

**MEDBOURNE PARISH COUNCIL**  
**Minutes of Council Meeting**  
**held in the Village Hall on Monday 5 July 2021 at 7.30 p.m.**

**In attendance:** Cllrs Kendall; Easton; Shaen-Carter; Oakes.

**Also present :** Martin Field (Parish Clerk) + 7 members of the public

**ITEM. NO.    AGENDA**

**774.0        APOLOGIES FOR ABSENCE**

Mike Rickman (HDC)

**775.0        DECLARATIONS OF INTEREST**

None

**776.0        REQUESTS FOR DISPENSATION**

None

**777.0        CO-OPTION / ELECTION OF PARISH COUNCILLORS**

777.1        Seb Kendall was proposed (Cllr SSC) and seconded (Cllr O) as the new Chair of the Council. He accepted the nomination and was duly elected.

777.2        No clear confirmation of interest had been received for the remaining vacant position as Parish Councillor. It was agreed that MF would contact Sam Ryall to check on this position. **ACTION MF**

777.3        It was agreed to publish contact emails for the 2021-22 Councillors on the parish website.

**778.0        MINUTES OF PARISH COUNCIL MEETING (held 3 May 2021)**

778.1        These were accepted as previously circulated.

**779.0        PUBLIC REPRESENTATIONS**

779.1        Members of the public voiced a complaint against an unauthorised access onto private property by one of the Parish Councillors during the Covid 'lock-down' arrangements. The meeting requested that this is dealt with under the Council's Complaints procedure and the individuals were asked to use this procedure if the matter is to be taken further.

779.2        Concern was raised over the recent changes being instigated on the site and grounds of the Neville Arms, and whether planning procedures were being ignored. No formal applications appeared to have been yet submitted for the changes already taking place.

779.3 A concern was last raised on the current safety of egress from the archway by the pub onto the roadway, and the suggestion made that some signs indicating possible traffic movements could help.

779.4 The meeting noted comments on continued incidences of speeding.

## **780.0 CLERK & COUNCILLORS REPORTS**

780.1 It was noted that the business to be completed from the recent Annual Meeting of the Parish Council includes:

- the next regular reviews of PC policies during the year;
- to confirm the continuation of the Legal Representative;
- to appoint a new Tree & Brook Warden (it was agreed MF will advertise this on the village website);
- the examination of the PC's Deeds (to be inspected in the church safe when lockdown restrictions are lifted).

780.2 MF had been in contact with Highways to chase up the receipt of the required licence for the 'Village Gateways' – a clear update from the legal section had been promised in time for the meeting but had yet to come. MF to chase. **ACTION MF**

780.3 The recent traffic incident on Ashley Road and damage to hedges was noted. A record of the incident is to be sent to Highways and the planner for the Ashley Rd Housing site as evidence for a change in speed limit area. **ACTION Cllr O**

780.4 The recent new assessment audit on website accessibility had been circulated. MF will produce a summation of its results and suggestions of changes and / or separate new site. **ACTION MF**

780.5 No increment detail had yet been received on changes to the Clerk's salary.

780.6 MF noted he will follow up the previous agreement to order signs about 'dog mess'. **ACTION MF**

780.7 An invitation will be given to Platform Housing to attend the PC meeting in September to provide any update on proposals for new housing to replace the unwanted garages. **ACTION MF**

## **781.0 TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:**

781.1 **Village Hall** – the first phase of renovations is completed; more fund raising is needed. Monday Scouts and the Playschool continue with their use. 30 July will be a wine-tasting event with entry by ticket and a further Merry Medbourne event at lunchtime on 1<sup>st</sup> August.

782.2 **MEFT** – It was noted that the remaining Trustees are now few in number and new members are required. Some repairs may be required to the playground. Cllr O agreed to be the PC's rep with MEFT.

782.3 **Sports Club** - Clarification of ownerships and responsibilities need to be followed up. Cllr K will follow this up and the subject of changing room facilities. **ACTION Cllr K**

782.4 **Village broadband/website** – nothing to report.

## **782.0 TO CONSIDER AND COMMENT ON PLANNING MATTERS**

782.1 Applications to HDC:

782.1.1 Planning Application Ref. No: 21/01003/FUL - Land Adj 41A Main Street Medbourne (Erection of 6 dwellings and associated access)

There are concerns regarding potential overlooking of neighbours of plot 6, surface water run-off; details of foul drainage; and the maintenance of the roads, hedge, trees and estate fencing. MF will raise these with HDC Planning **ACTION Cllr SCC/ MF**

782.1.2 Planning Application Ref. No: 21/01164/FUL - West Cottage 9 Drayton Road Medbourne (Erection of a single storey rear extension)

It was agreed there is no objection to this application, although a comment should be returned stating that the mitigation measures recommended on the flood report need to be incorporated. **ACTION Cllr SCC /MF**

782.2 Other planning matters:

782.2.1 Concerns over potential planning enforcement issues at the Nevill Arms have been raised with HDC, The Conservation Officer is involved in the Listed Building application

782.2.2 Telephone Mast – Cllr Rickman has noted that no more information is available at present.

## **783.0 MEDBOURNE MOWER FUND**

783.1 Correspondence had been received from the Sports Club over the requirement to replace mowing and tractor equipment, costing @£21,000. Approx. £15,000 has been raised to date.

783.2 Councillors agreed to send the remaining funds in the Mower Fund (@£5500) to the Club and then close this bank account. Cllr O will liaise with the Club. **ACTION Cllr O**

783.3 Councillors also noted their understanding that the Sports Club would be fully responsible for the maintenance of the land and facilities concerned, with no need for any future call on the PC's further funds.

**784.0 TO NOTE CORRESPONDENCE RECEIVED**

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|-------|---|
| 784.1 | <p>Cllr K agreed to return a comment to the HDC Review of Bus Services – MF to forward link to him.</p> <p style="text-align: right;"><b>ACTION MF / Cllr K</b></p>   |
| 784.2 | <p>A meeting was held with one of the owners of the Neville Arms to share information on the work they intended to carry out. He was advised prior to the meeting that planning permission would be required if they were going to extend the parking.</p>  |
| 784.3 | <p>The potential for the erection of ‘outdoor gym’ equipment had been raised (no planning required). If 10% can be raised from local funds, the providers can access other available finance. The PC agreed in principle that it could fund 10%. Cllr SC agreed to ask Karl to liaise with the neighbours to check that views are being considered. Cllr K will also discuss this with Stephen Bishop. <b>ACTION Cllr SC/ Cllr O / Cllr K</b></p> |

## 785.0 2020-21 INTERNAL AUDIT REPORT

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| 785.1 | The report from the Internal Auditor had been circulated, and the final AGAR forms agreed to be signed off. It was noted that the indicative cost of the road safety 'speed signs' should be checked and placed on the agenda of the PC's next meeting. |
| 785.2 | The revised annual assessment of PC assets was noted, although it was felt that there should also be some inclusion of MEFT facilities.   |
| 785.3 | The compilation of the 2020-21 Risk Register was noted and accepted.  |
| 785.4 | Dates for 'Public Rights' to examine audit particulars had been published for 1 July to 11 August.  |

## 786.0 ANNUAL MPC POLICY REVIEWS

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| 786.1 | A timetable for annual revisions was circulated and MF will incorporate specific reviews into the agendas of coming meetings. <b>ACTION MF</b> |
| 786.2 | It was agreed to use the existing application procedure for 2021-22 requests for awarding community grants up to £250. <b>ACTION MF</b>        |

**787.0 2021-22 BUDGET AND APPROVAL OF PAYMENTS**

- 787.1 It was agreed that all four current Councillors need to be included as signatures for the PC's bank account. MF to organise. **ACTION MF**
- 787.2 A Bank Reconciliation to June 2021 had been circulated.
- 787.3 Payments approved in July 2021 include:
- M Field (salary for June) : **£173.48**
  - LRALC course fees : **£40.00** and **£45.00**
  - H M Rev & Customs (Tax & NI Qtr. 1) : **£130.00**

- M Field (salary for July) : **£173.48**
- M Field (expenses - £6.33 postage + £59.99 Microsoft) : **£66.32**
- Autela (payroll services) : **£52.20**

787.4 An overview of Quarter 1 expenditure had been circulated by spreadsheet. First quarter levels of expenditure have been below an average rate to use all funds by the year's end.

**788.0 GRANT APPLICATIONS**

None received.

**789.0 QUESTIONS TO THE CHAIR**

None received

**790.0 ITEMS OF REPAIRS AND MAINTENANCE**

790.1 Several current potholes are now being dealt with by Highways, following reports submitted by the PC. Others are being monitored for the time being. CLLR O will deal with the in future. **ACTION Cllr O**

790.2 A reply had been received from Anglian Water on the manhole overflowing manhole – Cllr K will follow this up. **ACTION Cllr K**

**791.0 COUNCIL TRAINING AND RESOURCES**

791.1 Cllr K had received three 2021-22 training courses.

791.2 MF to book first courses for Cllr O. **ACTION MF**

**792.0 ITEMS FOR NEXT AGENDA**

- Potential complaint against MPC
- Cost of traffic activated 'speed signs'
- Outdoor gym / MEFT
- Platform Housing Scheme

**DATE OF NEXT MEETING:** **7.30 pm, 6 September 2021**  
(apologies received from Cllr E)

*NB – THIS DATE MAY BE CHANGED TO MEET  
COUNCILLORS AVAILABILITY FOR A QUORUM*