

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Monday 26 June 2023 at 7.15pm**

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 23 May 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 23 May 2023

4.1. Bitteswell Egg Farm

HGVs waiting to access the farm, off Ashby Lane, overhang into the road causing a potentially dangerous obstruction. The council queried whether any recommendations in relation to the position of the gates were made when the Local Highway Authority (LHA) responded to the planning application (ref 19/00991/FUL). The LHA advised that the proposed development was acceptable. The council agreed to contact the owners of Bitteswell Farm to ask if it is possible for the gates to be open when deliveries are expected to ensure that HGVs are not waiting in the road to access the site.

4.2. Village Green – exposed utility cover

The council is trying to establish who has been working on the Village Green by West End and left a cover exposed causing a potential safety issue. Openreach responded to say it did not carry out the work and was not the owner of the cover in question.

ACTION The clerk will make enquiries with CASS.

4.3. Automated External Defibrillator (AED)

The council's AED and cabinet have been in place since 2014. The AED is out of warranty. The Community Heartbeat Trust state that the lifespan of AEDs is 10-15 years and the lifespan of the steel cabinet is around 10 years. The council will make an application to the Lutterworth Area Community Projects Limited fund (LACPL) Community Fund for funding to replace the AED/cabinet.

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.

Approved & Signed:

6. To note any comments or matters from residents

United Charities Bitteswell

UCB would like the Parish Council to nominate 2 charity trustees.

ACTION next meeting agenda.

John Booth would like to present the annual accounts and report for the UCB at the next Parish Council meeting.

ACTION next meeting agenda.

The UCB will consider providing a contribution to the Village Green grass cutting at its next meeting in September. The council confirmed that it is very grateful for any financial contribution towards the grass cutting.

7. Finance and Audit

7.1. To approve the accounts for payment

RESOLVED To approve the payments listed below:

Method	Payee	Description	Total
SO	Cathy Walsh	Salary - May 2023	X
SO	DCK Payroll Solutions	Payroll - May 2023	£36.00
DD	NEST	Pension - May 2023	X
CHQ	Grahame Sutton	Hedge trimming on Ashby Lane	£75.00
CHQ	Bitteswell Village Hall	Hall hire 23.05.23	£12.00
DD	Tesco Mobile	Mobile phone contract - Jun 2023	£12.99
CHQ	HM Revenue & Customs	PAYE Q1	X
SO	DCK Payroll Solutions	Payroll - Jun 2023	£36.00
SO	Cathy Walsh	Salary - Jun 2023	X

7.2. To note the Bank Reconciliation

NOTED To note the Bank Reconciliation at 21 June 2023

Opening Balance	1-Apr-23	£27,514.68
Receipts to	21-Jun-23	£19,239.56
Payments to	21-Jun-23	-£6,378.47
Closing Balance	21-Jun-23	£40,375.77

The balance carried forward is represented by these funds

Current Account	£16,166.63
Business Reserve Account	£24,821.06
Imprest Account	£181.00
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£792.92
Bank Reconciliation to 21-Jun-23	£40,375.77

Approved & Signed:

7.3. To note the Receipts & Payments Summary

NOTED To note the Receipts & Payments Summary to 21 June 2023. 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 note the Neighbourhood Plan expenditure

NOTED

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

None.

8. Planning Matters**8.1. To review and comment on any new planning applications****8.1.1. 23/00737/TCA – Stone Croft, The Nook, Bitteswell**

RESOLVED To make no comment on the application.

8.1.2. 23/00762/FUL – 25 Valley Lane, Bitteswell

RESOLVED To make no comment on the application.

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 by the end of the week.

9. To receive feedback from the Parochial Church Council (PCC) on the bench and lychgate

The plans for the proposed memorial bench for the late Reg Flint are underway. The vicar is liaising with Reg's family and its location at the church has been decided.

The posts supporting the lychgate at St Mary's Church are rotten and will require repair or replacement. The Parish Council is happy to support an application for funding made by the PCC to Lutterworth Area Community Projects Limited fund (LACPL).

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

The council has received a quote indicating the ongoing costs associated with inspecting and testing of the lighting columns used to mount the MVAS. The council would like a small team of volunteers to take responsibility of charging the MVAS, collecting data and rotating the device on the designated lampposts. The volunteers would be paid to cover their time and costs associated with this.

ACTION To publish an article in the newsletter asking for volunteers.

11. To receive an update on Lutterworth Road Footpath

It was reported that Highways had been recently undertaking some work in the area.

After the last heavy downpour the path was flooded and impassable. Silt and debris is still going into the drainage system causing blockages. The council will contact the Environment Agency to see if it can provide any assistance in resolving the problems.

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.

12. Any other business

None.

13. To confirm the date of the next meeting

Thursday 07 September 2023 at 7pm.

The meeting was closed at 7.55pm.