

**BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held at Blaby Civic Centre, 22-24 Leicester Road at 7.30pm on
Tuesday, 14th May 2019**

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms J Bellm, Mrs L Bolton, Mrs M Broomhead, Mr M Harbot, Mr M Sheikh, Mrs S Skeemer, Mrs V Jepson (Manager) & Mrs S Talbot (Admin Clerk).

1103 **1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**
RESOLVED: Cllr Mr G Harding is elected Chairman for 2019/20.

1104 **2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**
RESOLVED: Cllr Mrs M Broomhead is elected Vice-Chairman for 2019/20.

1105 **3. SIGNATURE BY CHAIRMAN & VICE-CHAIRMAN OF DECLARATION OF ACCEPTANCE OF OFFICE**
The elected Chairman and Vice-Chairman each signed the Declaration of Acceptance of Office, witnessed by the Manager.

1106 **4. APOLOGIES FOR ABSENCE**
Apologies for absence are received from Cllr Mr P Mutton & Cllr Mrs S McFadden the reasons for which are approved.

1107 **5. TO CONSIDER CASUAL VACANCIES**
We have received 1 councillor applications from Ms Laura Bolton (South Ward). Currently we have 9 seats filled out of 16; there are 3 vacancies on the South ward and 4 on the North Ward.

The Chairman read out Ms Bolton's application.

AGREED: Members considered and accepted Ms Bolton's councillor application for the South Ward of Blaby Parish Council.

Ms L Bolton was welcomed to the meeting and signed the Declaration of Acceptance of Office.

1108 **6. TO CONSIDER DISPENSATION REQUEST FORM**
Members completed a Dispensation Request Form.

Dispensation requests for Precept and budget settings are granted to all members who have completed the dispensation form, this is to last until the next election which is May 2023.

1109 **7. TO CONSIDER NEW REGISTER OF MEMBERS INTEREST FORMS**
All members completed a new registers of members interest form which are to be returned to Blaby District Council. This document must be completed within 28 days of becoming an elected member, this is a legal requirement.

1110 **8. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made:-

Mrs M Broomhead	Burial Rights	Personal
Mr G Harding	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

1111 **9. TO CONSIDER COMMITTEE & WORKING PARTY APPOINTMENTS**

RESOLVED. Committee & Working Party appointments are approved as follows:-

<p><u>Staff, Policy & Finance Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Paul Akroyd 2. Mohammed Sheikh 3. Sue Skeemer</p>	<p><u>Social Events Working Party</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mohammed Sheikh 2. Laura Bolton 3. Sue Skeemer 4. Stella McFadden</p>
<p><u>Estates & Community Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Paul Akroyd 2. Mohammed Sheikh 3. Merv Harbot 4. Laura Bolton 5. Sue Skeemer 6. Stella McFadden 7. Paul Muton</p>	<p><u>Publicity Working Party Group</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mohammed Sheikh 2. Laura Bolton 3. Sue Skeemer 4. Stella McFadden</p>
<p><u>Planning Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Julie Bellm 2. Mohammed Sheikh 3. Merv Harbot 4. Sue Skeemer 5. Stella McFadden 6. Paul Muton</p>	

1112 **10. TO CONSIDER APPOINTMENTS TO OTHER BODIES**

RESOLVED: Appointments to Other Bodies are as follows: -

Blaby District Parish Council Group (2 Members Required - LRALC)	Mr G Harding & Mrs M Broomhead
Blaby & District Social Centre Committee	Mr M Sheikh & Mrs S Skeemer
Churches Together in Blaby – Remembrance Day Service & Parade	Mrs M Broomhead & Mrs S Skeemer

AGREED: Representatives are to submit a written report to Council.

1113 **11. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Annual Village Meeting held on the 7th May 2019.

The minutes of the Annual Village meeting held on the 7th May 2019 were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mrs M Broomhead seconded by Cllr. Ms L Bolton and passed unanimously.

RESOLVED: The Chairman signed the Annual Village minutes of the 7th May 2019, as approved, as a true and correct record.

b) To Receive, Approve & Sign the Minutes of the Meeting held on the 9th April 2019.

The minutes of the meeting held on the 9th April 2019, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mr M Harbot seconded by Cllr. Mr P Akroyd and passed unanimously.

RESOLVED: The Chairman signed the minute of the 9th April 2019, as approved, as a true and correct record.

c) To Receive & Adopt Committee Minutes held during April 2019:-

• Planning – 9th April 2019

The minutes of the Planning committee meeting held on 9th April 2019 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Mrs J Bellm seconded by Cllr. Mr M Sheikh and passed unanimously.

1114 **12. TO CONSIDER PLANNING APPLICATIONS, REPORTS & CORRESPONDENCE:-**

a) Reports from Blaby District Council

i) 15/1084/OUT - Rose Business Park, Lutterworth Road, Blaby, LE8 4DP – Approval of Reserved Matters.

APPROVAL

ii) 19/0256/HH - 150 Lutterworth Road, Blaby, LE8 4DP – Two storey front and side extension and single storey rear extension.

APPROVAL

iii) 19/0354/TPO – Bakers Arms Public House, The Green, Blaby – Reduce crown of Sycamore tree T1 by approximately 2.0m subject to TPO 2014 (321/DC).

APPROVAL

b) Plans from Blaby District Council

i) 19/0349/FUL - Tom Thumb Public House, The Fairway, Blaby – Erection of 11 dwellings on land at Tom Thumb public house.

COMMENTS:-

• The application is not in the neighbourhood plan but there is no longer a need for a public house on the site so it is felt it is better to build houses in this location then leave the public house empty.

• There is some concern regarding any additional traffic during the construction time especially as there is a primary school around the corner.

• Members feel there are too many dwellings for the site and suggest it should be reduced to 9 dwellings instead of the proposed 11 and they should only be two

storey dwellings not three storey dwellings as these would obscure existing residents view.

- The design is not in keeping with the existing development.
- Concern about the access leading onto Grove Road, Highways would need to be consulted on this matter.

ii) 19/0400/HH - 4 Laurel Road, Blaby, LE8 4DL – Single storey side and rear extensions.

COMMENTS: - No comments as the application was approved on the 13th May 2019.

iii) 19/0371/ADV - George Inn, 4 Lutterworth Road, Blaby – Display of replacement illuminated and non-illuminated signs to the exterior building.

COMMENTS: - No Comments.

iv) 19/0275/FUL - Beeches Farm, Lutterworth Road, Whetstone – Demolition and erection to replacement general industrial units (Use Class B2), additional hard standing and change of use of existing dwelling to offices (Use Class B1) and ancillary facilities.

COMMENTS:-

- Members are concerned of the over intensification of the site and that the development is too large and it is not in keeping with the area.
- There will be a large amount of traffic coming in and out of the site so this area would need to be clearly visible to any oncoming traffic.

v) 19/0446/VAR - Westleigh Rugby Football Club, Lutterworth Road, Blaby: - Variation of condition 10 imposed on planning application 16/0055/VAR to allow 60% of the dwellings to be occupied prior to provisions of connecting shared footway/cycleway to front of site.

COMMENTS: - Members are happy with the existing restrictions.

vi) 19/0442/HH – 26 Winchester Road, Blaby, LE8 4HJ – Two storey front and side extensions with internal and external alterations.

COMMENTS: - No Comments.

vii) 19/0474/HH – 22 Sycamore Street, Blaby: - Proposed single storey rear extension.

COMMENTS: - No Comments.

c) Correspondence

i) Oadby & Wigston Borough Council – Adoption Statement.

Notice is hereby given that Oadby and Wigston Borough Council resolved to adopt the new Local Plan Development Plan Document at its Full Council meeting on Tuesday, 16th April 2019.

ii) Planning Enforcement Cases in April 2019.

Members have been issued with a list of planning enforcement cases which opened in April 2019.

d) Correspondence Received After Issue of Agenda

i) Reserved Residential Site at Keepers Farm

Members have been issued with correspondence from GC Planning Partnership Ltd with regards to the above site.

As Blaby District Council recently issued a ‘Call-for-Sites’ for the next Local Plan GC Planning Partnership Ltd has put forward land at Keepers Farm for housing development as part of that process.

There is an overlap between the site put forward and the reserve site in the Neighbourhood Plan. As well as the housing, a country park is also proposed which, amongst other things, would prevent the coalescence of Blaby and Countesthorpe. GC Planning Partnership Ltd would be happy to consider any suggestions the Parish Council have regarding the proposed country park - Noted.

1115 **13. FOR DECISION**

a) To Report Update on Oakfield Park

All members have been issued with a report about the vandalism which took place at Oakfield Park during April 2019.

All expenses have been approved by the Councils insurance company and the necessary works will be carried out as soon as possible.

b) To Consider Replacement Equipment – Quotation Received

Members considered the quotation received from our IT company for the following replacement computer equipment:-

QUOTATION 1	QUOTATION 2
3 X Fujitsu Business Desktop, Core I3, 8Gb RAM, 256Gb SSD, Windows 10 Pro £478.80 + VAT Each = £1,436.40 + VAT	3 X Fujitsu Business Desktop, Core I3, 8Gb RAM, 256Gb SSD, Windows 10 Pro £478.80 + VAT Each = £1,436.40 + VAT
3 x 24” Screens would be £136.78 + VAT each = £410.34 + VAT	3 x 24” Screens would be £136.78 + VAT each = £410.34 + VAT
3 X Display Port Cables (to get the best out of the screens) = £23.95 + VAT Each = £71.85 + VAT	3 X Display Port Cables (to get the best out of the screens) = £23.95 + VAT Each = £71.85 + VAT
3 X Cordless Keyboard & Mice Set would be £33.39 + VAT each = £100.17 + VAT	3 X Cordless Keyboard & Mice Set would be £33.39 + VAT each = £100.17 + VAT
Installation & Configuration (assuming all 3 is on the same day) = £320.00 + VAT	Installation & Configuration (assuming all 3 is on the same day) = £320.00 + VAT
3 X Office 2019 Business* would be	*With Office we would recommend moving to Office 365 as this ensures

<p>£235.00 + VAT each = £705.00 + VAT</p>	<p>you always have the latest version and this is £7.90 + VAT per user per month = £23.70 + VAT per month</p> <p>This can also be upgraded to include email hosting which would reduce the space / resource usage of the server and is only £1.50 + VAT per user per month extra and we would strongly recommend this as it would reduce reliability on your server = £4.50 + VAT per month</p>
<p>TOTAL PACKAGE TO INCLUDE OFFICE 2019 BUSINESS = £3,043.76</p>	<p>TOTAL PACKAGE WITHOUT OFFICE 2019 BUSINESS = £2,338.76</p> <p>OFFICE 365 & EMAIL HOSTING = £28.20 X 24 MONTHS = £676.80</p> <p>TOTAL PACKAGE (24 MONTHS) = £3,015.56</p>

RESOLVED: Accept quotation number 2 for purchase and installation of 3 x new computers and software for the Parish office. Funds are to be taken from the new and replacement equipment account.

c) To Receive & Consider the CCTV Audit Report

All members have been issued with a copy of the CCTV audit report which has been carried out for Blaby Civic Centre, Oakfield Park and Blaby Town Centre (Waitrose).

The audit reports an upgrade on all equipment required at the following prices:-

- System One – Blaby Civic Centre = £6,695.00 + VAT
- System Two – Oakfield Park = £2,375.00 + VAT
- System Three – Waitrose = £8,445.00 + VAT

Totalling £17,515.00 + VAT

Considering the audit report received it is agreed:-

- The CCTV which is currently housed in Waitrose is to be relocated.
- By relocating the Waitrose CCTV, it is hopeful we would only need to purchase 1 x 32 channel (or bigger) hard drive rather than 2.

Police – S.106 Money

The manager recently had a meeting with Leicestershire Police with regards to applying for Police – S.106 funding which we could use to help towards improving and implementing this CCTV upgrade project.

The next scheduled police meetings for our funding application to be considered is July 2019.

A meeting is to be held to consider:-

- Relocating the Waitrose CCTV
- Add to the existing CCTV scheme
- Consider the location of the new CCTV taking into consideration the ATM machines
- Any new cameras would need to have facial and number plate recognition

AGREED: A meeting is to be held with the police, Blaby Parish Council, Blaby District Council and the CCTV company.

d) To Consider the General Power of Competence

The Localism Act 2011 includes a 'General Power of Competence'. It gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited; they will not, for example, be able to impose new taxes, as an individual has no power to tax.

To enable the Council to use the new power it has to meet certain conditions of eligibility:

- The Council has resolved at a meeting of the Council and each subsequent **relevant** annual meeting that it meets the following conditions:
- A minimum of two-thirds of vacancies on the council filled at the last ordinary elections;
- The Manager must be qualified through CiLCA, Local Policy or similar advanced professional qualification from the University of Gloucestershire;
- The Manager must have completed the relevant training;
- The Council must be eligible and eligibility lasts until the day before the annual meeting after the next ordinary elections.

RESOLVED: It is noted the Parish Council does not meet the criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and is not an eligible parish council for the purpose of completing any activity undertaken in exercise of the general power of competence.

e) To Consider the Victorian Burial Ground at Blaby Cemetery

It is reported the following work has already been completed at the Victorian Burial Ground:-

- Hedge Laying of the existing hedge and planting of whips in the gaps within the hedge
- Planting of Autumn Bulbs, Spring bulbs are to be purchased and planted later in the year (September / October)
- Owl Box has been installed in a tree

Work still waiting to be carried out:-

- Quotations for the renovation of the Front Wall and Gates
- Quotations for the repair of the Victorian Chapel
- Victorian Chapel & Burial Ground Sign

AGREED: The ground staff is to trim the Victorian Burial Ground to make it look tidy again.

AGREED: Members of the Parish Council are to arrange a meeting date to help clean the Victorian Burial Ground.

AGREED: Add this item to the next Estates and Community agenda for further consideration and to consider if a working party should be set up.

f) To Consider 2019 Remembrance Day – Churches Together

A meeting has been arranged for Friday, 24th May with Churches Together to consider this year's Remembrance Service.

As no meeting has yet been held and no formal request has been submitted it is asked if help from the Parish Council would be offered again as it has been in similar years:-

- Send out the invitations
- Financial assistance towards the printing of the service booklet
- Could the Civic Centre be used again as the starting point for the parade?

AGREED: Cllr Mrs S Skeemer and Cllr Mrs M Broomhead are to attend the Churches Together meeting on behalf of the Parish Council on Friday, 24th May.

AGREED: Members are happy to approve the suggested help and any expenditure would be considered on receipt of written quotations as in previous years.

g) To Consider the Contents of the June Edition of the Blaby Topic

All members have been issued with a copy of the proposed June edition of the Blaby Topic.

AGREED: The next Blaby Topic meeting is to be held on Tuesday, 21st May at 10.00am.

1116 **14. FOR INFORMATION**

a) To Update Council Bank Account Details

All relevant information has already been inputted onto the new bank mandate; members signed the new document which will now be submitted to the Council's bank account.

b) Cheque Rota.

RESOLVED: Cheques are to be signed at the end of the Council session by Cllr. Mrs S Skeemer & Cllr. Ms L Bolton.

c) Written Reports of Representatives/District Councillors & County Councillors – None.

d) Parishioners Time.

- Litter Picking Day – It is queried when a volunteer litter picking day will be held.

AGREED: Add this item to the next Estates and Community agenda for further consideration.

- Potholes - There are lots of deep potholes especially in Waitrose car park

AGREED: Report this matter to the Highways department, Leicestershire County Council.

- Blaby Bypass – It has been noted litter picking has recently been carried out by a volunteer’s group along Blaby bypass. It is believed the volunteer group is called Leicestershire Wobbles.

e) To Report Update on Local Government Funding

The manager has recently written to Alberto Costa MP with regards to why the Ministry of Housing, Communities and Local Government (MHCLG) does not consider town and parish councils a “local authority”.

The reason for the letter was because the two following recent funding opportunities being launched by the MHCLG for local authorities, but neither enable town and parish councils to apply:

1. Future High Streets Fund.
2. Park Funding launched by Secretary of State

The reply from Alberto Costa MP was that he agreed that parish councils should certainly have the opportunity to apply for Government as an eligible local authority, especially in Blaby’s case whereby the parish Council maintains responsibilities for the parish parks.

He has written to the Secretary of State for House, Communities and Local Government to ask for the Governments position on this matter and to enquire as to the criteria in place concerning the eligibility for local authorities to apply for certain types of Government funding.

1117 **15. AUTHORISATION OF THE COUNCIL’S ACCOUNT**

RESOLVED: The May accounts were agreed to be a true record. Proposed by Cllr. Mr M Sheikh seconded by Cllr. Mr P Akroyd and passed unanimously.

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Southern Electric - Electricity	£93.21	Northfield Park Toilet Block 31.01.2019 – 01.05.2019
Southern Electric - Electricity	£882.63	BCC Leicester Road 12.02.2019 – 01.05.2019
Southern Electric - Electricity	£195.60	Oakfield Park – 31.01.2019 – 01.05.2019
Southern Electric - Gas	£914.42	Gas Leicester Road (29.01.2019 – 29.04.2019)
Legal & General – Hymans Robertson	£1,101.13	Ill Health Cover - 2019
J. H Promotions	£210.00	Punch & Judy Show Summer Event
George Walker Tree Care Ltd	£630.00	Oakfield Park Tree Works – Oak Tree
LRALC	£779.69	Annual Subscriptions – LRALC & NALC

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£528.00	May 2019 Rates – BCC – Ground Floor
Blaby District Council	£197.00	May 2019 Rates – Cemetery

Blaby District Council	£54.00	May 2019 Rates – Server Room
Blaby District Council	£250.00	May 2019 Rates – Acorn Room
Blaby District Council	£85.00	May 2019 Rates – Oakfield Park
Blaby District Council	£201.24	BCC – Trade Waste & Paper Collection – 01/04/2019 – 31/07/2019
Cash	£55.97	Petty Cash top-up
<u>ACCOUNTS RECOMMENDED FOR PAYMENT</u>		
Espo	£300.26	Stationery & Cleaning Materials.
Julia Himma	£25.00	Cancelled Summer Event Stall Fee
CSL Business Machines Ltd	£64.33	Photocopier Charges 19.03.19 – 18.04.19
Ellis Whittam Ltd	£2,392.19	Health & Safety for Blaby Parish Council
Cooleraid Ltd	£28.44	6 x Bottles of water at Civic Centre
E-on	£149.01	Electricity - Seasonal Illuminations 2018
Samson Industrial Doors Ltd	£1,966.00	Oaks Community Room Shutter.
Water Plus	£55.50	Oakfield Park – 04.07.18 – 26.02.19
Water Plus	£59.03	Northfield Park – 18.01.2019 – 03.04.2019
Extinguish Fire Solutions	£438.06	Fire Extinguish Annual Check – BCC, Cemetery & Oakfield Park
<u>COMMERCIAL CARD</u>		
Coles plant centre	£50.00	Plants for Cemetery
St Thomas Road Service	£107.23	Diesel – Nissan Cabstar
Alexandra Stone	£40.00	Top soil for Memorial Garden I
Homebase	£26.00	Down Pipe Brackets for Oakfie
St Thomas Road Services	£93.04	Fuel
St Thomas Road Services	£57.43	Fuel
<u>WAGES/EXPENSES MONTH 1 & 2</u>		
Salaries: April 2019		£7,854.64
Salaries: May 2019		£8,284.92
<u>DIRECT DEBITS/STANDING ORDER/BACS</u>		
LCC – Pensions – April 2019 & May 2019		£5,214.19
H M Revenue & Customs - PAYE/NI – April 2019 & May 2019		£3,041.68
Erud IT Ltd – 1 st April 2019		£187.52
ELAS Business Support – Employment Law - 31.05.19		£146.40
Terry Such & Sons – Deposit Summer Funday 2019		£1,000.00
Public Works Loan Board – BCC		£4,346.93

1118 **16. CORRESPONDENCE:**
All correspondence has been issued to Members.

a) **Leicestershire & Rutland Association of Local Councils**

- AGM – 15th June 2019

b) **Blaby District Council**

- Planning Enforcement Event - Wednesday, 12th June 2019 at 6.00pm - 7.30pm

AGREED: Cllr Mr M Sheikh and Cllr Mrs M Broomhead wish to attend Blaby District Council Planning Enforcement Event.

- Bouskell Park Heritage Survey

A short survey has been put together to help establish some baseline information in terms of how local people view Bouskell Park and what they'd like to see in the future.

Blaby District Council would like as many people as possible to reply to their survey.

- Thank you

Blaby District Council's Physical Activity Development Officer has written to say a big thank you for letting them host the Beat The Street Celebration event on Oakfield park recently, they said it is a fantastic park with a variety of play and green gym equipment, in total they had 811 people turn up for the event.

c) **Leicestershire Police**

- **Your Local Policing Newsletter – May 2019**

d) **Blaby & District Social Centre – Minutes, 18th April 2019**

1119 **17. STAFFING MATTERS**

Events / Admin Clerk

Our new events / admin clerk started her employment with the Parish Council on Monday 13th May.

Senior Groundsman

Our Senior Groundsman has submitted his resignation to quit and will leave in May 2019.

Senior Groundsman Job Vacancy Advert

Members have been issued with a copy of the proposed job advert which will be displayed in the usual way of the parish council noticeboards, website and our Facebook page.

AGREED: The manager, Chairman & Vice-Chairman of the Council will conduct the interviews and appoint the successful candidate.

1120 **18. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

a) Blaby District Parish Council Groups

All members have been issued with a copy of the Blaby District Parish Council Group meeting notes from the 6th March 2019 and agenda for the 5th June 2019.

b) Blaby & District Social Centre – Minutes, 9th May 2019 & Agenda, 20th June

1121 **19. CHAIRMAN'S TIME**

Thank you for electing me for another year and I'd like to welcome Cllr. Mrs Broomhead as Vice-Chair and thank all other members who have been nominated as Chairman.

MEETING CLOSED: 8.58PM