

**Minutes of the Annual Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Wednesday May 04th 2022 at 7.00pm**

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

Tributes to Councillor Reg Flint

It is with a degree of sadness that we record the death of Reg Flint, a councillor who faithfully served on Bitteswell with Bittesby Parish Council for upwards of 25 years. I say with a degree of sadness, as he attained the age of 92, and, although physically rather frail towards the end of his life, his brain remained as active as ever.

His Funeral Service at St. Mary's Church, and the wake afterwards at the Grey Goose, went like clockwork as we would expect from someone who knew precisely what he wanted.

Reg was tenacious and determined with a brilliant command of the English language, and high expectations. Many a Secretary of State, Member of Parliament, Council Officer or Business Director must have quaked in their boots on receiving one of Reg's missives. A simple acknowledgement would not suffice!

Not many of us would wade through hundreds of pages of planning regulations, but Reg would. His understanding of such matters was astonishing. The decimation of trees in the village was also something which Reg felt strongly about, somewhat perversely as he always requested 'hard' copies of every document.

Under it all, Reg was a devoted family man, very kind hearted and a true gentleman.

We will miss you Reg and extend our sympathy to Pauline and all the family.

1. To elect a Chairman of the Council

Cllr Foster was proposed by Cllr Chapman and seconded by Cllr Allsopp, there being no other nominations it was **resolved** that Cllr Foster be duly elected Chairman.

2. To elect a Vice Chairman of the Council

Cllr Allsopp was proposed by Cllr Chapman and seconded by Cllr Foster, there being no other nominations it was **resolved** that Cllr Allsopp be duly elected Vice Chairman.

Approved & Signed:

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

Cllr Foster and Cllr Allsopp duly signed a declaration of acceptance of office.

4. To receive any apologies for absence

None.

5. Co-option of new councillor on to Bitteswell with Bittesby Parish Council

Resolved to co-opt Iain Millington as councillor on Bitteswell with Bittesby Parish Council.

Cllr Millington duly signed a declaration of acceptance of office and confirmation of eligibility for office.

6. To receive Member's declarations of Interests

None.

7. To receive the outgoing Chairman's report for 2021-2022

Cllr Foster read out the report. Attached as appendix 1.

8. To review the council's Standing Orders

The draft revised Standing Orders were reviewed. The National Association of Local Councils (NALC) updated Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit. NALC have also simplified the model standing order and taken out references to the European Union.

Resolved to adopt the draft revised Standing Orders.

9. To review the council's Financial Regulations

Resolved to make no amendments to the adopted document.

10. To review the Asset Register

A draft version of the Asset Register had been circulated to all members, highlighting the amendments, which include adding the War Memorial, handrails over the cobbles, new bus shelter and correct number of streetlights owned.

Resolved that the draft Asset Register is adopted.

11. To review the Risk Assessment & Management Policy

Resolved to make no amendments to the adopted document.

12. To review the council's adopted policies

Resolved to make no amendments to the adopted policies below:

Data Breach Policy

Data Protection Policy

Document Retention Policy

Equal Opportunities Policy

General Privacy Notice

Health and Safety Policy

Home Working Policy

Lone Working Policy

Privacy Notice for councillors, staff & role holders
Village Green Policy

The council reviewed the Expenses Policy and **resolved** to approve the amended version.

13. Bank Reconciliation and Bank Statement verification for year ended 31 March 2022

Resolved to approve and sign the year end reconciliation and verification.

14. To approve the Accounts & Financial Statement Pack for year ended 31 March 2022

Resolved to approve and sign the Accounts and Financial Statement.

15. To approve the minutes of the meeting held on 20 January 2022

Resolved to approve the minutes as a true record of the proceedings.

16. To review any matters raised from the minutes of the meeting held on 20 January 2022

None.

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

Cllr Page sent her apologies and circulated her report prior to the meeting.

She wanted to join the council in a tribute to Reg and to pass on her condolences to his family. Cllr Page also passed on her thanks to the clerk and councillors for all their work and continued effort for, and on behalf of the community. She also wanted to take the opportunity to mention, and to thank all the volunteers right across the board from the Church, School, Rotary Club and the general community who supported all our residents throughout the pandemic.

Finally, Cllr Page wanted to thank residents for the hundreds of knitted teddy bears knitted by ladies from the village which she had the joy of distributing.

18. To note any comments or matters from residents

None.

19. Financial Matters

19.1. Annual Governance & Accountability Return 2021/22 | To approve the Annual Governance Statement

Resolved to approve the Annual Governance Statement.

19.2. Annual Governance & Accountability Return (AGAR) 2021/22: To approve the Accounting Statements

Resolved to approve the Accounting Statements.

19.3. To approve the accounts for payment

Resolved to approve the accounts listed below for payment.

Method	Ref No.	Payee	Description	Total
Chq	e22-69	Grahame Sutton	Trimming hedge on Ashby Lane 2022	£60.00
Chq	e22-70	Leicestershire County Council	Streetlight energy & maintenance for 2021/2022	£1,724.50
SO	e22-71	Cathy Walsh	Salary - January	X
SO	e22-72	DCK Payroll Solutions Ltd	Payroll - January	£30.00
DD	e22-73	Tesco Mobile	Mobile phone contract	£13.14
Chq	e22-74	Bitteswell Village Hall	Hall hire for meetings on 20.01.22 and 17.03.22	£20.00
Chq	e22-75	YourLocale Ltd	Regulation 14 and Regulation 16 work	£3,000.00
SO	e22-76	Cathy Walsh	Salary - February	X
SO	e22-77	DCK Payroll Solutions Ltd	Payroll - February	£30.00
DD	e22-78	Tesco Mobile	Mobile phone contract	£12.99
Chq	e22-79	Leicestershire County Council	LED streetlight conversion 3rd instalment	£2,381.06
Chq	e22-80	Leicestershire County Council	Additional LED streetlight conversion 3rd instalment	£225.78
Chq	e22-81	Cathy Walsh	Expenses	£35.99
Chq	e22-82	McAfee	McAfee antivirus protection (2 years) reimbursement	£62.99
Chq	e22-84	2commune Ltd	Website, domain and email account to 04/05/2023	£552.00
DD	e23-01	Tesco Mobile	Mobile phone contract	£12.99
Chq	e23-02	Kiwa Limited	Inspection and testing of lighting columns (MVAS)	£1,188.00
Chq	e23-03	Mark Osborne	Village Green grass cutting x1	£200.00
Chq	e23-04	LRALC Limited	LRALC (£199.85) and NALC (£28.91) membership 2022-23	£228.76
Chq	e23-05	Cathy Walsh	Additional hours and OT for 2021/22	X
Chq	e23-06	Helen Denton-Stacey	Hours and expenses for Feb & Mar 2022	X
SO	e23-07	Cathy Walsh	Salary - March	X

19.4. To approve the Bank Reconciliation to 27 April 2022
Resolved to approve the Bank Reconciliation.

Opening Balance	1-Apr-22	£27,963.26
Receipts to	27-Apr-22	£12,987.50
Payments to	27-Apr-22	-£2,512.94
Closing Balance	27-Apr-22	£38,437.82

The balance carried forward is represented by these funds

Current Account	£11,876.88
Business Reserve account	£27,383.12
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£270.18
Less unrepresented payments from 2021-2022	-£552.00
Bank Reconciliation to 27-Apr-22	£38,437.82

19.5. To approve the Receipts & Payments Summary to 27 April 2022
Resolved to approve the Receipts & Payments Summary

19.6. To note the Clerk's expenses claim
None claimed.

19.7. To note the Neighbourhood Plan expenditure
Noted.

19.8. To approve the Neighbourhood Plan Clerk's expenses claim
Resolved to approve.

Approved & Signed:

20. Planning Matters

20.1. To review and comment on any new planning applications

22/00904/FUL | Rose Cottage, Manor Road, Bitteswell

Resolved to make no comments on the application.

20.2. To note/consider any other planning matters or unresolved applications

None.

20.3. To note any enforcement cases

None.

20.4. To receive an update on the Bitteswell Neighbourhood Plan

The Parish Council submitted its agreed responses and recommendations to YourLocale in response to the Regulation 14 Pre-Submission. However, Cllr Flint had some concerns on the responses and offered to give some views on these for consideration. The Parish Council considered the following points raised by Cllr Flint:

- To include high-resolution versions of all maps and figures in the plan. As this would negatively impact the formatting of the document the Council did not deem this necessary.
- That the Neighbourhood Plan insists that developments are carbon neutral. YourLocale confirmed it is not possible to stipulate this in the Plan.
- To include a specific policy on trees in the Plan. The Council does not believe the Plan would benefit for a specific tree policy.

Following a review of the above concerns, it was agreed that YourLocale be instructed to proceed with the pre-submission version based on the agreed responses and recommendations it previously submitted.

21. To consider adopting the draft Annual Leave Policy & Guidance, Annualised Hours Policy & Guidance and Risk Assessment for Installation and Site Rotation of MVAS

Resolved to adopt the Annual Leave Policy & Guidance

Resolved to adopt the Annualised Hours Policy & Guidance

Resolved to adopt the Risk Assessment for Installation and Site Rotation of MVAS

22. To consider events and planning for the Queen's Platinum Jubilee celebrations

A number of events are being planned funded by United Charities of Bitteswell, including; exhibition of village memorabilia, to be held in the Church and Village Hall, Tea, Coffee, Cakes & Plant Stall, Village Barn Dance in a marquee on the Green and a Village Green Jubilee Picnic, uniting with many communities across the country.

It was **resolved** that the council would purchase commemorative medals for the children in the village at a budget of around £250.

23. To receive an update from the latest Magna Park Lutterworth Community Liaison Group (CLG) meeting

Cllr Chapman provided an update on the meeting he attended held on 25 April 2022. A summary of which included:

Temporary and future footpath routes for Magna Park North.
 Weight restriction signage improvements for Mere Lane.
 Extra dog waste bins in the park area.
 Future developments to be considered at the end of May.
 New roundabout near the Highcross.
 Proposed truck stop at Magna Park.
 Tree planting in association with the Woodland Trust.
 Consideration for expansion to footpath to Woodby Lane.
 Ukraine aid donation lorries.

Further details can be found on <https://lutterworth.magnapark.co.uk/>

Cllr Millington is happy to attend the next CLG meeting with Cllr Chapman.

24. To receive an update on outstanding tasks in the village (AED kiosk glass repair and Pinfold noticeboard removal)

Mark Osborne confirmed he would carry out the AED kiosk repair. Cllr Foster will ask Mark Osborne to advise on the noticeboard removal.

25. To consider the Wildflower Verge Scheme

To Council is still interested in the scheme, however it is more onerous and complex than first thought.

Action The clerk to seek opinions from other participants in the scheme to assist in the council's decision.

26. To receive an update on the Parish Council's efforts to address the issue of flooding on Lutterworth Rd footpath

The Parish Council has exhausted all avenues with Leicestershire County Council and Harborough District Council. Despite many attempts to improve the situation over the years, both the County and District Councils seem reluctant to help any further. The Parish Council will try and look at other ways the situation can be improved and Cllr Millington agreed to look at the footpath to see if he can put forward any suggestions.

Action agenda for the next meeting.

27. To consider updating the Council's website

2commune who supply the council's current website offer a new website design upgrade at a one off cost of £750 + VAT. The Parish Council agreed that the new website design was far superior to its current website and **resolved** to approve the upgrade.

28. Any other Business

Land for Sale Brookfield Way

Pattinson Commercial is advertising land site for sale off Brookfield Way. The land appears to be within the separation area of Bitteswell and Lutterworth. The Parish Council agreed to

contact the agents to clarify whether this land is indeed in the separation area and if so, are potential buyers being made aware of this fact.

Parish Strip

The Parish Council is attempting to strengthen its position in its attempts to register this piece of land by taking formal statements of support from residents confirming that the Parish Council has enclosed and maintained it.

Action Cllr Foster agreed to identify residents that may be able to provide statements of support.

Action Cllr Chapman confirmed he was happy to take the declarations.

Memorial Bench

The family of Cllr Flint requested a bench in memory of Reg for the Village Green.

Action agenda item for the next meeting.

29. CLOSED SESSION – Council to resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for the following item(s) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

There were no members of the public present.

30. To receive an update on The White Cottage

The Parish Council has instructed a direct access barrister to begin proceedings.

31. To consider an employee pension scheme

Resolved the Parish Council and the clerk agreed to join an employee pension scheme.

32. To confirm the date of the next Parish Council meeting.

The date of the next meeting is 16 June 2022 at 7pm.

The meeting was closed at 9.12pm.

*Appendix 1***Chair's Annual Report 2021/2022**

It has been my privilege to serve as your Chair this year, succeeding Councillor Reg Flint, a hard act to follow.

The pandemic, as we are all aware, impacted life in general, so zoom meetings took place for part of the year until we were instructed to resume 'live' meetings later on in the year. Meetings have, on the whole continued every two months.

I should like to express my sincere thanks to our excellent Clerk, Cathy, who has a wealth of experience, is efficient, always extremely helpful and steers us in the right direction. No easy task!

To Nigel and John I offer my thanks for their support and hard work. Nigel represents Bitteswell Parish Council at the community meetings organised by Magna Park and asks them pertinent questions/makes observations on our behalf. He assisted in securing funding for our excellent new bus shelter, which was also supported for searches and licences by a fund which Councillor Rosita Page made available. John acts as Chairman of our Neighbourhood Plan Group and liaises with Your Locale, the professional company engaged to prepare the Neighbourhood Plan, which we anticipate will shortly be out for the next stage of public consultation.

Our District and County Councillor, Rosita Page keeps us well informed, through emails and attendance at meetings when she can. She is incredibly hard working and we are grateful for her continued support.

The County Council and District Council support us as and when required and other than the perennial problem of the flooded footpath by the Manor House there are no current issues.

We can still accommodate two more Councillors and it would be good to be at full capacity. However we do what we can, supported by residents, and are most fortunate to serve in this very special village.

Margaret Foster