

THE MEETING OF COUNTSTHORPE PARISH COUNCIL WAS HELD ON THURSDAY 10th FEBRUARY 2022 WHEN THERE WERE PRESENT:

Councillors: Cllrs V Armstrong, S Burditt, A Clifford, J Jennings, S Kinvig, K McGovern, P Mount, K Pearce, W Read, M Smith, J Thacker and S Turner

Parish Council Manager: Mrs C E Samuels

Assistant Parish Council Manager: Miss J Leech

County Councillor L Phillimore was also in attendance.

Cllr A Clifford chaired the meeting in the absence of the Chairman Cllr M Gillespie.

2021/22 179. APOLOGIES FOR ABSENCE, IF ANY – Apologies were received from Cllr M Gillespie.

2021/22 180. TO RECEIVE DISCLOSURES OF INTEREST AND TO CONSIDER ANY REQUESTS FOR DISPENSATION – Dispensation requests were received from Cllrs V Armstrong, S Burditt, J Jennings, S Kinvig and J Thacker to enable them, as members of the Planning Committee, to respond to all planning matters, except where the application refers to a property/area adjacent to their own property: it was resolved to grant the dispensations for four years. Cllr A Clifford declared a non-disclosable pecuniary interest in Blaby District Council (BDC).

2021/22 181. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 13th JANUARY 2022 - Minutes of the meeting held on 13th January 2022 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chairman as an accurate record.

2021/22 182. COUNCILLOR VACANCY – There were no nominations. An event to attract new councillors will be held end of March/April.

2021/22 183. TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES, AND DISCUSS TERMS OF REFERENCE FOR THE COMMITTEES AND WORKING PARTIES – It was resolved to elect Cllrs S Burditt and V Armstrong on to the Events Working Party.

2021/22 184. MATTERS ARISING FOR INFORMATION PURPOSES ONLY – There were no matters.

2021/22 185. REPORTS AND QUESTIONS FROM REPRESENTATIVES, COUNTY COUNCILLOR, DISTRICT COUNCILLOR AND PARISH COUNCILLORS – There were no reports or questions.

It was resolved to alter the order of business to discuss agenda item 20 – Leicestershire County Council (LCC) – Highway Funding, to enable the County Councillor to give a report.

2021/22 186. LEICESTERSHIRE COUNTY COUNCIL – Cty Cllr L Phillimore reported on a meeting held with Parish Council representatives regarding funding allocation. He confirmed that funding would be granted for dragon teeth marking on Peatling Road, a Speed Activated Sign and post on Willoughby Road, plus three posts to enable the sign to be moved around, as required. Cty Cllr L Phillimore recommended suggesting more positions than required as LCC Highways would need to access each area and may object to a position. It was resolved for the following additional post positions: a. Opposite the shops on Station Road going towards Cosby Road, b. Station Road heading towards the Railway Arms just before the hill, c. Winchester Road, near Leysland Avenue, d. Leicester Road – past the football fields heading into Countesthorpe. Items for 2022/23 funding will need to be submitted by May.

2021/22 187. PUBLIC PARTICIPATION SESSION – There were no members of public in attendance.

2021/22 188. POLICE MATTERS, INCLUDING MONTHLY REPORT – A report has not been received from the local beat officer.

2021/22 189. TO APPROVE PARISH COUNCIL ACCOUNTS FOR PAYMENT AS VERIFIED BY THE FINANCE WORKING PARTY – It was resolved to approve the following Direct Debit and Business Card accounts for payment:

	£
Bruce Bell - library clear sleeve dust jacket	15.30
Waterplus (PC 60% £342.61 / VH 40% £228.41)	571.02
BNP Paribas - telephone leasing	312.00
ElemenTel Ltd - telephones	189.01
TotalEnergies - electricity for library	74.95

It was resolved to approve the following Parish Council accounts for payment:

	£
Euro loos Ltd - emptying the septic tank WRPF	234.00
ESPO - cleaning / stationery / microwave	175.74
EH Smith Builders - play equipt repairs/wood for benches/padlock & chain	229.79
Moles Seeds - seeds for summer display	136.50
Smith of Derby - St Andrews clock service	250.80
SNJ Cleaning Services - window cleaning	30.00
IRIS Business Software Ltd - payroll package	420.00
Palmers Garden Centre - compost / weeding brush / Xmas lights	179.99
Coltman Bros Ltd - supplies	4.20
Morgan's (Locksmiths) - key cutting	32.86
Oswin Builders - paving repair at The Square	250.00
Secure-a-Field - height barrier replacement at Central Street	4198.84
LE8 Five Brass Quintet - Platinum Jubilee	300.00
FuelGenie - vehicle fuel	194.26
G Seller - memorial re-fix	174.00
Wages	11022.29
HMRC - tax and NI	3041.72
LCC - pension	4432.47
R E Bowers & Freeman Ltd - bench plaque	132.30
EH Smith Builders - supplies/uniform	83.58
Chandlers - supplies/uniform	201.92
ElemenTel Ltd - telephones (February/March)	378.02

2021/22 190. LEICESTERSHIRE COUNTY COUNCIL (LCC) – LOCAL CYCLING AND WALKING INFRASTRUCTURE – Information received was noted.

2021/22 191. CORRESPONDENCE

- a. Leicestershire Footpath Association – AGM and subscription renewal. It was resolved to pay the subscription of £6.
- b. The Local Government Boundary Commission for England – consultation re: wards, ward boundaries and ward names was noted.
- c. Blaby District Council - New Building Control Service approval noted.
- d. Blaby District Council – Chairman’s curry night details were noted.

2021/22 192. REQUEST FOR RECORDS STORAGE IN LIBRARY – It was resolved, if offered, that the Parish Council will take the material, but on the Parish Council terms only, which will be stated in a letter, once these are formulated and approved by the Parish Council at its next meeting.

2021/22 193. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE ESTATES WORKING PARTY

- a. Cemetery
- i. Cemetery (a) - There were no matters to report.
 - ii. Cemetery (b) - BDC has approved the alteration to the landscaping scheme to substitute 15 Ornamental Pear trees with Upright Hornbeams. Thorpe Trees have agreed to provide a quotation for the *Carpinus Betulus Fastigiata* later in the year, however another supplier has quoted for *Carpinus Betulus Lucas*. It was recommended to obtain pictures of the variants for the next meeting. Two *Prunus* trees have been purchased for memorial trees. It was recommended to purchase 250 whips from Thorpe Trees, at an estimated cost of £650, for the woodland area to be planted in autumn 2022, and 250 to be purchased and planted in the autumn of 2023. The cost of the trees would be taken from Earmarked Reserves.
 - iii. Chapel - The balance from the 2021/22 budget will be transferred to Earmarked Reserves or accrued, to cover roof repair cost. A budget of £7000 has been allocated in 2022/2023 for drawings for the Helibars, purchase and installation, and to monitor any movement of the chapel. Oswin Builders are to carry out the roof repair works as soon as possible.
- b. Container - It was recommended to purchase a 10ft x 15ft metal shed, in eucalyptus, at a cost of £999, plus £49 each for the anchoring kits. However, if stock is not available in eucalyptus, it was recommended to purchase one in silver. A concrete and hardcore base was recommended. There is a budget of £6000 for the project. A planting scheme will be discussed once the shed is installed.
- c. Parking restriction posters - It was recommended to install the posters at Hofflers Close, outside the former Post Office, on Edgeley Road at the bend, around Greenfield School and on Station Road near to Poplar Avenue.
- d. Hanging Baskets – It was recommended to remove baskets which are restricted, or where the lampposts require testing. A neighbouring Parish Council was asked regarding the supplier of its display: they have advised that this is done in house. Additional lampposts will be considered prior to the next structural tests in 2023. It was resolved to have a three-year contract with Plantscape and to request the baskets are installed in time for the Platinum Jubilee, the ground staff will do the initial watering.
- e. Maintenance Issues - Central Street car park barrier has been replaced. Several slabs at The Square have been relayed. The septic tank at WRPF has been emptied. Some planters in the village require weeding. It was recommended to accept a quote from Wickstead Leisure for £140 to repair the wobble board at Leysland Play Area. The cemetery car park has been re-gravelled, and the pathways repaired where necessary. Replacement Xmas lights for the churchyard have been purchased, as the existing lights were damaged. The zip wire platform has been repaired. St Andrew's Church has carried out repairs to the flooring in the bell tower, highlighted by the clock servicing company. The van has been hit by a car, causing minor damage; an insurance claim has been submitted. A resident has complained that trees on Green Lane need pruning. LCC has no record of ownership, however it will check for any safety impact on the highway. It was recommended to respond to LCC to express dissatisfaction in the response and to reiterate that LCC must own the trees. The resident has stated that he will tidy the hedgerow if the Parish Council agree to shred and clear the debris. A decision will be made once a response from LCC is received. It was recommended to contact Severn Trent Water to ask them to investigate water leaking into WRPF. The gates to the churchyard from Station Road require painting.
- f. Tree work - The report from Beddows Tree Care on the high-risk tree survey has been received. It was recommended to proceed with the Priority 1 works at an estimated cost of £4620. It was recommended for Priority 2 works, estimated cost £5058, to be discussed by the Finance Working Party. The Head Groundsman will advise what works can be completed in-house, which will reduce costs. The removal of the trees on Centenary Paddock, necessary under Priority 1 works, will be detailed on Facebook. The neighbouring property would be notified of the works. After the removal of the trees, replacement trees would be considered.

- g. Height Barrier at Willoughby Road Playing Field - It was recommended to obtain advice from Secure-a-field as to whether the overhead barrier could be repaired. It was recommended to obtain a quotation for height restriction signs for Willoughby Road and the Village Hall barriers. Secure-a-field has confirmed that they are unable to undertake the repairs, it was therefore resolved to obtain quotations for a replacement.
- h. Willoughby Road Playing Fields Changing Facilities - The portacabin is currently out of use due to safety concerns with the structure. The Parish Council own the portacabin, however the football club is responsible for maintenance. Initial enquiries have been made to BDC regarding s106 funding for a replacement due to the condition of the cabin and its foundations. BDC has requested more information regarding the foundations, which has been forwarded to the football club. It was recommended to obtain confirmation that they intend renewing the licence and whether they would be able to obtain a grant from the Football Association.
- i. Correspondence
 - i. Larchwood - A complaint from the owner of a property backing onto Larchwood Open Space, regarding works undertaken to reduce the hedgerow, was responded to as per the resolution made at the January meeting. Further comments received were noted.
 - ii. Boundary Hedge at Leysland open space – A request has been received from a property adjoining Leysland Open Space for the hedge at their boundary to be reduced in height, however, other properties along the length of the hedgerow prefer it to be kept higher. The current height of the hedge is around 9ft. It was recommended to reduce the hedge to around 4 - 5ft next to the resident's property and to take the top out on the rest of the hedge. The sensitivity of this recommendation will be expressed to the Parish Council prior to resolution. It was resolved to approve the recommendation, but to reduce the hedge to 6 ft when taking the top out.
- j. EV Chargepoints - To obtain funding to install EV Chargepoints at Central Street car park, the works must be completed by 31st March 2023. It was recommended not to proceed with the project; however, the decision would be highlighted to the Parish Council for its resolution. It was resolved not to proceed with the installation as the funding is not for destination EV Chargepoints.
- k. Centenary Paddock -The following requests have been received from hirers for a variation to the conditions of use for Centenary Paddock:
 - a. Countesthorpe Scout Group – to use a small, amplified PA system to play music, to finish no later than 4pm, for dance sessions at their summer fete on 2nd July 2022.
 - b. Countesthorpe Guides - to run occasional bushfire classes.
 - c. Boot Run – to have sandpits for children to dig for fossils or dinosaurs at their event on 18th September 2022.

It was recommended to circulate the details of the requests, along with the existing Terms and Conditions of Hire for Centenary Paddock, for the next meeting.
- l. Improvements to The Square - A further meeting of the Sub-Working Party is to be scheduled.
- m. Matters arising for information purposes - The Elm tree has been purchased for the Scouts to plant in September 2022. The seeds have been ordered for the summer displays.

It was resolved to approve the recommendations of the working party.

2021/22 194. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE EVENTS WORKING PARTY – QUEEN'S PLATINUM JUBILEE

– An update was given. The scouts are marshalling on 2nd June, however more marshals are required for this event and on 5th June. Nominations, for elderly or vulnerable people, are being sought for the Afternoon Tea at the Village Hall on 4th June. The Parish Council was asked whether to keep to the national or local timetable for the events. It was resolved to keep to the national timetable. It was recommended to hire Wigston Brass Band for 5th June at a cost of £350. It was recommended to have a beer tent on 5th June.

It was resolved to approve the recommendations of the working party.

2021/22 195. VILLAGE HALL MANAGEMENT COMMITTEE

- a. Report of the meeting – A report was given.
- b. To approve accounts for payment as verified by the Finance Working Party – It was resolved to approve the following Direct Debit and Business Card accounts for payment: £

TotalEnergies - electricity	408.66
-----------------------------	--------

It was resolved to approve the following accounts for payment: £

Refunds	50.00
phs Group - urinal cleaners	43.50
Wages	753.02
HMRC - Tax & NI	70.60
LCC - pension	223.11

2021/22 196. REPORT FROM LIBRARY COMMITTEE – The report was given. It was resolved to approve the Library Risk Assessments (including Coffee Corner and Rhyme Time sessions), Volunteer Recruitment Policy, Safeguarding Adults Policy and Procedures, Children’s Safeguarding Policy & Procedure, Risk Assessment for Library Volunteers. It was resolved to re-check the Children’s Safeguarding Policy to ensure it is relevant.

2021/22 197. REPORT FROM THE PLANNING COMMITTEE – The report was given.

2021/22 198. HINCKLEY NATIONAL RAIL FREIGHT INTERCHANGE – This item was deferred.

2021/22 199. YOUTH WORKERS – The Youth Workers sessions have been resumed.

2021/22 200. MATTERS THE PARISH COUNCIL MANAGER MAY WISH TO RAISE FOR INFORMATION PURPOSES ONLY – A resident has offered two bat boxes for the cemetery. It was resolved to accept the kind offer. It was resolved to approve the next yarn bomb installation. It was resolved to circulate the Leicestershire Waste Partnership Strategy. BDC has achieved a top forty placing in the Climate Change action table. An email has been received from the Post Office with a link to the consultation hub, however the contents do not correspond with what is happening ‘on the ground’. It was resolved to send the email to Cty Cllr L Phillimore and Mr A Costa MP for their comments

2021/22 201. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE FINANCE WORKING PARTY

- a. Review Budget and Expenditure - The budget at 31st January 2022 was in order. The hand dryer in the library toilet has been repaired at a cost of £449.64. The Estates Working Party recommended the Priority 1 and 2 tree works, highlighted in the high-risk tree survey, to be carried out. It was recommended to budget Priority 1 works from the current financial year and Priority 2 works in the next financial year. It was resolved to accept Beddows Tree Care for Priority 1 and 2 works, where the works cannot be undertaken by the grounds staff.
- b. Review Bank Reconciliations and Bank Statements – These were reviewed by Councillor K McGovern in January, and all was in order.
- c. The Queens Platinum Jubilee
- i. Staffing for the Platinum Jubilee Events - It was recommended to ask staff if they wish to be involved in the Jubilee weekend’s events. Remuneration, plus time off in lieu, will be as per advice from Ellis Whittam and in line with the Green Book.
 - ii. Bank holiday entitlement - It was recommended that all employees are allowed the extra day’s bank holiday allowance for 3rd June 2022.
- d. Review of Village Hall Hire Fees - Minor simplifications to the deposit and cancellation fees on the hire agreement were recommended. It was recommended to refer the Hire Agreement Form to the Village Hall Management Committee regarding the wording of item 20 in the Standard Conditions of Hire. It was recommended for the Village Hall Committee to review the hire fees and to consider a 2-3% increase for 2022/23.

- e. Purchasing battery operated machinery 2022/23 - It was recommended for further information to be brought back to the next meeting.
- f. Purchasing a replacement truck - Following discussion regarding current repair costs and rising maintenance repair cost due to the age of the truck, it was considered more economically to replace the truck. Ear Marked Reserves have been accumulating since 2017 to cover the cost of a new vehicle. It was recommended to proceed with purchasing an Isuzu N35.125 Twin Wheel tipper for £25,995 plus £330 Road Fund Licence and 1st registration fee; with addition of a towbar at £450, £200 for roof and front and rear flashing lights. The logo would be approximately £250. An electric alternative would not be available for some time and leasing a vehicle or purchasing second hand was not viable. It was recommended to advise residents via Facebook / website / Herald.
- g. Insurance – An insurance claim has been submitted for the van, which has been hit by another vehicle whilst parked.
- h. Training - It was recommended to put an item on the April agenda to assess the usefulness of the on-line training package provided by Ellis Whitham.
- i. Audit - It was recommended to accept Ireland & Co’s quotation of £620 to carry out the End of Year internal audit.
- j. Grant Aid - It was recommended to award a grant of £1000 to St Andrew’s Church as a contribution towards its fundraising initiative for emergency repair works. A letter of thanks has been received from the Fun & Friendship Group for aid granted towards its Christmas meal. The Allotment Society has requested support towards repairing the surface of Glebe Drive. It was recommended to refer the matter to Cllr A Clifford to see if BDC would assist. The Allotment Society would be given the relevant contact details of LCC / BDC and asked whether his details could be forwarded.
- k. S106 Payments - BDC has confirmed that an application for s106 funding for The Square Enhancement Project may be submitted. A design layout is being produced by the Estates Sub-Working Party. An initial query has been raised with BDC regarding making an application for s106 funding to replace the portacabin on Willoughby Road Playing Fields. BDC requires more details regarding the foundations, which has been requested from Blaby & Whetstone Football Club.
- l. Matters Arising for Information Purposes - It was recommended to use Alexandra to purchase T-shirts for the ground staff. It was recommended to obtain quotations for a replacement overhead barrier for WRPF. Estates Working Party recommended purchasing a 10ft by 15ft metal shed for the Cemetery. An update was received on the distribution of highway funding, allocated to Cty Cllr L Phillimore.

It was resolved to approve the recommendations of the working party.

2021/22 202. DATE OF THE NEXT MEETING – Thursday 10th March 2022.

Signed..... Chairman

Dated..... 2022