

Ravenstone with Snibston Parish Council

THURSDAY 28TH APRIL 2016

MINUTES

Present: Councillors; Paul Tubb, Sheila Lunn, Geoff Plant, Val Pulford, George Norley and David Welch
Paul Waterfield, Davidsons
1 members of the public

In attendance: Helen Chadwick, Clerk

PUBLIC QUESTIONS – 10 minutes

- N/A

275/2016 – Resolution to receive apologies for absence

- N/A

276/2016 – Resolution to receive declarations of interest on items on the agenda

- N/A

277/2016 – To receive County, District and Police reports

- No reports were received prior to the meeting.

278/2016 – To receive an update from Davidsons in relation to the area off Ibstock Road

The Chair welcomed Paul Waterfield (PW) from Davidsons to the meeting to provide an update on the proposed works off Ibstock Road.

PW confirmed that payments of £20,000 and £5,000 had been made to the Parish Council, however, the cheque for £5,000 was for the Scout Hut and will be transferred to them once the funds are available. PW presented plans for the land which outlined the areas for housing, allotments and green open spaces.

PT asked what the timescale was going to be for the transition of the whole site and PW confirmed that Davidsons were hoping the entire site would be completed by April 2017. Future payments are based on 75% occupancy which equates to 45–50 homes, there are currently 7 occupied, PW commented that the remaining payments can be requested sooner.

PT asked whether Davidsons would be able to offer the Parish Council any additional support and PW said that they would be interested in working with the Parish Council on projects that would be of benefit to the local community. PT outlined the plans for the external toilet block, the MUGA and the refurbishment of the tennis courts and asked whether they would projects of interest. PW agreed to discuss the projects with his colleagues and to provide PT with an update as soon as possible. The clerk will provide copies of appropriate drawings for the projects.

GP asked about the timescale for the play equipment and the green areas because the Parish Council will need to factor these additional areas into our discussions with contractors and we will need to arrange a nomination process for the allotments. PW confirmed that it was anticipated that the entire site would be handed over by April 2017.

PW commented that he had been made aware that the Parish Council had raised concerns about the materials and type of equipment being used on the play area. PT said that the Parish Council were interested in the equipment being installed and the maintenance costs involved as they would need to factor these in to future contracts. PW said that Davidsons were keen to use as natural materials as possible in the green open spaces and would provide the Parish Council with details of the life expectancy of the equipment, manufacturer guarantee and installation and maintenance costs.

279/2016 – Resolution to approve and sign minute of the Parish Council meeting of the 24th March

The clerk circulated a copy of the minutes prior to the meeting and councillors agreed that they were a true and accurate record of the meeting.

Resolved: The minutes were signed by PT as Chair.

280/2016 – Financial matters

a. Resolution to approve payments for April 2016 listed below:

• March wages	£98.69
• February expenses	£196.83
• C J Springthorpe, hedge cutting	£106.20
• C&C Construction, pavilion hatch	£1,540.00
• Coalville Signs	£96.00
• SDI Garden Services, mowing	£458.00
• LRALC, annual membership	£391.83
• E.ON	£108.00
• Severn Trent Water	£4.28
• NWLDC, rates	118.04
Total outgoing cheques:	£3,877.97

Resolved: All payments were approved and signed by councillors.

b. Bank mandate – Scottish Widows

The clerk reported that Cllr Plant would need to take two additional forms of ID into a Lloyds Bank to be validated and then post the forms off to Scottish Widows so that the updates to the account can be finalised.

Resolved: Cllr Plant to take have ID validated at Lloyds Bank and then forward to Scottish Widows.

c. Financial risk assessment

The clerk circulated the updated Risk Assessment document prior to the meeting and Cllr Pulford proposed that the new format was accepted as a working document. Cllr Plant seconded this and suggested that it be reviewed following the audit.

Resolved: The clerk will ensure that the risk assessment is presented at the July meeting so that it can be reviewed following the June audit.

d. Phillis Creswell Charity

The clerk reported that she had received a response from the solicitor and the Chair read this out to councillors. It was agreed that before any further action could be taken the last named Trustees of the charity needed to be identified and contacted to see whether they wanted to remain as Trustees of the Charity.

Resolved: The clerk will liaise with the solicitor and the Charities Commission to ascertain who the last identified Trustees of the charity are.

e. Allocation of accounts

It was agreed that there was a need to ensure that the accounts for the Parish Council and Ravenstone Recreation Ground were allocated correctly and it was agreed that once the solicitor had formalised the status of Ravenstone Recreation Ground the clerk would work with an accountant to ensure that monies were transferred appropriately.

f. Appointment of Internal Auditor

The clerk reminded councillors that an internal audit would need to take place following the production of the annual return. Cllrs agreed for the clerk to appoint an auditor and to undertake the necessary work to ensure the year end documentation was audited.

281/2016 – To receive the minutes of the Trustee meeting of the 14th April 2016

The clerk circulated a copy of the draft Trustee minutes prior to the meeting for information.

282/2016 – To discuss the condition of the benches in the parish and agree actions

Cllr Lunn reported that some of the benches in the village were in need of repair and suggested that we source quotes and arrange for the work to be carried out. A member of the parish has offered to carry out the repair work needed, however, there was concern that they may not have public liability insurance.

Resolved: The clerk will contact the insurance provider to see whether the Parish Council's insurance would cover a volunteer to carry out work on their behalf. Quotes will also be sourced.

283/2016 – Play inspections and quotes for works

The clerk confirmed that she had received the update play inspection reports and commented that there were a couple of items that are need of repair, images were shown to the council.

Cllr Plant proposed that the clerk source quotes for the works to be carried and if under £500 instruct someone to carry out the repairs, this was seconded by Cllr Pulford.

Resolved: The clerk will source quotes and arrange for the work to be completed.

284/2016 – Update on the Sign/Planter at Coalville Lane/Ravenstone Road

The clerk reported that she had been in discussion with St. Mowden Homes in relation to the planter that they had fenced off and confirmed that the site manager has now removed the fencing so that sign is visible and the planter is accessible for replanting. It was agreed that clerk should contact Springthorpes and arrange for the planter to be filled.

Resolved: The clerk will contact Springthorpes.

285/2016 – To discuss footpaths and highways

Cllr Pulford reported that the footpath off Main Street through to Pipers Lane has been closed for over 12 months and that Highways should be contacted to find out when it is going to be re-opened.

Resolved: The clerk will contact Highways to ascertain when action is being taken to ensure the footpath is re-open.

286/2016 – To discuss planning applications and prepare any response

- 16/00418/FUL – erection of 30 dwellings and associated works at 76 Ibstock Road, Ravenstone – *Councillors discussed the planning application and raised concerns about the density of the properties and the lack of car parking*
- 16/00396/FUL – erection of two storey side extension and part single storey rear extension at 2 Jennys Lane, Ravenstone – *Councillors discussed the planning application and agreed that whilst they had no objections to the extension they did oppose the Conservation Officers comments and felt that the use of materials should be more in keeping with the area*
- 16/00411/FUL – erection of single storey outbuilding at 21 Main Street, Ravenstone – *Councillors discussed the planning application and agreed that they had no objections*

287/2016 – To discuss the format of the annual parish meeting on the 26th May 2016

The clerk circulated a draft agenda for the annual parish meeting and proposed that it take place prior to the parish council. Cllrs were in agreement with a 7.00 PM start and suggested that the agenda include the Chair's report, County & Borough Councillor reports and an opportunity for members for the public to ask questions.

Resolved: The clerk will update the agenda and circulate it prior to the meeting.

288/2016 – Clerks report

The clerk reported that:

- The pavilion is being used on the 5th May and the 23rd June from 7.00 AM until 10.15 PM for elections, the Premises Officer has been informed.
- The RoSPA annual safety inspection is due to take place during May and the report will be circulated to councillors as soon as it is available.
- The litter bin on the A447 has been damaged and is in need of repair. NWLDC will provide and install a new litter bin and remove the old one for £190. *Cllrs agreed that this fell under the £500 maintenance/repair budget so the clerk should proceed.*
- The fencing on the Lees Croft Recreational area has been damaged and is in need of repair and asked the council for permission to authorise the work providing quotes received were under the £500 maintenance/repair budget. *Cllrs agreed and it was suggested that if the quotes were above £500 that they should be circulated to councillors via email.*

288/2016 – To discuss agenda items for the next meeting

- Parish councillor co-option
- Bank mandate – Scottish Widows
- Phillis Creswell Charity
- Footpaths and Highways
- Update on planter
- Play inspections
- Planning applications
- Fencing on Lees Croft
- Update on bench repair
- Playground inspector role
- Appointment of clerk

289/2016 – Date of next meeting

The clerk confirmed that the date of the next meeting is Thursday 26th May 2016 and papers will be circulated prior to the meeting.

291/2016 – Date of next meeting

The clerk confirmed that she had still not received any information from NWLDC regarding the services they can provide and it was agreed to postpone the item until the next meeting.

Meeting closed at 20:35

AGREED AS A TRUE RECORD OF THE MEETING	
NAME:	
SIGNATURE:	
DATE:	