

## **MEETING OF DESFORD PARISH COUNCIL**

Held on Wednesday 18th December 2024 at 7:30pm at Desford Library

### **MINUTES**

### In Attendance:

Desford Parish Council: Cllr A Winner (Chair), Cllr P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr B Treadwell, Cllr C Crane, Cllr E Clark and Pip Gould (Clerk to the Council), Julie Frost (Admin Assistant). **Parishioners:** 1 member 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: A parishioner raised concerns relating to the video update on the Co-op planning application via video on Facebook.

**Council to receive updates from Borough Councillors:** Borough Councillor Mark Shepherd-Bools was in attendance and Council noted the circulated Borough Councillor report. Cllr Sheperd-Bools highlighted the recently published Government white paper in particular devolution and planning.

Cllr C Crane left the meeting.

- 1. To RECEIVE apologies for absence and to consider whether to approve reasons given. RESOLVED: Council noted and accepted apologies from Cllr S McMillan, Cllr C Cooper and Cllr Z Rood.
- 2. To RECEIVE declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda None
- 3. 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 January meeting.
- 4. 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.

Cllr C Crane rejoined the meeting.

compromised

- To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 20<sup>th</sup> November 2024.
   RESOLVED: Accepted and signed.
- 6. To RECEIVE updates and CONSIDER recommendations from Working Groups:
  6.1. Allotments WG: No meeting held.
  6.2. Cemetery WG No meeting held.
  6.3. Staffing Sub Committee WG No meeting held.
  6.4. Procedures WG
  6.4.1. Tree and Hedge Row Policy - Adopted
  6.4.2. IT Policy - Adopted A small change was made to the IT Policy regarding changing passwords annually or if

- 6.4.3. Equality Policy Adopted
- 6.4.4. Risk Assessment Policy Adopted
- 6.4.5. Lone Working Site Risk Assessment Adopted
- 6.4.6. Lone Working Office Risk Assessment Adopted
- 6.4.7. Equality Policy- Adopted
- 6.4.8. Privacy Policy Adopted
- 6.4.9. Training and Development Policy
- 6.4.10 Asset Management Working Group Terms of Reference Adopted
  - A small change to the title of the policy

The Lone Working Policy will be deferred until next month's meeting

7. To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 11<sup>th</sup> December 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 30/11/2024		192,224.60
	Cash in Hand 01/04/2024		217,317.75
	<b>ADD</b> Receipts 01/04/2024 - 30/11/2024 <b>SUBTRACT</b> Payments 01/04/2024 - 30/11/2024		409,542.35
	Cash in Hand 30/11/2024 (per Cash Book)		173,770.76
			235,771.59
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	01 Current Account 087 30/11/2024	17,484.84	
	02 Grants & Projects Reserves 25 30/11/2024	11,006.59	
	03 Precept & General Reserves 07 30/11/2024	206,270.54	
	04 Debit Card 515 30/11/2024	992.62	
	05 Desford in Bloom & Heritage 06 30/11/2024	17.00	
			235,771.59
	Less unpresented payments		
			235,771.59
	Plus unpresented receipts		
	Adjusted Bank Balance		235,771.59

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

		Payments for approval				
Date of Invoice	Invoice Number	Direct Debits/On-line payments from account515 in November: Ratify				
		HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
08.11.24	12834292	Adobe - Acrobat Pro Subscription	£16.64		£16.64	
	1200-202	Amazon Various Stationery	£52.81	£10.56	£63.37	8
		Amazon CREDIT	-£10.83		-£12.99	_
		Totals	£66.62	£8.40	£75.02	
Date of Invoice	Invoice Number	DPC Accounts Payable (from Account087) DD or in advance	Invoice exc vat	VAT	Invoice total	Budget Line
28.11.24	Nov	Staff Salaries NET	£3,703.25	£0.00	£3,703,25	28
		Payment to HMRC for Tax and NI relating to salaries 7 payable on 19th following month	£883.36	£0.00	£883.36	29
	Nov	NEST Pensions (Employer and Employee contributions) payable the following month	£883.30 £169.56	£0.00	£169.56	31
	7428396	Waterplus - Allotments Water Due on 14th Month	£109.50 £57.51	£11.50	£69.01	19B
	7706441/CREDIT	Waterplus - Allotments Water Due around 14th Month	-£43.93	-£11.01	-£66.06	198
	7237049	Waterplus - Cemetery Water Due Inv quarterly 20th of month (next 18 Jan 25)	£10.47	£0.00	£10.47	196 19A
	M098 71	BT Invoice due on 14th month	£66.97	£13.39	£80.36	9
	30810	GoCardless Wemtech - Dec fees in advance Monthly Office 365 Fees & Monthly Councillor emai	£104.19	£20.84	£125.03	5
04.12.2024		Npower Street Lighting due on 3/4 Month Nov 1-31 Charges	£254.31	£12.72	£267.03	21
	107517	M&BG Ltd (Grounds Maintenance monthly )	£2,337.50	£467.50	£2,805.00	11A
	Nov-24	S Hopkinson - Handyman charges	£30.00	£0.00	£30.00	32
	Nov/Dec	Clerk Expenses - mileage	£13.50	£0.00	£13.50	30
	Nov/Dec	Admin Expenses	£11.25	£0.00	£11.25	30
26.11.24		SCRIBE for Jan - Dec 2025	£660.00	£132.00	£792.00	33
20.11.24	19/4315	LRALC Cllr Training Cllr Cooper 20th Nov	£50.00	£0.00	£50.00	36
26.11.24	SI-4624	YMD BOON - Building Surveys	£1,776.00	£355.20	£2,131.20	26
	Community Fund	Desford Good Neighbours - Community Fund RATIFY	£153.63	£0.00	£153.63	43
30.11.24		PROLODIC Swing basket repairs Pickards Park	£1,148.90	£229.78	£1,378.68	17
03.12.24	126930	EON Street lighting maintenance quarter ending Dec 2024	£96.00	£19.20	£115.20	23
		Totals	£11,482.47	£1,251.12	£12,722.47	
		DESFORD IN BLOOM				
			610.00	CO 00	610.00	DATIEN
		Donation made after 31st Oct to DiB	£10.00	£0.00	£10.00	RATIFY
		Balance of Bank Charges Ratify Donation sent to DiB Incorporated Charity in November	£8.00	£0.00	£8.00	RATIFY
		Donation sent to Dis Incorporated Charity in November	-£10.00	£0.00	-£10.00	RATIFY

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

		MONTHLY ANALYSIS: Cashbook Statement Reconciled w	the CORIDE							
Budgetry Ana	alveie		179,029.00	<u> </u>						
DuugettyAlla	<u>atysis</u>	Pointing -	April	Mav	June	July	August	September	October	November
2024-2025	%			ridy	June	July	Aubust	September	October	November
2024-2025 Budget	utilised	Opening Bank Balance	102 224 60	281,745.86	270 267 62	045 106 60	226 001 02	226,313.41	205 516 21	244,707.88
Duuget	utiuseu	Monthly Expenditure total							64,681.89	
25720	80.65	Administration	2.562.05	,		216.62		,	137.75	1148.07
13000		Office running Costs	346.98	_,	149.97	291.68			347.40	1140.07
55000		Staff and Training and Councillor Costs	3.670.55		9.231.37	3.599.24		3607.94	3630.42	4329.36
70950		Grounds and Building Maintenance Costs	4,623.84	,	,	7.149.58	,	4236.39	6318.12	4445.14
11980		Misc Costs inc Cemetery & Alllotments, NP, Funding etc	110.47	10.47	104.14	10.47	.,	10.47	1490.20	221.61
2379		Contingency	0.00		0.00	0.00		221.2	0.00	0
N/A	0.00	Dib/Heritage Expenditure	864.99		3,112.30				52758.00	18.00
N/A		VAT Element	1,081.77	847.62	972.59	1,299.44		860.13	1659.83	920.71
		Reserves S106				_,		1.753.27		431.63
		Cashflow outlay including VAT Element	13,260.65	7,494.03	35,029.04	13.268.33	14.436.26	12,306.45	66.341.72	11.634.28
		Income								
179029	100	Precept	89,514.50	0.00	0.00	0.00	0.00	89,514.50	0.00	0.00
1400	182.67	BankInterest	263.01	314.94	320.06	270.65	238.91	484.75	340.12	325.00
1470	5.65	Allotment rents	33.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
4000	162.25	Cemetery	370.00	170.00	150.00	500.00	400.00	1,300.00	1300	2,300.00
N/A		Dib/Heritage	3,329.26	2,343.00	417.97	562.74	3,978.84	110.00	10.00	10
N/A		Misc Income	43.89	0.00	0.00	0.00	0.00	0.00	60.39	10.82
N/A		Earmarked Allotment Deposits	50.00	0.00	0.00	0.00	0.00	100.00	0.00	50.00
N/A		S106 Reserves (SiD)	0.00	2,184.90	0.00	0.00	0.00	0.00	0.00	0.00
N/A		VAT Refund	9,178.25	2.96	0.00	2890.24	0.00	0.00	3822.88	2.17
		Cashflow income	102,781.91	5,015.80	888.03	4,223.63	4,667.75	91,509.25	5,533.39	2,697.99
		Monthly Exp: Inc Insurance proportion	14,850.10	/	· ·	· · ·	7	13,645.90	67,681.17	12,973.73
		Exp Less Income (includes Bank Int/Allotment/Cemetery	,	8,348.54	16,825.07	14,337.13	15,086.80	11,861.15	63,848.29	12,961.56
		but excludes DiB & S106 VAT Refund & allotment deposi								
		Closing Bank Balance reconciled in SCRIBE	281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21	244,707.88	235,771.59
					DiB & Herita	age Bank Acco		17.00		
						Acc Balance	=	17.00		

The Resources Committee held an in-depth discussion regarding the budgetary analysis and the Committee was satisfied with the year-to-date explanations with regards to observed variations. The Committee were provided with a summary of Receipts and Payments for October 24 and a Net Position by Cost Centre and Code year to date and these are available on request.

**RESOLVED**: Council noted and **APPROVED** the cashbook statement and budgetary analysis.

- 7.1. To CONSIDER Quote for Hedge works on track behind Forest Rise RESOLVED: It was agreed to accept the quote of £1650 + VAT to cut back a channel approximately 1m wide behind the hedgerow at Forest Rise in line with the new Tree and Hedge Policy.
- 7.2. To CONSIDER Quote for Works to the pathway at the Strict Baptist Graveyard RESOLVED: It was agreed to accept the quote of £950 + VAT to supply and install gripper stair treads on timber edges including refinishing and topping up centrack where required.
- 7.3. To RECEIVE and update on the review of Leases and CONSIDER next steps: Cllr Winner to advise at January meeting.
- 7.4. To CONSIDER Quote for a replacement planter at Botcheston RESOLVED: It was agreed to replace the stolen Amberol planter at the entrance of Botcheston at a cost of £249 + VAT RESOLVED: It was agreed that Clerk and Burials Officer should attend Burial training at a cost of £80.
- 8. To RECEIVE the minutes of the Planning Committee held on 2<sup>nd</sup> December 2024 and an update on any applications received since that meeting. There were no applications received.
- 9. To RECEIVE and CONSIDER an update on the Davidsons request for permission to widen a path on Parish Council land off Kirkby Road following a site visit.

Davidsons to widen the existing footway along a narrow strip of the Parish owned land that fronts Kirkby Road. The strip of land will measure between 100mm and 400mm maximum depth and a length of no more than 24 meters.

**RESOLVED:** The approval was agreed by Council subject to Davidson agreeing to the following conditions:

- 1. Davidsons makes right any street furniture, landscaping (stones) or other items that are affected by these works and this must be at Davidsons own cost.
- 2. During construction Davidsons assume full responsibility for Health & Safety of the area.
- 3. During construction and on completion the site must be left in a clean, tidy, and safe condition at all times.
- 4. Davidsons must assume full responsibility, ownership and maintenance of the land adopted.
- 5. The Parish Council must be allowed to inspect, approve, and sign off the works once they have been completed by Davidsons.
- 6. Davidsons take full responsibility for informing any residents and the school of the intended works and the commencement date.
- 7. The Parish Council agreed that the offer of the land to Davidsons was on the understanding that the pavement works were completed before any occupation of the houses in the new estate. They understand this was also a condition of the original planning officer but wished to highlight the fact.

### 10. To CONSIDER a request for Grant funding for Sport in Desford.

A grant of £9000 was requested urgently by Sport in Desford to replace a grant that has been withdrawn for their ground source heat pump. It was **Resolved** that it is not currently possible to support this request.

### 11. To note correspondence received from Parishioners and partners

11.1. Traffic speed and congestion through Desford

It was **agreed** that pressure should be exerted on LCC Highways: ndi@leics.gov.uk. Clerk to forward letter to Highways, Peter Bedford and Dr Luke Evans, pushing for data to be provided.

**11.2.** To Consider a request from Desford in Bloom regarding Risk Assessments

It was **agreed** that DIB, as an Independent Charity, should arrange their own risk assessments and policy documentation and that Cllr Winner will respond directly to DIB.

**11.3.** To Consider a request from a resident regarding low hanging trees at the cemetery It was agreed that as a new tree survey is due to be carried out in early 2025, Council will await for the outcome of this survey and be guided by the results.

### 12. To RECEIVE the Clerks report.

Clerk advised that the Tax base figures have been received from Hinckley and Bosworth Borough Council and confirmed that the 25-26 Precept must be agreed at the January meeting.

#### 13. Information from Councillors (<u>not for debate or decision</u>). None

The Meeting closed at 9.11pm.

Signed ..... Chair