



DES福德 PARISH COUNCIL MEETING

Held on Wednesday 15th November 2023 at 7:30pm at Desford Library

MINUTES

In Attendance:

Desford Parish Council – Cllr Cosgrove (Chair), Cllr C Crane, Cllrs P Crane, Cllr Oakes, Cllr B Treadwell, Cllr P Treadwell, Cllr G Eldridge, and Cllr Vavasour also Pip Gould (Clerk to the Council) and Julie Frost (Admin Assistant)

Hinckley & Bosworth Borough Council: Borough Councillor Cllr Joyce Crooks, Cllr Robin Webber-Jones and Cllr Mark Sheppard-Bools

Parishioners: One member of the public

1. Apologies To note apologies and valid reasons.

It was **Resolved** to accept apologies and valid reasons from Cllr McMillan, Cllr Rood, and Cllr Lockley. Apologies were also received from County Cllr Peter Bedford.

2. Declarations of Interest

None

3. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 18th October 2023

It was **Resolved:** to accept and sign the minutes as a true record.

4. County and Borough Council Reports.

Borough Councillor Joyce Crooks presented a written report, the key points were:

Borough Councillors are meeting with Senior Planning Officers next Wednesday to discuss the Hunts Lane housing appeal.

Borough Councillors have written to LCC regarding their intentions about selling any part of the pavement outside of the primary school in relation to the Davidsons appeal.

Borough Councillors have asked LCC for bollards to be placed on the grassed areas on St Martins Drive with no response. In the meantime, arrangements have been made to erect some signage which is hoped may improve the anti-social parking problems.

5. Parishioners Participation

A parishioner attended the meeting to raise his concerns about the escalating housing developments in Desford and wanted to enquire about the allocation of S106 monies for infrastructure, such as schools and healthcare facilities. The Leicester Mercury had previously state that £1.6m was earmarked for such facilities and the parishioner wanted Borough Councillors to provide a detailed breakdown of the funding.

6. Update and recommendations from Working Groups:

- a) DiB WG – 13th November 2023
- b) Procurement WG – No Meeting
- c) Procedures WG – 6th November 2023
- d) Allotments WG – 7th November 2023
- e) Cemetery WG – no meeting
- f) Heritage WG – 9th November 2023
 - f.1) Heritage Family History Group: 1st November 2023
- g) Staffing WG – No meeting
- h) DNP WG – 23rd October 2023

7. To receive and consider the recommendations of the Resources Committee meeting held on 8th November 2023, including consideration of the Councils Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.

- a. **To receive bank statements for October 2023.**
Council received, considered, and **approved** the bank statements.
- b. **To recommend payment of invoices and receive and approve the Cashbook statement up to the end of October 2023.**
Council noted the cashbook statement up to the end of October 2023 and **resolved** to approve the payment of invoices.

Payments for approval in November

Direct Debits that will be paid from account ...515 in November					
Zoom	£12.99	£2.60	£15.59	4	Debit Card Account ...515 Debit Card (Gocardless)
Terrain - H&S advisors	£8.32	£1.66	£9.98	35	Current Account ...087

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line	Notes
Staff Salaries - October	£2,553.73	£0.00	£2,553.73	28	Paid 27/10/2023 - On October Statement & included in BACS figures above
Payment to HMRC for Tax and NI relating to October salaries	£225.01	£0.00	£225.01	29	£420.19 minus Credit of £195.18 from Previous Month
NEST Pensions (Employer and Employee contributions) October	£95.99	£0.00	£95.99	31	DD
Waterplus - Allotments Water	£20.51	£4.10	£24.61	19B	DD
Waterplus - Cemetery Water	£27.99	£0.00	£27.99	19A	DD
GoCardless Wemtech - Monthly Office 365 Fees	£42.90	£8.58	£51.48	5	DD
Npower Street Lighting IN08873777 1st Oct-31st Oct	£216.01	£10.80	£226.81	21	DD
R&CA Advisory (Book-keeper) October 2023 Invoice 23019	£100.45	£0.00	£100.45	33	
M&BG Ltd (Grounds Maintenance monthly invoice 97212)	£2,009.67	£401.93	£2,411.60	11A	
HBBC - Litter Bins Inv 4003057694	£453.96	£90.79	£544.75	20	
Steve Hopkinson - Handyman	£165.00	£0.00	£165.00	32	
Your Locale - Inv YL/DPCR/05	£1,000.00	£200.00	£1,200.00	61	
Lupella Digital Media (LPM) JG Hollier - Printing of Village Map Inv 2311-1179	£60.00	£0.00	£60.00	8	
Thornton Nurseries - Plants Inv 424	£493.85	£98.77	£592.62	DIB	
Zoro - Pack Dry Wipe Markers Inv 161261662	£4.16	£0.83	£4.99	8	Debit Card
Zoro - Pack x100 Cable Ties Inv 161260353	£19.98	£3.99	£23.97	44	Debit Card
Zoro - Pack x100 Cable Ties Inv 161256315	£10.82	£2.16	£12.98	44	Debit Card
Amazon - A4 White Copier Paper 80gsm x2500	£21.66	£4.33	£25.99	8	Debit Card
Amazon - A3 White Copier Paper 80gsm x100	£9.15	£1.83	£10.98	8	Debit Card/Last Seen by Book Keeper
<i>Expenses Julie Oct-Nov Mileage</i>	£12.20	£0.00	£12.20	30	
<i>Expenses Pip Oct-Nov Mileage</i>	£14.00	£0.00	£14.00	30	
<i>Expenses Pip Secure marker pens FOI request</i>	£7.08	£1.42	£8.50	8	
	£7,617.84	£840.27	£8,458.11		

Desford Parish Council - 08 November 2023		Cashbook	
Accounts and Invoices for Recommendation to Council			
Opening Balances 01st October 2023	Projects & Grants Reserve Account ... 25		£7,964.19
	Current Account ... 087		£61,118.27
	Debit Card Account ... 515		£250.81
	Precept Reserve Account ... 072		£117,766.36
		TOTAL DPC=	£187,099.63
	Desford in Bloom Account ... 064		£49,601.43
	DiB Petty Cash		£53.48
		TOTAL =	£236,754.54
Transactions in Current Account ..087 in October			
Payment to BT (Direct Debit)		-£64.76	Budget Line 9
Payment to Waterplus - Cemetery Water (Direct Debit)		-£9.16	19A
Waterplus - Allotments Water		-£78.16	19B
NEST Pension Payments Covering September 2023		-£78.79	31
Payment to Npower for Street Lighting(Direct Debit)		-£200.73	21
Payment to Go Cardless Wem Tech		-£51.48	5
Payments in the form of 15 BACS Payments (refer to Bank Statement)		-£12,571.84	
Desford Football - Invoice S11585		-£390.00	43
HMRC PAYE/NIC Payment covering September		Nil	29
HSBC Bank Account Fees		-£12.00	6
Refund from N-Power		£59.45	64
Cemetery Income		£4,550.00	60
Transfer to Debit Card Account ...515		-£200.00	
Transfer to DiB Account ...064		-£158.88	
	Total =	-£9,206.35	
Transactions of ..515 (Debit Card Account) October			
	Transaction exc vat	VAT	Transaction total
Zoom Monthly Subscription	-£12.99	-£2.60	-£15.59 4
Terrain - H&S advisors	-£8.33	-£1.66	-£9.99 35
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00 6
HBBC Non Domestic Rates -Kirkby Road (02nd October)	-£92.00	£0.00	-£92.00 25
HBBC Non Domestic Rates -Kirkby Road (01st November)	-£92.00	£0.00	-£92.00 25
Zoro - Pack Dry Wipe Markers Inv 161261662	-£4.16	-£0.83	-£4.99 8
Zoro - Pack x100 Cable Ties Inv 161260353	-£19.98	-£3.99	-£23.97 44
Zoro - Pack x100 Cable Ties Inv 161256315	-£10.82	-£2.16	-£12.98 44
Amazon - A4 White Copier Paper 80gsm x2500	-£21.66	-£4.33	-£25.99 8
Amazon - A3 White Copier Paper 80gsm x100	-£9.15	-£1.83	-£10.98 8
Transfers from Current Account ...087			£200.00
	Total	-£279.09	-£17.40
Transactions for Projects & Grants Reserve Account ..253 October			
Nil			
	Account Balance =		£7,964.19
Transactions for Precept Reserve Account ..072 October			
Gross Interest Received		£196.04	58
	Account Balance =		£117,962.40
Transactions DiB Account ...064 October			
	Transaction exc vat	VAT	Transaction total
DiB Donations & Grants			£19.84
Heritage Donations & Income			£4,557.11 Grant
Undefined Donations & Grants			£300.00
Heritage Christmas Stall Receipts			-£61.25
HSBC Bank Account Fees			£158.88
Transfer from Current Account ...087			
	Account Balance =		£54,576.01
Council Funds at 31st October 2023			
	Projects & Grants Reserve Account ... 253		£7,964.19
	Current Account ... 087		£51,911.92
	Debit Card Account ... 515		£154.32
	Precept Reserve Account ... 072		£117,962.40
		TOTAL DPC=	£177,992.83
	Desford in Bloom & Heritage ... 064		£54,576.01
	Petty Cash DiB		£53.48
		TOTAL =	£232,622.32

c. To receive and note the Parish Council Income and Expenditure and Financial Summary of budgetary analysis up to the end of October 2023

The Clerk presented additional budgetary analysis to Councillors and there followed an in-depth budgetary analysis discussion and normal expenditure was as expected.

The Committee considered and noted the income and expenditure for the month and compared month and year to date figures against the budget and **approved** this item.

Recommendations from the Resources Committee to Full Council

a. Heritage events and history Group Budgets to April 2024.

A detailed events budget spreadsheet from the Heritage Working Group detailing expenditure and revenue to April 2024, event by event, was presented for review.

Project	Budget income	Budget expenditure
Heritage trail boards		-£4,326.40
Heritage trail map		-£1,170.00
Heritage walks	£600.00	-£990.00
Christmas Market and Santa's Workshop	£4,450.00	-£4,350.00
Desford Heritage Family History Group	£4,557.11	-£3,830.00
Overall Totals for approval	£9,607.11	-£14,666.40

The budget expenditure was **Resolved** by Full Council.

b. Defibrillator electricity enquiry

The back payment of £50 and continuation of the £25 per year agreement were **Resolved** by Full Council. Cllr Oakes will visit the site to confirm the details. **LGA 1972, section 137**

c. Local Government Pay Agreement 23/24

It was agreed to **Resolved** to implement the recommended increase to NALC pay grades for all staff and to include it in November's payroll, as per NALC guidelines. **Local Government Act 1972, s.111**

Quotes Recommended by the Resources Committee to Full Council:

d. Good Neighbours Insurance: Insurance renewal cost of £142.94

It was **Resolved** to grant the expenditure **LGA 1972, s.137**

e. Quote for Scribe Accounting Software

It was **Resolved** to grant the expenditure of £1008 and a £479 onboarding fee. Councillors requested an additional quote was sought to support with implementation and initial data input. **Local Government Act 1972, s.111**

f. Meeting with Dr Luke Evans

It was **Resolved** to grant the expenditure of £250 for Gary Kirk from Your Locale to attend the Desford Neighbourhood Plan meeting on 15th December 23 with Dr Luke Evans **LGA 1972, s.137**

7.1 Budget 2024 Recommendations

The Draft Budget was reviewed, and it was **Recommended** that all Councillors submit any further comments to the Clerk prior to the Resources meeting on the 6th December.

7.2 Grounds Maintenance Contract update

The new document was reviewed, and it was **Recommended** that some minor amendments were made, and the document be resubmitted next month.

8. **To receive the minutes of the Planning Committee held on 6th November 2023** and an Update on any applications received since that meeting. **Town and Country Planning Act 1990, sch 1, paragraph 8**

Planning Applications 18th October – 15th November

1. **Ref:** 23/01001/HOU 15 Lynwood Close, Desford
Details: Replacement infill extension between dwelling and garage
Decision: no objection
2. **Ref:** 23/01031/TCA 56 Main Street, Desford
Details: T1 Acer Drumundii – fell; T2 Ash – shorten low branch adjacent to neighbour’s garage; T3 Acer Crimson King – remove lowest limb
Decision: no objection
3. **Ref:** 23/01020/OUT Field Maple House, 34 Lindridge Lane, Desford
Details: Outline planning permission for the construction of up to 5 dwelling houses (some matters reserved except for access)
Decision: no objection, but to comment on road safety aspects to the entrance and exit of the proposed dwellings
4. **Ref:** 23/01026/HOU 9 Goulton Crescent, Desford
Details: Part two storey and single storey rear extension and alteration to the dwelling
Decision: no objection

Appeals:

1. **Ref:** 22/00752/OUT APP/K2420/W/23/3327377 Forest Hill Golf and Country Club, Markfield Lane, Botcheston
Details: Proposed 98 bed hotel with leisure facility & spa (Class C1) outline – access to be considered only
Date of hearing: 06.12.23.
2. **Ref:** 23/00061/OUT APP/K2420/W/23/3332401 Land adjacent to Lockey Farm, Hunts Lane, Desford
Details: Residential development of up to 100 dwellings with associated public open space and infrastructure (All matters reserves except for access)
Appeal start date: 09.11.23.

9. **To elect Chair of the Planning Committee and Chair of the Resources Committee and a Vice Chair of the Council**

Chair of Planning Committee: Cllr Colin Oakes Nominated Cllr Pat Crane and Cllr Colin Crane seconded
It was **Resolved** unanimously that Cllr Pat Crane is appointed Chair of the Planning Committee

Chair of Resources Committee: Cllr Colin Crane nominated Cllr Colin Oakes and Cllr Pat Crane seconded
It was **Resolved** unanimously that Cllr Colin Oakes is appointed Chair of the Resources Committee
Vice Chair of Desford Parish Council: Cllr Colin Crane nominated Cllr Gavin Eldridge and Cllr Bobbie Treadwell seconded
It was **Resolved** unanimously that Cllr Gavin Eldridge is appointed Vice Chair of Desford Parish Council

10. To receive an update from the Clerk

10.1 Review Policies and Term of Reference

a. Complaints Procedure

It was **Resolved** to approve the Complaints Procedure

b. Freedom of Information Policy

It was **Resolved** to approve the Freedom of Information Policy

c. Media Policy

It was **Resolved** to approve the Media Policy

d. Civility & Respect Councillor-Officer Protocol: this policy will be deferred to next month's Full Council meeting.

10.2 Request to replace the fan heater for the office

It was **Resolved** that Clerk can purchase a suitable heater under Health & Safety. **Local Government Act 1972, s.111**

10.3 Request from Desford Loves to book Pickards Park for 24th, 25th and 26th August 2024

It was **Resolved** to agree to this request subject to the relevant documentation requirements.

11. Information from Councillors (not for debate or decision)

Cllr C Crane informed Cllrs that he had submitted a Freedom of Information request to HBBC Chief Executive Bill Cullen.

The Meeting closed at 20.51pm

Chair

Date