

**Minutes of the Annual Meeting of the Parish  
Held on Thursday 09<sup>th</sup> May 2019 at 7.30pm in Walcote Memorial Hall**

**Present:** Cllr Paul Hobbs (Chair) Cllr Lindsey Astle, Cllr James Robertson, Cllr Liz Marsh, Cllr Seph Green, Cathy Walsh (clerk), 1 member of the public.

No issues were raised.

The meeting was closed at 7.35pm

Approved & Signed: .....

Date: 20.06.19

**Minutes of the Annual Meeting of Misterton with Walcote Parish Council  
Held on Thursday 09<sup>th</sup> May 2019 at 8.00pm in Walcote Memorial Hall**

**Present: Present:** Cllr Seph Green (Chair), Cllr Paul Hobbs, Cllr Lindsey Astle, Cllr James Robertson, Cllr Liz Marsh, Cathy Walsh (clerk), 1 member of the public.

**1. Election of Chair**

Cllr Green was nominated for the office of Chair. There were no other nominations; Cllr Green was elected as Chair for 2019-2020.

**2. Election of Vice Chair**

Cllr Robertson was nominated for the office of Vice Chair. There were no other nominations; Cllr Robertson was elected as Vice Chair for 2019-2020.

**3. To receive Councillor's Declarations of Acceptance of Office**

Cllr Green and Cllr Robertson signed the Declaration of Acceptance of Office forms.

**4. To receive any apologies for absence**

None.

**5. To receive Declaration of Member's Interests**

None.

**6. To receive the Outgoing Chair's Report for year ended 31.03.19**

Cllr Hobbs read out his report. Attached as appendix A.

**7. To appoint representatives to Committees and Associations**

**Leicestershire & Rutland Association of Local Councils**

Cllr Astle agreed to continue to serve as the Council's representative.

**Eight Parishes Community Interest Company**

Cllr Marsh agreed to continue to serve as the Council's representative.

**Misterton with Walcote Community Trust**

Cllr Robertson agreed to continue to serve as the Council's representative

**Parochial Church Council**

Cllr Marsh agreed to continue to serve as the Council's representative.

**Black Horse Community Benefit Society**

Cllr Robertson agreed to continue to serve as the Council's representative.

**Neighbourhood Plan Advisory Committee**

Cllr Marsh and Cllr Astle agreed to continue to serve as the Council's representatives.

**8. To review the Risk Assessment and Management of Risk Matrix**

**Resolved:** The Risk Assessment and Management for 2019-2020 was reviewed and approved.

**9. To review the Asset Register**

**Resolved:** The Asset Register for the year ending 31.03.19 was approved.

**Action:** To include an indicative value of £10,000 to the Asset Register for South Kilworth Road

Field. To include this information on the Parish Council's insurance policy.

**10. To review the Standing Orders**

**Resolved:** The Standing Orders were reviewed with no change.

**11. To review the Financial Regulations**

**Resolved:** The Financial Regulations were reviewed with no change.

**12. To adopt the Equal Opportunities Policy**

**Resolved:** To adopt the policy.

**13. To adopt the Health & Safety Policy**

**Resolved:** To adopt the policy.

**14. To adopt the Home Working Policy**

**Resolved:** To adopt the policy.

**15. To adopt the Lone Working Policy**

**Resolved:** To adopt the policy.

**16. To note the report and accounts from Misterton with Walcote Community Trust**

The report and accounts for year ended 2018/2019 were noted.

**17. To note Misterton Charities Annual Report and Accounts for year ending 30.09.18**

The report and accounts were noted.

**18. To approve the minutes of the meeting held on 14.03.19**

**Resolved:** The minutes were approved as a true record of proceedings.

**19. To consider any Matters Arising from the minutes of the meeting held on 14.03.19**

**19.1. Public Bridleway Y31, from Chapel Lane play area to St Leonards Church**

The path has narrowed due to vegetation encroachment. This has been inspected by Nigel Dunmore, Public Rights of Way Inspector who reported that it has been in the condition for a considerable amount of time and the tarmac laid is very narrow. The vegetation growth could be removed to make the path much wider. He stated that there is no funding available at present to upgrade the narrow footway to a 3 meter wide bridleway. However, should Section 106 funds become available from the East of Lutterworth Strategic Development, then Mr Dunmore will apply for funding to upgrade the bridleway.

Leicestershire Cares brings business and communities together, for the benefit of all, through employee volunteering.

**Resolved:** To make enquiries with Leicestershire Cares to ascertain whether clearing the vegetation could be done of part the employee volunteering scheme.

**19.2. Post protectors for the climbing frames**

Replacement post protectors have been ordered.

**19.3. Repairs to the steps on the mound at Chapel Lane Play Area**

The Parish Council has inspected the steps and it believes the rotten steps (which have been removed) were decorative rather than structural. Therefore, it decided not to take any further action.

**19.4. To receive an update on the Skate Park Replacement Project**

Cllr Roberston confirmed that he will make an application to the apply to the Eight Parishes Community Fund by close of play on 10.05.19.

**Action:** Cllr Roberston.

**20. To note any comments or questions from residents**

Misterton with Walcote Community Trust is saddened to report that the 'There But Not There' silhouette to honour the fallen in WW1 has been vandalised beyond repair.

**21. Annual Governance & Accountability Return (AGAR) 2018/19****21.1. To approve the Annual Governance Statement 2018/19**

**Resolved:** To approve.

**21.2. To approve the Accounting Statements 2018/19**

**Resolved:** To approve.

**22. Financial Matters****22.1. Bank Reconciliation and Bank Statement verification for year ended 31.03.19**

**Resolved:** The Bank Reconciliation was signed and the Bank Statements verified.

**22.2. To approve the Accounts & Financial Statement for year ended 31.03.19**

**Resolved:** To approve.

**22.3. Accounts for payment**

Cheques signed prior to the meeting

Payee	Description	Amount
Harborough District Council	Litter/Dog Waste bin emptying & Grass Cutting Jan-Mar 2019	£1,178.92
LRALC	NALC (£25.79) & LRALC (£167.62) membership 1.4.19 to 31.3.20	£193.41
	<b>Total</b>	<b>£1,372.33</b>

Cheques signed at the meeting

Payee	Description	Amount
Leicestershire & Rutland PFA	Membership 18.05.19 to 18.05.20	£30.00
Cathy Walsh	Clerk's allowances & Expenses, April & May 2019	£50.00
Misterton with Walcote Community Trust	Hall hire May 2019, Invoice 19/061	£15.00
	<b>Total</b>	<b>£95.00</b>
	<b>Grand Total</b>	<b>£1,467.33</b>

**22.4. Financial Statement to 03.05.19**

Opening Balance	1-Apr-19	<u>£14,887.93</u>
Receipts to	3-May-19	£10,375.98
Payments to	3-May-19	-£3,768.58
Closing Balance	3-May-19	<u><u>£21,495.33</u></u>

**The balance carried forward is represented by these funds**

Current Account		£300.00
Business Reserve account		£13,066.14
Capital Reserve Account		£8,413.32
Add income received but not yet banked		£0.00
Less payments made but not yet presented		-£80.00
Less payments made but not presented in 2018/19		-£204.13
Bank Reconciliation to	3-May-19	<u><u>£21,495.33</u></u>

**22.5. To consider allocation additional funds into the Reserve Account**

The Parish Council carried forward £1,442.05 of unallocated funds into the new financial year. As this is less than 5% surplus of the precept it decided it was unnecessary to allocate any of this to the Reserve Account

**Resolved:** Not to allocate any additional funds into the Reserves.

**23. To note any planning matters**

**23.1. To consider the pre-submission draft of MWPC's Neighbourhood Plan**

This was not discussed.

**23.2. To consider the following planning applications: 19/00523/FUL, 19/00624/FUL, 19/00597/NMA, 19/00604/PCD and 19/00630/TPO**

**Resolved:** To make no comments on the applications.

**23.3. 19/00250/OUT (Lutterworth East) to consider any community facility needs**

**23.4. Community Facility Section 106 Obligation Request: The Parish Council identified the following community facility needs (prioritised in order of importance):**

- Speed Cameras (if the current speed camera trial ends).
- Footpath from Chapel Lane to Misterton improvements.
- Pedestrian crossing in the centre of the village.
- Vehicle electric charging points.

**24. Children's Play Areas**

**24.1. To note the Routine Inspection of Children's Play Areas**

The clerk reported that there may be more movement than before on the grindbox. The inspection took place when the equipment was in use, so this could be normal.

**Action:** Cllr Roberston will inspect for a second opinion.

**24.2. To schedule dates of future inspections**

Future inspection dates were scheduled.

**25. To consider St Leonard's Church's request to continue the grass cutting at the church**

**Resolved:** The Parish Council is happy to continue its current arrangements for cutting the grass in the church yard for the 2019 grass cutting season and has allocated the appropriate funds in the 2019/20 budget.

**26. To consider grant applications for village improvements**

A resident has researched available grant funding and is happy to apply for funding to make improvements in the village. She asked the Parish Council for its suggestions. It discussed further improvements to the Triangle, such as a canopy/bandstand. The Parish Council agreed to forward any further suggestions.

**Action:** The Parish Council.

**27. Any other Business****Village Inspection/Walkabout**

The PC scheduled the next inspection for 20<sup>th</sup> June 2019 at 7.15pm.

**28. To confirm the date of the next meeting**

The next meeting(s) will be held on:

Thursday 20<sup>th</sup> June at 8pm.

Monday 16<sup>th</sup> September at 8pm

The chair closed the meeting at 8.49pm.

**Report of the Chair for Misterton with Walcote Parish Council**

Firstly I would like to thank all of you for making my time spent so far on the parish council so enjoyable. Its good to feel we are doing a little bit towards making the village a nice place to live.

We have had a good year during my time in the chair,

Notably after many years of campaigning by us and our predecessors we finally have what appears to be a successful means of slowing traffic down with the installation of average speed cameras, and hopefully we will keep them for many years to come.

We have also purchased shares in the Black Horse Community Group and Cllr Robertson is doing a fine job of looking after our investment by representing us on the committee.

Remembrance day was a very successful weekend, driven by Cllr Astle and Cllr Marsh along with the PCC and the MWCT, I feel confident we honoured the memory of our world war one Fallen and we now have two very nice memorial benches in the parish as a result.

I would also like to thank Cllr Green for putting his farming skills to good use in various ways such as Hedge trimming, Tree pruning amongst other things.

Whilst the Neighbourhood plan is not quite finalized huge strides have been made and we are only a matter of time away from completion.

Finally I would like to thank our Clerk, Cathy for putting up with us and making our jobs a lot easier.

Over to you Chairman Green !!