



Held on Wednesday 21st February 2024 at 7:30pm at Botcheston Village Hall

MINUTES

In Attendance:

Desford Parish Council – Cllr G Eldridge, (Acting Chair), Cllr C Crane, Cllr P Crane, Cllr Oakes, Cllr B Treadwell, Cllr P Treadwell, Cllr Rood, Cllr McMillan and also Julie Frost (Admin Assistant), Alex Stretton (Deputy Clerk).

Also present: Borough Councillors Robin Webber-Jones and Mark Bools, John Kilcoyne (LRALC)

There were 5 members of the public present.

1. Apologies To note apologies and valid reasons.

It was **Resolved** to accept apologies and valid reasons from Cllr Cosgrove, Cllr Vavasour.

2. Declarations of Interest

There were no declarations of interest.

3. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 21st January 2024

Cllr Eldridge proposed to amend item 9 of the January minutes to replace the word 'approve' with the word 'suggest'. The minutes were amended and signed as a true record.

4. County and Borough Council Reports.

Council noted the previously circulated report from Borough Councillors. No report received from County Councillor.

The Main points:

- Council noted that the Bellway estate is due to be signed over to HBBC in the near future.
- Miller and Owl homes will not yet be signed over as there are ongoing issues including the Owl homes entrance and pathways. Cllr Oakes asked the borough councillors to raise the issue of the 'rat run' from the Owl estate that has appeared near the boundary of 57 Peckleton Lane.
- Issues on the verges on St Martins Drive are ongoing with HBBC trying to resolve the parking issues.
- Layby at the end of the Bridleway near Griffen, Cllr P Crane asked whether it can be tarmacked in, clerk has approached LCC.

5. Parishioners Participation

The following questions were asked in relation to agenda item 6:

- Can DiB purchase alcohol for events, for instance to sell or for raffle prizes?
- Can working groups such as DiB send emails/letters to governing bodies rather than through the parish council?
- Will working groups be involved in decision making.
- What will be the ramifications of the proposed changes on the working groups.

The following question was asked in relation to agenda item 7:

- Request support from council for item 7, the purchase over a number of years of additional baskets and help to gain a quotation for watering.

6. To consider the impact on the Council's processes of moving to larger council status

6.1 Consider the ongoing status of Working Groups

Cllr Eldridge proposed that John Kilcoyne (LRALC) be allowed to participate for this agenda item and councillors unanimously agreed. Cllr Eldridge referenced the report that had been circulated to all councillors and proposed to show a short presentation to explain the issues facing council.

The presentation gave the background to larger council status and the law relating to transparency. The council has 9 working groups, however working groups do not exist in law and therefore are not subject to the council's rules and regulations.

It was **resolved** that 2 options will be presented to the existing working groups to either become sub-committees or to become independent of council.

It was **resolved** that the clerk will invite representatives of all working groups to a meeting to discuss these options. Mr Kilcoyne was invited to attend and suggested that the option be given to attend either in person or by zoom.

It was **resolved** that council will review the feedback from working groups at the March meeting and if necessary, any work to set up committees and/or sub-committees and their terms of reference will be completed for approval at the Annual meeting of Council in May.

Cllr Eldridge thanked Mr Kilcoyne for his help.

7. Updates and recommendations from Working Groups:

a) DiB WG: 12th February 2024

- Recommendation for permission for the clerk to apply for a licence to place hanging baskets on streetlights.
 - It was **resolved** that the Clerk will apply to LCC for a licence for 200 baskets to be placed on lampposts as part of a rolling programme of approximately 50 baskets per year.
 - It was **resolved** that the Clerk will obtain a quote from the current contractors for the watering of these baskets with no onward financial commitment for this.

b) Procedures WG: 5th February 2024

- Noted

c) Heritage WG: 4th January 2024

- Noted.

8. To receive and consider the recommendations of the Resources Committee meeting held on 14th February 2024, including consideration of the Councils Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.

a. To receive the bank statements for January 2024

Resolved: Noted

b. To receive and approve the cashbook statements up to the end of January 2024 and recommend payment of invoices.

Resolved: Noted and payments approved.

Payments for approval in February 2024

Debits that will be paid from account ...515 in February

Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
	£29.31	£4.26	£33.57	

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - January	£2,920.03	£0.00	£2,920.03	28
Payment to HMRC for Tax and NI relating to January salaries	£482.77	£0.00	£482.77	29
NEST Pensions (Employer and Employee contributions) January	£93.23	£0.00	£93.23	31
Waterplus - Allotments Water	£31.85	£6.37	£38.22	19B
Waterplus - Cemetery Water	£28.07	£0.00	£28.07	19A
GoCardless Wemtech - Monthly Office 365 Fees	£43.89	£8.78	£52.67	5
Npower Street Lighting - Inv 09613307	£271.97	£13.60	£285.57	21
R&CA Advisory (Book-keeper) January 2024 Invoice 24001	£87.30	£0.00	£87.30	33
M&BG Ltd (Grounds Maintenance monthly invoice 99432)	£2,009.67	£401.93	£2,411.60	11A
Scribe - Accounts Software Inv 5340	£2,536.00	£507.20	£3,043.20	33
Wicksteed - Playground Replacement Parts & Fitting Inv 824272	£1,307.26	£261.45	£1,568.71	17
Pi - Annual Playground Inspections Inv 66637	£426.00	£85.20	£511.20	17
LRALC - Internal Audit Service - Inv 19/3704	£370.00	£0.00	£370.00	1
HBBC - Recreation Ground Bins - Inv 4003085857	£453.96	£90.79	£544.75	20
BT Invoice	£53.72	£10.74	£64.46	9
Your Locale YL/DPCR/07 Review Invoice	£1,500.00	£300.00	£1,800.00	41
Handyman Steve Hopkinson	£60.00	£0.00	£60.00	32
WestEnd Pest Control 2024-2	£150.00	£0.00	£150.00	18
Burial Officer Exp Mileage	£9.00	£0.00	£9.00	30
SLCC membership 12 months plus joining fee	£244.00	£0.00	£244.00	35
	£13,078.72	£1,686.06	£14,764.78	

c. To receive and note the Parish Council invoice and expenditure and financial summary of budgetary analysis up to the end of January 2024.

Resolved: Noted and approved.

Desford Parish Council - 14 February 2024		Cashbook		
Accounts and Invoices for Recommendation to Council				
Opening Balances 01st January 2024		Projects & Grants Reserve Account ... 253		£8,002.60
		Current Account ... 087		£42,052.73
		Debit Card Account ... 515		£935.94
		Precept Reserve Account ... 072		£118,349.11
			TOTAL DPC=	£169,340.38
		Desford in Bloom Account ... 064		£54,431.69
		DiB Petty Cash		£53.48
			TOTAL =	£223,825.55
Transactions in Current Account ..087 in January 2024				Budget Line
Payment to BT (Direct Debit)			-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)			-£27.33	19A
Waterplus - Allotments Water			-£38.22	19B
NEST Pension Payments Covering December 2023			-£93.23	31
Payment to Npower for Street Lighting(Direct Debit)			-£271.45	21
Payment to Go Cardless Wem Tech			-£104.15	5
Payments in the form of 15 BACS Payments (refer to Bank Statement)			-£12,405.75	
HMRC PAYE/NIC Payment covering December			-£395.58	29
HSBC Bank Account Fees			-£10.50	6
Allotment Income			£501.00	59
Cemetery Income			£350.00	60
		Total =	-£12,559.67	
Transactions of ..515 (Debit Card Account) January 2024				
	Transaction exc vat	VAT	Transaction total	
Zoom Monthly Subscription	-£12.99	-£2.60	-£15.59	4
Terrain - H&S advisors	-£8.33	-£1.66	-£9.99	35
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	6
HBBC Non Domestic Rates -Kirkby Road (02nd January 2024)	-£92.00	£0.00	-£92.00	25
www.Fenandleisure.co.uk/Office Desk	-£39.17	-£7.83	-£47.00	8
			£0.00	
	Total	-£160.49	-£12.09	-£172.58
Transactions for Projects & Grants Reserve Account ..253 January 2024				
Nil				
			Account Balance =	£8,002.60
Transactions for Precept Reserve Account ..072 December				
Gross Interest Received			£197.01	58
			Account Balance =	£118,546.12
Transactions DiB Account ...064 January 2024				
	Transaction exc vat	VAT	Transaction total	
DiB Donations & Grants			£10.00	
Heritage Donations & Income				
Undefined Donations & Grants				
Heritage Christmas Stall Receipts				
HSBC Bank Account Fees	-£62.13	£0.00	-£62.13	
HBBC - Additional Wheelie Bins for Christmas Event Inv 9003085750	-£131.54	-£26.31	-£157.85	
JG Holier - Heritage Inv 2401 1181	-£180.00		-£180.00	
Digital Woodcrafts - Heritage Inv 19453	-£234.00		-£234.00	
Syston Band - Heritage	-£350.00		-£350.00	
BS & LA Grimshaw - Heritage Expenses	-£23.99		-£23.99	
RA Treadwell - Heritage Expenses	-£48.66		-£48.66	
RA Treadwell - Heritage Expenses	-£18.87		-£18.87	
			Account Balance =	£53,366.19
Council Funds at 31st January 2024				
	Projects & Grants Reserve Account ... 253			£8,002.60
	Current Account ... 087			£29,493.06
	Debit Card Account ... 515			£763.36
	Precept Reserve Account ... 072			£118,546.12
			TOTAL DPC=	£156,805.14
DiB Funds total = £32,799.22 plus PC of £108.48	Desford in Bloom & Heritage ... 064			£53,366.19
Heritage Funds total = £20,566.97	Petty Cash DiB			£108.48
			TOTAL =	£210,279.81

8.1 To consider Desford in Bloom and Heritage budgets for 2024/25

It was **resolved** to accept the budgets. It was noted that both groups have expenditure for the year higher than income and it was **resolved** to ask them to prepare a 3-year budget proposal.

8.2 To review the proposed schedule of charges for the Publications Scheme

It was **resolved** to accept the proposed schedule of charges.

8.3 To consider the S106 contribution towards tennis club supplies and consider approval of subsequent application to HBBC for maintenance.

It was **resolved** to approve the application for S106 monies towards tennis supplies on **behalf of SiD for £2,731.12** and to apply for the maintenance.

Council noted an additional request from the Resources Committee to consider the purchase of a stone planter for the Hunts Lane entrance to the village. It was noted that 2 planters are now required, and council **resolved** to ask the Clerk to obtain quotations for 2 stone planters.

9. To receive the minutes of the Planning Committee held on 5th February 2024 and an Update on any applications received since that meeting. Town and Country Planning Act 1990, sch 1, paragraph 8.

Planning Applications 17th January – 21st February

1. Ref: 24/00053/TCA 9 Church Lane, Desford

Details: Works to trees

Decision: no objection

2. Ref: 24/00058/HOU 9 Station Road, Desford

Details: Two storey side extension, garage conversion and alteration to dwelling

Decision: no objection

3. Ref: 24/00079/TPO Manor Lodge, 13 Station Road, Desford

Details: Works to tree

Decision: no objection

4. Ref: 24/00091/FUL The Oaks, Main Street, Botcheston

Details: Erection of a single storey detached garage, single storey stables and change of use of land for the keeping of horses (Sui Generis)

Decision: ask for a condition to be imposed, to ensure that there is no future change of use of the garage or stables without further planning application.

It was **resolved** to submit comments to HBBC Planning on item 4 (24/0009/FUL) and the Clerk was asked to request an updated map of SLAA land from HBBC.

10. To note the contents of the Annual Play Inspection playground reports for Pickards Park, Kirkby Road Recreation Ground and Botcheston and consider any actions arising from them.

It was **resolved** to refer the reports to Resources Committee for review.

11. To review and adopt policies:

11.1 Publication Scheme

It was **resolved** to adopt the Publication Scheme.

11.2 Freedom of Information Policy

It was **resolved** to adopt the recommended changes to the Policy.

11.3 Biodiversity Policy

It was **resolved** to adopt the Policy.

11.4 Vexatious Complaints Policy

It was **resolved** to adopt the Policy.

12. Membership of Committees and Working Groups

12.1 Appointment of members to existing committee and working groups

It was **resolved** that this will be deferred to the March meeting and in the meantime councillors will step up to ensure meetings are quorate when necessary.

13. To receive an update from the Clerk

- a. **Botcheston Village Hall Water leaks – Info Only** - £1,250 was received from the Insurance company on 12th February.
- b. **Desford Parish Council Website – Update**

As part of the recent move from 2 Commune to Cuttlefish, they are very kindly offering to improve the website appearance and the design will be developed to meet the upcoming accessibility guidelines (<https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>). This is all **free of charge**.

The functionality and content will remain the same, there will be no demands on staff time and no additional expense to parishioners. The Clerk will advise when the new site is live.

- c. **Highways enquiries**

Owl Homes Works: We have received a Highways **intention notice** regarding the closure of Peckleton Lane between the junction of Grace Rd & 20m south of the junction with Wellum Way. TEMPORARY PROHIBITION OF ALL THROUGH TRAFFIC and a TEMPORARY PROHIBITION OF WAITING AND LOADING AT ANY TIME on both sides of the carriageway.

The works will commence when the appropriate signs are erected and may last for up to 4 weeks. The notice states anytime from 25th March.

Recent Reports Table

Date	Reference Number	Location	Description	Status	CSC/Web Ref
18/01/2024	939041	Peckleton Lane, Desford	Footway (Illicit footpath Owl Estate) SEE RESPONSE Below	Response Given	FS578546426
16/01/2024	938732	Bridleway R119, Desford	Ironwork (manhole cover)	Inspection Required	FS577941108
12/01/2024	938143	Lindridge Lane, Desford	Forestry	Forestry Inspection arranged	FS576798206
02/01/2024	936091	High Street, Desford	Streetlamp out	Works in Progress	FS573619625

Response given to 939041

Leicestershire County Council would not take any action in this matter. If people choose to take a short cut across an unmade surface rather than walking round on the footway, then they do so at their own risk. The highway verge should be taken as found, and one would typically expect it to be wet and or frozen at this time of year. The hedgerow which may have been there previously is the boundary feature belonging to the

owner of that land (presumably Owl Homes at present). It is at their own discretion if they wish to remove or replace it (subject to any restrictive conditions on their planning consent).

Leicestershire County Council would not install any kind of barrier to try and prevent people from walking across the highway verge. I am sorry that I am unable to be of any assistance on this occasion.

Listed in the Older Reports Table below are enquiries that are still open, with their current status, that you have raised via Leicestershire County Council's Customer Service Centre or the Defect Report Form prior to January 2024. This will be empty if there are no open enquiries logged prior to January 2024.

Older Reports Table

Date	Reference Number	Location	Description	Status	CSC/Web Ref
08/11/2022	888775	Station Road, Desford	Gully Blocked	Further Investigation Required (Automatic email sent)	FS464066405

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

14.1 Cllr Crane reported that one half of Bufton Lodge has been empty for 7 years and is falling into disrepair that is affecting the neighbours. Clerk to report to HBBC.

14.2 Botcheston Village Hall – recent rain has revealed leaks around 3 windows, a contractor has been contacted for a quotation and further investigations will be made.

The Meeting closed at 9.27pm

Chair

Date