



MEETING OF DESFORD PARISH COUNCIL

Held on Wednesday 17th July 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 A Winner, Cllr C Crane and Pip Gould (Clerk to the Council), Julie Frost (Admin Assistant).

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, Cllr Z Rood and Cllr B Treadwell.
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 and Cllr C Crane noted a non-pecuniary interest in agenda item 9, Clerks Report item 4 and Cllr A Winner noted a non-pecuniary interest in agenda item 9, Clerks Report item 5
3. **To APPROVE the adoption of draft minutes from the Parish Council meeting held on Wednesday 19th June 2024.**
RESOLVED: Accepted and signed.
4. **To RECEIVE updates and CONSIDER recommendations from Working Groups:**
 - 4.1. **DIB WG: 08/07/2024**
To consider expenditure requests: up to £50 for a lawnmower blade, £30 for room hire for Volunteer's Social fundraising and up to £45 for a new pump
RESOLVED: Council noted these requests and approved expenditure of up to **£125**.
Cllr E Clarke has agreed to assist DiB with the documentation required in the changeover to a CIO status.
 - 4.2. **Heritage & Family Heritage WG: No meeting**
 - 4.3. **Procedures WG: 01/07/2-24**
RESOLVED: Council noted that several Terms of Reference have been reviewed by the Working Group and will be reviewed at the August meeting of Full Council on 21st August 24.
RESOLVED: It was approved to disband the Procurement WG.
 - 4.4. **Allotments WG: 02/07/2024**
RESOLVED: To approve plot holders to keep beehives on their allotment plots.
5. **To RECEIVE and CONSIDER the recommendations of the Resources Committee meeting held on 10th July 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 30/06/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 30/06/2024		108,685.74
			300,910.34
	SUBTRACT Payments 01/04/2024 - 30/06/2024		55,783.72
A	Cash in Hand 30/06/2024 (per Cash Book)		245,126.62
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	108.48	
	01 Current Account 087 30/06/2024	15,242.30	
	02 Grants & Projects Reserves 250 30/06/2024	10,268.10	
	03 Precept & General Reserves 07 30/06/2024	164,784.50	
	04 Debit Card 515 30/06/2024	1,540.38	
	05 Desford in Bloom & Heritage 06 30/06/2024	53,182.86	
			245,126.62
	Less unrepresented payments		
			245,126.62
	Plus unrepresented receipts		
B	Adjusted Bank Balance		245,126.62
	A = B Checks out OK		

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

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

<u>Payments for approval</u>				
Direct Debits/On-line payments from account ...515 in June				
Zoom - cancelled and final day = 4th July	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.67	£9.99	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4
Amazon/Tharscot Ltd Garden Stakes for Memorial Garden	£14.99	£0.00	£14.99	8
Amazon UK Garden Supplies for Memorial Garden	£34.98	£7.00	£41.98	13
Amazon UK Garden Supplies for Memorial Garden	£5.41	£1.08	£6.49	13
Amazon UK Garden Supplies for Memorial Garden	£6.23	£1.25	£7.48	13
Amazon UK Garden Supplies for Memorial Garden	£7.07	£1.42	£8.49	13
Amazon UK Garden Supplies for Memorial Garden	£24.99	£5.00	£29.99	13
Hinckley & Bosworth BC Rates for KRRG 3rd June	£92.00	£0.00	£92.00	8
Hinckley & Bosworth BC Rates for KRRG 1st July	£92.00	£0.00	£92.00	8
	Totals	£323.62	£20.01	£343.63
DPC Accounts Payable (from Account ..087)				
	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - June	£3,055.54	£0.00	£3,055.54	28
Payment to HMRC for Tax and NI relating to May salaries Payable 19.06.24	£497.64	£0.00	£497.64	29
NEST Pensions (Employer and Employee contributions) June	£116.32	£0.00	£116.32	31
Waterplus - Allotments Water Due on 14th Month	£24.90	£4.98	£29.88	19B
Waterplus - Cemetery Water Due Inv quaterly 20th of month (July 24) paid by DD each month	£0.00	£0.00	£0.00	19A
BT Invoice May due on 14th month	£57.97	£11.59	£69.56	9
GoCardless Wemtech - Monthly Office 365 Fees & Monthly Councillor emails for July	£93.49	£18.70	£112.19	5
Npower Street Lighting due on 3/4 Month	£181.37	£9.07	£190.44	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
TP Jones & Co quaterly payroll charges	£54.50	£10.90	£65.40	20
S Hopkinson - Handyman July 2024	£140.00	£0.00	£140.00	32
Admin Ass Expenses June	£6.75	£0.00	£6.75	30
EST Computer software protection	£44.99	£0.00	£44.99	4
GTB Paper Shredding Deposit for 5 x bags	£9.59	£1.91	£11.50	8
CFS Computers Call out for Cllr Laptop email set up	£45.00	£0.00	£45.00	4
Playdale 56198 Deposit KRRG Zipwire and Log climber	£3,348.41	£669.68	£4,018.09	17
Playdale 56199 Deposit Botcheston Log Climber	£399.30	£79.86	£479.16	17
Pest Control 12 months plus wasp nest removal and moles at the start of the year	£743.00	£0.00	£743.00	18
LRALC Councillor Training on 26th June	£50.00	£0.00	£50.00	36
DCM Surfaces WetPour as per quotation	£3,940.00	£788.00	£4,728.00	17
	Totals	£15,146.27	£2,062.19	£17,208.46
DESORD IN BLOOM				
JDL Services	£214.00	£0.00	£214.00	DIB
JDL Services	£72.50	£0.00	£72.50	DIB
JDL Services Coal Truck	£390.00	£0.00	£390.00	DIB
Cllr Pat Crane expenses on behalf of DiB - TENS Licence	£21.00	£0.00	£21.00	DIB
Vallances Coaches Ltd - Heritage hire of vintage coach for VE Day - deposit only	£75.00	£0.00	£75.00	HERITAGE
IFLY Spitfire Deposit VE Day 2025	£150.00	£0.00	£150.00	HERITAGE
Cllr B Treadwell Slug Pellets	£10.49	£0.00	£10.49	DIB
Karen Wakefield Expenses	£22.43	£0.00	£22.43	DIB
	Totals	£955.42	£0.00	£955.42

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

		MONTHLY ANALYSIS Reconciled with SCRIBE				
		Precept = 179,029.00				
		Monthly = 14,919.08				
				April	May	June
2024-2025	%					
Budget	To date	Opening Bank Balance	192,224.60	281,745.86	279,267.63	
		Monthly Expenditure total	12,178.88	6,646.41	34,056.45	
25720	69.96	Administration	2,562.05	-2,720.41	18,153.21	
13000	4.98	Office running Costs	346.98	149.97	149.97	
55000	30.59	Staff and Training and Councillor Costs	3,670.55	3,923.84	9,231.37	
70950	18.31	Grounds and Building Maintenance Costs	4,623.84	5,061.14	3,305.46	
11980	1.88	Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47	10.47	104.14	
2379	0.00	Contingency	0.00	0.00	0.00	
N/A		Dib/Heritage Expenditure	864.99	221.40	3,112.30	
N/A		VAT Element	1,081.77	847.62	972.59	
		Cashflow outlay	13,260.65	7,494.03	35,029.04	
		Income				
179029	50	Precept	89,514.50	0.00	0.00	
1400	64.14	Bank Interest	263.01	314.94	320.06	
1470	2.24	Allotment rents	33.00	0.00	0.00	
4000	17.25	Cemetery	370.00	170.00	150.00	
N/A		Dib/Heritage	3,329.26	2,343.00	417.97	
N/A		Misc Income	43.89	0.00	0.00	
N/A		Earmarked Allotment Deposits	50.00	0.00	0.00	
N/A		S106 Reserves (SiD)	0.00	2,184.90	0.00	
N/A		VAT Refund	9,178.25	2.96	0.00	
		Cashflow income	102,781.91	5,015.80	888.03	
		Exp: Inc Insurance	14,759.54	8,742.92	36,277.93	
		Exp Less Income (Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT & allotment deposits)	14,049.64	8,257.98	35,807.87	
		Closing Bank Balance reconciled in SCRIBE	281,745.86	279,267.63	245,126.62	

To receive updates on liaison with solicitors regarding leases with SiD and Village Halls.

Resolved: To modify the SiD Leases so they both have the same end date of 2108 and ask solicitors if Council can re-consider the Ground Rent chargeable for the KRRG lease prior to renewal.

Resolved: Agreed to engage Solicitors with regards to providing advice on the current agreement with CISWO regarding Desford Village Hall.

To consider Desford in Bloom request for expenditure.

Resolved: Agreed to expenditure up to a value of **£2000** and the **waiving of financial regulations** with regards to the Scarecrow Festival DiB Beer Tent.

To consider repairs to the cemetery fence.

Resolved: To repair cemetery fence but only filling in the gaps in the hedge row to save funds. Clerk requested to get quotes.

Provision of festive lights

Resolved: The costs to hang lights on lampposts are not budgeted for in 2024 but Councillors may consider a provision in next year's budget. Councillors asked the Clerk's office look at costs to decorate the tree outside the library and present these to Resources next month.

Cemetery Memorial Garden

Resolved: To gain further quotes from local gardeners to assist with the initial work required on the site.

Playground quotations

Resolved: To accept the Wickstead quotation for £312.98 (Net) for the replacement tightrope assembly at Pickards park.

6. To RECEIVE the minutes of the Planning Committee held on 1st July 2024 and an update on any applications received since that meeting.

It was noted that the public hearing for the Co-op planning application would be on the 30th July.

RESOLVED: Council noted and accepted the recommendations of the Planning Committee.

Planning Applications 20th June – 16th July

1. **Ref:** 24/00593/FUL Units 1-3, The Sidings, Merrylees (out of parish)
Details: Change of use of industrial unit (Class B2) to gymnastics club (Class E).
Decision: no objection

2. **Ref:** 24/00656/HOU 31 Station Road, Desford
Details: Two storey front extension
Decision: no objection

7. To CONSIDER supporting a campaign to introduce a Bill to improve the safety of Lithium-Ion batteries.

RESOLVED: Council agreed to support the initiative.

8. To REVIEW the quotations for the Desford in Bloom St Martins churchyard shed installation.

RESOLVED: Council **APPROVED** the quotes to the value of **£6,203** for the shed installation plus an addition of a possible **£578** for planning permission for the shed structure to be installed at St Martins churchyard. These funds will be provided from the DiB budget 2024.

9. To RECEIVE the Clerks report.

RESOLVED: Council noted the content of the Clerk's Report and note the following.

1. DIB financial requirements must be in line with the councils adopted Financial Regulations.
2. Councillors are not permitted to make purchases on behalf of Desford Parish Council and such requests must come via the Clerk.
3. Clerk's office continues to experience difficulties in gaining Building Survey quotes. Cllr P Crane to investigate with the PCC to see if they can recommend a surveyor.
4. Letters from Heaven Post Box. Councillors **Resolved** to reject the offer of a post box in the Cemetery.
5. Residents request to move a planter outside the white cottage was rejected by Councils.
6. VE Day Beacon. Councillors requested that the Clerk obtain quotes for a permanent beacon the location of the beacon is TBC.
7. Bollards at the entrance to Caterpillar bridleway. Councillors **requested** the Clerk write to LCC highways to request bollards or a no parking sign to prevent parking that blocks the pavement.

Councillors noted the intention notices & TTRO's issued:

- a. Manor Road Service Road, Desford commencing on 29/07/2024
- b. Various Roads, Desford - Manor Road Service Road/Manor Road & Holmfield Road, Desford Commencing on 12/08/2024
- c. Lindridge lane commencing 22/08/2024
- d. (TTRO) Chapel Lane, Desford 24th September for 2 days.

Councillors noted the recent LCC Highways reports table and resident queries.

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

Cllr Winner will investigate current IT systems for efficiency and present a report at next Council meeting.

The meeting closed at 9.15 pm.

Signed.....Chair