

**Minutes of the Annual Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Tuesday 23 May 2023 at 7.25pm**

Present: Councillor John Allsopp (Chairman)
Councillor Iain Millington
Councillor Nigel Chapman
Councillor Pippa Clarkson
Clerk Cathy Walsh
2 member(s) of the public

1. To elect a Chairman of the Council

RESOLVED To appoint Councillor Allsopp as Chairman of the Council.

2. To elect a Vice Chairman of the Council

RESOLVED To appoint Councillor Millington as Vice Chairman of the Council.

3. To receive the Chairman's and Vice-Chairman's declaration of acceptance of office

Acceptance of Office forms were signed by Councillor Allsopp and Councillor Millington.

4. To receive any apologies for absence

None.

5. To fill a Parish Council vacancy by co-option

RESOLVED To co-opt Pippa Clarkson as Councillor to Bitteswell with Bittesby Parish Council.

6. To receive disclosures of interests from members and requests for dispensations

There were no disclosures of interests. Requests for dispensations from Councillor Chapman and Councillor Millington were received and granted. Councillor Chapman and Councillor Clarkson signed their Acceptance of Office forms.

7. To remind members to complete their Register of Interests forms

Following the parish and town elections all elected members are required to complete Register of Interest forms and return to the Monitoring Officer at Harborough District Council by 01 June.

8. Tributes to the late Councillor Margaret Foster

Sadly Margaret passed away in February. Margaret was a force to be reckoned with when it came to her wealth of knowledge. Margaret spent many years on the Parish Council and her last major project as Councillor was dealing with the longstanding issues at The White Cottage. Unfortunately, Margaret passed away just before things were resolved, but she would be smiling knowing that everything was finally sorted. Margaret was unassuming, not one for pomp and ceremony and her legacy will live on. She will be dearly missed by us all.

9. To appoint representatives to outside bodies

RESOLVED To appoint Councillor Chapman and Councillor Millington as the council's representatives to Magna Park Lutterworth Community Liaison Group.

Approved & Signed:

10. To review the Asset Register

RESOLVED To approve the Asset Register at 01 April 2023.

11. To review Standing Orders and Financial Regulations

RESOLVED To review and adopt the Standing Orders with no amendments.

RESOLVED To review and adopt the Financial Regulations with no amendments.

12. To review the following policies

(a) Document Retention Policy

RESOLVED This was reviewed and amendments approved.

(b) Equal Opportunities Policy

RESOLVED To approve with no amendments.

(c) Expenses Policy

RESOLVED This was reviewed and amendments approved.

(d) Health and Safety Policy

RESOLVED To approve with no amendments.

(e) Home Working Policy

RESOLVED To approve with no amendments.

(f) Lone Working Policy

RESOLVED To approve with no amendments.

(g) Risk Assessment & Management Policy

RESOLVED This was reviewed and amendments approved.

(h) Risk Assessment – Installation & Site Rotation of MVAS

RESOLVED To approve with no amendments.

13. To review the Code of Conduct

RESOLVED To approve the Code of Conduct with the amendments below:

Item 9.1. from 'I will undertake Code of Conduct training' to 'I will endeavour to undertake Code of Conduct training'.

Item 12.3. from 'I must make my request 3 days prior'. To 'I must make my request as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required'. (In line with the Council's Standing Orders).

14. Bank reconciliation and bank statement verification for year ended 31 March 2023

RESOLVED To approve and sign the year end reconciliation and verification.

15. To approve the Accounts & Financial Statement for year ended 31 March 2023

RESOLVED to approve and sign the Accounts and Financial Statement.

16. To approve the minutes from the meeting on 23 January 2023

RESOLVED To approve the minutes as a true record of proceedings.

17. To review any matters raised from the minutes of the meeting on 23 January 2023

17.1. Memorial Bench

The family of the late Reg Flint forwarded proposals for the style of bench they would like to purchase for the churchyard. The council is happy with the choice and will forward the details to the Parochial Church Council for its approval.

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

Councillor Page sent her apologies and circulated her report and updates prior to the meeting. The council would like to congratulate Rosita on her election following the District Elections.

19. To note any comments or matters from residents

19.1. Village Green Openreach works

Openreach have been working on the Village Green by West End and have left a section of Green dug up to access the covers. The area is around 3" deep and could be a health and safety hazard.

ACTION The clerk will contact Openreach to rectify the situation.

19.2. Oak Tree

A branch on the Oak Tree opposite the Almshouses is damaged and needs removing. Mark Osborne agreed to deal with this as soon as possible.

19.3. Parish Council expenditure

A resident asked to know the total spend by the council on the White Cottage, the MVAS and the Neighbourhood Plan. As this data was not available at the meeting, the clerk will email the information to the resident.

19.4. Lutterworth Road footpath

An update on the footpath was requested. The longstanding drainage issues on the footpath is down to a number of factors; the overhanging trees at the Manor House, the fallen leaves and the inadequate drainage system in the whole village.

The council agreed to put forward a proposal to the Lutterworth Area Community Projects Limited (LACPL) funding scheme. Councillor Millington agreed to take the lead on this. The clerk will seek clarification whether money from capital funds can be used to make improvements to the footpath. To help with the application to the LACPL fund, the council would like to invite a member from the Panel of Directors to its meeting.

20. Finance and Audit

20.1. To approve the accounts for payment

RESOLVED To approve the payments listed below:

Ref No.	Method	Payee	Description	Total
e23-74	SO	Cathy Walsh	Salary - January	X
e23-75	SO	DCK Payroll Solutions	Payroll - January	£36.00
e23-76	DD	NEST	Pension Contributions - January	X
e23-77	DD	Tesco Mobile	Mobile phone contract	£15.57
e23-78	CHQ	Leicestershire County Council	4th instalment for street light LED conversion	£225.78
e23-79	CHQ	Mark Osborne	Churchyard extension grass cutting February 2023	£330.00
e23-80	CHQ	Bitteswell Village Hall	Hall hire on 23.01.23	£10.00
e23-81	SO	Cathy Walsh	Salary - February	X
e23-82	SO	DCK Payroll Solutions	Payroll - February	£36.00
e23-83	DD	NEST	Pension contributions - February	X
e23-84	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-85	CHQ	Newdigate Builders Bedworth Limited	Reinstate the Village Green at White Cottage	£5,760.00
e23-86	CHQ	HM Revenue & Customs	PAYE Q4	£109.40
e23-87	CHQ	Geosphere Ltd	Digital mapping 13.03.23-13.03.24 (NP)	£81.00
e23-88	CHQ	2Commune Ltd	Website, email AC, domain & support to 04.05.24	£552.00
e23-89	CHQ	Helen Denton-Stacey	NP hours and expenses for Jan to Mar 2023	£47.52
e23-90	CHQ	Cathy Walsh	Clerk's expenses	£4.95
e23-91	CHQ	Mark Osborne	Village green grass cutting	£230.00
e23-92	SO	Cathy Walsh	Salary - March	X
e23-93	DD	NEST	Pension contributions - March	X
e23-94	SO	DCK Payroll Solutions	Payroll - March	£36.00
E24-01	DD	Tesco Mobile	Mobile phone contract - April 2023	£14.09
E24-02	CHQ	LRALC Limited	LRALC and NALC membership 2023-2024	£252.46
E24-03	CHQ	DCK Payroll Solutions	PAYE Year End 2022-2023	£36.00
E24-04	CHQ	Cathy Walsh	Additional hours & AL entitlement for 2022-2023	X
E24-05	CHQ	Viking	Stationery & stamps	£84.33
E24-06	DPC	FairFX	Imprest Account top up	£200.00
E24-07	CHQ	Headleys Solicitors	Charges relating to Deed of Easement for White Cottage	£323.00
E24-08	DPC	Cathy Walsh	Imprest Account Top Up reimbursement	£200.00
E24-09	IA	Apple	Replacement phone cable	£19.00
E24-10	SO	Cathy Walsh	Salary - Apr 2023	X
E24-11	DD	NEST	Pension - Apr 2023	X
E24-12	SO	DCK Payroll Solutions	Payroll - Apr 2023	£36.00
E24-13	DD	Tesco Mobile	Mobile phone contract - May 2023	£12.99
E24-14	CHQ	Mark Osborne	Village Green grass cutting 17.04.23 and 26.04.23	£500.00
E24-15	CHQ	GM Masters	Coronation Grant Fund from HDC (Ceilidh band)	£500.00
E24-16	CHQ	SE & JR Morris	Internal Audit Fee 2022-2023	£85.00
E24-17	CHQ	Helen Denton-Stacey	NP Clerk hours and expenses	£31.68
E24-18	CHQ	Cathy Walsh	Clerk's expenses	£33.12
E24-19	CHQ	GM Masters	Coronation donation towards marquee costs	£280.80

20.2. To note the Bank Reconciliation to 18 May 2023

NOTED

Opening Balance	1-Apr-23	£27,514.68
Receipts to	18-May-23	£19,215.48
Payments to	18-May-23	-£4,664.86
Closing Balance	18-May-23	£42,065.30

The balance carried forward is represented by these funds

Current Account	£18,237.12
Business Reserve Account	£24,796.98
Imprest Account	£181.00
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£1,149.80
Bank Reconciliation to 18-May-23	£42,065.30

Approved & Signed:

20.3. To note the Receipts & Payments Summary to 18 May 2023**NOTED****20.4. To approve the clerk's expenses claim****RESOLVED** To approve the expenses claim.**20.5. To note the Neighbourhood Plan expenditure****NOTED****20.6. To approve the Neighbourhood Plan clerk's expenses claim****RESOLVED** To approve the expenses claim.**20.7. Annual Governance & Accountability Return 2022-2023****20.7.1. To note the Annual Internal Audit Report****NOTED** The internal audit was carried out on 20 April 2023. The auditor ticked yes to all applicable internal control objectives on the Annual Internal Audit Report.**20.7.2. To approve the Annual Governance Statement****RESOLVED** To approve Section 1 of the AGAR - Annual Governance Statement.**20.7.3. To approve the Accounting Statements****RESOLVED** To approve Section 2 of the AGAR – Accounting Statements.**21. Planning Matters****21.1. To review and comment on any new planning applications****21.1.1. 23/00558/NMA – 25 Valley Lane, Bitteswell****RESOLVED** To make no comment on the application.**21.1.2. 23/00658/PCD – Land at Mere Lane, Magna Park, Bittesby****RESOLVED** To make no comment on the application.**21.1.3. 23/00637/NMA – Lagane, Ashby Lane, Bitteswell****RESOLVED** To make no comment on the application.**21.2. To note/consider any other planning matters or unresolved applications**

Councillor Allsopp attended the Planning Committee on Tuesday 28 February 2023 in relation to planning application 21/02036/FUL Avery Healthcare Group, erection of 76 bed care home at land off Brookfield Way, Lutterworth. Councillor Allsopp addressed the committee on the Parish Council's behalf with objections to the application. Harborough District Council rejected the application, but there is strong indication that it will go to appeal.

21.3. To note any enforcement cases

None.

21.4. To receive an update on the Bitteswell with Bittesby Neighbourhood Plan

Councillor Allsopp has been unable to prepare the revised document due to work commitments, but will aim to do so by the end of the week.

22. Grant Funding**22.1. To ratify the decision to apply to Harborough District Council's Coronation Grant**

RESOLVED To ratify the decision to apply for funding on behalf of the Coronation Organising Committee for a grant of £500 from the fund. The funding request was successful and will be used towards the cost of a Ceilidh band at the Coronation Barn Dance.

22.2. To consider a request for funding towards the village Coronation Event

A funding request to cover the marquee insurance cost for the Coronation Barn Dance of £280.80 was submitted by the Coronation Organising Committee.

Sections 111, 138B and 145 of the Local Government Act 1972 gives local councils to incur expenditure for the purpose of the event. Therefore, the council **RESOLVED** to approve funding of £280.80.

23. Bitteswell Egg Farm access issues

The existing site access, off Ashby Lane, is not suitable to cater for HGVs waiting to access the site. The gates need setting further back from the road to allow HGVs to safely pull into the farm without overhanging into the road.

ACTION The clerk will contact Councillor Rosita Page to raise its concerns.

24. To receive an update from Lutterworth Area Community Projects Limited (LACPL) and Gazeley

Councillor Millington attended the last 2 meetings and provided a summary on matters raised:

Footpaths

On behalf of the council, Councillor Millington questioned whether LACPL funding could be used to make improvements to Lutterworth Road footpath and to create a new footpath from the village to the beginning of Woodby Lane. It was recommended that an application for the works was submitted to the LACPL Community Fund.

Warehouse Lighting

The bunding at Magna Park is not high enough to mitigate the light pollution sufficiently.

A5 Gibbet Hill Congestion Improvements

National Highways and Midlands Connect attended the meetings to provide an update on all elements of study work completed in recent months and to discuss proposals for improving Gibbet Hill.

Mere Lane HGV parking facility

GLP has received permission to build a HGV parking facility at Magna Park. It is now at the

next stage of the planning process and will submit an application to finalise the proposals for the site.

25. To consider potential future replacement costs of the AED and cabinet

The council's AED and cabinet have been in place since 2014 and plans to replace the kit as it approaches the end of its lifespan were considered. The council agreed that the LACPL Community Fund would be a good source of funding for the replacement AED and cabinet when necessary.

26. Any other business

None.

27. To confirm the date of the next meeting

Monday 26 June 2023 at 7pm.

The meeting was closed at 8.58pm.