

# MEDBOURNE PARISH COUNCIL

## Minutes of Meeting

### Minutes of Parish Council meeting held via Zoom on Monday 5 October 2020

**Present** : Cllrs Gidley-Wright, Caffrey, Pilkington, Easton and Shaen-Carter

**Also present** : Parish Clerk (MF) and Cllr Rickman

NB – This meeting as held in two parts – Part A (public) and Part B (confidential)

#### **ITEM. NO.    PART A**

#### **641.0            APOLOGIES FOR ABSENCE**

None.

#### **642.0            DECLARATIONS OF INTEREST**

None.

#### **643.0            REQUESTS FOR DISPENSATION**

None.

#### **644.0            MINUTES OF PARISH COUNCIL MEETING (held 7 September 2020)**

644.1            These were accepted with two small amendments:

Minute 630.1 should read : Cllr SC will draft the proposed application.

Minute 631.1 should be : The FCC grant application was unsuccessful.

#### **645.0            PUBLIC REPRESENTATIONS (also via Zoom)**

No general members of the public were in attendance.

#### **646.0            CLERK & COUNCILLORS REPORTS**

646.1            Traffic reduction measures and quotations

With two useable quotations for the I installation of the posts and gates, one further quotation will be sought by CllrE.            **ACTION CllrE**

A response is still awaited from Highways on the submitted request.

646.2            PC vacancies – elections and co-options

Councillors noted the pro forma resignation notice now available from HDC and agreed to use this when a Councillor's resignation is made.

If no interest or elections are forthcoming following a vacancy notified in this way, then a co-option could be considered.

646.3 Overgrown hedges and trees

MF will send a letter to the local address regarding the overgrown hedge and to clear the pavement of debris on the left-hand side of Ashley Road. **ACTION MF**

Cllr P agreed to contact the vicar on trimming some low-hanging branches close to the entrance to the churchyard. **ACTION CllrP**

**647.0 TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:**

647.1 Village Hall

The PC had now received confirmation of action on Hall's legal compliance regarding procedures to deal with Covid hazards, including contact details of users, putting the official NHS QR code on display.

Current use remains just that by the Scouts and the Preschool.

Brian Godfrey is the new Chair of the Village Hall Committee.

647.2 MEFT

No further information.

647.3 Sports Club

(1) Discussion noted the early summer's digging out of the ditch result in overflows. Cllr P liaise with Brian and Highways. **ACTION CllrP**

(2) It was confirmed to fund the repairs to the gates (both are under £500), when the 'one-off' principle has been accepted. **ACTION CllrP**

647.4 Village broadband and website

See the minute on 'website accessibility' below.

**648.0 TO CONSIDER AND COMMENT ON PLANNING MATTERS**

648.1 Applications to HDC:

648.1.1 19/01274/OUT Paynes Lane, Medbourne (erection of 15 dwellings)

Substantial discussion was had on the latest detail to this application, and to a series of observations prepared by CllrSC.

Remaining concerns included:

- the visual impact of buildings located on higher parts of the site
- water 'run-off' from the site
- the height of the retaining wall
- clarity of the proposed environmental buffer zones

It was agreed to request an extension of time from HDC Planning so that comments can be submitted by 28 October. **ACTION MF**

648.1.2 20/01382/TCA 9 Springbank, Medbourne (works to tree)

No objections were made to this application **ACTION MF.**  
648.1.3 20/01438/TCA 9 Old Holt Road, Medbourne (works to trees)

No objections were made to this application **ACTION MF.**  
648.1.4 20/01470/FUL Ashley Road, Medbourne (erection of 6 dwellings)

A series of observations on this application were discussed.

Remaining concerns included:

- the proposed levels and steps to the bungalow properties
- the location of the environmental buffer zones
- the impact of new pavements to existing hedges and trees
- water 'run-off' from the site

It was agreed to request an extension of time from HDC Planning so that comments can be submitted by 28 October. **ACTION MF**

648.2 Other planning matters:

It was noted that an amendment to the application on the Brudenell site will be considered by the Planning Committee tomorrow. This is to reduce the number of affordable rental units.

Councillors expressed their dissatisfaction that notification of this proposed change had been received very late, with little time for its implications to be considered.

The Chair agreed to consider this last point at the next PC meeting.

#### **649.0 TO NOTE CORRESPONDENCE RECEIVED:**

649.1 The Better Building Hospitals briefing will be put on the website. **MF**

649.2 **Cllr C** agreed to return comments on HDC's Open Space strategy.

649.3 **MF** will send acknowledgment to Perry Burns on his Rivers Trust role.

#### **650.0 2020-21 BUDGET AND APPROVAL OF PAYMENTS**

650.1 Payments noted since the September PC meeting:

- E-on (highway lighting): **£126.43**

Payments approved at this meeting:

- M Field (salary for October): **£153.78**
- M Field (admin expenses - stamps / envelopes): **£11.12**

650.2 Bank reconciliation to September 2020 - details were circulated.

650.3 MF noted the second 50% of the 20-21 precept had arrived : **£6128.00**

**651.0**                    **2020-21 PC POLICY REVIEWS**

651.1                    The proposed 'Equality Policy' had been circulated and was adopted.

**652.0**                    **WEBSITE ACCESSIBILITY REQUIREMENTS**

652.1                    MF produced a verbal report back on recent LRALC course. Some significant work will be required to assess the current 'accessibility' (i.e. 'user-friendliness') of the PC's website and the format of its content.

MF has commenced discussion on potential issues and implications with David T, and will continue to explore what other support may be required to assess and adjust the current provisions.

It was noted that some change in the layout and format of documents will be required - for example, to avoid using 'tables' within PDF documents (NB the change format for the PC Minutes).

652.2                    It was agreed that MF prepare and circulate a proposed Accessibility Statement on the current style and content of the PC's webpages, using the pro forma suggested by the Government's website.

A first set of proposed actions will also be compiled to outline what could be required to achieve full compliance with the new standard – including any budget implications.                    **ACTION MF**

**653.0**                    **GRANT APPLICATIONS**

None received.

**654.0**                    **QUESTIONS TO THE CHAIR**

654.1                    Excessive 'take-away' litter around the pub had been reported.

CllrC agreed to contact the pub on providing more bins **ACTION CllrC**

654.2                    Complaints had been received on parked cars obstructing footpaths.

CllrSC will follow this up with cyclist contacts.    **ACTION CllrSC**

Cllr P will follow this up with the Playgroup.       **ACTION CllrP**

**655.0**                    **ITEMS OF REPAIRS AND MAINTENANCE**

None discussed.

**656.0**                    **COUNCIL TRAINING AND RESOURCES**

None discussed.

**657.0**                    **ITEMS FOR NEXT AGENDA**

- Freedom of Information policy / other policies
- Website Accessibility draft Action Plan

**DATE OF NEXT MEETING :** *Monday 2 November 2020, 7.45 pm*

**ITEM. NO. PART B (CONFIDENTIAL ITEMS)**

**658.0 Salary of Parish Clerk**

Discussion on backdated salary adjustments for Parish Clerk

**659.0 Planning complaint**

Discussion on potential complaint regarding a planning application.

MF / MPC

Signed:

Date:

DRAFT