

# Medbourne Parish Council

## MINUTES OF THE MEETING HELD IN MEDBOURNE VILLAGE HALL AT 19:00 ON MONDAY 4 APRIL 2016

Councillors present: Pilkington (Chair), Easton, Gidley-Wright, and Shaen-Carter.

Also present: District Cllr. Rickman, 12 members of the public, Mrs B Lee (for item 174.0) and Graham Thomson (Clerk to the Council).

155.0 D **TO ACCEPT, OR OTHERWISE, APOLOGIES FOR ABSENCE RECEIVED**

No apologies for absence were received.

156.0 D **TO NOTE ANY DECLARATIONS OF INTEREST RECEIVED**

The Clerk reported that no declarations of interest had been received.

157.0 D **TO NOTE ANY REQUESTS FOR DISPENSATION GRANTED**

The Clerk reported that no requests had been granted.

158.0 D **PUBLIC REPRESENTATIONS**

The Chair suspended the meeting at this point and invited comment from members of the community present.

158.1 D **Medbourne Inclosure Document**

A member of the public asked about the document and the Chair confirmed that it was believed to be a copy of the original and was held in the custody of Mr. Brian Godfrey.

158.2 D **Defibrillator**

In response to a question from a member of the public, the Clerk summarized the legal advice that the Council did not have the power to hold ring-fenced funds on behalf of a third party, and that if the funds were given to the Council it would be for the Council to decide how they should be used and there would be nothing to prevent the Council diverting any or all of the money to other purposes.

158.3 D **Resumption of the meeting**

The Chair thanked speakers for their comments and resumed the meeting.

159.0 D **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON 7 MARCH 2016**

The minutes of the meeting held on 7 March 2016 had been previously circulated. Councillor Pilkington MOVED and Councillor Gidley-Wright SECONDED that the minutes be confirmed subject to minute 162.4a) Sports Club (including the Mower Fund) being amended to read "the Sports Club be requested to provide specific details of the cost and intended uses of the Quadraplay; and,". Councillor LE MOVED, Councillor Gidley-Wright SECONDED and it was RESOLVED that the minutes, as amended, be confirmed and signed by the Chair.

160.0 D **TO RECEIVE FACTUAL UPDATES OF MATTERS ARISING FROM THOSE MINUTES NOT MENTIONED ELSEWHERE ON THE AGENDA**

161.0 D **CASUAL VACANCY IN THE OFFICE OF PARISH COUNCILLOR – CO-OPTION**

Extracted from the report of the Clerk:-

*"Following the resignation of Jo Cory as Councillor, notice of the vacancy was published as required by statute, and also advertised on the website. The closing date for electors to requisition a poll (call a public election) passed and no poll was requisitioned. The Council must therefore fill the vacancy at the earliest opportunity. Details of potential candidates putting themselves forward will be circulated to Councillors in advance of the meeting. If possible, the Clerk will carry out the necessary verifications before the meeting. Any Councillor appointed will be requested to complete the necessary declarations after the meeting and will take office at the next meeting.*

*The Council is REQUESTED to fill the vacancy in accordance with the procedure circulated to Councillors"*

The Chair explained that two people had put themselves forward: Peter Hales and Bernadette Caffrey, and each was nominated and seconded. The Chair stated that details of the candidates had been circulated to Councillors. The Clerk outlined the process to be followed. A private ballot was held and, the Clerk having verified the votes, the Chair declared Bernadette Caffrey as co-opted, and thanked Peter Hales for his candidacy.

162.0 D **TO RECEIVE REPORTS INCLUDING ON THE FOLLOWING MATTERS:-**

162.1 D **Broadband**

Mr Tuffs stated that there was nothing further to report.

162.2 D **Parish Council and Village Websites**

Mr Tuffs reported that some good ideas had been received from the de Montfort University students but not all had been usable. He added that there had been 37 responses to the survey, and he was ensuring usability on mobile devices. He confirmed that equal prominence was being given to each of the three sites: Council, Village, and Village Hall; and that he would be demonstrating the new site prior to migrating data. He stated that he hoped to have the new sites running during May 2016.

162.3 D **Lighting**

No report was given.

162.4 D **Sports Club (including the Mower Fund)**

The Clerk reported that he needed to go back to the Sports Club to seek further information about the Quadraplay equipment.

162.5 D **Village Hall**

Councillor Easton reported that the Garden Party would be held on 12 June 2016 and grant support was being sought. She enquired about the payment for rent and possible donation from the Council and the Clerk explained that an invoice would be necessary for the rent. In response to a question, Councillor Easton undertook to enquire for what any donation would be used. She added that for the Queen's birthday celebrations on 21 April 2016, a bonfire would be held and the bells would be rung.

162.6 D **Medbourne Educational Foundation Trust (MEFT)**

Councillor Pilkington reported that the Easter raffle had raised over £400 to cover the cost of insurance and inspections, and that Mrs Patter had won the raffle.

162.7 D **The Hollow**

In response to a question the Clerk confirmed that signs could be erected warning dog owners about dog fouling and control and he added that to be effective the signs would have to be enforced. Councillor Easton reported that the cost of emptying an additional bin would be £125, and that it had been suggested by Harborough District Council that temporary spays could be used which would last a month or so and would not harm the underlying surface, and would be at no cost to the Parish Council. The Chair expressed thanks to Brian & Laurie Smith and all the volunteers over the last ten to twelve years at Leviathan wood, and she thanked David Ross and the Wildlife Trust.

RESOLVED that:-

- a) the Clerk be requested to obtain costs for the provision of signs;
- b) the offer from the District Council of spray signs be accepted.

163.0 D **NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

163.1 D **To receive the minutes of the meeting of the Advisory Committee held on 16 March 2016**

The minutes of the meeting of the Neighbourhood Plan Advisory Committee held on 16 March 2016 having been circulated were accepted.

RESOLVED that:-

the minutes be accepted.

163.2 D **To receive a report on the meeting of the Medbourne Neighbourhood Plan Advisory Committee held on 20 January 2016**

Councillor Easton reported that Mr Sanderson had resigned from the Advisory Committee and that there were therefore two vacancies. Councillor Gidley-Wright confirmed that only two people had been on the original list and not yet invited to join the Advisory Committee.

RESOLVED that:-

- a) the two people remaining from the original list be invited to join the Advisory Committee;
- b) if any vacancy remains, adverts be placed on the noticeboards and the website; and,
- c) the report be accepted.

163.3 D **Suspension of Financial Regulations – Neighbourhood Planning external support**

Extracted from the report of the Clerk:-

*“Pursuant to the Council’s decision to seek quotations for the provision of external consultancy and support for the neighbourhood planning process an insufficient number of quotations was received. An amended specification was issued to five companies. The Council’s Financial Regulation 11.1h requires that “When it is to enter into a contract of less than £60,000 in value for the supply of ... specialist services ... the Clerk / RFO shall obtain three quotations (priced descriptions of the proposed supply)”. Unfortunately only two quotations were received. The Clerk sought advice from the Leicestershire & Rutland Association of Local Councils which responded as follows:*

*“On the basis of the information provided, in my opinion, the council have done everything that is reasonable to obtain three quotations before placing the order. Provided the minutes reflect this fact, I consider that it would be totally unreasonable to question the council's decision to proceed to accept the lowest (sic) of the two quotations received, particularly since they have also sought LRALC's advice on whether to proceed.”*

*The Council’s Financial Regulation 17.2 provides that “The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.”*

*The reasons for, and the risks of not, requesting the suspension of Financial Regulation 11.1h (the requirement for at least three quotations) include:-*

- a) to conduct a further round of quotations would cause significant and undue delay to the neighbourhood planning process;*
- b) the Council has striven to obtain a higher number of quotations on two occasions;*
- c) the credibility of the Council would be damaged if further attempts to secure quotations were carried out;*
- d) given that two rounds of quotations have been carried out there is no realistic prospect of securing a higher number of quotations in any future process.*

*The Council is therefore RECOMMENDED to suspend Financial Regulations to allow the Council to consider only the two quotations received.*

The Clerk outlined the legal advice received and explained the risks of suspending Financial Regulation 11.1h, and of not doing so. Councillor Shaen-Carter MOVED, Councillor Gidley-Wright SECONDED, and it was RESOLVED that Financial Regulation 11.1h be suspended to allow the Council to consider only the two quotations received.

164.0 D **TO CONSIDER AND MAKE COMMENT ON PLANNING MATTERS**

164.1 D **16/00318/FUL Installation of a new access with associated gate and fencing: Field Off Drayton Road Medbourne**

Councillor Gidley-Wright MOVED, Councillor Easton SECONDED and it was RESOLVED that the Council comment in the following terms:-

*“Medbourne Parish Council has no objection to the new site access for agricultural use only.”*

164.2 D **16/00298/FUL Erection of a shed for storage (retrospective) (revised scheme of 15/01841/FUL) Medbourne Bowls Club Manor Road Medbourne**

Councillor Shaen-Carter outlined the changes made to the application, including the proposal to increase the height of the hedge, she added that some objections appeared not to have been addressed. It was noted that the height had been reduced in height. Following a full discussion on making the proposal acceptable to the whole village, Councillor Gidley-Wright MOVED, Councillor Easton SECONDED and it was RESOLVED that the Council comment in the following terms:-

*“Medbourne Parish Council commends the reduction in size and notice board repositioning but requests that the shed be painted light green and moved back 1.8m towards the concrete path, leaving a 300mm gap. The concrete ramp can be repositioned, and as the hut appears only to be on paving slabs, there is no question of moving a concrete slab. The Parish Council does not want the hedge on the roadside to be allowed to grow up but would prefer a climbing plant to be positioned on the end of the shed nearest the road. The Parish Council would also like the screen beside the toilet to be removed, as this obscures the view across to the church.”*

165.0 D **TO NOTE SIGNIFICANT CORRESPONDENCE RECEIVED**

No significant items were reported.

166.0 D **QUESTIONS TO THE CHAIR**

No questions were asked of the Chair.

167.0 D **TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE IN THE PARISH IN NEED OF ATTENTION**

Extracted from the report of the Clerk:-

*Councillors will be asked to notify the Chair of any items of which they are aware.*

No items were raised.

167.1 D **Nevill Arms Car Park Entrance**

The Chair reported that the defects had previously been reported to the Highways Department which had acknowledged responsibility.

168.0 D **COUNCIL TRAINING AND RESOURCES**

Extracted from the report of the Clerk:-

*Councillors will be asked to identify any training needs.*

No new items of training or necessary resources were identified.

169.0 D **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND**

Extracted from the report of the Clerk:-

*“The Local Government Boundary Commission for England (LGBCE) is currently carrying out an electoral review within Harborough District. The review will look at the number of councillors who are currently elected to Harborough District Council as well as the makeup of the district wards including their boundaries (parishes are used as the building blocks for district wards). The Boundary Commission’s Review Manager would like to meet with representatives of Parishes in the District to give a short presentation regarding the review and to answer questions. Two sessions have been arranged on Wednesday 20 April 2016 at 2.30pm and 5.30pm in the Council Chamber and the Council is RECOMMENDED to determine attendance, if any.”*

Councillor Gidley-Wright MOVED, Councillor Easton SECONDED and it was RESOLVED that the attendance of Councillor Pilkington be authorized.

170.0 D **TO APPROVE THE CALENDAR OF MEETINGS FOR THE 2016/17 MUNICIPAL YEAR**

Councillor Gidley-Wright MOVED, Councillor Shaen-Carter SECONDED and it was RESOLVED that meetings be scheduled for the 2016/17 municipal year as follows:-

|   | May<br>2016 | Jun<br>2016 | Jul<br>2016 | Aug<br>2016 | Sep<br>2016 | Oct<br>2016 | Nov<br>2016 | Dec<br>2016 | Jan<br>2017 | Feb<br>2017 | Mar<br>2017 | Apr<br>2017 |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Ordinary Parish<br>Council Meeting              | -           | 6           | 4           | 8           | 5           | 3           | 7           | 5           | 9           | 6           | 6           | 3           |
| Neighbourhood<br>Planning Advisory<br>Committee | 18          | 15          | 20          | 17          | 21          | 19          | 16          | 21          | 18          | 15          | 15          | 19          |
| Annual Parish<br>Meeting                        | 9           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           |
| Annual meeting of<br>the Council                | 9           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           |

171.0 D **TO CONSIDER AND APPROVE PAYMENTS**

Councillor Shaen-Carter MOVED, Councillor Gidley-Wright SECONDED and it was RESOLVED that the following payments be approved.

| <u>Recipient</u>                      | <u>Purpose</u>   | <u>Budget</u>          | <u>Amount</u>  |
|---------------------------------------|--|------------------------|----------------|
| <i>e.on Energy<br/>Solutions Ltd.</i> | <i>Street lighting maintenance for quarter<br/>ending 31/03/2016</i> | <i>Street Lighting</i> | <i>£126.43</i> |
| <i>e.on UK plc</i>                    | <i>Supply of electricity for street lighting</i>                     | <i>Street Lighting</i> | <i>£216.15</i> |
| <i>G Thomson</i>                      | <i>Clerk’s salary (April 2016)</i>                                   | <i>Administration</i>  | <i>£117.16</i> |
|                                       | <i>Clerk’s salary Neighbourhood Planning (April<br/>2016)</i>        | <i>Administration</i>  | <i>£34.46</i>  |

172.0 D **INFORMATION ITEMS**

The report of the Clerk contained information on the following matters:-

- 1.1. Medbourne Inclosure Document
- 1.2. Elections for the Police and Crime Commissioner 5 May 2016
- 1.3. Audit Arrangements 2015/16
- 1.4. Defibrillator

Councillor Pilkington MOVED, Councillor Gidley-Wright SECONDED and it was RESOLVED that the information contained in the report be noted.

173.0 D **EXCLUSION OF THE PRESS AND PUBLIC**

Councillor Pilkington MOVED, Councillor Gidley-Wright SECONDED and it was RESOLVED that the Press and Public be excluded from the meeting during the consideration of the following items in accordance with the Local Government Act 1972 and S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and it involves the likely disclosure of exempt information: Neighbourhood Planning external support – appointment of contractor.

174.0 D **NEIGHBOURHOOD PLANNING EXTERNAL SUPPORT – APPOINTMENT OF CONTRACTOR**

The Council considered a detailed report from the Clerk on the process and the recommendation from the Neighbourhood Planning Advisory Committee. Mrs Bernadette Lee (Chair of the Advisory Committee) outlined the steps taken to evaluate the quotations received and the outcome of these evaluations. She referred to the references received so far and the recommendation of the Advisory Committee. It was noted that any award would be conditional on funds being raised by the appointed contractor to fund the expenditure and that there would be no net cost to the Council.

Following a full discussion Councillor Shaen-Carter MOVED, Councillor Pilkington SECONDED and it was RESOLVED that Quotation Number 1 submitted by Yourlocale of Church Langton, Leicestershire, be accepted at an indicative price of £21,101 (inc.VAT) subject to satisfactory due diligence checks scrutiny and references, and there being no net cost to the Council.

The meeting closed at 21:23

Signed: \_\_\_\_\_

Date: \_\_\_\_\_