

**BLABY PARISH COUNCIL
MEETING OF THE ESTATES & COMMUNITY COMMITTEE
To Be Held in the Oakfield Room, Blaby Civic Centre
at 7.00pm on Tuesday, 28th September 2021**

PRESENT: Mr M Wareham (Chairman),
Mr P Akroyd, Mrs M Broomhead, Mr P Muton, Mrs S McFadden, Mrs S Skeemer,
Mrs S Clifton (Admin Assistant) Mrs V Jepson (Manager) & 9 Parishioners.

EC.693 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Ms Bolton the reason for which is approved with members sending her their best wishes for a speedy recovery.

EC.694 **2. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSAIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made:-

Mrs M Broomhead	Burial Rights	Personal
Mr P Muton	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

EC.695 **3. PRESENTATION FROM BLABY DISTRICT COUNCIL - VOLUNTEER PROGRAMME**

The Chairman introduced Mr Poynton, Blaby District Council's, Parks & Open Spaces Officer who is in attendance to talk about how he will be having more contact with our Parish in the future regarding the District Councils strategic park within our Parish so he can keep us up to date on the volunteer programme.

Join forces with any community group and Parish volunteers. There are several grants available which could be applied for such as:-

- Green Grant
- Community Grant

Projects could be things such as:-

- Hedge Laying
- Litter picking
- Pruning Trees
- Bird Survey
- Barn Owl Project

No skills are necessary as training will be given. Volunteers can turn up for the day and hand do some work

4. TO CONSIDER ENDERBY ROAD ALLOTMENTS

All members have been issued with the following report:-

a) Allotment Inspections

The fourth allotment inspection was carried out on Thursday, 15th July, 2 eviction letters were sent out, 1 first letter and several advisory letters.

The fifth and final 2021 allotment inspection was carried out on Thursday, 2nd September where 11 letters of attention were sent out and 5 x 2nd shed letters.

b) Letter from Blaby District Council

All members have been issued with a letter from Blaby District Council's Deputy Monitoring Officer with regards to a councillor complaint which was raised a couple of months ago.

After investigation the officer states she is satisfied there was no breach of the Code of Conduct with either Cllr Mr Wareham & Cllr Ms Bolton.

c) Turning Circle

All members have been issued with letters from a couple of the tenants with regards to the turning circle.

The tenants are asking for special permission to allow them to drive and park up the path to the turning circle, it is also proposed that the Parish Council allocate an area of approx. 8ft at the top of the turning circle to enable a two-point turn which will allow space for at least 3 cars to park at the turning circle, by agreeing to do this it would mean reducing the size of a tenant's plot.

DECLINE: Members continued to state that as per the rules and regulations, no vehicles are permitted past the shed.

d) Freedom of Information Request

On the 25th June a Freedom of Information request was received requesting a copy of the Blaby Allotments tenancy agreement held between the Parish Council and the landowner. It was confirmed to the parishioner that the document was available for collection but as, yet these have not been collected.

e) False Information

It has been brought to our attention that not all tenants have paid their non-Blaby resident surcharge fee as they had been using a relatives Blaby address rather than their own which is out of Blaby.

RESOLVED: The backdated surcharge fee of £90 has now been paid in full.

Another tenant had moved home to outside of Blaby and we were not informed of this change of address, again the matter has now been resolved and the surcharge fee of £15 has been paid.

f) Proof of ID

Due to the above false information issues, it is proposed that all Blaby tenants must show proof of ID which will include their full name & address, such as a utility bill at the time of renewing they're tenancy agreement annually.

AGREED: Add this into the annual renewal letter.

g) Disposal of Oil & Drums

The oil and drum reported from a previous meeting has now been successfully removed.

On Thursday, 16th September the company moved some oil to a second barrel and then transported 2 barrels of oil off site, these have both been disposed of in the correct manor and the Council has been issued with a certificate confirming this.

To help to rectify the area where the oil had leaked the ground staff have removed 4 contaminated slabs, several bags of soil and some carpet and the area has been covered with bark.

h) Drainpipe Request

An email has been received requesting the Council to offer some assistance to the allotment holders to purchase and fit guttering and downpipes to the sheds.

The office has requested further information about this request but as, yet no reply has been received other than the tenant was going to contact the allotment society for them to assist in researching if any other tenants would be interested in this proposal.

AGREED: As no further information has been received, no further action is required to be taken by the Parish Council.

i) Trespassing – Ex-Tenant

A tenant who was evicted in June 2021 has been entering the allotments illegally and removing items from his old plot stating they are his to remove, this matter has been reported to the local police, tenants are advised if they see any un-authorized people in the allotments, they are to call the police.

AGREED: Change the padlock code using the annual renewal letter to notify all tenants of the code number change.

j) Rules & Regulations Signed Documents

The additional rules have finally been signed and returned by all tenants, but it has taken the admin assistant 3 attempts to get these documents signed and returned.

RESOLVED: When the 2022 rent letters are sent out the letter will include a section stating if any letters/documents sent to tenants by the council which need to be signed and returned an admin fee will be charged to each individual tenant where a second or third letter is sent.

k) National Allotment Week

All members have been issued with a report regarding the National Allotment Week – Allotment Event which stated a BBQ was held at the allotments.

Members stated that anybody wishing to hold any kind of event whether it includes a BBQ or not should put this request in writing to the Parish Council to seek their permission.

AGREED: Add into the Rules & Regulations that anybody wishing to have a BBQ or an event at the allotments must put a request in writing to the Parish Council for a committee decision to consider and a copy of their public liability insurance would also need to be submitted with the request.

l) Allotment Land

At a previous committee meeting members considered if they wished to continue leasing the Enderby Road Allotment land or to offer the running of them to the Allotment Society.

AGREED: It is confirmed the Parish Council has approx. 2 ½ years left on their current tenancy agreement with the landlord so further discussions will be held as to the future of the Enderby Road Allotments.

m) Allotment Society – Chair of Blaby Allotment Society

All members have been issued with an email dated 23rd July 2021 from the Blaby Allotment Society.

Some points raised are:-

- You have sent new rules out to tenants. We did ask at the previous meeting if we could meet to discuss any proposals for new rules around the allotments.

AGREED: No new rules & regulations were sent out to tenants only additional ones.

AGREED: The consideration of allotment rules and regulations will be discussed at the October, Estates & Community committee meeting.

- We are in the process of seeking insurance that covers all tenants, committee members and volunteers. Can we ask what insurance as landlord and the Parish Council do you already have for the allotments?

AGREED: Tenants are not covered under the Parish Council's insurance policy, plot holders are responsible for their respective plot and their actions, they are responsible for ensuring they have their own Public Liability insurance in place and each tenant should provide the council with a copy of their cover which is to be kept on file.

- It is asked if the Parish Council could include in their annual renewal letter the membership fee to join the National Allotment Society, this way all members would be covered with their own public liability insurance.

AGREED: Members will consider this matter at the October Estates & Community committee meeting.

- There are many plots whose tenants share with a significant other e.g., spouse/close friend. Could such tenants register the name and address of a significant other to provide evidence to you in the unfortunate circumstance that something should happen to the tenant.

AGREED: Only if they are joint workers on the plot, if they are then their names must be added at this year's annual renewal.

- With the gates being locked, concerns have been raised about sudden ill health and emergencies when working on their plots. Has the access code been registered with the emergency services?

AGREED: No, the gate code has not been registered with the emergency services, but on many occasions when Parish Council staff and councillors have visited the allotments the gate padlock has been left unlocked.

- Could an emergency contact number for the access code be placed outside of the gates?

AGREED: If a member of the allotment society wishes to leave their telephone number as an emergency contact, they are more than welcome to do so as the Parish Council staff are not on call 24/7.

- Could a defibrillator be sited outside of the allotment's gates?

AGREED: This is not possible as there is no power supply which a defibrillator requires.

- We have been informed over the last couple of months that tenants have received letters in error.

AGREED: It appears incorrect details have been given to the parish council on a couple of occasions, mainly people stating they are Blaby residents, but they are not so they didn't have to pay the surcharge fee.

AGREED: When this year's renewal letters are sent out there will be a section which needs to be completed by all tenants which asks them to confirm their correct full name, address, telephone number and email address.

- Could you provide an update on the carpark work?

AGREED: The Parish Council is still waiting on confirmation from the landowners to confirm the work is permitted to be carried out.

n) Gate Rope

The gate rope is very worn and needs replacing.

AGREED: Cllr Mr Wareham will replace the worn rope with a metal chain.

o) Eko Joe Grant Funding for a Compost Toilet

The landowners will only approve the request to have a toilet installed on their land providing confirmation is given that Blaby Parish Council are prepared to bear full responsibility for any escape or damage to their land whilst the toilet is being installed and that the landowner will not be held responsible for any claims that may occur whilst the compost toilet is on their land.

The landowners will require the toilet to be removed, and the location made good at the end of the agreement.

A site survey is required to establish any locations of wells, boreholes, or watercourses, before the compost toilet can be funded.

AGREED: The information required is to be completed by the applicant applying for the grant funding and not the Parish Council.

At 7.58pm, all 9 members of the public present left the meeting room for the next agenda item.

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC62).

p) Court Action

All members have been issued with a report for agenda item 4p) Court Action.

AGREED: The report is noted.

RESOLVED: Standing Order No.24 is to be revoked.

At 8.05pm, 8 members of public returned to re-join the meeting.

EC.697

5. TO RECEIVE MANAGERS REPORT

All members have been issued with a copy of the managers' report:-

a) Northfield Park

It was reported at the May 2021 committee meeting that the fence at Northfield Park got damaged whilst the fair was on, the police caught the youths who caused the damage and requested they wrote a letter of apology to the Parish Council and both boys were to pay the Council £10 each towards the cost to replace the wooden slat.

Both letters of apology and money have now been received.

b) Oakfield Park

Vandalism occurred to the CCTV situated on The Oaks Community building on the evening of Sunday, 19th September 2021.

The youth climbed on to the roof of the community room and ripped out the trunking and CCTV wire and may have also damaged the camera.

AGREED: Add the youth's picture to the Council's Facebook page asking people to contact the office with any information which could assist the local police with their enquires.

c) Northfield Park Toilet Block Project

Graffwerk have completed the project to the toilet block situated on Northfield Park and we have had some great feedback about the artwork.

3 members of the public left the meeting.

EC.698

6. TO CONSIDER BLABY TOWN CENTRE IMPROVEMENT PROJECT

Correspondence has been received from the Principle Economic Development Officer of Blaby District Council with regards to the Blaby Town Centre Improvement Project.

Blaby District Council are enquiring as to what street furniture the Parish Council wishes to adopt after the work has been completed. An asset register of all street furniture has been issued to all members for their consideration.

AGREED: Members are happy to discuss adopting some of the street furniture once the project has been completed and signed off by Blaby District Council.

It has also been requested that the Parish Council staff complete the 'Application to Place a Structure / Equipment within the Highway' document, one document is required to be completed for every item being installed.

AGREED: These documents are to be completed by Blaby District Council as it is their project and their insurance which would need to be used if anything was to go wrong with the installation.

The Parish Council should not be completing these documents as Blaby District Council have received the funding for this project.

EC.699

7. TO REPORT UPDATE ON CHRISTMAS EVENTS 2021

All members have been issued with notes from the Christmas 2021 meeting held on the 15th September 2021.

AGREED: A Christmas Event meeting is to be held on Tuesday, 5th October 2021 at 5pm.

Christmas Eve – Carol Service

Members are asked if they wish to hold the annual Christmas Eve Carol singing event this year.

AGREED: Members wish to hold a Christmas Eve carol singing event.

AGREED: Discuss this matter further at the meeting to be held on the 5th October 2021.

EC.700

8. TO CONSIDER LITTER PICKING PROJECTS

At the July, Estates & Community committee meeting Cllr Mrs Skeemer & Cllr Mrs McFadden reported they had been doing litter picking for a few weeks and they had seen a great improvement on Oakfield Park.

They would like to encourage a litter picking volunteer project which will incorporate children, helping to litter pick the parks and encourage them to think about the environment.

Cllr Mrs Skeemer, Cllr Mrs McFadden, Cllr Mr Muton & Mr Frost (Parishioner) meet on Friday, 30th July to discuss this new project, some ideas are as follows:-

- Meet each week on the park.
- Have a card for the children which they would bring each week, stamp the card, this would assist in knowing how many children are attending each week
- All children will receive a sticker, or a badge
- Give out bags, for the children to put litter in
- Every week we would weigh all of the litter, and have a graph, on the wall, for the kids to see how much litter they have picked up
- We would need to purchase some small litter picker tools
- We would need to purchase some small hi viz jackets

AGREED: Cllr Mrs Skeemer, Cllr Mrs McFadden & Cllr Mr Muton are to arrange a suitable date and time for the first litter picking session.

AGREED: Once a date and time has been set, posters are to be created and delivered by Cllr Mrs Skeemer to the local primary schools.

EC.701

9. TO CONSIDER BLABY CEMETERY

a) Positive Feedback

Dear Vicki,

I wanted to share my gratitude and appreciation with you following an enquiry I made in relation to the cemetery.

Sandra has been extremely helpful and responsive with my enquiry; she has answered my questions and has offered support where she can. I am overwhelmed that the outcome has led me to find the resting place of over 40 members of my family.

I have spent many years unravelling the history of our family as so many of the members of my nearest links died at young ages. I will be forever grateful as my grandparents always wanted to find these answers but never had the opportunity.

b) Complaint – Re. Burial Fees

On the 22nd July correspondence was received from a resident of Blaby District regarding the Parish Council's cemetery fees, the resident is not happy with the Council's cemetery fees as she wished to inter the ashes of both her parents who were Blaby residents, but she is a non-Blaby resident.

The Cemetery rules & regulations clearly state that fees are based on the purchase and interment at the time of the interment, it was confirmed that ladies' parents would receive Blaby resident fees for the digging and interment but not for the purchase of the plot because the plot would be in the name of a non-Blaby resident.

AGREED: No further action is to be taken as the fees charged are in line with the Council's cemetery rules & regulations.

EC.702

10. TO CONSIDER SMALL ADVENTURE LAND EVENT 2022

Small Adventure Land wishes to hire one of our parks possibly on the 18th & 19th June 2022, they run 2 small adventure land events in Enderby and Glenfield along with their 2-day festival of leisure event which they hold in Braunstone and Melton Mowbray, and they would like to bring this style of event to Blaby in 2022.

The event hosts great live entertainment not just music but displays of all types from stunt teams to dance groups, they have a suitable fairground and great food and drink to accompany the weekends activities.

The event is a great success in all the areas they take it to and they would like to express an interest in Blaby.

AGREED: Members are happy to allow Small Adventure Land to hold their event on either Oakfield or Northfield Park in 2022.

AGREED: Add this item to the October Estates & Community committee agenda for further consideration.

EC.703

11. TO CONSIDER QUOTATION TO REPAIR AND REINFORCE OAKFIELD PARK BARRIER

All members have been issued with quotations to repair and reinforce the barrier at Oakfield Park.

Approx. a year ago this matter was discussed, and an organisation was appointed but due to the pandemic they were unable to carry out the works.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p>Repair and reinforce 50x 8mm flat welded to existing swing frame to stop it buckling.</p> <p>100 x 100 x 5mm box section welded to the top of the post and add a catenary wire to help the weight off the hinges.</p> <p>Remove and replace hinges and eye bolt with new parts Level and adjust swing height restriction to work with existing locking mechanism.</p> <p>£523.90 + VAT</p>	<p>Cut and install new catch posts to suit double leaf barrier using the existing barrier.</p> <p>Cut existing barrier in half 50 x 8mm flat welded to existing swing frame to stop it buckling.</p> <p>Remove and replace hinges and eye bolts with new.</p> <p>Create new locking mechanism to allow both leaves to be locked in the centre</p> <p>Supply and install 100 x 100 box section yellow powder coated posts to lock both frames in place. Weld new hinges and pins to opposite post to allow gate to be swung on both posts.</p> <p>Make 2 new powder coated posts to latch the barriers when open onto</p> <p>£1,139.94 + VAT</p>	<p>Replacement of the existing barrier</p> <p>Including the installation of a new barrier</p> <p>£845.00 + VAT</p>

RESOLEVED: Accept quotation number 2 for the repair of the Oakfield Park barrier priced at £1,139.394 + VAT.

EC.704 **12. TO REPORT UPDATE ON THE HALF TERM HOLIDAY CLUB - OAKFIELD PARK**

The final free holiday sports coaching took place on Oakfield Park between the 9th & 13th August 2021.

Members have been issued with feedback which has been compiled from some of the children who attended the event.

RESOLVED: Apply to the National Lottery for grant funding to fund this event again during 2022.

EC.705 **13. TO CONSIDER THE REQUEST TO HIRE OAKFIELD PARK**

a) Funfair

Barker Funfair have enquired if they could hire Oakfield Park and use the car park area for their funfair.

They would like to set up on Wednesday, 13th October 2021 and operating from Thursday, 14th October 2021 – Sunday, 17th October 2021.

AGREED: Members are happy for Barker Funfair to use Oakfield Park car park from the 13th October to the 17th October 2021.

RESOLVED: Charge the following fees:-

- Bond - £750.00
- Rent including the use of electricity = £150.00 per day

b) Double Decker Bus - Cafe

An enquiry has been received from an organisation to place their double decker bus café on Oakfield Park.

DECLINE: Members considered the request but feel as much as it would be a good idea they would be too concerned about vandalism to the bus and it wouldn't be an easy access for the required electricity and water.

EC.706 **14. TO CONSIDER ANNUAL INDEPENDENT PLAYGROUND INSPECTION REPORT**

All members have been issued with a copy of the independent playground inspection reports for the following sites: -

- Oakfield Park
- Northfield Park
- The Crescent
- Scouting Way

AGREED The ground staff will do any tasks they are able to carry out, such as painting, cleaning etc if items are required to be purchased this will be brought back to a future committee meeting for members consideration.

EC.707 **15. TO REPORT UPDATE ON THE VILLAGE CLOCKS**

The replacement clocks for Forge Corner and Northfield Park have finally arrived.

AGREED: Cllr Mr Wareham and the ground staff will install both clocks in time for this year's Remembrance Service.

EC.708 **16. TO CONSIDER NORTHFIELD PARK PROJECT**

At the July Estates & Community committee meeting members were informed there was a budget of £112,460 of S.106 money to be used towards new play equipment at Northfield Park.

AGREED: The following items are required for the new play area: -

- CCTV to be installed on Northfield Park
- Consider using the paddling pool as a skate ramp
- Relocate the teen shelter
- Would like the play equipment to be made from recycled plastic
- Age range – 7years to 13 years
- Slide
- Zip Wire
- Spider Web Climbing Frame
- Climbing Wall

EC.709 **17. CORRESPONDENCE**

a) LSH Dog Show – Thank You

A big thank you has been received to the Council for letting Leicester Sight Hounds hold their annual show on Oakfield Park, they had a great day with plenty of support.

They hoped there were no complaints and that they cleaned up satisfactorily and they look forward to being able to return next year.

AGREED: Members are more than happy for the Leicester Sight Hounds to apply to return next year, they always put on a great event.

b) All Weather Path at Blaby Oaks

The works to the all-weather path at Blaby Oaks between Countesthorpe Country Park and Oakfield Park have commenced and are planned to be completed by the 30th September subject to the weather conditions.

c) To Report Update of the Poppy Pilgrimage Project

At a previous meeting members were keen to get involved with the Poppy Pilgrimage project where on Remembrance Sunday in 2018, the University of Leicester embarked on a mission to honour those who lost their lives and made sacrifices during the War, with a commitment to lay 100 wreaths across memorial sites in Leicestershire and Rutland.

The pilgrimage will resume this year and they had hoped to lay a wreath at our memorial site, Blaby WW2 at Northfield Park but unfortunately, we have not been shortlisted to participate in this year's Poppy Pilgrimage. This is because they have not been able to source enough volunteers.

d) To Consider the Opening of Northfield Park Public Toilets

An enquiry has been made as to when/if the public toilets will be opening again on Northfield Park.

DECLINE: At present the public conveniences situated on Northfield Park will remain closed.

e) The Community Speed Watch Team

We have been contacted by The Community Speed Watch Team for the Leicestershire County Council Scheme as they have received a request from a resident of Blaby for a speed watch along Lutterworth Road between Western Drive and Heybrook Avenue.

For this year; they will be placing their Community Speed Watch boards at locations as a visual educational reminder.

For this year there is no cost for the Parish Council, and they do not require any help.

The manager has also suggested the following locations: -

- Hospital Lane
- Winchester Road
- Enderby Road

f) To Consider Council Bicycle Service Quotation

We purchased a bicycle for the ground staff approx. a year ago which is due a service priced at £45.00.

DECLINE: The ground staff can service the bicycle when necessary.

EC.710 **18. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA - None.**

EC.711 **19. CHAIRMAN'S TIME**

Thank you all for attending, it's been a long but productive meeting.

MEETING CLOSED: 9.15PM