

Medbourne Parish Council

MINUTES OF THE MEETING HELD IN MEDBOURNE VILLAGE HALL AT 19:45 ON MONDAY 7 NOVEMBER 2016

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

Also present: thirteen members of the public, District Councillor Rickman, and Graham Thomson (Clerk to the Council).

- 98.0 D **TO ACCEPT, OR OTHERWISE, APOLOGIES FOR ABSENCE RECEIVED**
No apologies for absence were received.
- 99.0 D **TO NOTE ANY REQUESTS FOR DISPENSATION GRANTED**
The Clerk reported that no requests had been granted.
- 100.0 D **PUBLIC REPRESENTATIONS**
The Chair suspended the meeting at this point and invited comment from members of the community present.
- 100.1 D **Bowling Green Shed**
A member of the public provided a sample of wood painted in the requested shade for the sheds at the Bowls Club. He stated that on behalf of the Club he was requesting confirmation that the shade was correct. He also asked that the Council reconsider requiring the removal of the privacy screen.
A member of the public asked if there was any further information about the stables and the Chair reported that the matter would be discussed later in the meeting.
- 100.2 D **Resumption of the meeting**
The Chair resumed the meeting at this point.
- 101.0 D **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2016**
The minutes of the meeting of the Parish Council held on 5 September 2016 had been previously circulated. Cllr. Gidley-Wright MOVED and Cllr. Easton SECONDED and it was RESOLVED that the minutes as amended be confirmed and signed by the Chair.
- 102.0 D **TO RECEIVE FACTUAL UPDATES OF MATTERS ARISING FROM THOSE MINUTES NOT MENTIONED ELSEWHERE ON THE AGENDA**
- 102.1 D **Minute 84.1: Bowling Green Shed**
The Chair reported that a formal request had been received from the Bowling Club for the retention of the screen to the toilet. The Council commended the Bowling Club on the work carried out. RESOLVED that:-
a) the requirement for the screen to be removed be withdrawn; and,
b) confirmation of the specific shade for the shed be deferred to the next meeting pending an informal site visit.
- 102.2 D **Minute 86.1: Consider And Approve The Accounts For Year Ending 31st March 2016 And The Annual Return**
The Chair reported that the internal audit had been completed and sent to the external auditor. She expressed thanks to Mr Lee the internal auditor. The Clerk added that the external auditor had raised a query earlier that day to which he would respond.
- 103.0 D **TO RECEIVE REPORTS INCLUDING ON THE FOLLOWING MATTERS:-**
- 103.1 D **Broadband**
Mr Tuffs reported that the installation to the Village Hall had been delayed but was expected at the end of the week.
- 103.2 D **Parish Council and Village Websites**
Mr Tuffs reported that the minutes of the Neighbourhood Plan Advisory Committee were not lodged online until after approval by the Parish Council, which was some weeks after the meeting. Following a discussion about the requirements on the Council it was RESOLVED that the Clerk confirm the legal situation and the Chair undertook to discuss the matter with the Advisory Committee.
- 103.3 D **Lighting**
The Chair stated that there was nothing new to report.
- 103.4 D **Sports Club**
Cllr. Caffrey stated that there was nothing new to report.
- 103.5 D **Village Hall**
Cllr. Easton reported that a caretaker had been found. She added that a “meet the neighbours” event was to be held on 15 November 2016. She added that prices were being sought for repainting and windows.
- 103.6 D **Medbourne Educational Foundation Trust (MEFT)**
Cllr. Pilkington stated that there was nothing new to report.
- 103.7 D **The Hollow**
The Clerk reported that the cost for the three general signs and the additional deep water sign was approximately £100 including VAT. Following a discussion about the wording and typeface it was RESOLVED that the Clerk obtain the four signs in Arial font.

104.0 D **NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

104.1 D **To adopt the minutes of the meeting of the MNPAC held on 21 September 2016**

The minutes of the meeting held on 21 September 2016 having been previously circulated were approved.

104.2 D **To receive a report of the meeting of the MNPAC held on 19 October 2016**

In presenting the report of the meeting, Cllr. Gidley-Wright requested clarification from the Clerk of the date by which the Neighbourhood Planning grants had to be spent. In response to a question about a possible subscription to Parish Online, the Clerk reported that it provided additional expertise and functionality which was not available directly from Ordnance Survey, with which the Council was already registered and had a Public Sector Mapping Agreement to use Ordnance Survey data and maps. Cllr. Gidley-Wright reported that the project plan had been amended to take account of the changed funding timings. He expressed concern from the MNPAC at the lack of visibility of the process in the community with the exception of the consultation meeting attended by about sixty people. It was suggested that it would be useful to attend the "meet the neighbours" event, use space on the noticeboard, and possibly have a regular insert on the parish magazine. Cllr. Gidley-Wright noted that a new questionnaire would be issued soon.

RESOLVED that:-

- a) the Clerk provide information on the grants to Cllr. Gidley-Wright; and,
- b) a one-year subscription to Parish Online be taken at a cost of approximately £80.

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

105.1 D **15/01316/FUL Erection of six dwellings on Land Adjacent to 41A Main Street Medbourne**

RESOLVED that the Council comment in the following terms:-

"Whilst we approve the use of this site for housing, especially as it includes smaller dwellings, we still have significant concerns in terms of the revised plans, particularly its modern appearance and rather bland and unimaginative designs & layout, which is not in keeping with the surroundings and could be seen on any new housing site. We would prefer to see a scheme that looks like it has grown organically and echoes the varied appearance of Medbourne village.

"The site is very conspicuous in terms of its location and is clearly visible as you come into the village, and as a village and parish council, we feel it is imperative that these issues are addressed."

105.2 D **16/01362/FUL Replace existing structure with stables with associated store at Pagets Farm 36 Main Street Medbourne**

RESOLVED that the Council comment in the following terms:-

"Medbourne Parish council is very concerned about the traffic in this location with the danger of vehicles emerging on to Main Street, and wishes to limit the use of the stables. We therefore strongly request that exactly the same condition in its entirety is applied to this consent, as was applied to the approval of 16/00829/FUL under Condition 13, see below.

"Condition 13 of 16/00829/FUL The use of the paddock to the west of the development site shall be for the private use of the owners of the proposed development and that no agricultural or residential use shall be permitted. Reason: Although the level of traffic likely to be generated by the proposal is acceptable in Highway Safety terms, a higher level of traffic generation at the site would be inappropriate due to the limitations of the vehicular access and/or the local road network. Furthermore the paddock is outside the limits to development and further residential development /use would not be acceptable.

"This comment assumes that Environmental Health and Highways do not raise further objections. Should they do so, we may wish to revise our comment."

105.3 D **16/01578/TCA Works to trees at Willow Brook House Hallaton Road Medbourne**

RESOLVED that:-

the Council comment in the following terms: *"The Council has no objection to the proposal"*.

105.4 D **16/01566/FUL Erection of a part single/part two storey rear extension 38 Drayton Road Medbourne**

RESOLVED that:-

the Council comment in the following terms: *"The Council has no objection to the proposal"*.

105.5 D **16/01551/PCD Discharge of conditions 3(materials), 4(landscaping), 6(construction method statement), 16, 17(Contamination) & 19(drainage) of 16/00829/FUL at Pagets Farm 36 Main Street Medbourne**

RESOLVED that the Council comment in the following terms:-

"The Parish Council objects to the approval to discharging Condition 4, as not enough information has been provided. That which has been provided, or can be seen on site, does not meet Planning Conditions 11 and 12 in terms of Highway safety.

"Condition 11 states:

"Before first use of the development hereby permitted, visibility splays of 2.4 metres by 31 metres shall be provided at the junction of the access with Main Street to the south and 2.4 metres by 43 metres to north. These shall be in accordance with the standards contained in the current County Council design guide and shall thereafter be permanently so maintained. Nothing shall be allowed to grow above a height of 0.6 metres above ground level within the visibility splays. Reason: To afford adequate visibility at the access/junction to cater for the expected volume of traffic joining the existing highway network and in the interests of general highway safety."

"Whilst the stone wall which has been placed at the front of the original farmhouse is below the height restriction of 0.6 metres, the railing which has been placed along it is not and may impede visibility of cars coming out of or at the access/junction.

"Condition 12 states:

"Any shared private drives serving no more than a total of 5 dwellings shall be a minimum of 4.25 metres wide for at least the first 5 metres behind the highway boundary and have a drop crossing of a minimum size as shown in Figure

DG20 of the 6CsDG at its junction with the adopted road carriageway. The access drive shall be provided before any dwelling hereby permitted is first occupied and shall thereafter be permanently so maintained.

"NOTE: If the access is bounded immediately on one side by a wall, fence or other structure, an additional 0.5 metre strip will be required on that side. If it is so bounded on both sides, additional 0.5 metre strips will be required on both sides. Reason: To ensure that vehicles entering and leaving the site may pass each other clear of the highway and not cause problems or dangers within the highway."

"For safety reasons it is very clearly stated that the driveway must be a minimum of 4.25 metres for at least the first 5 metres behind the highway boundary - and 5.25 metres if the driveway is bounded on both sides. Recently solid stone walls have been placed on either side of the driveway, together with gates, within this 5 metre safety zone."

"The reason for this condition is clearly set out - to ensure that vehicles entering and leaving the site may pass each other clear of the highway and not cause problems or dangers within the highway. This is now not possible."

"The driveway width at the gates falls short of the required 5.25 metres by a significant amount and the safety implications for the users of the highway must not be underestimated or ignored."

"It would now be impossible for 2 vehicles to pass at this point. Furthermore, we query whether it would be possible for a large vehicle - such as a fire truck or lorry to get through the gates. If they were required to remain on the road when servicing the properties at Paget's Farm, this could have serious safety consequences for Main Street."

"A simple solution to the issue would be to move the gates and wall the appropriate distance from the highway, as required in the planning conditions. Aesthetically it would make no difference to the development but in terms of highway safety - and safety for the residents of Medbourne, the implications could be enormous."

"The development of this site was rejected on several occasions in the past due to the problems of the unsafe access. In granting planning permission HDC and Highways set some clear and straightforward conditions to make the access as safe as possible. It is the submission of the Parish Council that ignoring those conditions should not be an option - particularly when there does not appear to be a reasonable or practical reason for ignoring them."

105.6 D **16/01743/TPO Works to trees (LCC TPO 52), The Old Hall, Rectory Lane, Medbourne**

RESOLVED that:-

the Council comment in the following terms: *"The Council has no objection to the proposal"*.

106.0 D **TO CONSIDER ANY GRANT APPLICATIONS RECEIVED AND TO DETERMINE ANY AWARDS IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 1972, SECTION 137**

106.1 D **Leicestershire CAB**

The Clerk reported that he had received an application from Leicestershire CAB and that he had circulated details. He drew attention to the relevant terms of the Council's policy stating that funding applications would be considered from voluntary and community sector organizations based outside of Medbourne providing activities or services not otherwise available to the people of Medbourne, but that the Parish Council will not award grants where fund-raising is sent to another office or central headquarters for redistribution. In response to a question the Clerk reported that he did not know the take up of services within the parish. RESOLVED that no grant be made on this occasion in accordance with the Council's Grants policy.

106.2 D **Scouts**

The Clerk reported that he had issued further application forms to the Scouts but had received no application.

106.3 D **Village Hall**

The Clerk reported that a request for payment of £500 had been received from the Village Hall to cover general administration and running costs.

RESOLVED that the Village Hall be requested to complete a formal application form.

107.0 D **TO NOTE SIGNIFICANT CORRESPONDENCE RECEIVED**

107.1 D **Boundary Commission**

The Clerk reported that the Boundary Commission had commenced a review of the ward boundaries in Leicestershire and had opened a consultation exercise.

107.2 D **War Memorial Planting**

The Chair reported that a request had been received from the War Memorial Wardens asking if the Council would fund the recent planting on a one-off basis. She added that the cost was £74.89. RESOLVED that the planting costs be refunded on a one-off basis.

108.0 D **QUESTIONS TO THE CHAIR**

No questions were asked of the Chair.

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

No items were reported.

110.0 D **COUNCIL TRAINING AND RESOURCES**

No new items of training or necessary resources were identified.

111.0 D **TO CONSIDER AND APPROVE PAYMENTS**

The Clerk reported that the payment to BT for website hosting had been made electronically.

111.1 D **Payments**

RESOLVED that the following payments be approved:-

Recipient	Purpose	Budget	VAT	Sub total	Amount
e.on	Street lighting maintenance (quarter ending 30/09/16)	Street Lighting	£21.07	£105.36	£126.43
e.on	Street Lighting electricity supply (quarter ending 30/09/16)	Street Lighting	£15.26	£305.17	£320.43
Harborough District Council	Collection of Dog Bins (quarter ending 30/09/16)	Mower / Village Maintenance	£18.46	£92.28	£110.74
M & D Nance	Planting at War Memorial	Village Maintenance	-	£74.89	£74.89
Medbourne Village Hall	MNPAC meetings (17/08/16 and 21/09/16)	Neighbourhood Plan	-	£50.00	£50.00
Medbourne Village Hall	Parish Council meetings (07/16, 08/16, 09/16)	Administration	-	£75.00	£75.00
Graham Thomson	Salary and Neighbourhood Plan (10/16)	Administration	-	£87.95	£113.82
		Neighbourhood Plan		£25.87	
Graham Thomson	Salary and Neighbourhood Plan (11/16)	Administration	-	£87.95	£113.82
		Neighbourhood Plan		£25.87	

111.2 D **Transparency Fund**

Extracted from the report of the Clerk:-

As Councillors will recall, a grant from the Transparency Code was received by the Council to enable the Council to comply with the Code. The grant included provision for a printer/scanner (allowance £50), and for a pc (grant allowance £350). The purpose of the printer / scanner is to be able to import information onto the website, and the pc is to hold a copy of the website data and to allow data to be uploaded. The Clerk will circulate details of proposed pc purchase before the next meeting.

Argos Canon Pixma MG5650 All-in-One Wireless Inkjet Printer (5 single inks) £49.99 (Price inc. VAT)

StaplesCanon PIXMA, iP7250,Wi-Fi, A4 and Legal Inkjet Printer (5 single inks) £49.99 (Price inc. VAT)

Tesco Epson Expression Premium XP-530 All in One Wireless Printer (1 ink) £49.97 (Price inc. VAT)

The Council is REQUESTED approve the purchase of a Canon Pixma MG5650 All-in-One Wireless Inkjet Printer from Argos, and approve the subsequent refund to the Clerk.

RESOLVED that the purchase of a Canon Pixma All-in-One Wireless Inkjet Printer from Argos be authorized and the subsequent payment be approved.

111.3 D **Section 137 Expenditure**

The Clerk reported that a request for payment in accordance with Section 137 for which there was sufficient allocation had been received. RESOLVED that the following payment be approved:-

Recipient	Purpose	Budget	Amount
Parish of Six Saints circa Holt	Remembrance Day commemorations	Administration	£30.00

112.0 D **PAGETS FARM – DOG WASTE BIN**

Extracted from the report of the Clerk:-

Councillor Gidley-Wright was approached by Langton Homes in regards to the dog waste bin, which was taken down from the telegraph pole where it was sited, and parked it temporarily on one of the properties. Langton Homes has requested that the bin be re-sited to remove the impediment from visibility splay for the development.

The Council is REQUESTED to consider the matter.

RESOLVED that Councillors Easton and Shaen-Carter visit the site and propose a suitable alternative location.

113.0 D **SETTING THE BUDGET AND PRECEPT 2017/18**

Extracted from the report of the Clerk:-

As with previous years LCALC's advice to all member councils is to not set the precept amount until mid-December/early-January. This is because there are still local and national decisions to be made which will impact upon the Council's finances, and potentially the ability to increase precepts. Two examples of this are Government "capping" parish councils by extending the referendum principles, which may be extended to cover ALL parish councils and not just ones levying large amounts / increases, and decisions made by local billing authorities in terms of the amount of Council Tax Support grant being passed down to parish councils District by District. It appears that Rutland County Council, for example, is abolishing the CTS grant for its parish councils. If Harborough DC were to follow suit it would require an increase in precept (or decrease in spending) in order to bring the same income as last year, even if the amount of CTS grant is only in double figures.

It is RECOMMENDED that a discussion about budget requirements be held at the December meeting and the budget and therefore the precept be determined at a meeting in January 2017.

RESOLVED that the recommendation be accepted.

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

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 as it involves the likely disclosure of exempt information: Auto Enrolment Pension Arrangements; and, Staffing Matters.

115.0 D **AUTO ENROLMENT PENSION ARRANGEMENTS**

The Clerk reported that the Council's staging point for the automatic enrolment for pensions for all and any employees it has is 01 July 2017, and that it had authorized its payroll provider (Autela) to act on the its behalf. He added that Autela had advised that there were many different pension schemes and in choosing one it had suggested that the Council consider one already compatible with Autela's software and processes. The Council considered the matter and it was RESOLVED that NEST Corporation be selected as the Council's pensions provider at a current charge of nil (subject to change in the future).

116.0 D **STAFFING MATTERS**

The Council heard from the Clerk about current and previous issues and discussed these issues in private. RESOLVED that the course of action proposed be adopted and the matters be kept under review.

The meeting closed at 22:35

Signed: _____

Date: _____