

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Monday 23 January 2023 at 7.00pm**

Present: Cllr John Allsopp (Chairman), Cllr Iain Millington and Cllr Nigel Chapman
Clerk Cathy Walsh, and 0 member(s) of the public.

1. To receive any apologies for absence

Apologies were received and accepted from Cllr Foster.

2. To receive Member's Declarations of Interests

None.

3. To approve the minutes from the meeting on 02 November 2022

The minutes were approved as a true record of proceedings.

4. To review any matters raised from the minutes of the meeting held on 02 November 2022

4.1. Memorial suggestions for Reg Flint – update from PCC meeting

The Council felt that the most suitable place for a bench in memory of Reg Flint would be at St Mary's Church and Reg's family agreed. In Cllr Foster's absence the clerk will contact the Parochial Church Council and report back.

4.2. MVAS Installation

The installation of the MVAS is still pending.

4.3. Update on Lutterworth Road footpath

There has been a great deal of public interest in the matter, with residents reporting flooding and blocked drains to Leicestershire County Council. In November 2022, a Senior Drainage Technician at LCC Highways reported that all gullies on the footpath and carriageway were scheduled to be cleared on 14 December. He recommended that Harborough District Council should clear the leaves on a regular basis. He also reported that LCC is looking into a new drainage system in 2023.

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

Cllr Page sent her apologies and circulated her report and updates prior to the meeting.

6. To note any comments or matters from residents

The Coronation of His Majesty The King

A committee has been set up within the village to make arrangements to mark the occasion.

7. To receive an update from the last Magna Park Community Liaison Group (CLG) meeting

Cllr Chapman and Cllr Millington attended the meeting and provided an update on matters raised:

Lutterworth Area Community Projects Limited (LACPL) Community Fund

The catchment area for applications must be within close proximity of Magna Park. Further funds covering a wider catchment area will be made available following the occupation of any newly built warehouse at Magna Park over the next 5 years.

Solar Panels

A number of people had asked why solar panels are not installed on warehouse rooftops at Magna Park. All of GLP's completed warehouses are photovoltaic (PV) panel ready and GLP will support customers who wish to install them. However, it is not a planning requisite to provide the installation of rooftop solar PV on new warehousing.

Mere Lane - footpath works and signage

The Mere Lane footpath works are now complete and the road is fully open again. The road is still being used by HGV due to inadequate signage informing that the road is unsuitable for HGVs.

Cllr Chapman and Cllr Millington will raise the issues below to the next CLG meeting:

- Mere Lane HGV signage.
- The possibility of using LACPL community funding for a footpath on Woodby Lane and to improve the drainage on Lutterworth Road.

8. Finance

8.1. To approve the accounts for payment

Members **resolved** to approve the accounts listed below for payment.

Ref No.	Method	Payee	Description	Total
e23-59	Chq	Cathy Walsh	Backpay for LGA pay award for 2022/23	X
e23-60	Chq	RBL Poppy Appeal	Donation for poppy appeal & wreath	£40.00
e23-61	Chq	Helen Denton-Stacey	NP Hours and expenses for Jun-Dec 2022	X
e23-62	Chq	Mark Osborne	Backpay for Village Green grass cutting rate increase	£300.00
e23-63	DD	NEST	Pension Contributions - November	X
e23-64	SO	DCK Payroll Solutions	Payroll - November	£36.00
e23-65	SO	Cathy Walsh	Salary - November	X
e23-66	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-67	Chq	HM Revenue & Customs	PAYE Q3	X
e23-68	SO	Cathy Walsh	Salary - December	X
e23-69	SO	DCK Payroll Solutions	Payroll - December	£36.00
e23-70	DD	NEST	Pension Contributions - December	X
e23-71	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-72	Chq	Leicestershire County Council	Street lighting energy and maintenance 2022/23	£2,266.54
e23-73	Chq	Bitteswell Village Hall	Hall Hire - Conservation Area Appraisal drop in event	£15.00

8.2. To note the Bank Reconciliation to 16 January 2023

The Bank Reconciliation to 16 January 2023 was noted.

Approved & Signed:

Opening Balance	1-Apr-22	£27,963.26
Receipts to	16-Jan-23	£31,155.19
Payments to	16-Jan-23	-£22,403.28
Closing Balance	16-Jan-23	£36,715.17

The balance carried forward is represented by these funds

Current Account	£11,641.44
Business Reserve account	£27,441.87
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£2,368.14
Less unrepresented payments from 2021-2022	£0.00
Bank Reconciliation to 16-Jan-23	£36,715.17

8.3. To note the Receipts & Payments Summary to 16 January 2023

The Receipts & Payments Summary to 16 January 2023 was noted.

8.4. To approve the Clerk's expenses claim

None to approve.

8.5. To note the Neighbourhood Plan expenditure

Noted.

8.6. To approve the Neighbourhood Plan Clerk's expenses claim

None to approve.

8.7. To approve the Budget and precept requirement for 01 April 2023 to 31 March 2024

The Council **resolved** to approve a budget and precept of £29,224 for the financial year 01 April 2023-31 March 2024. (Attached as appendix A).

It **resolved** to send a precept request to Harborough District Council of £29,224. This will present a charge of £122.48 per year for each Band D household, an increase of 15.5%, £16.42.

8.8. To approve the draft Reserves Policy

The Council **resolved** to adopt the Reserves Policy.

8.9. To consider approving the use of a pre-paid debit card for the clerk's expenses

The Council **resolved** to approve the use of a pre-paid debit card for expenses incurred by the clerk on behalf of the Parish Council. The limit of this imprest account is set at £300.

9. Planning Matters

9.1. To review and comment on any new planning applications

9.1.1. 22/02154/REM | Fir Tree Lodge, Ashby Lane

Resolved to make no comment.

9.1.2. 22/02163/PCD | The Brambles, Ashby Lane

Resolved to make no comment.

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

It was noted that an appeal against Harborough District Council's decision to refuse planning application 22/00904/FUL, Rose Cottage, Manor Road has been made.

The response from Leicestershire County Council Highways Department in relation to planning application 22/02154/REM was noted.

9.3. To note any enforcement cases

None.

9.4. To receive an update on the Bitteswell Neighbourhood Plan

All amendments have been made to Bitteswell's Neighbourhood Plan and subject to the revision of a sentence about the hamlet of Bittesby and the addition of the winning logo competition entry, the plan is ready for submission to Harborough District Council.

The Parish Council would like to thank Cllr Allsopp for spearheading the Neighbourhood Plan Advisory Committee and for all his hard work and time in the preparation of the plan.

9.5. To approve the final version of the Neighbourhood Plan and associated documents

Subject to the amendments detailed in item 9.4, the Council **approved** the Bitteswell Neighbourhood Plan 2020–2031 and associated documents.

9.6. To approve the Neighbourhood Plan and associated document for submission to Harborough District Council

The Council **approved** the submission of the Neighbourhood Plan and associated documents to Harborough District Council.

10. To approve the quote to paint the AED kiosk

A number of quotes had been received to paint the exterior of the AED kiosk. The Council **approved** a quote of £350 from G Johnson & Son.

11. To approve the estimate to reinstate the Village Green at The White Cottage

The Council **approved** an estimate of £4,800 excluding VAT from Newdigate Builders to clear and reinstate the area back to Village Green.

12. To consider joint funding costs to prepare a Deed of Easement for The White Cottage

The Council approved to jointly share the cost of preparing a Deed of Easement with the

current owner of The White Cottage. The Deed of Easement will cost £500 plus VAT, plus £46 HM Land Registry fee (50% of these costs will be funded by the Council).

13. To approve the rates for the contractor's grass cutting for the 2023 season

Due to the increased cost of living, fuel and energy, the Council **approved** to increase the cost of cutting the Village Greens to £250 per cut. Leicestershire County Council has increased its contribution to the urban grass cutting and as such, the Council **approved** to increase the rate to £153.38 per cut. The rate of cutting the Churchyard Extension remains the same at £330 per cut.

14. To approve the Parish Council Urban Grass Cutting Service Level Agreement 2023-2025

The Parish Council **resolved** to approve the Service Level Agreement for 2023-2025.

15. To note the LGA's agreement on pay scales for 2022-23 and annual leave allowance for 2023

The new pay scales for 2022-2023 and annual leave allowance increase for 2023 were circulated to members prior to the meeting and noted.

16. Any other Business

The Parish Council would like to send flowers to Cllr Foster, the clerk will arrange this.

The Council would like to thank Cllr Allsopp for stepping in as Chairman in Cllr Foster's absence.

17. To confirm the date of the next Parish Council meeting.

The date of the next Parish Council meeting is Thursday 23 March 2023 at 7pm.

A Finance Working Party meeting was scheduled for Tuesday 29 November to prepare the budget for 2023-24. This is not a public meeting.

The meeting was closed at 7.46pm.

Appendix A

Budget & Precept 2023-2024

INCOME CATEGORIES	Sub-Total	Agreed Budget	Notes/Points to consider
Grants		£ -	
Bank Interest		£ 25	
Other Income		£ -	
LCC Urban Grass Cutting Contribution		£ 920	£920.30 contribution from LCC for 2023 grass cutting season
UCB Grass Cutting Contribution		£ 700	£700 United Charities Bitteswell contribution
Recoverable VAT		£ 2,056	
Neighbourhood Plan Grants		£ -	
TOTAL		£ 3,701	

EXPENSE CATEGORIES		Agreed Budget	Notes
Core Staff Costs		£ 8,000	National negotiations on salaries for 2022/23 has seen the majority of clerks see a 7-9% increase. Inflation is expected to fall in 2023 to 5-6%, so it seems prudent that budgetary provision of at least 5% (over 2022/23 predicted salaries) is made. Annual Leave allowance has increased for all clerks with over 5 years service.
Neighbourhood Plan Staff Costs		£ 1,000	
Clerk's Allowances		£ 708	
Travel Expenses		£ 100	
Office Expenses		£ 500	
Training		£ 300	
Subscriptions		£ 350	LRALC £230 ICO £40 CPRE £36 during current year.
Hire of Hall		£ 150	
Parish Website		£ 520	
Payroll Fees		£ 400	
Insurance		£ 1,260	On LTA, but assets are index linked, added 10% to cover this.
Election Costs		£ 300	Harborough District Council guidance figures are: Combined election costs £1,553 Not contested £210. Currently £200 held in reserves.
Audit Fees		£ 400	
Street Lighting Energy		£ 1,500	
Street Lighting Maintenance		£ 850	
Street Lighting LED Conversion Project		£ 2,172	£1,984.22 a year Additional LED conversion cost £188.15 per year Total cost £2,172.37
<i>Grass Cutting</i>	£ 6,160.30		
Village Green		£ 4,250	Due to the rising cost of fuel and service provisions, the rate for 2023 rate is increased to £250 per cut for 17 cuts
Urban (verges) Grass Cutting		£ 920	Urban grass cutting (verges) increased to £153.38 per cut x 6 = £920.30
Churchyard Extension		£ 990	£330 per cut for 3 cuts
Village Maintenance/Improvements		£ 2,000	
AED Consumables/Maintenance		£ 500	
Snow Warden Remuneration		£ -	LCC will contribute £6.89 per hour
Grants & Donations		65.00	To CAB Leicestershire
British Legion Wreath		40.00	
Parish Strip		100.00	To cover hedge cutting costs
MVAS Associated Costs		1,000.00	Structural retesting
Neighbourhood Plan Expenditure		150.00	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.
Total		32,925.67	
Total Expenditure - Income		29,224	Precept Requirement

Approved & Signed: