



MEETING OF DESFORD PARISH COUNCIL

Held on Wednesday 19TH June 2024 at 7:30pm at Desford Library

MINUTES

In Attendance:

Desford Parish Council – Cllr Jo Vavasour (Chair) Cllr P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr S McMillan, Cllr Z Rood, Cllr B Treadwell, Cllr A Winner and Pip Gould (Clerk to the Council), Julie Frost (Admin Assistant) and Alex Stretton (Deputy Clerk).

Parishioners: One.

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.

Council to receive updates from Borough Councillors Joyce Crookes, Robin Webber-Jones and Mark Bools and County Councillor Peter Bedford.

RESOLVED: No matters were raised in this part of the meeting.

1. **To RECEIVE apologies for absence and to consider whether to approve reasons given.**
RESOLVED: Council noted and accepted apologies from Cllr E Clark and Cllr C Crane.
2. **To RECEIVE declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda**
RESOLVED: Cllr P Crane noted a non-pecuniary interest in agenda item 5, Desford Heritage Group.
3. **To APPOINT a Vice chairman (and sign acceptance of office form).**
RESOLVED: Cllr Winner volunteered and was seconded by Cllrs Rood and Vavasour and signed the acceptance of office form.
4. **To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 15th May 2024.**
RESOLVED: Council noted an amendment to membership of the Heritage Group (page 6) to remove Cllr Clark from the WG. Accepted and signed.
5. **To RECEIVE updates and CONSIDER recommendations from Working Groups:**
 - 5.1. **DIB WG: 30/05/24 and 10/06/24**
 - 5.1.1. **To consider expenditure requests.**
RESOLVED: Council noted the requests, which had been reviewed and recommended by the Resources Committee. Expenses approved.
 - 5.1.2. **To consider applying for permission to place 2 square planters on the corner of Holmfield Road.**
RESOLVED: Council agreed that the clerk should apply to LCC for permission.
 - 5.1.3. **To consider applying to LCC for permission to fit Christmas lights to lamp posts on Manor Road and High Street.**
RESOLVED: Council asked the clerk to look into the options available and cost for the provision of Christmas lights on lamp posts and provide a report to Resources Committee in July.
 - 5.1.4. **To note request to become a CIO and set up a formal partnership with DPC.**
RESOLVED: Noted. Cllr Vavasour to continue to liaise with the Group about this.
 - 5.2. **Heritage & Family Heritage WG: 22/05/2024 and 06/06/2024**
RESOLVED: Council noted the minutes and agreed that Cllr Vavasour should continue to liaise with the Group about CIO status and partnership with DPC.
 - 5.3. **Procedures WG: 03/06/2024**
RESOLVED: Council noted that a number of policies have been reviewed. See item 8.
 - 5.4. **Allotments WG: 04/06/2024**
 - 5.4.1. **To consider the proposed revisions to the allotment rules.**
RESOLVED: Noted.

6. To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 12th June 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.

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

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 31/05/2024		107,797.71
			300,022.31
	SUBTRACT Payments 01/04/2024 - 31/05/2024		20,754.68
A	Cash in Hand 31/05/2024 (per Cash Book)		279,267.63
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	108.48	
	01 Current Account 087 31/05/2024	23,470.34	
	02 Grants & Projects Reserves 25: 31/05/2024	8,041.31	
	03 Precept & General Reserves 07 31/05/2024	189,506.33	
	04 Debit Card 515 31/05/2024	1,792.02	
	05 Desford in Bloom & Heritage 06 31/05/2024	56,349.15	
			279,267.63
	Less unrepresented payments		
			279,267.63
	Plus unrepresented receipts		
B	Adjusted Bank Balance		279,267.63
	A = B Checks out OK		

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

Payments for approval					
Direct Debits/On-line payments from account ...515					Notes
Zoom	£12.99	£2.60	£15.59	4	DD (Gocardless)
Terrain - H&S advisors	£8.32	£1.67	£9.99	35	DD
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6	DD
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4	DD
Hinckley & Bosworth BC Rates for KRRG	£92.00	£0.00	£92.00	8	DD
WIX DiB Website renewal automatically deducted	£129.60			DIB	DD
Transfer in from DiB account as above	-£129.60			DIB	
WIX DiB Website renewal automatically deducted	£16.68			DIB	DD
Transfer in from DiB account as above	-£16.68			DIB	
Totals	£45.95	£4.27	£142.22		

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line	Notes
Staff Salaries - May	£3,142.68	£0.00	£3,142.68	28	Paid 28/05/2024
Payment to HMRC for Tax and NI relating to May salaries Payable 19.06.24	£591.51	£0.00	£591.51	29	PAYE £292.00 eNI £218.97 NI £80.54
NEST Pensions (Employer and Employee contributions) May	£143.92	£0.00	£143.92	31	DD
Waterplus - Allotments Water Due on 10-14th Month	£27.05	£5.41	£27.05	19B	DD - In Credit -34.56
Waterplus - Cemetery Water Due Inv quarterly (Next July 24) but paid by DD each month	£0.00	£0.00	£0.00	19A	DD
BT Invoice May due on 14th month	£57.97	£11.59	£69.56	9	DD
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.18	£61.07	5	DD
GoCardless Wemtech - Monthly Councillor emails - Partial May & June	£52.40	£10.48	£62.88	5	DD
Npower Street Lighting due on 3/4 Month	£203.71	£10.19	£213.90	21	DD
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A	
HBBC - Bin Collections Postal/Inv4003358856 Quarterly in advance	£256.75	£0.00	£256.75	20	
S Hopkinson - Handyman May/June 2024	£187.50	£0.00	£187.50	32	
Gallaghers: Desford Village Hall 01.06.24-31.05.24	£485.52	£0.00	£485.52	45	
Gallaghers: Botcheston Village Hall 01.06.24-31.05.24	£434.74	£0.00	£434.74	45	
Gallaghers: Barns Charity 01.06.24-31.05.24	£427.69	£0.00	£427.69	45	
Gallaghers : SID Policy 01.06.24-31.05.24	£7,584.67	£0.00	£7,584.67	45	
Gallaghers : Main Policy 01.06.24-31.05.24	£8,859.22	£0.00	£8,859.22	45	
Gallaghers: Cyber Policy 01.06.24-31.05.24	£194.88	£0.00	£194.88	45	
Admin Ass Expenses April-May	£18.00	£0.00	£18.00	30	
Clerk Expenses April-May	£18.00	£0.00	£18.00	30	
LRALC - Burials Officer training INV 19/2112	£40.00	£0.00	£40.00	2	
SJG Building Services INV 17/062024	£320.00	£0.00	£320.00	12	
Totals	£25,434.60	£515.35	£25,944.54		

DESFORD IN BLOOM					
St Martins Church Brown Bin Charges	£127.50	£0.00	£127.50	DIB	
Thornton Nurseries DIB Plants	£2,222.95	£444.59	£2,667.54	DIB	
Cllr Pat Crane expenses on behalf of DiB - NO INVOICE PROVIDED NO VAT	£56.17	£0.00	£56.17	DIB	
Nic Lockley Expenses/DiB - NO VAT claimed as all invoices in volunteers name not DPC	£274.48	£0.00	£274.48	DIB	
Karen Wakefield Expenses/DIB - Alcohol and other for volunteers NO VAT	£69.70	£0.00	£69.70	DIB	
Totals	£2,750.80	£444.59	£3,195.39		

Council noted and **APPROVED** the monthly analysis:

		MONTHLY ANALYSIS Reconciled with SCRIBE		
				Precept = 179,029.00
				Monthly = 14,919.08
				April
				May
2024-2025	%			
Budget	To date	Opening Bank Balance	192,224.60	281,745.86
		Monthly Expenditure total	12,178.88	6,646.41
25720	11.05	Administration	2,562.05	279.59
13000	3.82	Office running Costs	346.98	149.97
55000	13.81	Staff and Training and Councillor Costs	3,670.55	3,923.84
70950	13.65	Grounds and Building Maintenance Costs	4,623.84	5,061.14
11980	1.01	Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47	10.47
2379	0.00	Contingency	0.00	0.00
N/A		<i>Dib/Heritage Expenditure</i>	864.99	221.40
N/A		<i>VAT Element</i>	1,081.77	847.62
		Cashflow outlay	13,260.65	10,494.03
		Income		
179029	50	Precept	89,514.50	0.00
1400	41.28	Bank Interest	263.01	314.94
1470	2.24	Allotment rents	33.00	0.00
4000	13.50	Cemetery	370.00	170.00
N/A		<i>Dib/Heritage</i>	3,329.26	2,343.00
N/A		<i>Misc Income</i>	43.89	3,000.00
N/A		<i>Earmarked Allotment Deposits</i>	50.00	0.00
N/A		<i>S106 Reserves (SiD)</i>	0.00	2,184.90
N/A		<i>VAT Refund</i>	9,178.25	2.96
		Cashflow income	102,781.91	8,015.80
		Exp: Inc Insurance	14,759.54	11,742.92
		Exp Less Income (Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT & allotment deposits)	14,049.64	11,257.98
		Closing Bank Balance	281,745.86	279,267.63

Council agreed to suspend Financial Regulations considering the urgency of the roof repairs at Botcheston Village Hall and **RESOLVED** to accept the quotation from Alexanders for **£1,175 plus VAT**.

Council **RESOLVED** to accept the quotations from Playdale for the repairs to the Log Climbers at Botcheston and Kirkby Road play areas and the zip wire at Kirkby Road play area, in the sum of **£8,994**. Council also recommended that at budget review time an amount should be set aside for ongoing maintenance of play and exercise equipment.

Council **RESOLVED** to approve a quotation of **£40 per month** for the watering of additional planters and baskets and the other list of requests from DiB minutes (May and June) be approved.

Appointment of a solicitor to review and renew council leases and agreements. Council **AGREED** to postpone a decision on this item pending further information.

Council noted a request from Botcheston village hall committee that the council look into how cost responsibilities are managed between council and committee and agree that this should be considered when the above review of leases and management agreements takes place as well as the need to be taken into account during budget preparation for 2025/26.

Council **RESOLVED** to approve a quotation from Wicksteed for the repair of the Tightrope Walk at Pickard's Park in the sum of **£312.98**.

Council noted that due to price increases since the first quotation for Kirkby Road wet pour (roundabout) was received, the original quotation (approved in May 2024) has increased by £200. Council **RESOLVED** to accept the new quotation in the sum of **£3,940**.

7. To RECEIVE the minutes of the Planning Committee held on 3rd June 2024 and an update on any applications received since that meeting.

RESOLVED: Council noted and accepted the recommendations of the Planning Committee. It was noted that Cllr Winner had a non-pecuniary interest in two planning applications.

Planning applications 15th May – 19th June

1. **Ref:** 22/01160/OUT (Re-consultation) Forest House, Leicester Lane, Desford
Details: Proposed commercial unit (Use class E(g)(i,ii,iii) outline application – access only
Decision: no objection
2. **Ref:** 24/00384/FUL (Re-consultation) 44 Newbold Road, Desford
Details: Demolition of existing workshop and garages, erection of a detached dwelling and alterations to existing retained garage
Decision: repeat our comments re the original application. There will only be space for 2 cars parked diagonally outside No.44. The parking problem on Newbold Road will be exacerbated.
3. **Ref:** 24/00515/TCA Old White Cottage, 2 Newbold Road, Desford
Details: T1 sycamore tree – remove the limbs and branches that are within 6 metres of application dwelling. T2 & T3 Leylandii trees – fell.
Decision: no objection
4. **Ref:** 24/00502/CONDIT Lyndale, Lindridge Lane, Desford
Details: Variation of condition 4 (Access arrangement) and 6 (offside footway works) of planning permission 23/00445/OUT
Decision: no objection
5. **Ref:** 24/00512/REM Lyndale, Lindridge Lane, Desford
Details: Approval of Reserve Matters (appearance, landscaping, layout, scale) for outline application 23/00445/OUT (Outline application for proposed erection of 4 dwelling houses with associated garages (All matters reserved except for access))
Decision: no objection
6. **Ref:** 24/00533/HOU 64 Manor Road, Desford
Details: Two storey rear extension, single storey front and side extension, loft conversion with two dormers, replacing existing hipped roof and alteration to dwelling.
Decision: no objection
7. **Ref:** 24/00549/HOU 17 Forest Rise, Desford
Details: Erection of fence (Retrospective)
Decision: Councillors would like it noted that the boundary hedges/fences on this estate are subject to a restrictive covenant and should not exceed 0.9 meters. Councillors would request that HBBC check that the 2M fence does not restrict visibility for traffic using the road. It should be noted that the Parish Council has received an objection from a resident regarding the height of the fence and concerns that this may also set a precedent.
8. **Ref:** 24/00563/TPO Rotherwood, Station Road, Desford
Details: T1 Juglans regia – fell; T2 Fagus sylvatica – fell.
Decision: no objection
9. **Ref:** 24/00515/TCA (Re-consultation) Old White Cottage, 2 Newbold Road, Desford
Details: T1 sycamore tree – remove the limbs and branches that are within 6 metres of application dwelling. T2, T3 & T4 Leylandii trees – fell.
Decision: no objection

8. **To CONSIDER amendments to the following documents, as recommended by Procedures Working Group:**
- 8.1. Standing Orders**
RESOLVED: Noted and **ADOPTED**.
- 8.2. Financial Regulations (NALC 2024)**
RESOLVED: Noted and **ADOPTED**.
- 8.3. Environmental Policy**
RESOLVED: Council agreed to accept the removal of the word Emergency and that a Working Group should be established to review the policy and how the Councils works to meet its requirements and benefit the parish.
- 8.4. Financial Reserves Policy**
RESOLVED: Noted and **ADOPTED**.
- 8.5. Code of Conduct for Members**
RESOLVED: It was noted that Council Adopted this policy last month.
- 8.6. Code of Conduct for Officers**
RESOLVED: It was noted that Council Adopted this policy last month.
9. **To REVIEW and APPROVE the Bank Mandate and Sign.**
Council agreed to approve the following members to sign the new mandate: Cllrs Jo Vavasour, Alastair Winner, Colin Oakes, Sue McMillin, Paul Treadwell, Estelle Clark and the Clerk Pip Gould.
RESOLVED: Council **APPROVED** the signing of the mandate.
10. **To NOTE receipt of a licence from LCC to allow a Heritage Board to be placed at Merrylees and to APPROVE signing the licence on behalf of DPC.**
RESOLVED: Council **APPROVED** signing the licence.
11. **To CONSIDER adoption of a small area of verge on St Martin's Drive.**
RESOLVED: Council noted that the contractors have agreed to incorporate this area of verge in their schedule and therefore agreed to adopt the verge and asked the clerk to liaise with Borough Council to get the bollards installed.
12. **To CONSIDER a request from Desford Loves re the Scarecrow Festival stalls at Pickards. To NOTE the risk assessment and insurance papers for the Scarecrow Festival.**
RESOLVED: Council noted the request and agreed that, subject to the relevant licences, the stall holder should be allowed to sell alcohol. Council noted receipt of insurance and risk assessments.
13. **To RECEIVE the Clerks report.**
RESOLVED: Council noted the content of the Clerk's Report and note the following.
1. To approve engaging a shredding service not exceeding expenditure of **£100**.
 2. To continue to investigate revised insurance of the church wall with insurers.
 3. To investigate placing the Coronation Bench at the top of Station Road with LCC Highways.
 4. The transition to councillor .gov email addresses to be managed in a timely fashion and the issues highlighted for several Cllrs will be addressed by the Clerk and IT support.
 5. The Clerk to cancel the zoom subscription.
 6. To note the explanation of reserves.
 7. To note that a survey of the Blue Heart Verge has been carried out and the report will be circulated.
14. **As the following items will consider matters related to the employment of staff, to CONSIDER excluding the press and public under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.**
RESOLVED: Council agreed to exclude the press and public from the meeting to discuss item 15
15. **To Consider Staffing working group recommendations.**
RESOLVED: Council noted the recommendations from the Staffing Working Group and agreed that the Chairman should carry out the necessary actions regarding council procedures, matters concerning Staffs' Health and Safety and matters relating to the cemetery.
16. **Information from Councillors (not for debate or decision).**
None

The meeting closed at 9.40pm.