

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held virtually via Zoom on Thursday 19<sup>th</sup> November 2020 at 7.00pm**

**Present:** Cllr Reg Flint (Chair), Cllr Margaret Foster, Cllr John Allsopp, and Cllr Nigel Chapman  
Clerk Cathy Walsh, Sgt Ryan Coleman and 2 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 17.09.20**

**Resolved:** The minutes were approved as a true record of proceedings.

**4. To consider any matters arising from the minutes of the meeting held on 17.09.20  
St Mary's Primary School improvements**

Construction to improve accessibility at the school is underway. The location of the improvements is not compromising the roots of the trees. Premises Officer and Tree Warden, Mark Osborne is ensuring that this remains the case throughout the works.

**United Charities Bitteswell**

The Charity has provided a contribution of £700 towards the Village Green grass cutting for 2020.

**Report of the Western Red Cedar Tree, The Green**

Symbiosis Consulting Ltd confirmed that it would not be charging the Council for the production of the above report. A schedule of fees was provided for any consulting work required on behalf of the Neighbourhood Plan.

**5. Local Policing Team Update**

Sgt Ryan Coleman attended the meeting to give an update on policing issues within the parish. Summarised below:

- Sgt Coleman joined the Lutterworth and Broughton Astley Neighbourhood Policing Team in March 2020.
- Sgt Coleman can be contacted by dialling 101 and entering his collar number, 0026, to leave a message when prompted.
- Broughton Astley Neighbourhood Team has 1 Police Officer and 1 Police Community Support Officer (PCSO) with a Beat Office based at Broughton Astley Village Hall.
- Lutterworth Neighbourhood Team has 3 Police Officers and 3 PCSOs with a Beat Office based at the Leisure Centre.
- A proactive approach is being taken to ensure more police visibility in the community and more community engagement via social media and by Neighbourhood Link. Details can be found on the 'Community' pages of the Parish Council's website.

- Local Police Beat Newsletters are issued on a monthly basis. These can also be found on the 'Community' pages of the Parish Council's website.
- Mere Lane: Regular, daily visits are made by the police to the site. The majority of residents are helpful and supportive of the police, a minority of residents are causing problems. The police intend to maintain its engagement with the site.

The Parish Council would like to express its thanks to the local policing teams for reducing crime rates and thanked Sgt Coleman for attending the meeting.

Sgt Coleman left the meeting.

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

### **6.1. To consider a request for the Council to install village CCTV/ANPR/speed cameras**

A resident approached the Council with concerns over the high frequency of speeding vehicles through the village and a recent example of anti-social behaviour by a motorist. He asked whether the Council would consider installing CCTV, ANPR or speed cameras.

The Council already own a Mobile Vehicle Activated Sign (MVAS). The device encourages safer driving speeds by detecting vehicle speeds and alerting drivers to slow down once a set speed threshold has been crossed.

MVAS have a short-lived effectiveness in reducing speeds as drivers become too familiar with them when they are situated in one particular location for long periods of time. As such, the Council agreed to produce a proper schedule of location sites for the MVAS so that it can be relocated regularly around different part of the village.

**Action:** Cllr Chapman agreed to take responsibility for this.

### **6.2. Neighbourhood Planning process**

Two residents attended the meeting to highlight an issue with the Neighbourhood Planning process. In February, the village newsletter ran an article on behalf of the Environment Theme Group to advise landowners that it would be contacting them to complete the environmental inventory which forms part of the Neighbourhood Plan. However, despite being landowners themselves, the residents were not consulted about their land. One of the residents present said that they were contacted by email regarding land in the village that they have a shared responsibility for. This was also raised at the meeting held on 17.09.20 but was omitted from the minutes.

The Council explained that the process for the environmental inventory had to change due to COVID-19 and lockdown in March. The physical visits that were meant to take place could not happen and letters were not sent out during lockdown.

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

All circulated via email.

## **8. Financial Matters**

### **8.1. Accounts for payment**

**Resolved:** To approve.

*Cheques signed since last meeting on 17.09.20*

Cheque No.	Payee	Description	Totals
260	CPRE	Annual membership (replacement of chq 000243)	£36.00
261	PKF Littlejohn LLP	Limited assurance review of AGAR 2019/20	£240.00
262	Helen Denton -Stacey	Neighbourhood Plan hours, expenses & AL	£249.04
263	Helen Denton -Stacey	Neighbourhood Plan hours and expenses	£114.84
264	Cathy Walsh	Expenses (inc Zoom licence)	£45.15
Total			£685.03

**8.2. Bank Reconciliation to 14.11.2020**

**Resolved:** To approve.

Opening Balance	1-Apr-20	<b>£21,139.78</b>
Receipts to	14-Nov-20	£33,766.44
Payments to	14-Nov-20	-£11,700.83
Closing Balance	14-Nov-20	<b>£43,205.39</b>

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

Current Account	£20,583.50
Business Reserve account	£22,779.68
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£157.79
Bank Reconciliation to 14-Nov-20	<b>£43,205.39</b>

**8.3. Receipts & Payments Summary to 14.11.2020**

**Resolved:** To approve.

**8.4. Clerk’s Claim for Expenses**

Noted.

**8.5. Neighbourhood Plan Expenditure**

Noted.

**Action:** Cllr Allsopp will clarify with YourLocale whether the grant funding received will be sufficient to cover all remaining expenses in the production of the Neighbourhood Plan.

**8.6. Neighbourhood Plan Clerk’s Claim for Expenses**

Noted.

**9. To approve the newly agreed National Joint Council (NJC) National Salary Award for 2020-2021**

**Resolved:** The Parish Council agreed to the agreement, which is backdated to 1st April 2020. It is for a 2.75% increase and an additional days' leave, bringing it up to 22 days for employees with less than 5 years-service, which also applies from the above date.

Approved & Signed: .....

**10. To receive an update on the progress of the handrail over the cobbles**

The Council has contacted a local contractor to seek an estimate for the erection of the handrail.

**11. To consider making an application to the Lutterworth Area Community Projects Fund for a new bus shelter on Ashby Lane**

**Action:** To contact Littlethorpe of Leicester Ltd to suggest an appropriate replacement for the current bus shelter and to provide an estimate of cost, delivery, installation and removal of the old shelter.

**Resolved:** To make an application to the fund once it is in receipt of the information above.

At the last meeting the Council agreed to write to Cllr Ackerley (Chairman) in relation to the fund and despite being in close geographical proximity and impact, Bitteswell with Bittesby does not appear to have any direct representation within the relevant processes.

**Action:** Cllr Chapman will draft the letter on behalf of the Council.

**12. To consider making a donation to the Royal British Legion (RBS) in lieu of a wreath**

The Council was already in possession of a wreath for this year's Remembrance Day, so it did not need to purchase one from the RBS as it usually does.

**Resolved:** To make a donation in lieu of a wreath of £40.00.

**13. To consider making a grant funding request from Citizens Advice LeicesterShire**

**Resolved:** To make a donation of £50.00.

**14. To nominate a trustee to co-opt to fill the United Charities Bitteswell vacancy**

After over 23 years-service, Shiela Carlton will be resigning as a trustee of the United Charities on 14.12.20. The Parish Council would like to thank Shiela for her support and service during her time on the United Charities.

**Action:** Cllr Foster agreed that she would contact possible candidates for the vacancy to see if they would consider the position.

**15. Planning Matters****15.1. To note any planning matters – new and unresolved applications****a) 20/01696/TCA | Works to tree (fell) | Twinnings, The Nook**

**Resolved:** To make no comment.

**b) 20/01709/LBC | Installation of replacement window | Dowell House, Valley Lane**

**Resolved:** To make no comment.

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

None.

**15.3. To receive an update on the 'Planning for the Future' consultation**

The Council submitted its response to the Ministry of Housing, Communities and Local Government. The government is set to revise its proposals for the controversial planning

reforms in England, after new housing targets prompted a backlash amongst some senior Conservative MPs.

#### 15.4. Other Planning Matters

##### a) 20/00863/FUL | Erection of a 64-bed registered care home and 20 assisted living bungalows | Land Adjacent to Brookfield Way, Bitteswell Road, Lutterworth

The Planning Team at HDC is sending out regular briefings to the Parish Council which provides updates on the progress of the application.

**Action:** Cllr Page agreed to seek to clarify Lutterworth Town Council 's stance on the application.

#### 15.5. To provide an update on the progress of the Neighbourhood Plan (NP)

Bitteswell with Bittesby Draft Neighbourhood Plan is ready to seek representations from Statutory Consultees and other Stakeholders.

During the meeting, the Council was given information that on 11.08.2020 information from an early draft (or part of it) was used in support of an objection to a planning application which was subsequently granted in outline but with the detailed application still pending. The reported information received was that future content of the draft or part draft was referred to on the Harborough District Council website.

One of the ramifications is that a member of the Neighbourhood Planning Advisory Committee did not declare an interest- he (we were told) being an objector to the Planning Application.

The Neighbourhood Plan Clerk has already sent letters to confirm which land bids have, and have not, been successful (the terminology used in the Neighbourhood Plan process). However, the two 'unsuccessful' sites already had outline planning permission and therefore other sites were explored, and selected, to potentially satisfy the housing requirement for the parish.

**Action:** The Parish Council will seek clarification from YourLocale whether this has the potential to be detrimental to the process and the best way to proceed so the issues can be properly addressed and responded to appropriately.

#### 15.6. To approve the draft version of the Neighbourhood Plan

**Resolved:** The Parish Council approved the draft Neighbourhood Plan. This was done, however, conditional upon YourLocale being satisfied that the overall process as recorded is sound, since representations from the public were received during the meeting which may be pertinent.

#### 15.7. To review and agree a timeline for the pre-submission Regulation 14 consultation and for Regulation 16 consultation

The Statutory Consultation is a six-week period and is expected to begin on 01.12.2020.

The two members of the public left the meeting.

#### 16. Any Other Business

None.

**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**

No members of the press or public were in attendance to exclude.

**18. White Cottage: To receive an update on proceedings and to approve the draft letter**

The invoice and Council's files have been requested from Leicestershire County Council Solicitors, but not yet received. No response has been received from the Parish Council's letter to the owner of the White Cottage. Therefore, the Council will need to take further action.

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

The date of the next meeting is Thursday 14<sup>th</sup> January 2021 at 7pm.

The meeting was closed at 9.11pm.