

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held on Thursday 21<sup>st</sup> November 2019 at 7.00pm in Bitteswell Village Hall**

**Present:** Cllr Reg Flint (Chair), Cllr Margaret Foster, Cllr John Allsopp and Cllr Nigel Chapman  
Clerk Cathy Walsh and 0 member(s) of the public.

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

None.

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

None.

**3. Community Concerns: to receive any updates from Police Officers if in attendance**

Police Officers were not in attendance. The Parish Council noted that two cars had been stolen recently from Valley Lane and that a suspicious person was reported to be trespassing at properties on Hall Lane.

**4. To approve the Minutes of the Meeting held on 19.09.19**

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

**5. To consider any matters arising from the meeting on 19.09.19**

None.

**6. To note any comments or matters raised by residents, at Chairman's discretion**

None.

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

Cllr Page was unable to attend the meeting and sent her apologies.

**8. To nominate a trustee to co-opt to fill the current United Charities Bitteswell (UCB) vacancy**

Following notice of Peter Osborn's resignation, a trustee vacancy has arisen.

**Resolved:** The Parish Council nominated Gary Paterson as a suitable person to fill the vacancy by co-option.

**Action:** The Parish Council will formally thank Peter Osborn for his service to UCB.

**9. Financial Matters**

**9.1. Accounts for payment**

*Payments made prior to the meeting*

Payee	Description	Totals
E.On	Street lighting maintenance for quarter end 30.9.19	£174.64
Mark Osborne	Grass cutting 10.09.19	£150.00
Helen Denton-Stacey	Expenses incurred since claim dated 15.08.19	£114.18
Sub Total		£438.82

*Cheques signed at the meeting*

Payee	Description	Totals
Ladywell Accountancy Services	PAYE Operation and RTI filing	£48.00
Helen Denton-Stacey	Expenses incurred since claim dated 03.10.19	£152.84
Viking	Printer, toner and stamps	£354.32
Bitteswell Village Hall	Hall hire NP 25.10 & 15.11 BBPC 04.11 & 21.11	£40.00
Your Locale Ltd	Neighbourhood Plan invoice 002	£2,400.00
Cathy Walsh	Expenses incurred since claim dated 19.09.19	£5.94
Mark Osborne	Grass cutting 18.11.19	£150.00
Cathy Walsh	Expenses incurred since claim dated 19.09.19 (Extra item)	£24.78
Total		£3,175.88
Total		£3,614.70

**9.2. Bank Reconciliation to 15.09.19**

Opening Balance	1-Apr-19	<b>£26,607.21</b>
Receipts to	15-Nov-19	£27,452.05
Payments to	15-Nov-19	-£22,254.92
Closing Balance	15-Nov-19	<u><u>£31,804.34</u></u>

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

Current Account	£9,754.31
Business Reserve account	£25,051.13
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£3,001.10
Bank Reconciliation to	15-Nov-19
	<u><u>£31,804.34</u></u>

**9.3. Receipts & Payments Summary to 15.11.19**

Noted.

**9.4. Clerk’s Claim for Expenses**

Noted.

**9.5. Neighbourhood Plan Expenditure**

The Parish Council discussed whether the consultancy service received from YourLocale represented value for money. It concluded that it was paying for YourLocale’s expertise and efficient service, but agreed to monitor future fees.

The Parish Council may be able to apply for additional grant funding of £2,000 towards the costs of producing Bitteswell's Neighbourhood Plan.

**Action:** Cllr Allsopp agreed to follow this up with Gary Kirk from YourLocale.

**9.6. Neighbourhood Plan Clerk's Claim for Expenses**

Noted.

**9.7. Motion to approve the Budget & Precept Requirement for 2020-2021**

**Resolved:** The Parish Council approved the Budget and Precept Requirement of £20,759.21 for 01<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

**9.8. Motion to approve the Budget Statement for 2020-2021**

**Resolved:** The Parish Council approved the Budget Statement (attached as Appendix A). The statement gives the reasoning behind the decisions the Council made when considering the precept and budget for the forthcoming financial year.

**9.9. To consider the quotations for the bus shelter repairs**

**Resolved:** The Parish Council decided that it was not economical to spend any money on repairing the bus shelter. Instead, it agreed to consider options to replace the bus shelter.

**Action:** To look at replacements and funding options.

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

**10. To receive an update on flooding and drainage issues in the village**

The drains on Lutterworth Road, in particular by Town Yard Cottages are blocked with mud, grass and debris. Leicestershire County Council (LCC) has been made aware of the situation on numerous occasions and it claims to have remedial work to unblock the drains.

**Action:** The clerk to obtain details of exactly what LCC did when it carried out the works on the drains and footpath.

Severn Trent Water claim to have completed all the necessary remedial work to improve the drainage on and in the vicinity of The Manor House.

**Action:** The clerk to contact the owner of The Manor House to confirm if this is the case.

**11. To receive and update on the progress of the Agreement for White Cottage**

Progress is being made on the matter. Cllr Chapman will forward details of recommendations and actions the Council can consider to resolve this issue.

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

**12. To consider what action is needed to complete any outstanding village issues/jobs**

**Handrail over the cobbles:** This is still outstanding due to the location of the underground utilities in the area where the handrail needs to be sited.

**AED Kiosk panel repair:** The repair and fixing kit has been purchased. It needs to be installed. Cllr Foster agreed to ask Mark Osborn if this is something he can help with.

**Signage:** The clerk informed the Parish Council that LCC no longer cleans road signage. The Parish Council discussed the possibility of organising a working party of volunteers to undertake the cleaning (and other tasks in the village) when required.

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

**13. To note Harborough District Council's Community Governance Review**

The closing date for submissions is 31.01.20. Therefore, this item was carried forward to the next meeting.

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

**14. To receive an update on the unitary proposals for Leicestershire**

Noted.

**15. Planning Matters**

**15.1. To note any planning matters – new and unresolved applications**

**19/01728/FUL | Change of use from MOT, vehicle servicing and maintenance garage ancillary to Class B8 distribution warehouse to MOT, vehicle servicing and maintenance garage (Use Class B2) | BT Plc, Wellington Parkway**

The Parish Council will contact HDC to query why planning applications issued by the District Council rarely state the reason, purpose or requirement why the application is proposed.

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

None.

**15.3. Other Planning Matters**

**Consultation - Draft Statement of Community Involvement (SCI)**

HDC has launched a new consultation. The consultation draft SCI sets out how parties with an interest in planning issues in the District can engage with the planning system. The online consultation runs from until 08<sup>th</sup> January 2020. Its purpose is to seek views on a revised Statement of Community Involvement (SCI).

**Action:** To request a paper copy of the consultation from HDC.

**15.4. To provide an update on the progress of the Neighbourhood Plan (NP)**

Neighbourhood Plan Advisory Committee as a collective is now effectively 'in temporary recess' as members split into Theme Groups to drive forward the next stage, looking at Housing and Environment. Some delay experienced over the last few months due to personnel numbers/availability, but getting back on track with the Theme Groups now in initial stages. Advisory Committee will meet again as a collective once progress is made by the Theme Groups to report back.

**16. Any Other Business**

**Tree Planting**

A local landowner has planted 7,000 new trees on his land. He has approached the Parish Council with an invitation to view the trees. The Parish Council is happy to accept and will plan a visit in the spring.

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

The date of the next meeting is Thursday 16<sup>th</sup> January 2020.

The chairman closed the meeting at 8.15pm.

## **Bitteswell with Bittesby Parish Council 2020-2021 Budget Statement**

The Parish Council raises revenue to help meet its spending requirements by issuing a 'precept'. This is the total amount to be raised through the council tax from all the dwellings within the parish area. The 'precept' is converted into an amount per council tax band and this forms part of the council tax bill.

Each year the Parish Council decides what precept they need to set by looking at spending to date in the current financial year, projected spending for the coming year, future plans and any other income they may have.

The Parish Council at its meeting on 21<sup>st</sup> November 2019 resolved to approve the budget and precept requirement for 2020-2021.

The bullet points below will provide an explanation for the precept requirement increase for 01<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

The precept requirement for 2020-2021 is £20,759.

The Council Tax requirement for 2020-2021 is £85.57 per Band D property. This is an increase of 45.8% or £26.89 in Council Tax.

NALC (the National Association of Local Councils) recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. Therefore, to maintain adequate financial reserves, the Council has allocated £2,000 under 'General Reserves'. This includes part of a contingency to cushion the impact of unexpected events or emergencies.

The Parish Council agreed to add £200 to its Reserves, this is to cover the costs of replacing the clerk's office equipment as required.

During 2019-2020, the Parish Council converted its existing street lighting to energy efficient, LED technology. The project is part of a scheme offered by Leicestershire County Council whereby the Parish Council can pay for the capital cost of conversion over 5 years. The Parish Council has already paid the 1<sup>st</sup> instalment of £1,984.22 and made provisions in the 2020-2021 budget for the 2<sup>nd</sup> instalment.

The expected savings in maintenance and energy costs are factored into the 2020-2021 budget. Therefore, the Parish Council has reduced its street lighting energy budget by £1,600 and its maintenance budget by £300.

The Parish Council is preparing a Neighbourhood Plan for Bitteswell with Bittesby. As some of the costs involved may not be covered by grant funding, £2,000 has been allocated towards this.

The cost of cutting the grass in the parish has increased. This revised figure is now in line with what other contractors in the area charge. This still remains cost competitive and the Parish Council

receive a first class service from its current contractor.

The Parish Council is taking legal advice to resolve a long standing issue relating to The White Cottage. To cover this cost £1,000 has been added to the budget.

