

Medbourne Parish Council

MINUTES OF THE MEETING HELD IN MEDBOURNE VILLAGE HALL AT 20:30 ON MONDAY 9 MAY 2016

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

Also present: District Cllr. Rickman, 10 members of the public, and Graham Thomson (Clerk to the Council).

- 1.0 D **ELECTION OF CHAIRMAN (FOLLOWED BY CHAIRMAN'S ACCEPTANCE OF OFFICE)**
Cllr. Shaen-Carter MOVED, Cllr. Gidley-Wright SECONDED, and it was RESOLVED that the Cllr. Pilkington be elected as Chairman, and Cllr. Pilkington signed her acceptance of office.
- 2.0 D **APPOINTMENT OF VICE CHAIRMAN (FOLLOWED BY VICE CHAIRMAN'S ACCEPTANCE OF OFFICE)**
Cllr. Pilkington MOVED, Cllr. Caffrey SECONDED, and it was RESOLVED that the Cllr. Gidley-Wright be appointed as Vice-Chairman, and Cllr. Gidley-Wright signed his acceptance of office.
- 3.0 D **TO ACCEPT, OR OTHERWISE, APOLOGIES FOR ABSENCE RECEIVED**
No apologies for absence were received.
- 4.0 D **TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLANNING COMMITTEE**
Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that the terms of reference be confirmed.
- 5.0 D **DELEGATION ARRANGEMENTS TO COMMITTEES AND STAFF**
Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that the existing scheme of delegation be confirmed.
- 6.0 D **STANDING ORDERS AND FINANCIAL REGULATIONS AND TO RECOMMEND ANY CHANGES CONSIDERED APPROPRIATE**
Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that no the existing Standing Orders and Financial Regulations confirmed.
- 7.0 D **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 there were no such arrangements.
- 8.0 D **REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK.**
The Clerk reported that there were no such arrangements.
- 9.0 D **INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**
The Clerk reported that he had a rudimentary inventory of land and assets but not a comprehensive list and that there was no inventory in any of the documentation handed over from the previous Clerk. He explained that he proposed to carry out a full physical assessment in the coming months taking photographs as evidence of location and condition, and to purchase the equipment funded under the Transparency Fund. Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that the report be accepted.
- 10.0 D **ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**
The Clerk reported that the Council's current three-year insurance deal was to end on 31 May 2016. He reported that he had obtained competitive quotes which he had circulated separately to Councillors. The Clerk stated that as in previous years there was the option of a 5% discount for a three year deal, but that because the inventory of Council assets was not complete he RECOMMENDED that the Council accepts the quotation from Ecclesiastical on a single year basis at a cost of £475.95 for 2016-17. Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that recommendation be accepted.
- 11.0 D **SUBSCRIPTIONS TO OTHER BODIES**
Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that the Council subscribe to the following organizations as they come due: Leicestershire and Rutland Association of Local Councils, Society of Local Council Clerks, National Association of Local Councils.
- 12.0 D **COMPLAINTS PROCEDURE**
The Clerk reported that he had circulated a draft complaints procedure. Cllr. Caffrey suggested the inclusion of an explanation of the circumstances under which complaints would be shared. Cllr. Easton MOVED, Cllr. Caffrey SECONDED, and it was RESOLVED that the draft policy be approved and reviewed at the next meeting.

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

The Clerk reported that he had circulated a draft complaints procedure. Cllr. Caffrey MOVED, Cllr. Easton SECONDED, and it was RESOLVED that the procedures be accepted and adopted.

14.0 D **POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Clerk reported that he had circulated a policy. Cllr. Gidley-Wright MOVED, Cllr. Shaen-Carter SECONDED, and it was RESOLVED that the policy be accepted and adopted.

15.0 D **APPOINTMENT OF THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (ACCEPTANCES OF OFFICE TO BE SIGNED BEFORE THE NEXT PARISH COUNCIL MEETING)**

Cllr. Pilkington MOVED, Cllr. Shaen-Carter SECONDED, and it was RESOLVED that:-

- a) Councillors Gidley-Wright and Easton be appointed to the Advisory Committee;
- b) the following community members be reappointed to the Advisory Committee: Bill Barrie, Martin Delaney, Meriel Godfrey, Caroline Jack, Bernadette Lee, David Nance, Trevor Pemberton, and Nickie Philbin.

16.0 **APPOINTMENT OF CHAIR OF THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (ACCEPTANCE OF OFFICE TO BE SIGNED BEFORE THE NEXT PARISH COUNCIL MEETING)**

Cllr. Pilkington MOVED, Cllr. Shaen-Carter SECONDED, and it was RESOLVED that Bernadette Lee be appointed as Chair of the Advisory Committee.

17.0 **APPOINTMENT OF OTHER COMMITTEES DEEMED NECESSARY AND DETERMINING THEIR TERMS OF REFERENCE**

Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED, and it was RESOLVED that no other Committees be appointed at this stage.

18.0 **APPOINTMENT OF TRUSTEES AND REPRESENTATIVES**

The Chair reported that she had not been able to confirm with Peter O'Donell that he would continue as Keeper of the Village Benches.

Cllr. Pilkington MOVED, Cllr. Shaen-Carter SECONDED and it was RESOLVED that the following be appointed as Trustees and representatives:-

Information Resource Advisor	David Tuffs
Internal Auditor	Roger Lee
Keeper of the Hollow	Bryan Smith
Keeper of the Village Benches	Peter O'Donell
Legal Advisor	Richard Hammond
LRALC representative	Cllr. Pilkington
Medbourne Charities representative	Cllr. Easton
MEFT representative	Cllr. Pilkington
Neighbourhood Planning	Cllr. Gidley-Wright
Parish Maintenance	Cllr. Pilkington
Planning representative	Cllr. Shaen-Carter
Sports Club representative	Cllr. Caffrey
Street Lighting Warden	Ian Clarke
Taxi Voucher Scheme Administrator	Ian Clarke
Tree & Brook Warden	Bryan Smith
Village Hall representative	Cllr. Easton
War Memorial Warden	Mim and David Nance

19.0 **TO NOTE THE INSPECTION OF TRUST DEEDS AND INSTRUMENTS**

Cllr. Caffrey reported that the Trust Deeds and documents held by the Parish Council had been checked against the Inventory. She added items numbered (1), (1a), 5 & 6 had not been not available for inspection, being held by Richard Hammond, who was also in possession of certain other documents, reference to which was attached to the Inventory.

20.0 D **TO NOTE ANY DECLARATIONS OF INTEREST RECEIVED**

Cllr. Caffrey declared an interest in item 27.1 **16/0532/FUL – Demolition of part single storey extension and erection of a single storey rear extension and installation of two rooflights within the first floor side elevation, 32 Main Street Medbourne.**

21.0 D **TO NOTE ANY REQUESTS FOR DISPENSATION GRANTED**

The Clerk reported that no requests had been granted.

22.0 D **PUBLIC REPRESENTATIONS**

The Chair suspended the meeting at this point and invited comment from members of the community present.

22.1 D **Bowls Club Shed**

A member of the public reported that the Bowls Club shed had been granted planning consent and asked if the Council would give consent as landlord. The Chair reported that the matter would be on the agenda for the next meeting.

22.2 D **Resumption of the meeting**

The Chair thanked speakers for their comments and resumed the meeting.

23.0 D **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON 4 APRIL 2016**

The minutes of the meeting held on 4 April 2016 had been previously circulated. Cllr. Gidley-Wright MOVED and Cllr. Easton SECONDED and it was RESOLVED that the minutes be confirmed and signed by the Chair.

24.0 D **TO RECEIVE FACTUAL UPDATES OF MATTERS ARISING FROM THOSE MINUTES NOT MENTIONED ELSEWHERE ON THE AGENDA**

24.1 D **The Hollow**

It was noted that the spray signs were in place and had drawn some adverse comment.

24.2 D **Local Government Boundary Commission For England**

Cllr. Pilkington reported that she had attended the briefing session at Harborough District Council and added that the review was in the initial stages but should not impact on parish boundaries.

25.0 D **TO RECEIVE REPORTS INCLUDING ON THE FOLLOWING MATTERS:-**

25.1 D **Broadband**

Mr Tuffs stated that there was nothing further to report.

25.2 D **Parish Council and Village Websites**

Mr Tuffs stated that there was nothing further to report.

25.3 D **Lighting**

No report was given.

25.4 D **Sports Club (including the Mower Fund)**

Cllr. Easton stated that there was nothing further to report.

25.5 D **Village Hall**

Cllr. Easton stated that there was nothing further to report.

25.6 D **Medbourne Educational Foundation Trust (MEFT)**

Cllr. Pilkington stated that there was nothing further to report.

25.7 D **The Hollow**

The Clerk reported that there were a variety of sign types available and he undertook to liaise with Tom Price about the style and materials.

25.8 D **Defibrillator**

The Chair reported that the Council was being asked to be custodian of the defibrillator and to hold funds for consumables and the eventual replacement, and was to be responsible for arranging the training of volunteers. It was reported that the Village Hall had agreed to take on the responsibilities for the defibrillator, only leaving the £2,000 to pass to the Parish Council. Cllr. Pilkington undertook to clarify the details of the proposal and stated that the matter would be discussed at the next meeting.

25.9 D **Vehicle movements on Manor Road and Main Street**

The Chair reported that the Council had received complaints regarding the use of Manor Road by tractors, heavy vehicles and equipment for agricultural purposes. It was claimed that most of the traffic of this nature on Manor Road related to farming operations. She stated that there were several main areas of complaint which included the frequency of the traffic, noise, safety (dangerous or thoughtless driving) and damage to the highway - the road, footpaths and kerbing. It was noted that Mr Beaty was very keen to talk to the community and to respond to any issues.

Following a full discussion it was RESOLVED that:-

a meeting be facilitated between Mr Beaty and the people of Manor Road and Main Street (and anyone else who wishes to attend) so that these issues and any possible solutions/compromises can be discussed and to devise ways of resolving some of the conflict between the parties.

26.0 D **NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

- 26.1 D **To receive the minutes of the meeting of the Advisory Committee held on 20 April 2016**
RESOLVED that:-
the minutes of the meeting of the Neighbourhood Plan Advisory Committee held on 20 April 2016 be circulated to Councillors.
- 27.0 D **TO CONSIDER AND MAKE COMMENT ON PLANNING MATTERS**
- 27.1 D **16/0532/FUL – Demolition of part single storey extension and erection of a single storey rear extension and installation of two rooflights within the first floor side elevation, 32 Main Street Medbourne**
Councillor Caffrey declared an interest in this application and left the meeting during the discussion and voting thereon.
Cllr. Shaen-Carter explained the application and stated that there appeared to be no overlooking issues and that proposal appeared to be of a suitable scale. Cllr. Shaen-Carter MOVED, Cllr. Gidley-Wright SECONDED and it was RESOLVED that no objection be made.
- 27.2 D **16/00662/FUL - Erection of orangery to rear Dale Farm, 12 Manor Road**
16/00663/LBC – Erection of orangery to rear Dale Farm, 12 Manor Road
RESOLVED that:-
no objection be made.
- 27.3 D **16/00680/NMA – Re-siting of approved garage and alteration to roof pitch (proposed non-material amendments to 15/01429/FUL) 15 Hallaton Road**
Cllr. Shaen-Carter outlined the proposals stating that the garage was now parallel to the hedge, which will sit better into the landscape when viewed from the sports ground and that she saw no objection to the re-siting. She added, however, that the eaves have been raised from 3100mm to 3848 (2.5 ft) making it more visible from the sports ground. The Council objected to the size of the original application, and RECOMMENDED strongly objecting to this increase in the eaves height.
RESOLVED that:-
the recommendation be accepted.
- 27.4 D **16/00150/COMS – Ground Level of Garage of 32 Manor Rd**
Cllr. Shaen-Carter explained that the ground level of the new structure has been raised by around three feet making so that the base of the new garage is quite a bit more elevated than the structure that was there before.
RESOLVED that:-
the Council submit an objection.
- 28.0 D **TO NOTE SIGNIFICANT CORRESPONDENCE RECEIVED**
- 28.1 D **Fence Posts at The Hollow**
The Chair reported that a letter had been received relating to the dilapidated state of the gateposts at The Hollow and noted that the ownership of the posts was unclear. She added that the posts had deteriorated over time and undertook to attempt to establish ownership.
- 28.2 D **Neighbourhood Planning Grant**
The Clerk reported that the Council was required to formally accept the Neighbourhood Planning grant and it was RESOLVED that the grant be accepted.
- 29.0 D **QUESTIONS TO THE CHAIR**
No questions were asked of the Chair.
- 30.0 D **TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE IN THE PARISH IN NEED OF ATTENTION**
The temporary closure of Holt Road for access by Severn Trent Water was noted.
- 31.0 D **COUNCIL TRAINING AND RESOURCES**
It was RESOLVED that Cllr. Caffrey's attendance at an appropriate New Councillors training course be approved.
- 32.0 D **TO CONSIDER AND APPROVE PAYMENTS**
Cllr. Gidley-Wright MOVED, Cllr. Easton SECONDED and it was RESOLVED that the following payments be approved.

<u>Recipient</u>	<u>Purpose</u>	<u>Budget</u>	<u>Cheque</u>	<u>Sub total</u>	<u>Amount</u>
Rural Community Council (RCC)	Membership and Subscription	Administration	101450	-	£50.00
Eyebrook Wild Bird Foods (Philip Johnson & Daughters)	Seeds, peanuts, fat balls (April 2015 – March 2016)	The Hollow	101451	3036	£45.00
				3103	£45.00
				3177	£45.00
				3508	£84.05
				3703	£45.00
				3780	£54.90

Came & Company	Annual Insurance	Administration	101452	3837	£20.00	£475.95
Leicestershire and	Membership	Administration			£151.24	£174.47
Rutland Association of						
Local Councils						
(LRALC)			101453			
National Association of	Membership	Administration			£23.23	
Local Councils (NALC)						
G Thomson	Clerk's salary (May	Administration			£117.16	£158.87
	2016)					
G Thomson	Postage for return of	Neighbourhood	101454		£7.25	
	quotation	Planning				
G Thomson	Clerk's salary	Neighbourhood			£34.46	
	Neighbourhood	Planning				
	Planning (May 2016)					

The meeting closed at 21:32

Signed: _____

Date: _____