



Held on Wednesday 20<sup>th</sup> March 2024 at 7:30pm at Desford Library

## MINUTES

### **In Attendance:**

**Desford Parish Council** – Cllr G Eldridge, Cllr C Crane, Cllr P Crane, Cllr Oakes, Cllr J Vavasour (Chair), Cllr B Treadwell, Cllr P Treadwell, Cllr Rood, Cllr McMillan and also Julie Frost (Admin Assistant), Pip Gould (Clerk/RFO)

Also present: County Councillor Peter Bedford, Borough Councillor Mark Bools  
There were 2 members of the public present.

**1. To elect a Chairman and Chairman to sign acceptance of office form.**

It was **Resolved** to elect Cllr J Vavasour as Chairman. Nominated by Cllr C Crane and seconded by Cllr McMillan.

**2. Apologies** To note apologies and valid reasons.

There were no apologies.

**3. Declarations of Interest**

There were no declarations of interest.

**4. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 21<sup>st</sup> February 2024**

It was **Resolved**: to accept and sign the minutes as a true record.

**5. To receive and confirm as accurate the Minutes of the Extraordinary Parish Council meeting held on Thursday 29<sup>th</sup> February 2024.**

It was **Resolved**: to accept and sign the minutes as a true record.

**6. County and Borough Council Reports.**

County and Borough Reports provided additional information regarding 2024-2025 Budgets and Council Tax calculations. Parish Councillors enquired about the state of the Footpath at the end of the Bridleway on Peckleton Lane, which is the responsibility of LCC Highways and CC Bedford agreed to follow this up after the meeting.

**7. Parishioners Participation**

None

**8. Updates and recommendations from Working Groups:**

**8.1 DIB WG:** Update received from Cllr P Crane

**8.2 Staffing WG: 6<sup>th</sup> March** Update from Cllr Vavasour

**8.3 Procedures WG: 4<sup>th</sup> March 24**

**8.3.1 Document Retention Policy**

It was **Resolved** to accept the changes and adopt the Document Retention Policy

**8.3.2 Data Protection Policy**

It was **Resolved** to accept the changes and adopt the Data Protection Policy

**8.3.3 Data Breach Policy**

It was **Resolved** to adopt the Data Breach Policy

**8.4 Allotments WG: 5<sup>th</sup> March 24**

It was **Resolved** that the Handyman be asked to carry out repairs on the Water Trough

- 9 To receive and consider the recommendations of the Resources Committee meeting held on 14<sup>th</sup> 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 bank statements for February 2024.**

Council received, considered, and approved the bank statements.

**B: To recommend payment of invoices and receive and approve the Cashbook statement up to the end of February 2024.**

Council noted the cashbook statement up to the end of February 2024 and resolved to approve the payment of invoices.

## Payments for approval in March 2024

**Debits that will be paid from account ...515**

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
ICO - Annual Registration Fee	£40.00	£0.00	£40.00	4
SLCC - Annual Membership Fee	£244.00	£0.00	£244.00	35
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	£16.64	£0.00	£16.64	4
Amazon - 2024 A3Wall Planner	£4.95	£0.31	£5.26	8
Amazon - 24 pack Energizer AA Batteries	£13.47	£2.70	£16.17	8
	£348.37	£7.27	£355.64	
	£348.37	£7.27	£355.64	

DPC Accounts Payable (from Account .087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - February	£3,060.37	£0.00	£3,060.37	28
Payment to HMRC for Tax and NI relating to February salaries	£538.84	£0.00	£538.84	29
NEST Pensions (Employer and Employee contributions) February	£99.04	£0.00	£99.04	31
Waterplus - Allotments Water	£29.51	£5.90	£35.41	19B
Waterplus - Cemetery Water				19A
GoCardless Wemtech - Monthly Office 365 Fees	£40.89	£8.18	£49.07	5
GoCardless Wemtech - Monthly Office 365 Fees	£10.00	£2.00	£12.00	5
Npower Street Lighting - Inv09853299	£237.39	£11.87	£249.26	21
R&CA Advisory (Book-keeper) February 2024 Invoice 24003	£96.25	£0.00	£96.25	33
M&BG Ltd (Grounds Maintenance monthly invoice 100175 )	£2,009.67	£401.93	£2,411.60	11A
Arboreco - Treeworks at Pickards Park Inv 5993	£950.00	£190.00	£1,140.00	16
BT Invoice 13th March	£53.72	£10.74	£64.46	9
LRALC Committees/SubCommittees training	£80.00	£0.00	£80.00	35
EON INV 0122890 Highway lighting	£96.00	£19.20	£115.20	23
	£7,301.68	£649.82	£7,951.50	
<b>DESFORD IN BLOOM</b>				
St Martins Church Desford - Bins supplied March 2023	£112.50	£0.00	£112.50	DIB

**Desford Parish Council - 13 March 2024**

**Cashbook**

**Accounts and Invoices for Recommendation to Council**

**Opening Balances 01st February 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
<b>TOTAL DPC=</b>	<b>£156,805.14</b>
Desford in Bloom Account ... 064	£53,366.19
DIB Petty Cash	£53.48
<b>TOTAL =</b>	<b>£210,224.81</b>

**Transactions in Current Account ..087 in February 2024**

		Budget Line
Payment to BT (Direct Debit)	-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)	-£9.16	19A
Waterplus - Allotments Water	-£38.22	19B
NEST Pension Payments Covering January 2024	-£93.23	31
Payment to Npower for Street Lighting( Direct Debit)	-£285.57	21
Payment to Go Cardless Wem Tech x3 invoices	-£105.34	5
Payments in the form of 14 BACS Payments (refer to Bank Statement)	-£13,616.13	
HMRC PAYE/NIC Payment covering January 2024	-£482.77	29
HSBC Bank Account Fees	-£13.00	6
Allotment Income	£11.00	59
Cemetery Income	£390.00	60
HMRC VAT Refund 01/10 to 31/12/2023	£2,729.78	62
Hiscox Credit - Insurance Payout for Water leaks at BVH x 2 invoices (sept & Oct Tabs) less excess charge	£1,250.00	15
Credit cemetery	£95.00	60
2024 Rental Allotment Income	£72.00	72

**Total = -£10,160.10**

**Transactions of ..515 (Debit Card Account) February 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
ICO - Annual Registration Fee	-£40.00	£0.00	-£40.00	4
SLCC - Annual Membership Fee	-£244.00	£0.00	-£244.00	35
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	-£16.64	£0.00	-£16.64	4
Amazon - 2024 A3Wall Planner	-£4.95	-£0.31	-£5.26	8
Amazon - 24 pack Energizer AA Batteries	-£13.47	-£2.70	-£16.17	8
<b>Total</b>	<b>-£348.38</b>	<b>-£7.27</b>	<b>-£355.65</b>	

**Transactions for Projects & Grants Reserve Account ..253 February 2024**  
Nil

**Account Balance = £8,002.60**

**Transactions for Precept Reserve Account ..072 February 2024**

Gross Interest Received	£184.61	58
<b>Account Balance =</b>	<b>£118,730.73</b>	

**Transactions DiB Account ...064 February 2024**

Transaction	exc vat	VAT	Transaction total
DiB Donations & Grants			£10.00
Heritage Donations & Income			
Undefined Donations & Grants			£44.25
Heritage Christmas Stall Receipts			
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00
Desford Village Hall Hire x2 What for	-£83.00	£0.00	-£83.00
Mrs RA Treadwell - Heritage Expenses	-£40.37	£0.00	-£40.37
N Lockley - Costco Expenses DIB	-£7.80	£0.00	-£7.80
Karen Wakefield - DIB Expenses	-£9.50	£0.00	-£9.50
Colin & Pat Crane - Heritage Expenses	-£57.94	£0.00	-£57.94
BS & LA Grimshaw - Heritage Expenses	-£46.43	£0.00	-£46.43
Mrs KH Twitchen - Heritage Expenses	-£21.98	£0.00	-£21.98
Mrs S Richardson - Heritage Expenses	-£41.27	£0.00	-£41.27
Mrs KH Twitchen - Heritage Expenses	-£20.00	£0.00	-£20.00

**Account Balance = £53,084.15**

**Council Funds at 29th February 2024**

Projects & Grants Reserve Account ... 253	£8,002.60
Current Account ... 087	£19,332.96
Debit Card Account ... 515	£407.71
Precept Reserve Account ... 072	£118,730.73
<b>TOTAL DPC=</b>	<b>£146,474.00</b>

DIB Funds total = £32,799.22 plus PC of £108.48 **Desford in Bloom & Heritage ... 064** £53,084.15  
Heritage Funds total = £20,566.37 **Petty Cash DIB** £108.48

**TOTAL = £199,666.63**

**C: To receive and note the Parish Council invoice and expenditure and financial summary of budgetary analysis up to the end of February 2024.**

**Resolved:** Noted and Approved

9.1 To Consider Quotation for the purchase of 2 new planters for the Hunts Lane village Entrance

It was **Resolved** to approve the expenditure of **£552.50 NET** and deliver them to Cllr Treadwell

9.2 Wem-Tech Notification of pricing structure change

It was **Resolved** to approve the increase of **£7.00 NET per month**

9.3 To consider the renewal of the Pest Control Contract

It was **Resolved** to approve the annual renewal of the Pest Control Contract at **£392.00 NET**

9.4 To note the Botcheston Village Hall roof leak

It was **Resolved** to approve the roof repairs as quickly as possible subject to receiving two quotes utilising Financial Regulation delegated powers 19.2

9.5 To note the Kirkby Road Recreation Ground Changing room leak

It was **Resolved** to approve the roof repairs as quickly as possible subject to receiving two quotes utilising Financial Regulation delegated powers 19.2

9.6 To note the RoSPA Annual Playground Report schedule of items raised

**Resolved:** Noted

- 10 To receive the minutes of the Planning Committee held on 4<sup>th</sup> March 2024** and an Update on any applications received since that meeting. **Town and Country Planning Act 1990, sch 1, paragraph 8.**

Planning Applications 21st February – 20th March

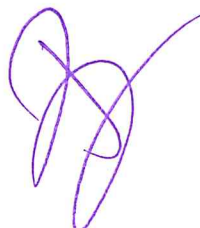
1. Ref: 24/00073/HOU 1 Charity Close, Desford  
Details: Erection of an external chimney to side elevation  
Decision: no objection

2. Ref: 24/00156/HOU The Hawthorns, Leicester Lane, Desford  
Details: Two storey front extensions and attached double garage/outbuilding  
Decision: no objection

3. Ref: 24/00169/TCA 5 Cottage Lane, Desford  
Details: T1 sycamore- pollard at 12ft to manage size due to location adjacent to neighbour' and retain light to garden. T2 sycamore – re-pollard. T3 cotoneaster – re-pollard. T4 sycamore – re-pollard.  
Decision: no objection

4. Ref: 24/00208/HOU 8 Fuller Close, Desford  
Details: Single storey rear extension (including the demolition of existing conservatory)  
Decision: no objection

- 11 To consider adopting the Civility and Respect Pledge:**  
It was **Resolved** to adopt the Civility and Respect Pledge subject to the Procedures WG reviewing the current requirements and submitting **recommendations** to Full Council in April.



**12 Membership of Committees and Working Groups**  
**12.1 Appointment of members to existing committee and working groups**  
Councillors will contact the Clerk with their availability.  
It was **Resolved** that appointments will be deferred to the April meeting

**13 To receive an update from the Clerk**

**Botcheston Village Hall Water leaks – Update**

Two quotes have been sought and the Clerk recommends that works were carried out as quickly as possible to avoid further damage. See **Recommendations** from Resources.

**Kirkby Road Recreation Changing Room**

A quote has been received from Council Grounds Maintenance Contractors M & BG for £900 NET to remove the vegetation and trim back hedges behind the changing rooms and would recommend that works are carried out as quickly as possible prior to the growing season

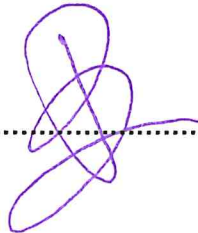
It was **Resolved** to accept the M & BG quote for **£900 NET**

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

Cllr Oakes commented that some details on the Parish Website required updating.  
Cllr Eldridge enquired if there was an upper age limit for insurance cover for Volunteers.  
Cllr McMillan enquired about S106 money applications for Village Halls.  
Cllr Rood reported that the garages at Holmfield Road required adequate lighting.

**The Meeting closed at 8.35 pm**

Chair .....



Date 17/4/2024