

**Minutes of the Meeting of Bitteswell with Bittesby Parish Council
Held at Bitteswell Village Hall on Wednesday 31 August 2022 at 7.00pm**

Present: Cllr Margaret Foster (Chair), Cllr John Allsopp and Cllr Iain Millington
Clerk Cathy Walsh, District/County Councillor Rosita Page and 1 member(s) of the public.

1. To receive any apologies for absence

Apologies were received and accepted from Cllr Chapman.

2. To receive Member's Declarations of Interests

None.

3. To approve the minutes from the meeting on 16 June 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 16 June 2022

4.1. Overgrown shrubs and debris on Village Green

The Council sought advice in the matter. An estimate to clear the area will cost approximately £200.

Resolved to defer the matter to the next meeting.

4.2. Memorial suggestions for Reg Flint

The Council felt that the most suitable place for a bench in memory of Reg Flint would be at St Mary's Church. Cllr Foster agreed to raise the matter at the next Parochial Church Council meeting and report back.

4.3. MVAS Installation

The installation of the MVAS has been delayed due to the extreme hot weather over the summer. It is feared that the metal column and clips supporting the MVAS would expand in the heat and once the metal contracted the device might become unstable.

4.4. AED Panel

The damaged panel has been replaced.

4.5. Pinfold Notice Board

The notice board has been removed from the Pinfold.

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

Cllr Page circulated her report and updates prior to the meeting. In addition to this an update on the following was received:

- The World Gliding Championships were held recently. Overall, despite a few organisational issues the event was successful.

- The appeal for the refused Mere Lane pitches took place in front of Harborough District Council and a Government Inspector. Cllr Page made representations at the meeting. The outcome of the appeal has not been determined.
- Harborough District Council has started work on a new Local Plan to help plan for unmet housing need across the county.
- Mere Lane is closed for 12 weeks from 30 August 2022. This is necessary to undertake construction of S278 works for Magna Park North. Public transport is still available for the duration of the works.

6. To note any comments or matters from residents

6.1. Wildflower Verge Scheme

A resident asked whether the Council is considering taking part in the Wildflower Verge Scheme. The Council explained that it had recently explored the idea, but following consultation with neighbouring Parish Councils it decided against participating in the scheme.

7. Finance and Audit

7.1. To approve the accounts for payment

Resolved to approve the accounts listed below for payment.

Ref No.	Method	Payee	Description	Total
e23-25	SO	Cathy Walsh	Salary - June	X
e23-26	DD	DCK Payroll Solutions	Payroll - June & NEST pension set up fee	£66.00
e23-27	DD	NEST	Pension contributions - June	X
e23-28	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-29	364	Bitteswell Village Hall	Hall hire on 16.06.22	£10.00
e23-30	SO	Cathy Walsh	Salary - July	X
e23-31	DD	NEST	Pension contributions - July	X
e23-32	SO	DCK Payroll Solutions	Payroll - July	£36.00
e23-33	DD	Tesco Mobile	Mobile phone contract	£12.99
e23-34	DD	DCK Payroll Solutions	Payroll - August	£36.00
e23-35	SO	Cathy Walsh	Salary - August	X
e23-36	365	PKF Littlejohn LLP	Limited assurance review of AGAR 2021-22	£240.00
e23-37	DD	NEST	Pension contributions - August	X
e23-38	366	Cathy Walsh	Expenses	£4.95
e23-39	367	CPRE	Membership 2022-2023	£36.00

7.2. To approve the Bank Reconciliation to 24 August 2022

Resolved to approve the Bank Reconciliation.

Opening Balance	1-Apr-22	£27,963.26
Receipts to	24-Aug-22	£13,801.36
Payments to	24-Aug-22	-£12,221.78
Closing Balance	24-Aug-22	£29,542.84

The balance carried forward is represented by these funds

Current Account	£2,983.78
Business Reserve account	£27,391.71
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£832.65
Less unrepresented payments from 2021-2022	£0.00
Bank Reconciliation to 24-Aug-22	£29,542.84

- 7.3. To note the Receipts & Payments Summary to 24 August 2022**
Resolved to approve the Receipts & Payments Summary
- 7.4. To approve the Clerk's expenses claim**
Resolved to approve the expenses claim.
- 7.5. To note the Neighbourhood Plan expenditure**
Noted.
- 7.6. To approve the Neighbourhood Plan Clerk's expenses claim**
None to approve.
- 7.7. To approve a Direct Debit instruction**
Resolved to approve the instruction to pay the annual Data Protection fee by Direct Debit.
- 7.8. To note the conclusion of audit for 2021/22 and receive the External Examiner's Report**
The audit has been completed and the accounts have been published. The notice of conclusion of audit has been published on the Council's website and notice board. The External Examiner's report has also been published.
- 7.9. Option to opt out of the SAAA central external auditor appointment arrangements**
SAAA is responsible for appointing external auditors for smaller authorities. The next 5 year appointing period runs from 2022-2023 until 2026-2027. Smaller authorities are given the option to opt out of the central procurement and appointment scheme and appoint their own auditor.

The Parish Council **resolved** to remain opted-in for the next five year period beginning on 01 April 2022 and ending on 31 March 2027.

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 Neighbourhood Plan

YourLocale has provided documentation that the Parish Council needs to scrutinise to ensure 100% accuracy. Cllr Allsopp is in the process of undertaking this task and hopes to complete his checks within the next week.

9. To consider adopting an updated Member Code of Conduct based on Harborough District Council's Code of Conduct which came into effect as of 01 May 2022

Resolved to adopt the new Code of Conduct. Members **resolved** to update their Register of Interest Forms and return to the Monitoring Officer at Harborough District Council.

10. To receive an update on Lutterworth Road footpath

Due to lack of rain over the summer, this was **deferred** until the next meeting.

11. To receive an update on The White Cottage

Nothing to update.

12. Any other Business

Ash Dieback Leaflet

A new booklet has been created by Leicestershire County Council full of help and advice on ash dieback which is a highly infectious disease affecting ash trees. The leaflet and further information will be made available on the Parish Council's website:

<https://www.bitteswell.org.uk>

Magna Park Community Liaison Group (CLG) meeting

Cllr Millington represented the Council at the CLG meeting on 18 July 2022 and will provide an update at the next Parish Council meeting.

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

The date of the next meeting is Wednesday 02 November 2022 at 7pm.

The meeting was closed at 7.52pm.