

Gaddesby Parish Council
Minutes of the Parish Council Meeting held at Gaddesby Village Hall
on Monday, 9th July 2018, commencing at 6.45 pm.

Councillors Present

Mrs Jenny Hurst – Chair
 Mr Gary Fox – Vice-Chair

Mrs Pat Walton
 Mr John Simon

Mrs Trudy Toon – Clerk to the Council
 Borough Councillor Mrs Janet Simpson

Mr Alan Hockey – Ashby Folville parishioner

Action

Apologies – Apologies were received from Councillor Mr Gordon Bigam and County Councillor Mr J T Orson.

Parishioner/Public Time

Ashby Folville parishioner, Mr Alan Hockey, attended the meeting as he had recently expressed an interest in becoming a Parish Councillor. The Clerk suggested that Mr Hockey attended the meeting for observation purposes.

Minutes – Minutes of the previous meeting no's 2018/2019 15-22, having been circulated, were taken as read, approved and signed.

Matters Arising

1. **Councillor Vacancy** – The Clerk informed MBC that Mr Howard Bakewell had resigned as Parish Councillor for Gaddesby. MBC forwarded the Clerk posters to advertise the vacancy, following which, the posters were put on the village notice boards approximately ten days' ago.
 Ashby Folville parishioner, Mr Alan Hockey expressed an interest in becoming a Parish Councillor – see above.
2. **Crime Updates** – Nothing to report.
3. **Weakened Carriageway from Barsby crossroads to South Croxton crossroads** – The Clerk was asked to email LCC, Highways Department to enquire if an update was available as the matter had been ongoing for a considerable length of time.
4. **Melton Local Plan** – Notification had been received from MBC that a consultation is being carried out on the main modifications to the MLP. The consultation would run from the 21st June until the 2nd August 2018. Documents can be viewed on the MBC website.

Clerk

Matters Arising cont.

- 5. Neighbourhood Development Plan** – Councillor Simon reported that the questionnaire had been circulated to all households within the Parish and the closing date for the responses was today, 9th July.
Councillor Simon advised that the Theme Group event took place on Wednesday, 13th July 2018, which was well attended and that following a brief introduction, the parishioners divided into three theme groups. The groups would individually meet during the next couple of months.
Councillor Simon reported that the majority of the stakeholders had received either a letter or email to inform them of the development of the plan and to advise that they were able to forward any input if they so wished. Landowners and businesses within the Parish would be contacted shortly.
- 6. Gaddesby Children’s Play Area : Moss on the MUGA surface** - Nothing to report. It was understood that the moss on the MUGA surface had yet to be treated.
- 7. Gaddesby Lane, Barsby** – Nothing to report.
As the carriageway patching and haunching works had yet to be carried out on Gaddesby Lane, Barsby, the Clerk was asked to remind LCC, Highways Department that it remained in poor condition.
- 8. Field near to Randals Close/Barsby Village, Gaddesby Lane, Barsby, (grid reference SK697115)** – Nothing to report.
The Clerk was asked to email Mr Joe Mitson at MBC to enquire if any progress had been made with investigations, in relation to the concerns raised by GPC.
- 9. Transparency Code For Smaller Authorities : GPC Agenda** – As requested by Councillors, the Clerk had included the planning application number and application address on the July 2018 agenda and would continue to do so on future agendas.
- 10. Blocked Drains, Ashby Folville** – Nothing to report.
- 11. Water Leak, Baggrave End, Barsby** – It was noted that water did not appear to be leaking from the area, however, wooden planks covered the excavated hole.
- 12. General Data Protection Regulation (GDPR)** – As agreed and requested by Councillors, the Clerk downloaded and amended the policies below accordingly with the GPC heading.
- Two Privacy Notices – template downloaded from the NALC website.
 - A Data Protection Policy – template supplied by LRALC.
 - A Subject Access Request (SAR) Procedure – template downloaded from the NALC website.
 - A Data Breach Policy – template supplied by LRALC.
 - Data Audit – compiled by the Clerk.
- Councillors appointed the Clerk as the Data Protection Officer (DPO).

Clerk

Clerk

All the above policies including the data audit were approved and adopted by GPC; the Clerk would date all the policies which would be retained on file for future reference.

Clerk

Matters Arising cont.

Clerk

- 13. PAYE/Payroll for Clerk** – The Clerk had yet to look into the matter further but would telephone HMRC for official guidance prior to the August meeting.
- 14. A607 Rearsby Bypass, junction with Gaddesby Lane** – Following the June meeting, it was noted that the overgrown grass intersection on the A607 Rearsby bypass junction with Gaddesby Lane had been mown.
- 15. Clerks Remuneration** – The Clerk obtained details of the latest salary scale for part-time Clerks from the Clerks and Councils Direct website and from the National Association of Local Councils (NALC) website.
The NALC website provided up-to-date salary details from the 1st April 2018. The Clerk advised that the current rate of pay is £12.44 per hour; this being at the top of the salary scale – spinal column point (SCP) 27. After referring to the NALC website the Clerk confirmed that the new rate would be £12.82 per hour. Councillors agreed that the Clerk should receive this increase and should include back pay from the 1st April 2018 in the next salary remuneration.
- 16. Cedar Tree situated in Gaddesby Hall grounds** – After reporting the concerns regarding the Cedar Tree situated in Gaddesby Hall grounds to the LCC, Landscape Officer, Mr Andrew Shaw, Mr Shaw reported that he had inspected the protected Cedar Tree a few weeks before the branch broke off and had noted some dead wood. Mr Shaw advised Mr and Mrs Jinks to have a climbing inspection of the tree carried out in order to identify dead and weak branches and to then have them removed.
Mr Shaw advised that dead and dangerous branches are exempt from a Tree Preservation Order (TPO). However, the owner must inform the Local Planning Authority (in this case LCC), that the work is required in the interests of safety.
- 17. Ash Tree opposite number 18 Ashby Road, Gaddesby** – Following the concerns raised by Gaddesby parishioner Mr Glynn Tucker regarding one of the Ash trees opposite number 18 Ashby Road, Gaddesby, the Clerk forwarded the email to Mr Andrew Shaw the LCC, Landscape Officer for his attention. Mr Shaw forwarded the email onto Mr Stewart Marshall, the LCC, Highway Forestry Officer who is responsible for the management of trees on LCC land and adopted highway verges.
Mr Marshall responded directly to Mr Tucker to advise him that there was uncertainty to the ownership of the area of land and trees, however, an informal inspection of the tree was carried out by LCC arboriculturalists. This was carried out in the respect of highway safety. Mr Marshall advised that no further action would be taken at this stage, although they would continue to monitor the tree as part of LCC's cyclical tree survey programme.
- 18. New Church Newsletter** – The Clerk notified Mr Vic Allsop at the benefice office of the forthcoming Parish Council meetings for the next six months. Following which, the meeting dates were included in the July edition of the church newsletter.

Correspondence

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

Planning Matters**‘For Information Only’**

a. 12 Pasture Lane, Gaddesby – Application submitted by Mr Kev Taylor, for a non-material amendment, for proposed alternative materials in relation to planning approval 16/00963/FULHH, ‘erection of a garage’.

b. 7 Highfield End, Ashby Folville – Application submitted by Mr Gavin Wilkinson for the proposed erection of a two storey, three-bedroom detached dwelling. Councillors did not have any comments to make in relation to the application.

Clerk

Planning Decisions

a. Orchard Cottage, 2 The Lane, Barsby – Application submitted by Mr and Mrs Keen for a proposed rear two storey and single storey extension, with detached double garage with upper floor storage, has been granted planning permission by MBC.

b. ‘Penlan’, 21 Baggrave End, Barsby – Application submitted by David Miller Homes for the proposed demolition of the existing dwelling and outbuildings/farm buildings, the erection of one replacement dwelling and the erection of three additional dwellings. Alteration of access, provision of parking and associated works, has been refused planning permission by MBC.

c. Headland House Farm, Great Dalby Road, Ashby Folville – Application submitted by The Ashby Folville Land Trust for the proposed conversion of an agricultural building into a new dwelling, has been granted permission by MBC.

Representative Reports

1. Ashby and Barsby Parish Hall – Councillor Walton did not have any news to report this month.

2. Barsby Village Hall Green – Councillor Hurst reported that a recent committee meeting was held to plan the ‘Barsby Feast Day’, which would be held on Saturday, 28th July 2018 and that the details of the Barsby village lottery were finalised. Councillor Hurst advised that ‘Music at the Mill’ would take place on Saturday, 6th July 2019. Councillor Hurst went on to advise that a ‘Friends of the Village Hall Green’ group had been formed to help to keep the Green tended and weeded.

3. Gaddesby Village Hall – Mr Colin Rose, Chair of the Gaddesby Village Hall committee provided an update following the recent AGM:
‘The storage problems of the past have been sorted and although we failed to obtain a grant for the kitchen we managed the project ourselves and have transformed the kitchen with a spend of approximately £9,000.00.
The Hall lettings have been steady and along with the income from the Gaddesby Pre-School this has meant that we are, again, in a comfortable financial position. Smartening the car park and the frontage of the Hall has to be the next target’.

Representative Reports cont.

3. Gaddesby Village Hall cont. – ‘The Village Hall continues to attract regular users, each week it provides Gaddesby parishioners with a range of options, Zumba, Yoga, Aerobics, Why Not Come Dancing, The Astronomical Society and the WI. During the year we welcomed Carol Richardson onto the committee and we said goodbye to Annie Ward and Debbie Perkins. My thanks go to all the committee members who have been so supportive in contributing to such a relaxed series of meetings during the year’.

Review of Policies

As discussed and agreed at the June meeting, the policies held by GPC, as listed below, were amended by the Clerk, whereby the changes would reflect the new GDPR.

Financial Regulations.

Standing Orders

Risk Management

Statement of Internal Control and Annual Review of the Effectiveness of Internal Control.

The Clerks Job Description had also been amended according to the proposed changes by Councillor Fox – this was then circulated to all Councillors prior to the meeting. Councillors Simon and Fox had drawn up an Equal Opportunities Policy, which was circulated to Councillors for their comments.

All the above policies were approved and adopted by GPC; the Clerk would date all the policies which would be retained on file for future reference.

Clerk

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

Green Waste Club – Two green composting bins for the Gaddesby Children’s Play Area, total £104.00.

Melton Borough Council – RoSPA Play Area Safety Inspection, Gaddesby Children’s Play Area, £52.50 plus 20% VAT £10.50, total £63.00.

Redwood Pryor Ltd (Mr Richard Willcocks) – Internal Auditor £157.20 plus 20% VAT £31.44, total £188.64.

The Clerk advised Councillors that the Green Waste Club would no longer accept cheques for payment. The payment options were by debit/credit card, bank transfer or direct debit. Councillors agreed that the only option would be to set up an annual direct debit with Barclays Bank; the Clerk would look into this.

Clerk

Accounts for payment:

E.ON Energy Solutions Ltd – Street light maintenance, ¼ ending 30 June 2018, £182.65 plus 20% VAT £36.53, total £219.18.

E.ON UK Plc – Street light energy, ¼ ending 30 June 2018, £454.12 plus 5% VAT £22.71, total £476.83.

Trudy.M.Toon – Clerks salary and expenses from 01.04.2018 to 30.06.2018, salary £1,293.76, expenses £113.44, total £1,407.20.

Payments Received:

Groundwork UK – Grant for the development of the Neighbourhood Plan – total £6,000.00.

Finance cont.**Estimated Balances:**

Barclays Bank Business Reserve Account: £15,524.13.

Barclays Bank Community Account: £8,949.43.

The latest bank statements were made available for Councillors.

Bank Mandate:

Following the resignation of Councillor Bakewell, the Clerk telephoned Barclays Bank Plc to request a new bank mandate form. Barclays Bank advised that the name and address of the new signatory would initially be required, along with confirmation if the Councillor banks with Barclays. The Bank would then add the new Councillor details and Councillor Bakewell's details would be removed. The Bank would then forward an electronically generated form to GPC.

As Councillor Fox was the only member of the Council who banked with Barclays, Councillors all agreed that he should be included on the mandate, along with Councillors Hurst and Bigam. Councillor Fox confirmed that he would be happy to be included and that he would be willing for the Clerk to pass on his name and address to the Bank. The Clerk would telephone Barclays Bank.

Other Business

1. LRALC 'Round Robin' email – Councillor Simon commented on how much he enjoyed reading the LRALC 'round robin' email, which is forwarded to Councillors every Friday afternoon.

2. Local Delivery Services – Councillor Simon commented on how he felt it was important for the local services, such as milk and paper deliveries to continue to serve the villages and that parishioners should be encouraged to use these suppliers.

Arrangements for the next meeting –

Monday, 13th August 2018 at Ashby and Barsby Parish Hall, commencing at 6.45 pm.

The meeting closed at 8.00 pm.

Chair.

Clerk