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

Councillors: Cllrs V Armstrong, S Burditt, A Clifford, M Gillespie, J Jennings, S Kinvig, K McGovern, P Mount, K Pearce, M Smith 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.

2021/22 203. APOLOGIES FOR ABSENCE, IF ANY – Apologies were received from Cllr W Read and J Thacker.

2021/22 204. TO RECEIVE DISCLOSURES OF INTEREST AND TO CONSIDER ANY REQUESTS FOR DISPENSATION – Cllr A Clifford declared anon-disclosable pecuniary interest in Blaby District Council (BDC).

2021/22 205. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 10th FEBRUARY 2022 - Minutes of the meeting held on 10th February 2022 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chairman as an accurate record.

2021/22 206. COUNCILLOR VACANCY – There were no nominations.

2021/22 207. TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES, AND DISCUSS TERMS OF REFERENCE FOR THE COMMITTEES AND WORKING PARTIES – There was no matters to discuss.

2021/22 208. MATTERS ARISING FOR INFORMATION PURPOSES ONLY – There were no matters.

2021/22 209. REPORTS AND QUESTIONS FROM REPRESENTATIVES, COUNTY COUNCILLOR, DISTRICT COUNCILLOR AND PARISH COUNCILLORS – Cty Cllr L Phillimore advised that Leicestershire County Council (LCC) is currently working on its budgets*.* Dst Cllr A Clifford advised that BDC has set its budget. He raised an issue regarding the lack of dog bins within the Country Park. It was resolved that Cllr A Clifford would make further investigation for the next meeting.

2021/22 210. PUBLIC PARTICIPATION SESSION – The member of public had no matters to raise.

2021/22 211. POLICE MATTERS, INCLUDING MONTHLY REPORT – The Parish Council’s police liaison representative has met with the Beat Office and PCSO. She gave her report. It was resolved to publicise the details of Smart Water on Facebook.

2021/22 212. 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: £

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| --- | --- |
| High Speed Training - electrical safety | 30.00 |
| Little Eskimo - flags WW1 | 13.40 |
| E&A Distribution - hard-back book covering | 8.47 |
| Viaan - facemasks | 6.75 |
| Fuzhou XingAnLai - flags | 23.44 |
| Bruce Bell - book covering | 15.30 |
| Saanvi (Porchester) - 1 Ukraine flag | 6.89 |
| ESPO - gas (£247.87 = 60% PC £148.72 & 40% VH £99.15) | 148.72 |
| Waterplus (£209.72 = 60% PC £125.83 & 40% VH £83.89) | 125.83 |
| BNP Paribas Leasing Solutions - telephone leasing | 360.00 |

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

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| Leicestershire Footpath Association - membership renewal | 6.00 |
| LE8 Five Band - Platinum Jubilee event (cheque cancelled) | 300.00 |
| FuelGenie - vehicle fuel | 59.16 |
| Mercia Garden Products (Waltons) - shed | 1024.94 |
| Paynes of Hinckley - truck | 26634.00 |
| St Andrews Church - grant aid | 1000.00 |
| Gallagher - balance truck insurance | 153.55 |
| RCD Electrical Services (Leicester) Ltd - library hand dryer | 539.56 |
| EH Smith - maintenance/base for shed | 769.09 |
| ESPO - stationery/H&S | 37.44 |
| A T Houghton Agricultural Engineers - PPE/maintenance | 347.64 |
| Coltman Bros Ltd - stock | 174.53 |
| SECOM - emergency lighting service/parts | 371.56 |
| Tudor Environmental - graffiti removal spray | 29.88 |
| Cromwell Group Holdings Ltd - stock | 38.60 |
| phs Group - sanitary disposal/eco shields | 763.49 |
| Fenland Leisure Products t/a Online Playgrounds - playground repair | 168.00 |
| SNJ Cleaning Services - window cleaning | 30.00 |
| Hanson Aggregates - concrete for shed base at cemetery\* | 431.10 |
| Palmers Garden Centre - compost | 12.00 |
| Beddow Tree Ltd - high risk tree survey | 528.00 |
| FuelGenie - vehicle fuel | 156.86 |
| Young Leicestershire Ltd - youth workers (Nov-Mar) | 3189.20 |
| Wicksteed Leisure Ltd - play equipment repair | 52.80 |
| Xerox - photocopier | 22.61 |
| Wages | 12920.91 |
| HMRC - tax and NI | 4306.46 |
| Broxap - 2 x Derby litter bins | 734.28 |
| Chempac Solutions Ltd - uniform | 34.56 |
| LCC - pension | 5374.78 |
| Chandlers (Farm Equipment) - supplies | 197.76 |
| Hanson Aggregates - part load fee for concrete\* | 180.00 |
| Improvement & Development Agency for Local Government - subscription | 561.60 |
| Alexandra - uniform | 142.58 |
| Automated Garage Doors - repair to garage door | 144.00 |
| Extinguish – fire extinguisher service  | 164.40 |

Payments for Chandlers (Farm Equipment) Ltd, Hanson Aggregates, Improvement & Development Agency for Local Government, Alexandra, Automated Garage Doors and Extinguish were not available for verification by the Finance Working Party.

2021/22 213. POST OFFICE – Cty Cllr L Phillimore responded to the Parish Council’s concerns regarding the inaccurate information provided by the Post Office on its consultation hub. The Post Office has confirmed, to Cty Cllr L Phillimore, that the information has now been updated. Cty Cllr L Phillimore will forward the letter to the Parish Council for publication, if appropriate.

2021/22 214. CORRESPONDENCE

1. Resident – Notification of the road closure for a street party on Westfield Avenue, for Platinum Jubilee, was noted.
2. Leicestershire County Council – the information regarding the Leicestershire Waste Partnership consultation, which had been circulated, was noted.
3. Blaby District Council – details regarding the second consultation for new Parliamentary constituency boundaries, which had been circulated, was noted.
4. RCC – it was resolved to circulate the nominations details for the 2022 awards.
5. Leicestershire County Council – a letter from the leader and deputy leader regarding Ukraine was noted.
6. Blaby District Council – Cty Cllr L Phillimore will advise BDC regarding errors on the Heritage Trails draft documentation.

2021/22 215. HIGHWAYS FUNDING PROJECTS 2021/22 AND 2022/23 – Cty Cllr L Phillimore confirmed funding would be available for 2022/23 and will be sending details for the next meeting.

2021/22 216. REQUEST FOR RECORDS STORAGE IN LIBRARY – It was resolved not to take the records; however, a note would be placed in the library advising that historical information from the Late H Schultka can be referenced at the records office in Wigston. It was resolved to use the Terms and Conditions, which were approved, as a procedure for future enquiries.

2021/22 217. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE ESTATES WORKING PARTY

1. Cemetery
2. Cemetery (a) and (b) – The hedgerow between the two cemetery areas is scheduled to be flailed by a contractor in September 2022 under a biennial cutting regime. It was recommended to strip-out an area of old hedgerow and fencing, and to replace with a post and wire fencing and Hawthorn whips. Quotations for Hawthorn whips would be obtained and purchased, as appropriate. Planning permission has been granted for the ‘Fastigiata’ variety of Hornbeam for the new cemetery area. It was recommended to ask BDC if a different variety could be used, if necessary. It was recommended to defer this item to later in the year.
3. Chapel - The works to the roof are awaited.
4. Improvements to the Square – A draft plan has been drawn up, which was circulated. The Parish Council resolved to support the project, in principle, enabling the sub-working party to continue working on the plan.
5. Container - The base has now been installed and delivery of the shed imminent.
6. Hanging Baskets – The contractor has advised that if they delivered the baskets for the Platinum Jubilee event, the Parish Council would need to install them and water for 4 weeks. It was recommended to proceed with the company installation mid-June. The three-year contract of £7174.90 per year would be accepted as per the previous resolution. An application has been submitted to LCC for the licence.
7. Maintenance Issues - LCC has carried out an inspection of the highway on Green Lane and has confirmed that the trees belong to the properties on Maple Avenue: the resident of Green Lane has been advised. It was recommended to advise the resident that the Parish Council would not be able to assist in the removal of the debris from the site as this is the responsibility of the tree owners. A quotation is awaited, from Fenland Leisure, to tighten bolts to the Rota Roka on Dale Acre Play Area. Severn Trent Water has fixed the leak on Willoughby Road Playing Fields (WRPF). It is assumed that the water supply to the football pavilion is from a separate supply.
8. Tree work - Planning applications, to enable works to various trees, has been submitted to BDC with regard to Tree Preservation Orders or for those within the Conservation area. A provisional order has been placed with Beddows Tree Care for Priority 1 and 2 works pending permission from BDC. The owner of a neighbouring field has been contacted for permission to access his land to carry out works to a tree on WRPF. An article would be included on the Parish Council’s Facebook page to explain why the trees are being removed from the Centenary Paddock.
9. Centenary Paddock - Requests have been received from hirers for variations to the conditions of use. It was recommended to approve the following requests:
	* + - * Countesthorpe Scout Group - to use a small, amplified PA system to play music, to finish no later than 4pm, for dance sessions at their 2022 summer fete.
				* Countesthorpe Guides - to run occasional bushfire classes, however this would be subject to no issues arising during or after the first use. The group would be advised that the area needs to be cordoned to prevent public access and be a distance from properties and trees.
				* Boot Run – to have sandpits for children to dig for fossils or dinosaurs at their 2022 event. It would be stated that they are responsible for ensuring all materials are cleared away.

It was recommended to amend the wording of the Hire Agreement to state that specific requests will be considered on an individual bases and approval will be at the Parish Council’s discretion.

1. Height Barrier at Willoughby Road Playing Fields – It was recommended to accept the quotation of £3365.67 from Secure-a-Field and ask the Finance Working Party to consider budgetary allocation.
2. Willoughby Road Playing Fields Changing Facilities – The football club are seeking quotations for a structural survey. They confirm that they will be renewing the lease for the use of the pitches for a further three years.
3. Larchwood - It was recommended to carry out a site visit to see if further works are required.
4. Correspondence - Persimmon Homes has written asking whether the Parish Council wished to take ownership of the Hoffler Close play area. It was recommended to refuse to take ownership. Other areas identified were not owned by Persimmon Homes, so they were not in a position to transfer them. It was recommended to purchase a Platinum Jubilee Flag from the Royal British Legion for the Village Hall at a cost of £15.99.
5. Matters arising for information purposes - It was recommended to contact BDC again for a progress report on the replacement of the bus shelter on Station Road, opposite Waterloo Crescent, as it is unsafe and unsightly. It was recommended to contact the Royal British Legion regarding the lamppost poppies. The quotation would be forwarded to the Finance Working Party. It was recommended to purchase a Ukrainian flag for the Village Hall to temporary replace the St Georges flag.

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

2021/22 218. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE EVENTS WORKING PARTY – QUEEN’S PLATINUM JUBILEE – The event on the Thursday will be from 8 pm – 10 pm. LE8 Five Band has been hired and a choir is being assembled. Primary school children will also be performing. Cherry Lane Nursery has agreed to provide flooring and lighting for two of the events. The scouts will be marshalling at the events. It was recommended to promote the Fancy Dress Competition on Facebook. It was recommended to issue letters to neighbouring properties advising them of the events. The Beacon will be removed from site on the night of the event. Donations of cakes for the Afternoon Tea have been pledged by Cherry Lane Nursery and Born & Bread Ltd. Tesco will also be donating. The scouts will be assisting with the event and the Community bus will help with transport. The Big Lunch on Sunday will include food outlets, arts and crafts stalls and music. It was recommended not to provide car parking for the event. It was recommended to approve the use of a bar, which is being investigated.

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

2021/22 219. VILLAGE HALL MANAGEMENT COMMITTEE

1. Report of the meeting – A report was given.
2. 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:

 £

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| Wages | 245.88 |
| HMRC - tax | 44.40 |
| Refund | 50.00 |
| Refund | 50.00 |

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

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| ESPO - gas (60% PC £148.72 & 40% VH £99.15) | 99.15 |
| Waterplus (60% PC £125.83 & 40% VH £83.39) | 83.89 |
| Hands Cleaners - floor cleaning | 387.49 |
| Countesthorpe Village Hall Trustees - rent | 100.00 |
| Wages | 899.36 |
| HMRC - Tax & NI | 95.38 |
| LCC - pension | 269.27 |
| Refund | 50.00 |

1. Change of brewer for bar – It was resolved to change the brewer to Molson Coors. It was resolved to offer the branded glasses to the public, for a donation to charity. The charity will be considered once the glasses become available.

2021/22 220. REPORT FROM THE PLANNING COMMITTEE – The report was given.

2021/22 221. HINCKLEY NATIONAL RAIL FREIGHT INTERCHANGE – The Planning Committee’s recommended responses to the consultation were discussed and it was resolved to submit them.

2021/22 222. YOUTH WORKERS – The Youth Workers report was given.

2021/22 223. MATTERS THE PARISH COUNCIL MANAGER MAY WISH TO RAISE FOR INFORMATION PURPOSES ONLY – An email has been received from a resident raising concerns regarding the 85 Arriva bus service. It was resolved to forward these concerns to Arriva and to bring its response to the April meeting.

2021/22 224. REPORT AND TO APPROVE THE RECOMMENDATIONS FROM THE FINANCE WORKING PARTY

1. Review Budget and Expenditure - It was recommended to enter a 3-year contract with Iris Payroll, with no more than a 1.5% renewal increase each year. The cost for the first year of 2022/2023 is £350.

It was recommended to approve the First Aid provision for the Jubilee Event: 2nd June – St John’s Ambulance - £120, and 5th June – Doc Medical Leicester - £300. It was recommended to contribute £270 to Countesthorpe Academy towards three banners to advertise the events. It was recommended to accept the pay increase of 1.75% as agreed by the National Joint Council: to be backdated to 1st April 2021. The new truck has been delivered and the old one part exchanged for £5000. It was recommended to transfer the unused balance of the Events budget to an Events Earmarked Reserve. The balance of the budget allocation for the Container would be allocated towards the cost of replacing the overhead barrier at WRPF. A quote is being obtained for 160 lamppost poppies from The Royal British Legion.

1. To review Bank Reconciliations and Bank Statements - The Bank Reconciliations and Bank Statements review will be carried out after the end of March.
2. Purchasing Battery Operated Machinery 2022/2023 - The Head Groundsman attended the working party meeting for this item. It was recommended to defer purchasing battery operated equipment until it becomes a viable option. A petrol hedge trimmer will be required within the 2022/2023 financial year. It was recommended, when preparing the 2023/24 budget, to starting budgeting towards battery operated machinery. It was recommended to keep a record of the operational running costs of the John Deere so that an informed decision can be made on its future replacement.
3. Insurance - The quotation for the repair of the van has been forwarded to the insurers.
4. Training - Based on the level of usage it was recommended to cancel the free NEST on-line training, prior to the renewal. The Village Hall Committee members would be reminded that they need to complete the licence training by mid-May.
5. Staff Vacancy – Following resignation of a grounds person due to retirement, it was recommended to commence the recruiting process for a replacement on the existing terms.
6. To review the following:
7. Financial Regulations - this item was deferred to the next meeting.
8. Financial Risk Assessment – It was recommended to adopt the Financial Risk Assessment for the current financial year.
9. Asset Register – It was recommended to approve the Asset Register.
10. Grant Aid - A letter of thanks was received from St Andrews Church for the grant given.
11. S106 Payments - There were no S106 payments.
12. Correspondence - It was recommended to respond to a query, from a property owner, that the ‘resident’ rate to purchase a burial plot applies only to residents as per the electoral register.
13. Matters Arising - Changes to the terms and conditions for on-line accounts were noted. It was recommended to respond to a request from a local author that the library would not promote their book. This is in line with LCC libraries.

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

2021/22 223. DATE OF THE NEXT MEETING – Thursday 14th April 2022 after the Annual Parish Meeting.

 Signed.................................................................... Chairman

 Dated................................................................ 2022