

Cosby Parish Council Minutes

The minutes of the meeting of Cosby Parish Council, held on Thursday 26th April 2018 at 7.30pm, in the Cosby Community Church Rooms, Croft Road, Cosby.

Present: Cllr M Hillmann (MHi) Cllr C Pharoah (CP)
Cllr I Mullis (IM) Cllr P Suffield (PS)
Cllr V Rye (VR) Cllr D Cooper (DC)
Cllr M Howkins (MHo)

Also present: County Cllr D Jennings
Mrs A Wood (AW) – Clerk

There was one member of the public present, Mrs Elaine Wakelam.

1. To receive apologies for absence

Cllr P Cave (work commitment), Cllr J Chapman (holiday), Cllr L Phillimore (Whetstone Parish Council meeting) and Cllr A Tanner (illness).

2. Chairman's welcome

The Chairman welcomed County Councillor David Jennings and Mrs Wakelam to the meeting. Members were reminded that the Community Speed Watch Scheme was due to commence in the village on Saturday, 28th April 2018.

3. To receive disclosures of members' interests (i.e. the existence and the nature of those interests in respect of items on the agenda)

IM and PS declared a non-pecuniary interest in item 8. planning application 18/0347/HH, as neighbours of the applicant.

4. To approve and sign the minutes of the meeting held on 15th March 2018

The draft minutes had been previously circulated.

RESOLVED that the minutes of the Parish Council meeting held on 15th March 2018 were approved and signed as being a true and correct record.

5. To receive and approve the financial accounts for March 2018 and year ending 31st March 2018

a) To receive the financial report for the month of March 2018 and to sign the Bank Reconciliation for the same period.

RESOLVED that the accounts for March 2018 were approved and signed as correct with no issues arising.

b) To receive the accounts for year ending 31st March 2018 prior to the internal audit.

Mrs Elaine Wakelam addressed members to provide details on the yearend accounts she had prepared for 2017 / 2018, as the Clerk and Responsible Finance Officer employed by Cosby Parish Council up to 31st March 2018.

An increase in income was attributed to cemetery plot fees, with expenditure marginally lower than the precept figure received.

The balances were confirmed and members were reminded of the amounts allocated as earmarked reserves. The Clerk was asked to establish what high interest accounts were available after the current bond matures in May 2018. **Action: AW**

RESOLVED that the accounts for the year ending 31st March 2018 were approved prior to the internal audit and signed as correct with no issues arising.

Mrs Wakelam was thanked by members for preparing the accounts and left the meeting at 7.50pm.

6. To appoint the Internal Auditor for year ending 31st March 2018

Members were asked to confirm the appointment of the Internal Auditor for the year ending 31st March 2018. It was agreed to retain the services of Mr Mark Hickman of Accounts Plus, who had provided an efficient service the previous year.

7. Correspondence – To receive any Correspondence

a) PKF Littlejohn LLP - Annual Governance and Accountability Return and External Auditor Instructions 2017/18
Members noted that the Clerk had received the details pertaining to the External Audit.

b) LRALC – 2018 Newsletter No. 2 (previously circulated)
The contents of the Leicestershire and Rutland Association of Local Councils newsletter had been noted, with an article on proper governance drawn to member's attention.

c) BDC – Strategic Growth Plan Consultation extended to 10 May 2018 (previously circulated)
Further to the extension of the Strategic Growth Plan consultation period, the Parish Council **RESOLVED** to respond that Cosby should not become a thoroughfare, as a result of the impact of any changes to the transport network. **Action: AW**

d) BDC – Proposed Planning Seminar for Parish Councillors (previously circulated)
The Clerk was to advise Blaby District Council that members of the Parish Council would be interested in attending a proposed Planning Seminar. **Action: AW**

e) BDC – Launch of online forms for ordering new bins (previously circulated)
The new system was noted prior to the introduction of the alternate weekly Refuse and Recycling Service in July 2018.

f) BDC – Annual Local Council Seminar 2018 request for agenda topics (previously circulated)
Members were asked to forward any topics for the above seminar to the Clerk by the end of April.

g) BDC – Resolution to Dog Waste Bins; closure of designated dog waste bins avoided
The District Council has announced that the proposed trial closure of designated dog waste bins will no longer be necessary, as a resolution has been found to dispose of the waste.

- h) LCC – Early Help Services Consultation (previously circulated)
Members noted that a series of public events had been held as part of the consultation on the future of Early Help Services.
- i) LCC – Consultation on Passenger Transport Policy & Strategy (previously circulated)
LCC is currently consulting on a new Passenger Transport Policy & Strategy, members and residents are encouraged to complete the online questionnaire
www.leicestershire.gov.uk/passenger-transport-consultation
- j) LCC – Arriva Service 84/85, various minor timing changes (previously circulated)
The information was noted and it was considered that there was no impact on residents.
- k) J Franklin, Secretary to the Parochial Church Council – Request to purchase a bench for the use of villagers, further to receipt of a donation
Members **RESOLVED** to accept the donation and propose a location on Shuttleworth Lane, for the benefit of local walkers; however, the Open Spaces Working Group is to undertake an audit of benches and confirm that this would be the most appropriate location, with the agreement of the PCC.
- l) Cosby Flower & Produce Show 2018 – Letter of thanks
A letter of thanks was received and read out from Cosby Flower & Produce Show 2018, thanking the Recreation Ground Charity for their award of £150.00.
- m) S Lee, Churchwarden – Letter of thanks
A note of thanks was received and read out from the Churchwarden with responsibility for the Bunning Memorial Hall, thanking the Recreation Ground Charity for their award of £150.00. The email included a photograph of the new sound system that had been purchased.
- n) Mr D Fairgrieve, Cosby Toc H – Calendar of Events for 2018 at Cosby Toc H (previously circulated)
The calendar of events for 2018 at Cosby Toc H was noted, with the details also updated on the Parish Council website.
- o) A Flood – Request to consider felling of trees in Cosby Cemetery (previously circulated within Cemetery Working Party minutes)
This matter was deferred until agenda item 16. a) proposal for next tree survey.
- p) L Coombs – Request for consideration of a cricket barrier/fencing to protect the children’s playground
Members **RESOLVED** to look into the matter further, taking into consideration an assessment of risk and possible options, with the added input of the Cricket Club.
Action: AW
- q) N Marston – Request for consideration of maintenance of trees within the park that overhang residential property
Members advised that ownership of the tree had to be established in the first instance, as the boundary of Victory Park was in this locality, further to which the matter can be revisited.
Action: AW

- r) B Woodcock – Request for consideration of a pathway around the boundary of the park
A pathway around the boundary of Victory Park has been included within the remit of the Cosby Neighbourhood Plan, when residents will be consulted on various issues and options for the village including community and recreation facilities.
- s) J Buckby - Request for consideration of a pathway around the boundary of the park
As above, the same request was noted by members.

The Clerk was asked to respond to both requests, advising the residents that further details on the Neighbourhood Plan would be circulated with the Cosby News.

Action: AW

8. To receive and consider any Planning Applications and the outcomes of any previous Planning Applications

- a) **Received** 18/0347/HH 13 Forrester Close, Cosby
- b) **Received** 18/0236/NMAT Adj. 7 Chapel Lane, Cosby

RESOLVED no objections to planning applications 18/0347/HH ad 18/0236/NMAT.

- c) **Outcome** 17/1350/TPO 16 Mount Road, Cosby APPROVED

18/0148/DOC Land off Croft Road

Information regarding condition 14 (construction traffic management plan) of the above application had previously been circulated to members. JC had corresponded with the developers to reiterate strong opposition to the proposed construction route to the site, on behalf of Cosby Parish Council and its residents.

As a result, the Traffic Management Plan had been revised and correspondence had since been received from the developer advising that they can and have before issued to the hauliers a required access route to the site, having an associated figure to fine the hauliers that have been found to deviate from the Traffic Management Plan. The developer was more than happy to put this into action for this site as a tried and tested method.

VR wished to place on record the Parish Council’s thanks to Councillor Jean Chapman for her efforts in securing a positive outcome to this matter. The contribution of District Councillor Les Phillimore was also acknowledged.

An article was to be placed in the June edition of Cosby News and included on Spotted Cosby, updating residents and also requesting that they are vigilant in reporting any breaches to the Clerk.

Action: VR

9. To receive and consider any requests for Memorials

- a) WW Busby & Sons Ltd The late Mabel Wickwar - New Memorial and Inscription

RESOLVED that the new memorial and inscription are approved.

Members were asked to consider a general enquiry regarding the height of a headstone, which would require it to be set three inches in to the ground to comply with the current Cemetery regulations. Members could not foresee any issues, subject to a formal application being submitted for approval.

10. Clerk's Time – To receive the Clerk's General Report and Updates

- a) Community Speed Watch
The scheme will run from Saturday 28th April to Friday 11th May 2018. The training was completed last week and four locations will be in use on a rota basis anytime between 7am and 8pm.
- b) Cosby Cottages Association
The secretary of the Cosby Cottages Association had advised that their AGM was due to be held on 16th May 2018, open to all residents and requesting the attendance of a Parish Councillor or a letter explaining the role of the Clerk within the community. The Chairman of the Parish Council volunteered to attend the meeting.
- c) Cosby Village Hall - Photographs
A project to reflect Cosby then and now had been completed, with the old and corresponding new photographs of the village due to be hung at the village hall. Thanks to Trish Suffield for the 'new' photographs, which have since been framed, with thanks to Jenny Whitby.
- d) Section 106 Applications
Applications for S106 funding had commenced for the table tennis table and surfacing at Victory Park. It has been confirmed in principal that the projects are within the remit for funding; however, this does not guarantee approval.
- e) Review of Storage / Archive
Cllrs MHo, CP and PS, along with the Clerk, transferred the archive documents from Pepper's Farm to The Chapel on Monday 9th April 2018. A thank you card is to be sent to Mr and Mrs Pepper. **Action: AW**

11. To receive any update on the Neighbourhood Plan

MHi gave an update on progress following the last meeting, held on Thursday 5th April 2018, requesting that members offered their opinion on a logo for the Neighbourhood Plan documentation. It was noted that the preferred logo was an artist's image of Cosby, with the brook depicting the letter "s" in the name of Cosby. VR advised that an update on the Neighbourhood Plan process would be issued with the next edition of the Cosby News.

12. To receive any update on GDPR

Members were advised that the Government had tabled an amendment to its own Data Protection Bill to exempt all Parish and Town Councils and Parish Meetings in England from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation.

Other measures will still apply but the appointment of an Officer will be discretionary and may be regarded as good practice.

13. To receive any updates on Centenary/Remembrance Parade

VR and the Clerk were to attend the Remembrance Day Parade planning event at County Hall on Monday, 30th April 2018 and would update members at the next meeting. VR advised that funding may be available via Sam Peake, Cosby Co-op. **Action: VR and AW**

14. To receive details on the Victory Show

MHi provided members with details of sponsorship opportunities for the Victory Show.

It was noted with regret that the Parish Council was unable to contribute public money for this event and it was **RESOLVED** that the Clerk would write to the organisers to advise them accordingly. **Action: AW**

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137), which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred. Contributions may be made to charities and bodies providing a public service on a non-profit making basis only.

15. Public Participation

The meeting was suspended at 9.01pm to allow members of the public to make representation about items that are not on the agenda.

Veronica Rye, as a member of the public, voiced her concerns about the amount of extra litter that had been generated as a result of the recent warm weather. It was suggested that it may be an opportunity to involve the schools in further educating children as to the effects of littering in the village, given the high profile issues being addressed in the media.

There was also an opportunity for a volunteer litter pick to be set up within the village, which would result in a periodic 'deep clean', in addition to the ongoing work of the Parish Council's Street Orderly.

Members suggested that a plan was tabled at the next meeting of the Parish Council for consideration. **Action: AW, CP and MHi**

The meeting resumed at 9.09pm.

16. To receive any verbal updates and proposals from the Working Group Meetings held since 15th March 2018, where minutes have not been previously circulated

- a) Open Space Working Group – Proposal for next tree survey
Members were advised that the next stage of the tree maintenance survey was due to be undertaken, with the reported issue at the Cemetery to be taken into consideration, if the cost of the consultation was approved at £75.00 plus VAT.

RESOLVED that the fee of £75.00 plus VAT was approved for the next stage of the tree maintenance survey.

- b) Open Space Working Group – Proposal for purchase of outdoor equipment
Further to the Parish Council's approval in principle for an outdoor gym at Victory Park in Cosby, PS presented quotations for consideration.

Although the quotes were similar, the preferred supplier was The Great Outdoor Company, who had been both professional and proactive in identifying the most appropriate groundworks and equipment for the project.

Members discussed timescales and the development of an open day to launch the new equipment, including the new table tennis table.

RESOLVED that the quotation from The Great Outdoor Company for £24,998.00 plus VAT was accepted, subject to an application for S106 funding.

- c) Open Space Working Group – Proposal for external quarterly/annual playground safety checks and playground inspection training for the Clerk
The Clerk had received five quotations for three operational and one annual playground safety check to be undertaken. PS had reviewed the quotations and advised that The Play Inspection Company had been highly recommended and were used by several local Parish Councils, they were also able to perform the annual check in May 2018 and their total quotation was for £425.00 plus VAT.

It was proposed that the Clerk attended the Playground Inspection training course at LRALC in May 2018, to ensure that their knowledge was up to date, further to which the Clerk would perform the weekly play inspection checks.

RESOLVED that the quotation from The Play Inspection Company for £425.00 plus VAT was accepted and that the Clerk attended the Play Inspection training course at LRALC.

- d) Cemetery Working Group – Proposal to adopt the Cemetery Policy and revised Cemetery Fees
Members had reviewed the minutes and recommendations from the Cemetery Working Group, including the Cemetery Policy and the revised Cemetery Fees.

RESOLVED to approve the recommendations contained within the Cemetery Working Group minutes, to adopt the Cemetery Policy and revised Cemetery Fees.

- e) Finance and Staffing Working Group – Proposal to consider future grounds maintenance at Cosby Cemetery
Further to the resignation of the Cemetery Operative, members of the Finance and Staffing Working Group had reviewed options for the future grounds maintenance of Cosby Cemetery.

A quotation had been received from the Parish Council's existing grass cutting contractors to undertake the grounds maintenance at the Cemetery on a fortnightly basis, at a cost of £325.00 plus VAT.

Cllr Les Phillimore and the Clerk had visited Whetstone Parish Council to discuss the potential for a partnership arrangement for grass cutting and maintenance in the village. This was a productive meeting, with a proposal that this arrangement was pursued to enable details to be considered during the 2019 / 2020 budget process.

It was also noted that Mr Chris Bennett had offered further temporary cover.

Following a discussion, members **RESOLVED** to accept the quotation from Four Counties for £325.00 plus VAT, noting that Mr Bennett was available if required.

RESOLVED to pursue a partnership arrangement with Whetstone Parish Council for future grass cutting and maintenance provision in Cosby.

- f) Proposal to review Working Group / Committee arrangements
A review of the Working Group / Committee arrangements had previously been shelved; however, members were asked to consider the current arrangements given recent employment matters and planning consultation deadlines.

Members felt that the current arrangements for Working Groups to report findings and recommendations to Council were appropriate, but it was recognised that a separate Planning Working Group was required, aside from the Neighbourhood Plan Working Group. It was proposed to defer the membership of this group to the next meeting.

RESOLVED that the current Working Group / Committee arrangements are retained, with membership of the Planning Working Group deferred to the next meeting.

17. To receive any reports from County/District Councillors

County Councillor David Jennings reported that there had been a number of reports of rogue traders operating locally and therefore residents should report any issues to the Police via 101 or Carol Parker, Community Safety Officer at Blaby District Council.

For information, it was advised that an appeal had been received for planning application 17/0778/FUL Land off Countesthorpe Road, Whetstone that had previously been recommended for approval by Blaby District Council's Planning Officer but refused by the Planning Committee.

18. To receive and consider reports from representatives attending outside meetings or training

There were no reports from any representatives.

19. To confirm the date of the next meeting

The next meeting was to be convened on Thursday 24th May 2018. If a meeting room was unavailable an alternative date of Thursday 31st May 2018 was agreed.

The Chairman declared the meeting closed at 9.56pm

----- 24th May 2018
Mr Miles Hillmann
Chairman