

# COLEORTON PARISH COUNCIL

## MINUTES OF THE PARISH MEETING HELD ON WEDNESDAY

AUGUST 19<sup>th</sup> 2020

VIA ZOOM 7pm

Zoom ID 974 5568 4577

Password 793843

Landline 01203 481 5237

**Barbara Whitehouse** Clerk to Coleorton Parish Council

<b>Present</b>	Chair - Martin Farrand, (MF) Vice Chair Councillors – Ann Stafford (AS); Michael Akroyd (MA); Richard Hughes (RH) Terry Betts (TB). Zoom Host Barbara Whitehouse (BW) (Clerk) Members of the public (4) Sandra Dillon (SD) Website Manager.
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Vice Chair MF as Chair opened the meeting:

- Thanked all for attending the Coleorton Parish Meeting held via zoom.

77/2020	<p><b>Apologies.</b> (LGA 1972 Sch 85). All councillors attended, therefore none to receive.</p>
78/2020	<p><b>Recordings of meetings.</b>                  Chair noted the key points from the council's policy on recordings of meetings.   <i>Members of the public are entitled to record the meeting but were requested not to record other members of the public and not to use recordings inappropriately or out of sequence</i></p>
79/2020	<p><b>Declarations of Pecuniary Interest.</b>                   Cllr RH advised the meeting he uses a contractor who will be later referred to. Cllr RH stated he has no family / personal connection with this person.   <b>Resolved.</b> Cllr RH is not excluded from agenda items. <b>All agreed.</b></p>
80/2020	<p><b>Minutes of the meeting held on June 24<sup>th</sup>.</b>  <b>Resolved – Approved and accepted. Proposed MA, seconded RH</b></p>
81/2020	<p><b>Casual vacancy – co option</b>                  Clerk - resolution to accept co-opt process as mentioned at June 24<sup>th</sup>. Informed the meeting there were originally three people who expressed interest however, two dropped out. Person meets criteria, application form emailed to councillors.  <b>Resolved:</b> Clerk to contact co-opted person, send documents once signed to Nwldc.  <b>Proposed MF, seconded MA.</b></p>
82/2020	<p><b>Police Matters:</b> MF welcomed PCSO Kevin Bradley.(KB)                  Figures for June &amp; July sourced from police website. Burglary x2; criminal damage-arson x1; violence/sex offence x1; Newbold – vehicle crime x1; violence &amp; sex offence x2; other – theft x 1; Lount x1 other theft. Gave overview of size of area covered, also current issues and priorities. Advised Neighborhood link being put on CPC website. Fly tipping matters – advised if witnessed by public to ring 101. Speeding – priority traffic offences, cameras will be out and about. Dates to be forwarded to council. KB advised the council may wish to consider a speed watch volunteers group. <b>Resolved:</b> KB to send details to clerk.</p>

83/2020	<b>Period for public participation:</b> Receive representations, questions or evidence regarding matters on the agenda from the public (20 mins) No comments /issues raised by the public.
84/2020	<b>Correspondence: emails from parishioners.</b> Discussed the following: <ol style="list-style-type: none"> <li>1. Response from District Councillor Russell Boam with respect to recent PA presented at NWLDC. <b>Resolved:</b> CPC to write to Cllr Boam, making him aware of CPC feelings and explain his representation is contrary to election leaflet. Also to write to Director of Planning Nwldc. Draft first before sending. <b>All Agreed. Retain on the agenda.</b></li> <li>2. Dog show: clerk informed the meeting, received recent email thanking CPC but due to Covid 19 etc, will not now be going ahead this year. <b>Resolved: remove from the agenda.</b></li> <li>3. Tree matters 3 items. Emails previously sent to cllrs. Discussed. <b>Resolved:</b> clerk to write to each parishioner/contractor, request letter of statement, (reason for request, what is proposed, action by contractor, risk assessment, method statement). To submit response before 30.9.20 (next CPC meeting). <b>All agreed.</b> Cllrs site meeting discussed, area to be managed, findings to take to September 30<sup>th</sup> CPC meeting. <b>Resolved: all agreed. Retain on the agenda.</b></li> <li>4. Grass verge. Clerk informed the meeting of progress. <b>Resolved: remove from the agenda.</b> <b>Resolved</b> clerk to write to parishioner, advising they now follow up. <b>All agreed.</b></li> <li>5. Tree issue mentioned by Cllr Stafford (originally brought forward on June 10<sup>th</sup>) 3 conifers behind Zion Hill planted on CPC ground. <b>Resolved.</b> CPC to request in writing the conifers are removed. <b>All agreed. Retain on the agenda.</b></li> <li>6. New inn. Email received 19.8.20 forwarded to cllrs. <b>Resolved: Retain on the agenda for sept 30<sup>th</sup>. All Agreed.</b></li> </ol>
85/2020	<b>Reports received from Parish Organisations:</b> Website manager Coleorton Wood volunteer group <b>Resolved: Noted as Read and Approved.</b>
86/2020	<b>Data Protection Review.</b> (carried over from June 24 <sup>th</sup> ) Clerk updated meeting of research/action to date. Aware of changes taking place within CPC ie new website and Facebook. Certificate runs out 8.10.20. Following notes made by previous clerk a review is to take place. <b>Resolved: CPC to consult with LRALC for advice. All agreed. Retain on the agenda.</b>
87/2020	<b>Clerk job review: Resolved: Agreed 24.8.20.</b>
88/2020	<b>Website:</b> Deadline date for quotes now closed. Clerk had completed a summary on request of RH. Further action needs to be taken ie meeting with shortlist of companies yet to be decided. <b>Resolved: Cllrs to arrange a working party. Date and time to be arranged by Cllrs. All agreed.</b> Email space capacity issues not discussed but to retain on the agenda for Sept 30 <sup>th</sup> .
89/2020	<b>LGA consultation Draft</b> email 4.7.20. deadline date for comments has passed. <b>Resolved: remove off the agenda.</b>
90/2020	<b>On-going Matters</b> - Enrichment & three-year plan
90a/2020	<b>Beaumont Centre:</b> Cllr Stafford gave update. <b>Retain on the agenda.</b>
90b/2020	<b>Millennium Gardens:</b> Received price and approved for re-surfacing (new stone) as per request 24 June meeting. <b>Resolved: clerk to contact Contractor. Proposed MF, seconded MA. Retain on the agenda.</b>
90c/2020	<b>Railings</b> – ownership and maintenance. Communication has taken place, clerk waiting for update. Discussion included: finding out from Ticknall their process; Highways Inspectorate owns 99% of railings; railings also come into Worthington Parish. <b>Resolved: MF to speak with Ticknall; Clerk to chase LCC latest contact again;</b>

	<b>Write to Worthington Parish Council to enquire if they will work with Coleorton. All Agreed. Retain on the agenda.</b>
90d/2020	<b>Bakehouse:</b> 3 invites sent out, 2 tenders received, forwarded to cllrs. Discussion. Quotes currently reside with RH. RH to also speak with Heritage Group to arrange a meeting once fence has been erected for ongoing maintenance. <b>Resolved: Depending on the right gate (wooden) being used tender to be awarded. If the gate does not meet specification CPC do not pay for the gate. Proposed RH, seconded AS.</b>
90e/2020	<b>Coleorton Wood – carpark:</b> Cllr Betts gave overview to date, observing no complaints. Discussion included summer times opening 8am – 8pm remains until end of September. Winter dates start 1 <sup>st</sup> October to 31 <sup>st</sup> March 8am – 4pm; Summer dates start 1 <sup>st</sup> April – September 30 <sup>th</sup> 8am – 8pm. MF also gave thanks to Pitt Lane residents for their involvement with the meeting and closing the gate. <b>Resolved: All agreed. Volunteer group – wish to explore costs new heritage signage, railings and aggregate. Resolved: Cllr Stafford to talk with group, start looking at costs. Proposed MF, Seconded MA.</b> <b>Signage - new night adjustable entrance sign, need LCC permission to replace sign (this is an item for Pitt Lane, September meeting). Dog waste signs discussed. Cllr RH to deal with this.</b> <b>Resolved: all items to retain on the agenda.</b>
90f/2020	<b>Pitt Lane: Resolved retain on the agenda.</b>
90g/2020	<b>Bulbs / verges:</b> Cllr AS gave update, license to plant required, spoken to LCC. <b>Resolved: retain on the agenda.</b>
90h/2020	<b>Peggs Green Rec.</b> Clerk had sent an update to cllrs in advance of the meeting. This included acknowledging enquires made to repair/replace items identified in the Rospa report; replacing red/white tape and notices re: covid restrictions as per government guidelines; risk assessment carried out and documented. Also approached Nwldc for a covid clean of equipment, waiting for their reply. Clerk has received quote for repair /replacement. Discussion: included whether to wait until covid restrictions are lifted or get the task done now. <b>Resolved: make essential repairs and review. Proposed MF, Seconded MA. All agreed.</b>
91/2020	<b>HS2 Resolved: leave on the agenda.</b>
92/2020	<b>Forrester Close Play Area:</b> Dates offered (sent to cllrs) by Nwldc to meet with CPC and local residents as per meeting of June 24 <sup>th</sup> . Discussion included asking for alternative dates, developing site with fitness equipment for adults or retain as the statue quo at present. <b>Resolved: retain as the status quo. Proposed TB, Seconded AS. All Agreed. Remove off the agenda.</b>
93/2020	<b>Fly Tipping, Litter.</b> Cllr Ackroyd gave an overview of the issues still experiencing in the area, regularly reported, issue predominately takes place at night time. Feels matter needs to go higher. <b>Resolved: CPC to write to Bev Smith (Nwldc); involve District Cllr R.Boam. MF to contact Cllr Boam invite to meeting Sept 30<sup>th</sup>. Retain on the agenda.</b>
94/2020	<b>Handyman:</b> 2 people have expressed interest via the clerk email address. Discussion included considering advertising again as the original advert was intended to encourage semi retirement age group. <b>Resolved: keep the 2 already interested on file, Cllr RH to revamp advert, advertise media to include CPC Facebook. All agreed.</b>
95/2020	<b>Facebook:</b> update by Cllr AS, steady growth in numbers. Training Costs to be approved. <b>Resolved to make funds available in principle, Cllr AS to keep CPC informed. Proposed MF, seconded MA.</b>
96/2020	<b>Notice board V.B Centre.</b> Clerk highlighted issues with pinning documents on this board. <b>Resolved: MF and MA volunteered for this task. Remove item from the agenda.</b>
97/2020	<b>Planters:</b> Discussion included clerk had researched on the web and contacted nwldc for planters. CPC request knowing the cost of retaining the present planters and

	dealing with these by CPC/village/handyman. <b>Resolved: Clerk to contact Plantscape. To retain on the agenda. All agreed.</b>																		
98/2020	<b>Ivanhoe Line: retain on the agenda for Sept 30<sup>th</sup>.</b>																		
99/2020	<b>Stoney Lane verge and parking:</b> Discussion included bulb planting in this area, however, parked cars an issue. Cllr AS spoken with highways. Suggestion planting shrubs in addition to no parking signs. Cllr AS proposed £200 maximum to purchase no parking signs and shrubs. <b>Resolved: review of the above. Proposed MF, seconded RH. All agreed.</b>																		
100/2020	<b>Retainer - advice – previous clerk AH.</b> Original suggestion put forward by Cllr RH, put to Cllr MF both separate discussions with the Clerk. Clerk advised meeting of the need for continuity of information, given the circumstances of covid 19 government restrictions during the stages of handover from previous Clerk. Discussion included: MF presently investigating a mentoring scheme with Lralc, also a buddy scheme with other clerks. Advised present Clerk to wait for 24.8.20. <b>Resolved: remove off the agenda.</b>																		
101/2020	<b>Christmas on the green:</b> discussion included preparing for the event incase the event can still go ahead, tree trunk mount required, better lighting system. <b>Resolved: Cllrs AS &amp; RH to look at contact details from last year's preparation contacts lists. Quote required for tree trunk mount; Clerk to contact LCC once information has been provided. To retain on the agenda. All agreed.</b>																		
102/2020	<b>Litter pick:</b> Dates suggested 3 <sup>rd</sup> & 4 <sup>th</sup> October. <b>Resolved: Cllr AS to advertise via Facebook, liaise with website manager.</b>																		
103/2020	<b>Clerk's Report</b> emailed to cllrs in advance of the meeting covering numerous items mentioned at the meeting.																		
104/2020	<p><b>Planning Applications</b> <a href="http://www.nwleics.gov.uk/pages/view_planning_applications">http://www.nwleics.gov.uk/pages/view_planning_applications</a></p> <p><b>20/01189/AGP</b> West Farm Farm Town new agricultural building. Received 12.8.20 @11.29 forwarded to cllrs 12.8.20 @17.19. <b>Resolved: no objection</b></p> <p><b>19/02160/FUL</b> Re-consultation Shanklin 20 the Moorlands. Received 17.8.20 @10.40 forwarded to cllrs 18.8.20 @13.20. <b>Resolved: no objection.</b></p> <p><b>Applications received between 24.6.20 &amp; 19.8.20</b> Response sent 20/00440/FUL Erection of two rural workers dwellings and retention of 2 agricultural buildings Bushwell Farm, Melbourne Road, Newbold.</p> <p>20/00913/FUL Erection of a single storey rear extension, conversion of outbuildings to provide additional living accommodation along with dormer windows to front and rear roofslope's, new front porch and widening of an existing vehicular access, partial re-building to rear to form a two-storey extension along with a new shed and climbing frame (Revised Scheme to 19/01793/FUL)   87 Loughborough Road Coleorton Coalville Leicestershire LE67 8HH Parish of Swannington</p>																		
105/2020	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <i>Payments approved.</i> <table> <tr> <td><i>M&amp;BG (July).....</i></td> <td><i>£120.00</i></td> </tr> <tr> <td><i>Burnt Oak Developments.....</i></td> <td><i>£452.40</i></td> </tr> <tr> <td><i>Ladywell accountancy services.....</i></td> <td><i>£34.00</i></td> </tr> </table> <p><i>(arrived 18.8.20 after the agenda was published).</i></p> </li> <li>• <i>Payment approved in retrospect (no PC meeting in July).</i> <table> <tr> <td><i>M&amp;BG (April grass cutting) delay due to confirmation required before payment - .....</i></td> <td><i>£120.00</i></td> </tr> <tr> <td><i>Cllr RH expense (purchasing domain names).....</i></td> <td><i>£35.98</i></td> </tr> <tr> <td><i>M&amp;BG (June).....</i></td> <td><i>£120.00</i></td> </tr> <tr> <td><i>Burnt Oak Development (May) .....</i></td> <td><i>£452.40</i></td> </tr> <tr> <td><i>Cllr RH expense Plants for New Road box.....</i></td> <td><i>£19.99</i></td> </tr> <tr> <td><i>Burnt Oak Developments (June).....</i></td> <td><i>£452.40</i></td> </tr> </table> </li> </ul>	<i>M&amp;BG (July).....</i>	<i>£120.00</i>	<i>Burnt Oak Developments.....</i>	<i>£452.40</i>	<i>Ladywell accountancy services.....</i>	<i>£34.00</i>	<i>M&amp;BG (April grass cutting) delay due to confirmation required before payment - .....</i>	<i>£120.00</i>	<i>Cllr RH expense (purchasing domain names).....</i>	<i>£35.98</i>	<i>M&amp;BG (June).....</i>	<i>£120.00</i>	<i>Burnt Oak Development (May) .....</i>	<i>£452.40</i>	<i>Cllr RH expense Plants for New Road box.....</i>	<i>£19.99</i>	<i>Burnt Oak Developments (June).....</i>	<i>£452.40</i>
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	<ul style="list-style-type: none"> <li>• <i>Payments approved at June 24th PC meeting now paid.</i></li> <li><i>Rospa play area inspection.....£82.20</i></li> <li><i>Barbara Whitehouse salary – April, May, June.....£1009.80</i></li> <li><i>Expenses completed on separate sheet for accounts..... £85.53</i></li> <li style="padding-left: 20px;"><i>(mobile phone March, April, May, June; 4x £7.50p... £30.00</i></li> <li style="padding-left: 40px;"><i>Zoom – April, May, June; 3 x £14.39p..... £43.17</i></li> <li style="padding-left: 40px;"><i>Stamps 1 x 6 1<sup>st</sup> class + 1 x 12 2<sup>nd</sup> class £7.80.....£12.36</i></li> <li>• <i>Payment made to Zurich Insurance (a 5 year contract).....£845.78</i></li> <li><i>Plantscape.....£1710.48</i></li> <li style="padding-left: 20px;"><i>(cllrs approved payment after confirmation of no of boxes planted)</i></li>   <li>• <i>Approved 1<sup>st</sup>quarter 1.4.20 – 31.6.20.bank reconciliation - information was sent to cllrs 25.7.20.</i></li> <li>• <i>Bank reconciliation (2 months) taken from 1<sup>st</sup> July to August 14<sup>th</sup> in preparation for this meeting.</i></li> <li>• <i>Bank accounts as at 31<sup>st</sup> July 2020</i></li> <li style="padding-left: 20px;"><i>1 yr dep acct £20120.33; dep acct £30710.60; current acct £6214.40.less the following unrepresented cheques (M&amp;BG £120.00 (June); Burnt Oak Developments £452.40 (May); Burnt Oak Developments £452.40 (June); M&amp;BG 120.00 (April); Cllr Hughes Expenses – Domain Names £35.98; M&amp;BG 120.00 (July); Burnt Oak Developments £452.40 (July). Total 1753.18</i></li> <li>• <i>Budget forecast updated version sent to cllrs 12.8.20 (aware not set in stone, provided to aid purchase planning with the forthcoming purchase of new projects, products &amp; services)</i></li> <li style="padding-left: 20px;"><i>The above information forwarded by email.</i></li> <li>• <i>Deposit account (clerk informed the meeting that research was being done with reference to the one year deposit account).</i></li> </ul>
106/2020	<b>Next Parish Council Meeting: Wednesday 7pm September 30<sup>th</sup> 2020</b>

*Barbara Whitehouse.* Clerk to Coleorton Parish Council