

# **DRAFT Minutes of Hoton Parish Council Meeting**

## **Held remotely via Zoom on Monday 1<sup>st</sup> March 2021 at 8pm**

**In attendance:** Cllr Cassell (Chairman), Cllr Isbister (Vice-Chairman), Cllr Doherty, Cllr Dargie and Mrs Jarvis (Parish Clerk)

*The meeting commenced at 8.01 p.m.*

**018/21 To receive apologies for absence**

Cllr Eady had sent apologies that he would be late attending.

**019/21 Declarations of interests:** disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda.

Cllr Cassell declared that planning application P/20/2404/2 related a property close to his own.

**020/21 To approve and sign the minutes of the parish council meeting held on Monday 11 January 2020**

**Resolved:** to approve the minutes, which were signed as a true and accurate record by the chairman.

**021/21 To co-opt a councillor for Hoton**

Nobody had expressed an interest in the vacant position.

**022/21 Police report**

During the month of January 2021 Hoton had 1 x Burglary Business reported in the area of Wymeswold Road, whereby the outbuilding to a farm has had entry forced and power tools taken. These figures do not include private domestic related incidents or harassments.

**023/21 Borough Councillor's report**

*Cllr Bokor was not present when this item should have been heard. At the meeting this item was included after agenda item 9(a), the review of internal controls.*

Cllr Bokor reported that the new draft local plan had been delayed again. It will run to 2037 and she does not see anything that will affect Hoton.

**024/21 County Councillor's report**

*Cllr Bokor was not present when this item should have been heard. At the meeting this item was included after the borough councillor's report.*

Cllr Shepherd had nothing to report but asked for any feedback on the scrutiny review on flooding to be sent to him.

Cllr Shepherd was shown photographs of a double-length HGV turning right out of Wymeswold Road and of damage to the verges caused since the permission was granted at Hoton Stores. He was asked to investigate what measure can be put into place to mitigate the problems caused

*Cllr Eady entered and the proceedings moved to agenda item 14, the clerk's report. This is reported under minute item 030/21. Following this the meeting returned to agenda item 9(b) (appointment of internal auditor)*

**025/21 Questions and comments from members of the public (10 minutes)**

None

**026/21 Finance**

**(a) To receive the review of internal controls carried out by Councillor Doherty**

Cllr Doherty requested an additional sentence to the report circulated by the clerk. This was accepted and it was then:

**Resolved:** to receive and accept the contents of the review, filed with the minutes.

At 8.11 p.m. Borough Councillor Bokor and County Councillor Shepherd entered the meeting  
The chair returned to agenda items 6 and 7 reported under minute reference 023 and 024 above.

**(b) To appoint the internal auditor and agree the terms of reference and internal audit plan**

**Resolved:** to appoint Mrs E Dunn as internal auditor with a fee of £75.

**(c) To approve the third quarter bank reconciliation, accounts summary and forecast of receipts and payments to the year end**

**Resolved:** to approve these documents.

**(d) To set a budget for 2020/21**

The RFO advised that it was a legal requirement for the council to set a budget and that it would not be possible for her to make any payments following the year end if this was not done. A proposed budget based on the discussions had been circulated prior to the meeting. It was requested that the figures the clerk had suggested for speed reduction and village improvements were changed to 0; any movements from reserves would be made as and when necessary.

**Resolved:** To approve the budget with the above changes.

**(e) Financial update**

The clerk asked to chair to move on whilst she sought out the bank statements.

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

**Resolved:** to approve the following payments:

Clerk's salary – standing order (February)	£282.36
Clerk's expenses – standing order (February)	£15.00
Mrs H Jarvis (Lighthouse fee January)	£18.42
Mrs H Jarvis (Zoom fee January & February)	£28.78
Clerk's overtime (paid 11 February)	£362.00
M&BG Playing Field (paid Feb)	£210.00
Clerk's salary – standing order (March)	£282.36
Clerk's expenses – standing order (March)	£15.00
Mrs H Jarvis (Lighthouse fee February)	£17.92
M&BG Playing Field	£210.00
LRALC planning training	£80.00
2Commune Ltd (website provision)	£330.00
Annual playground inspection 2019 and 2020	£96.00
Mrs H Jarvis (for defibrillator pads and battery)	£122.76
<b>Total</b>	<b>£2070.60</b>

A further payment of £132 for the verges will be made if M&BG provide evidence to the RFO that it is due.

027/21 **Business**

**(a) To approve any change to the contracted hours to be worked by the clerk and agree any overtime to be paid.**

**Resolved:** to increase the clerk's hours to 8 hours a week

**Resolved:** to pay overtime of 22 hours due.

**(b) To approve a new agreement with the Parochial Church Council for the maintenance of Hoton Burial Ground.**

The document for approval had only been made available the day before the meeting and the clerk advised that in her opinion this was insufficient time for councillors to be able to review the document. It should also have been published with the agenda for the public to access. Cllr Isbister apologised the agreement had not been made available on time and explained that it had not been possible to circulate it earlier.

The clerk had recommended several changes for clarity, and Cllr Doherty had requested a change to clause 7.

**Resolved:** not to make any changes to the document circulated the day beforehand.

**Resolved:** to approve a new two-year agreement with the PCC for the maintenance of the grass and roadside hedge at Hoton Burial Ground.

**Resolved:** Once the agreement has been signed, the clerk will request the contractors cut the hedge.

The council have the power under the Open Spaces Act to enter into this agreement.

There is £50 outstanding on the previous agreement which the clerk; the clerk will liaise with Mr Evetts on this.

**(c) To allocate responsibilities for actions arising from the annual asset inspection and agree any costs:**

- i. **Bus shelter on Loughborough Road**
- ii. **Bus shelter on Rempstone Road**
- iii. **Bus shelter on Prestwold Lane**
- iv. **Bench on Wymeswold Road**
- v. **Telephone kiosk**
- vi. **Playing field items**

The above items were all deferred

**(d) To review the content of the Council's social media policy**

This item was deferred.

**(e) To approve the cost of mole treatment at the playing field**

**Resolved:** to approve costs of up to £100 for treatment of moles at Hoton Playing Field

**(f) To consider accepting the balance of funds held in the Hoton Playing Field Community Fund, to be held in reserves earmarked for use at the playing field.**

**Resolved:** Not to accept the balance of funds.

**(g) To consider sending a representative to the LCC Nature Network and biodiversity training**

**Resolved:** Not to send a representative to this free training or be part of the network of support.

**(h) To consider submitting a request to be included in the Community Speed Management Initiative**

**Resolved:** To submit a request for outgoing traffic on the A60 towards Loughborough

*The chair proposed adjourning the meeting until a later date, following which agenda items 11(a) and 10(j) were taken. (planning application P/20/2404/2 and website provision)*

*The meeting was adjourned at 10.15 p.m. and resumed at 20:51 on Monday 8 March 2021*

**(i) To receive the playing field quarterly inspection report**

**Resolved:** to receive the quarterly inspection carried out in December 2020.

The weekly playground inspections are being carried out and the clerk has access to these reports.

*The following item had been taken on 1 March*

**(j) To agree the Council's website provision**

**Resolved:** To continue with the existing website provision. The cost had been approved earlier in the meeting.

**(k) Update on the defibrillator and approve reimbursement of the clerk for expenses incurred under delegated powers.**

The clerk reported that she had used her emergency powers to purchase new pads after they were found to have expired; a new battery was purchased at the same time. There had been a misunderstanding between third parties as to who had been checking the equipment. Fortunately, Wymeswold had spare pads which were loaned and installed as soon as the problem had been detected.

**Resolved:** to thank Peter Blount for his help and for installing and loaning the pads without charge.

**Resolved:** to reimburse the clerk for the cost of the pads (this had been approved under minute item 026/21)

The clerk reported that the defibrillator has transferred to a database is called 'The Circuit'. Its a new database that links together defibrillators across the UK, connecting them automatically to every ambulance service and allowing them to be more accessible in an emergency. This database should automatically send an alert when action on the battery/pads is needed and the clerk is able to view the information and monitor if the equipment has been checked.

The clerk advised that the parish council owned the defibrillator and it would ordinarily be the responsibility of an employee to carry out the checks on the equipment, so official delegation of that responsibility to Mr and Mrs Gane should be recorded and their work monitored by the clerk from time-to-time. A councillor questioned the clerk's assertion that the defibrillator was owned by the council and disagreed that the responsibility for maintenance lay with the council. The clerk stated that the defibrillator was bought by the parish council, is insured by the council and the council holds funds for maintenance but the councillor asked the clerk to check again.

**(l) To consider implementing a policy for use of the bus shelter on Loughborough Road for notices and advertising, including the possibility of a community notice board.**

This item was not discussed.

**(m) To discuss applying for support equipment through the LCC community litter picking scheme**

This item was no longer required because the Village Hall Committee had applied for equipment

**(n) To discuss the suggestion of a grit bin for Vinetree Terrace**

The clerk had circulated information about the criteria and costs for installing salt bins. Vinetree Terrace does not meet LCC criteria.

**Resolved:** Not to pursue the purchase of a private grit bin

027/21 **To agree any comments on the following planning applications:**

*The following item was taken on Monday 1 March after agenda item 10(h)*

**(a) P/20/2404/2: 11 Hollytree Close: Erection of single storey extensions to front, side and rear of dwelling**

*The following item was taken first on Monday 8 May*

**(b) P/21/0143/2: Land off Wymeswold Road: Change of use from agricultural and to the keeping of horses and erection of stables and hay store**

**Resolved:** To object to this application. There has been no attempt to solve the access issue raised on the previous application. There is a distinct difference between occasional

agricultural use and daily use of stabling for six horses. The biodiversity impact statement has not been submitted.

028/21 **To discuss and agree any responses to the following correspondence**

**(a) Prestwold Estate Outreach**

The contents of the email were noted. Cllr Eady asked Cllr Dargie to make it clear to the Estate that she had been liaising on this matter as a member of the community and not representing the parish council.

**(b) Donation request from the Citizens Advice Bureau**

**Resolved:** Not to make a donation.

029/21 **To receive reports from councillors**

**(a) Speed reduction working party – Cllr Isbister**

This group has not met.

**(b) Burial Ground working party – Cllr Isbister**

There has not been a meeting of this working party.

**(c) Bus Shelter – Cllr Doherty**

Cllr Doherty reported that she is still seeking contractors for installation, but she hoped that it would be installed free of charge the following weekend by someone who carried the correct insurance.

**(d) Playing Field working party– Cllr Dargie**

Cllr Dargie had circulated a written report the previous day.

**(e) Charnwood Local Plan update briefing – Cllrs Dargie/Doherty**

Cllr Doherty reported she and Cllr Dargie had attended a presentation by Charnwood Borough Council. The Local Plan revision had not been completed in the requisite period forcing a change in the housing supply calculations. There are now not enough homes being built in the borough to meet the supply which may result in unwanted housing development being passed.

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

There were no other reports

030/21 **To receive the clerk's report**

*This item was taken prior to minute item 026/21.*

The report was curtailed at councillors request and the full report is filed with the minutes.

15. **To agree the time and date of the Annual Parish Meeting**

*This item was taken with the following one.*

16. **To receive agenda items and agree the dates and formats of the next two meetings.**

12 April: Informal meeting to discuss working parties, social media policies and working practices.

10 May: provisional date for annual parish meeting (7.45 p.m.) and the annual meeting of the parish council (8 p.m.). This would be face-to-face unless legislation or guidance changes.

17. **To agree the items for the press release**

Councillor vacancy, survey, annual parish meeting, communication channels, police report, dropped kerb, update on bench.

**On Monday 8 March, the meeting finished at 9.40 p.m.**

*An agenda is filed with the minutes to give clarity to the order in which the items were taken.*

*On Monday 1 March the following items were discussed in this order:*

*1,2,3,4,5,8,9(a), 6,7, 14,9(b) to (f) 10 (a) to (h), 11(a), 10(j)*

*On Monday 8 March, the following items were discussed;*

*11(b) 10(i), 10(k – n) 12, 13, 15&16 taken together, 17*

*Cllrs Bokor and Shepherd entered the meeting during after item 9(a) and left after their reports. Cllr Eady joined the meeting towards the end of the county council report. All councillors were present from the start of the reconvened meeting.*

Items to be filed with the minutes:

Review of internal controls

Burial ground agreement

Budget

Clerk's report

Financial reports are filed with the accounts.