

**BLABY PARISH COUNCIL
MEETING OF THE ESTATES & COMMUNITY COMMITTEE
To Be Held in the Oakfield Room, Blaby Civic Centre
at 7.00pm on Tuesday, 22nd March 2022**

PRESENT: Mr M Wareham (Chairman),
Mr Akroyd, Ms L Bolton, Mrs M Broomhead, Ms M Grant, Mrs S Skeemer, Mrs S Clifton
(Admin Assistant) Mrs V Jepson (Manager) & 2 x Parishioners.

EC.766 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Ms Arya and Mrs McFadden the reasons for which are approved.

EC.767 **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
Mrs S Skeemer	Burial Rights	Personal

EC.768 **3. TO CONSIDER ENDERBY ROAD ALLOTMENT**

a) Blaby Allotment Society – Fly Tipping

At the last committee meeting members were informed about suspected fly tipping which had been alerted to the Chair of the Blaby Allotment Society, clarification has been asked as to why the Allotment Society were contacted in an official capacity when it should have been dealt with by the Parish Council.

The chair of the Blaby Allotment Society stated that the person who reported the fly tipping did not wish to be named and their wishes were to be respected.

b) Update from the February 2022 Committee Meeting

All members have been issued with a letter from the Chair of the Blaby Allotment Society answering a letter written to them from the Parish Council requesting clarification on matters which had been address by allotment tenants when paying their annual subscription fees.

Committee Members

Michael Edwards - Secretary
Ashley Bown - Vice Chair
Carla Barrett - Chairperson
Lynda Bown - Treasurer

Are Members Plot Holders

Not all members are plot holders, our society is called the Blaby Allotments and Gardens Society which encompasses more than just the Blaby Allotments.

The society has been in existence for many years to promote gardening in Blaby and is open to all gardeners in Blaby we are affiliated to the National Allotment society. The original committee members of which Michael is the last remaining, set this society up in this way and we continue to serve the same function.

Number of members

We have 43 members.

What are the benefits of joining the Allotment Society?

We get reductions in the cost of seeds and plants from Suttons and a personal public liability insurance supplied by the National allotment society as well as support from them.

What is included in the membership subscriptions?

Included in the subscription is the £3 fee to the National Allotment Society.

What are the subscriptions used for?

The subscription is used wholly to fund the membership of the national allotment society.

Does the subscription include personal Public Liability insurance?

Public liability is a benefit of membership of the national allotment society.

Members of the committee asked as to whether all 43 tenants have public liability insurance as they were unaware of this when asked at the time of paying their 2022 rent. The Chair of the Blaby Allotments confirmed that each of the 43 tenants did have a policy as she had to issue the National Allotment Society with their name, address, and plot number.

The Parish Council stated they had been informed that tenants had to opt into the scheme if they wished to have public liability.

AGREED: Request a copy of the Blaby Allotment Society public liability insurance which can then be kept on the Council's file for future reference.

AGREED: Request a copy of the members spreadsheet which details which tenants are named on the policy.

Why is no communal shed provided by the Society?

The communal shed was underused and donated to Eko Joe for their use. This was discussed with the PC who ceased to collect rent from the society for this when it was donated.

Could skips be provided by the Society?

We have no plans to provide skips presently, we have discussed this but think policing the use would be difficult. We are open to discussion with our members on all matters arising and all are welcome to address any points to the committee they wish to be discussed.

c) Bonfires

Members are to be reminded of the Council's rules regarding bonfires.

AGREED: Add a notice to Eko Joe's shed stating the Council's bonfire rules and to remind tenants to respect the neighbours of the allotments when having a bonfire.

d) Events

Eko Joe Event

Eko Joe would like to hold another love food hate waste event, on Saturday, 21st and Sunday, 22nd May from 10am until 1pm.

AGREED: This event is approved to be held on receipt of the following documentation:-

- A copy of Eko Joe's up to date public liability insurance
- Confirmation of a named qualified first aider who will be on site for the whole event

Blaby Allotment Society Events

Correspondence has been received from the Chair of the Blaby Allotments stating: - "We are working in conjunction with Eko Joe, and we will be using their event insurance for the following events":-

- Saturday, 21st and Sunday, 22nd May 2022 - Seed Exchange. Saturday 10-1pm. Sunday 11-2pm.
- Monday, 20th June 2022 - Open society members meeting to be held at the allotments 7pm.
- DTC July 2022 - Wildlife event, bat watching, nocturnal animals, bugs.

AGREED: If all the above events are being organised by Eko Joe, the request needs to be submitted to the Council by Eko Joe with the following up to date documentation: -

- Name of the event organiser
- A copy of Eko Joe's up to date public liability insurance document
- Confirmation of a named qualified first aider who will be on site for the whole event
- The event organiser must be present throughout the whole event
- A risk assessment

- Sunday, 14th August 2022 - (National Allotments Week) Scarecrow competition and BBQ social get together to be held at the allotments.

AGREED: If the above event is being arranged by Eko Joe, the request needs to be submitted to the Council by Eko Joe with the following up to date documentation: -

- Name of the event organiser
- A copy of Eko Joe's up to date public liability insurance document
- Confirmation of a named qualified first aider who will be on site for the whole event
- The event organiser must be present throughout the whole event
- A risk assessment
- A fire risk assessment

- A qualified fire marshal to be present throughout the whole event, a copy of their certificate is to be supplied with the application
- Is Eko Joe's public liability insurance policy covered for any individual or is it a named only policy? If a named only policy, then the person operating the BBQ must be named on this policy.
- Disposable BBQ's will not be permitted due to the large amount of grass and wooden surfaces and there is no provision for the disposal of hot ashes.

AGREED: Write to the Chair of the Blaby Allotment Society with the above requests.

e) Allotment Competition

AGREED: The Allotment competition criteria is as follows: -

Winner Categories & Allocation of Trophies

New tenants who have obtained their plot from 1st January up until the judging of the competition begins are to be considered as 'New Plot' entrants.

The overall winner must be one of the category winners.

The 'Best Kept Allotment Competition' Categories are:

- Category 1 (150 sq. yards)
- Category 2 (200 sq. yards)
- Category 3 (300 sq. yards)
- Category 4 (400 sq. yards)
- Best New Plot (1st January)
- Overall, Winner – Jack Churchard Shield

Prizes

All winners will receive a certificate and the overall winner will also be presented with "The Jack Churchard Shield".

Appointment of Judges

Allotment plots are to be judged on appearance, the condition of the plot and the variety of crops.

AGREED: The following judges will each have a size category to judge, and all judges will choose the overall winner: -

- Cllr Mr Wareham
- Cllr Ms Bolton
- Cllr Mrs Skeemer
- Cllr Mrs Broomhead
- Cllr Ms Grant

Presentation

Winners will be invited to attend the August 2022 full council meeting where they will be presented with their prizes.

EC.769

4. TO REPORT UPDATE ON THE 2022 FLORAL DISPLAY SPONSORSHIP

At the last committee meeting members approved the quotation for this year's floral displays of: -

- Rental 26 x Holester Planter 670 mm black contractor planters
- 45 x hanging basket planted with a 7-day watering reservoir
- Delivery & Collection

Total Cost - £2,366.00 + VAT

Nest Estate Agents have kindly agreed to sponsor 50% of the total amount.

AGREED: Seek further sponsorship for the remaining 50%.

EC.770

5. TO REPORT UPDATE ON THE SUMMER HOLIDAY CLUB

It is reported that the Easter Sports club which is being held at Oakfield Community Rooms from Monday, 11th April 2022 - Thursday, 14th April 2022 is now fully booked, they have 58 children attending.

EC.771

6. TO CONSIDER THE TYPE OF TREE REQUIRED FOR THE JUBILEE TREE PLANTING SCHEME

Inconjunction with the Royal British Legion and Queens Green Canopy Scheme, requesting communities to plant a tree in honour of the Queens Platinum Jubilee, which is not only a fantastic green initiative but every penny donated will go to funding the employment and support for veterans.

AGREED: Members wish to purchase and plant a Blue Birch tree to commemorate the platinum colour scheme.

AGREED: Research the growing area required for this tree.

AGREED: Add the location of the tree to a future committee agenda for further consideration.

RESOLVED: The Green Canopy plaque has been purchased at a total cost of £154.99 + VAT.

Time Capsule

Members considered if a time capsule could be planted.

AGREED: Liaise with the two local primary schools and enquire if they wish to each plant a time capsule, this is to be a project run by the primary schools where they can each decide what they would like to be put into the time capsule and when it is to be re-opened.

EC.772

7. TO REPORT UPDATE ON INDEPENDENT PLAYGROUND INSPECTION REPORTS

All members have been issued with an updated report showing what work is still outstanding on the following play areas: -

- The Crescent Play Area

14 items still requiring work to be completed, 13 of these are jobs the ground staff can complete and each item has been given a deadline date.

There is 1 item where we need to purchase a replacement dog waste bin.

RESOLVED: Purchase a replacement dog waste bin.

- Oakfield Park

57 items still requiring work to be completed, 51 of these are jobs the ground staff can complete and each item has been given a deadline date.

There are 6 items where the committee needs to consider what to do: -

- Zip wire – Fire damage to the platform
- Basket Swing – Replacement matting is required at the front and back
- Bouncing Facilities – Consider purchasing matting for the surrounding area
- Music Ball – Replacement surface is required
- Roundabout – Consider purchasing topsoil and replacement mats
- Skateboard Area – A wheeled sports sign is required to be purchased

AGREED: No action is to be taken now as all the above items reported are of a low risk from the independent inspector's report.

- Northfield Park – Still working on the report
- Scouting Way – No outstanding work

EC.773

8. TO CONSIDER BLABY CEMETERY

a) Cemetery Rails

The rails at the cemetery are looking very tired, these are currently being repainted in black by the ground staff.

b) To Consider Cemetery No.5 Layout – Site Meeting Notes – Tuesday, 1st March Approved 2013 - Burial Area 5a), 5b) & 5c)

AGREED: Burial Plots are to measure 8ft x 4ft with 4ft 6in centres between grave spaces. Uniformed rows are to be laid starting at the highest South/Easterly point going downhill towards the North of Section 5a).

RECOMMENDATION TO THE ESTATES & COMMUNITY COMMITTEE: -

AGREED: Keep section 5a & 5b for burials but section 5c is to be used for cremations.

Approved 2013 – Sections 5g), 5h), 5i) & 5j) – Cremation Plots

On the approved layout for Cemetery No.5, it states that sections 5g), 5h), 5i) & 5j) are cremations plot areas. Members are asked to consider the existing cremation path layout against other options for cremations as these areas are not suitable for paths. The existing style of memorial stones would not be suitable in this area as the cremation plots are to be positioned in front of each other and only a flat tablet style could be used.

Care is to be taken as continued access to maintain the hedge in sections 5g), 5h), 5i) and 5j) is required.

AGREED: Only sloping tablet style memorials are to be used in the new cremation areas. This condition is to be added to the Burial Rules & Regulations.

RECOMMENDATION TO THE ESTATES & COMMUNITY COMMITTEE: -

AGREED: Approved cremation sections 5g), 5h), 5i) & 5j) are to be for benches and trees on approval from the committee.

AGREED: No cremations are to be placed in these sections.

Approved 2013 - Sections 5d) & 5k) – Children’s Burial Plots

The committee discussed sections 5d) & 5k) for children’s burial grounds.

The following is proposed, seconded, and **RESOLVED**: -

Section 5d) – Children aged 0 – 6 years

Children 0 – 6 years Burial Plots are to measure 4ft in length with 3ft centre between the grave spaces. Uniformed rows are to be laid.

Section 5k) – Children aged 6 years – 16 years

Children 6 years – 16 years Burial Plots are to measure 6ft in length with 4ft centre between the grave spaces. Uniformed rows are to be laid.

RECOMMENDATION TO THE ESTATES & COMMUNITY COMMITTEE: -

AGREED: Sections 5d & 5k are to incorporate all children’s burials from 0 – 16 years.

Peace Meadow

RECOMMENDATION TO THE ESTATES & COMMUNITY COMMITTEE: -

A memorial tree is required to be installed on the left-hand side of the Peace Meadow.

AGREED: Source quotations for a memorial tree to be installed on the left-hand side of Peace Meadow.

AGREED: Add this item to a future committee agenda for further consideration.

c) Bench Request

At the last committee meeting members were informed a request had been received for a memorial bench to be installed at the cemetery near to the current burial area.

AGREED: Members approved the resident is able to purchase a bench which will be installed in section 5g of the new burial section.

d) Double Grave

The owner of a burial plot had made two single graves into a large garden grave, this has now been rectified by the owner but turf between the two graves needs to be re-laid.

AGREED: Write to the owner of the graves and request that turf is re-laid before the next committee meeting between the two single burial plots or grass seed may be scattered but the owner would need to water this area daily.

e) Cemetery of the Year Awards 2022

AGREED: Apply to the Cemetery of the Year award for 2022 which is a free competition which will run from the 31st March 2022 until the 31st July 2022.

f) Dogs

Members have been issued with an email regarding dogs roaming around the cemetery.

RESOLVED: Additional dogs must be kept on the lead signs are to be purchased.

EC.774

9. TO REPORT UPDATE ON LATIMER CLOSE

Damaged Tree Branch

Due to the high winds a tree branch has been damaged and broken; this has now been removed from the site along with a damaged picket fence.

Fence Panel

A resident has left an unused fence panel and rubbish on the Councils land.

AGREED: Write to the resident requesting they dispose of their unwanted rubbish within the next 4 weeks.

Barbed Wire

A resident has added brackets and barbed wire to their fence panels with the barbed wire hanging onto the Councils land.

AGREED: Write to the resident asking them to remove the barbed wire from the Councils land with immediate effect.

Damaged Fence

A resident's fence has been damaged and is over hanging onto the Councils land.

AGREED: Write to the resident asking them to fix the fence as it is encroaching onto the Parish Councils land.

Boundary Fence Line – Right Hand Side

It appears that a fence joining to a property is encroaching onto the Parish Councils land.

AGREED: As the Parish Council does not know how long the fence has been erected no further action is to be taken.

Boundary Fence Line – Top

It appears that a fence and posts are encroaching onto the Parish Councils land.

AGREED: As the Parish Council does not know how long the fence has been erected no further action is to be taken.

Damaged Shed

There is a damaged fence panel at the rear of a residents shed which needs to be removed.

AGREED: Write to the resident and request the damaged fence panels are removed within the next 4 weeks.

EC.775

10. CORRESPONDENCE: -

a) Park and Stride Scheme

At the last committee meeting members agreed for Leicestershire County Council to use Oakfield Park car park for their park & stride scheme where they are trying to increase physical activity, encouraging children to scoot, cycle or walk to school therefore reducing congestion outside schools.

Thistly Meadow Primary School are really trying to reduce congestion and are really trying to make things better for their children, residents, and their local community.

It is confirmed the launch date for this scheme is Wednesday, 23rd March 2022.

b) Lutterworth Road Red Hedge

At the last committee meeting members were informed that the hedging along Lutterworth road has been damaged, it was agreed to approach the contractor who conducted the original planting and request that larger whips are purchased and planted in the gaps.

The contractor is unable to get any large whips to fill the gaps.

AGREED: Additional whips are still required to be planted in this area, seek quotations from different contractors to carry out this work.

EC.776 **11. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA – None.**

EC.777 **12. TO REPORT UPDATE ON LEGAL ACTION**

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 BPC65).

a) Legal Action

Members have been issued with correspondence received from a resident of Blaby.

AGREED: The report is noted.

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

EC.778 **13. chairman's time**

Thank you all for attending.

MEETING CLOSED: 8.05PM