

# Twycross Parish Council Meeting – 1st December 2016

## Meeting Minutes

Minutes of the meeting held on 1<sup>st</sup> December 2016 at Twycross Village Hall, commencing at 19:00.

### 076/016: Present & Apologies

**Councillors:** A. Davies (Chair), W. Nally, G. Massey, S. Hubbard, A. Taylor

**Clerk:** C. Bailey

**Others:** 1 parishioner

**Apologies received and accepted:** M. Large, LCC Councillor: I. Ould

**Councillor absence:** R. Vero, HBBC Councillor: K. Morrell

### 077/016: Declaration of Interest

None declared.

### 078/016: Approval of Previous Minutes (November)

Proposed as a true record by Cllr. Taylor, seconded by Cllr. Hubbard, unanimously agreed. Signed by the Chair, Cllr. Davies.

### 079/016: Matters Arising from Previous Minutes

**Twycross Village Hall Committee:** Cllr. Nally requested that minute reference 071/016 was clarified to reflect that the Council did not wish to pay a volunteer for their services to tidy up the outside of the Village Hall in order to avoid setting a precedent for paying for voluntary work.

**Speed activated sign (Twycross):** The sign is still out of action. Cllr. Davies to report again.

**Speeding issues:** Cllr. Davies will continue to raise at Parish Forums.

**Trees and Ponds (Twycross):** Brian Mee have been instructed as agreed.

**Play area quotes:** Carried forward.

**BT phone box removal (Twycross) consultation:** Cllr. Davies has responded to the consultation and objected to the proposal directly to BT.

**Orton and Norton phone box refurbishment:** Cllr. Davies has been advised that these should be completed within a week or two, weather dependant.

### 080/016: Planning

#### **Planning Applications**

No	Ref	Subject	Date	Resolution
i	16/01028 /CONDIT	Variation of condition 3 of planning permission ref APP/K2420/D/12/2176670 (12/00214/HOU) - Change drawing number to reflect changes to window layout - 7A Bilstone Rd, Little Twycross	17/11/16	No comments.
ii	15/00536 /OUT	Erection of 3 dwellings (outline access & layout) (revised) - 8 Wood Ln, Norton Juxta Twycross. Appeal Ref: APP/K2420/W/16/3159043	17/11/16	Council maintains previous objections. Proposed by Cllr. Davies, seconded by Cllr. Taylor. Unanimous agreement.
iii	16/00925 /FUL	Erection of one dwelling & garage - 1 Burton Rd, Twycross	18/11/16	Council objects to the application as it contravenes a number of items within the supplementary planning guidance. It will also exacerbate existing parking issues (residents parking on the village hall access road) and manoeuvrability issues for existing residents and the Village Hall users. Should the application be successful, the Parish Council request that the developer becomes equally liable (with the Parish Council) for the maintenance of the access road and makes good any damage caused during construction. Proposed by Cllr. Davies, seconded by Cllr. Hubbard. Unanimous agreement.
N/A	16/0107 3 /FUL	Erection of an agricultural barn – 12 Wood Ln, Norton Juxta Twycross	01/12/16	Not on agenda: no comments at this stage.

- iv. **Highways Response (2016/0810/04/HCONREVOBS1):** Replacement vehicular access onto B4116 - Gopsall Hall Farm, Twycross. No objections.

## 081/016: Grounds Maintenance Tender Review

Grounds maintenance figures circulated to Councillors for review ahead of the meeting. The Clerk recommended Brian Mee Associates following the good quality of work carried out so far and based on references from Sheepy and Witherley Parish Councils.

The Council resolved to award the 12-month grounds maintenance contract to Leicestershire County Council based on their competitive tender and the size of their operation. Cllr. Davies agreed to oversee relations with the contractor to ensure a good level of service. Proposed by Cllr. Davies, seconded by Cllr. Hubbard. Unanimously agreed. Clerk to advise LCC and forward contact details to Cllr. Davies.

## 082/016: Urgent Matters for Review

- i. **Twycross Village Hall:** Cllr. Davies and Cllr. Nally signed the letter of engagement for Garner Canning Solicitors to proceed with the registration of land.

**Village Hall Committee:** Currently there are no Councillors available to join the Village Hall Committee.

**Fire exits:** Concerns were raised that the village hall fire exits are not always unlocked and this was evident during this Council meeting. The Clerk will write to the Village Hall Committee to remind them of their legal obligations to ensure all fire exits are unlocked during events at the hall. Fire evacuation sign passed to Cllr. Nally.

- ii. **Twycross play area land sale:** The LRALC and DCLG have authorised the Parish Council to apply for a Public Works Loan. The Clerk will request the funds as soon as the Heads of Terms for the land sale have been received by the solicitor. The loan repayments are to be included within the 2017/18 precept request. A PCIF application has been submitted for 60% of the funding, with a decision expected early 2017.
- iii. **HS2 route update:** the proposed route will now move approximately 1 mile closer to Norton Juxta Twycross. Concerns were voiced about the potential disruption from the building works on the parish, traffic issues, and additional HGV traffic. Cllr. Davies proposed the Council work with external agencies and constituents to minimise any disruption caused to the parish during the construction of HS2. Cllr. Nally seconded with unanimous agreement. Cllr. Davies to contact LCC Highways for further details.
- iv. J. Buffey from the Sheepy Gazette has requested a monthly summary report from the Parish Council. The Clerk does not currently have the availability to produce a report and requested that the councillors produce a short note on a quarterly basis. Cllr. Davies agreed to submit a report.

## 083/016: Financial Information

- i. **Income, expenditure and signing of cheques.**

Bank Account Overview (as at 30/11/16)									
Community	£10,432.22	BMM	£7,034.09	106	£9,003.33	Petty Cash	£192.45	Total	£26,662.09

Income (Community Account)				
Date	Reference	Payee	Details	Value
16/11/16	BACS	HMRC	VAT Refund (2015/16)	£1,649.38

Cheques Raised (Community Account)				
Date	Reference	Payee	Details	Value
03/11/16	<del>200149</del>	TPC Petty Cash AC	Chq cancelled – payment made via tele transfer	£211.83
03/11/16	<del>200150</del>	TPC 106 AC	Chq cancelled – payment made via tele transfer	£1,595.00
01/12/16	200151	Carter Jonas (Crown Estate)	Twycross play area rent	£30.00
01/12/16	200152	LRALC	Training fees (CILCA extension)	£60.00
01/12/16	200153	Cabinstore Ltd	Labour for replacing nest swing post	£240.00
01/12/16	200154	C S Bailey	Expenses (Nov)	£22.50
01/12/16	200155	Twycross DCC	Churchyard maintenance	£550.00
01/12/16	200156	Orton on the Hill DCC	Churchyard maintenance	£600.00
01/12/16	Transfer Out	TPC Petty Cash Account	Petty Cash account top up	£57.55
01/12/16	200157	C S Bailey	PAYE tax refund	£9.80

Petty Cash Account Transactions				
Date	Reference	Payee	Details	Value
07/11/16	Debit Card	Post Office	Postage	£2.06
22/11/16	Debit Card	Amazon	3x Storage boxes	£47.97
22/11/16	Debit Card	Amazon (UK Safety Store)	Fire assembly sign	£1.95
22/11/16	Debit Card	Amazon (Safety Signs & Stickers)	'No dogs' signs	£5.57
01/12/16	Transfer In	TPC Current Account	Petty Cash account top up	£57.55

- ii. **Accounts update:** The Clerk discussed the current state of accounts with Councillors. The Council is on target in the main areas of the budget with some areas of underspend.
- iii. **HSBC internet banking limits form:** A transfer limit of £3000 between accounts will apply to all accounts (including the Petty Cash account) as HSBC do not have the facility to specify which accounts can be limited. The forms were signed by the Clerk, Cllr. Davies and Cllr. Nally. A replacement bank mandate was signed by the Clerk (C. Bailey), A. Davies, W. Nally, G. Massey, S. Hubbard and A. Taylor. M. Large will complete after the meeting.
- iv. **Developing Communities Fund:** Applications are due by the 9<sup>th</sup> December.
- v. **Donations:** Following requests received from the three parish churches for a donation towards churchyard maintenance for 2017, it was resolved that the donations will be the same as for 2016 (Holy Trinity, Norton Juxta Twycross: £300, St James Church, Twycross: £550, and St Edith's Church, Orton on the Hill: £600). In response to the request for a donation towards a replacement noticeboard for the Holy Trinity Church (Norton Juxta Twycross), it was resolved that the Council will offer £150 to all three churches towards replacement noticeboards. This was proposed by Cllr. Davies, seconded by Cllr. Massey and unanimously agreed. The funds will be taken from the 2016/17 discretionary fund (s137) budget. Clerk to write to the churches.  
**Noticeboards:** Issue raised of people sticking notices to the outside surface of the noticeboards which is leaving a sticky, hard to remove residue. The Clerk will post a notice requesting that they contact the Clerk if they wish to add a notice. Cllr. Davies will add this into his report for the Sheepy Gazette.
- vi. **2017/18 budget setting:** The proposed budget was discussed. The grounds maintenance budget was reduced, the 'Reserve' sum removed and the risk assessment fees to be taken from the 106 account and not the precept. Pension contributions for the Clerk were agreed. An updated budget will be circulated to Councillors prior to a final review at the January meeting.
- vii. **Precept proposal:** The precept will be set at the January meeting following receipt of the tax base figures from HBBC (the tax base figure will be circulated to Councillors as soon as the Clerk receives it from HBBC).

**Meeting closed: 20:25**

**Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_