

Twycross Parish Council Meeting - 3rd September 2015

Meeting Minutes

Minutes of the meeting held on 3rd September 2015 at Twycross Village Hall commencing at 19:33.

Present

Councillors: K. Kent (Chair), W. Nally, A. Davies

Clerk: C. Bailey

Others: 11 Parishioners

HBBC Councillor: K. Morrell

081/015: Apologies

Councillors: R. Vero, W. Livesey

LCC Councillor: I. Ould

082/015: Declaration of Interest

None

083/015: Approval of Previous Minutes

Proposed as a true record by Cllr. Nally, seconded by Cllr. Davies. Signed by the Chair, Cllr. Kent.

084/015: Matters Arising from Previous Minutes

None raised.

085/015: Reports

a. Leicestershire County Council Report

Cllr. Ould is supporting the objections to the Norton Juxta Twycross housing development and has responded to the HBBC Planning Department. The faulty vehicle activated sign near to St James Church, Twycross has been reported to Customer Services. Cllr. Ould has requested representation from the Council to attend the special Parish Forum Meeting.

b. HBBC Report

Leicestershire City Council have withdrawn the green waste recycling credits from HBBC who are proposing a circa £20 per annum Council Tax increase to maintain the existing waste removal service. A successful referendum requires 30-50% of residents to agree. The alternative is to charge each household £30 per year (£20 for a second bin) to remove the green waste (brown bin). 80-85% of HBBC residents currently use this service.

c. Police Report (June/July Figures)

Twycross:	<i>Other theft</i> - Flax Lane. Investigation complete, no suspects. <i>Burglary</i> - Hallfields. Investigation complete, no suspects. <i>Other theft</i> - Burton Road. Investigation complete, no suspects. <i>Anti social behaviour</i> - St James Close. No further details.
Norton Juxta Twycross:	<i>Vehicle crime</i> - Twycross Zoo. Investigation complete, no suspects. <i>Other theft</i> - Twycross Zoo. Under investigation. <i>Theft from person</i> - Twycross Zoo. Investigation complete, no suspects.
Orton on the Hill:	<i>Anti social behaviour</i> - The Green. No further details. <i>Other theft</i> - The Green. Investigation complete, no suspects.

Police Open meeting: Sheepy Memorial Hall on Friday 14th August - The meeting was well attended, specific local parish council issues were raised by all councils present. Further group meetings will be planned for residents and parish councils. Further details will be advised when available.

086/015: Correspondence

No	Dated	From	Subject	Action Required
1	10/07/15	LRALC	Round Robin email.	Filed.
2	14/07/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
3	14/07/15	LRALC	Parish Clerk Highways Newsletter.	Filed.
4	17/07/15	LRALC	Round Robin email.	Filed.
5	17/07/15	HBBC	Parish Forum Minutes.	Circulated to Councillors.
6	20/07/15	HBBC	Examination of Site Allocations Document.	Circulated to Councillors.
7	21/07/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
8	24/07/15	LRALC	Round Robin email.	Filed.
9	28/07/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
10	28/07/15	HBBC	Cultural Service Newsletter.	Circulated to Councillors.
11	29/07/15	LRALC	Transparency Code Funding.	Agenda Item.
12	31/07/15	LRALC	Round Robin email.	Filed.
13	31/07/15	HBBC	Environmental Health Report.	Circulated to Councillors.
14	04/08/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
15	04/08/15	Santorini FP	Auto Enrolment in a Box information.	Forwarded to W Nally for review.
16	05/08/15	LRALC	Newsletter No 5.	Circulated to Councillors.
17	06/08/15	LCC	Broadband Connection Vouchers.	Circulated to Councillors.
18	07/08/15	LRALC	Round Robin email.	Filed.
19	11/08/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
20	13/08/15	HBBC	Invitation to Neighbourhood Planning event.	Circulated to Councillors. Clerk to attend plus 1 x Councillor.
21	14/08/15	LRALC	Round Robin email.	Filed.
22	18/08/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
23	20/08/15	Planning Progress	Neighbourhood Development Plan Consultancy.	Circulated to Councillors.
24	21/08/15	LRALC	Round Robin email.	Filed.
25	21/08/15	I. Ould - LCC	Leics. Rural Partnerships - A 10-Point Plan for Boosting Rural Productivity.	Circulated to Councillors.
26	24/08/15	K. Morrell HBBC	Council Tax Consultation.	Circulated to Councillors.
27	25/08/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
28	26/08/15	I. Ould	Puppies for Sale Alert.	Circulated to Councillors.
29	26/08/15	LRALC	LCC Invitation to County Service.	Circulated to Councillors.
30	26/08/15	HBBC	Special Parish Forum Meeting Invite.	Agenda Item.
31	27/08/15	I. Ould - LCC	Invitation to attend the Future of Local Planning Forum.	Circulated to Councillors.
32	28/08/15	LRALC	Round Robin email.	Filed.
33	28/08/15	LCC	Superfast Broadband - Twycross is live.	Circulated to Councillors, added to Local Issues.
34	30/08/15	I. Ould - LCC	European Agricultural Fund for Rural Development.	Circulated to Councillors.
35	01/09/15	Neighbourhood Watch	WatchWord newsletter.	Circulated to Councillors.
36	02/09/15	I. Ould - LCC	Food & Drink Apprenticeship event.	Circulated to Councillors.

087/015: Planning Applications

Dated	Ref	Subject	Resolution
21/07/15	15/00763/ FUL	Construction of a cattle underpass beneath the B4116 Sheepy Road (Clares Barn Farm 26 Sheepy Road Twycross)	Resolved - No action
29/07/15	15/00683/ HOU	Two storey side extension & single storey front extension (Fox Chapel, 6 Main Rd, Twycross)	Resolved - No action
05/08/15	15/00536/ OUT	(Re-consultation) - Erection of 8 dwellings outline, access and layout (8 Wood Lane Norton Juxta Twycross)	Objections raised by Council (as previously). Residents urged to respond
18/08/15	15/00870/ FUL	Subdivision of plot and erection of detached dwelling (Land Off Main Street Orton On The Hill)	Resolved - No action

Planning Application Updates - None

Planning Consultations - None

Highways Reports - 2015/0536/04/HCON/REVOBS1 (8 Dwellings) 8 Wood Lane, Norton Juxta Twycross - Refused.

Site Allocations Document - No further information

Parking space removal from Burton Road, Twycross - Cllr. Morrell agreed to follow this up with an objection.

088/015: Financial Information (as at: 02/09/15)

Bank Account Balances									
Community	£9,366.57	BMM	£7,028.55	106	£2,552.18	Petty Cash	£100.00	Total	£19,047.30

Income				
Date	Method	Payee	Details	Value
27/07/15	BACS	HBBC	106 Grant (NJT Play area Refurbishment/Twycross Play area Maintenance)	£5,675.00
31/07/15	BACS	HBBC	Waste Bin Refund x1 (Twycross)	£50.04
*Total Income (excludes nominal interest on BMM and 106 accounts)				£5,725.04

Petty Cash Payments				
Date	Method	Payee	Details	Value
-	-	-	-	-
Total Payments				

Payments Raised During August Recess				
Date	Method	Payee	Details	Value
11/08/15	100381	Mrs C S Bailey	Salary & Expenses	£636.26
11/08/15	100382	W. Nally	Reimbursement for Parking Sign	£9.99
11/08/15	100383	Haines Watts	Internal Audit - 2014/15	£324.00
Total Payments				£970.25

Payments Raised During September Meeting				
Date	Method	Payee	Details	Value
06/09/15	100384	Mrs C S Bailey	Salary & Expenses	£570.72
02/09/15	100385	Carter Jonas	Twycross Playing Field Rent	£30.00
02/09/15	100386	CGD Contractors Ltd.	Grounds Maintenance	£504.00
Total Payments				£1,104.72

Resolved: transfer 106 grant funds from Community Account into the 106 account after payment for the Norton Juxta Twycross play area refurbishments - proposed by Cllr. Nally, seconded by Cllr. Kent.

089/015: Local Issues

a. Twycross

- i. Village Hall Land Ownership: a separate meeting is to be arranged to discuss. The Clerk will write to the Twycross Village Hall Committee to establish location of deeds. The Council need to be represented on the Village Hall Committee, Clerk to contact the Committee.
- ii. Meeting with HBBC (Cllr. Nally): HBBC have agreed to reposition the waste bin to the left hand side of the playing field gate. HBBC have written to LCC Highways to request for the signs and fences to be removed from Orton Lane. The trees near to the bus shelter and the land on which it sits are not the responsibility of HBBC, however the Street Cleaning Team will monitor the leaf fall near to the 'jitty'. Ownership of this land needs to be ascertained, Clerk to investigate. The Orton Lane street name plate will be replaced by HBBC.
- iii. EE Mobile Service Improvements: EE require residents to volunteer to support the scheme, no further residents have come forward. An article has been sent to the Sheepy Gazette for inclusion.
- iv. Superfast Broadband in Twycross: add to October agenda.
- v. Cars are being parked on the Village Hall access road with 'for sale' signs. Access road needs to remain clear for access to bins and emergency vehicles. Clerk to contact residents.
- vi. Hedges near to the properties 1-4 Burton Rd are encroaching on the footpaths. Clerk to contact residents.

b. Orton on the Hill

- i. Councillor vacancy: M. Large to be co-opted for Orton on the Hill at the next meeting.

c. Norton Juxta Twycross

- i. Play area lease update: the Diocese has declined to sell the land to the Council and has offered to extend the lease at the expense of the Council. The lease is currently valid until 2022, Council declined to extend the lease at this stage.
- ii. Play area refurbishment update: pending confirmation of the quote and commencement date for the work. The Parish Council will fund and continue to maintain the equipment with the 106 grant money and with a separate grant from HBBC. Works to be completed during October 2015.

090/015: Parish Clerk Report

- a. **Workload update:** Outstanding actions circulated to Council. The Clerk has requested a closed meeting to discuss workload issues at the next meeting.
- b. **LRALC updates:** The Transparency fund is now available, employment law applies to all local councils, payroll services may be available soon from the LRALC, pathways need to be registered to protect them, LCC have advised that formal permission is not required to cut highways grass and residents are encouraged to do so (if it is safe).
- c. **Sheepy Parish Council Neighbourhood Plan consultation:** Council raised no issues to the plan and have asked to be kept informed of any developments. Clerk to advise Sheepy Parish Council.
- d. **Councillor training:** Councillors to advise Clerk on availability for training dates.
- e. **Transparency code fund:** Clerk is to attend a training course on this and will report back at the next meeting. Clerk to add as an agenda item.
- f. **Parish Forum meeting:** Cllr. Davies to report back to Council at the next meeting.
- g. **Accounts and financial regulations training update:** In summary: it is not recommended for Councils to process their own payroll due to potential fraud issues. Payments cannot be made unless they are agreed in advance at a meeting or listed in the budget. Financial Regulations will need to be amended shortly due to changes in legislation. Clerk salary payments can be made by Standing Order. The transparency fund is

available now. Meeting papers and payments need to be uploaded to the website in advance of meetings. The external audit process will change in 2017. An external audit will no longer be required, however an external auditor will be. Risk assessments for assets need to be added to the budget for 2016/17.

- h. **Tenders for 2016 gardening:** Clerk to add tender to website, inform CGD and previous contractors. The Council are happy with the standard of work from CGD.

Clerk to contact CGD to ask for date for second cut to hedges.

091/015: Public Questions and Comments

Norton Juxta Twycross churchyard adoption and new cemetery: Clerk to investigate the role of the Council in the process for closing the churchyard and adopting a new cemetery. An unspecified request for future funding was made to the Council for consideration. Add to agenda for the next meeting.

Bus Service (bus stop): The request for a bus shelter on the A444 in Twycross has been declined by LCC Highways due to insufficient space on the footpath.

Undergrowth near cricket pitch/BT box: Clerk to contact BT to ascertain ownership of the bushes which are encroaching on the footpath.

Highways complaint (road surface) A444 Burton Road: Residents raised issues over the poor road condition which is causing vibrations, noise and damage to homes due to heavy lorries using the A444. Residents have contacted LCC Highways without a satisfactory resolution. Clerk to contact LCC Highways to discuss this issue.

Meeting closed: _____

Chair's Signature: _____

Date: _____