

Cosby Parish Council Minutes

The minutes of the meeting of Cosby Parish Council, held on Thursday 15th March 2018 at 7.45pm, in the Cosby Community Church Rooms, Croft Road, Cosby.

Present:

Cllr M Hillmann (MHi)	Cllr C Pharoah (CP)
Cllr P Cave (PC)	Cllr P Suffield (PS)
Cllr V Rye (VR)	Cllr D Cooper (DC)
Cllr J Chapman (JC)	Cllr L Phillimore (LP) (8.03pm)
Cllr M Howkins (MHo)	

Also present: Mrs E Wakelam (EW) and Mrs A Wood (AW) – Clerks

There were no members of the public present.

1. To receive apologies for absence

Cllr I Mullis, Cllr A Tanner (illness) and County Cllr David Jennings.

2. Chairman's welcome

As the Annual Parish meeting had immediately preceded the Parish Council meeting, the Chairman's welcome had been noted.

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

On arrival, LP made his standard declaration of non-pecuniary interest in any planning issues, as a member of Blaby District Council Planning Committee.

MHo declared a non-pecuniary interest in item 13, as a member of the Village Hall Committee.

4. To approve and sign the minutes of the meeting held on 8th February 2018

The draft minutes had been previously circulated.

RESOLVED that the minutes of the Parish Council meeting held on 8th February 2018 were approved and signed as being a true and correct record.

5. Finance

To receive the financial report for the month of February 2018, including income and expenditure, budget year to date and the balance sheet, and to sign the Bank Reconciliation for the same period.

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

6. Correspondence – To receive any Correspondence

a) Leicestershire Police – Update on resources (previously circulated)

The update on resources was noted by members, which highlighted the significant number of serious and major incidents that had been reported widely in the media. It meant that neighbourhood teams would be utilised whilst these complex and tragic demands were dealt with.

- b) Cosby Old Peoples Welfare Association (COPWA) – Letter of thanks
A letter of thanks was received and read out from COPWA, thanking the Recreation Ground Charity for their donation of £150.00.
- c) Leicestershire County Council (LCC) – Affordable Housing Flood Report
As Lead Local Flood Authority, LCC had responded to the discharge of conditions 10, 11, 12 and 13 of planning application 18/0148/DOC Land at Croft Road. LCC advised that the documents as submitted were insufficient to provide a detailed response and further information would be required.
- d) PC Uppal – Police Report February 2018 (previously circulated)
The Police Report for February 2018 from PC Uppal was noted by members. PC Uppal will be holding a beat surgery in Cosby Library on 9th April 2018. DC asked if the graffiti incident had been reported and this was confirmed by the Clerk.
- e) LCC – Invite to a briefing session on the proposed Leicestershire Passenger Transport Policy and Strategy (previously circulated)
An invite had been circulated to members on a briefing to be held at County Hall on 26th March 2018. The Clerk was asked to resend the invitation to Councillors to enable them to confirm if they were able to attend. **Action: AW**
- f) Cosby News – Letter of thanks
A letter of thanks was received and read out from Cosby News, thanking the Recreation Ground Charity for their award of £150.00.
- g) Mrs Flood – Trees at Cosby Cemetery
A letter had been received via email from Mrs Flood, who had raised concerns with overhanging branches and roots from trees encroaching on a plot at Cosby Cemetery. It was agreed that a meeting of the Cemetery Working Group would be convened and in the interim the Clerk was to respond to Mrs Flood to advise accordingly. **Action: AW**
- h) Sparklers – Email of thanks
An email was received from the Sparklers Committee, thanking the Recreation Ground Charity for the recent donation. The email included photographs of the toys that had been bought for the children.

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

- a) **Outcome** 18/0040/TPO Cosby Working Mens Club APPROVED
- b) **Outcome** 17/1707//HH 6 Severn Close, Cosby REFUSED
- c) **Outcome** 17/1668/VAR The Ridges, Main Street, Cosby APPROVED
- d) **Received** 18/0148/DOC Land off Croft Road
Discharge of conditions 6, 10, 11, 12, 13, 14, 15
imposed on planning permission 17/0747/FUL

Information regarding condition 14 (construction traffic management plan) of the above application had previously been circulated to members. EW read out an email from the case officer in response to concerns that construction traffic to the site will be directed via Cambridge Road through the village, turning right onto Croft Road.

LP joined the meeting.

Members were appalled that the condition was to be discharged and it was agreed that the Parish Council should reiterate its strong opposition to the route. The Clerk was asked to respond to the case officer and also contact Leicestershire County Council, the housing developer and Leicestershire Police. **Action: AW**

8. To receive and consider any requests for Memorials

WW Busby & Sons Ltd The late Brian Robson - New Memorial & Inscription

RESOLVED that the new memorial and inscription is approved.

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

a) Review of Storage / Archive

The existing storage for the Parish Council archives at Pepper's Farm was inadequate, mainly due to unsafe access. It had been suggested that the Chapel was used to store the documents, further to which a number of volunteers could identify the documents for retention and transfer into plastic containers.

Long term, arrangements could then be made to relocate historical documents to the Records Office and investigate the options for electronic retention of documents i.e. icloud.

Cllrs CP, PS, JC, MHo and possibly VR, volunteered to be at Pepper's Farm and the Chapel on Monday 9th April at 10am to move the archives. The Clerk was asked to contact the farm out of courtesy and to advise that the Parish Council would be on site.

Action: AW

b) Community Speed Watch

Members were advised that four locations had been approved for the Community Speed Watch initiative; top of Croft Road, Countesthorpe Road bend, Narborough Road and Cambridge Road near the disused railway bridge.

The proposed training date was either Wednesday 18th or 25th of April at 7pm. The Clerk was asked to establish if another training date was available at an alternative location for those who were unable to attend. The training date in Cosby would be confirmed for the date that the majority of volunteers could attend. **Action: AW**

c) S106

EW updated members on the allocation of S106 monies from the approved development on the current Hewitts site, advising that funds for highways and traffic calming are assigned and that the S106 agreement cannot be varied. MHi was to have a tentative discussion with the developer in the first instance. **Action: MHi**

10. To receive any update on the Neighbourhood Plan

MHi gave an update following the last meeting, held on Tuesday, 13th March 2018:

- The Consultant had drawn up a comprehensive first draft plan using all of the documents submitted to date;
- The next steps were to identify the key issues and options for the next meeting to be held on 5th April;
- The group would be gathering information, finalising the content and making presentations to community groups, etc.;

- There would be publicity in the Cosby News and a stand at the Big Boot on 16th June;
- May and June 2018 would be the consultation period; and
- All Councillors would be very welcome to attend the next meeting.

11. To receive any update on GDPR

An update had been circulated to members via email, which included details on fees and access to a toolkit produced by LRALC. AW provided a further update following her attendance at the Society of Local Council Clerks (SLCC) branch meeting the previous day.

SLCC were due to issue a sweep of information to cover the requirements of GDPR for Parish Council's week commencing 26th March 2018. This information would include relevant templates; however, SLCC encouraged Parish Council's to continue including GDPR as a standing agenda item to proactively demonstrate their requirement to meet the May deadline, although legislation had still to be finalised.

12. To receive any updates on Centenary/Remembrance Parade

VR confirmed that there had been a lot of interest from various groups to take part in the parade i.e. Beavers, Cubs and Scouts. An idea to have displays of handmade poppies was also being investigated.

An application for permission to have a parade through the village would need to be made to Blaby District Council. **Action: AW**

VR is to meet with the Vicar to coordinate the parade with the church service. VR had also received positive feedback on a potential band for the parade and it was also suggested that other community groups were approached and invited to join.

13. Trustees update

The Chairman thanked EW for the work she had undertaken on producing and presenting a paper on the issues and responsibilities of the charities involved with the Recreation Ground and Village Hall.

As a result, the following three proposals were considered by members:

- To appoint a suitable lawyer to produce legally acceptable and practical solutions to the current organisation and operation of the charities, recreation ground and village hall;
- Involves the Village Hall Committee in the briefing of the lawyer and the eventual solutions; and
- Accepts 100% of the cost of legal advice.

RESOLVED that the three proposals were approved: Cosby Parish Council to appoint a suitable lawyer to produce legally acceptable and practical solutions to the current organisation and operation of the charities, recreation ground and village hall; involve the Village Hall Committee in the briefing of the lawyer and the eventual solutions; and accept 100% of the cost of legal advice.

14. Public Participation

The meeting will be suspended to allow members of the public to make representation about items that are not on the agenda. All requests must be made to the Clerk prior to the meeting.

No prior requests had been received and there were no members of the public present.

15. **To receive any verbal updates and proposals from the Working Group Meetings held since 8th February 2018, where minutes have not been previously circulated**

- a) Christmas Lights 2018 – Proposal of costs
PS updated members further to a Christmas Lights meeting that had been held the previous week. Quotes had been received for the lighting, installation and electrician costs for the tree displays in the village, including a few additions to the previous year.

RESOLVED that the following quotes were approved for the Cosby Christmas Lights 2018:

Blachere Illuminations	£3,880.00 plus VAT
Totally Trees	£2,225.00 plus VAT
Keith Nixon Electrician	£1,128.33 inclusive of VAT

- b) Open Space Working Group – Proposal for next tree work and planting schedule
i. MHO provided an update to members on the proposed maintenance schedule for tree works. A quote had been received for various works including raising crowns and removing deadwood. It was advised that both the County Council and District Council were contacted out of courtesy to notify them of the necessary work.

Action: AW

RESOLVED that the quote from Totally Trees for £1,900.00 plus VAT is approved for the maintenance of trees in Cosby.

- ii. DC had also sourced a price for 1,000 snowdrop bulbs for additional planting in the village, at a cost of £70.00 plus £3.00 delivery, including 50 free crocus bulbs.

RESOLVED that the snowdrop bulbs were purchased at a total cost of £73.00.

- c) Open Space Working Group – Proposal for purchase of outdoor equipment
i. JC provided members with information on the proposal to purchase six pieces of outdoor gym equipment for the park, subject to quotations and an application for S106 monies. Members of the working group had visited six local sites to view the equipment in situ.

A quote had been received of approximately £25,000, as a guide for members and to allow a decision in principle to be considered by the Parish Council for the project to proceed.

RESOLVED that the Parish Council approves in principle an outdoor gym for the park in Cosby.

- ii. PS provided an update on the status of the playground equipment and surfacing, with a proposal to remove two swings with a limited life and replace with new surfacing and a permanent table tennis table. The old swings will be stored for spares with the new area funded by S106 monies.

A quote for surfacing had been received for £3,700.00 plus VAT and the table tennis quotation was £2,245.00 plus VAT.

RESOLVED that the following quotes were approved for improvements to the playground, with an application for S106 funding:

Surfacing of the playground £3,700.00 plus VAT
Table Tennis Table £2,245.00 plus VAT

- d) Open Space Working Group – Review of annual playground safety checks
PS advised that a review of the annual playground safety checks was ongoing. EW had issued a request to all local Clerks, via the LRALC round robin, for information and feedback on their current contractors. There had been a large response, which needed investigating further.

It was noted that playground safety checks will be restructured to ensure that the Parish Council more than meets its obligations.

- e) Finance and Staffing Working Group
CP notified members that the NJC had not as yet agreed the pay scales for local government employees. As such, Cosby Parish Council employees were to be awarded whatever increase was agreed by the NJC, backdated to 1 April 2018, if applicable.

Marc Fox, Cemetery Maintenance Operative, had resigned from his post and his last day of employment would be 12th April 2018. A review to decide on how to proceed was required and a meeting of the Finance and Staffing Working Group was to be convened.

16. To receive any reports from County/District Councillors

There were no reports from either the County or District Councillors.

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

- a) LRALC Branch Meeting Report

The report had previously been circulated, MHO summarised that the discussion included increases in Council Tax, dog bin / litter bins, GDPR, newsletters and the development of Glen Parva Memorial Hall.

RESOLVED that the LRALC branch meeting report is noted and accepted.

18. To confirm the date of the next meeting

The next meeting was to be convened on Thursday 26th April 2018. If a meeting room was unavailable an alternative date of Thursday 12th April 2018 was agreed.

At the end of the meeting, the Chairman made a presentation to Elaine Wakelam, as it was her final meeting prior to leaving the post of Clerk to Cosby Parish Council. The Chairman thanked and recognised Elaine for being very professional in her role and using her own initiative. Elaine thanked members for their kind gift.

The Chairman declared the meeting closed at 9.45pm

----- 26th April 2018
Mr Miles Hillmann
Chairman