

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at The Church Meeting Room, St Mary's Church, Bitteswell
on Wednesday 11 September 2024 at 7.00pm**

Present: Councillor John Allsopp (Chairman)
Councillor Nigel Chapman
Councillor Pippa Clarkson
Councillor Kevin Dumbill
Clerk Cathy Walsh
District & County Councillor Rosita Page
Tor Berry, Projects Manager at St Mary's Church Lutterworth
1 member(s) of the public

24.54. To receive apologies for absence

None.

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

There are no disclosures of interests or requests for dispensations.

24.56. To consider councillor co-option for vacancies on the Parish Council

A resident expressed an interest in co-option but was not present at the meeting.

24.57. To approve the minutes of the meeting held on 11 July 2024

Resolved to approve the minutes as a true record of proceedings.

24.58. To review any actions from the minutes of the meeting held on 11 July 2024

None.

24.59. Lychgate repairs at St Mary's Church

(a) To receive an update on proposals to repair the lychgate

(b) To receive an update on potential funding options from Tor Berry

Item moved from 24.62.

Two contractors specialising in conservation joinery have visited the site and provided repair quotes, quotes have also been received from a blacksmith for the metal work and from a timber merchant for the oak (this is the council's preferred choice of material). The quotes will be shared with the council.

An application to the Lutterworth Area Community Projects Limited (LACPL) will be submitted by Tor Berry. The project is expected to cost in the region of £30k and if awarded the LACPL grant would cover half of this cost. Parochial Church Councils can apply for funding of up to £5k from the Diocese of Leicester Minor Repairs & Improvements Fund. Other funding sources to be considered include community fundraising and Section 137. Under the Local Government Act 1972, Section 137 gives councils the power to contribute to charities. Parochial Church Councils charged with the maintenance of churches and their churchyards are charities.

Signed by Meeting Chair:

24.60. To consider memorial plans for the late Councillor Margaret Foster

Item moved from 24.65.

In memoriam to Margaret her family is in favour of replacing a rotten wooden gate at St Mary's Church. 'Margaret's Gate' is the gate closest to Margaret's former home and the gate she regularly used. The council think this is a lovely idea. As Margaret was heavily involved in all aspects of the community a community fundraising event in her memory could be organised to cover some/all of the cost.

Tor Berry left the meeting.

24.61. To note any matters raised by District and County Councillor Rosita Page

Councillor Page circulated all reports and updates prior to the meeting by email.

24.62. To note any comments or matters raised by residents

(a) Inconsiderate parking at St Mary's Primary School during pick-up and drop-off times

The council agreed to contact the school to ask if parents/carers can be reminded to park considerately at pick-up and drop-off times. It will also ask whether the parking arrangements are still in place for parents/carers at the Royal Oak.

24.63. Finance and Audit

(a) To approve payments and sign receipts for electronic payments

It was **resolved** to approve the schedule of payments below and receipts for electronic payments were signed by the Chair.

Ref No.	Reference	Payee	Description	Total
E25-28	BACS	Mark Osborne	Grass Cutting x 2 cuts (7 & 8) for 2024/25 season	£500.00
E25-29	SO	DCK Payroll Solutions Limited	Payroll - Jul 2024	£36.00
E25-30	DD	HMRC	PAYE for Q1	X
E25-31	SO	Cathy Walsh	Salary - Jul 2024	X
E25-32	BACS	Mark Osborne	Grass Cutting x 2 cuts (9 & 10) for 2024/25 season	£500.00
E25-33	BACS	Mark Osborne	Grass cutting (churtyard) 2024/25 season 2nd cut	£330.00
E25-34	SO	DCK Payroll Solutions Limited	Payroll - Aug 2024	£36.00
E25-35	DD	Sky Mobile	Mobile phone bill 02.08.24 to 01.09.24	£15.00
E25-36	DD	NEST	Pension - Jul 2024	X
E25-37	BACS	Moore	External Audit fee 2023-2024	£252.00
E25-38	SO	Cathy Walsh	Salary - Aug 2024	X
E25-39	BACS	Viking	Office supplies	£130.66
E25-40	DD	NEST	Pension - Aug 2024	X
E25-41	PPDC	Amazon	Office supplies	£10.75
E25-42	435	CPRE	Membership	£36.00
E25-43	DD	Sky Mobile	Mobile phone bill 02.09.24 to 01.10.24	£15.00
E25-44	SO	DCK Payroll Solutions Limited	Payroll - Sep 2024	£36.00
E25-45	436	G Johnson	AED kiosk painting	£350.00

(b) To note the Bank Reconciliation at 05 September 2024

Resolved to note the Bank Reconciliation.

Signed by Meeting Chair:

Opening Balance	1-Apr-24	£33,553.18
Receipts to	5-Sep-24	£18,254.44
Payments to	5-Sep-24	-£9,577.85
Cash in hand at <i>(as per Cash Book)</i>	5-Sep-24	£42,229.77

Cash in hand per Bank Statements

Current Account	£5,426.27
Business Reserve Account	£16,261.84
Pre-paid Debit Card	£86.58
Liquidity Manager 35 Day	£20,491.08
Plus unrepresented receipts	£0.00
Less unrepresented payments	-£36.00

Bank Reconciliation at	5-Sep-24	£42,229.77
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(c) To note the Receipts & Payments Summary at 05 September 2024

The Receipts & Payments Summary was noted. This monitors the council's income and expenditure against the agreed budget.

(d) To note the Neighbourhood Plan expenditure to date

The expenditure to date was noted.

(e) To receive the External Auditor's report and certificate. To note any recommendations made by the External Auditor and to note the conclusion of 2023-2024 audit

The External Auditor Report and Certificate was received. The external auditor's limited assurance opinion state that no matters came to its attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It noted that on initial submission a number in Box 7 of the Accounting Statements was transposed resulting in a difference of £20. This was corrected and restated. The External Auditor recommends that care should be taken to ensure the figures are inputted correctly.

It was also noted that the RFO's name is required to be entered at line 2(b) on the Notice of Public Rights. The clerk will ensure that this is done for future audits.

24.64. To receive an update on parking at the Rugby Club, Ashby Lane and Football Club, Hall Lane

There is no update on the Rugby Club parking. Planning permission (in relation to application number 20/02018/FUL) stipulate that a car park management plan is made and approved by

Signed by Meeting Chair:

HDC to ensure that adequate off-street parking is made to reduce the development leading to on-street parking problems locally.

24.65. To receive an update on Lutterworth Road footpath and funding proposal towards the cost of road sweeping

The council has received a quote from Waste Services at Harborough District Council to provide a price for additional road sweeping. The council **agreed** to try and source a second quote.

24.66. To note any issues found during the Village Walkabout

The walkabout was **deferred** due to the bad weather.

24.67. To provide an update on re-painting the AED Kiosk

The kiosk was re-painted on 09 September 2024 by painter and decorator G Johnson.

24.68. To note the changes to the opening days of recycling and waste sites and the effect on rural communities

In a cost saving exercise, Leicestershire County Council is making a number of changes to some of its recycling and household waste sites in the county. This does not affect the Lutterworth site. It was questioned whether the cost of clearing fly tipping as a result of the closures/changes was factored into these savings.

24.69. To receive an update on fly tipping in the Parish

It was reported that since complaints had been made to Harborough District Council about fly tipping on Woodby Lane it has remained clear. However two lorry loads of fly tipping were dumped off Mere Lane. This coincided with Lutterworth recycling and household waste site being closed over the August Bank Holiday weekend.

24.70. Speed Control Measures

(a) To receive an update on the operation of the MVAS

The MVAS is currently in operation. The MVAS should be moved between the four sites on a regular basis. The clerk provided a breakdown of the costs involved in the upkeep of the MVAS, which includes structural testing of the street lighting columns.

(b) To consider additional speed control measures at two perimeters of the village

The Parish Council is unlikely to receive any speed measures from Leicestershire County Council and will need to fund any future measures itself. The council will give some consideration to additional speed control options.

24.71. Planning Matters

(a) To review and comment on new planning applications

None.

(b) To note any other planning matters

The Construction Management Plan for the development at Ashby Lane is available to view on Harborough District Council's website. Planning application reference number 24/00648/VAC

The approved Construction Environmental Management Plan for the land at Mere Lane, Magna Park is available to view on Harborough District Council's website. Planning application reference number 23/00440/PCD

The approved Construction Environmental Management Plan for the land at West End Farm is available to view on Harborough District Council's website. Planning application reference number 22/01708/PCD

(c) To receive an update on the Bitteswell with Bittesby Neighbourhood Plan

Councillor Allsopp has gone through the document and made a list of references to items which may need to be checked/changed in relation to new national planning guidance, the Local Plan position and circumstances on the ground which may have changed. There are no significant changes in circumstances locally.

24.72. Any other business

(a) Vehicle Access Road across the Village Green

It was queried who is responsible for maintaining the path/access road that crosses the Village Green from Valley Lane towards The Knoll. The Parish Council owns the Village Green but it will need to investigate who is responsible for maintaining the path/access road.

(b) Gigaclear unauthorised work on the Village Green

Recently Gigaclear has been working on the Village Green without prior permission from the Parish Council. The clerk was asked to contact Gigaclear to find out who gave them consent to work on the Village Green.

24.73. To confirm the date of the next meeting

Wednesday 06th November 2024 at 7pm in the Church Meeting Room at St Mary's Church, Bitteswell.

Meeting closed at 8.17pm.