

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held at Bitteswell Village Hall on Wednesday 02 November 2022 at 7.00pm**

**Present:** Cllr Margaret Foster (Chair), Cllr John Allsopp and Cllr Nigel Chapman  
Clerk Cathy Walsh, and 1 member(s) of the public.

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

Apologies were received and accepted from Cllr Millington. District/County Cllr Page also sent her apologies.

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

None.

**3. To approve the minutes from the meeting on 31 August 2022**

The minutes were approved as a true record of proceedings.

**4. To review any matters raised from the minutes of the meeting held on 31 August 2022**

**4.1. Overgrown shrubs and debris on Village Green**

The Council received an estimate to clear the area. It does not feel that the reported shrubs and debris impinge on the Village Green and therefore agreed that the best course of action would be to prune the forsythia and leave the rest alone.

Cllr Foster **agreed** to contact the resident who raised the issue to clarify this and say that the Parish Council is happy for them to prune the forsythia, otherwise it will ask Mark Osborne to do so in the spring.

**4.2. Memorial suggestions for Reg Flint – update from PCC meeting**

The Council felt that the most suitable place for a bench in memory of Reg Flint would be at St Mary's Church and Reg's family agreed. Cllr Foster will raise the matter at the next Parochial Church Council meeting and report back.

**4.3. MVAS Installation**

The installation of the MVAS is still pending.

**4.4. Update on completing Councillor's Register of Interest Forms**

Following the adoption of its new Code of Conduct. Members **resolved** to update their Register of Interest Forms and return to the Monitoring Officer at Harborough District Council. This action is still ongoing.

**4.5. Update on Lutterworth Road footpath**

Cllr Millington circulated photos of leaves blocking the drain. Residents are encouraged to report issues with flooding and blocked drains to Leicestershire County Council. At <https://www.leicestershire.gov.uk/roads-and-travel/road-maintenance/report-a-road-problem>

#### 4.6. Magna Park Community Liaison Group (CLG): update on the meeting held on 18 July 2022

The minutes from this meeting were received by members. Cllr Chapman provided an update on matters raised at the meeting which included:

Update on the filling station application.

Planning update.

Update on highways works.

Update on construction works.

Update on funding opportunities from Lutterworth Area Community Projects Limited.

**Action** Cllr Chapman will ask for the matter of a connecting footpath at Woodby Lane to be included on the next CLG agenda.

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

Cllr Page circulated her report and updates prior to the meeting.

#### 6. To note any comments or matters from residents

None.

#### 7. Finance and Audit

##### 7.1. To approve the accounts for payment

**Resolved** to approve the accounts listed below for payment.

Ref No.	Method	Payee	Description	Total
e23-40	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-41	368	HM Revenue & Customs	PAYE Q2	X
e23-42	369	Bitteswell Village Hall	Hall hire 31.08.22	£10.00
e23-43	370	LRALC Limited	Councillor training course 30.08.2022	£45.00
e23-44	371	Viking	Stationery	£74.26
e23-45	DD	ICO	Data Protection fee until 23.09.2023	£35.00
e23-46	SO	Cathy Walsh	Salary - September	X
e23-47	DD	NEST	Pensions contributions - September	X
e23-48	SO	DCK Payroll Solutions	Payroll - September	£36.00
e23-49	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-50	372	Mark Osborne	Grass cutting May to September 2022	£1,536.84
e23-51	373	Mark Osborne	Churchyard extension grass cutting July 2022	£330.00
e23-52	374	Cathy Walsh	Expenses	£51.80
e23-53	375	Leicestershire County Council	4th instalment for street light LED conversion	£2,381.06
e23-54	SO	Cathy Walsh	Salary - October	X
e23-55	SO	DCK Payroll Solutions	Payroll - October	£36.00
e23-56	DD	NEST	Pension Contributions - October	X
e23-57	376	Cathy Walsh	Expenses	£17.67
e23-58	DD	Tesco Mobile	Mobile phone contract	£12.99

##### 7.2. To approve the Bank Reconciliation to 29 October 2022

**Resolved** to approve the Bank Reconciliation.

Approved & Signed: .....

Opening Balance	1-Apr-22	<b>£27,963.26</b>
Receipts to	29-Oct-22	£31,112.46
Payments to	29-Oct-22	-£18,039.78
Closing Balance	29-Oct-22	<b>£41,035.94</b>

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

Current Account	£16,048.52
Business Reserve account	£27,399.14
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£2,411.72
Less unrepresented payments from 2021-2022	£0.00
Bank Reconciliation to 29-Oct-22	<b>£41,035.94</b>

**7.3. To note the Receipts & Payments Summary to 29 October 2022**

It was noted that £700 from United Charities Bitteswell towards this year's Village Green grass cutting was received and VAT paid in 2021-22 had been received from HMRC.

**7.4. To approve the Clerk's expenses claim**

**Resolved** to approve the expenses claim.

**7.5. To note the Neighbourhood Plan expenditure**

Noted.

**7.6. To approve the Neighbourhood Plan Clerk's expenses claim**

None to approve.

**8. Planning Matters**

**8.1. To review and comment on any new planning applications**

**8.1.1. 22/01773/ADV | MPN3 Westland Way**

**Resolved** to make no comment.

**8.1.2. 22/01774/ADV | MPN2 Westland Way**

**Resolved** to make no comment.

**8.1.3. 22/01789/NMA | Woodby Lodge, Woodby Lane**

**Resolved** to make no comment.

**8.1.4. 22/01807/FUL | 25 Valley Lane**

**Resolved** to make no comment.

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

None.

**8.3. To note any enforcement cases**

None.

**8.4. To receive an update on the Bitteswell Neighbourhood Plan**

YourLocale made amendments to the neighbourhood plan in response to the representations made in the Regulation 14 consultation.

Cllr Allsopp is in the process of checking the neighbourhood plan document and has found several grammatical errors and typos which will need correcting before approving the resulting draft of the plan for submission to the local planning authority (Harborough District Council).

After submission, responsibility for taking the process forward lies with the local planning authority. The local authority will publicise the plan (Regulation 16) and arrange for the independent examination.

**9. To receive an update on the Bitteswell Conservation Area Appraisal drop-in event**

Despite the torrential rain, there was a decent turnout to the event which was ran by Harborough District Council's Heritage and Conservation Officer and her colleague. The document, Bitteswell Conservation Area Appraisal and Management Plan is a very interesting and well produced document. Further information can be found on HDC's Strategic Planning Consultation Portal at the following link, [www.harborough.gov.uk/strategic-planning-consultations](http://www.harborough.gov.uk/strategic-planning-consultations).

The Bitteswell Conservation Area Appraisal and Local List of Non-Designated Heritage Assets consultations are open from 24 October 2022 until 5pm on 5 December 2022.

**10. Local Cycling and Walking Infrastructure Plan development - public engagement request**

Leicestershire County Council is asking for people's views on draft priority cycling and walking networks. These have been produced as part of the ongoing development of the Local Cycling and Walking Infrastructure Plans.

The engagement runs until Wednesday 16<sup>th</sup> October and can be accessed here: <https://www.leicestershire.gov.uk/have-your-say/current-engagement/cycling-and-walking-networks-to-help-shape-future-infrastructure>

**11. To consider re-painting the AED kiosk**

The exterior of the AED kiosk is approaching the need to be re-painted. A quote from a local contractor has been received and the Parish Council will endeavour to obtain a second quote.

**12. Any other Business**

The Parish Council agreed to send flowers to Reg Flint's widow to mark her first Christmas without Reg.

**13. 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**

The Council **resolved** to go into closed session for the next item.

**14. To receive an update on The White Cottage**

The Parish Council has been in correspondence with the owner's solicitors in respect of matters relating to the boundary.

**15. To confirm the date of the next Parish Council meeting.**

The date of the next Parish Council meeting is Wednesday 04 January 2023 at 7pm.

A Finance Working Party meeting was scheduled for Tuesday 29 November to prepare the budget for 2023-24. This is not a public meeting.

The meeting was closed at 9.07pm.