

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Thursday 07 September 2023 at 7.00pm**

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

1. To receive any apologies for absence

None.

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

None.

3. To approve the minutes from the meeting on 26 June 2023

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

4. To review any matters raised from the minutes of the meeting on 26 June 2023

None.

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

Apologies were received from Councillor Page who circulated her report and updates prior to the meeting.

6. To note any comments or matters from residents

6.1. Construction vehicles parking on Ashby Lane

A resident raised concerns over the number of construction vehicles parking at the development on Ashby Lane. Councillor Page has written to the resident to explain that any development will bring some time limited negative effects and some disturbance which we unfortunately have to tolerate. She also explained the limited powers of the police, County/District/Parish Councils to act in such situations.

6.2. Parking at the Rugby Club on Ashby Lane

The Parish Council is very concerned about visitors to the Rugby Club parking on Ashby Lane. Last weekend there was approximately 150 yards unbroken length of parked vehicles along the lane, obstructing the highway, restricting access and parking close to the junction of Caldwell Lane. It was agreed that the Council write to the Rugby Club to state its concerns. It will also send video footage taken last weekend of the parked cars.

7. Finance and Audit

7.1. To approve the accounts for payment

RESOLVED To approve the payments listed below:

Ref No.	Method	Payee	Description	Total
E24-29	DD	Tesco Mobile	Mobile phone contract - Jul 2023	£6.00
E24-30	DD	NEST	Pension - Jun 2023	X
E24-31	CHQ	Community Heartbeat Trust	AED battery	£267.00
E24-32	CHQ	Mark Osborne	Village Green grass cutting 04.05.23 and 19.05.23	£500.00
E24-33	CHQ	Mark Osborne	Village Green grass cutting 11.06.23 and 24.06.23	£500.00
E24-34	DC	Viking	Stationery/office supplies	£57.32
E24-35	SO	DCK Payroll Solutions	Payroll - Jul 2023	£36.00
E24-36	SO	Cathy Walsh	Salary - Jul 2023	X
E24-37	DD	NEST	Pension - Jul 2023	X
E24-38	DD	Tesco Mobile	Mobile phone contract - Aug 2023	£6.00
E24-39	CHQ	Community Heartbeat Trust	Replacement AED pads x 2	£130.74
E24-40	CHQ	CPRE	Membership to 15.10.2024	£36.00
E24-41	CHQ	Moore	External Audit fee 2022/23	£252.00
E24-42	SO	DCK Payroll Solutions	Payroll - Aug 2023	£36.00
E24-43	SO	Cathy Walsh	Salary - Aug 2023	X
E24-44	CHQ	Mark Osborne	Village Green grass cutting 07.07.23 and 28.07.23	£500.00
E24-45	CHQ	Mark Osborne	Village Green grass cutting 06.08.23 and 12.08.23	£500.00

7.2. To note the Bank Reconciliation

NOTED To note the Bank Reconciliation at 30 August 2023

Opening Balance	1-Apr-23	£27,514.68
Receipts to	30-Aug-23	£19,290.96
Payments to	30-Aug-23	-£9,387.53
Cash in hand at	30-Aug-23	£37,418.11
<i>(as per Cash Book)</i>		

Cash in hand per Bank Statements

Current Account	£12,840.71
Business Reserve Account	£24,872.46
Pre-paid Debit Card	£123.68
Plus unrepresented receipts	£0.00
Less unrepresented payments	-£418.74
Bank Reconciliation at	30-Aug-23
	£37,418.11

7.3. To note the Receipts & Payments Summary

NOTED To note the Receipts & Payments Summary to 30 August 2023. This monitors the council's income and expenditure against the agreed budget.

7.4. To approve the clerk's expenses claim

None.

Approved & Signed:

7.5. To note the Neighbourhood Plan expenditure

Noted.

7.6. To approve the Neighbourhood Plan clerk's expenses claim

None.

7.7. To note the conclusion of Annual Audit and to receive the External Auditor's Report and Certificate

The External Auditor has completed its limited assurance review and no matters have come to its attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Notice of Conclusion of Annual Audit has been published on the council's website.

7.8. To update the signatories on the bank account mandate

RESOLVED To add Councillor Clarkson as a signatory.

8. Planning Matters**8.1. To review and comment on any new planning applications**

None.

8.2. To note/consider any other planning matters or unresolved applications

None.

8.3. To note any enforcement cases

None.

8.4. 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 in the next couple of weeks.

9. To receive an update on the status of the MVAS installation

The MVAS has been installed on Ullesthorpe Road (opposite the Man at Arms public house). The council would like to formally thank Mark and Maggie Osborne for installing the device.

10. To note any issues arising from the Village Walkabout Pinfold

The wall needs some remedial work as a number of bricks have become loose.

Lychgate

The Lychgate needs repairing and a quote has been received for the cost of repairing the base. However, a quote for more extensive repairs is needed. It is anticipated that grant funding applications will be made by the Parish Council and the Parochial Church Council to cover the repair costs.

ACTION Agenda for the next meeting.

Blocked Drains

The drain outside The Old Forge, West End is blocked, with surface water constantly on the

road. Reported to Leicestershire County Council Highways on 08 September 2023.
Reference: FS545579389.

The drain on the corner of West End and Ashby Lane is totally blocked with leaves/mud etc. Reported to Leicestershire County Council Highways on 08 September 2023. Reference: FS545582869.

Exposed Utility Cover on the Village Green

The council is trying to make contact with CASS who is responsible for opening the cover to state that the cover exposed is causing a potential safety issue. The clerk will chase this up.

The Olde Royal Oak

A wall light at the front of the building is damaged and looks unstable. The council will contact the landlord to make sure they are aware of the problem.

AED Kiosk

The AED kiosk needs repainting. A job the council aimed to complete at some point this year.

Trees

The trees on the Village Green were inspected. No problems were noted. In line with its Tree Safety Policy, the council will commission a full tree survey by a suitably qualified person every 2 to 3 years (depending on recommendation of previous survey). **ACTION** for the next meeting agenda.

11. United Charities Bitteswell: To nominate two charity trustees

RESOLVED To nominate John Booth and Julia Pearson as charity trustees.

12. To receive an update on Lutterworth Road Footpath

The problem of flooding and drainage issues on Lutterworth Road Footpath has been ongoing for years. Neither Severn Trent Water or Leicestershire County Council will take responsibility to resolve the problem, despite the Parish Council's continued efforts. It was agreed that the council contact local schools as schools are in loco parentis and responsible for safeguarding children on the journey and may be able to assist in getting a positive result.

13. Any other business

13.1. Street naming for the small development on West End Farm

The proposed name is Walnut Close. The Parish Council does not have any strong views on the proposal.

13.2. Harborough District Council's website

Harborough District Council's website is incorrectly showing that there are no vacancies on the Parish Council. The clerk will contact Harborough District Council to request that this is updated.

13.3. Skip location request

The Alsmshouses asked for permission to place a skip on the Village Green during kitchen renovations. The Council is happy for this to happen providing that any damage is made

good and due care and consideration is taken not to damage the tree roots.

14. To confirm the date of the next meeting

Thursday 16 November 2023 at 7pm.

The meeting was closed at 8.02pm.

