



## **DES福德 PARISH COUNCIL MEETING**

Held on Wednesday 13<sup>th</sup> December 2023 at 7:30pm at Desford Library

### **MINUTES**

#### **In Attendance:**

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

#### **1. Apologies** To note apologies and valid reasons.

It was **Resolved** to accept apologies and valid reasons from Cllr Cosgrove, Cllr McMillan, Cllr Rood, and Cllr Lockley.

Apologies were also received from County Cllr Peter Bedford and Borough Councillors Cllr Joyce Crooks, Cllr Robin Webber-Jones, and Cllr Mark Sheppard-Bools.

#### **2. Declarations of Interest**

None

#### **3. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 15<sup>th</sup> November 2023**

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

#### **4. County and Borough Council Reports.**

The Main points:

- HBBC launched a new Bin Service.
- HBBC wished to acknowledge the contributions made by DiB, Scarecrow Festival and Heritage which have resulted in them winning the Make a Difference Award.

#### **5. Parishioners Participation**

None

#### **6. Updates and recommendations from Working Groups:**

- a) **DiB WG:** 11<sup>th</sup> December 2023
  - o The Clerk was requested to investigate with Highways Christmas lighting possibilities on the main routes in to Desford.
- b) **Procurement WG:** No meeting
- c) **Procedures WG:** 4<sup>th</sup> December 2023
- d) **Allotments WG:** No meeting
- e) **Cemetery WG:** No meeting
- f) **Heritage WG:** TBC
  - f.1) **Heritage Family History Group:** 11<sup>th</sup> December 2023
- g) **Staffing WG:** 27<sup>th</sup> November 2023
- h) **DNP WG:** 12<sup>th</sup> December 2023

7. To receive and consider the recommendations of the Resources Committee meeting held on 6<sup>th</sup> December 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 November 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 November 2023.

Council noted the cashbook statement up to the end of November 2023 and resolved to approve the payment of invoices.

<b><u>Payments for approval in December</u></b>				
<b>Direct Debits that will be paid from account ...515 in December</b>				
Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
	£21.31	£4.26	£25.57	
<b>DPC Accounts Payable (from Account ..087)</b>	<b>Invoice exc vat</b>	<b>VAT</b>	<b>Invoice total</b>	<b>Budget Line</b>
Staff Salaries - November	£3,745.34	£0.00	£3,745.34	28
Payment to HMRC for Tax and NI relating to November salaries	£977.49	£0.00	£977.49	29
NEST Pensions (Employer and Employee contributions) November	£154.81	£0.00	£154.81	31
Waterplus - Allotments Water	£31.85	£6.37	£38.22	19B
Waterplus - Cemetery Water			£0.00	19A
GoCardless Wemtech - Monthly Office 365 Fees	£42.90	£8.58	£51.48	5
Npower Street Lighting				21
R&CA Advisory (Book-keeper) November 2023 Invoice 230	£91.85	£0.00	£91.85	33
M&BG Ltd (Grounds Maintenance monthly invoice 97900)	£2,009.67	£401.93	£2,411.60	11A
LRALC - Inv 19/3561 2023 AGM Delegate Fee x3	£30.00	£0.00	£30.00	39
Steve Hopkinson - Handyman	£30.00	£0.00	£30.00	32
Arboreco - Inv 5885 Reduce Ash Tree on Forrest Rise	£300.00	£60.00	£360.00	16
Npower Street Lighting 1st-30th November	246.83	12.34	259.17	21
CFS Computers Call out to update third computer and load new antivirus	65	0	65	3
Alexander Construction Ltd Botcheston Village Hall Gable end repairs	1240	248	1488	15
Alexander Construction Ltd Botcheston Village Hall repointing Gable end	330	66	396	15
EON quarterly street lighting invoice	96	19.2	115.2	23
	<b>£9,391.74</b>	<b>£822.42</b>	<b>£10,214.16</b>	
<b>Debit Card Transactions</b>				
Amazon - Line Marking Paint - Cemetery	-£6.27	-£1.25	-£7.52	13
Amazon - Office Heater	-£39.99	-£8.00	-£47.99	8
Amazon - 2024 Wall Planner A1	-£6.62	-£1.33	-£7.95	8
Amazon -Purple Staff Lanyard	-£2.56	-£0.51	-£3.07	8
Amazon - Various Stationery ( Paper, diary for library, Computer mice, pens)	-£53.56	-£10.73	-£64.29	8
	<b>-£109.00</b>	<b>-£21.82</b>	<b>-£130.82</b>	

<b>Desford Parish Council - 06 December 2023</b>		<b>Cashbook</b>		
<b>Accounts and Invoices for Recommendation to Council</b>				
<b>Opening Balances 01st November 2023</b>		<b>Projects &amp; Grants Reserve Account ... 25</b>		<b>£7,964.19</b>
		<b>Current Account ... 087</b>		<b>£51,911.92</b>
		<b>Debit Card Account ... 515</b>		<b>£154.32</b>
		<b>Precept Reserve Account ... 072</b>		<b>£117,962.40</b>
			<b>TOTAL DPC=</b>	<b>£177,992.83</b>
		<b>Desford in Bloom Account ... 064</b>		<b>£54,576.01</b>
		<b>DiB Petty Cash</b>		<b>£53.48</b>
			<b>TOTAL =</b>	<b>£232,622.32</b>
<b>Transactions in Current Account ..087 in November</b>				
				<b>Budget Line</b>
Payment to BT (Direct Debit)			-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)			-£9.16	19A
Waterplus - Allotments Water			-£24.61	19B
NEST Pension Payments Covering October 2023			-£95.99	31
Payment to Npower for Street Lighting( Direct Debit)			-£226.81	21
Payment to Go Cardless Wern Tech			-£51.48	5
Payments in the form of 12 BACS Payments (refer to Bank Statement)			-£8,411.84	
Payment by Cheque 104762 - Royal British Legion Wreaths			-£82.50	44
HMRC PAYE/NIC Payment covering October			-£225.01	29
HSBC Bank Account Fees			-£8.00	6
Good Neighbours Insurance			-£142.94	45
HMRC VAT Refund			£7,824.09	62
Cemetery Income			£475.00	60
Transfer to Debit Card Account ...515			-£200.00	
			<b>Total =</b>	<b>-£1,243.71</b>
<b>Transactions of ..515 (Debit Card Account) November</b>				
	<b>Transaction exc vat</b>	<b>VAT</b>	<b>Transaction total</b>	
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
Amazon - Line Marking Paint - Cemetery	-£6.27	-£1.25	-£7.52	13
Amazon - Office Heater	-£39.99	-£8.00	-£47.99	8
Amazon - 2024 Wall Planner A1	-£6.62	-£1.33	-£7.95	8
Amazon -Purple Staff Lanyard	-£2.56	-£0.51	-£3.07	8
Amazon - Various Stationery ( Paper, diary for library, Computer mice, pens)	-£53.56	-£10.73	-£64.29	8
HBBC Non Domestic Rates -Kirkby Road (01st December)	-£92.00	£0.00	-£92.00	25
Transfers from Current Account ...087			£200.00	
	<b>Total</b>	<b>-£230.32</b>	<b>-£26.08</b>	<b>-£56.40</b>
<b>Transactions for Projects &amp; Grants Reserve Account ..253 November</b>				
Nil				
			<b>Account Balance =</b>	<b>£7,964.19</b>
<b>Transactions for Precept Reserve Account ..072 November</b>				
Gross Interest Received				
			£190.03	58
			<b>Account Balance =</b>	<b>£118,152.43</b>
<b>Transactions DiB Account ...064 November</b>				
	<b>Transaction exc vat</b>	<b>VAT</b>	<b>Transaction total</b>	
DiB Donations & Grants			£10.00	
Heritage Donations & Income			£90.00	
Undefined Donations & Grants				
Heritage Christmas Stall Receipts				
HSBC Bank Account Fees			-£10.75	
Thornton Nurseries - Plants Inv 424	-£493.85	-£98.77	-£592.62	
<b>Amberol - Inv23266</b>	<b>-£668.39</b>		<b>-£668.39</b>	
Mrs KH Twitchen - Heritage Exepenses	-£64.50		-£64.50	
Mrs S Richardson - Heritage Expenses	-£787.39		-£787.39	
Crystal Workwear - Ref Kate T	-£39.00		-£39.00	
<b>Digital Wordcrafts - Inv 19188</b>	<b>-£234.00</b>		<b>-£234.00</b>	
JG Hollier - Heritage	-£78.30		-£78.30	
Mrs KH Twitchen - Heritage Exepenses	-£145.97		-£145.97	
Mrs RA Treadwell - Heritage Expenses	-£56.93		-£56.93	
Mrs KH Twitchen - Heritage Exepenses	-£211.59		-£211.59	
Mrs KH Twitchen - Heritage Exepenses	-£142.96		-£142.96	
Mrs RA Treadwell - Heritage Expenses	-£62.20		-£62.20	
			<b>Account Balance =</b>	<b>£51,581.41</b>
<b>Council Funds at 30th November 2023</b>				
	<b>Projects &amp; Grants Reserve Account ... 253</b>			<b>£7,964.19</b>
	<b>Current Account ... 087</b>			<b>£50,668.21</b>
	<b>Debit Card Account ... 515</b>			<b>£97.92</b>
	<b>Precept Reserve Account ... 072</b>			<b>£118,152.43</b>
			<b>TOTAL DPC=</b>	<b>£176,882.75</b>
Heritage Bank balance at 30 November is £20,195.91	<b>Desford in Bloom &amp; Heritage ... 064</b>			<b>£51,581.41</b>
DIB Bank Balance at 30 November is £31,385.50	<b>Petty Cash DIB</b>			<b>£53.48</b>
			<b>TOTAL =</b>	<b>£228,517.64</b>

c. **To receive and note the Parish Council Income and Expenditure and Financial Summary of budgetary analysis up to the end of November 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:**

**Approval of Quotes:**

a. Bungee Bridge Pickard's Park

The quote from Wickstead for £1307.26 (excluding VAT) was **Agreed** by Full Council. **PHA 1875, s164 PHAAA 1890, s44 OSA 1906, ss9 and 10 LG (Misc. Prov.) Act 1976, s19**

b. Spring for Gate Pickard's Park

The quote from on-line playgrounds.co.uk for £30.00 (excluding VAT) was **Agreed** by Full Council. **PHA 1875, s164 PHAAA 1890, s44 OSA 1906, ss9 and 10 LG (Misc. Prov.) Act 1976, s19**

c. Cemetery Compost Bins

To empty the 3 compost bins at Hunts Lane cemetery was quoted at £50 per empty (including removing the waste) this was **Agreed** by Full Council on an ad hoc basis whenever required. **LGA 1972, s.137**

d. Botcheston Village Hall

Slipped bricks on the gable end of the hall are posing a Health & Safety risk but the quote exceeded the Clerks limit of £1000 (Financial Regulations 4.6) and therefore the Resources Committee **approved** the expenditure (Financial Regulations 19.2 Delegated Powers). Works are due to commence week beginning 18<sup>th</sup> December. The area is currently cordoned off to protect the public and vehicle access has been restricted in this area. **LGA 1972, s133**

e. Clerks Laptop replacement: It was **Agreed** in principle to allow expenditure up to £1000 for a replacement laptop, if required. **LGA 1972, s133**

**Other items recommended to Council:**

**Staffing:**

- Create a new role of Deputy Clerk to better support the needs of the Clerk's Office and the Parish. This is initially a 6-month Fixed Term Contract that will be extended to a further 6 months. With a view to making the role permanent at the end of the twelve-month period. Paygrade 24 and 6 hours per week with an additional 60 hours per year to cover overtime and any absence. This was **Agreed** by Full Council **LGA 1972 s.112**
- To increase the employer's pension contribution to 5% in April 24-25 and then to 8% in April 25-26 This was **Agreed** by Full Council **LGA 1972 s.112**
- To increase the Admin and Burial Officer monthly hours from 65 to 70 in line with the new responsibilities associated with the role. This was **Agreed** by Full Council. **LGA 1972 s.112**

**7.1 Budget 2024**

The Draft Budget was reviewed, and it was **Resolved** to approve the budget figure of **£185,400.00** for the period 2024-2025. **Local Government Finance Act 1992, s41**

**8. To receive the minutes of the Planning Committee held on 4<sup>th</sup> December 2023 and an Update on any applications received since that meeting. Town and Country Planning Act 1990, sch 1, paragraph 8**

Planning Applications 15/11/2023 - 13/12/23

1. 23/01098/TPO Date: 21 November 2023 DESCRIPTION: (T1) - Canadian Pine tree - Fell LOCATION: 28 Spinney Drive Botcheston Leicester Leicestershire LE9 9FG

**Decision: Object the tree was in situ prior to the conservatory being built.**

2. 23/01115/HOU Date: 28 November 2023 DESCRIPTION: Creation of off street car parking space and new retaining walls. LOCATION: 56 High Street Desford Leicester Leicestershire LE9 9JF

**Decision: No objections**

3. 23/01099/NMA Date: 28 November 2023 DESCRIPTION: Non-material amendment to planning application 18/01252/OUT. Reduction in width of public footpath that forms part of the S278 entrance works LOCATION: Land East Of Peckleton Lane Desford Leicester Leicestershire.

**Decision: Consult with expert parishioner, the path should be 2m due to safety and accessibility reasons**

4. 23/01093/HOU Date: 1 December 2023 DESCRIPTION: Replace ground floor window with double door, new steps to the ground floor, reduce size of first floor window, additional window to rear elevation. LOCATION: 2 Forest Way Desford Leicester Leicestershire LE9 9GH

**Decision: No objections**

5. 20/01096/FUL | Erection of a drive-thru cafe (use Class E) including parking, access, landscaping and associated works | Land North of Neovia Logistics Services (UK) Ltd Peckleton Lane Desford Leicester Leicestershire LE9 9JU **WITHDRAWN**

**Decision: No objections**

6. 23/00711/FUL | Change of use from cafe (Class E(b)) and residential (Class C3) to convenience foodstore (Class E(a)). Construction of two storey side extension, two-storey and single storey rear extensions (following the demolition of existing single-storey element to rear of 37 High Street/2A Main Street and store to rear of public house) with associated car parking, landscaping and other works | The Blue Bell Inn 39 High Street Desford Leicester Leicestershire LE9 9JF

**Decision: The Parish Council made the following comments to the HBBC Case Officer:**

**1: They are surprised that Leicestershire County Council have not asked for a speed survey to demonstrate vehicle speeds, as this would indicate whether the splays out of the access are appropriate. Especially given the concerns regarding visibility. The speed surveys would ascertain the measured speed of vehicles on each approach to the proposed access.**

**2: The Parking Management Plan also suggests that if two delivery vehicles arrive at the same time, one of them will be advised to leave and come back later, however if a second delivery**

vehicle arrives, then it will not be able to turn around within the site and will have to reverse back out on to High Street. In our view this would be dangerous.

**9. To Review the following Policies and Procedures:**

- a) **Equality Policy:** It was **Resolved** to approve the Equality Policy
- b) **IT Policy:** It was **Resolved** to approve the IT Policy
- c) **Lone Working Policy:** It was **Resolved** to approve the Lone Working Policy
- d) **Privacy Policy:** It was **Resolved** to approve the Privacy Policy
- e) **Risk Assessment Policy:** It was **Resolved** to approve the Risk Assessment Policy
- f) **Training & Development Policy:** It was **Resolved** to approve the Training & Development Policy
- g) **Civility & Respect Protocol:** It was **Resolved** to approve the Civility & Respect Protocol.

**10. To receive an update from the Clerk**

**1. Request to buy an additional Table for Council meetings at £109.00 Net**

This was **agreed by Full Council Local Government Act 1972, s.111**

**2. Request to purchase a replacement desk for the Clerk's Office £58.99 Net**

This was **agreed by Full Council Local Government Act 1972, s.111**

**3. PCIF Landowner Permission Form ASHP**

SiD have requested a signature of approval on a PCIF Landowner Permission Form (Parish & Community Initiative Funds) The Landowner form will enable them to go ahead with the application for a grant to install a heat pump to replace the existing gas fired heating and hot water Systems plus a solar array to provide electricity to the heat pump.

**This was agreed by Full Council Local Government Act 1972, s.111**

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

CLlr C Crane had been approached by a parishioner regarding leaves at Pickards Park Jitty and at the cemetery. The Clerk informed Councillors that she had not received any parishioner complaints regarding the Jitty, and this is not part of the Grounds Maintenance Contract. She had been contacted by CLlr Rood regarding the leaves at the cemetery and this was already in hand.

CLlr Eldridge wanted to give a special thank you to the Heritage Group for the recent Festive event that was a great success and all their other hard work during 2023. Also, he wished to thank Desford in Bloom and the Scarecrow Festivals for their hard work this year and for receiving the HBBC Community Awards.

**The Meeting closed at 21.05pm**

**Chair .....**

**Date .....**