

# **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.

- 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
- 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.

Α	Bank Reconciliation at 30/11/2024		192,224.60
	Cash in Hand 01/04/2024		217,317.75
	ADD Receipts 01/04/2024 - 30/11/2024  SUBTRACT 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 01 Current Account 087 30/11/2024	0.00 17,484.84	
	02 Grants & Projects Reserves 25 30/11/2024 03 Precept & General Reserves 07 30/11/2024	11,006.59 206,270.54	
	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		
В	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	£0.00	£16.64	4
		Amazon Various Stationery	£52.81	£10.56	£63.37	8
		Amazon CREDIT	-£10.83	-£2.16	-£12.99	8
					.75.00	
		Totals	£66.62	£8.40	£75.02	
			Invoice		Invoice	
Date of Invoice	Invoice Number	DPC Accounts Payable (from Account 087) DD or in advance	exc vat	VAT	total	Budget Line
28.11.24	Nov	Staff Salaries NET	£3,703.25	£0.00	£3,703.25	28
		Downstate UNDS for Toward UV relation to relation 7 and the set 40th fellowing month				
	Nov	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	£169.56	£0.00	£169.56	31
10.11.24	7428396	Waterplus - Allotments Water Due on 14th Month	£57.51	£11.50	£69.01	19B
10.12.24	7706441/CREDIT	Waterplus - Allotments Water Due around 14th Month	-£43.93	-£11.01	-£66.06	19B
01.11.24	7237049	Waterplus - Cemetery Water Due Inv quarterly 20th of month (next 18 Jan 25)	£10.47	£0.00	£10.47	19A
13.11.24	M098 71	BT Invoice due on 14th month	£66.97	£13.39	£80.36	9
15.11.24	30810	GoCardless Wemtech - Dec fees in advance Monthly Office 365 Fees & Monthly Councillor emai	£104.19	£20.84	£125.03	5
04.12.2024	12044025	Npower Street Lighting due on 3/4 Month Nov 1-31 Charges	£254.31	£12.72	£267.03	21
27.11.24	107517	M&BG Ltd (Grounds Maintenance monthly )	£2,337.50	£467.50	£2,805.00	11A
01.12.24	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	7697	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
		Desford Good Neighbours - Community Fund RATIFY	£153.63	£0.00	£153.63	43
30.11.24	10174	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				
		Donation made after 31st Oct to DiB	£10.00	£0.00	£10.00	RATIFY
		Balance of Bank Charges Ratify	£8.00	£0.00	£8.00	RATIFY
		Donation sent to DiB Incorporated Charity in November	-£10.00	£0.00	-£10.00	RATIFY
		Totals	£8.00	£0.00	£8.00	

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

		MONTHLY ANALYSIS: Cashbook Statement Reconciled w	ithSCRIBE							
		Precept =	179,029.00							
Budgetry Ana	alysis	Monthly =	14,919.08							
			April	May	June	July	August	September	October	November 1
2024-2025	%									
Budget	utilised	Opening Bank Balance	192,224.60	281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21	244,707.88
		Monthly Expenditure total	12,178.88	6,646.41	34,056.45	11,968.89	12,772.95	11,446.32	64,681.89	10,713.57
25720	80.65	Administration	2,562.05	-2,720.41	18,153.21	216.62	932.70	313.13	137.75	1148.07
13000	12.57	Office running Costs	346.98	149.97	149.97	291.68	78.78	149.97	347.40	119.76
55000	64.61	Staff and Training and Councillor Costs	3,670.55	3,923.84	9,231.37	3,599.24	3,544.87	3607.94	3630.42	4329.36
70950	60.23	Grounds and Building Maintenance Costs	4,623.84	5,061.14	3,305.46	7,149.58	7,596.70	4236.39	6318.12	4445.14
11980	18.83	Misc Costs in a Cemetery & Alllotments, NP, Funding etc	110.47	10.47	104.14	10.47	297.42	10.47	1490.20	221.61
2379	0.00	Contingency	0.00	0.00	0.00	0.00	0.00	221.2	0.00	0
N/A		Dib/Heritage Expenditure	864.99	221.40	3,112.30	701.30	322.48	1153.95	52758.00	18.00
N/A		VAT Element	1,081.77	847.62	972.59	1,299.44	1,663.31	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	Allotmentrents	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	8,833.48		14,607.78	-	13,645.90	67,681.17	
		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 deposit								
		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	ige Bank Acco	ount	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	RECEIV	Æ	the	Clerks	re	port.
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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