

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Thursday 18th November 2021 at 7.00pm**

Present: Cllr Margaret Foster (Chair), Cllr Reg Flint and Cllr Nigel Chapman
Clerk Cathy Walsh, Cllr Rosita Page, Sally Hartshorne Heritage & Conservation Officer and 1
member(s) of the public.

1. To receive any apologies for absence

Apologies were accepted from Cllr Allsopp.

2. To receive Member's declarations of Interests

None.

3. Guest speaker Sally Hartshorne, Heritage and Conservation Officer at HDC, presenting an overview of Bitteswell's Conservation Area Appraisal

The main focus of Sally's role as Heritage and Conservation Officer is the protection and celebration of the heritage of the District. Bitteswell is one of 63 Conservation Areas within the District and to ensure that these areas best reflect the special character of Harborough District, an appraisal of the Conservation Areas is to be undertaken.

The current legislation in England and Wales, the Planning (Listed Buildings and Conservation Areas) Act 1990, defines the quality of a Conservation Area as being: "the character or appearance of which it is desirable to preserve or enhance". Conservation Areas are places in villages, towns and cities which are especially valued by local communities for their historic character and associations.

Types of Conservation Area could include, fishing and mining villages, historic transport links, model housing estates and industrial heritage sites.

Conservation Area designation enables better conservation and enhancement of the uniqueness of the area by extra controls over development, control over demolition, notice of works to trees and expectation of greater attention to design quality.

Bitteswell was designated as a Conservation Area in 1972. It has 14 heritage assets worthy of national designation.

The Conservation Area Appraisal process will seek to identify what is unique to Bitteswell, what is the special historical or architectural interest of the area and what buildings make a positive contribution to the area.

The Parish Council is happy to work in partnership with Sally during the appraisal process.

Sally Hartshorne left the meeting.

4. To approve the minutes of the meeting held on 09th September 2021

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

5. To review any matters arising from the minutes of the meeting held on 09th September 2021

Bus Shelter

Funding for the additional costs associated with the bus shelter from Leicestershire County Council's Highway Members Fund have been applied for. Confirmation was sought from Cllr Page whether this was approved.

The new bus shelter has been met with a positive response.

Handrail over the Cobbles

The clerk was asked to contact the builder who agreed to undertake the work to determine a start date for the job.

Parish Strip

Cllr Chapman is seeking clarification on whether the land is registered to the Parish Council.

Magna Park bridleway

The bridleway through Bittesby has been diverted as part of the developments. 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 and asked for an update.

Action: Cllr Chapman will email Cllr Page with the details so that she can address the matter.

6. To note any comments or matters from residents

None.

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

Queen's Platinum Jubilee

Cllr Page is trying to secure funding towards the costs of celebrating and commemorating this event.

Cllr Page left the meeting.

8. To note the Annual Accounts 2020 from United Charities Bitteswell

The representative from UCB was unable to report on the accounts in person. The Parish Council noted the accounts and thanked UCB and its Treasurer for the accounts.

9. Financial Matters

9.1. To approve the accounts for payment

Resolved: To approve the payments itemised below:

Ref No.	Payee	Description	Totals
e22-40	HM Revenue & Customs	PAYE Q1 Ref: 120PT002928712203	£55.01
e22-41	HM Revenue & Customs	PAYE Q2 Ref: 120PT002928712206	£59.00
e22-42	DCK Payroll Solutions Ltd	Payroll - September	£30.00
e22-43	Bitteswell Village Hall	Hall hire 08.07.21	£10.00
e22-44	Leicestershire County Council	Legal fees - White Cottage	£482.40
e22-45	Bitteswell Village Hall	Hall hire 09.09.21	£10.00
e22-46	Cathy Walsh	Salary - September	X
e22-47	Tesco Mobile	Mobile phone contract	£12.99
e22-48	Leicestershire County Council	Admin & inspection fee - excavation works Bus Shelter	£300.00
e22-49	Cathy Walsh	Reimbursement for DigDat STW and Virgin searches	£89.94
e22-50	Cathy Walsh	Salary - October	X
e22-51	DCK Payroll Solutions Ltd	Payroll - October	£30.00
e22-52	Littlethorpe of Leicester Ltd	Newstead bus shelter, supply, installation and removal	£9,954.00
e22-53	Tesco Mobile	Mobile phone contract	£12.99
e22-54	Helen Denton-Stacey	Expenses and hours Sept and October 2021	£53.68
e22-55	Mark Osborne	Village Green grass cutting x 2. Urban x 6	£1,205.26
e22-56	RBL Poppy Appeal	Poppy wreath	£17.00
e22-57	Citizens Advice Leicestershire	Donation	£50.00

9.2. To approve the Bank Reconciliation to 14.11.21

Resolved: To approve.

Opening Balance	1-Apr-21	£25,717.42
Receipts to	14-Nov-21	£38,881.29
Payments to	14-Nov-21	-£22,734.42
Closing Balance	14-Nov-21	£41,864.29

The balance carried forward is represented by these funds

Current Account	£16,835.89
Business Reserve account	£25,082.08
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£53.68
Bank Reconciliation to 14-Nov-21	£41,864.29

9.3. To approve the Receipts & Payments Summary to 14.11.21

Resolved: To approve.

9.4. To approve the Clerk's expenses claim

No claim to approve.

9.5. To note the Neighbourhood Plan Expenditure

The Council noted the Neighbourhood Plan expenditure.

Approved & Signed:

9.6. To approve the Neighbourhood Plan Clerk's expenses claim**Resolved:** To approve.**9.7. To approve the Budget and Precept for 2022-2023****Resolved:** The Parish Council agreed to approve a Precept and Budget Requirement of £25,475, this is an increase of £12.47 in Council Tax per Band D property. See appendix A.**9.8. To consider making a donation to Citizen's Advice Leicestershire****Resolved:** To approve a donation of £50.00.**10. Planning Matters****10.1. To review current planning applications****10.1.1.** 21/01705/FUL | Erection of an outbuilding to be used as a greenhouse and animal shed | Manor Court, Lutterworth Road, Bitteswell**Resolved:** To make no comment.**10.2. To note any unresolved planning applications**

None.

10.3. To note/discuss any enforcement cases

1. Bitteswell Farm, Ashby Lane | Unauthorised uses/development | under investigation.
2. Sussex House, Ashby Lane | Compliance with planning conditions | monitoring.
3. Mere Lane, Magna Park | Trees planted as part of the development dead/dying. Non-compliance of regarding construction hours | under investigation.

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

The Parish Council submitted its responses and recommendations to YourLocale in response to the Regulation 14 Pre-Submission Consultation.

10.5. To note HDC's Draft Planning Obligations SPD, re-consultation

This was noted. Details on the consultation and how to make comments can be found on HDC's Strategic Planning Portal on its website.

11. To approve the draft Tree Safety Policy for Bitteswell**Resolved:** To approve the Tree Safety Policy.**12. 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.

Action: The Council agreed to purchase a salt bin from LCC if funding from the Highway Members Fund is not granted.**13. To consider the use of the Village Green for events such as the Queen's Platinum Jubilee**

In principle the Parish Council is happy to consider requests for events to be held on the Village Green. Requests would be considered on an individual basis and subject to the Green being left in a clean, tidy, undamaged state.

The Parish Council is happy to support any groups that wish to organise a celebration for the Platinum Jubilee.

Agenda for the next meeting.

In light of the Coronavirus pandemic, the Carol Service will be held on the Village Green on 12th December 2021 instead of at the Church. A couple of gazebos will be erected to keep the musical instruments undercover. The Parish Council is happy for this to proceed.

14. Any other Business

None.

15. To confirm the date of the next meeting

The date of the next meeting is Thursday 20th January 2022 at 7pm. This will be held at the Village Hall.

The meeting was closed at 8.21pm.

Appendix A

Budget & Precept 2022-2023

INCOME CATEGORIES	Agreed Budget	Notes/Points to consider
Grants	-	
Bank Interest	10.00	
Other Income	-	
LCC Urban Grass Cutting Contribution	805.27	£805.27 from LCC for 2022
UCB Grass Cutting Contribution	700.00	£700 United Charities Bitteswell contribution
Recoverable VAT	2,000.00	£1,978 projected recoverable VAT paid in 2021/22
Neighbourhood Plan Grants	-	None expected
TOTAL	3,515.27	

EXPENSE CATEGORIES	Agreed Budget	Notes
Core Staff Costs	7,500.00	2021/22 NJC Pay Award yet to be agreed Must be backdated to 01.04.21
Neighbourhood Plan Staff Costs	500.00	
Clerk's Allowances	381.00	
Travel Expenses	100.00	
Office Expenses	500.00	
Training	150.00	
Subscriptions	350.00	
Hire of Hall	100.00	
Parish Website	500.00	
Payroll Fees	300.00	
Insurance	1,400.00	Additions such as the War Memorial and Street Lights have increased the policy
Election Costs	100.00	To put £100 in reserves to towards the next Parish Elections in 2023
Audit Fees	300.00	
Street Lighting Energy	1,150.00	To cover increasing energy costs
Street Lighting Maintenance	750.00	To cover increasing supply costs
Street Lighting LED Conversion Project	2,173.00	£1,984.22 a year Additional LED conversion cost £188.15 per year Total cost £2,172.37
Grass Cutting & Maintenance	5,706.00	Due to increasing energy prices the Council will increase the rate from £200 to £230 per cut (Village Greens) x 17 = £3910. Urban grass cutting (verges) remains the same at £134.21 per cut x 6 = £805.26 Total £4715.26 The Council will contribute towards grass cutting at the Churchyard Extension £330 per cut x 3 cuts
Village Maintenance/Improvements	1,500.00	For potential costs including drainage works and works to trees.
AED Consumables/Maintenance	-	None expected until August 2023
Snow Warden Remuneration	-	LCC will contribute £6.89 per hour
Grants & Donations	65.00	To CAB Leicestershire
British Legion Wreath	40.00	
Parish Strip	75.00	To cover hedge cutting cost
Legal Fees	2,000.00	For White Cottage
MVAS Associated Costs	1,000.00	E.g. structural testing report and Highways licences
Neighbourhood Plan Expenditure	150.00	Potential costs not covered by grant funding
Earmarked Reserves	200.00	Replacing office equipment
General Reserves	2,000.00	NALC recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. This forms part of a contingency to cushion the impact of unexpected events or emergencies.
Total	28,990.00	
Total Expenditure - Income	25,475	Precept Requirement

Approved & Signed: