

# Minutes of Hoton Parish Council Meeting

**Held remotely via Zoom on Monday 4<sup>th</sup> May 2020 at 8pm**

**In attendance:** Cllr Cassell (Chairman), Cllr Isbister (Vice-Chairman), Cllr Eady, Cllr Doherty, Mrs Jarvis (Parish Clerk), County Councillor Shepherd and three members of the public.

Note: The annual meeting has not been held as permitted under LAPCP Regulation 2020 Part 6(c)

The meeting commenced at 8.00 p.m..

- 037/20 **To receive apologies for absence**  
Borough Councillor Bokor had sent apologies.
- 038/20 **Declarations of interest**, disclosable pecuniary, personal or personal that could lead to bias, by Parish Councillors to items on the agenda  
None
- 039/20 **To adopt revised standing orders**  
Due to the coronavirus pandemic legislation had been enacted to allow councils to hold remote meetings. Revised standing orders are required to set out the procedures for this and other measures necessary to be able to run the council safely during the current situation. These changes are temporary until May 2021.
- 040/20 **To approve and sign the minutes of the previous meeting of the Parish Council, held 2 March 2020**  
**Resolved:** To approve the minutes as a true record. The chairman did not have a paper copy of the minutes to sign.
- 041/20 **To co-opt a councillor for Hoton**  
Nobody has expressed an interest in becoming a councillor.
- 042/20 **Questions from members of the public** (10 minutes)  
None
- 043/20 **Police report and correspondence**  
No crimes were reported in either March or April. Charnwood Watch has been launched.
- 044/20 **Borough Councillor's Report** (Cllr Bokor)  
Cllr Bokor had sent a written report which had been circulated to councillors. The garden waste collections will be carried out on a four-weekly cycle with the next collection on 18 May.
- 045/20 **County Councillor's Report** (Cllr Shepherd)  
Cllr Shepherd reported that the county council was getting used to 'virtual' meetings and other organisational changes to methods of working and looking at the impact of the current coronavirus situation on its finances and also working on a recovery plan. It is hoped that the waste sites will re-open in mid-May; this is being co-ordinated with other counties and districts. LLC are working to ensure that social-distancing can be observed and minimising the impact of traffic.  
Cllr Shepherd left the meeting at 8.16.
- 046/20 **To make comments and agree any action on the following planning applications:**  
*(Items in italics for information only)*
- (a) **P/20/0379/2: 11 Hollytree Close; Hoton**  
**Resolved:** Not to make any comments.
- (b) **P/20/0526/2: Land on the west side of Rempstone Road, Hoton; Discharge of Conditions 5, 7, 8, 12, 13, 16, 17 & 27 of P/17/2070/2**  
**Resolved:** To make comments strongly supporting those made by LCC Highways relating to the surfacing and fencing along the public right of way.

- (c) **P/20/0552/2: Falcon House, 38 Loughborough Road, Hoton: Demolition of rear lean-to extension and alteration to the former coach house (Listed Building Consent).**  
**Resolved:** Not to make any comments.

The following two items were for information only:

- (d) **P/20/0689/2: The Thatch, 28 Wymeswold Road, Hoton: Fell 1x eucalyptus due to subsidence damage. Decision made: do not make a tree preservation order.**
- (e) **P/19/1757/2: Discharge of conditions 5, 7, 8, 12, 13, 14 and 17 of P/18/2144/2. Confirmed.**

*It was resolved to take agenda item 11(a) next. This is reported under minute item 048/20(a)*

047/20 **Business**

- (a) **To agree any action following the cessation of payments by the Parochial Church Council towards the maintenance of the burial ground.**

Following some discussion it was:

**Resolved:** to arrange a meeting of the Burial Ground Working Party

**Resolved:** to seek advice from the LRALC legal team on the Council's position

**Resolved:** to check the Council's contract with the grounds maintenance contractors to see if it is possible to reduce the number of cuts.

**Resolved:** to meet again as soon as possible to review the findings of the above.

In addition, Cllr Doherty will investigate if any funding is available through the War Graves Commission.

- (b) **To receive and consider the findings of the review of the system of internal control conducted by Cllr. Doherty.**

The review was carried out on 9 March 2020; Cllr. Doherty listed the findings which will improve the monitoring of financial transactions. The review is filed with the minutes.

- (c) **To approve the risk assessment.**

A review was carried out in September by Cllr Eady and the clerk. The clerk has since added to the document to incorporate changes in legislation and insurance requirements. This item was deferred to enable Cllr Eady to study the detail more closely.

- (d) **To approve the donation of curtains in the village hall to the Village Hall Management Committee.**

The village hall curtains purchased in November 2018 are hung in a building that is not controlled by the parish council and cannot be covered by the parish council insurance.

**Resolved:** to donate these curtains to the Village Hall Management Committee.

- (e) **To review the asset register and approve the replacement value of assets for insurance purposes.**

An additional column has been added to the asset register to reflect the replacement value of assets. After some discussion, the clerk was asked to make further annotations as to how these figures had been derived.

- (f) **To agree the assets to be insured.**

**Resolved:** that the clerk will present the data in a different format and seek further clarification from the insurance company.

- (g) **To agree and confirm the arrangements for insurance cover in respect of all insured risks.**

This item could not be discussed because items (d) and (e) need to be completed first.

- (h) **To approve membership of NALC and LRALC**

It was agreed that LRALC provides invaluable support and legal advice to the Council; NALC is the national umbrella body. Both organisations provide excellent value for money. It was

**Resolved:** to approve membership of these bodies.

**(i) To agree the amount to be paid to Burton on the Wolds, Cotes and Prestwold Parish Council towards the Neighbourhood Plan preparation**

Cllr Eady reported that an informal meeting had been held with members and clerks of both Hoton and Burton on the Wolds, Cotes and Prestwold Parish Councils at which he had raised a number of concerns regarding the financial records of the Neighbourhood Plan Committee. In particular that many of the items listed as expenses had not been approved or reported at Neighbourhood Plan Committee meetings. In addition, invoices from the consultant which exceeded the amount originally agreed had been paid by Burton without informing either Hoton Parish Council or the Neighbourhood Plan Committee and without having scrutinised the amounts charged. Under the terms of the joint committee these should have been approved by both councils before being paid. Cllr Eady had asked the chair of the Neighbourhood Plan committee to provide clarification on a number of queries; which he felt had now been answered satisfactorily. The RFO explained that Cllr Eady had requested a meeting of the joint Neighbourhood Plan Committee to ratify the expenses paid on the plan, but this had been cancelled due to coronavirus restrictions and in the circumstances she was prepared to allow the payment to proceed. The invoice received had not taken into consideration amounts previously paid and will be adjusted by the clerk accordingly.

**Resolved:** to pay £1,235.94 to Burton on the Wolds, Cotes and Prestwold Parish Council towards the preparation of the Neighbourhood Plan.

**(j) To approve payment for the lock purchased by the clerk under emergency standing orders for the play equipment.**

**Resolved:** To approve the payment of £9.99

**(k) To agree to reimburse the clerk for items purchased to ensure the functioning of the council during the Covid-19 pandemic.**

**Resolved:** To reimburse the clerk for expenditure necessary to meet new regulations and legally hold virtual meetings totalling £104.47. (Headphones and the monthly Zoom account fee.)

048/20 **To discuss and agree any responses to the following correspondence:**

**(a) Emails from a number of residents relating to development to the rear of 1-5 Loughborough Road, Hoton**

*This item had been taken at the end of the planning applications.*

A retrospective application has now been submitted by the person(s) who carried out work to create parking space to the rear of 1-5 Loughborough Road. Once the application has been validated the parish council the council will be notified and invited to make comments, and a meeting will be held at which residents and other members of the public will be able to address the council with their views.

**Resolved:** The clerk will advise residents of this and suggest that they sign up for meeting agendas and newsletters to keep informed.

**(b) Email from the Prestwold Estate: Wild Bird Conservation Project**

**Resolved:** To thank the Estate for keeping the council informed.

**(c) Charnwood Borough Council: Consultation on the Draft Model Code of Conduct**

**Resolved:** Councillors will make individual responses should they wish to.

**(d) Charnwood Borough Council: Preferred Option Consultation on the Draft Charnwood Local Plan (2019-36)**

Hoton Parish Council's responses to the consultation have been included in the document, along with some from other parties which could have an impact on Hoton if they are included in the new Local Plan.

049/20 **To receive reports from Councillors**

(a) **Neighbourhood Plan – Cllr Eady and the clerk**

There has been no formal meeting of the Neighbourhood Plan Committee. The plan has been approved for referendum by Charnwood Borough Council. The clerk had found a large number of mistakes in the referendum version of the plan sent by the consultant and requested these be corrected. A revised version been circulated to councillors and needs to be checked. A referendum will not be held until it is safe to do so; in the meantime where the local planning authority has issued a decision statement (as set out under Regulation 25 of the Neighbourhood Planning (General) Regulations 2012) detailing its intention to send a neighbourhood plan to referendum, that plan can be given significant weight in decision-making, so far as the plan is material to the application.

(b) **Other councillors' reports – for information only**

None

050/20 **To receive the playing field report and agree any action arising**

Mr Seymour had not sent a report. The clerk stated that a written record of at least monthly checks is required by the insurance company and as she had not been able to ascertain if these had been carried out since the start of the lockdown, she volunteered to walk through the area regularly. The play equipment, trim trail, tennis courts and climbing walls are currently cordoned off to prevent use and signs are in place asking people to adhere to social-distancing rules.

**Resolved:** To accept the clerks offer to carry out monthly checks in her own time.

051/20 **To receive the clerk's report**

The clerk reported on the items she had dealt with since the last meeting; the report is filed with the minutes.

052/20 **To approve payment of overtime worked by the clerk**

**Resolved:** To pay the clerk for 153 hours which have accumulated since September.

053/20 **To agree to set up a working party to review the hours worked by the clerk**

It was agreed that a comprehensive review of the clerk's workload is needed but that this would best be done in a face-to-face meeting when restrictions have been lifted.

054/20 **Finance**

(a) **Report on an error by National Westminster Bank**

Details of a payment made from the Council's account in error by a branch of the NatWest had been circulated to councillors at the time. The clerk reported that the Council had received £300 compensation, which will cover the hours she spent in correspondence with the complaints team to rectify their mistake.

(g)

(b) **To agree and sign the end of year bank reconciliation and Summary of Accounts for the year ended 31 March 2020**

**Resolved:** to approve the end of year bank reconciliation and summary of accounts; these will be signed by the chairman at a later date.

(c) **Financial update**

The business account statement to 31 March 2020 had been circulated to enable verification of the items in 054/20(b), the latest figures available.

(d) **To approve any changes to the budget for 2020-21**

**Resolved:** To defer this item to the following meeting.

(e) **To review the banking arrangements and bank mandate**

**Resolved:** To defer this item until such time that signatures can be collated safely.

(f) **To agree payments due for the month:**

	£	
Clerk's salary – standing order (April)	255.00	
Clerk's expenses – standing order (April)	15.00	
Mrs H Jarvis (Lighthouse fee – March)	21.98	
Clerk's salary – standing order (May)	255.00	
Clerk's expenses – standing order (May)	15.00	
Mrs H Jarvis (Lighthouse fee – April)	20.35	
Mrs H Jarvis (salary adjustment)	29.24	
M&BG Burial Ground (March)	60.00	
LRALC (NALC and LRALC membership)	172.63	subject to item 10(g)
Mrs H Jarvis (telephone kiosk paint, lock, headphones and Zoom registration)	104.47	subject to items 10(i) and 10(j)
Burton on the Wolds, Prestwold and Cotes PC (Neighbourhood Plan)	1,235.94	subject to item 10(h)
<b>Total</b>	<b>£2184.61</b>	

Other amounts will be paid to M&BG in accordance with the contract if the clerk is able to verify that the work invoiced has been carried out.

- 055/20 **To agree the format and frequency of meetings during social-distancing restrictions**  
**Resolved:** Meetings will be held via Zoom every two months, or as necessary, until social-distancing restrictions have been lifted.
- 056/20 **To agree items for the press release**  
Vacancies, police report, annual meeting postponements, virtual meetings, closure of playground and telephone kiosk, support group, other Covid-19 information on website, NHP referendum.
- 057/20 **To receive agenda items for the next meeting**  
A meeting will be called for the expected planning application. The risk assessment, asset register and insurance arrangements, and the burial ground maintenance will also be on the agenda. This meeting will need to be held before the end of May.

**The meeting closed at 10.35 p.m.**

These minutes are a true and accurate record \_\_\_\_\_ Chairman

Date \_\_\_\_\_