

Minutes of the Annual Meeting of Bitteswell with Bittesby Parish Council Held on Thursday 18th May 2017 at 7pm in the Village Hall

Present: Cllr Chris Faircliffe (Chair), Cllr Reg Flint, Cllr Clive Grimwood, Cllr Margaret Foster, Cathy Walsh (Clerk), and 4 members of the public.

1. Election of Chair

Cllr Foster proposed and Cllr Flint seconded that Cllr Faircliffe be appointed as Chairman for the year 2017/18.

2. Election of Vice-Chairman

Cllr Grimwood proposed and Cllr Foster seconded that Cllr Flint be appointed Vice-Chairman for the year 2017/18.

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

None.

5. To receive Declarations of Member's Interests

None.

6. To receive the Chairman's Report for the year ended 31.03.17

Cllr Faircliffe presented his report on the activities of the Council.

7. To approve the Accounts and Financial Statement for the year ended 31.03.17

Resolved: The Accounts & Financial Statement were approved.

8. To verify and sign the year end Bank Reconciliation Sheet & Bank Statements

Resolved: After amending the Financial Regulations (see Agenda Item 10) Cllr Foster verified the Bank Reconciliation and signed the Bank Statements.

9. To review the Standing Orders

Resolved: Subject to the amendments below the Standing Orders were approved and adopted.

The following items were removed from the Standing Orders:

Item 24. Restrictions on councillor activities

Item 28. Inspection of Watercourses

Item 29b. Inspections of Playgrounds, Seats & Benches

10. To review the Financial Regulations

Resolved: Subject to the amendments below the Financial Regulations were approved and adopted.

Item 2.2 was amended to:

At each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

11. To appoint an internal auditor for the 2016-17 accounts

Resolved: To appoint Mrs Julie Morris as the internal auditor.

This is the end of items for the Annual Meeting. In future the Annual Meeting will be closed at this point and a new meeting commenced for the Meeting of the Parish Council.

12. To approve the minutes of the meeting held on 16.03.17

Resolved: To approve the minutes of the meeting.

13. To consider matters arising from the Minutes of the Meeting held on 16.03.17

13.1. Magna Park Liaison Group – Lighting at Magna Park

The clerk was asked to contact Harborough District Council (HDC) to request sight of the lighting conditions which were applied when planning permission was granted for Unit 2110. The response from HDC was not particularly helpful.

13.2. Village Walkabout

The date for the Village Walkabout was set for 15.06.17 at 6.30pm. Therefore the Parish Council meeting on the 15.06.17 will commence at 7.30pm instead of the usual time of 7pm.

13.3. White Cottage – agreement regarding the gardens and the Village Green

An electronic and hard copy of the agreement has been sent to the owner of White Cottage. The PC has not received a response.

Action: Clerk to send another reminder marked as 'urgent' in the post.

14. To note any comments or matters raised by residents

14.1. To review the handrail over the cobbles

The Parish Council are still trying to find a satisfactory solution to resolve this. However, there are a number of problems, mainly the utility pipes that run under the cobbles and the fact that the two local builders approached by the PC are not keen to undertake the work. Suggestions put forward by a resident which include attaching the handrail to the wall next to the cobbles are not viable. Mainly because the wall does not belong to the PC and because the wall is too far away from the path.

Action: The clerk to contact Highways to seek an authoritative opinion.

14.2. To review the health & safety and height of the bus shelter

A resident raised their concern that the height of the bus shelter is too low for taller people. As the bus shelter has been in situ for 64 years with no reported incidents, the Parish Council agreed that there was no urgent need to remove the shelter and to research into a suitable weatherproof material to minimise any percussion. During their Village Walkabout they will complete a risk analysis on the bus shelter.

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

None.

16. To consider the Insurance Renewal proposal from Zurich**Resolved:** To accept the renewal proposal from Zurich and to enter into a 5 year Long Term Agreement.**17. Financial Matters****17.1. Accounts for Payment***Cheques signed prior to the meeting*

Cheque No.	Payee	Description	Totals
39	Cathy Walsh	April's salary & allowances	£439.94
Sub Total			£439.94

Cheques signed at the meeting

Cheque No.	Payee	Description	Totals
40	Bitteswell Village Hall	Hall hire for April, May & June 2017	£30.00
41	Community Heartbeat Trust	Replacement electrode pads for AED x2	£87.60
42	Cathy Walsh	May's salary & allowances	£439.94
43	Zcommune Ltd	Yr 2 website hosting & support + email A/C	£330.00
44	CPRE	Membership 01.06.17 to 31.05.18	£36.00
45	E.On	Street lighting maintenance quarter end 31.3.17	£174.84
46	LRALC	NALC & LRALC Membership 1.4.17 to 31.3.18	£190.59
47	E.On	Electricity consumption 01.01.17 to 31.03.17	£638.72
48	Mark Osborne	Grass Cutting (3 cuts) Inv No 1 17.05.17	£300.00
49	Grahame Sutton	Hedge trimming on Ashby Lane 2016-17	£80.00
Sub Total			£2,307.69
Total			£2,747.63

17.2. Financial Statement – Bank Reconciliation to 10th March 2017

		£
Opening Balance	1-Apr-17	£30,795.06
Receipts to	12-May-17	£6,092.73
Payments to	12-May-17	-£2,367.63
Closing Balance	12-May-17	£34,520.16

The balance carried forward is represented by these funds

	£
Current Account	£7,175.91
Business Reserve account	£29,711.88
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£2,367.63
Bank Reconciliation to	£34,520.16

18. Clerk's hours and payments

The contracted hours and rates of pay were agreed by the Parish Council when employment commenced. The pay scale is set by the National Joint Council for Local Government Services and

agreed jointly between NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks).

The clerk's hours are being expended sensibly. The clerk is also keeping a record of her hours and is operating within the budgeted figure.

19. To receive and update on replacing the damaged streetlight on Lutterworth Road

This has been given a date for completion of 30.05.17. The delay in replacing the streetlight was due to Zurich being slow authorising the insurance claim payment.

20. To consider purchasing a Moveable Vehicle Activated Sign (MVAS)

As Misterton with Walcote Parish Council no longer wish to share the purchase of a MVAS, the Parish Council considered whether they should go ahead with purchasing a MVAS themselves or to approach nearby Parish Councils to see if they would be interested in sharing the cost of purchasing the sign.

Action: To defer until the next meeting.

Action: To contact nearby Parish Councils.

21. Planning Matters

21.1. To note any planning matters – new and unresolved applications

17/00580/TCA | Works to trees (fell) | The Lodge, The Nook, Bitteswell

Resolved: To submit comments to HDC.

17/00674/TCA | Works to trees (fell) | Porganna House, The Nook, Bitteswell

Resolved: To support this application.

17/00209/FUL | Plots 5410 And 5420 Hunter Boulevard Magna Park Lutterworth

This application was approved by HDC on 12.05.17.

17/00687/FUL | Change of use of existing double garage into single dwelling | Ash Tree Lodge, Ashby Lane, Bitteswell

Resolved: To make no comment on the application.

17/00636 | Installation of metal dust extraction and filter unit for joinery workshop (retrospective) | Field View Barn, Woodby Lane, Bitteswell Leicestershire

Resolved: To make the following comment on the application; 'the visual intrusion could be much reduced by the use of matt black paint'.

21.2. To note/discuss any Enforcement cases

Cllr Page is dealing with an enforcement case which is outside our parish but involves adjoining land.

21.3. Neighbourhood Plan – to discuss the Designate Area and Bittesby

The PC would like to invite Gary Kirk from YourLocale to attend their next meeting to discuss.

22. Any other business

22.1. Local Plan

The draft New Local Plan will go out for an eight week consultation during August and September 2017.

Action: To include this on the agenda for the next meeting.

22.2. 'A Country Churchyard – A Study of the Gravestones & Memorials in Bitteswell'

Vivien Weller provided the Parish Council with her thesis. The PC would like to formally thank Vivien for her contribution.

22.3. Fly Tipping

Action: The clerk was asked to report the following instances of fly tipping; gas cylinders which had been dumped on Woodby Lane and vast amounts of rubbish on Hall Lane.

22.4. Register of Electors

The clerk was asked if a copy of the Register of Electors could be circulated.

Action: To check with Electoral Services at HDC.

22.5. Coventry Airport Consultation

Due to the introduction of a new aircraft navigation system, the holding pattern for aircraft has moved from Coventry to just outside Magna Park.

Action: To include on the agenda for the next meeting.

22.6. Granite Setts by The Chestnuts, Lutterworth Road

Severn Trent Water are due to undertake some work from the area by the cobbles to the front garden of The Chestnuts. The PC want to ensure that the granite kerbs/setts were reinstated once the work is complete.

Action: The clerk to contact Severn Trent Water.

23. To confirm the date of the next meeting

The next meeting date was confirmed as Thursday 15th June at 7.30pm (please note the later start time).

The Chairman closed the meeting at 8.50pm.