

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held at Bitteswell Village Hall on Thursday 09<sup>th</sup> September 2021 at 7.00pm**

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

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

None.

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

None.

**3. To approve the minutes of the meeting held on 08<sup>th</sup> July 2021**

The minutes were approved as a true record of the proceedings.

**4. To consider any matters arising from the minutes of the meeting held on 08<sup>th</sup> July 2021**

**Mobile Vehicle Activate Sign (MVAS)**

As the MVAS will be erected on apparatus along the highway, the Parish Council will apply for a licence under Section 178 of the Highways Act 1980. It also needs to provide evidence of adequate insurance cover and risk assessment. Four suitable locations for the MVAS have been proposed.

**5. To note any comments or matters from residents**

None.

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

**Country Park at Magna Park:**

Improvements to the Country Park are due to take place within the next 18 months. Cllr Chapman will raise this at the next Magna Park Community Liaison Group meeting for the record.

**Funding**

Cllr Page provided details of a small amount of funding available to the Parishes she represents. The funds are to be used for transport improvements and must be spent by November 2021. She asked the Council to consider potential use of this money.

**7. To receive the Annual Accounts 2020 from United Charities Bitteswell**

The representative from UCB was not in attendance to report on the accounts.

**8. Financial Matters**

**8.1. To approve the accounts for payment**

**Resolved:** To approve the payments itemised below:

Method	Ref No.	Payee	Description	Totals
e22-24	SO	Cathy Walsh	Salary - July	X
e22-25	305	DCK Payroll Solutions Ltd	Payroll - July	£30.00
e22-26	DD	Tesco Mobile	Mobile phone contract	£12.99
e22-27	306	Helen Denton-Stacey	Expenses and hours for June and July 2021	X
e22-28	307	Zurich Municipal	Additional premium for updated assets	£356.54
e22-29	308	Information Commissioner	Data Protection fee 24.09.21 to 23.09.22	£40.00
e22-30	309	Symbiosis Consulting Ltd	Aboricultural survey and tree review	£210.00
e22-31	310	CPRE	Membership to 15.10.2022	£36.00
e22-32	311	DCK Payroll Solutions Ltd	Payroll - August	£30.00
e22-33	SO	Cathy Walsh	Salary - August	X
e22-34	312	Helen Denton-Stacey	Expenses and hours August 2021	X
e22-35	313	Cathy Walsh	Expenses	£7.20
e22-36	314	Grahame Sutton	Trimming hedge on Ashby Lane 2020 and 2021	£102.00
e22-37	DD	Tesco Mobile	Mobile phone contract	£12.99
e22-38	315	PKF Littlejohn LLP	Limited Assurance Review AGAR 2020-2021	£240.00
e22-39	316	Mark Osborne	Village Green grass cutting x 4 Jul, Aug & Sep	£800.00

## 8.2. To approve the Bank Reconciliation to 05.09.21

**Resolved:** To approve.

Opening Balance	1-Apr-21	<b>£25,717.42</b>
Receipts to	5-Sep-21	£27,658.38
Payments to	5-Sep-21	-£9,824.53
Closing Balance	5-Sep-21	<b>£43,551.27</b>

The balance carried forward is represented by these funds

Current Account	£19,142.64
Business Reserve account	£25,081.67
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£673.04
Bank Reconciliation to 5-Sep-21	<b>£43,551.27</b>

## 8.3. To approve the Receipts & Payments Summary to 05.09.21

**Resolved:** To approve.

**Insurance:** It was noted that the additional expenditure under the heading 'Insurance' was to provide adequate cover for all of the Council's assets. This includes the War Memorial which was added following an asset review and cover for all 34 street lights the Council owns.

**Parish Strip:** A local contractor cuts the hedges at the Parish Strip and usually submits his invoice every 2 years. It was queried whether the land is registered to the Parish Council and Cllr Chapman agreed to make enquiries.

**Action:** Cllr Chapman.

## 8.4. To approve the Clerk's expenses claim

**Resolved:** To approve.

Approved & Signed: .....

**8.5. To note the Neighbourhood Plan Expenditure**

The Council noted the Neighbourhood Plan expenditure.

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

**Resolved:** To approve.

**8.7. To authorise making monthly payroll payments by Standing Order**

**Resolved:** To approve.

**9. Planning Matters****9.1. To review current planning applications**

None.

**9.2. To note any unresolved planning applications**

None.

**9.3. To note/discuss any enforcement cases**

Elms Farm Industrial Estate, Bitteswell Egg Farm and Bitteswell Business Park  
All sites need checking to ensure that development is in line with permissions granted.  
Cllr Page agreed to chase this up.

**9.4. To receive an update on the progress of the Neighbourhood Plan**

Following a review of representations received in response to the Regulation 14 Pre-Submission Consultation, Cllr Allsopp made a number of recommendations and asks the Parish Council to confirm whether it is agreeable with both his and YourLocale's recommendations.

As the District Councillor, Cllr Page requested that the Parish Council to keep her in the loop with all aspects of the Neighbourhood Plan.

Work is starting on creating a new Local Plan to control and map out growth, planning and new housing across Harborough and to help plan for unmet housing need across the county. A Call for Sites consultation has been held and the Five-Year Housing Land Supply position which may impact Bitteswell's Neighbourhood Plan.

**10. To consider approving the estimate to install the handrails over the cobbles**

The Council has received two estimates for the work. As both are similar in price the Council approved both estimates, depending on who is still available to carry out the work, priority will be given to the local contractor.

**11. To consider purchasing a replacement salt bin for Woodby Lane**

The current salt bin is in poor condition. Leicestershire County Council will provide a replacement bin at a cost of £325. The Parish Council would like to more information such as whose responsibility it would be for refilling the bin. It would also like to explore funding opportunities.

**Action:** Agenda for the next meeting.

**12. To receive an update on the progress of the new Bus Shelter on Ashby Lane**

The Bus Shelter has been ordered. The Parish Council is waiting for a response from Leicestershire County Council who is currently liaising with various teams to ascertain whether a new licence is required.

*Cllr Page and the member of the public left the meeting.*

**13. To consider purchasing a notice board for the new Bus Shelter and replacing The Pinfold noticeboard**

It was agreed not to replace the notice board at The Pinfold and remove the existing one, as it is not used/does not open.

A notice board for the Bus Shelter will be considered at a later date if necessary.

**14. To receive the Arboricultural Survey and schedule any recommended works**

The report makes several recommendations. The Tree Wardens, Parish Council and arboriculturalist will look at the trees in question and decide if the recommended works can be carried out by the Tree Wardens or by a suitably qualified contractor.

**15. To receive an update form the Magna Park Community Liaison Group meeting**

Cllr Chapman provided an update from the meeting. In particular, due to the Magna Park development the bridleway through Bittesby has been diverted. This means walkers or horse riders have to walk/ride across four lanes of traffic on the A5. The Parish Council asked Cllr Page for her help in addressing the issue.

**16. Any other Business****The Queen's Platinum Jubilee**

The Parish Council will give consideration to the Queen's Platinum Jubilee celebrations in 2022 and how to involve the community.

**Action:** Agenda for the next meeting

**17. 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**

None present.

**18. White Cottage: To receive an update on proceedings**

An update was received from Cllr Chapman.

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

The date of the next meeting is Thursday 18<sup>th</sup> November 2021 at 7pm. This will be held at the Village Hall.

The working party budget meeting will be held on Tuesday 02<sup>nd</sup> November. This is not a public meeting.

The meeting was closed at 8.34pm.