

# COLEORTON PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10<sup>th</sup> JUNE 2020

VIA ZOOM 7pm

**Zoom ID 386 737 6276**

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**Landline 01203 4815240**

**Barbara Whitehouse** Clerk to Coleorton Parish Council

Reason for the Parish Council Meeting taking place on June 10<sup>th</sup> 2020 –  
May 27<sup>th</sup> had to be abandoned due to technical issues.

<b>Present</b>	Chair - Martin Farrand, (MF) Vice Chair Councillors – Ann Stafford (AS); Michael Akroyd (MA); Richard Hughes (RH) Zoom Host Barbara Whitehouse (BW) (Clerk) Co-Host Richard Hughes (RH) Members of the public (4) Sandra Dillon (SD) Webmaster, Andrew Hogsden (previous Clerk) joined meeting approx. 7.45pm.
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Before items on the agenda were discussed Vice Chair (MF) opened the meeting:

- Thanked all for attending the Coleorton Parish Meeting held via zoom;
- Made reference to technical issues of May 27<sup>th</sup>, hence replacement meeting slot being held on June 10<sup>th</sup>. Enabling end of (fiscal) year matters to be approved.
- Zoom Meeting protocol mentioned.

48/2020	Apologies: Councillor Terry Betts, apologies given to the clerk. <b>Resolved to accept.</b>
49/2020	<b>Recordings of meetings.</b> Chair noted the key points from the council's policy on recordings of meetings. <i>Reference further made to reasons for Zoom taking place.</i>  <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. One member of the public advised that they maybe recording some parts of the meeting.</i>
50/2020	<b>Declarations of Pecuniary Interest</b> MF has association with LRALC. <b>Resolved to accept.</b>
51/2020	<b>Minutes of the meeting held on 22<sup>nd</sup> April</b> (reason for the delay in signing – minutes were due to be approved at the meeting May 27 <sup>th</sup> ). Circulated in advance. Chair enquired if agreed. Proposed by MA. Seconded by RH. Councillors agreed. <b>Resolved – minutes agreed</b>
52/2020	<b>Report from the Police:</b>

	Police matters – clerk has summarised and circulated police information to councillors and website. BW will put main items number and details of offences on the minutes and look at police website.
53/2020	<p><b>Period for public participation:</b> Receive representations, questions or evidence regarding matters on the agenda from the public (20 mins)</p> <p>i) Member of the public – raising concerns about Forrester Play Area. Believes there is a plan to enhance the play area facilities, deemed not a good idea. Previous issues include significant problems in and around the play area, local gardens and substation vandalised. Not sure what the answer is. Would like to know what the plans are, what protection local residencies will have, and what compensation they would be entitled to because of execution of these plans. Before leaving the meeting the member of public was made aware that Forrester Close is on the agenda (item 57/2020p).</p> <p>ii) Two other members of the public – also raised concerns about Forrester Close Play Area. Reiterating points made above plus nobody in Forrester Close or surrounds has been consulted on any change of use of the area. Parish Council - there is a covenant on that land to be kept as a play area. Play area in it's current state is not well equipped and doesn't attract many people. Concerns: if more play equipment goes on the area, there could be an increase in more anti-social behaviour, evicted family (confidentiality maintained) scenario mentioned. Parish Council has no statutory duty to provide an open space. Looking forward to seeing the plans if the PC takes it over. RH enquired if the members of the public knew the date when the family (anti-social behaviour) were evicted. No comment made.</p> <p><b>Resolved: matter to be discussed further in the meeting (on the agenda).</b> All agreed.</p>
54/2020	<p><b>Correspondence from parishioners/others:</b></p> <p>1). Reference to land behind Zion Hill Clerk acknowledged email (14.5.20 @14.54) email forwarded to councillors. Green lane from recreation ground to Zion Lane. Clearing taking place behind someone's house, citrus trees and ornamental planting. AS made everyone aware of the conifers that been planted on the green lane. <b>Resolved:</b> Cllr MA to visit the area and report back for 24<sup>th</sup> June meeting.</p> <p>2). Reference made to Wildflower verges. Clerk forwarded to Councillors (15.5.20 @01.15am) Coleorton resident wants to know if we have plans for doing something with the verges. See item 57/2020j.</p> <p>3). From Andrew Bridgen (MP) Message of thanks for the work the council are doing etc. recognising we are in difficult and precedent times. Forwarded to Councillors on 12/5/20 @ 12.02pm Information also given to website.</p> <p>4). Request made for a stile Coleorton Woods to enable people to walk around the woods at night. Clerk acknowledged matter (18.5.20 @12.19) See item 57/2020h</p> <p>5). Correspondence received 15.5.20 @16.56 via webmaster Removal of raspberries? near Village sign (email also sent to councillors from webmaster). AS suggested Parish Council replant raspberry bushes as part of refurbishment for Millennium Gardens . See item 57/2020c</p> <p>6). Email rec'd from Pitt lane resident re Coleorton Wood access (responded 8.6.20 @11.07 &amp; 21.09) forwarded to cllrs. See item 57/2020h.</p>

55/2020	<p><b>Receive reports from Parish organisations and Council Appointees</b>  <i>Web Master.</i>  Report sent to cllrs and clerk in advance of meeting.  Webmaster Sandra Dillon (SD) email noted will be retiring as the webmaster. Has other interests to follow needs more time to do this. Website has limited data capacity left, needs overhaul.  MF thanked Sandra for her hardwork in running the webmaster for the parish council.</p> <p><b>Resolved: Parish Council to begin the process website replacement.</b></p> <p>Report from the Heritage Trust is not available.</p>
56/2020	<p><b>Summary of past twelve months Parish Council Activity</b>  Outgoing clerk Andrew Hogsden had provided a written report, this was circulated to cllrs in advance of the meeting.  <b>Resolved: report to be sent to website for publication.</b></p>
57/2020	<p><b>On -going matters</b></p>
57/2020 a	<p><b>Enrichment &amp; three-year plan</b>  MF summarises the enrichment plan includes various items already on the agenda, around the village therefore already on the action plan.</p>
57/2020 b	<p><b>Beaumont Centre</b>  Cllr AS raised her hand to speak and was not seen.  <b>Resolved: Defer to next meeting June 24<sup>th</sup>.</b></p>
57/2020 c	<p><b>Millennium Gardens</b>  Planting – SD/Heritage Group plan to do some underneath the sign but lockdown has interrupted plan.  Benches – parishioner MS and another were going to refurbish, treat and reassemble the benches however, unable to due covid 19 the timber yard Harlows is closed at present.  SD reported raspberries were not raspberries and stated if the parish council want to plant raspberries, requests they don't do it at the Millennium Garden.  Discussion took place about timber (benches) reimbursement of costs.  <b>Resolved:</b> MS to inform clerk BW of wood prices for bench refurbishment. Parish Council will need to agree costs first, invoice to be made to Coleorton Parish Council, monies reimbursed to MS. MF thanked parishioner MS for support.  <b>Resolved: Item to remain on the agenda. All agreed.</b></p>
57/2020 d	<p><b>Gazebos – storage facility, purchase requirements.</b>  AS updated the meeting. Have storage facilities, all agreed to purchase gazebos when needed, no need to do anything at present until an event is coming up.  <b>Resolved: agreed to purchase, item to be removed from the agenda. All agreed.</b></p>
57/2020 e	<p><b>Railings – ownership and maintenance</b>  Railings – near the school mainly and a couple more around the village. To be refurbished. Need to find out who owns them so we could get them refurbished. BW had not done this task yet. MF asked BW if we found out who owned the railings. Railings part of the enrichment plan. AS has contact at LCC Highways who may know of ownership. AS will pass contact details to clerk.  <b>Resolved: MF and BW to find out who owns them and to retain item on the agenda.</b></p>
57/2020 f	<p><b>Fish Pond Bridge – blue plaque.</b>  Update requested from SD on behalf of the Heritage Group.  RH thought that we couldn't attach to the bridge because it's listed, thought that Mike Cox was taking the plaque away to make a stronger post. SD confirmed that Mike Cox has made a stronger post which is now in place.  <b>Resolved: to remove item from the agenda. All agreed.</b></p>
57/2020 g	<p><b>Bakehouse – confirming ground maintenance program and start date</b>  RH will pick this up. Has a handyman who does personal work for him and asked him to quote for work at the site. Asked clerk if this is a pecuniary interest? Clerk advised we get</p>

	<p>three quotes. The work is to give better access into the site with kissing gate, clearing hedging and brambles, and perimeter fence putting in place. Conversation with Mike Cox who is trying to get the ovens working in the future then the whole site tidied up can be better promoted. Is there an issue with funding the stile as its property of Highways?</p> <p><b>Resolved: RH to forward copy of quote to Clerk. Item to stay on the agenda.</b> All agreed.</p>
57/2020 h	<p><b>Coleorton Wood</b> Signage: from last meeting this was going to be carried over.</p> <p>BW has written to parishioner (following April 22<sup>nd</sup> meeting) who complained about the issue but due to current crisis, time wasn't right to meeting. MA said we need to move on this. A councillor reported he couldn't go into Coleorton wood because the car park closed, similar comments have been said by Coleorton residents. Discussion: Thought pedestrian access is the way forward. We have already agreed that we would create this and keep the car park closed. All agree we should have better access to the wood.</p> <p>Proposal is to fit pedestrian access, proposed MA seconded RH, and with a communication to the residents to say we are doing this and asking for any better suggestions. AS proposed MA seconded on the basis that a letter goes out in the next few days of this meeting and responses are requested to the clerk by 23<sup>rd</sup> June.</p> <p><b>Resolved: to fit pedestrian access. Send letter to residents for their feedback/responses by 23<sup>rd</sup> June.</b></p> <p><b>Resolved: Leave signage on the agenda.</b></p> <p>Chainsaws There had been various email traffic regarding an outstanding invoice and ongoing ownership and maintenance. MF summarises there are two chain saws, discussed ownership. They are now on volunteer group asset register. Maintaining them should be pre-authorized financially. RH suggested need to build maintenance costs into the budget. Proposed MA seconded AS. MF proposed, RH seconded payment of the invoice. MS will also give us the two serial numbers.</p> <p><b>Resolved: Pay for maintenance on the two chainsaws providing we (CPC) get VAT reclaimable invoices.</b> All agreed.</p>
57/2020 i	<p><b>Coleorton wood carpark</b> <b>Resolved: Defer to August meeting.</b></p>
57/2020 j	<p><b>Bulbs</b> Discussion: Bulbs planting scheme will tie in with wildflowers (parishioner email), grass verges. AS leading the bulb planting scheme. In the process of obtaining information from various sources, ie planting on verges. AS asked for a tentative budget of £1000, although unlikely to be this amount. AS will contact insurance re: liability.</p> <p><b>Resolved: Tentative budget agreed, MF proposed, MA seconded.</b></p>
57/2020 k	<p><b>Post Covid 19 Celebration</b> <b>Resolved: to remove from the agenda.</b> All agreed.</p>
57/2020 l	<p><b>Coleorton Christmas forward planning update</b> Discussion: MF suggested we have a permanent tree mounting facility on Beaumont Green. <b>Resolved: to defer to September.</b> All agreed</p>
57/2020 m	<p><b>Community Response Plan</b> - Covid 19 Coleorton response team Emergency generator <b>Resolved: to move item to September.</b> All agreed.</p>
57/2020 n.	<p><b>Peggs Green Recreational ground</b> Youth group update – Clerk has been in contact with J.C. Further communication taking place. <b>Resolved: to remove item from the agenda until the youth group come back.</b> All agreed. Inspection completed May 2020. No red items. Clerk to summarise for June 24<sup>th</sup>. <b>Resolved: agenda item for 24<sup>th</sup> June.</b> All agreed.</p>

	<p>Damage to fence – Good (temporary) repair made by MF &amp; MA.  <b>Resolved: retain item on agenda for June 24<sup>th</sup>.</b> All agreed.</p>
57/2020 o	<p><b>HS2</b>  PR email from HS2 about showing consideration to those along the route etc.  <b>Resolved: Move item to June 24<sup>th</sup>.</b> All agreed.</p>
57/2020 p	<p><b>Forrester Close Play Area</b>  Also referred to earlier item (53/2020 ii). Discussion included ownership, do we want this?, what do we want to do with it? Or do we leave it with NWLDC. Must be left as a play area (NWLDC). Decided to leave it with NWLDC, proposed MF, seconded AS. Offer NWLDC facilitation/liase with residents and understand what they (residents) want and what NWLDC are able to do. Letter to NWLDC – no thank you to ownership, refer to concerns about security, antisocial behaviour, vandalism, and provision of the play area is poor, and offer help to facilitate meeting with residents. Letter to residents.  <b>Resolved: write to NWLDC proposed MF, seconded AS. Retain item on the agenda.</b> All Agreed.</p>
57/2020 q	<p><b>Fly Tipping/Litter</b>  MA in liaison with Ian Toon Enforcement Officer and will be council champion. Fly tipping is almost daily instance. They have one camera, where would they like us to put it? RH has asked if we could purchase our own camera. Colin Jones – Crime Prevention Champion – had a letter from Mr. Hollywood lives near St Marys alleged prostitution, couldn't get through to police. Colin has been in touch with the police and they are going to increase patrols. RH has ten "Report fly tipping signs" for use, shown to councillors.  <b>Resolved: item retained on the agenda.</b> All agreed.</p> <p><b>Litter Pick</b>  <b>Resolved: MA fly tipping champion; remove item from the agenda until after lockdown.</b> All agreed.</p>
57/2020 r	<p><b>Handyman</b>  RH proposed that we have a handyman available to us, have a job advert, have it advertised and see what response we get. Not as an employee but a self-employed basis who we can call on when we need. That person will liaise with the clerk. MF and RH to liaise re: process for job advert draft. S/O provision to work with Clerk, clerk to authorise work. RH proposed, MA seconded.  <b>Resolved: draft send to Clerk, advertise. Retain item on the agenda. Proposed RH, Seconded MA.</b> All agreed.</p>
57/2020 s	<p><b>Speed camera location maintenance plan.</b>  <b>Resolved: defer item to future agenda.</b> All Agreed.</p>
57/2020 t.	<p><b>Coleorton Parish Boundaries</b>  <b>Resolved: defer item to future agenda.</b> All Agreed.</p>
57/2020 u	<p><b>Pitt Lane</b>  <b>Resolved: defer item to future agenda.</b> All Agreed.</p>
57/2020 v	<p><b>Coleorton corporate email address.</b>  Discussion: recent email from LRALC; protecting councillors who do not use corporate email address. Clerk suggested - clerk telephone communications, and providing hardcopy – ie agenda, minutes. Clerk to advise Cllr Betts of decision.  <b>Resolved: clerk to advise Cllr Betts; remove item from the agenda.</b> All Agreed.</p>
57/2020 w	<p><b>Facebook</b>  Discussion: AS to have judgment with Facebook entries. Proposed MF, seconded MA.  <b>Resolved: as above; retain item on the agenda.</b> All Agreed.</p>
58/2020	<p><b>Clerk's Report</b> includes casual vacancy update.  Three people expressed interest. BW proposed 17<sup>th</sup> June return of forms from interested parties. Interview proposed takes place with ballot on June 24<sup>th</sup>?  Clerk suggested sending form and information process to councillors for their input.  <b>Resolved: Council request clerk contact LRLAC for clarification.</b> All agreed.</p>

<p>58/2020 a.</p>	<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>Applications</b>  <b>19/00652/FULM</b> <i>deadline date for responses 22.6.20.</i>  Hybrid planning application for redevelopment of the site comprising: Outline application (all matters reserved) for the erection of Class B8 distribution unit(s) and ancillary offices (B1a), service yards and HGV parking, fuel and wash facilities, vehicular and cycle parking, gatehouse(s) and security facilities, plant, hard and soft landscaping including boundary treatments and retaining walls, pedestrian and cycling infrastructure, internal roads, and foul and surface water drainage infrastructure. Full application for site clearance works (including removal of railway, existing trees/hedgerows and existing hardstanding), access from (and alterations to) Corkscrew Lane, brook diversion and crossings, earthworks and structural landscaping (including boundary treatments), associated utilities infrastructure, surface water drainage outfall, and construction access and compounds.</p> <p>Objection: Concerns to include: road network not suitable; increased traffic through the village. Request further clarification on routes.</p> <p>.....</p> <p><b>20/00822/FUL</b> (resubmitted application under a new number) <i>deadline date for responses 29.6.20</i>  Change of use of two red brick agricultural buildings to dwelling-houses, conversion and extension of existing agricultural buildings to garage accommodation and machinery store, demolition of range of modern portal frame agricultural buildings and the removal of the proposed grain store from consent 15/01188/FUL  Location: Moor Lane Farm 58 Moor Lane Coleorton Coalville</p> <p>Objection: Concerns to include: outside the limit to development; contrary to housing policy as defined in the Local Plan. Additional vehicles (related to the property will have a detrimental impact on the local environment/narrowness of the lane).</p> <p>.....</p> <p><b>Applications considered between meetings 22.4.20 – 27.5.20</b>  Clerk informed council of the following:  responses made to  20/00687/AGP; 20/00742/AGP; 20/00348/OUT  <b>Withdrawn notification</b> 20/00400/FUL - Resubmitted see above under 20/00822?FUL  <b>Decisions notified</b>  TPO 484 No objections have been received; the order confirmed on May 8<sup>th</sup> 2019 without modification.</p>														
<p>58/2020 b.</p>	<p><b>Finance</b></p> <p><i>Approve payments</i></p> <table border="0"> <tr> <td>SJ Smith (contractor) (millennium gardens) .....</td> <td>£288.00</td> </tr> <tr> <td>Burnt Oak Developments (Grounds Maintenance - April).....</td> <td>£452.40</td> </tr> <tr> <td>M&amp;BG (ground maintenance – grass cutting – May) .....</td> <td>£120.00</td> </tr> <tr> <td>LRALC (training £80.00 + £60.00) .....</td> <td>£140.00</td> </tr> <tr> <td>NWLDC (litter bins emptying annual contract.....</td> <td>£236.80</td> </tr> <tr> <td>Salary &amp; expenses Andrew Hogsden (retiring Clerk) .....</td> <td>£318.00</td> </tr> <tr> <td>Expenses .....</td> <td>£5.97</td> </tr> </table> <p>Clerk notified council the above parties have been contacted to explain delay.</p> <p>Council approved all request for payments.</p> <p>Receipts (precept &amp; Council Tax Support Grant) .....£7197.13</p> <p>Andrew Hogsden AH (previous Clerk) had prepared documentation for the May meeting. AH answered questions and talked through the following:</p> <ul style="list-style-type: none"> <li>• Clerk (BW) to publish information on the website.</li> <li>• Annual return (draft) to consider and approve – (AGAR) approved.</li> </ul>	SJ Smith (contractor) (millennium gardens) .....	£288.00	Burnt Oak Developments (Grounds Maintenance - April).....	£452.40	M&BG (ground maintenance – grass cutting – May) .....	£120.00	LRALC (training £80.00 + £60.00) .....	£140.00	NWLDC (litter bins emptying annual contract.....	£236.80	Salary & expenses Andrew Hogsden (retiring Clerk) .....	£318.00	Expenses .....	£5.97
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	<p>(draft sent out with minutes)</p> <ul style="list-style-type: none"> <li>• Certificate of Exception from a limited assurance review for 2019/20. Formally proposed we are exempt from limited income review as we below £25K. MF to sign. MF proposed; MA seconded.</li> <li>• Annual Governance Statement pg 5 for 2019/20. Approved. RH proposed; AS seconded.</li> <li>• Accounting Statements for 2019/20. Pg 6 Approved. MA proposed; RH seconded.</li> <li>• The following considered and approved (code of best practice &amp; transparency) for publication on the website: <ul style="list-style-type: none"> <li>• - Receipt and Payments 2019-20;</li> <li>• - Receipts greater than £100;</li> <li>• - Payments greater than £100;</li> <li>• - Bank reconciliation 2019-20;</li> <li>• - Explanation of variances 2019-20.</li> <li>• - Asset Register at 31 March 2020</li> </ul> </li> <li>• (All of the above sent out to councillors).</li> <li>• Appointment of the Internal Auditor for 2020/21. AH suggested we use LRALC internal auditor again, happy with the service they provided in May 2020. Proposed MA; Seconded RH</li> <li>• Approved for the budget (2020/21) to be published on the parish council website. RH proposed; AS seconded.</li> <li>• Internal Audit report accepted and approved for publication on website. RH proposed; As seconded.</li> <li>• Considered and approved the forms for the Exercise of Public Rights 2020/21. Period from June 15<sup>th</sup> to July 24<sup>th</sup>, announcement to be on website by Friday 12<sup>th</sup> June. RH proposed; AS seconded.</li> <li>• Bank Mandate discussed. To remove Michael Specht (MS) . Standard Mandate read out by AH. HSBC pay all cheques and act on other instructions for payment signed by any 2 of Michael Akroyd, Martin Farrand, Terry Betts, Ann Stafford and Richard Hughes; deliver any item on behalf of the Council by the Bank in safe keeping; to act on behalf of the Council in any other transaction with the bank and that clerk is authorised to supply the Bank as and when necessary with lists of persons authorised to sign; give receipts and act on behalf of the Council; that these resolutions remain in force until changed by a resolution of the Council, and that the Council accept the Business Banking Terms and Conditions. <b>Resolved:</b> to accept the above wording and removal of MS. RH proposed; MF seconded.</li> <li>• To decide on payment of Chair's expenses for 2020/21. MF proposed this is moved to 2021 as we do not currently have a Chair.</li> </ul> <p><b>Resolved: BW to obtain signatures etc. and carry out the above tasks.</b> All agreed.</p> <p>Councillors expressed their thanks to Andrew for all his work for the past year and in dealing with the end of year accounts.</p>
59/2020	<p><b>Bacs</b> Clerk requested looking into pros and cons of using Bacs. <b>Resolved: to defer to a later date when information is collected.</b> All agreed.</p>
60/2020	<p><b>Casual vacancy update (4 candidates expressed interest)</b> Already referred to in item 12.</p>
61/2020	<p><b>Notice boards</b> Clerk requested help with pinning notices on boards. Notice boards allocated. . <b>Resolved:</b> item to be removed from the agenda.</p>
62/2020	<p><b>Standing Orders/amendments.</b> MF proposed S.O review still takes place at a future date, but adopt the Remote Meetings, councillors have been sent information from Cllr AS. <b>Resolved: Update the standing orders with the remote meeting S/O. MF proposed. AS seconded.</b></p>
63/2020	<p><b>Next Parish Council Meeting: Wednesday June 24<sup>th</sup> 7pm.</b></p>