

**Minutes of the Annual and Ordinary Meeting  
of Bitteswell with Bittesby Parish Council  
Held virtually via Zoom on Thursday 21<sup>st</sup> May 2020 at 7.00pm**

**Present:** Cllr Reg Flint, Cllr Margaret Foster (acting Chair), Cllr John Allsopp and Cllr Nigel Chapman  
Clerk Cathy Walsh, District/County Cllr Rosita Page and 0 member(s) of the public.

**Annual Meeting of the Parish Council**

**1. Election of Chair**

**Resolved:** Cllr Flint was nominated and elected as Chair for 2020-2021.

**2. Election of Vice Chair**

**Resolved:** Cllr Foster was nominated and elected as Vice Chair for 2020-2021.

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

Cllr Flint and Cllr Foster will sign and return a hard copy of the Declaration of Acceptance of Office to the clerk.

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

None.

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

None.

**6. To receive the outgoing Chairman's Report for year ended 31.03.20**

Attached as appendix A.

**7. To review the Asset Register**

**Resolved:** The Asset Register for the year ending 31.03.20 was approved.

**8. To adopt the modified Standing Orders to support the Coronavirus Act 2020**

**Resolved:** The Standing Orders were adopted.

**9. To review the Financial Regulations**

**Resolved:** The Financial Regulations were reviewed and adopted.

**10. To adopt the Document Retention Schedule**

**Resolved:** To adopt the Schedule.

**11. To review the Equal Opportunities, Health & Safety, Home Working, Lone Working and Expenses Policies**

**Resolved:** The Equal Opportunities, Health & Safety, Home Working and Lone Working policies were reviewed and adopted with no change.

**Resolved:** The Expenses Policy was reviewed, modified and approved.

**12. Bank Reconciliation and Bank Statement verification for year ended 31.03.20**

**Resolved:** The Bank Reconciliation was approved and the Bank Statements (Sheet numbers 45, dated 28.02.20 to 01.04.20) verified.

**13. To approve the Accounts & Financial Statement for year ended 31.03.20**

**Resolved:** To approve the Accounts & Financial Statement.

### **Ordinary Meeting of the Parish Council**

**14. To approve the minutes of the meeting held on 16.01.20**

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

**15. To consider any matters arising from the minutes of the meeting held on 16.01.20**

**Dangerous Parking outside Lutterworth Rugby Club, Ashby Lane, Bitteswell**

It was reported that visitors to Lutterworth Rugby Club are parking on Ashby Lane in a manner that is dangerous and causes an obstruction to other road users. The Parish Council wrote the Rugby Club Officials to voice its concerns. Cllr Page contacted Highways at Leicestershire County Council (LCC) and forwarded the response to the Parish Council. Harborough District Council (HDC) Officers and the Police arranged a meeting with Rugby Club Officials. Cllr Page will follow this up once COVID-19 restrictions are eased.

**16. To note any comments or matters from residents, at Chairman's discretion**

None.

**17. To note any matters raised by the District/County Councillor**

Please see report attached as appendix B.

Cllr Page formally thanked the Parish Council for all the support and effort it has provided throughout the year.

**18. Annual Governance & Accountability Return (AGAR) 2019/20**

**18.1. To approve the Annual Governance Statement**

**Resolved:** The Annual Governance Statement was approved.

**18.2. To approve the Accounting Statements**

**Resolved:** To approve the Accounting Statements.

**19. Financial Matters**

**19.1. Accounts for payment**

Payee	Description	Totals
LRALC Limited	LRALC (£178.21) & NALC (£30.10) membership 2020-2021	£208.31
CPRE	Membership 01.04.20 to 31.03.21	£36.00
Cathy Walsh	Additional hours worked for 2019-2020	£551.36
Helen Denton -Stacey	Neighbourhood Plan hours, expenses & AL	£207.68
Viking	Stationery, stamps & computer hardware	£92.20
Cathy Walsh	Expenses (inc Zoom licence)	£14.39
Total		£1,109.94

## 19.2. Bank Reconciliation to 15.05.2020

Opening Balance	1-Apr-20	<b>£21,139.78</b>
Receipts to	15-May-20	£11,188.15
Payments to	15-May-20	-£1,583.73
Closing Balance	15-May-20	<b>£30,744.20</b>

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

Current Account	£8,319.21
Business Reserve account	£22,775.26
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£350.27
Bank Reconciliation to 15-May-20	<b>£30,744.20</b>

## 19.3. Receipts & Payments Summary to 15.05.2020

Noted.

## 19.4. Clerk's Claim for Expenses

Noted.

## 19.5. Neighbourhood Plan Expenditure

The clerk confirmed that YourLocale is submitting invoices linked directly to the agreed work programme, as specified in the Terms of Engagement.

Cllr Allsopp to ask YourLocale to clarify the position on future funding options and what elements of the Neighbourhood Planning process has been postponed due to COVID-19 restrictions.

## 19.6. Neighbourhood Plan Clerk's Claim for Expenses

Noted.

**20. To consider purchasing a laptop to upgrade the clerk's current device**

**Resolved:** To approve the purchase of a new laptop up to a limit of £600.

**21. To consider purchasing a mobile phone to upgrade the clerk's current device**

**Resolved:** To approve the cost of purchasing a new mobile phone on a monthly contract up at a cost of around £13.00 per month.

**22. To consider replacing the bus shelter on Ashby Lane including any funding sources**

The replacement of the bus shelter is still an ongoing matter. Cllr Chapman will be attending the Magna Park Community Meeting on 27.05.20 and will make enquiries about the availability of the Magna Park Community Fund.

**23. To receive an update on the progress of the handrail over the cobbles and AED kiosk panel repair****Handrail over the cobbles**

The Council did not receive a response to the letter it wrote to Severn Trent Water (STW) in March 2020 to seek help in establishing whether the services underneath the cobbles belong to STW and whether they are likely to represent a hazard to the erection of the guard-rail

**Action:** To chase this up with STW.

**AED Kiosk**

Mark Osborne has kindly offered to look at repairing the damaged panel on the kiosk. This is likely to be once lockdown restrictions are lifted.

**24. To receive an update on the revised cost of LCC's LED lighting conversion project**

LCC reported a discrepancy of 6 additional LED lights converted as part of the project. The Parish Council noted the revised cost implication in the capital LED replacement figure and the energy figure that LCC need to charge.

**25. Tree Preservation Order: To arrange a report by an arboriculturalist**

**Resolved:** To ask contact a local arboriculturist to prepare a report on the pine tree by St Mary's Primary School. To liaise with Bitteswell's Tree Wardens and Head teacher at St Mary's.

**26. To discuss local policing matters and concerns**

PCSO Jay Bellamy sent details of local crime figures for March to the Council. When his work commitments allow, he is happy to attend future meetings of the Council to provide updates on local policing matters.

Leicestershire Police have seen a rise in the theft of catalytic converters across the county, there have also been a number of reported thefts of catalytic converters from cars in Lutterworth and Dunton Bassett. These thefts and attempted thefts have been from a variety of different cars, but in particular the Toyota Prius and the Honda Jazz.

Lutterworth & Broughton Astley and Market Harborough Police Beat Newsletters are published on a monthly basis.

These can be found on our website: <https://www.bitteswell.org.uk/newsletters-from-the-area.html>

## **27. Planning Matters**

### **27.1. To note any planning matters – new and unresolved applications**

None.

#### **27.1.1. Proposal to develop land off Brookfield Way for a retirement home**

Avery Healthcare is proposing to develop land off Brookefield Way in Lutterworth for a new care home and retirement bungalows. The Council was asked for feedback, it is unlikely to support any proposal that compromises the defined separation area and would make further comments once an official planning application is received.

### **27.2. To note/discuss any enforcement cases**

None.

### **27.3. Other Planning Matters**

None.

### **27.4. To provide an update on the progress of the Neighbourhood Plan (NP)**

Regulations linked to the Coronavirus Act 2020 mean that no elections or referendums can take place until 6 May 2021. This includes neighbourhood planning referendums. These provisions will be kept under review and may be amended or revoked in response to changing circumstances.

## **28. Any Other Business**

### **Bitteswell Isolation Support**

The Parish Council would like to recognise and pay tribute to the volunteers in Bitteswell who have been helping deliver food parcels, collecting prescriptions, contacting people who may be feeling vulnerable or lonely, or who have provided help in some other way, where it was desperately needed, during the current crisis.

**Action:** The clerk to write and formally thank the volunteers.

### **Bitteswell Egg Farm**

The Parish Council would like to thank Bitteswell Egg Farm for donating a large quantity of eggs that were delivered to residents.

### **COVID-10 Funding**

Harborough District Council, Lutterworth Town Council and Leicestershire County Council has provided funding to support Lutterworth Church Crisis Action and Lutterworth and Villages Foodbank during the COVID-19 crisis.

*Due to technical issues Cllr Flint left the meeting.*

## **29. Motion to exclude the press and public due to the confidential or exempt nature of the item to be discussed as defined in Schedule 12 of the Local Gov. Act 1972**

**Resolved:** To exclude the press and public.

**30. To receive an update on the White Cottage further to the receipt of legal advice**

This item was discussed and the course of action to take was approved by the Parish Council.

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

The date of the next meeting is Wednesday 08<sup>th</sup> July 2020.

The meeting was closed at 9.02pm.



## Appendix A

**Chairman's Report for 2019-2020**

It is a pleasure to express my thanks to all Councillors for their efforts during the year. It has also been a pleasure to gain some new residents who have volunteered to become Councillors. However, we continue to operate at a cohort somewhat beneath our designated complement.

We are indebted to Cathy for her tireless work, and for ensuring that we don't stray too far from the many regulations, which appear to possess the ability of self-generation.

We are grateful for the unstinting work of our District and County Councillor who, among other things maintains the interface between the Parish Council and the superior Councils on which she sits as a Member.

Thanks are due to John Allsopp and his team which have continued to make progress with the preparation of the Neighbourhood Plan for Bitteswell, despite several obstacles. The funding of the Neighbourhood Plan continues to be of concern.

Following an invitation from the County Council to convert the street lighting in the Village to LED, and assume arrangements for the provision of the associated electrical supplies, we entered into two contracts with the County Council: one covering the conversion to LED, the other dealing with supply and maintenance. If all proceeds to plan, the change should yield significant savings in costs for street lighting.

The Harborough District Plan is now established and represents the statutory development plan for the Parish and, indeed for the entirety of the District. The Plan anticipates significant increases in the size of Magna Park, and much of this work is already in train.

The advent of Covid 19 has, like its effects on other parts of the country, effectively paralysed the running of the Parish Council, particularly with regard to our communication with the public. Zoom is clever, but it is no substitute for face to face contact.

That brings to an end my brief Report for this period.

Thankyou

Cllr Reg Flint

Appendix B

**Update from Cllr Rosita Page**

We all know by now Council finances don't look too good under the ever increasing demands, but the present situation has placed another £50 million burden on to the already overstretched budget and there will be a lot of saying 'no' more often.

It's been a very good news story to be able, despite the pressures, to allocate £1.5 million to community groups to help them to deliver services to our residents. This is on top of the existing Shire Grant.

Lutterworth and villages have secured over £22,000 to help the needy and vulnerable.

I like to be positive and think it is not all gloom and doom. As you know, considering the very sad circumstances, the local authorities are coping very well and I will keep you all up-dated as best as I can.

Still, at the start of this pandemic 4053 potholes were filled, 8595 miles of road inspected and nearly 100,000 gullies were cleaned. See Leicestershire County Council's (LCC) website. We are working on a recovery programme to ensure works are being carried out, grass cut, roads are swept and litter picked wherever possible.

LCC has invested some more money into our recycling and household waste sites. Which means no cuts to the present opening times.

However, due to Government guidance, the recycling and household waste sites had to be closed for the lockdown. LCC are looking to a phased opening of the first 7 sites again, under strict guidance, from the 18<sup>th</sup> May.

Lutterworth recycling and household waste site cannot be opened due to not meeting Government guidelines and traffic issues on the lane.

Recycling and household waste sites can only be visited with a permit. Permits can be downloaded from LCC's website or by telephone on 0116 3050001

We are still being environmentally friendly and do not excuse any fly-tipping or littering. Harborough District Council (HDC) are continuing to monitor this. Even though HDC was the only council that retained a full collection service, we are having a lot of unnecessary fly tipping. The crews can't pick up as fast as it appears.

Looking forward to this nice weather to continue to make lockdown more bearable. For work in the garden, LCC is providing composters at a very reasonable price, delivered to your door. Details are also on the LCC website.

Garden centres and some parks are open again and I have circulated the new guidelines for social distancing etc.

The ongoing irresponsible parking at schools was being tackled by our camera cars. LCC has purchased another enforcement vehicle to continue after the lockdown.



So far, nearly 200 schools have signed up to this popular programme which has even been featured in national newspapers.

There will be a national announcement soon as to a back to school phasing period starting in June.

The County Council is trying to work with partners to work towards being carbon neutral by 2030. This work is ongoing. It is a very ambitious, expensive target but we would like to be responsible and meet our agenda.

A big part of this agenda is the East of Lutterworth development which was due to go to the HDC planning committee in April. The meeting had to be deferred as there was a legal challenge laid by UHL and it will potentially be considered in July /August now.

As part of this potential development we will see many green spaces, extra care provision and bungalows for the elderly, supported living accommodations, a community hub and hopefully a road that will link to the motorway taking some traffic out of the town centre.

The County Council will make some financial contributions towards the existing town centre improvements. Hopefully to attract other outside funding, looking forward to increasing a higher footfall for our beautiful market town in the future. There is a new Master Plan that will be launched

Our villages are flourishing with improvements were ever possible, nice village halls as centre hubs and other individual projects. It's just a shame we can't stop irresponsible parking and our grass verges being ruined.

In this difficult and challenging times, it is wonderful to see how our communities pull together. There are so many volunteers doing a marvellous job, which we need to be thankful for. Much thanks has got to go to all of these volunteers and service providers who meet the needs of all the residents in our communities.

Keeping people active and healthy has many benefits. We are working with Public Health to encourage activity and to ensure mental health.

I will continue to send you regular briefings and information.

Detailed information is provided on our websites and I am also available for a chat, just phone or email me anytime.

Stay safe. My very best wishes.

Rosita