



MEETING OF DESFORD PARISH COUNCIL

Held on Wednesday 20th November 2024 at 7:30pm at Desford Library

MINUTES

In Attendance:

Desford Parish Council: Cllr A Winner, Cllr Z Rood, Cllr S McMillan, Cllr P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr B Treadwell, Cllr C Crane and Pip Gould (Clerk to the Council), Alex Stretton (Deputy Clerk).

Parishioners: 0 members of the public

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: No questions asked.

Council to receive updates from Borough Councillors: Borough Councillor Robin Webber-Jones was in attendance and Council noted the circulated Borough Councillor report and that Cllr Webber-Jones will continue to liaise with LCC over putting bollards on the verge of St Martins Drive.

1. **To ELECT a Chairman and sign acceptance of office form**
RESOLVED: On the proposal of Cllr C Crane, seconded by Cllr P Crane, Cllr A Winner was elected Chairman and signed the acceptance of office form.
2. **To ELECT a Vice-Chairman and sign acceptance of office form.**
RESOLVED: There being no nominations, it was agreed to postpone this appointment until the December meeting.
Cllr C Crane left the meeting at this point.
3. **To RECEIVE apologies for absence and to consider whether to approve reasons given.**
RESOLVED: Council noted and accepted apologies from Cllr C Cooper and Cllr E Clark.
4. **To RECEIVE declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda**
Cllr A Winner declared a non-pecuniary interest in planning item 9.5.
5. **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 applications.
6. **To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 16th October 2024.**
RESOLVED: Accepted and signed.
7. **To RECEIVE updates and CONSIDER recommendations from Working Groups:**
 - 7.1. **Allotments WG:**
No meetings held.
 - 7.2. **Cemetery WG**
No meetings held.
 - 7.3. **Staffing WG**
See Agenda item 19.
 - 7.4. **Procedures WG**
See agenda item 15.
8. **To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 13th November 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.

	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 31/10/2024		214,619.76
			406,844.36
	SUBTRACT Payments 01/04/2024 - 31/10/2024		162,136.48
A	Cash in Hand 31/10/2024 (per Cash Book)		244,707.88
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	01 Current Account 087 31/10/2024	26,231.48	
	02 Grants & Projects Reserves 25 31/10/2024	11,438.22	
	03 Precept & General Reserves 07 31/10/2024	205,945.54	
	04 Debit Card 515 31/10/2024	1,067.64	
	05 Desford in Bloom & Heritage 06 31/10/2024	25.00	
			244,707.88
	Less unrepresented payments		
			244,707.88
	Plus unrepresented receipts		
B	Adjusted Bank Balance		244,707.88
	A = B Checks out OK		

It was noted that the DiB and Heritage Grants had been transferred prior to Month End as per Councillor instructions at Octobers Full Council Meeting.

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

Payments for approval

Direct Debits/On-line payments from account ...515 in OCTOBER: Ratify				
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	£92.00	£0.00	£92.00	25
Zorro Cable Ties for Remembrance Poppies/Lampposts	£14.98	£2.99	£17.97	44
Amazon Various Stationery Invoices	£50.93	£8.75	£59.68	8
RBL Poppy Shop / 50 x Large Poppies	£208.33	£41.67	£250.00	44
Totals	£116.64	£0.00	£116.64	

DPC Accounts Payable (from Account ..087) DD or in advance	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries NET	£2,945.86	£0.00	£2,945.86	28
Payment to HMRC for Tax and NI relating to salaries 7 payable on 19th following month	£470.04	£0.00	£470.04	29
NEST Pensions (Employer and Employee contributions) payable the following month	£116.32	£0.00	£116.32	31
Waterplus - Allotments Water Due on 14th Month	£55.36	£11.07	£66.43	19B
<i>Waterplus - Cemetery Water Due Inv quarterly 20th of month (next 18 Jan 25) paid monthly by</i>	£11.88	£0.00	£11.88	19A
BT Invoice due on 14th month	£57.96	£11.59	£69.55	9
GoCardless Wemtech - INV 30669 Monthly Office 365 Fees & Monthly Councillor emails	£105.11	£21.02	£126.13	5
Npower Street Lighting due on 3/4 Month	£219.22	£10.96	£230.18	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
S Hopkinson - Handyman Oct charges handed in on 14.11.24	£90.00	£0.00	£90.00	32
Clerk Expenses - Mileage	£13.50	£0.00	£13.50	30
Clerks Expences - Village Hall Hire for meeting of Staffing Committee	£15.00	£0.00	£15.00	36
Admin Expenses	£11.25	£0.00	£11.25	30
Atlantic Fabrications - Fix bin and make a new post	£150.00	£30.00	£180.00	24
Cuttlefish Web App pro-rata Cosrs to 01/06/25	£131.30	£26.26	£157.56	5
HBBC Bins Pickards and KRRG	£498.42	£99.68	£598.10	20
5 YEAR GRANT TRANSFER to DESFORD HERITAGE	£17,474.08	£0.00	£17,474.08	Misc Costs
5 YEAR GRANT TRANSFER to DESFORD IN BLOOM	£34,595.44	£0.00	£34,595.44	Misc Costs
Refund S106 contribution for Tennis supplies not spent	£431.63	£0.00	£431.63	S106
Botcheston Hedge reduction	£1,150.00	£230.00	£1,380.00	24
Desford Heritage Insurance	£436.97	£0.00	£436.97	45
Desford In Bloom Insurance	£436.97	£0.00	£436.97	45
Totals	£60,879.87	£678.09	£60,407.96	
DESFORD IN BLOOM				
Thornton Nurseries	£473.55	£94.71	£568.26	DiB/RATIFY
Totals	£473.55	£94.71	£568.26	

For completeness the movement of funds to Desford in Bloom and Heritage Incorporated Charities agreed at Octobers Full Council meeting were detailed in the list of approved payments so the final figures could be verified with the bank account and accountancy software.

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

Solicitors on review of Leases.

RESOLVED Council noted that since the Resources meeting, one lease had been returned by the solicitors. This had arrived too late for review by the Clerk. Cllr A Winner agreed to contact the solicitor directly to seek clarity on the content of the report received and to chase up the missing reports. Item to be added to December agenda.

Building Surveys:

RESOLVED: Council noted that urgent works were required to the electrics at the changing rooms at KRRG following a recent building survey. Due to the highlighted Health and Safety issues regarding the electrics SID were advised by the Clerk's Office, in conjunction with Cllr Winner that the changing rooms needed to be closed immediately whilst quotes were sought. Works to make the electrics safe have now been carried out and electrical certificate received.

Request for Bin on Bridleway

RESOLVED: Council noted the request for an additional bin for dog waste to be placed on the Peckleton end of the bridleway. It was agreed to investigate the costs of purchasing a bin and the additional charges for emptying it. This will be taken back to the Resources Committee next month. Clerk to liaise with Peckleton PC.

Revised Draft Budget for 25-26

RESOLVED: Council noted the revised draft budget figures and agreed that Cllrs Winner and Oakes should liaise with the Clerk to produce a final budget prior to Decembers Resources meeting. It was agreed that Councillors urgently needed to consider the Building Surveys and a schedule of necessary works to enable the Clerk's office to obtain quotes.

9. To RECEIVE the minutes of the Planning Committee held on 4th November 2024 and an update on any applications received since that meeting.

Council noted the following list of planning applications received for the period October 16th - November 20th

- 1. Ref:** 24/00947/CONDIT Manor Lodge, 13 Station Road, Desford
Details: Application to vary conditions 2 and 3 of planning application 23/00377/FUL. Amendments to approved plans and landscaping.
Decision: No objection
- 2. Ref:** 24/00969/FUL Caterpillar UK Ltd, Peckleton Lane, Desford
Details: Reconfiguration and expansion of existing staff car park including new cycle and motorcycle stores and solar PV canopies
Decision: no objection
- 3. Ref:** 24/01008/TPO 1 Goulton Crescent, Desford
Details: T1 Black pine – fell – in decline with limited foliage, adjacent busy junction. Replant with half standard Scots pine
Decision: no objection
- 4. Ref:** 24/01012/HOU 15 Grace Road, Desford
Details: Erection of a two-storey side extension with balcony, single storey rear extension and front porch
Decision: no objection
- 5. Ref:** 24/00975/OUT Land north-east of Old White Cottage, 2 Newbold Road, Desford
Details: Outline application for the construction of a 3-bedroom split level dwelling with landscaping (self-build). Scale, landscaping, layout and access to be considered.

Decision: Object on grounds of unsuitable position with the only access along an unmade, privately-owned track which is also a well-used public footpath. The track meets the public highway at a congested and dangerous corner in the Conservation Area. Traffic at this junction is already grid-locked because of the on-street parking along Main Street and Newbold Road, due to the existing houses having no off-street parking. This site is also outside the settlement boundary.

The site is home to a large amount of wildlife including muntjac, sparrow hawk, foxes, bats and owls and council requested that a full ecological survey be carried out.

6. **Ref:** 24/01017/HOU Lyndale, Lindridge Lane, Desford
Details: Two-storey and single-storey rear extension
Decision: no objection
7. **Ref:** 24/01028/HOU 4 Lindridge Court, Desford
Details: First floor rear extension
Decision: no objection
8. **Ref:** 24/01028/HOU (Re-consultation) 4 Lindridge Court, Desford
Details: First floor front extension
Decision: no objection
9. **Ref:** 24/00989/HOU 6 Fuller Close, Desford
Details: Single-storey rear extension
Decision: no objection

RESOLVED: Council noted and approved the recommendations from the Planning Committee. Council noted that planning permission has been granted for the DiB shed at the Church Centre.

Cllr C Crane rejoined the meeting at this point.

10. **To discuss the receipt of a request from Davidsons for permission to widen a path on Parish Council land off Kirkby Road.**

RESOLVED: Council noted the request but there was a lack of detail, and the clerk was asked to request more information and a possible site visit.

11. **To agree to update the bank mandate.**

RESOLVED: Council approved amendments to the HSBC bank mandate to remove a former councillor, Jo Vavasour.

12. **To consider the hedge on the track behind Forest Rise**

RESOLVED: Council noted that the police will not be pursuing the criminal damage to the hedge. It was agreed that the Clerk should write to all residents whose property backs on to the track to remind them of their rights regarding trimming the hedge back from fences and sheds if they wish to and detailing the annual works that council intend to carry out on the hedge. Residents to be asked to contact us in the first instance if they have any issues or queries.

13. **To CONSIDER Membership of Working Groups and Sub Committees**

13.1. Request from the Barns Committee to reduce the number of Councillors representatives

RESOLVED: Council agreed to reduce the number of representatives on the Barns Charity to one.

13.2. General membership of Working Groups and Sub Committees

RESOLVED: Council reviewed membership of Working Groups and Sub Committees and added Cllr Cooper to the Planning Committee, Cllrs Winner and Clark to the Staffing Committee and removed Cllr Clark from the Allotments WG. Cllr Winner will produce a video to encourage applications to the council and was asked to encourage applications from Bufton Ward Botcheston.

14. To CONSIDER the Working Group, Committee and Sub Committee TOR's

14.1. Environment WG

RESOLVED: Defer to next meeting.

14.2. Asset Maintenance WG

RESOLVED: Council noted the draft ToR and agreed these should be passed to Procedures WG for review before adoption. It was agreed that Cllrs Winner, Oakes, P Crane will make up the working group with representatives of SiD and Botcheston Village Hall to be invited to attend. Cllr C Crane also offered to join the WG if required.

15. To CONSIDER the Following Policies

15.1. Health & Safety Policy

15.2. Media Policy

15.3. Civility & Respect Policy

15.4. Complaints Policy

RESOLVED: Council noted the draft policies that had been reviewed by the Procedures Working Group and agreed to accept all proposed changes and adopt the policies.

16. To CONSIDER a request from DiB to place the spare planter outside the library.

RESOLVED: Council approved the use of the spare planter by DiB.

17. To RECEIVE the Clerks report.

RESOLVED: Noted.

18. In light of the confidential nature of item 19, to CONSIDER exclusion of the Press and the Public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED: In the absence of any members of the public or press this was not necessary.

19. To discuss the recommendations from the Staffing Sub Committee

RESOLVED: Council resolved to accept the recommendations of the Staffing Sub-Committee including a review of job descriptions, carrying out annual reviews of all staff, including getting 360 feedback from outside bodies, and efficiency reviews of staff work and hours.

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

None.

The meeting closed at 8.45pm.

Signed..... Chair