenue/Top of Park Hill, Gaddesby</b> – The Clerk had yet to display a notice on the notice board to remind parishioners that it is an offence not to clean up after your dog and that there is a penalty of £1000.00 if you are caught not doing so. Additionally, the Clerk had yet to contact the Environment Health Department at MBC. Councillor Bakewell reported that currently the dog fouling problem did not seem as bad as it had previously been, therefore, after consideration Councillors agreed to monitor the situation without any further action at the present time.</p>   |       |
| <p>7. <b>Litter in and around Rearsby brook, Gaddesby</b> – Councillor Bakewell advised that he had agreed to walk the footpath, which runs near to Rearsby brook, with the parishioner who had raised the litter issue with him. However, the parishioner had yet to contact Councillor Bakewell, so he felt that there may not be such a problem with litter in and around Rearsby brook. Councillor Bakewell would wait to see if the parishioner contacts him again.</p>   |       |
| <p>8. <b>Pot Hole : Highfield End, Ashby Folville</b> – The Clerk had emailed LCC, Highways Department to report that a large pot hole had formed on Highfield End, Ashby Folville, which required repairing. LCC, had subsequently informed that a Highway Inspector had assessed the pot hole and had concluded that it is not currently a high priority. However, it has been noted for consideration in one of their future schedules of work. It had been noted that yellow spray paint had been used to mark the pot hole, which would suggest that LCC may carry out any repairs shortly.</p>   |       |

## Correspondence

**1. MBC, Parish Council Agenda Setting Meeting/Parish Council Liaison Meeting –** Notification had been received from MBC that a Parish Council Agenda Setting Meeting would be held on Wednesday, 7<sup>th</sup> May 2014 at 6.30pm; Councillors did not wish to attend.

Notification had also been received of the Parish Council Liaison Meeting which would be held on Tuesday, 17<sup>th</sup> June 2014 at 7pm, again at the Council Offices. MBC had advised that only Burton and Dalby Parish Council had put forward an item for inclusion on the agenda, this being, ‘when will the Councils alternative energy policy be completed’?

Councillors Bakewell and Bigam agreed to attend on behalf of GPC.

**2. MBC, Circulation of Planning Applications with Parish Councils Electronically** – An email had been received from Lynn Aisbett, the Chief Executive at MBC, regarding the circulation of planning applications to Parish Councils electronically. The email follows on from a previous email sent by Mr Jim Worley back in November 2013. The email was circulated to all Councillors prior to the meeting. Councillors had read through the email and did not wish to make any comments. However, Councillors were of the opinion that it remains essential for all Parish Councils to receive a paper copy so that Councillors are able to look at the plans collectively during a Parish Council meeting.

**3. MBC, Council Tax Support Grants** – An email had been received from Lynn Aisbett, the Chief Executive at MBC, regarding Council Tax Support Grants. The email advised that following a recent Branch meeting of the LRALC, Lynn Aisbett was able to confirm that following a decision of the Full Council all future Council Tax Support Grants paid by MBC to Parish Councils will be adjusted to reflect the Revenue Support Grant (RSG) received by the Council – ie, if the RSG goes up or down by X% then the grant received for the previous year will also be adjusted by this figure. The email advised that to help with financial planning, MBC would endeavour to provide Parish Councils with an indication of the implications of any changes to the grant as early as possible. From 2014/2015 MBC would also aim to provide Parish Councils with an indicative figure for the Council Tax Base before the end of November to aid with budgetary planning. The email was circulated to all Councillors prior to the meeting. Councillors noted the content of the email.

Correspondence was either emailed or made available to Councillors as necessary.

## Planning Matters

**a. Phoenix Cottage, 10 Main Street, Gaddesby** – Application submitted by Mr P McWilliam for a proposed single storey side extension to the existing dwelling. Following discussion, Councillors felt unable to support the application due to the fact that the proposed extension is too close in proximity to no. 12 Main Street, as there is only a 200mm gap between the two properties. This would make general maintenance of the properties difficult and caused concern in the event that the emergency services may be required. Also, the proposal could give the appearance of a continuous row of houses rather than individual properties within the centre of the conservation area. Additionally, Councillors were unsure if the occupants of no. 12 Main Street would have been informed of the proposal by MBC. The Clerk was asked to include these points of concern in a letter to MBC.

Councillors  
Bakewell and  
Bigam

Clerk

**Planning Matters cont.**

**b. 15b Baggrave End, Barsby** – Application submitted by Mr Payne for a proposed rear single storey extension to the existing dwelling. Councillors resolved to support the application, however, the Clerk was asked to include in the letter to MBC, that clarification is required that the proposed extension is within the village boundary.

Clerk

**Planning Decisions**

**a. White Cottage, 17 Main Street, Gaddesby** – Application submitted by Mr and Mrs B Garley, for the proposed erection of a new three bedroom dwelling in the garden of no. 17 Main Street, Gaddesby, has been granted planning permission by MBC.

**b. Aspens, 12 Park Hill, Gaddesby** – Application submitted by Mrs S Smith, for the proposed lopping of Hawthorn and Silver Birch trees, not to exceed eight metres high, has been granted consent to work on trees by MBC.

**c. Sycamore Farm, 15 Main Street, Barsby** – Application submitted by Mr A Cresswell-Black for the proposed removal of one Eucalyptus tree has been granted consent to work on trees by MBC.

**Representative Reports**

**1. Ashby and Barsby Parish Hall** – It was understood that the Spring Supper held in the Hall on Thursday, 10<sup>th</sup> April 2014, had been well supported and an enjoyable village occasion.

**2. Barsby Village Hall Green** – Councillor Hurst reported that a committee meeting had taken place on Monday, 28<sup>th</sup> April 2014 and that a profit of £142.93 was made at this year's 'Father Turkey' pantomime held back in February 2014. Councillor Hurst went on to report that three teak benches would be purchased with a grant of £800.00 from the East Midlands Airport Community Fund.

**3. Gaddesby Village Hall** – Councillor Bakewell reported that the Village Hall continued to be booked with various functions. Councillor Bakewell was pleased to advise that the ongoing sewage pump problems had now been resolved.

**Review of Policies**

As part of the Internal Audit process, Mr Willcocks had suggested that the policies held by GPC should be reviewed and approved on an annual basis.

Therefore, the following policies were reviewed, approved and amendments noted:

- Clerks Job Description – the following amendments were to be made:  
Job Title – Clerk to the Parish Council and Responsible Finance Officer.  
Salary – Revised annually in line with the SCP scale.  
Clerical – omit 40wpm after computer/word processing skills are essential.
- Financial Regulations – no amendments necessary.
- Standing Orders – amend point 3, meetings – 'Additional meetings shall normally be held on the second Monday of the month.
- Risk Management – no amendments necessary.

**Review of Policies cont.**

- Risk Assessment/Risk Register – completed by the Clerk and approved by GPC.
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control – adopted by GPC with no amendments.

Councillors asked the Clerk to provide them with updated copies of all the policies.

Clerk

**Finance****Accounts paid since the last meeting:**

Ashby and Barsby Village Hall – Hire of Hall, 5 meetings @ £15.00 each, total £75.00.

- The Clerk had notified Mrs Favell of the increase from £15.00 per meeting to £16.00 per meeting, with effect from April 2014.

Gaddesby Village Hall – Hire of Hall, 7 meetings @ £15.00 each, total £105.00.

St. Mary's Ashby Folville PCC – Churchyard maintenance grant, total £75.00.

St. Luke's Gaddesby PCC – Church maintenance grant, total £75.00.

Barsby Village Hall Green – Green maintenance grant, total £75.00 plus general maintenance grant, total £300.00. Total cheque to Barsby Village Hall Green, £375.00.

E.ON UK Plc – Street light maintenance, ¼ ending 31.03.2014, £182.65 plus 20% VAT £36.53, total £219.18.

Leicestershire and Rutland Playing Fields Association – Membership renewal 2014-2015, total £16.00.

Trudy.M.Toon – Clerks salary and expenses from 01.01.2014 to 31.03.2014, salary £1,253.20, expenses £100.50, total £1,353.70.

**Accounts for payment:**

Aon UK Ltd – Annual Insurance Premium 2014/2015, total £1,389.76.

South Croxton Benefice – 1<sup>st</sup> ¼ payment towards the church newsletter, total £62.50.

E.ON UK Plc – Street light energy, from 01.01.2014 to 31.03.2014, £208.96 plus 5% VAT £10.45, total £219.41.

Mr Richard Willcocks (Redwood Pryor Ltd) – Internal Audit, £161.60 plus 20% VAT £32.32, total £193.92.

After consideration and a review of the annual playground maintenance fee, Councillors resolved to increase the payment to Mr Pick by the annual inflation rate of 3%, this being £25.00 per year. This would, therefore, make the total maintenance fee £825.00 per year.

N.G Pick – Playground maintenance from 01.11.2013 to 30.04 2014, total £412.50.

It had been noted that the playground boundary hedge had become overgrown and required trimming back before it got too long and untidy. As it was felt that it would be a task for two people, Councillor Bakewell agreed to ask Mr Pick if he knew of someone who would be able to carry out the trimming back, or if he knew of someone who could help him to trim back the overgrown hedge. Councillors agreed that the hedge should not be trimmed back at the present time, but in the autumn.

Councillor  
Bakewell

Biffa Waste Services – MBC gardening club, garden waste collection (two green composting bins for the Gaddesby Children's Play Area), total £76.00.

**Payments Received:**

04.14- MBC – 1<sup>st</sup> precept payment for 2014/2015, total £7,250.00.

03.03.14 – Barclays Bank Business Reserve Account, interest to 02.03.14, total £1.72.

**Finance cont.****Estimated Balances:**

Barclays Bank Business Reserve Account £10,491.63.

Barclays Bank Community Account £8,719.80.

The latest bank statements were made available for Councillors.

**Bank Reconciliation as at 31<sup>st</sup> March 2014:**

A copy of the latest bank reconciliation was circulated to all Councillors.

**Transfer of Funds:**

Councillors agreed that £4,500.00 should be transferred from the Community Account into the Business Reserve Account; the Clerk was asked to carry out this transaction.

Clerk

**Annual Audit of Accounts 2013/2014:**

The Accounts for 2013/2014, having been completed, were signed by the Clerk, Mrs Trudy Toon, then inspected by the Chair, Councillor Mrs Jenny Hurst. The appointed Internal Auditor, Mr Richard Willcocks, had inspected and checked the accounts and had produced a detailed annual report, which was circulated to all Councillors. The accounts would be made available for public inspection and the Clerk would forward the annual return to Grant Thornton UK LLP, in order for them to complete the audit process.

Clerk

**Clerks Remuneration:**

The Clerk reported that the 2014 edition of the 'Clerks and Councils Direct' year book had yet to be received. The Clerk would advise Councillors of any remuneration details once they had been received; Councillors agreed that any increase would be back dated to the 1<sup>st</sup> April 2014.

**Other Business**

**1. Apologies for July meeting** – Councillors Bigam and Hurst gave their apologies for the July meeting. As the newly appointed Vice-Chair for GPC, Councillor Shorrocks agreed to stand in for the new Chair, Councillor Bigam.

**2. Gaddesby Primary School (Academy)** – Councillors Bakewell and Shorrocks reported that Gaddesby Primary School had been awarded a Government grant to the value of 1.1million in order to carry out kitchen and classroom extensions to the existing School building.

**3. Footpath repairs : Paske Avenue, Gaddesby** – The Clerk was pleased to report that LCC, Highways Department had dug out and re-laid the footpath outside the property of no. 6 Paske Avenue, Gaddesby. The roots of an overgrown Christmas tree in the garden of no.6 were growing under the footpath making it uneven to walk along.

**4. Bench, Ashby Road, Gaddesby** – It had been drawn to the attention of GPC, during the autumn of 2013, that the bench situated along Ashby Road, Gaddesby could benefit from a clean and a fresh coat of protective stain. As the bench was in memory of Mr John Folwell, it was agreed that Mrs Esme Folwell of Gaddesby should be asked if she would like GPC to take on the responsibility of any future maintenance that the bench required. The Clerk was asked to contact Mrs Folwell to ask if she would be happy with this arrangement.

Clerk

**Other Business cont.**

**5. Overgrown footpath : Church Lane, Barsby** – It had been brought to the attention of GPC that the first section of the footpath which runs from the Tower House, Church Lane, Barsby towards Ashby Folville had become overgrown. The Clerk was asked to contact Mr Richard Bye, the Rights of Way Inspector for the Melton area for LCC to visit the site and to make the necessary arrangements to have the area trimmed back.

Clerk

**Arrangements for the next meeting:**

Monday, 9<sup>th</sup> June 2014, at Ashby and Barsby Parish Hall, commencing at 6.45 pm.

The meeting closed at 8.25 pm.

Chair.