

**Minutes of the Annual Meeting of the Parish and The Annual Meeting of Bitteswell
with Bittesby Parish Council
Held virtually via Zoom on Wednesday 05th May 2021 at 7.00pm**

Present: Cllr Margaret Foster (Chair), Cllr John Allsopp, and Cllr Nigel Chapman
Clerk Cathy Walsh, Cllr Rosita Page and 0 member(s) of the public.

The council held a one minutes silence as a mark of respect to the late His Royal Highness The Prince Philip, Duke of Edinburgh.

Annual Meeting of the Parish

No members of the public attending the meeting.

The meeting was closed at 7.05pm

Annual Meeting of the Parish Council

This meeting commenced shortly after the Annual Meeting of the Parish was closed.

1. Election of Chair

Resolved to elect Cllr Foster as Chair for 2021-2022.

2. Election of Vice Chair

Resolved to elect Cllr Allsopp as Vice Chair for 2021-2022.

3. To receive Councillor's Declaration of Acceptance of Office

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

4. To receive any apologies for absence

Apologies were received and accepted from Cllr Flint.

5. To receive Member's declarations of Interests

Cllr Allsopp declared a non-pecuniary interest in item 21.1 relating to planning application 21/00662/TCA, due to owning the adjacent property.

6. To receive the outgoing Chairman's Report for year ended 31.03.2021.

The Report was read to members (attached as appendix A). The Council endorse Cllr Flint's comments and thanked the Clerk and Cllr Page for their help and support and thanked Cllr Allsopp for his involvement in Bitteswell's Neighbourhood Plan.

7. To review the Asset Register

Resolved to approve and adopt the Asset Register. The railings purchased for the Manor Road cobbles and asset location details will be included on the Register.

8. To defer the Standing Orders review to the next meeting

Approved & Signed:

The regulations which made temporary provision in relation to local authority meetings during the Covid pandemic expire on 7th May 2021. The Standing Orders will need to be updated accordingly and as such the Council deferred the review until its next meeting.

9. To review the Financial Regulations

Resolved to review and adopt the Financial Regulations.

10. To review the Document Retention Schedule

Resolved to review and adopt the Document Retention Schedule.

11. To adopt the Risk Assessment and Management Policy

Resolved to adopt the policy.

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

Resolved to review and approve the above policies.

13. Bank Reconciliation and Bank Statement verification for year ended 31.03.2021

Resolved to approve the year end verification.

14. To approve the Accounts & Financial Statement for year ended 31.03.2021

Resolved to approve the Accounts and Financial Statement.

Ordinary Meeting Agenda Items

15. To approve the minutes of the meeting held on 18.03.2021

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

16. To consider any matters arising from the minutes of the meeting held on 18.03.2021

Highway Verges

The Council published an article in the newsletter noting its concern that various obstacles have been placed along sections of verges on the Ashby Lane. These cause an obstruction and hinder the verges intended use. It is pleased to note that a number of these obstacles have now been removed.

Action: Cllr Chapman agreed to draft an article for the newsletter thanking those who took swift action.

Mobile Vehicle Activate Sign (MVAS)

The clerk provided an update on the MVAS. The problems with Bluetooth connectivity and speed parameter calibration issues were almost resolved. However, before physical tests could be carried out to confirm this, the computer hosting the software failed and had to be returned to the manufacturer for repair which has delayed matters.

The Clerk will contact the Community Safety Manager at Harborough District Council for advice on the best locations for the MVAS to be placed.

17. To note any comments or matters from residents

17.1. Bitteswell Hall Gardens, Hall Lane: Signage problems

A resident raised the issue that properties in Bitteswell Hall Gardens are difficult to locate by delivery drivers due to lack of signage. The Parish Council referred the issue to Harborough District Council who is helping the resident with the matter.

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

Cllr Page congratulated Cllr Foster and Cllr Allsopp on their appointments as Chair and Vicechair of the Council. She also thanked Cllr Flint for their excellent long-standing working relationship.

Cllr Page asked the Council to consider whether it requires an audit of Elms Farm Industrial Estate due to the increased number of business at the site.

The Parish Council thanked Cllr Page for all her help and support and for always keeping them up to date with matters.

19. Annual Governance & Accountability Return (AGAR) 2020/21

19.1. To approve the Annual Governance Statement

Resolved: To approve.

19.2. To approve the Accounting Statements

Resolved: To approve.

20. Financial Matters

20.1. Accounts for payment

Resolved: To approve the accounts itemised below:

Ref No.	Payee	Description	Totals
287	Geosphere Ltd	Parish Online 13.03.2021-13.05.2022	£81.00
288	YourLocale	Further work resolving issues and revisions to assessment	£2,400.00
SO	Cathy Walsh	Salary & allowances March	X
DD	Tesco Mobile	Mobile phone contract	£12.99
289	Helen Denton-Stacey	Expenses, hours and Annual Leave allowance March 2021	X
290	Cathy Walsh	Additional Hours weeks 49 to 52	X
291	LRALC Limited	LRALC £193.75 & NALC £29.68 Membership 2021-22	£223.42
292	Zurich Municipal	Insurance 01.06.21 to 31.05.22	£683.29
293	DCK Accounting Solutions Ltd	Initial set up fee and payroll for April 2021	£67.80
294	Cathy Walsh	Expenses	£40.17

20.2. Clerk's expenses claim

Resolved: To approve.

20.3. Neighbourhood Plan Expenditure

The Council noted the Neighbourhood Plan expenditure. A grant application has been submitted to Locality for further funding.

20.4. Neighbourhood Plan Clerk's Claim for Expenses

The Council approved the expenses claim. The Parish Council has a duty to ensure that public money is spent efficiently and as such it will implement guidelines for the Clerk to follow when spending money on behalf of the Parish Council's Neighbourhood Plan.

21. Planning Matters

21.1. To review current planning applications

21/00654/REM | Erection of eight dwellings and associated infrastructure (all reserved matters of 17/02152/OUT including revised access) | Land at Ashby Lane, Bitteswell

Cllr Foster will inspect the large-scale plans then circulate them to members.

21/00662/TCA | Works to trees (fell) | The Orchard, Valley Lane, Bitteswell

The trees are causing damage to a neighbour's property. Therefore, the Council made no comment on the application.

21/00677/REM | Application for the approval of reserved matters (layout, scale, appearance, landscaping and internal access) plots I and H of hybrid application ref 15/01531/OUT and APP/F2415/W/18/3206289 | Land at Mere Lane, Magna Park

The Council made no comment on the application.

21/00697/NMA | Alterations to the layout of parameters plan (proposed non material amendment to 15/01531/OUT) | Land at Mere Lane, Magna Park

The Council made no comment on the application.

21.2. To note any unresolved planning applications

20/01846/FUL | Erection of 2 dwellings including highways improvements, accommodation works and part demolition of existing garage | Newstead The Green Bitteswell Leicestershire LE17 4SG

This planning application has been approved by Harborough District Council.

21/00239/FUL | Erection of an annexe building | 3 Yeomans Keep Valley Lane Bitteswell Leicestershire LE17 4SW

This planning application has been approved by Harborough District Council.

21.3. To note/discuss any enforcement cases

21/00082/ADVS | Busy Bees Nursery advert. The sign has been removed.

21/00109/COMS | 3 Yeomans Keep, Valley Lane | Alleged breach of Conditions 10 and 11 of 96/0124/3P relating to access drive and turning facilities. Case Closed. No Breach found.

21/00132/COUS | 3 Yeomans Keep, Valley Lane | Concerns that property is being used for commercial purposes. Under Investigation.

21/00100/UNTIDS | Olde Royal Oak, Valley Lane | Untidy land and neglect of Listed Building.
Case Closed. No Breach found.

22. To receive an update on the progress of the Neighbourhood Plan

Bitteswell Neighbourhood Plan Regulation 14 Consultation commenced on 05 April 2021.
Comments are invited on the Draft Neighbourhood Plan between 05 April and 23 May 2021.

23. To consider the quote to install the handrails next to the cobbles on Manor Road

The Council has received one quote but agreed to obtain a second quote for the work.

24. To consider a funding application to the SHIRE Environment Grant 2021/2022

Funding from the SHIRE Environment Grant may be a suitable source if the Council proceeds with the Wildflower Verge Scheme.

25. To receive an update on The White Cottage

The solicitor dealing with the case is on leave until August. Cllr Chapman will check to see if her replacement is up to speed on the case. Otherwise, proceedings will be delayed until her return.

26. Any other Business

Community Liaison Group (CLG) meeting

Cllr Chapman expressed his disappointment at not being able to attend due to the meeting being changed from Zoom to Microsoft Teams, which he was unable to access.

Internet Safety Training Session

The Council has been approached to see if it would be interested in attending an Internet Safety Training Session. This is to help people stay safe online and is being run by a local Police Cyber Community Support Officer. The Council is keen to attend the session and Cllr Foster agreed to liaise with the Police to arrange a suitable date.

27. To confirm the date of the next meeting

The date of the next meeting is Thursday 08th July 2021 at 7pm. This will be held at the Village Hall.

The meeting was closed at 8.26pm.

Appendix A

Chairman's Report for 2020-2021

Introduction

As I have previously remarked, one of the more pleasurable aspects of this job is to be able to express thanks to everyone who helps with our endeavours. I therefore wish to thank all Councillors for their hard work during the year. Also, of course, to our District and County Councillor Rosita, for her tireless efforts, and for being the indispensable link between us and the superior Councils. We are, as always, indebted to Cathy for all her hard work and for keeping us on the straight and narrow and roughly in line with what seems to be a constant change in regulatory requirements. I would also like to thank those residents who have given their support by attending the meetings through the year.

1. The Parish Council

The complement of the Parish Council has been maintained, However, the efforts to increase our number to the permitted allowance continues to escape our grasp.

2 The District Council

The District Council is confronted with a spate of fly tipping across the District. Councillors are exercised by the antisocial behaviour and expressed their determination to curb this lazy and unhygienic conduct. How the sprawling Lutterworth East development will proceed continues to engage Councillors, and it is reported that many of them are less than happy at the prospect.

3 The County Council

I think we can say that our relationships with the County Council are pretty good at present.

4.The Bitteswell Neighbourhood Plan

The issue of the pre- submission version of the document is a very welcome accomplishment. John Allsopp along with his team and, of course, Gary Kirk are all to be congratulated.

The residual funding of the Neighbourhood Plan remains a matter of concern.

5. Personal

On a personal note: since my fall and hospitalization in December I have been caused to 'depart' the field. Thankfully, Margaret has, with aplomb, taken up the reins.

6. Covid 19

The incidence of the pandemic has transformed our usual means of communication into a sub-optimum version. Hopefully, it will soon be possible to return to conventional methods.

Reg Flint

Approved & Signed: