

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held at Bitteswell Village Hall on Thursday 11 July 2024 at 7.00pm**

**Present:** Councillor John Allsopp (Chairman)  
Councillor Nigel Chapman  
Councillor Pippa Clarkson  
Councillor Kevin Dumbill  
Clerk Cathy Walsh  
District & County Councillor Rosita Page  
0 member(s) of the public

**24.33. To receive apologies for absence**

None.

**24.34. To receive disclosures of interests from members and requests for dispensations**

There were no disclosures of interests or requests for dispensations.

**24.35. To consider councillor co-option for vacancies on the Parish Council**

Kevin Dumbill offered to be co-opted. The Council **resolved** to co-opt Kevin Dumbill as Councillor to Bitteswell with Bittesby Parish Council and he duly signed the declaration of office and eligibility of office forms.

**24.36. To approve the minutes of the meeting held on 22 May 2024**

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

**24.37. To review any actions from the minutes of the meeting held on 22 May 2024**

None.

**24.38. To note any matters raised by District and County Councillor Rosita Page**

- The General Election saw Alberto Costa re-elected as the MP for South Leicestershire and Neil O'Brien as MP for Harborough, Oadby and Wigston.
- Harborough District Council (HDC) is seeking a new waste contract.
- HDC is looking to appoint a new Parish Liaison Officer.
- Lutterworth Leisure Centre refurbishment update.
- Lutterworth Master Plan update.
- HDC is in the process of producing a new Local Plan. The new Government has announced it wants to allocate an additional 50% of housing development to the already imposed targets.

**24.39. To note any comments or matters raised by residents**

None.

**24.40. To approve the Financial Regulations**

**Resolved** to approve the Financial Regulations which are tailored to the Council's requirements.

Approved & Signed: .....

**24.41. To approve the Pre-paid Debit Card Policy**

**Resolved** to approve the Pre-paid Debit Card Policy.

**24.42. To consider including cyber-attack cover on the insurance schedule**

The council's current insurers no longer offer cyber cover. The council **resolved** not to pursue this further as it believes cyber cover is aimed primarily at larger authorities and is not value for money for smaller councils.

**24.43. Finance****24.43.1. To approve the schedule of payments and sign confirmation receipts for electronic payments**

It was **resolved** to approve the schedule of payments below and the receipts for electronic payments were countersigned by the Chairman.

Ref No.	Reference	Payee	Description	Total
E25-17	PPDC	Office Monster	Office supplies	£69.97
E25-18	SO	DCK Payroll Solutions Limited	Payroll - May 2024	£36.00
E25-19	SO	Cathy Walsh	Salary - May 2024	X
E25-20	DD	NEST	Pension - May 2024	X
E25-21	BACS	Mark Osborne	Grass cutting x 3 cuts (4, 5 & 6) for 2024/25 season	£750.00
E25-22	DD	Sky Mobile	Mobile phone contract 02.06.24 to 01.07.24	£15.00
E25-23	SO	DCK Payroll Solutions Limited	Payroll - Jun 2024	£36.00
E25-24	SO	Cathy Walsh	Salary - Jun 2024	X
E25-25	DD	NEST	Pension Jun 2024	X
E25-26	BACS	Bitteswell Village Hall	Hall hire on 22.05.24	£16.00
E25-27	DD	Sky Mobile	Mobile phone contract 02.07.24 to 01.08.24	£15.00

**24.43.2. To note the Bank Reconciliation at 05 July 2024**

**Resolved** to note the Bank Reconciliation.

Opening Balance	1-Apr-24	<b>£33,553.18</b>
Receipts to	5-Jul-24	£18,101.10
Payments to	5-Jul-24	-£6,294.67
<b>Cash in hand at</b>	5-Jul-24	<b>£45,359.61</b>
<i>(as per Cash Book)</i>		

**Cash in hand per Bank Statements**

Current Account	£8,662.70
Business Reserve Account	£16,221.21
Pre-paid Debit Card	£97.33
Liquidity Manager 35 Day	£20,378.37
Plus unrepresented receipts	£0.00
Less unrepresented payments	£0.00
<b>Bank Reconciliation at</b>	<b>£45,359.61</b>
5-Jul-24	

Approved & Signed: .....

**24.43.3. To note the Receipts & Payments Summary at 05 July 2024**

The Receipts & Payments Summary was noted. This monitors the council's income and expenditure against the agreed budget.

**24.43.4. To approve the clerk's expenses and allowances claim**

Resolved to approve the clerk's claim.

**24.43.5. To approve the Neighbourhood Plan clerk's expenses and allowances claim**

Resolved to approve the Neighbourhood Plan clerk's claim.

**24.43.6. To note the Neighbourhood Plan expenditure to date**

This was noted.

**24.43.7. To approve the transfer of surplus funds from 2023-2024 to reinstate the capital fund deficit**

In previous years the precept set by the council was insufficient to cover its day-to-day operating costs and it had to borrow money from the capital funds (from the sale of the pumphouse in 2013) to cover this. As capital funds should not be used for revenue purposes, the council resolved to transfer the shortfall of £4,342 from surplus funds carried over from 2023-2024 to the capital account. This has reinstated the capital funds, which stand at £20,340.

**24.44. To receive an update on proposals to prepare the lychgate at St Mary's Church**

Two sources of funding; Minor Repairs and Improvements Grant - Diocese of Leicester and Lutterworth Area Community Fund have both agreed the eligibility of the project and likely funding. Grant applications are expected to be made in the next couple of weeks. Various conservation joiners have been out to price up the repairs.

**24.45. To receive an update on local wildlife proposed designation and site visit at Ash Tree Farm**

The Parish Council has visited the site and received an update on the proposals. The Leicestershire Wildlife Trust is taking the lead and is heavily involved in the proposed site.

**24.46. To consider tree planting in the Area of Separation**

Further to enquiries made by Councillor Chapman, other than the trees already in existence, it is concluded that the land in the separation area is not suitable for further tree planting.

**24.47. To receive an update on the Rugby Club, Ashby Lane and Football Club, Hall Lane parking problems**

There is no update on the Rugby Club parking. As the majority of the Football Club falls within Lutterworth Town Council's (LTC) jurisdiction the Parish Council approached LTC to see if together, a united stance could be made to address some of the issues. Planning permission (in relation to application number 20/02018/FUL) stipulate that a car park management plan is made and approved by HDC to ensure that adequate off-street parking is made to reduce the development leading to on-street parking problems locally.

**24.48. To receive an update on Lutterworth Road footpath and to consider United Charities Bitteswell's proposal to provide funding towards the cost of road sweeping.**

The council has asked Iain Millington for an update as he took the lead prior to his resignation. It was discussed whether the tilting the camber of the footpath may alleviate the problems. Councillor Page agreed to ask Leicestershire County Council to price up the job. **Agenda** for the next meeting. The clerk has asked Waste Services at HDC to provide a price for additional road sweeping.

**24.49. To consider memorial plans for the late Councillor Margaret Foster**

The Parochial Church Council has put forward a memorial suggestion to Margaret's family for their approval which and is pending a decision. **Agenda** item for the next meeting.

**24.50. Planning Matters**

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

24/00776/PDN | Notification to determine if Prior Approval is required for the proposed change of use of an agricultural building to one larger dwellinghouses (C3) and for associated operation development (Class Qa and Qc) | Ashby Lane Farm, Ashby Lane, LE17 4LW  
**Resolved** to make no comment. Councillor Chapman **abstained** from voting due to his personal relationship with the applicant.

**24.50.2. To note any other planning matters**

None.

**24.50.3. To receive an update on the Bitteswell with Bittesby Neighbourhood Plan**

As the draft plan is now quite old it may need to be consulted on again to ensure it is up to date and still relevant for the community. HDC has requested the provision of some statutory documents, which the Neighbourhood Plan clerk has been asked to provide.

Due to the delay in the Neighbourhood Plan preparation, it may be necessary to review the housing needs following the Government's plans to increase the targets. The Neighbourhood Plan has been future proofed by providing a 20% buffer to meet anticipated future need. The council will take instruction from Matt Bills at HDC if further provisions need to be made.

**24.51. Any other business**

The AED telephone kiosk needs repainting. The council will monitor during the village walkabout.

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

Tuesday September 17<sup>th</sup> at 7pm.

**24.53. To schedule the date of the village walkabout**

Tuesday 17<sup>th</sup> September at 6pm.

Meeting closed at 8.17pm.