

MEDBOURNE PARISH COUNCIL

Minutes of Meeting

Minutes of Parish Council meeting held via Zoom on Monday 7 December 2020

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

Also present : Parish Clerk (MF) + three members of the public

677.0 **APOLOGIES FOR ABSENCE**

677.1 Apologies had been received from Cllr Rickman (HDC)

678.0 **DECLARATIONS OF INTEREST**

None.

679.0 **REQUESTS FOR DISPENSATION**

None.

680.0 **MINUTES OF PARISH COUNCIL MEETING** (held 2 November 2020)

680.1 These had been circulated prior to the meeting and were accepted without amendment.

680.2 It was noted that agreed copies of the minutes for PC meetings had not been able to be signed in person due to Covid-restrictions, but it was accepted that it was temporarily acceptable that the recorded confirmations agreed at each meeting would suffice for the time being.

681.0 **PUBLIC REPRESENTATIONS** (also via Zoom)

None.

682.0 **CLERK & COUNCILLORS REPORTS**

682.1 MF noted that the Clerk's salary adjustment had not been able to be completed last month - payments below (in 687.0) include the sum to be authorised this month, alongside two monthly salaries.

682.2 No further information had been received from County Highways on the request to erect 'gates' as traffic reduction measures. MF was instructed to follow this up with the department. **Action MF**

682.3 Two quotations had been received for the supply and installation of the gates, but there had been no success to obtain a third. It was agreed to proceed with the two, and that the Slawston provider was the preferred provider. Expense was also approved for the provider to obtain a licence, if so required. **Action MF/Cllr SC**

- 683.3 Following the recent provisional intention noted at PC meetings, Cllr P confirmed her resignation from her post as Parish Councillor(s) with immediate effect – a written resignation will be submitted to the Clerk.
- Sincere thanks and gratitude were extended from all on her work and commitment to the Council.
- MF will arrange a Notice to be issued of the vacancy. Cllr C agreed to place a copy on the Parish Notice Board. **Action MF / Cllr C**
- 683.4 No communication had been received from the land-owner of the ground at Ashley Road that is causing an obstruction on the pavement. MF was asked to resent and request a reply. **Action MF**
- 684.0 TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:**
- 684.1 **Village Hall**
- A new booking system for future use of the facilities is in consideration.
- 684.2 **MEFT**
- Nothing to report. Given the resignation of Cllr P, a new contact on the PC will be agreed. (Cllr P will send details of email contact details for MEFT as a whole and MF hold on record.) **Action MF/LP**
- 684.3 **Sports Club**
- Nothing to report.
- 684.4 **Village broadband/website**
- Nothing to report.
- 685.0 TO CONSIDER AND COMMENT ON PLANNING MATTERS**
- 685.1 Applications to HDC:
- 685.1.1 Ref. No: 20/01895/TCA - The Gables 6 Drayton Road Medbourne (works to trees) – large acers overhanging boundary, previously pollarded.
- It was agreed there were no objections to this application.**
- 685.1.2 Ref. No: 20/01888/FUL - Eightacre, 54 Main Street Medbourne (Change of land use for the siting / extension to a horse transporter to form accommodation ancillary to the residential property)
- Details of the family circumstances were noted at the meeting, but concern was raised that approval could be extended into a potential for permanent use. It was agreed to request a new application for a temporary permit for 2 years for a named individual. Cllr SC will check on temp permissions and draft a response for MF. **Action Cllr SC.**

- 685.1.3 Ref. No: 20/01897/PDN - The Reading Room 33 Main Street Medbourne (Prior Approval for the proposed change of use of office (Class B1(a)) to 3 dwelling houses (Class C3)
- The previous approval had required completion within 3 years, which will not be achieved, hence the resubmission with the new front window. It was agreed that a response go to HC to that effect. **Action MF**
- 685.2 Other planning matters: None.
- 686.0 TO NOTE CORRESPONDENCE RECEIVED:**
- 686.1 Details of the recent HDC Annual Parish Liaison Event and survey had been received.
- 686.2 It was agreed to place detail of a survey on staying Covid-free onto the website. **Action MF**
- 696.3 Discussion was had regarding a request for small notices to be printed that could be affixed to cars that are parked inconsiderately in the parish. The general view was that further information is required to investigate appropriate and inappropriate actions here. Cllr SC agreed to investigate static signs. Cllr GW agreed to contact the police on what could be permissible. MF will contact Highways to check on the PC being able (or not) to erect local signs. **Action MF, Cllr GW, Cllr SC**
- 687.0 2020-21 BUDGET AND APPROVAL OF PAYMENTS**
- 687.1 **Payments to approve in December 2020:**
- M Field (salary for November) : **£153.78**
 - M Field (salary for December + backdate *adjustment*) : **£590.58**
 - Village Hall (VE Day grant) : **£500**
 - HMRC (Tax & NI) : **£225.23**
 - Autela (Payroll Services) : **£51.25**
 - John Pacey (Trumpeter at Remembrance Day event) : **£30.00**
- 687.2 **Bank reconciliation to November 2020** - details circulated
- 687.3 **Quarterly monitoring** – expenditure details circulated to end-Qtr3.
- Just over 75% of the year's budget had been used to date.
- 688.0 2021-22 Parish Precept and Budget**
- 688.1 Initial proposals for the 2021-22 year had been circulated.
- 688.2 Councillors requested that a 10% increase be circulated for consideration in January, where it is logical to increase budget sums, and to update an estimated end-of-year 2020-21 expenditure.

689.0 WEBSITE ACCESSIBILITY REQUIREMENTS

689.1 MF provided an update on action to progress the Website Accessibility Action Plan and noted David T had provided comments to revise the 'Accessibility Statement' on the website.

689.2 A first external review of the website will be undertaken by the firm that had provided to recent Accessibility trainings session via LRALC. This audit and check will cost @ £200 plus VAT. **Action MF**

690.0 GRANT APPLICATIONS

None received.

691.0 QUESTIONS TO THE CHAIR

691.1 Clarification was requested on the current protocol or policy for what material and content is considered suitable for being placed on the village website.

It was acknowledged there is a more *ad hoc* arrangement for this, than a formal procedure, so it was agreed to review this position and any protocol for information circulated via the email-network after the 'website audit' (see 689.3 above) has been conducted.

692.0 ITEMS OF REPAIRS AND MAINTENANCE

692.1 The recent replacement of the field gates at the sports ground was noted – the photographic record is on file.

692.2 Repairs had been made to lamp on Manor Road / Main Street.

692.3 It was noted that the missing sign outside 37 Main Street (about the impending road junction, coming from Uppingham) had been reported twice to Highways. A pole has been re-erected but still no sign.

692.4 The foul manhole by the bottom of Ashley Road has lifted again and fouled the river water. It was agreed to take some photographic record of this, when observed, and to relay precise information to Anglian Water (Cllr P has the contact info). **Action Cllr SC**

693.0 COUNCIL TRAINING AND RESOURCES

None.

694.0 ITEMS FOR NEXT AGENDA

- 2021-22 Parish Precept and budget update
- Responses to advertised Parish Councillor vacancy

DATE OF NEXT MEETING : *Monday 4 January 2021, 7.45 pm*