

# Medbourne Parish Council

## MINUTES OF THE MEETING HELD IN MEDBOURNE VILLAGE HALL AT 19:45 ON MONDAY 8 MAY 2017

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

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

1.0 **ELECTION OF CHAIRMAN**

Cllr Shaen-Carter MOVED, Cllr Easton SECONDED and it was RESOLVED that Cllr Gidley-Wright be elected Chairman of the Council for the 2017-18 municipal year.

2.0 **CHAIRMAN'S ACCEPTANCE OF OFFICE**

Cllr Gidley-Wright signed his acceptance of office as Chairman of the Council.

3.0 **APPOINTMENT OF VICE-CHAIR**

Cllr Shaen-Carter MOVED, Cllr Easton SECONDED and it was RESOLVED that Cllr Pilkington be appointed Vice-Chair of the Council for the 2017-18 municipal year.

4.0 **VICE-CHAIRMAN'S ACCEPTANCE OF OFFICE**

Cllr Pilkington signed her acceptance of office as Vice-Chair of the Council.

5.0 **TO ACCEPT, OR OTHERWISE, APOLOGIES FOR ABSENCE RECEIVED**

An apology for absence was received from District Councillor Rickman.

6.0 **REVIEW OF ITEMS REQUIRED BY STANDING ORDERS**

The Clerk explained that there were no proposed revisions to items required but that individual items would be raised under each heading as necessary.

6.1 **REVIEW OF TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLANNING COMMITTEE.**

RESOLVED that no changes be made.

6.2 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES AND STAFF**

RESOLVED that no changes be made.

6.3 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

The Clerk reported that no such arrangements were in existence and it was RESOLVED that no changes be made.

6.4 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

RESOLVED that this item be dealt with later in the meeting.

6.5 **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

RESOLVED that the inventory be noted.

6.6 **REVIEW OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Clerk outlined the quotations received for the Council's annual insurance. He explained that the Council had an annual premium of £496.55 but could opt for a three-year policy at an annual cost of £471.73

RESOLVED that the three-year policy be accepted from Ecclesiastical Insurance Office plc, arranged through Came & Company Council Insurance (a trading style of Stackhouse Poland Limited).

6.7 **REVIEW OF SUBSCRIPTIONS TO OTHER BODIES**

RESOLVED that no changes be made.

6.8 **REVIEW OF COMPLAINTS PROCEDURE**

RESOLVED that no changes be made.

6.9 **REVIEW OF PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

RESOLVED that no changes be made.

6.10 **REVIEW OF POLICY FOR DEALING WITH THE PRESS/MEDIA**

RESOLVED that no changes be made.

7.0 **APPOINTMENT OF THE NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE.**

RESOLVED that the members of the Advisory Committee be reappointed.

8.0 **APPOINTMENT OF THE CHAIR OF THE NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE**

RESOLVED that Bernadette Lee be reappointed as Chair of the Advisory Committee and the acceptance of office be signed before the next Parish Council meeting.

9.0 **APPOINTMENT OF ANY OTHER COMMITTEES DEEMED NECESSARY AND TO DETERMINE THEIR TERMS OF REFERENCE**

RESOLVED that no other committees be deemed necessary.

- 10.0 **APPOINTMENT OF TRUSTEES AND REPRESENTATIVES**  
RESOLVED that the following Trustees and representatives be appointed:
- Information Resource Advisor – David Tuffs
  - Internal Auditor – vacancy (the Chairman asked for volunteers)
  - Keeper of the Hollow – Bryan Smith
  - Keeper of the Village Benches – Paul Polito
  - Legal Advisor – Richard Hammond
  - Tree Warden – Bryan Smith
  - Flood and Brook Warden – Bryan Smith
  - Street Lighting Warden – Ian Clarke
  - War Memorial Warden – David and Mim Nance
  - LRALC representative – Vice Chair, Cllr Louise Pilkington
  - MEFT representative – Vice Chair, Cllr Louise Pilkington
  - Parish Maintenance – Vice Chair, Cllr Louise Pilkington
  - Neighbourhood Planning – Tim Gidley Wright
  - Sports Club representative – Bernadette Caffrey
  - Village Hall representative – Lyn Easton
  - Medbourne Charities representative – Lyn Easton
  - Planning representative – Sheelagh Shaen-Carter
- 11.0 **INSPECTION OF TRUST DEEDS AND INSTRUMENTS**  
Cllr Pilkington reported that she had inspected the trust deeds and instruments.
- 12.0 **DECLARATIONS OF INTERESTS**  
No declarations of interest were made.
- 13.0 **TO NOTE ANY REQUESTS FOR DISPENSATION GRANTED**  
The Clerk reported that no requests had been granted.
- 14.0 **PUBLIC REPRESENTATIONS**  
The Chair suspended the meeting at this point and invited comment from members of the community present.
- 14.1 **Kerbstones**  
Cllr Pilkington reported that the kerb stones in need of repair had previously been reported and that she would raise the matters again.
- 14.2 **Cycle Races**  
A member of the public questioned whether external permission was necessary for cycle races through the parish. It was suggested that the organizers were may be required to report races to the Police but that the consent of the Parish Council was not required. Cllr SSC undertook to establish the process of approval.
- 14.3 **Dog Bins**  
A member of the public referred to the dog bins and requested an update of the situation. Cllr Easton reported that it was now possible to put bagged dog waste into ordinary street waste bins and that stickers would be placed on bins. Following a full discussion in which various suggestions were made Cllr Easton undertook to establish:
- a) where a bin might be placed at the top end of Main Street and other locations;
  - b) the cost of purchase and emptying additional bins; and,
  - c) the matter be discussed at the next meeting.
- 14.4 **Resumption of the meeting**  
The Chair resumed the meeting at this point.
- 15.0 **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON 10 APRIL 2017**  
The minutes of the meeting of the Parish Council held on 10 April 2017 had been circulated.  
Cllr. Pilkington MOVED and Cllr. Caffrey SECONDED and it was RESOLVED that the minutes be accepted and signed by the Chair.
- 16.0 **TO RECEIVE FACTUAL UPDATES OF MATTERS ARISING FROM THOSE MINUTES NOT MENTIONED ELSEWHERE ON THE AGENDA**
- 16.1 **Minute 183.1 Tennis Club Management Committee**  
The Clerk reported that he had not yet been in touch with the Tennis Club.
- 16.2 **Minute 178.4 Uppingham Road And The Hallaton Road**  
In response to a question, the Clerk reported that he had not yet heard anything from the County Council and the Clerk undertook to pursue the matter.
- 16.3 **Land Adjacent To The Church At Riverside House**  
The Clerk reported that the Council's objection had been rejected by the Secretary of State and that he was drafting a letter objecting to the rejection. Cllr Pilkington stated that she considered the matter to be procedurally unfair given that acceptable grounds for objection were not publicized.
- 17.0 **TO RECEIVE REPORTS INCLUDING ON THE FOLLOWING MATTERS:-**

- 17.1 **Broadband / Websites**  
It was noted that there was nothing new to report.
- 17.2 **Lighting**  
The Chair stated that there was nothing new to report.
- 17.3 **Sports Club**  
Cllr. Caffrey stated that there was nothing new to report.
- 17.4 **Village Hall**  
Cllr. Easton stated that there was nothing new to report.
- 17.5 **Medbourne Educational Foundation Trust (MEFT)**  
Cllr. Pilkington thanked the Autumn Club for the donation of £200
- 17.6 **The Hollow**  
The Chair stated that there was nothing new to report.
- 18.0 **NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (MNPAC)**
- 18.1 **To adopt the minutes of the meeting of the MNPAC held on 19 April 2017**  
The minutes of the meeting held on 19 April 2017 having been previously circulated were accepted and adopted.
- 19.0 **TO CONSIDER AND MAKE COMMENT ON PLANNING MATTERS**
- 19.1 **17/00487/CLU Certificate of lawfulness for the existing use of land for the siting of 20 leisure lodges at Innarla Caravan Park, Hallaton Road, Medbourne**  
Cllr Shaen-Carter outlined the background to the matter and confirmed that if the certificate was granted then the details would have to be submitted to the Planning Authority for approval. Following a discussion about when the works had taken place and the non-availability of definitive proof it was RESOLVED that no comment be made.
- 19.2 **Drayton Road variation of condition**  
Cllr Shaen-Carter reported that it appeared that rooms had been added and the spoil could be still on the buffer zone. RESOLVED that Cllr Pilkington seek permission for a private, informal site visit by Cllrs Easton and Shaen-Carter.
- 20.0 **S278 HIGHWAYS ACT AGREEMENT, NEVILL HOLT**  
It was noted that a holding response had been received and that the County Council's highways department would be chased again.
- 21.0 **TO NOTE SIGNIFICANT CORRESPONDENCE RECEIVED**
- 21.1 **Neighbourhood Watch Scheme**  
RESOLVED that a simple steps list be added to the Council's website and an appeal for volunteers be emailed to those on the list.
- 21.2 **Bowls Club Painting**  
It was noted that the painting had not yet been completed and it was considered that the matter be pursued.
- 22.0 **QUESTIONS TO THE CHAIR**  
No questions were asked.
- 23.0 **TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE IN THE PARISH IN NEED OF ATTENTION**  
Cllr Pilkington reported that markings had appeared on roads suggesting that repairs would be carried out but that no works had taken place.
- 24.0 **COUNCIL TRAINING AND RESOURCES**
- 24.1 **Chairs Training**  
RESOLVED that: approval be given for the Chair to attend training for new Chairs at LRALC when available.
- 24.2 **Good Councillors Guide 2017**  
It was noted that the Good Councillors Guide 2017 had been published and was ready to use. RESOLVED that:- Cllrs download copies from the LRALC website  
<http://www.leicestershireandrutlandalc.gov.uk/uploads/goodcllrsguide2017-digital2-1.pdf>
- 25.0 **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL.**  
RESOLVED that the dates previously agreed for the 2017-18 municipal year be confirmed as follows:-
- |   | May 2017 | Jun 2017 | Jul 2017 | Aug 2017 | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018 | Mar 2018 | Apr 2018 |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Parish Council Meeting                    | 8        | 5        | 3        | 7        | 4        | 2        | 6        | 4        | 8        | 5        | 5        | 2        |
| Neighbourhood Planning Advisory Committee | 17       | 21       | 19       | 16       | 20       | 18       | 15       | 20       | 17       | 21       | 21       | 18       |
- 26.0 **TO CONSIDER AND APPROVE PAYMENTS**  
The Clerk reported that the payment to BT for website hosting had been made electronically. RESOLVED that the following payments be approved:-

<u>Recipient</u>	<u>Purpose</u>	<u>Budget</u>	<u>VAT</u>	<u>Sub total</u>	<u>Amount</u>
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YourLocale	Neighbourhood Plan (invoice 004)	Neighbourhood Plan	480.00	2400.00	2880.00
YourLocale	Neighbourhood Plan (invoice 005)	Neighbourhood Plan	500.00	2500.00	3000.00
<b><u>Recipient</u></b>	<b><u>Purpose</u></b>	<b><u>Budget</u></b>	<b><u>VAT</u></b>	<b><u>Sub total</u></b>	<b><u>Amount</u></b>
Eyebrook Wild Bird Feeds (Philip Johnson & daughters)	Bird feed	The Hollow	-	22.50	22.50
Harborough DC	Dog bins	Village Maintenance	-	110.74	110.74
Came & Co	Insurance	Administration	-	471.73	471.73
Graham Thomson	Salary and Neighbourhood Plan (03/17)	Administration	-	£117.16	£151.62
		Neighbourhood Plan	-	£34.46	

The meeting closed at 21:18

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

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