

Medbourne Parish Council

MINUTES OF THE MEETING HELD IN MEDBOURNE VILLAGE HALL AT 19:45 ON MONDAY 6 JUNE 2016

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

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

33.0 D **TO ACCEPT, OR OTHERWISE, APOLOGIES FOR ABSENCE RECEIVED**

An apology for absence was accepted from Gidley-Wright (family matter). An apology for absence was also received from District Cllr. Rickman.

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

The Clerk reported that no requests had been granted.

35.0 D **PUBLIC REPRESENTATIONS**

The Chair suspended the meeting at this point and invited comment from members of the community present. No comments were made.

35.1 D **Resumption of the meeting**

The Chair resumed the meeting.

36.0 D **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE ANNUAL MEETING OF THE PARISH HELD ON 9 MAY 2016**

The minutes of the Annual Meeting of the Parish held on 9 May 2016 having been previously circulated were approved subject to the correction of typographical errors and the addition of the words "most of which" in minute 3.7.

Cllr. Shaen-Carter MOVED and Cllr. Easton SECONDED and it was RESOLVED that the minutes as amended be confirmed and signed by the Chair.

37.0 D **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9 MAY 2016**

The minutes of the Meeting of the Parish Council held on 9 May 2016 having been previously circulated were approved subject the following amendments:-

Minute 6.0, Standing Orders and Financial Regulations:

"RESOLVED that there would be no changes to the existing Standing Orders and Financial Regulations."

Minute 13.0, Requests Made Under the Freedom of Information and the Data Protection Acts
the deletion of the word "complaints"

Minute 27.4, 16/00150/COMS – Ground Level of Garage or 32 Manor Road

"RESOLVED that:-

"the Council await the outcome of enforcement Officer's involvement".

Minute 25.4, Sports Club Report

the name of Cllr. Caffrey replace the name of Cllr. Easton.

Cllr. Caffrey MOVED and Cllr. Easton SECONDED and it was RESOLVED that the minutes as amended be confirmed and signed by the Chair.

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

38.1 D **Minute 25.9 Vehicle Movements on Manor Road and Main Street**

The Chair reported that she had spoken with Mr Beatty with a view to a meeting in the Village Hall on a date to be confirmed. She stated that when the details were confirmed, leaflets would be delivered to affected properties.

38.2 D **Minute 28.1 Fence Posts at The Hollow**

Cllr. Pilkington reported that the posts had been deteriorating for some time. She expressed her belief that the maintenance was the responsibility of the Sports Club and stated that she had forwarded a copy of the lease to the Sports Club to confirm her understanding.

39.0 D **TO CONSIDER THE REQUEST FOR THE PARISH COUNCIL'S CONSENT AS LANDLORD FROM THE BOWLS CLUB FOR PERMISSION TO ERECT A SHED**

Cllr Shaen-Carter explained the background to the need for a shed on site, the planning processes undertaken and the request for permission from the Parish Council as landlord. She outlined the changes which had been agreed by the Planning Authority and recommended that the Council acceded to the request subject to sheds being painted a soft green colour (exact shade to be agreed) and the

removal of the screen adjacent to the toilets (which might need approval from the Planning Authority). The Chair explained that the Council was trying to act in the best interests of the local community as a whole as well as the Bowls Club.

Following a full discussion Cllr Pilkington MOVED, Cllr Shaen-Carter SECONDED, and it was RESOLVED that Landlord's permission be granted for the erection of the shed in accordance with the Planning consent 16/00298/FUL subject to the following conditions:-

- i) that all the sheds on site being painted before the end of the 2016 in a soft green colour of a shade to be agreed with the Council; and,
- ii) the removal of the screen at the entrance to the toilet which may need consent from the Planning Authority.

40.0 D **TO CONSIDER THE REQUEST TO HOLD FUNDS BY THE DEFIBRILLATOR FUNDRAISERS**

The Chair stated that it was still unclear precisely what the Council was being asked to do and it was AGREED that the matter be deferred to the next meeting.

41.0 D **To consider a proposal to address the security concerns on land adjacent to Riverside House by moving the metal fence to reduce the right of way to 4m wide.**

Extracted from the report of the Clerk:-

"The property owners have proposed changes to alleviate security concerns as follows:-

"The opening as it is at the moment measures 4m between the fence line adjacent to the pedestrian gate and the church wall. They propose that the gates remain where they are and that the fence be moved to maintain that 4m gap, following the line of the church wall, all the way down to the riverbank. That will mean that the public access remains no narrower than at present. It will still be wide enough to maintain vehicle access if needed (although this goes contrary to police advice). It also means that the boundary between the fence and the church wall does not reduce to less than its current narrowest point and so maintain its 'moated' setting.

"The Council is REQUESTED to consider the matter."

It was noted that any proposal to change the boundary of the Right of Way would be emotive. Comment was made that the proposals might not increase security but the views expressed by the Police supporting the essence of the proposals were noted. The Chair stated that the views of the Church and Moat would be preserved under the proposals.

Cllr Caffrey MOVED, and Cllr Pilkington SECONDED that the Council does not exercise any veto over the proposals exactly as described.

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

42.1 D **Broadband**

Mr Tufts reported that Severn Trent had cut the BT cable in an unfortunate incident and that it was believed that Gigaclear had two customers with live service.

42.2 D **Parish Council and Village Websites (and to consider and approve a Website Policy)**

Mr Tufts explained that the websites were going through beta testing which had raised some minor issues. He stated that the launch would be on Wednesday 15 June 2016 in the Village Hall.

The Clerk reported the main terms of the Website Policy and the requirements on the Council as follows:-

- *The Council will be requested to confirm the arrangements for web hosting and take over payment.*
- *The Council will also be asked to approve the Website Policy prepared by David Tufts (circulated to Councillors). The policy sets out the principles and processes for ownership, governance and maintenance of the web site. The main principles are:-*
 - Principle 1: The site is to remain host-independent.*
 - Principle 2: The Parish Council owns the primary and secondary domain names relating to its content.*
 - Principle 3: The FTP password for the entire site will always be known to both the Site Administrator and the Parish Clerk.*
 - Principle 4: The FTP password for the Parish Council folder will be known to both the Site Administrator and the Parish Clerk.*
 - Principle 5: The FTP password for the Village Hall folder will be known to the Site Administrator, the Village Hall Secretary and Bookings Manager.*
 - Principle 6: The login ID and password for the Hosting account will always be known to both the Site Administrator and the Parish Clerk.*
 - Principle 7: The Parish Council should use the means at its disposal to ensure that it is always in a position to re-create / re-host the web site should the need arise.*
 - Principle 8: The site is for information pertaining to Medbourne and its residents and will not be made available to other towns and villages with the exception of Nevill Holt.*
 - Principle 9: The site may not include paid advertisements and may not be commercially sponsored.*
 - Principle 10: Maintenance of the site, if delegated, is done so on a voluntary basis by the Site Administrator. Expenses will be refunded at cost by the Parish Council.*
 - Principle 11: In delegating maintenance of the site the Parish Council accepts that day-to-day editorial responsibility for the site rests with the Site Administrator.*
- *Ownership of the domains must be renewed every two years. The Parish Council owns the domains:*

medbourne.org.uk and medbourneparishcouncil.co.uk whilst the Medbourne Village Hall Management Committee owns medbournevillagehall.co.uk

- The password for the entire site and the Parish Council folders will always be known to both the Site Administrator and the Parish Clerk. The login ID and password for the Hosting account will always be known to both the Site Administrator and the Parish Clerk.
- The web site has been hosted on servers provided by BT. The BT Hosting Account is set up as a business account separate from any domestic account or phone line. The charges on the account relate to the provision of host services (web space) and the management of domains. All these charges, with the exception of the Village Hall's domain, will be paid by the Parish Council either directly, if possible, or indirectly via a bill tendered by Admin.
- Generic email addresses will be made available for the Parish Council and emails to these accounts are automatically redirected to the current holders of the relevant roles

Cllr Shaen-Carter MOVED, Councillor Caffrey SECONDED, and it was RESOLVED that Mr Tuffs be thanked for his hard work, the report be accepted, and the Website Policy be approved.

42.3 D **Lighting**

No report was given.

42.4 D **Sports Club**

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

42.5 D **Village Hall**

Cllr. Easton outlined the activities to celebrate Her Majesty the Queen's birthday. She also reported that works to the roof of the Village Hall had been carried out and that an application for funding was being made to expose the original roof beams. She undertook to seek a more detailed report on the building for the next meeting.

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

Cllr. Pilkington stated that the resurfacing of the playground was scheduled for the following week and that the playground would be closed during the works.

42.7 D **The Hollow**

The Clerk undertook to discuss the exact wording of each sign with Mr Price, to incorporate a warning about deep water, and to present details to the next meeting.

43.0 D **NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

43.1 D **To receive the minutes of the meeting of the Advisory Committee held on 20 April 2016**

The minutes of the meeting of the Neighbourhood Plan Advisory Committee held on 20 April 2016 having been circulated were accepted.

RESOLVED that:-

the minutes be accepted.

43.2 D **To receive a report of the meeting of the Advisory Committee held on 18 May 2016**

The draft minutes of the meeting of the Neighbourhood Plan Advisory Committee held on 18 May 2016 had been circulated. It was noted that the open event was to take place in the Village Hall on 18 June 2016 and it was RESOLVED that the report be accepted.

43.3 D **To consider, and if so resolved, to co-opt members onto the Advisory Committee.**

Extracted from the report of the Clerk:-

"The Council will be requested to appoint Mr Paul Griffiths to the Neighbourhood Plan Advisory Committee."

In the absence of Cllr Gidley-Wright it was RESOLVED that the matter be determined at the next meeting.

44.0 D **TO CONSIDER AND MAKE COMMENT ON PLANNING MATTERS**

44.1 D **16/00583/PCD** Discharge of conditions 2 (materials) and 4 (existing and proposed levels) of 16/00070/FUL 32 Manor Road Medbourne

Extracted from the report of the Clerk:-

"The garage roof has been turned through 90 degrees. Apex now facing road. Better for neighbour. Floor level of garage 250mm above road as existing. Councillor Shaen-Carter recommends that the Council makes no comment."

RESOLVED that:-

the Council makes no comment.

44.2 D **16/00731/TPO** Works to trees (fell) (LCC TPO 52)

Extracted from the report of the Clerk:-

"Yew covered by TPO requires visit from County Arborculturalist. Councillor Shaen-Carter recommends that the Council makes no comment."

RESOLVED that:-

the Council makes no comment.

- 44.3 D 16/00732/TCA Old House 1. Leylandi storm damage unbalanced 2. Yew storm damage leaning on other tree TPO 3. Too tall, lop to half height. 4. Yew trim near drive. Yew covered by TPO requires visit from County Arborculturalist.
Extracted from the report of the Clerk:-
"Councillor Shaen-Carter recommends that the Council makes no comment."
RESOLVED that:-
the Council makes no comment.
- 44.4 D 16/00745/TCA Works to trees, Old Queen House Springbank Medbourne
Extracted from the report of the Clerk:-
"Central Ash tree has been lopped one side by telephone engineers. Now wishes to lop off two lower branches. Councillor Shaen-Carter recommends that the Council makes no comment."
RESOLVED that:-
the Council makes no comment.
- 44.5 D 16/00806/PCD Discharge of conditions 6 (construction method statement) and part discharge of conditions 3 (materials) and 19 (drainage) of 15/01026/FUL Pagets Farm 36 Main Street Medbourne
Extracted from the report of the Clerk:-
"Councillor Shaen-Carter recommends that the Council makes no comment."
RESOLVED that:-
the Council makes no comment.
- 44.6 D 16/00811/LBC Erection of a single storey rear extension; alterations to fenestrations; installation of a dormer window to south elevation and internal alterations to existing dwelling including conversion of loft to habitable accommodation and the conversion of agricultural buildings to form one dwelling and a garage (revised scheme of 15/01027/LBC) Pagets Farm 36 Main Street Medbourne
Extracted from the report of the Clerk:-
*"Councillor Shaen-Carter recommends that the Council makes comment along the following lines:
"Instead of the second barn being converted to a separate dwelling, this application keeps it as an ancillary block to the main house, housing garages, a gym and a studio/office. An Orangery is added to the rear of main house to give a bigger Kitchen/Living Area. The head of front door is being raised, and one roof light is being added overlooking the lawn. I recommend we support this part of the application as it provides the Listed farmhouse with a suitably sized garden and outbuildings, assuming that it also keeps the paddock, and is one less dwelling exiting onto Main Street.
"A small rear extension for a utility room and Clks has been added to the Barn next to Main Street. The garage configuration has changed. I recommend that we have no objections to this part of the application, provided that the window to the En-S is obscured glass, to preserve the privacy of the neighbour opposite.
"The external layout includes new metal gates and railings 5m back from the road, and what appears to be a picket fence on top of the low wall to the front of the house. The metal gates and railings should be of a suitably historic design. I would prefer not to see a timber picket fence around the front garden.
"There is also 25m long single width drive for two houses. This may cause problems if one vehicle has started to come down the drive when someone else turns into the drive from the road. I recommend that the drive incorporates a passing place or a wider entrance so that Main St is not blocked by someone waiting to come out of the drive."*
RESOLVED that:-
the Council comments as recommended.
- 33.1 D 16/00829/FUL as 16/00811/LBC above (revised scheme of 15/01026/FUL) Pagets Farm 36 Main Street Medbourne
Extracted from the report of the Clerk:-
*"Councillor Shaen-Carter recommends that the Council makes comment along the following lines:
"Instead of the second barn being converted to a separate dwelling, this application keeps it as an ancillary block to the main house, housing garages, a gym and a studio/office. An Orangery is added to the rear of main house to give a bigger Kitchen/Living Area. The head of front door is being raised, and one roof light is being added overlooking the lawn. I recommend we support this part of the application as it provides the Listed farmhouse with a suitably sized garden and outbuildings, assuming that it also keeps the paddock, and is one less dwelling exiting onto Main Street.
"A small rear extension for a utility room and Clks has been added to the Barn next to Main Street. The garage configuration has changed. I recommend that we have no objections to this part of the application, provided that the window to the En-S is obscured glass, to preserve the privacy of the neighbour opposite.
"The external layout includes new metal gates and railings 5m back from the road, and what appears to be a picket fence on top of the low wall to the front of the house. The metal gates and railings should be of a suitably historic design. I would prefer not to see a timber picket fence around the front garden.
"There is also 25m long single width drive for two houses. This may cause problems if one vehicle has started to come down the drive when someone else turns into the drive from the road. I recommend that the drive incorporates a passing place or a wider entrance so that Main St is not blocked by someone waiting to come out of the drive."*
RESOLVED that:-
the Council comments as recommended.

34.0 D **TO NOTE SIGNIFICANT CORRESPONDENCE RECEIVED**

No significant items were reported.

35.0 D **QUESTIONS TO THE CHAIR**

No questions were asked of the Chair.

36.0 D **TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE IN THE PARISH IN NEED OF ATTENTION**

Extracted from the report of the Clerk:-

Councillors will be asked to notify the Chair of any items of which they are aware.

The Chair stated that the Clerk had reported to Harborough District Council the Dog Bin near The Hollow. Cllr. Easton reported that irises and vegetation forming nesting cover had been cut at the Brook and she undertook to report the matter to the environment agency. It was reported that drainage at the ford was a problem and the Chair undertook to discuss the matter with Brian Smith. It was also noted that there was some dieback of Ash trees at Leviathan Wood.

37.0 D **COUNCIL TRAINING AND RESOURCES**

Extracted from the report of the Clerk:-

Councillors will be asked to identify any training needs.

No new items of training or necessary resources were identified.

38.0 D **TO APPROVE A MINOR AMENDMENT TO THE COMPLAINTS POLICY**

Cllr. Caffrey MOVED and Cllr. Easton SECONDED and it was RESOLVED that the Complaints Policy be amended to state: *"However, if the complaint cannot be resolved by the first stage process, the complaint be circulated to the wider Parish Council."*

39.0 D **TO CONSIDER AND APPROVE THE ACCOUNTS FOR YEAR ENDING 31ST MARCH 2016 AND THE ANNUAL RETURN**

The Clerk presented the accounts and answered detailed questions.

Cllr. Shaen-Carter MOVED, Cllr. Easton SECONDED and it was RESOLVED that the annual governance statements be accepted and the accounts for the year be approved.

40.0 D **TO CONSIDER AND APPROVE PAYMENTS**

Cllr. Caffrey 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>
Medbourne Village Hall	Parish Council meetings	Administration	101	£275.00	£275.00
Medbourne Village Hall	MNPAC meetings	Administration	101	£200.00	£200.00
e.on Energy Solutions	Street Lighting	Street Lighting	101	£126.43	£126.43
	Maintenance ¼ ending June 2016				
G Thomson	Clerk's salary (Jun 2016)	Administration		£87.95	
					£113.82
G Thomson	Clerk's salary	Neighbourhood Planning	101	£25.87	
	Neighbourhood Planning (Jun 2016)				

41.0 D **TO CONSIDER HARBOROUGH DISTRICT COUNCIL'S PUBLIC SPACE PROTECTION ORDER (PSPO) – ENHANCED DOG CONTROL POWERS**

The Clerk reported that Harborough District Council had made a PSPO in relation to enhanced dog controls across the Harborough District to create a more comprehensive and consistent approach when dealing with issues such as dog fouling and other forms of irresponsible dog ownership. He explained that any breach of the Order could result in the issuing of a £100 fixed penalty notice or being taken to court and receiving a fine on conviction of up to £100. He outlined the process and likely costs involved in challenging the Order. Cllr. Caffrey MOVED, Cllr. Easton SECONDED and it was RESOLVED that no challenge be lodged.

The meeting closed at 21:24

Signed: _____

Date: _____