



MEETING OF DESFORD PARISH COUNCIL

Held on Wednesday 16th October 2024 at 7:30pm at Botcheston Village Hall

MINUTES

In Attendance:

Desford Parish Council – Cllr A Winner (Acting Chair), Cllr P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr C Crane, Cllr Cooper, Cllr E Clark and Pip Gould (Clerk to the Council), Julie Frost (Admin Assistant)

Parishioners: 7 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.

1. **To RECEIVE apologies for absence and to consider whether to approve reasons given.**
RESOLVED: Council noted and accepted apologies from Cllr B Treadwell, Cllr S McMillan 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**
Cllr P Crane declared that she was involved with the discussions with Desford in Bloom and Heritage memorandums of understanding.
3. **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.
4. **To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 18th September 2024.**
RESOLVED: Accepted and signed with a written amendment to agenda item 7.
5. **To RECEIVE updates and CONSIDER recommendations from Working Groups:**
 - 5.1. **DIB WG:**
 - 5.1.1. **To consider expenditure requests received after Resources Committee meeting.**
There were no items of expenditure
 - 5.2. **Heritage & Family Heritage WG**
No updates received
 - 5.3. **Procedures WG**
See Agenda item 12
 - 5.4. **Allotments WG**
Minutes were noted
 - 5.5. **Cemetery WG**
No meeting
 - 5.6. **Staffing Sub Committee**
No minutes available
6. **To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 9th October 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 30/09/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 30/09/2024		209,086.37
			401,310.97
	SUBTRACT Payments 01/04/2024 - 30/09/2024		95,794.76
A	Cash in Hand 30/09/2024 (per Cash Book)		305,516.21
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	83.00	
	01 Current Account 087 30/09/2024	32,744.66	
	02 Grants & Projects Reserves 25 30/09/2024	10,316.49	
	03 Precept & General Reserves 07 30/09/2024	205,605.42	
	04 Debit Card 515 30/09/2024	1,103.93	
	05 Desford in Bloom & Heritage 06 30/09/2024	55,662.71	
			305,516.21
	Less unrepresented payments		
			305,516.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		305,516.21
	A = B Checks out OK		

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

Payments for approval				
Direct Debits/On-line payments from account ...515 in September: 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	8
Totals	£116.64	£0.00	£116.64	
DPC Accounts Payable (from Account ..087) DD or in advance				
Staff Salaries NET	£3,007.88	£0.00	£3,007.88	28
Payment to HMRC for Tax and NI relating to salaries 7 payable on 19th following month	£485.24	£0.00	£485.24	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	£221.20	£44.24	£265.44	19B
<i>Waterplus - Cemetery Water Due Inv quarterly 20th of month (next Oct 24) paid monthly by DD</i>	£0.00	£0.00	£0.00	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	£93.49	£18.70	£112.19	5
Npower Street Lighting due on 3/4 Month	£202.91	£10.15	£213.06	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
S Hopkinson - Handyman Sept charges handed in on 15.10.24	£30.00	£0.00	£30.00	32
Clerk Expenses - mileage	£13.50	£0.00	£13.50	30
TP Jones Invoices sent Quarterly	£54.50	£10.90	£65.40	34
Admin Expenses	£4.50	£0.00	£4.50	30
M&BG Ltd Fencing Repairs Cemetery	£400.00	£80.00	£480.00	13
M&BG LTD Fencing Repairs Cemetery Car Park	£250.00	£50.00	£300.00	13
M&BG Ltd Cemetery Memorial Garden works	£540.00	£108.00	£648.00	13
LRALC Cllr Training Cllr Clark	£50.00	£0.00	£50.00	36
LRALC Delegate Fee AGM	£15.00	£0.00	£15.00	36
Remaining 50% of Timber climbers & zip wire	£3,348.41	£669.68	£4,018.09	17
Remaining 50% of zip wire	£399.30	£79.86	£479.16	17
Totals	£11,627.71	£1,550.62	£13,178.33	
DESFORD IN BLOOM				
LCM - Lucilla Digital Media - Pull up banner design and print prep	£50.00	£0.00	£50.00	DiB
Karen wakefield Exps Socia fundraising event	£70.53	£0.00	£70.53	DIB
Karen wakefield Exps	£47.15	£0.00	£47.15	DIB
Totals	£167.68	£0.00	£167.68	

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

The Resources Committee conducted an in-depth discussion regarding the budgetary analysis and it was noted that they were satisfied with the year-to-date explanations with regards to observed variations.

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

Budgetary Analysis		Monthly =	14,919.08						
			April	May	June	July	August	September	
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	
		Monthly Expenditure total	12,178.88	6,646.41	34,056.45	11,968.89	12,772.95	11,446.32	
25720	75.65	Administration	2,562.05	-2,720.41	18,153.21	216.62	932.70	313.13	
13000	8.98	Office running Costs	346.98	149.97	149.97	291.68	78.78	149.97	
55000	50.14	Staff and Training and Councillor Costs	3,670.55	3,923.84	9,231.37	3,599.24	3,544.87	3607.94	
70950	45.06	Grounds and Building Maintenance Costs	4,623.84	5,061.14	3,305.46	7,149.58	7,596.70	4236.39	
11980	4.54	Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47	10.47	104.14	10.47	297.42	10.47	
2379	0.00	Contingency	0.00	0.00	0.00	0.00	0.00	221.2	
N/A		Dib/Heritage Expenditure	864.99	221.40	3,112.30	701.30	322.48	1153.95	
N/A		VAT Element	1,081.77	847.62	972.59	1,299.44	1,663.31	860.13	
		Reserves S106						1,753.27	
		Cashflow outlay including VAT Element	13,260.65	7,494.03	35,029.04	13,268.33	14,436.26	12,306.45	
		Income							
179029	100	Precept	89,514.50	0.00	0.00	0.00	0.00	89,514.50	
1400	135.17	Bank Interest	263.01	314.94	320.06	270.65	238.91	484.75	
1470	5.65	Allotment rents	33.00	0.00	0.00	0.00	50.00	0.00	
4000	72.25	Cemetery	370.00	170.00	150.00	500.00	400.00	1,300.00	
N/A		Dib/Heritage	3,329.26	2,343.00	417.97	562.74	3,978.84	110.00	
N/A		Misc Income	43.89	0.00	0.00	0.00	0.00	0.00	
N/A		Earmarked Allotment Deposits	50.00	0.00	0.00	0.00	0.00	100.00	
N/A		S106 Reserves (SiD)	0.00	2,184.90	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	
		Cashflow income	102,781.91	5,015.80	888.03	4,223.63	4,667.75	91,509.25	
		Monthly Exp: Inc Insurance proportion	14,777.27	8,760.65	18,096.24	14,534.95	15,702.88	13,573.07	
		Exp Less Income (includes Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT Refund & allotment deposits)	14,067.37	8,275.71	17,626.18	14,264.30	15,013.97	11,788.32	
		Closing Bank Balance reconciled in SCRIBE	281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21	

Other recommendations from resources:

To consider any requests for expenditure from Desford in Bloom and Heritage working groups.

There were no requests for expenditure presented to Resources.

To consider revised quote for Quinquennial/Building reports for council owned buildings.

- Botcheston Village Hall **£888**
- Kirkby Road Changing Rooms **£592**
- Desford Cemetery Hut **£296**

RESOLVED: The revised quotes had not changed, and Councillors agreed to the quotes and to commence the surveys on these three buildings as soon as possible.

To consider a quotation for repairs to the Proludic basket swing at Pickards.

RESOLVED: The quotation for **£1148.90 Net** for the repairs was accepted. Cllrs requested, if possible, an explanation regarding the reason why the pole had sunk.

To consider revised quotations for hedge works at Botcheston Village Hall.

RESOLVED: to accept the M & BG quote for **£1150 Net** to reduce the conifer hedge by two feet provided by M&BG. **Action:** The Clerk was requested to contact M & BG to see if it would be possible to reduce the hedge further without causing any damage.

- **To consider Parish Mobile App**

This would allow residents to view key council information and potentially open our communications up to a wider demographic.

RESOLVED: To accept the quote of **£225 Net**

- **To consider Your Locales estimate of fees for ongoing support to see the Neighbourhood Plan through to the referendum.**

RESOLVED: To accept the estimated fee of **£3600**. Council requested that there is a provision made in next year's budget as Grant funding has now ceased.

- **To consider the Allotments WG recommendations regarding 2025 rent.**

Councillors **RESOLVED** that there would be no increase for the 2025 rents on the understanding that there will be no capital expenditure available for track repairs.

- **To note the Draft Budget for 24-25.**

Cllr Oakes commented that the draft budget was noted at the Resources meeting and included an increased

budgetary amount based on 2024-2025 playground maintenance program. The Clerk had additionally presented data regarding the monetary effect the current draft budget would have on Band D Precept.

The

Resources Committee recommended that the pest control was split between the allotments and the general

parish in the accounts and budget for 2025.

7. **To CONSIDER the Formal agreements proposed between Council and the affiliated Heritage and Desford in Bloom Charity Incorporated Organisations.**

To amend the MoU's to align with the Parish Insurance levels.

7.1. Consider Grant funding for Desford in Bloom and Heritage Groups

RESOLVED: To transfer the ringfenced DiB and Heritage Funds in the form of a Grant utilising the Power to promote tourism. S144 LGA 1971. Funds will be transferred on 31st October.

RESOLVED: To ringfence funds to the value of **£2,875** for VE Day invoices already received in the name of Desford Parish Council. To hold back **£25** to cover bank charges charged in arrears.

7.2. Consider Insurance cover

RESOLVED: To cover the Trustees Insurance expense for both incorporated charities for **£873.94** for 12 months from the 1st November.

7.3. Consider closing existing bank account

RESOLVED: To transfer the ringfenced funds to the Councils deposit account and close the Desford in Bloom/Heritage bank account.

8. **To RECEIVE the minutes of the Planning Committee held on 7th October 2024 and an update on any applications received since that meeting.**

Planning Applications 18th September – 7th October

1. **Ref:** 24/00885/TCA 3 Grange Court, Desford

Details: T1 silver birch – remove secondary lead as planted too close to the house, pruning will reduce canopy density. T2 silver birch – remove as tree is not required due to spread of adjacent trees.

Decision: no objections

2. **Ref:** 24/00795/FUL Church Centre, 46 Main Street, Desford

Details: Timber shed

Decision: no objections

3. **Davidsons:** Ref: 24/00709/REM.

Application for approval (relating to appearance, landscaping, layout and scale for the erection of 120 dwellings and associated works) attached to planning permission 22/01227/OUT (APP/K2420/W/23/3320601)

It was agreed to recommend the following to full Council:

- a. We request that the layout is reconfigured to site the blocks of flats so that they are not overlooking the gardens of residents on Cambridge Drive
- b. We request that the hedge is retained along the boundary with the gardens of Cambridge Drive.

RESOLVED: Council noted and approved the recommendations from the Planning Committee.

9. **LCC Licences for installation of roadside furniture/planters**

9.1. **To CONSIDER and sign a licence for the installation of 2 planters on Holmfield Road and sign it on behalf of Parish Council.**

RESOLVED: Licence approved and signed by the Chair

10. **To Consider adopting a bench on Peckleton Bridleway**

RESOLVED: To adopt the Griffen subsidised bench.

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

11.1. **Cemetery WG: RESOLVED** to Accept

11.2. **Staffing Sub Committee: RESOLVED** to Accept

11.3. **Procedures WG: RESOLVED** to Accept

11.4. **Allotments WG: RESOLVED** to Accept

11.5. **Environment WG: RESOLVED** to Defer to a future Council meeting pending changes

11.6. **Resources Committee: RESOLVED** to Accept

11.7. **Planning Committee: RESOLVED** to Accept

11.8. **Neighbourhood Planning Sub-Committee: RESOLVED** to Accept

12. **To CONSIDER the Following Policies**

12.1. **Statement of Internal Control: RESOLVED** to Accept

12.2. **Councillors Vacancy Policy: RESOLVED** to Accept

12.3. **Health & Safety Policy: RESOLVED** to Defer to a future Council meeting pending changes

12.4. **Safeguarding Policy: RESOLVED** to Accept

13. **To CONSIDER Staff working conditions**

13.1. **Health & Safety**

Relating to Agenda 12.3

13.2. **Christmas Close Down**

RESOLVED: To Close the Office on 24th December and re-open the office on the 2nd January.

14. **To RECEIVE the Clerks report.**

The Clerk had provided additional information for Councillors regarding various agenda items.

15. **In light of the confidential nature of item 18, 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: Members of the public were asked to leave the meeting.

16. **To CONSIDER an issue of criminal damage to part of the hedge and trees on Forest Rise.**

The Clerk made Councillors aware of recent Police information and Councillors **RESOLVED** to progress the case.

17. **Information from Councillors (not for debate or decision).**

Cllr Winner advised that he would provide information regarding the Buildings Maintenance WG to the next Full Council meeting.

The meeting closed at 9.16pm.

Signed..... Chair