

Gaddesby Parish Council
Minutes of the Parish Council Meeting held at Gaddesby Village Hall
on Monday, 14th May 2018, commencing at 6.45 pm.

Councillors Present

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

Mrs Pat Walton
 Mr John Simon

Mrs Trudy Toon – Clerk to the Council
 County Councillor Mr J T Orson

Action

Elections

Councillor Mrs Jenny Hurst was elected as Chair (proposed by Councillor Mrs Pat Walton and seconded by Councillor Mr John Simon).

Councillor Mr Gary Fox was elected as Vice-Chair (proposed by Councillor Mrs Pat Walton and seconded by Councillor Mr Gordon Bigam).

Both Councillors confirmed that they were happy and willing to accept these proposals for the roles of Chair and Vice-Chair.

Apologies – Apologies were received from Councillor Mr Howard Bakewell and Borough Councillor Mrs Janet Simpson.

Parishioner/Public Time

There were no parishioners present.

County Councillor Orson advised Councillors that the MBC committee system had been re-organised and that new committees would be appointed the following evening, Tuesday, 15th May. County Councillor Orson also advised that a new Head of Legal Services would be appointed and that an Enforcement Officer would be appointed later in the year.

County Councillor Orson reported that the Inspector for the Melton Local Plan raised only eight points with MBC and that the consultation, which is currently being carried out (see Matters Arising number 4), would consider the eight points. County Councillor Orson commented that the Melton Local Plan would be approved, at the earliest, in July.

County Councillor Orson reported that the LCC, Consultation on the Draft Passenger Transport Policy and Strategy would continue until the middle of June (see Matters Arising number 14). County Councillor Orson advised that his advice to parishioners would be to use the bus – ‘use it or lose it’!

Finally, County Councillor Orson apologised for not attending the GPC meetings for such a long time. Councillors thanked County Councillor Orson for attending.

Minutes – Minutes of the previous meeting no’s 2018/2019 1-6, having been circulated, were taken as read, approved and signed.

Matters Arising

1. **Gates, Ashby Road, Gaddesby** – Nothing to report.

Matters Arising cont.Councillor
Fox

2. **Crime Updates** – A beat report/crime update had yet to be received for the last few months.
Councillor Fox reported that a dwelling burglary had recently taken place at a property in Chapel Lane, Gaddesby.
Councillor Fox advised that he would contact PC Barlow to request a beat report/crime update and to ask if he had any follow-up information on the burglary.
Councillor Fox reported that the editor of the church newsletter, Mr Tucker, had resigned, so he had been unable to put a crime notice in the newsletter. It was unclear if a replacement editor would be found to enable the church newsletter to continue.
County Councillor Orson reported that Melton Mowbray would be recruiting more Police Officers.
3. **Weakened Carriageway from Barsby crossroads to South Croxton crossroads** – An email had been received from LCC, Highways Department to advise that the concerns and questions raised by GPC had been passed to the department that is dealing with this enquiry.
4. **Melton Local Plan** – Notification had been received from MBC to advise that they would be carrying out a six-week consultation on the main modifications to the Melton Local Plan as required by the Inspector following the examination. The consultation runs from the 10th May to the 20th June 2018.
5. **Neighbourhood Development Plan** – Councillor Simon reported that the Neighbourhood Plan Advisory Committee would again meet on Wednesday, 16th May, where it was hoped that a questionnaire would be approved. This would then be circulated to all households within the Parish. Councillor Simon advised that the theme groups would begin work at a meeting on Wednesday, 13th June and that letters would be sent out to all stakeholders.
Councillor Simon confirmed that the Advisory Committee did not require a copy of the Full Register of Electors.
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. **Footway from The Lodge, Ashby Folville to Barsby** – It had been brought to the attention of GPC that the footway had again become overgrown with long grass and stinging nettles. This was making it increasingly difficult for users, particularly those with prams or pushchairs and with small children. The Clerk was asked to email LCC, Highways Department to enquire if the area could be chemically treated in order to control the growth of the nettles. The Clerk was asked to enquire if the footway could be included in the mowing schedule as an ‘urban’ cut, rather than a ‘rural’ cut. The grass and nettles in the footway would then be strimmed rather than mown with an agricultural tractor and machine.
8. **Gaddesby Lane, Barsby** – Nothing to report.

Clerk

Matters Arising cont.

- 9. Field near to Randals Close/Barsby Village, Gaddesby Lane, Barsby, (grid reference SK697115)** – The Clerk emailed Mr Joe Mitson at MBC to enquire if any progress had been made with investigations in relation to the concerns raised by GPC.
Mr Mitson reported that he had visited the site and compared the current situation to historic records. Mr Mitson was of the view that a change of use had taken place and that this would require planning permission. Mr Mitson would write to the owner of the field to discuss the work carried out and the current use of the field.
The Clerk supplied Mr Mitson with the names and addresses of the owners of the field.
- 10. Transparency Code For Smaller Authorities : GPC Agenda** – Due to the additional time taken to complete other GPC tasks, the Clerk had yet to contact Mrs Frances Webster to ask her for her comments/suggestions in relation to making improvements/alterations to the GPC agenda, but would endeavour to do so before the June meeting. Clerk
- 11. Blocked Drains, Ashby Folville** – Nothing to report. Clerk
The Clerk was asked to remind LCC, Highways Department that the drains at the Dalby Road/Folville Street junction in Ashby Folville remained blocked.
- 12. Water Leak, Baggrave End, Barsby** – The Clerk reported a possible water leak near to numbers 11 and 13 Baggrave End, to Severn Trent Water. Following which, Severn Trent visited the site and concluded that the water is leaking from one of the properties situated on the private unadopted narrow lane. Severn Trent advised the Clerk that they would be visiting the site again to establish which property has the water leak. After telephoning again, Severn Trent advised the Clerk that they had visited the properties on a number of occasions but were unable to speak to any of the homeowners. Severn Trent would pursue the matter. Clerk
- 13. Pot Holes, Ashby Folville** – Councillors were pleased to note that the pot holes in Ashby Folville village had been repaired.
- 14. LCC, Consultation on the Draft Passenger Transport Policy and Strategy** – All Councillors Walton, Hurst and Simon produced a sample letter and flyer for circulation to all households within the Parish. All Councillors approved the letter and flyer. Councillor Simon obtained a quotation to photocopy both documents, this being £42.00. However, Councillors asked if it would be possible to copy the letter onto one side of A4 and to copy the flyer onto the other side in order to reduce paper and to possibly reduce the cost. Councillor Simon would ask the printing company if this would be possible and would liaise with Councillor Hurst. Councillors volunteered to deliver the letter and flyer to all households and Councillor Simon would advise Councillors once they were ready for collection. All Councillors & Clerk
The Clerk was asked to respond to the LCC Consultation on behalf of GPC, with a copy of the letter.

Matters Arising cont.

15. General Data Protection Regulation (GDPR) – As requested at the April meeting, the Clerk contacted LRALC for further guidance in relation to the GDPR. Mrs Frances Webster at LRALC explained to the Clerk the steps required in order to comply with the new GDPR. It was understood that GPC would require:

- An up-to-date audit of data held by GPC, ie names and contact details of Councillors – All Councillors confirmed that they would prefer to keep their own personal email addresses rather than have a new one specifically relating to GPC.
- Two Privacy Notices – downloaded from the NALC website.
- A Data Protection Policy – template supplied by LRALC.
- A Subject Access Request (SAR) Procedure – downloaded from the NALC website.
- A Data Breach Policy – template supplied by LRALC.

Councillor Fox agreed to read through the documents and policies and the Clerk would put together a list of data.

Mrs Webster brought to the attention of the Clerk, that the Clerks salary should be subject to PAYE and that the Clerk should no longer be considered by HMRC to be self-employed.

The Clerk was asked to look into this further.

Councillor
Fox &
Clerk

Correspondence

1. Parish Council Liaison Meeting – Notification had been received from MBC that the next Parish Council Liaison Meeting would take place on Tuesday, 19th June 2018 at 7pm in the Council Offices.

Any items for inclusion on the agenda should be forwarded to MBC by Friday, 25th May 2018.

2. Temporary Road Closure – Notification had been received from LCC, Highways Department that Pasture Lane, Ashby Folville – outside the Ashby Cottages – would be closed on Tuesday, 15th May 2018 for up to three days.

This is to enable Severn Trent Water to safely carry out a new connection.

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

Planning Matters

a. The Cottage, 1 Main Street, Barsby – Application submitted by Mr Phil Gill for the proposal to partially raise the roof of the property to form a first-floor habitable space.

Councillors had concerns that, as the property is one of the oldest buildings in Leicestershire, timber weather boarding would be inappropriate for such a building and that matching brick should be used to construct the new external walls.

In addition, Councillors believed that the property should remain in keeping with other properties in the area and that the Conservation Officer should be asked to look at the application. The Clerk was asked to write to MBC with these comments.

Clerk

Planning Matters cont.

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. A list of comments/concerns had been received from the parishioners of the neighbouring property. Councillors discussed the application at length and resolved to support the comments/concerns, which included:

- The proposed site is too small and narrow to accommodate four dwellings.
- Insufficient parking space on the site and on Baggrave End.
- The entrance and exit are narrow. Vision would be limited when exiting the site.
- Loss of privacy to neighbouring properties – numbers 19, 23 and 25.
- Great Crested Newts have been seen in the garden.
- A number of houses have been built in Barsby over the last few years – any additional properties could take away the character of the small rural village.
- LCC, Bus Consultation currently being carried out – Service 100 'at risk'.
- The water pressure at Baggrave End is very low. Would the current pressure be adequate to accommodate four additional properties?

The Clerk would write to MBC with these comments/observations.

'For Information Only'

c. Three Bows, 12 Baggrave End, Barsby – Application submitted by Mr William Winterton, for consent to work on trees, for the proposed works to trees as follows:

- T1 – Weeping Willow – reduce by 3-4 metres.
- T2 – Multi-stemmed Ash – Fell.
- T3 and T4 – Ash Tree – Fell.
- T5 – Multi-stemmed Ash – Fell.

'For Information Only'

d. To The North of Gaddesby Hall between 4 and 6 Main Street, North Hall Drive, Gaddesby – Application submitted by Mr David Jinks, for work to trees subject to a tree preservation order (TPO), for the proposed felling of one Yew tree.

'For Information Only'

e. To The North of Gaddesby Hall between 4 and 6 Main Street, North Hall Drive, Gaddesby – Application submitted by Mr David Jinks, for consent to work on trees, for the proposed removal/felling of one Ash tree.

f. 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. Amended plans had been received in relation to the application. Councillors resolved to support the amendments.

g. Land to the South of The Lane, Barsby – Application submitted by Mr Featherstone and Ms Harvey for the proposed demolition of barns and the erection of one two storey dwelling, including access. Notification had been received from MBC, that the application would be considered by the MBC Planning Committee on Thursday, 24th May 2018 at 6pm at the Council Offices.

Councillors noted the information received.

Clerk

Clerk

Planning Decisions

None.

Representative Reports

1. Ashby and Barsby Parish Hall – Councillor Walton reported that the ‘Spring Supper’ held on Thursday, 26th April 2018 raised £701.00. Councillor Walton asked the Clerk if she could have past copies of the Ashby and Barsby Parish Hall Financial Statements, from 2011 to 2016. The Clerk would copy the statements for Councillor Walton.

Clerk

2. Barsby Village Hall Green – Councillor Hurst reported that the ‘Quiz Night’ held on Saturday, 21st April was a great success. At a recent committee meeting, members planned the ‘Petanque Evening’, which would be held on Saturday, 19th May and the ‘Feast Day’, which would be held on Saturday, 28th July 2018. Councillor Hurst went on to advise that shrubs have been planted on the Green.

3. Gaddesby Village Hall – A Financial Statement had been received from Gaddesby Village Hall. This was circulated to Councillors and would be kept on file for future reference.

In order to obtain an update/report of Gaddesby Village Hall, the Clerk was asked to enquire who the Secretary is.

Clerk

Review of Policies

The policies held by GPC, as listed below, were circulated to Councillors prior to the meeting for their consideration/comments.

Clerks Job Description.

Financial Regulations.

Standing Orders

Risk Management

Risk Register/Assessment – completed by the Clerk.

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

Mr Richard Willcocks, the Internal Auditor suggested that GPC should consider adopting an Equal Opportunities Policy. The Clerk circulated an example policy from Thurmaston Parish Council to Councillors. Councillors did not feel that the example policy would be suitable for GPC. After having looked through the policies, Councillors asked the Clerk to ask LRALC if they have current template copies of the policies held and to ask if they have a template Equal Opportunities Policy. It was understood from Mr Willcocks that an updated version of the Financial Regulations was available.

Clerk

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

Barsby Village Hall Green – Green maintenance grant, total £300.00.

E.ON Energy Solutions Ltd – Street light maintenance, ¼ ending 31.03., £182.65 plus 20% VAT £36.53, total £219.18.

E.ON UK Plc – Street light energy, ¼ ending 31.03.2018, £399.41 plus 5% VAT £19.97, total £419.38.

Leicestershire and Rutland Association of Local Councils (LRALC) – Annual membership, from 01.04.2018 to 31.03.2019, total £247.61.

(LRALC membership fees £207.14 and NALC membership fees £40.47, total £247.61).

Trudy.M.Toon – Clerks salary and expenses from 01.01.2018 to 31.03.2018, salary £1,293.76, expenses £102.21, total £1,395.97.

Accounts for payment:

BHIB (Insurance Brokers) Limited – Annual renewal of insurance policy 2018/2019, total £1,238.02.

E.ON Energy Solutions Ltd – Repairs to street light – column opposite 21 Baggrave End, Barsby, £36.00 plus 20% VAT £7.20, total £43.20.

Leicestershire and Rutland Playing Fields Association – Annual subscription, total £30.00.

Mr N.G Pick – Playground Maintenance – Following consideration and a review of the annual maintenance fee, Councillors resolved to increase the payment to Mr Pick by £50.00 per year. This would, therefore, make the total maintenance fee £1,000.00 per year.

N.G. Pick – Playground Maintenance from 01.11.2017 to 30.04.2018, total £500.00.

Payments Received:

MBC – 1st precept payment for 2018/2019, total £6,653.59.

(Precept £6,600.00 plus Council Tax Support Grant £53.59).

Estimated Balances:

Barclays Bank Business Reserve Account: £10,524.13.

Barclays Bank Community Account: £8,952.76.

The latest bank statements were made available for Councillors.

Bank Reconciliation : 31st March 2018:

A copy of the final bank reconciliation for the financial year ending 31st March 2018 was circulated and approved by Councillors.

Transfer of Funds:

Councillors agreed that £5,000.00 should be transferred from the Community Account into the Business Reserve Account; the Clerk was asked to carry out this transaction.

Clerk

Internal Audit 2017/2018:

The Clerk met with Internal Auditor, Mr Richard Willcocks on Thursday, 26th April 2018, when the Internal Audit was carried out.

The new regulations state that the Annual Governance and Accountability Return 2017/2018 part 2 should only be completed by smaller authorities where the higher of gross income or gross expenditure was £25,000.00 or less, that meet the qualifying criteria and that wish to certify themselves as exempt from a limited assurance review.

Finance cont.**Internal Audit 2017/2018 cont.:**

After consulting with Mr Willcocks, it was understood that GPC should complete this return and would be eligible to complete a Certificate of Exemption to the External Auditor PKF Littlejohn LLP. This would mean that GPC would not be required to submit the audit documents to them but would be required to publish them on a public website before Monday, 2nd July 2018.

The Certificate of Exemption was completed by the Clerk and signed by the Chair, Councillor Hurst – this would be forwarded to PKF Littlejohn LLP.

The Annual Governance Statement was signed at the April meeting.

The Accounting Statement for 2017/2018 was completed and signed by the Clerk/RFO and signed by the Chair, Councillor Hurst. Once the Internal Audit report had been received from Mr Willcocks the Clerk would then arrange to publish the necessary documents on the Gaddesby website.

Other Business

1. Village Notice Boards – Councillors were pleased to note that the notice boards in the three villages were very popular and well used. Councillors confirmed that out-of-date notices could be removed to make space for new notices.

Arrangements for the next meeting –

Monday, 11th June 2018 at Ashby and Barsby Parish Hall,
commencing at 6.45 pm.

The meeting closed at 9.25 pm.

Chair.

Clerk