

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council  
Held at Bitteswell Village Hall on Wednesday 10 January 2024 at 7.00pm**

**Present:** Councillor John Allsopp (Chairman)  
Councillor Iain Millington  
Councillor Nigel Chapman  
Councillor Pippa Clarkson  
Clerk Cathy Walsh  
District/County Councillor Rosita Page  
0 member(s) of the public

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

Councillor Chapman arrived during item 11.

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

None.

**3. To approve the minutes from the meeting on 16 November 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 16 November 2023**

None.

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

Nothing to report, all circulated via email.

**6. To note any comments of matters from residents**

None.

**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
E24-65	SO	Cathy Walsh	Salary - Nov 2023	X
E24-66	SO	DCK Payroll Solutions	Payroll - Nov 2023	£36.00
E24-67	DD	NEST	Pension - Nov 2023	X
E24-68	BACS	LRALC Limited	Councillor training course - Pippa Clarkson	£50.00
E24-69	DC	Apple	Power adapter and cable for new iPhone	£38.00
E24-70	CHQ	Mark Osborne	Village Green grass cutting 06.10.23 and 25.10.25	£500.00
E24-71	CHQ	HM Revenue & Customs	PAYE Q3	X
E24-72	DD	Tesco Mobile	Mobile phone contract - Dec 2023	£6.00
E24-73	DD	Sky Mobile	Mobile phone contract - Dec 2023	£15.00
E24-74	SO	Cathy Walsh	Salary - Dec 2023	X
E24-75	CHQ	Mark Osborne	Village Green grass cutting 07.11.23 & Urban Cutting x 6	£1,170.28
E24-76	CHQ	RBL Poppy Appeal	Wreath donation	£40.00
E24-77	SO	DCK Payroll Solutions	Payroll - Dec 2023	£36.00
E24-78	DD	NEST	Pension - Dec 2023	X
E24-79	CHQ	Newdigate Builders Bedworth Limited	Pinfold wall repairs	£840.00
E24-80	DD	Sky Mobile	Mobile phone contract - Jan 2024	£15.00
E24-81	CHQ	Leicestershire County Council	Streetlighting Energy & Maintenance for 2023/2024	£2,971.27
E24-82	CHQ	Bitteswell Village Hall	Hall Hire 16.11.23	£12.00
E24-83	CHQ	Helen Denton-Stacey	NP Clerk hours and expenses	£126.72
E24-84	CHQ	G Sutton	Ashby Lane hedge cutting	£75.00

Approved & Signed: .....

**7.2. To note the Bank Reconciliation****NOTED** the Bank Reconciliation at 03 January 2024

Opening Balance	1-Apr-23	<b>£27,514.68</b>
Receipts to	3-Jan-24	£34,051.49
Payments to	3-Jan-24	-£22,749.68
<b>Cash in hand at</b> <i>(as per Cash Book)</i>	3-Jan-24	<b>£38,816.49</b>

**Cash in hand per Bank Statements**

Current Account	£17,714.81
Business Reserve Account	£25,020.99
Pre-paid Debit Card	£85.68
Plus unrepresented receipts	£0.00
Less unrepresented payments	-£4,004.99
<b>Bank Reconciliation at</b>	<b>£38,816.49</b>

**7.3. To note the Receipts & Payments Summary****NOTED** the Receipts & Payments Summary to 03 January 2024. This monitors the council's income and expenditure against the agreed budget.**7.4. To approve the clerk's expenses claim**

None.

**7.5. To approve the Neighbourhood Plan clerk's expenses claim****RESOLVED** to approve the clerk's expenses claim.**7.6. To note the Neighbourhood Plan expenditure**

Noted.

**7.7. To approve the budget requirement for 2024/2025****RESOLVED** to approve the budget requirement of £30,943 for 01 April 2024 to 31 March 2025 (attached).**7.8. To approve the precept requirement for 2024/2025****RESOLVED** to approve the precept requirement of £30,943 for 01 April 2024 to 31 March 2025. This will present a charge of £132.40 per year for each Band D household, an increase of 5.9% in precept or £9.92.**7.9. To approve the quote for the tree survey inspection and report****RESOLVED** to approve the quote from Origin Environmental Arboriculture Ltd of £668.10 (excluding VAT) to carry out the inspection and prepare the report.

**7.10. To ratify the quote for repairs to the Pinfold wall**

**RESOLVED** to ratify the quote of £700 (excluding VAT) to make the repairs to the wall.

**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 is in the process of preparing the revised document. He will also take into consideration the proposals of the new local plan.

**9. To receive an update on proposals to repair the lychgate at St Mary's Church**

Deferred until the next meeting.

**10. To receive an update on Lutterworth Road Footpath**

A site meeting was held in December 2023, with multi agencies all trying to find a solution to the problem. The fallen leaves seem to be a big contributory factor in clogging up the drains. The outcome of the meeting will be known in due course. Councillor Page suggested that the Parish Council consider stipulating Sustainable drainage systems (SuDS) requirements in its Neighbourhood Plan to ensure any future developments have adequate drainage needs.

**11. Harborough District Council Local Plan Consultation**

A public consultation about the future of the district and what the new local plan should contain will run from 16 January 2024 to 27 February 2024, with the first public consultation in the preparation of the district's new local plan, the 'Issues and Options' consultation. In-person events will also take place at locations across the district where residents will have the chance to hear more about the issues and options and ask questions. The Parish Council is likely to consider Harborough District Council's Strategic Housing and Economic Land Availability Assessment (SHELAA), housing needs and the Separation Area in its response.

**12. Local Wildlife Proposed Designation and Site Schedule – Ash Tree Farm, Bitteswell**

Deferred until the next meeting.

**13. Any other Business**

Councillor Millington is moving out of the area and tendered his resignation.

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

To be confirmed

The meeting was closed at 8.15pm.

## Budget &amp; Precept 2024-2025

INCOME CATEGORIES	Sub-Total	Budget	Notes
Grants		£ -	
Bank Interest		£ 200	
LCC Urban Grass Cutting Contribution		£ 920	£920.30 contribution from LCC
Recoverable VAT		£ 1,622	
Neighbourhood Plan Grants		£ -	
<b>TOTAL</b>		<b>£ 2,742</b>	

EXPENSE CATEGORIES	Sub-Total	Budget	Notes
Staff Costs		£ 8,800	Includes salary, PAYE and pension/NI contributions
Neighbourhood Plan Staff Costs		£ 1,000	
Clerk's Allowances		£ 800	For using home as Council's office
Travel Expenses		£ 100	
Office Expenses		£ 500	
Training		£ 400	
Subscriptions		£ 600	
Hire of Hall		£ 150	
Website & email account		£ 600	
Payroll Fees		£ 450	
Insurance		£ 1,400	
Election Costs		£ 300	
Audit Fees		£ 500	
Street Lighting Energy		£ 2,200	
Street Lighting Maintenance		£ 850	
<b>Grass Cutting</b>	<b>£ 6,160.30</b>		
Village Green		£ 4,250	Rate for 2024 - £250 per cut for 17 cuts
Urban (verges) Grass Cutting		£ 920	Rate for 2024 - £153.38 per cut for 6 cuts
Churchyard Extension		£ 990	Rate for 2024 - £330 per cut for 3 cuts
Village Maintenance/Improvements		£ 2,000	Also includes cutting the Parish Strip hedge/biennial Tree Survey & report
AED Consumables/Maintenance		£ 500	Battery replacement date Aug 2027   electrodes replacement date Jul 2025
Snow Warden Remuneration		£ 300	LCC will contribute £6.89 per hour
MVAS Associated Costs		1,000.00	Structural testing retest period every 2 years, except Ashby Road lighting column, every year.
Grants & Donations		125.00	To CAB Leicestershire
British Legion Wreath		50.00	
Neighbourhood Plan Expenditure		500.00	Potential costs not covered by grant funding
Earmarked Reserves		400.00	Replacing office equipment
General Reserves		4,000.00	NALC recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. This forms part of a contingency to cushion the impact of unexpected events or emergencies. The smaller the authority, the closer the figure should be to 12 months.
<b>Total</b>		<b>33,685.30</b>	
Total Expenditure - Income		<b>30,943</b>	Precept Requirement

Approved &amp; Signed: .....