



## **MEETING OF DESFORD PARISH COUNCIL**

Held on Wednesday 21<sup>st</sup> August 2024 at 7:30pm at Desford Library

### **MINUTES**

#### **In Attendance:**

Desford Parish Council – Cllr Jo Vavasour (Chair) Cllr P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr A Winner, Cllr C Crane, Cllr E Clark and Cllr B Treadwell and Pip Gould (Clerk to the Council), Alex Stretton (Deputy Clerk).

**Parishioners:** Three.

#### **PUBLIC PARTICIPATION SESSION**

**The period of 15 minutes will be allocated to allow members of the public to raise any comments or ask questions to the Council in line with the Council's Standing Orders:**

A member of the public asked about consideration for the previously ringfenced funds from 2022 being made available to Desford Loves.

A member of the public enquired about neighbourhood development plans and Councillors opinions on their value.

**Council to receive updates from Borough Councillors:** Joyce Crookes and Robin Webber-Jones.

Councillors noted the circulated Borough Councillor report and added that the new governments housing allocation had been increased. It was also noted that the Ashfield Farm reserve matters had still not been resolved and the Seven Trent works have been completed and the tanker has been removed from Peckleton Lane.

1. **To RECEIVE apologies for absence and to consider whether to approve reasons given.**  
**RESOLVED:** Council noted and accepted apologies from Cllr Z Rood and Cllr S McMillan.
2. **To RECEIVE declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda**  
**RESOLVED:** Cllr E Clark declared an interest in a planning application included in Agenda item 13.
3. **To RECEIVE and CONSIDER applications for the office of parish councillor and to co-opt a candidate to fill any existing vacancy**  
There were no candidates present.
4. **To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 17<sup>th</sup> July 2024.**  
**RESOLVED:** Accepted and signed.
5. **To RECEIVE updates and CONSIDER recommendations from Working Groups:**
  - 5.1. **DIB WG: 12<sup>th</sup> August**
    - 5.1.1. **To consider expenditure requests received after Resources Committee meeting.**  
**RESOLVED:** Council noted that the planning application for the new shed at the Church Centre has been submitted to HBBC. Council approved the following expenditure.
      - **3d.** up to £50 for Christmas tree decorations
      - **5i.** £568.26 for Autumn bulb & plant order
  - 5.2. **Heritage & Family Heritage WG: 7<sup>th</sup> August**
  - 5.3. **Procedures WG:**  
**RESOLVED:** Council noted that the WG have reviewed and updated the Terms of Reference for all committees and working groups and have sent them to the WGs and committees for review. The Cemetery WG will need to meet to review these in September. LRALC will be asked to make a final review before council ratifies the ToR's.
  - 5.4. **Allotments WG: 6<sup>th</sup> August**

Cllr P Crane requested details regarding the Pest Control schedule and contact details.  
Cllr P Crane and Cllr E Clark completed a further inspection of pathways at the allotments in direct response to a plot holder complaint.  
**RESOLVED:** Further quotations are required for works to the track.  
**RESOLVED:** The Clerk will respond to the allotment plot holder with the results of the inspection.

6. To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 14<sup>th</sup> August 2024, including consideration of the Council's Accounts, including consideration of the Council's Bank Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.

<b>A</b>	<b>Bank Reconciliation at 31/07/2024</b>		192,224.60
	Cash in Hand 01/04/2024		112,909.37
	<b>ADD</b> Receipts 01/04/2024 - 31/07/2024		
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/07/2024		305,133.97
	<b>Cash in Hand 31/07/2024</b> (per Cash Book)		69,052.05
			<b>236,081.92</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	108.48
	01 Current Account 087	31/07/2024	6,356.98
	02 Grants & Projects Reserves 25	31/07/2024	10,268.10
	03 Precept & General Reserves 07	31/07/2024	165,055.15
	04 Debit Card 515	31/07/2024	1,268.39
	05 Desford in Bloom & Heritage 06	31/07/2024	53,024.82
			<b>236,081.92</b>
	Less unrepresented payments		
			236,081.92
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>236,081.92</b>
	<b>A = B Checks out OK</b>		

**RESOLVED:** Council noted and accepted the bank statements and bank reconciliation.

**RESOLVED:** Council noted and **APPROVED** payment of the following invoices, salaries and expenses:

<b><u>Payments for approval</u></b>				
<b>Direct Debits/On-line payments from account ...515 in July</b>				
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4
Hinckley & Bosworth BC Rates for KRRG 1st Aug	£92.00	£0.00	£92.00	8
Amazon paper	£24.15	£4.83	£28.98	8
Amazon print cartridges	£23.24	£4.65	£27.89	8
GTB Confidential Shredding £32 processing + £8 deposit + 3.50 Postage	£34.66	£5.34	£43.50	8
EST Internet Security	£37.49	£7.50	£44.99	4
Terrain - H&S advisors - Cancelled	£8.32	£1.67	£9.99	35
DIB Pump Direct Water Tanks	£34.06	£6.81	£40.87	DIB
DIB Mower blade	£23.32	£4.67	£27.99	DIB
Transfer from DIB Account	£0.00	£0.00	-£68.86	
<b>Totals</b>	<b>£301.88</b>	<b>£35.47</b>	<b>£271.99</b>	
<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 - July	£2,918.54	£0.00	£2,918.54	28
Payment to HMRC for Tax and NI relating to July salaries Payable 19.08.24	£463.04	£0.00	£463.04	29
NEST Pensions (Employer and Employee contributions) July	£116.32	£0.00	£116.32	31
Waterplus - Allotments Water Due on 14th Month	£24.90	£4.98	£29.88	19B
Waterplus - Cemetery Water Due Inv quarterly 20th of month (July 24) paid by DD each month	£32.64	£0.00	£32.64	19A
BT Invoice August due on 14th month	£57.97	£11.59	£69.56	9
GoCardless Wemtech - Monthly Office 365 Fees & Monthly Councillor emails for August	£93.49	£18.70	£112.19	5
Npower Street Lighting due on 3/4 Month	£186.80	£0.00	£186.80	21
M&BG Ltd (Grounds Maintenance monthly )	£2,337.50	£467.50	£2,805.00	11A
S Hopkinson - Handyman Aug 2024	£75.00	£0.00	£75.00	32
Clerk Exp Mileage to shredding and general	£10.40	£0.00	£10.40	30
Admin Ass Expenses June	£9.45	£0.00	£9.45	30
EON Street Lighting Maintenance quarter ending 30 June	£96.00	£19.20	£115.20	23
HBBC Bins Contract INV4003376883 Pickards and KRRG	£498.42	£99.68	£598.10	20
Wicksteed INV826060 Tighrope Assembly	£312.98	£62.60	£375.58	17
Moore External Auditor Invoice for 23-24 AGAR INV 325355 16.08.24	£630.00	£126.00	£756.00	1
Westend Pest Control - Mole control at the cemetery	£150.00	£0.00	£150.00	18
<b>Totals</b>	<b>£8,013.45</b>	<b>£810.25</b>	<b>£8,823.70</b>	
<b>DESFORD IN BLOOM July Invoices</b>				
LAHDIDAHS Vintage Vocals deposit HERITAGE VE Day	£50.00	£0.00	£50.00	HERITAGE
DIB Lawnmover blades/Debit Card	£23.32	£4.67	£27.99	DIB
DIB Pump/Debit Card	£34.06	£6.81	£40.87	DIB
DIB / PETTY CASH EXPENDITURE - Shivagiftshop - Slug Pellets	£12.49	£0.00	£12.49	DIB/Pcash
DIB / PETTY CASH EXPENDITURE - Amazon - Caterpillar treatments	£12.99	£0.00	£12.99	DIB/Pcash
<b>Totals</b>	<b>£132.86</b>	<b>£11.48</b>	<b>£144.34</b>	

The Resources Committee conducted an in-depth discussion regarding the budgetary analysis and it was noted that they were satisfied with the year-to-date explanations with regards to observed variations.

		<b>MONTHLY ANALYSIS: Cashbook Statement Reconciled with SCRIBE</b>					
		Precept =		179,029.00			
<b>Budgetary Analysis</b>		Monthly =		14,919.08			
				April	May	June	July
<b>2024-2025</b>	<b>%</b>						
<b>Budget</b>	<b>utilised</b>	<b>Opening Bank Balance</b>		<b>192,224.60</b>	<b>281,745.86</b>	<b>279,267.63</b>	<b>245,126.62</b>
		Monthly Expenditure total		12,178.88	6,646.41	34,056.45	11,968.89
25720	70.81	Administration		2,562.05	-2,720.41	18,153.21	216.62
13000	7.22	Office running Costs		346.98	149.97	149.97	291.68
55000	37.14	Staff and Training and Councillor Costs		3,670.55	3,923.84	9,231.37	3,599.24
70950	28.39	Grounds and Building Maintenance Costs		4,623.84	5,061.14	3,305.46	7,149.58
11980	1.97	Misc Costs inc Cemetery & Allotments, NP, Funding etc		110.47	10.47	104.14	10.47
2379	0.00	Contingency		0.00	0.00	0.00	0.00
N/A		Dib/Heritage Expenditure		864.99	221.40	3,112.30	701.30
N/A		VAT Element		1,081.77	847.62	972.59	1,299.44
		<b>Cashflow outlay including VAT Element</b>		<b>13,260.65</b>	<b>7,494.03</b>	<b>35,029.04</b>	<b>13,268.33</b>
		<b>Income</b>					
179029	50	Precept		89,514.50	0.00	0.00	0.00
1400	83.48	Bank Interest		263.01	314.94	320.06	270.65
1470	2.24	Allotment rents		33.00	0.00	0.00	0.00
4000	29.75	Cemetery		370.00	170.00	150.00	500.00
N/A		Dib/Heritage		3,329.26	2,343.00	417.97	562.74
N/A		Misc Income		43.89	0.00	0.00	0.00
N/A		Earmarked Allotment Deposits		50.00	0.00	0.00	0.00
N/A		S106 Reserves (SiD)		0.00	2,184.90	0.00	0.00
N/A		VAT Refund		9,178.25	2.96	0.00	2890.24
		<b>Cashflow income</b>		<b>102,781.91</b>	<b>5,015.80</b>	<b>888.03</b>	<b>4,223.63</b>
		<b>Exp: Inc Insurance proportion</b>		<b>14,759.54</b>	<b>8,742.92</b>	<b>18,291.21</b>	<b>14,517.22</b>
		<b>Exp Less Income (includes Bank Int/Allotment/Cemetery but excludes DiB &amp; S106 VAT &amp; allotment deposits)</b>		<b>14,049.64</b>	<b>8,257.98</b>	<b>17,821.15</b>	<b>13,683.83</b>
		<b>Closing Bank Balance reconciled in SCRIBE</b>		<b>281,745.86</b>	<b>279,267.63</b>	<b>245,126.62</b>	<b>236,081.92</b>

**RESOLVED:** Council noted and **APPROVED** the monthly analysis.

Other requests for expenditure:

- **To consider DiB and Heritage requests for expenditure:**

**RESOLVED:** £100 Budget for food and drink for the Fundraiser event on 20th September

- **To consider quotes for repairs to the cemetery fence.**

**RESOLVED:** To accept M & BG quote of **£400.00**

- **To consider quotes for restoration works to the cemetery memorial garden:**

**RESOLVED:** To accept M & BG quote of **£855.00**

- **To consider quote from Wicksteed for tightrope fittings**

**RESOLVED:** To accept the quote for **£109.28**

- **To consider membership to the ICCM**

**RESOLVED:** To accept the membership charges of **£100** per annum

- **To consider the quote for insurance for the Churchyard Wall and monument**

**RESOLVED:** To accept the prorated quote of **£176.57** (annual rate **£212.70**)

- **To consider quote for building surveys and recommendation for a new WG**

**RESOLVED:** To set up a rolling annual plan for future building surveys and to prioritise Botcheston Village Hall this year.

**RESOLVED:** To set up a new **Building Management Working Group** that will make recommendations To Council regarding building works highlighted in building surveys and to investigate previous surveys. This will be brought to the Resources Committee next month for more details.

- To consider a recommendation for a budget line of £2000 in the new precept for Xmas light funding

**RESOLVED:** To consider when setting next year's Precept budget

Other information:

- The PROLUDIC swing in the children's play area in Pickards Park has sunk on one side.

**RESOLVED:** To remove the swing as soon as possible and investigate via PROLUDIC the reasons for the collapse before considering further remedial action.

- Workshops for the Civility and Respect training require further investigation by the Clerk due to the costs involved.

7. **To CONSIDER disbanding the Procurement WG.**

**RESOLVED:** To disband the Procurement WG

8. **To CONSIDER membership of the Environment WG**

**RESOLVED:** Membership agreed as Cllr J Vavasour and Cllr E Clark who will look to combining Council resources with a local environmental group.

9. **To RECEIVE an update regarding the Formal agreements proposed between Council and the new Heritage and Desford in Bloom Charity Incorporated Organisations.**

**RESOLVED:** Meetings are ongoing, but progress has been made. The Heritage group now has CIO status and is in the process of setting up a new bank account. A Memorandum of Understanding has been written. The Heritage Group has several queries relating to insurance which the Clerk will investigate. Work with Desford in Bloom continues.

10. **To APPROVE the transfer of Funds to new Heritage and Desford in Bloom Charity Incorporated Organisations.**

**RESOLVED:** Council resolved to transfer the sum of £17,506.17 to the new Heritage Group bank account once it has been set up but this is subject to change if any charges are incurred within the period of transfer. This figure takes into account some retained funds for commitments already made through the Parish Bank account for future events. Work with Desford in Bloom continues.

11. **To pass a RESOLUTION to sign up to the Civility and Respect pledge.**

**RESOLVED:** Councillors unanimously agreed to sign up to the Civility and Respect Pledge and agreed to each of the following:

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

12. **To CONSIDER joining the LCC Snow Warden Scheme – Guidance for Parish Councils**

**RESOLVED:** To not take up this scheme at this time.

13. **To RECEIVE the minutes of the Planning Committee held on 5<sup>th</sup> August 2024 and an update on any applications received since that meeting.**

## Planning applications 17<sup>th</sup> July – 21<sup>st</sup> August

1. **Ref:** 24/00512/REM (Re-consultation) Lyndale, Lindridge Lane, Desford  
**Details:** Approval of Reserved Matters (Appearance, landscaping, layout, scale) for outline application 23/00443/OUT (Outline Application for proposed erection of 4 dwellinghouses with associated garages (All matters reserved except for access).  
**Decision:** no objection
2. **Ref:** 24/00721/TCA 2 Forest Way, Desford  
**Details:** T1 ash tree - fell  
**Decision:** no objection
3. **Ref:** 24/00775//TCA 2 Forest Way, Desford  
**Details:** T1 sycamore, T2-T4 ash, T5 apple, T6 holly – reduce by 30%  
**Decision:** no objection
4. **Ref:** 24/00760/TPO Barons Park Farm, Desford Lane, Kirby Muxloe  
**Details:** T12 sycamore (Acer pseudoplatanus) fell  
**Decision:** no objection
5. **Ref:** 24/00771/HOU The Upside, 27 Lindridge Lane, Desford  
**Details:** Demolition of existing garage and erection of two storey rear/side extension  
**Decision:** no objection
6. **Ref:** 24/00774/FUL 54 Main Street, Desford  
**Details:** Change of use of detached garage to office space  
**Decision:** no objection
7. **Ref:** 24/00780/LBC 54 Main Street, Desford  
**Details:** Proposed conversion of a garage within the curtilage of a listed building  
**Decision:** no objection

### Notification of item on HBBC Planning Committee Agenda

1. **Ref:** 22/01160/OUT Forest House, Leicester Lane, Desford  
**Details:** Proposed commercial unit (Use class E(g)(i,ii,iii) outline application, access only.  
**Decision:** no objection

**RESOLVED:** Council noted the applications and resolved that they had no objection to any of the current applications. Cllr Winner proposed a formal update to parishioners about the passing of approval for the new Co-op on Main Street. It was suggested that this could be in the form of a video and Cllr Winner agreed to 'draft' a video for council approval.

### 14. To RECEIVE the Clerks report.

**RESOLVED:** Council noted the Clerks report. It was noted that arrangements are in hand for the Remembrance Day parade, and this will be the responsibility of the Free Church this year. The Clerk's office has removed the allotment Defibrillator registration from the circuit to ensure that ambulance service does not send anyone there when the gates are locked.

### 15. Information from Councillors (not for debate or decision).

**RESOLVED:** Cllr Clark had attended a clinic with the local police and suggested we consider common approaches / priorities.

Cllr C Crane raised a number of issues at the cemetery including fence repairs, missing watering cans and emptying of compost bins. The Clerk confirmed that all of these are in hand.

The meeting closed at 9.20pm.

Signed..... Chair