

**Minutes of the Meeting of Misterton with Walcote Parish Council
Held on Thursday 10th January 2019 at 8.00pm in Walcote Memorial Hall**

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

1. To receive any apologies for absence

None.

2. To receive Declaration of Member's Interests

None.

3. To approve the Minutes from the Meeting held on 25.10.18

The minutes were approved as a true record of proceedings.

4. To consider any Matters Arising from the minutes of the meeting held on 25.10.18

Junior swing seat replacements

The Parish Council has been unable to source replacement seats that are compatible with the swing chains already in situ. Therefore, it was agreed to replace both the seats and chains.

Action: Cllr Roberston agreed to order the replacements.

Diseased tree at South Kilworth Road Field

The necessary work on the diseased tree has been undertaken. Leicestershire County Council's (LCC) Tree Inspector has re-inspected the site and is satisfied that adequate work has been carried out to remove the possible source of danger or obstruction to highway users.

5. To note any comments or questions from residents

Silver Birch tree on Brook Street

It was reported that a silver birch tree is overhanging and needs to be cut back. The tree is on land owned by LCC.

Action: The clerk to report to LCC.

Path leading from Chapel Lane play area to St Leonards Church

The path has narrowed due to vegetation encroachment. The Parish Council has heard of a scheme whereby volunteers from local businesses offer their services to help with community projects. It is possible that clearing the path could be done as part of this scheme.

Action: The clerk will contact the Parish Liaison Officer at Harborough District Council (HDC) for clarification and further information.

6. Financial Matters

6.1. Accounts for payment

Cheques signed prior to the meeting

Payee	Description	Amount
David Glover Tree Care	Fell ash tree at South Kilworth Rd	£2,088.00
James Robertson	Reimbursement for 4 x MPOW solar lights for hall access road	£53.99
Community Heartbeat Trust	AED electrode pads x 2	£87.60
Rebekah Jeffrey Cooper	Spray paint for WW1 Centenary Event - reimbursement	£26.75
Cathy Walsh	Clerks' allowances & expenses Nov & Dec 2018	£50.00
Society of Local Council Clerks	Membership 01.01.19 to 31.12.19	£106.00
Cathy Walsh	Annual Leave payment	£500.00
Gary Matthews	Mole control at the Playing fields	£70.00
	Total	£726.00

Cheques signed at the meeting

Payee	Description	Amount
Harborough District Council	Grass cutting October to December 2018	£1,002.48
Harborough District Council	Litter & dog waste emptying contract Oct to Dec 2018	£175.96
Personnel Advice & Solutions Ltd	Production of Contract of Employment	£120.00
YourLocale	Theme Group work £1k & policy writing £1k YL/M&WPC/005	£2,400.00
2Commune Ltd	Website, email account, domain annual fee to 11.03.20	£540.00
MWCT	Hall hire 10.01.19	£15.00
Cathy Walsh	Clerks' allowances & expenses Jan, Feb & Mar. AL payment	£575.00
Eight Parishes Community Interest Co	Refund for WW1 Commemorations grant funding	£204.13
	Total	£5,032.57
	Grand Total	£5,758.57

The following grant funding was received towards the WW1 Centenary Commemorations and commemorative benches:

£1,500.00 from Eight Parishes Community Interest Company | funding towards the commemorations.

£1,080.00 from Harborough District Council | contribution towards commemorative benches.

£2,580.00 total funding.

The Parish Council spent £2,375.87 purchasing and installing the benches and for the Centenary Commemorations. £204.13 was unspent and returned to the Eight Parishes Community Interest Company.

6.2. Financial Statement

Approved & Signed:

Date: 14.03.19

Opening Balance	1-Apr-18	<u>£18,945.98</u>
Receipts to	3-Jan-19	£24,826.35
Payments to	3-Jan-19	-£26,687.86
Closing Balance	3-Jan-19	<u>£17,084.47</u>

The balance carried forward is represented by these funds

Current Account	£300.00
Business Reserve account	£13,409.25
Capital Reserve Account	£8,407.79
Add income received but not yet banked	£0.00
Less payments made but not yet presented	-£5,032.57
Bank Reconciliation to	<u>£17,084.47</u>

6.3. Motion to approve the Precept & Budget for 2019-2020

Resolved: To approve the Precept & Budget for 2019-2020.

The Precept requirement for 2019-2020 is £20,745. This is a 14% or £12.80 increase in Council Tax per Band D property.

6.4. Motion to approve the Budget Statement for 2019-2020

Resolved: To approve the Budget Statement for 2019-2020 (attached as Appendix A).

7. To note any planning matters

7.1. Lutterworth East SDA Community Partnership Group: invitation to meeting on 27.02.19 and to consider any matters to be raised with the promoters and Planning Authority

Cllr Astle will endeavour to attend the meeting.

The website *www.stuff-you-need-to-know.com* is useful in keeping the public up to date on the Lutterworth East Strategic Development (SDA).

7.2. Lutterworth East SDA Presentation: Invitation to presentation on 22.01.19

Unfortunately, due to other commitments a representative from the Parish Council is unable to attend the presentation.

7.3. 18/02154/FUL | Demolition of existing buildings and erection of a dwelling | 21 Franks Road Walcote, Leicestershire, LE17 4JX

Resolved: The Parish Council has no objection to the development or the proposed access to the site. However, it would like to reiterate its previous concerns over Franks Lane as an access road which is substandard/inadequate.

- 8. Neighbourhood Plan – To provide an update on the progress of the Neighbourhood Plan**
The Environment Chapter is produced in draft. The next meeting is scheduled on 21.01.19. The Housing Group draft policy has been circulated and it is anticipated that the proposed amendments be resolved via email and therefore, no further meeting is planned.
- 9. To consider Citizens Advice LeicesterShire request for grant funding**
Resolved: To provide £50 of grant funding.
- 10. To consider implementing a regular tree inspection schedule**
Following a case publicised by NALC: *The Court of Appeal case of Witley Parish Council v Cavanagh*, the Parish Council will undertake a village walkabout to inspect the condition of trees and will instruct an appropriate expert to inspect if any defects are found. During the walkabout the brook will also be inspected and general issues will be noted.
Action: Agenda for the next meeting to schedule a date.
- 11. LCC Budget Proposals Consultation**
Resolved: To make no comment on the consultation.
- 12. Review of the Leicestershire Planning Obligations Policy Guidance Consultation**
Resolved: To make no comment on the consultation.
- 13. Children’s Play Areas**
- 13.1. To note the Routine Inspection of Children’s Play Areas**
- Mound - Wooden steps and decorative trim**
The Parish Council has removed all the rotten wood from the posts on the steps of the mound. These are decorative rather than structural. The steps could benefit with being replaced and the clerk was asked to contact AGS Carpentry for a quote.
Action: The clerk.
- Post protectors on the climbing frame**
A number of the post protectors have been damaged, possibly strimmer damage. The Parish Council will source suitable replacements and order the required amount.
Action: The Parish Council.
- 13.2. To schedule dates of future inspections**
Future inspection dates were scheduled.
- 14. Any other Business**
- Solar powered motion sensor lights**
It was noted how much of an improvement the solar lighting has made along the access road to the village hall.
- Clerk’s Hours**
The clerk agreed to submit a record of her hours to the Parish Council on a quarterly basis.
- 15. To confirm the date of the next meeting**
The next meeting will be held on Thursday 14th March 2019 at 8pm.

The Annual Meeting will be held on Thursday 9th May at 8pm. This will be preceded by the Annual Meeting of the Parish at 7.30pm until 8pm. This is an opportunity for parishioners to raise any matters of interest or concern before the Council.

The chair closed the meeting at 9.00pm.

Misterton with Walcote Parish Council 2019-2020 Budget Statement

In preparing the budget, for the financial year 1st April 2019 to 31st March 2020, the Council had the following aspirations in mind:

- To meet the financial obligations of the Council
- To carry out those activities, which it was considered would improve the quality of the local environment
- To assist village organisations and thereby help to improve community cohesion

The following points were noted.

1. The Precept requirement for 2019-2020 is £20,745.
2. The Tax Base Figure based on the number of Band D equivalent properties for 2019-2020 is £198.40.
3. The budgeted Parish Precept is £104.56 per Band D property. This is a 14% or £12.80 increase in Council Tax.
4. NALC (the National Association of Local Councils) recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. Therefore, to maintain adequate financial reserves, the Council has allocated £3,000 under 'General Reserves'. This forms part of a contingency to cushion the impact of unexpected events or emergencies.
5. Harborough District Council has published its Parish elections costs for 2019. The Council has £300 in earmarked funds towards this. The Council added a further £600 to cover election expenses.
6. Following an appraisal, it was apparent that the annual leave provisions in the Clerk's contract of employment were not working properly. It was agreed that the Council will pay £1,000 in full and final settlement of all claims arising out of her contract of employment. From 1 April 2019 the Council will employ the Clerk on the basis of a revised contract providing for 440 hours plus pro rata annual leave. The budget for Staff Costs reflects this.
7. The Urban Grass Cutting Contribution from Leicestershire County Council for the 2019 grass cutting season is likely to remain the same as previous years. The amount expected is £427.50.
8. In 2019-2020 the Parish Council added the following to its Reserves:
 Playground Equipment Reserve | £500, General Reserves | £2,000, Election Expenses 2019 | £600 and Replacing Office Equipment | £200.

The total amount the Parish Council holds in its reserves is £11,700.