

## **Minutes of the Annual Meeting of Bitteswell with Bittesby Parish Council Held on Thursday 17<sup>th</sup> May 2018 at 7.00pm in Bitteswell Village Hall**

**Present:** Cllr Chris Faircliffe (Chair), Cllr Grimwood, Cllr Flint, Clerk Cathy Walsh, District/County Cllr Rosita Page and 4 member(s) of the public.

### **1. Election of Chair**

Cllr Grimwood proposed, and Cllr Flint seconded that Cllr Faircliffe be appointed as Chairman for the year 2018/19.

### **2. Election of Vice-Chairman**

Cllr Grimwood proposed, and Cllr Faircliffe seconded that Cllr Flint be appointed Vice-Chairman for the year 2018/19.

### **3. To receive Councillor's Declarations of Acceptance of Office**

The Chairman and Vice-Chairman signed the Declaration of Acceptance of Office forms.

### **4. Apologies for absence**

Cllr Foster.

### **5. To receive Declarations of Member's Interests**

None.

### **6. To receive the outgoing Chairman's report for the year ended 31.03.18**

Cllr Faircliffe read out his report to the meeting.

### **7. To review the Standing Orders**

**Resolved:** The Standing Orders were reviewed and adopted.

### **8. To review the Financial Regulations**

**Resolved:** The Financial Regulations were reviewed and adopted with no change.

### **9. To review the Policy in respect of the Village Green Byelaws**

**Action:** The Parish Council (PC) would like to review this at its next meeting.

### **10. Any other business**

Cllr Page formally thanked the PC for its support over the past year, in particular with Magna Park planning issues.

The Annual Meeting ended at 7.20pm

## Minutes of the Meeting of Bitteswell with Bittesby Parish Council

### 1. Apologies for absence

Cllr Foster.

### 2. To receive Declarations of Member’s Interests

None.

### 3. To approve the minutes of the meeting held on 19.04.18

**Resolved:** To approve the minutes as a true record of proceedings.

### 4. To consider any matters arising from the minutes of the meeting held on 19.04.18

None.

### 5. To note any comments or matters raised by residents

#### ‘Magna Park is Big Enough’ Action Group

The group is approaching its 3<sup>rd</sup> anniversary. It would like to record its appreciation to MP Alberto Costa for his support in getting the subject raised in parliament. MP Costa has also received the backing of the Prime Minister in his efforts to work with the Government for a better and more robust policy for the placement of large logistics parks.

#### 40mph Speed Sign

The damaged sign has now been replaced.

### 6. To note any matters raised by the District/County Councillor

Cllr Rosita Page updated the PC on current issues in the district

### 7. Financial Matters

#### 7.1. Accounts for payment

*Cheques signed at the meeting*

Cheque No.	Payee	Description	Totals
106	Bitteswell Village Hall	Hall Hire April to June 2018	£40.00
107	Cathy Walsh	May's salary and allowances	£456.24
108	CPRE	Membership until 31.05.19	£36.00
109	Cathy Walsh	Expenses - April & May 2018	£15.66
110	Julie Morris	Internal Audit of accounts yr end 31.03.18	£60.00
111	Viking	Stationery order (stamps, toner, paper etc)	£108.70

Total £716.60

#### 7.2. Bank Reconciliation and Receipts & Payments Summary to 11.05.18

Opening Balance	1-Apr-18	<b>£27,970.55</b>
Receipts to	11-May-18	£5,666.68
Payments to	11-May-18	-£2,508.54
Closing Balance	11-May-18	<b>£31,128.69</b>

The balance carried forward is represented by these funds

Current Account	£4,686.64
Business Reserve account	£26,989.95
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£547.90
Bank Reconciliation to	11-May-18
	<b>£31,128.69</b>

**8. Annual Governance & Accountability Return (AGAR) 2017/18**

**8.1. To approve the Annual Governance Statement**

**Resolved:** To approve.

**8.2. To approve the Accounting Statements**

**Resolved:** To approve.

**9. To consider the cost of printing documents issued by HDC (Harborough District Council)**

HDC has stated it will not fund any Parish Council costs associated with printing consultation documents. The PC is reluctant to build these costs into the precept. HDC provide one copy of consultation documents to parishes. However, in respect of the Local Plan, it did not provide copies of the maps/associated documents. These are an integral part of the Local Plan and for the PC to make representations to the consultation. Therefore, this makes the Local Plan unsound.

**Action:** Remove from future agendas.

**10. To consider terminating the Agreement for White Cottage**

**Resolved:** To defer this item to a closed session of the meeting.

**11. HDC's Gifts & Hospitality Register**

This is still in progress.

**Action:** Remove from future agendas.

**12. Planning Matters**

**12.1. To note any planning matters – new and unresolved applications**

**18/1800689/FUL | Proposed amendment of existing site access to an all-movement access and consequent amendment to site layout with additional parking | Land Adjacent Plot 1400, Hunter Boulevard, Magna Park**

**Resolved:** To submit the following comments to HDC: This is a new access to Mere Lane. Traffic will use this route not only from this site but others on Magna Park. The Parish Council would like a condition in place that the road is not used until all work on A5 is complete and traffic calming measures in affected villages are considered.

**18/00666/FUL** | Erection of porch to front elevation, creation of opening to front elevation, erection of gates and path | Cobblestones Cottage, Valley Lane, Bitteswell

**Resolved:** To seek clarification on the proposed height of the gates.

#### **12.2. Planning Applications to fell trees and Tree Preservation Orders (TPO)**

The Parish Council (in conjunction with the Tree Wardens) agreed to identify trees suitable for a TPO and submit an application to register the trees.

**Action:** Cllr Faircliffe agreed to co-ordinate this and asked the PC to bring suggestions of potential trees to the next meeting.

#### **12.3. To note/discuss any Enforcement cases**

##### **Mere Lane/Mere Meadow, Ullesthorpe**

Enforcement Officers from HDC with police assistance completed their site visit. Details of enforcement action is not known.

**Action:** Cllr Faircliffe to ask Cllr Page for a report.

#### **12.4. Other Planning Matters**

##### **Draft revised National Planning Policy Framework**

The Parish Council would like to source a hard copy of the document.

**Action:** The clerk.

#### **Extraordinary Council Meeting of Harborough District Council Held on 05.03.18**

On 20.03.18, the Parish Council wrote to Verina Wenham, Monitoring Officer for the District Council, regarding item 2 of the Agenda relating to the Harborough Local Plan submission making. The PC are still waiting for a reply.

**Action:** The clerk to chase up.

#### **12.5. Neighbourhood Plan – Next Steps**

The Neighbourhood Plan Open Event on Saturday 28.04.18 was well attended and several residents have expressed an interest in being involved on a steering group. The Parish Council need to consider which councillors will volunteer to join the committee.

**Action:** To publish an article in the newsletter as a final push for those interested in becoming involved with Bitteswell's Neighbourhood Plan.

**Action:** To arrange a meeting with YourLocale for those interested in becoming involved with the Neighbourhood Plan.

### **13. Any other business**

#### **General Data Protection Regulations**

**Resolved:** To adopt the following: General Privacy Notice, Privacy Notice for staff, councillors & Role Holders, Data Breach Policy, Data Protection Privacy Policy

**Resolved:** To register with the Information Commissioner's Office to comply with GDPR. This is an annual fee of £35.

#### **Footpath on Lutterworth Road**

During the last bout of torrential rain, the footpath became impassable due to flooding and sediment washing up from the drains. The Parish Council has contacted Severn Trent Water (STW) to raise their concerns over the flooding and inadequate drainage system in the village. The PC would like the help and support from St Mary's Primary School to deal with the problems.

**Action:** Include on the agenda for the next meeting.

#### **14. Due to the sensitive nature of the items to be discussed the PC resolved to exclude the public from this part of the meeting.**

##### **To consider terminating the Agreement for White Cottage**

The Parish Council agreed to seek legal advice.

**Action:** The Clerk and Cllr Faircliffe to contact LRALC's solicitor to see if modifications have an impact on the agreement.

**Action:** To contact the owner of White Cottage to inform her that the PC is seeking legal advice.

##### **To review the grass cutting contractor's rate of pay**

**Resolved:** The PC resolved to increase the rates of pay for the grass cutting in the village. It was agreed to pay £2,550 a year for 17 cuts (£150 per cut). Any additional cuts will be paid at a rate of £150 and must be with the agreement of the Parish Council. The new rates are effective from the start of this year's grass cutting season in April.

##### **To rectify issues regarding the clerk's Annual Leave Allowance for 2016/17 and 2017/18**

It has come to light that the clerk's Annual Leave allowance has not been correctly deducted from her contractual hours. This has meant that the Clerk has worked more hours than her contracted hours. Annual Leave is a statutory requirement and if leave cannot be taken it should be paid. **Resolved:** Therefore, the PC agreed to pay the clerk for any hours owed.

#### **15. To confirm the date of the next meeting**

The date of the next meeting was confirmed as Thursday 19<sup>th</sup> July 2018 at 7.00pm.

The Chairman closed the meeting at 09.04pm.