

**Minutes of the Annual Meeting and the Meeting of Bitteswell with Bittesby  
Parish Council  
Held on Wednesday 22<sup>nd</sup> May 2019 at 6.00pm in Bitteswell Village Hall**

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

**Annual Meeting**

**1. Election of Chair**

Cllr Allsopp proposed, and Cllr Foster seconded that Cllr Flint be appointed as Chairman for the year 2019/20.

**2. Election of Vice-Chairman**

Cllr Flint proposed, and Cllr Allsopp seconded that Cllr Foster be appointed Vice-Chairman for the year 2019/20.

**3. To receive Councillor's Declarations of Acceptance of Office**

The Chairman, Vice-Chair and Cllr Allsopp signed the Declaration of Acceptance of Office forms.

**4. Apologies for absence**

None.

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

None.

**6. To receive the Chairman's Report for the year ended 31.03.19**

Cllr Flint read out his report. Attached as appendix A.

**7. To approve the Accounts & Financial Statement for year ended 31.03.19.**

**Resolved:** The Accounts & Financial Statement was approved.

**8. Bank Reconciliation and Bank Statement Verification for year ended 31.03.19.**

**Resolved:** The Bank Reconciliation was approved and Bank Statements verified.

**9. To review the Standing Orders**

**Resolved:** The Standing Orders were reviewed and adopted without change.

**10. To review the Financial Regulations**

**Resolved:** The Financial Regulations were reviewed and adopted without change.

**11. To review the Asset Register**

**Resolved:** The Asset Register was reviewed and it was agreed to add the Salt Bin to the Register.

**12. To adopt the Equal Opportunities Policy**

**Resolved:** The Equal Opportunities Policy was adopted.

**13. To adopt the Home Working Policy**

**Resolved:** The Home Working Policy was adopted.

**14. To adopt the Lone Working Policy**

**Resolved:** The Lone Working Policy was adopted.

**15. To adopt the Health & Safety Policy**

**Resolved:** The Health & Safety Policy was adopted.

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### **Ordinary Meeting**

**1. To co-opt a candidate to fill the existing vacancies**

There was not a candidate to co-opt. However, a couple of people interested in the vacancies have come forward. It was noted that the onerous election process may have put some people off standing for the role.

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

None.

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

Cllr Allsopp declared a non-pecuniary interest in item 13.1, 19/00670/TCA.

**4. Community Concerns: to receive an update from police officers, if in attendance**

No police officers in attendance. Monthly newsletters from local police teams are available on the Parish Council's website.

**5. To approve the Minutes of the Meeting held on 21.03.19**

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

**6. To consider any matters arising from the meeting on 21.03.19 (where not already on the agenda)**

**Repairs to the bus shelter**

A local carpenter was asked to provide an estimate to repair the bus shelter. However, he was unable to see the problem as he did not have access to the rear of the shelter in the gardens of the Almshouses.

**Action:** The clerk to ask the carpenter to co-ordinate a site visit with Cllr Foster who will accompany him.

**Action:** Cllr Foster to obtain a second quote for repairs.

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

**AED Kiosk**

A resident reported that a glass panel of the AED kiosk has smashed. The broken glass has been removed to make safe.

**Action:** The clerk to contact a glazier to replace the pane.

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

None.

**9. Financial Matters**

**9.1. Accounts for payment**

*Payments made prior to the meeting*

Cheque No.	Payee	Description	Totals
173	Mr S Clarkson	Reimbursement for AED light repair work	£100.00
174	Cathy Walsh	Salary & allowances - April	£458.79
175	Leicestershire County Council	Repair to street light on Ullesthorpe Road	£2,235.32
176	LRALC	NALC & LRALC membership fees 1.4.19 to 31.3.20	£197.67
177	E.On	Electricity street lights usage 01.01.19 to 31.03.19	£928.68
178	Cathy Walsh	Overtime worked in 2018-2019	£706.59

Sub Total      £4,627.05

*Cheques signed at the meeting*

Cheque No.	Payee	Description	Totals
179	Mark Osborne	Mowing contract Invoice No157	£300.00
180	Helen Denton-Stacey	NP Clerk's Claim Form 15.04.19	£145.13
181	CPRE	Membership 01.06.19 to 31.05.20	£36.00
182	Community Heartbeat Trust	AED battery and electrode pads	£258.00
183	Community Heartbeat Trust	AED rescue safety kit	£15.60
184	Bitteswell Village Hall	Neighbourhood Planning Mtg hall hire	£20.00
185	Cathy Walsh	Salary & allowances - May	£458.79
186	Zurich Municipal	Insurance Policy 01.06.19 to 31.05.20	£660.52
187	Cathy Walsh	Expenses incurred since claim dated 21.3.19	£31.11

Total      £1,925.15

Total      **£6,552.20**

**9.2. Bank Reconciliation to 09.05.19**

Opening Balance	1-Apr-19	<b>£26,607.21</b>
Receipts to	9-May-19	£7,684.16
Payments to	9-May-19	-£6,568.63
Closing Balance	9-May-19	<b>£27,722.74</b>

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

Current Account	£4,114.40
Business Reserve account	£25,025.89
Add income received but not yet cleared	£805.27
Less payments made but not yet presented	-£2,222.82
Bank Reconciliation to	9-May-19
	<b>£27,722.74</b>

**9.3. Receipts & Payments Summary to 09.05.19**

Noted.

**9.4. Clerk's Claim for Expenses**

Noted.

**9.5. Neighbourhood Plan Expenditure**

Noted.

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

Noted. Consideration to be given to using existing format for expenses.

**9.7. To approve the authorised signatories of the bank mandate**

**Resolved:** To approve the changes to the authorised signatories on the bank mandate.

**10. Annual Governance & Accountability Return (AGAR) 2018/19****10.1. To approve the Annual Governance Statement 2018/19**

**Resolved:** The Annual Governance Statement was approved.

**10.2. To approve the Accounting Statements 2018/19**

**Resolved:** To approve the Accounting Statements.

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

Legal advice received by the Parish Council concurs that the Agreement should be signed in its current form, without any amendments. The Parish Council will seek advice from a local solicitor.

**Action:** Cllr Foster agreed to take the lead on this.

**12. Lutterworth Road Footpath, to note the revised date of repairs and to consider drainage issues**

Leicestershire County Council (LCC) confirmed that a job has been raised for the footpath to be repaired. The work expected to start at the end of April will now commence on 21<sup>st</sup> August 2019. This is to enable to Council to complete the works safely by using a road closure.

The drains on the footpath alongside The Manor House, The Vicarage and Belshields are blocked and not running freely. LCC has scheduled the drainage works to take place at the same time as the footpath repairs. The Parish Council would like the drainage works to be completed before then and asked the Clerk to raise this with LCC.

**Action:** The clerk.

**13. Planning Matters****13.1. To note any planning matters – new and unresolved applications**

**19/00670/TCA | Works to trees | Delamere, Valley Lane, Bitteswell**

**Resolved:** To make no comment on the application.

**19/00648/VAC | Variation of condition 12 (permitted plans) of 16/01793/FUL to include alterations to the design | Land off Ashby Lane, Bitteswell**

**Resolved:** To make no comment on the application.

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

None.

**13.3. Other Planning Matters**

None.

**13.4. To consider applying for a Tree Preservation Order for selected tree(s)**

**Resolved:** The Tree Warden will complete an application for a TPO for Bitteswell's most significant tree.

**Action:** The Parish Council would like the following information published in the next village newsletter:

**Tree Work in a Conservation Area**

Residents are reminded that any tree work in the conservation area is subject to planning regulations and must be applied for through Harborough District Council.

**14. Neighbourhood Plan**

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

The Vision Statement and Questionnaire exist in draft form and are subject to approval at the next NP Committee Meeting on 23.05.19.

An Open Event has been scheduled for Saturday 8th June from 10am to 12:30pm at the Village Hall. All Parishioners are invited to attend this open drop-in event, where there will be an opportunity to view and comment on the emerging Neighbourhood Plan.

**14.2. To provide an update on the progress of the draft contract for the NP Clerk**

The final version has been given to the NP Clerk for signing.

**15. Grass Cutting**

**15.1. To review the current arrangements and grass cutting rates of pay for 2019 season**

The Parish Council is considering revising the arrangements it has with its grass cutting contractor. However, it needs more information before making a decision.

**Action:** The clerk to supply further information. Agenda item for the next meeting.

**15.2. To consider reimbursing the grass cutting contractor for PPE equipment purchased**

The contractor informed the Parish Council that he would prefer to own his own PPE and therefore, does not need to be reimbursed.

**16. Any Other Business**

**16.1. Newsletter Articles**

The Parish Council would like the following information to be published in the next edition of the village newsletter:

**Parking**

The Parish Council would like to remind people to please park responsibly in the village. Please be mindful not to park on footpaths, Village Greens and other grassed areas or

on dropped kerbs.

**Overhanging Vegetation**

The Parish Council would like to ask residents to cut back any overhanging vegetation from their properties which encroaches on footpaths or in places that may obstruct visibility for road users and pedestrians.

**16.2. Streetlight Out**

Streetlight number 14 on Valley Lane is out.

**Action:** The clerk to report for repair.

**16.3. Bitteswell War Memorial, St Mary’s Churchyard: Notification of Listing Assessment and Invitation to Comment**

The Parish Council has received notification that Historic England is assessing the above structure for addition to the List of Buildings of Special Architectural or Historic Interest.

**16.4. Lutterworth Town Centre Masterplan**

An open event took place on 11.05.19.

**16.5. Lutterworth East Strategic Development Area**

The Parish Council asked Cllr Page to clarify whether providing a bypass was a condition of the development. Cllr Page stated that a bypass does not need to be provided as there are less than 5,000 houses being built on the development. LCC are building a spine road which is expected to provide a 37% reduction of traffic through Lutterworth.

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

The date of the next meeting is Thursday 11.07.19.

The chairman closed the meeting at 8.10pm

## Appendix A

### **Chairman's Report for 2018-2019**

#### Introduction

One of the more pleasurable aspects of this job is to be able to express thanks to everyone who helps with our endeavours. I therefore wish to thank Councillors for their hard work during the year including Clive Grimwood, who has not departed to pastures new; also our District and County Councillor, Rosita, for her tireless efforts, and for being the indispensable interface between us and the superior Councils. We are, of course indebted to Cathy for all her hard work and for keeping us on the straight and narrow and roughly in line with what seems to be a constant change in regulatory requirements. I would also like to thank those residents who give their support by attending the meetings.

#### The Parish Council

Unfortunately, the last twelve months have seen the resignation of Chris Faircliffe, and, unavoidably, Clive Grimwood and for their contribution we are very grateful. To partly offset these losses we gained a new Councillor in John Allsopp, who we welcome warmly to our small band.

#### The District Council

The District Council has, at last completed the new Local Plan for Harborough, and this was adopted by the full council on 30 April this year. The Local Plan was examined by Inspector Jonathon Bore who, unfortunately, was unable to see that the Local Plan would enable the sprawl of Magna Park to continue. In the past we have had other examples of Mr Bore's apparent myopia.

#### The County Council

I think we can say that our relationships with the County Council are pretty good at present. We have entered into agreements with Leicestershire County Council for the provision and maintenance of new LED lighting for the Village, we are also undertaking on their behalf some grass cutting work.

#### The Neighbourhood Plan

During the year, mainly due to the efforts of John Allsopp and his team, I am pleased to report that the Neighbourhood Plan is off the ground, and there is good reason to believe that it will keep flying. The funding of the Neighbourhood Plan is a matter of concern and demands constant attention.

That brings me to the end of my brief Report. Thank you.