



## **MEETING OF DESFORD PARISH COUNCIL**

Held on Wednesday 18<sup>th</sup> 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.*

5. **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 compromised

**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.

<b>A</b>	<b>Bank Reconciliation at 30/11/2024</b>		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
	<b>Cash in Hand 30/11/2024</b> (per Cash Book)		173,770.76
			<b>235,771.59</b>
	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	
			<b>235,771.59</b>
	Less unrepresented payments		
			235,771.59
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>235,771.59</b>

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



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](mailto: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 (not for debate or decision).**

None

The Meeting closed at 9.11pm.

Signed ..... Chair

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