

RAVENSTONE WITH SNIBSTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 25TH AUGUST 2016

Present: Councillors; Paul Tubb, Sheila Lunn, Geoff Plant, Val Pulford and George Norley
3 members of the public

In attendance: Helen Chadwick, Clerk and Paul Waterfield from Davidsons

The Chair opened the meeting at 7.30 PM.

326/2016 – Resolution to receive apologies for absence

- Cllr David Welch and PC Mark Arjoo

327/2016 – Resolution to receive declarations of interest on items on the agenda

- N/A

328/2016 – Resolution to agree co-option of new councillor

- Following a meeting with Jeanette Pendery, councillors were in agreement that she would be an excellent asset to the parish council and Cllr Tubb proposed that she be offered the position of councillor, this was seconded by Cllr Plant.

Resolved: The clerk will contact Jeanette Pendery and offer her the position of councillor.

329/2016 – To receive an update from Davidsons in relation to development work in Ravenstone

- Paul Waterfield reported that Davidsons would like to offer their services in relation to building of an external toilet block at the pavilion. Davidsons agreed that they would produce detailed drawings that can be used when the planning application is submitted. The expected timescale for planning is approximately eight weeks, however, if the work can be carried out under a building notice, which Davidsons will investigate, then work can start immediately. Cllr Tubb thanked Davidsons for their support and proposed that it be accepted and work commence as soon as possible, this was seconded by Cllr Pulford.
Resolved: The clerk will liaise with Davidsons in order to ensure that the project progresses.
- Paul Waterfield reported that a perimeter fence has been erected behind the properties on Ibstock Road with between 10cm – 20cm space. Neighbours have reported that this is not acceptable as they cannot access their own fences to maintain them. It was understood by the Parish Council and parishioners that there would be a "green space" in-between the current property owners and the new building site and this was indicated on the plans.

Paul Waterfield commented that the fence had been installed without the property owners being informed. He commented that he has met with some of the neighbours and it has been agreed that the fence Davidsons installed would be removed so that the property owner's fence become their boundary. Paul Waterfield reported that there would be trees and high growing shrubs planted behind the fences which would eventually create a dense screen between the two sets of houses and would allow for privacy and the reduction of light pollution. Cllrs agreed that Davidsons could have perhaps dealt with the situation earlier by making all the property owners aware that a fence was being installed and ask that the correct trees and shrubs are planted to ensure that they will be fit for purpose.

PUBLIC QUESTIONS – 10 minutes

- A member of the public asked about the condition of St. Mary's Lane and whether anything was being done about it. *The clerk confirmed that the issue had been reported and that she would contact Highways again.*
- A member of the public asked whether the Parish Council would be installing a noticeboard at the site of the Davidsons new estate. *The Chair confirmed that this was something that the Parish Council would look into to ensure that as many parishioners as possible had access to Parish Council information, however, nothing would be done until the entire site was complete.*
- A member of the public raised a concern about parking on Jenny's Lane and asked whether anything was being done about it. *The Chair confirmed that the parking issue had been reported to NWLDC and reminded parishioners that anyone can report that a vehicle is causing an obstruction.*

330/2016 – To receive County, District and Police reports

- The clerk circulated a copy of the District Councillor report prior to the meeting.
- The clerk circulated a copy of the Police report prior to the meeting.

331/2016 – Resolution to approve and sign minutes of the Parish Council meeting of the 30th June

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.

332/2016 – Financial matters

a. Resolution to approve payments for July & August 2016 listed below:

JULY PAYMENTS – BACS TO:	AMOUNT:
Ian Mellor, bus stop repairs	£275.00
Sheila Lunn, additional bench repairs	£241.93
Helen Chadwick, clerks salary	£615.45
Mandy Bradshaw, premises officer salary	£203.20
Joanne Lee, play inspector salary	£124.80
ESPO	£71.29
TOTAL	£1,531.67
DIRECT DEBITS TO:	AMOUNT:

EON	£122.00
Severn Trent Water	5.14
TOTAL	£127.14
TOTAL EXPENDITURE	£1,658.81

AUGUST PAYMENTS – BACS TO:	AMOUNT:
Sheila Lunn, bench purchase & delivery	£279.00
Helen Chadwick, clerks salary	£615.45
Mandy Bradshaw, premises officer salary	£203.20
Joanne Lee, play inspector salary	£124.80
Came & Company, annual insurance premium	£1,822.57
SDI Gardening Services, mowing	£916.00
CJ Springthorpe, planting	£426.00
TOTAL	£4,387.02
DIRECT DEBITS TO:	AMOUNT:
EON	£122.00
Severn Trent Water	£4.28
North West Leicestershire	£12.00
TOTAL	£138.28
TOTAL EXPENDITURE	£4,525.30

Resolved: All payments were approved and signed by councillors.

b. Resolution to sign the annual return for 2015/2016

The clerk presented the year end accounts for 2015/2016 (which had previously been circulated to all councillors so that they could be reviewed prior to the meeting) which showed an income of £59,671.52 and expenditure of £45,322.47. The parish council has reserves of £55,359.47. Councillors reviewed the accounts and Cllr Tubb proposed that they be accepted them as a true reflection of the accounts for 2015/2016 and this was seconded by Cllr Pulford.

c. Bank mandate update

The clerk reported that the HSBC bank mandate had now been updated and the online bank account was now accessible for payments to be made.

d. Phillis Creswell Charity

The clerk proposed that a working party meeting be arranged so that councillors could focus discuss and agree on the purpose of the charity and agree Trustees. Cllrs agreed and it was suggested that the meeting take place on the 8th September at 7.30 PM.

333/2016 – Update on bench repairs and replacement

The clerk thanked Cllr Lunn for organising the delivery of the new bench for Hospital Lane, the bench will installed as soon as possible.

334/2016 – Update on fencing at Leascroft

The clerk reported that following the acceptance of the quote from Mr Mellor he has been instructed to carry out the fence repairs and these will be done as soon as he returns from holiday.

335/2016 – To review RoSPA Inspection report and Play Inspection reports and agree actions

The clerk circulated a copy of the RoSPA Inspection report and the play inspection reports prior to councillors prior to the meeting. The clerk confirmed that she is in the process of compiling a list of work that needs to be carried in priority order and will arrange for quotes to be sourced.

336/2016 – To discuss and agree to the annual contribution of the floodlighting at St. Michael & All Angel's Church

The clerk reported that she had received a request from the Church warden in relation to a donation of £260 towards the cost of the floodlights at the Church. Cllr Plant proposed that we make the annual donation and this was seconded by Cllr Lunn.

Resolved: The clerk will arrange for payment to be made.

337/2016 – To discuss car parking and agree actions

The Chair reported that he had received a request from a resident of Church Lane asking for car parking to be added to the agenda so that villagers could bring the issue of parking on Church Lane to council for discussion. There was no attendance from residents of Church Lane so no further action was taken.

338/2016 – To discuss the request from the Football Club for additional set of pavilion keys and agree action

The clerk reported that she had received a request from the Football Club asking if they could have another set of keys for the pavilion because the current key holders are not always on site when training and matches are taking place. The Chair reported that we do have one key outstanding from a previous councillor and that once this has been returned it can be passed to the Football Club.

339/2016 – To discuss and agree action in relation to tree and hedge cutting services

The clerk reported that she had received a request from a parishioner regarding the condition of the trees on Millers Walk and whether they could be cut and/or thinned as light is being restricted. It was agreed that advice would be sought about the height of the trees and the necessary action taken to ensure that the parish council were meeting their obligations.

Resolved: The clerk will seek advice on the height of the trees and take action to ensure any advice is followed.

340/2016 – To discuss and agree a response to the letter from Linden Homes in relation to the ownership and maintenance of the SUDS facility at Discovery Close

The clerk reported that she had received a letter from Linden Homes asking if we can supply a letter confirming that we would not accept ownership and maintenance of the pond at Discovery Close. Councillors were in agreement that the parish council would not accept this and Cllr Tubb proposed that we write a letter confirming this, this was seconded by Cllr Plant.

Resolved: The clerk will arrange for a letter to be sent to Linden Homes.

341/2016 – To review the Recreation Ground Management Committee constitution and agree membership

The clerk proposed that a working party meeting be arranged so that councillors could review the draft constitution and agree its membership. Cllrs agreed and it was suggested that he meeting take place on the 8th September at 7.30 PM.

342/2016 – To discuss and agree action in relation to website provision for the parish council

The clerk reported that she had been in contact with 2Commune regarding the new website provision and confirmed that the set up costs for year will total £1,500 + VAT. Councillors discussed the website provision and agreed that working with 2Commune was a viable option, the clerk reminded councillors that we are able to submit a financial application to the Transparency Fund to support costs. Cllr Tubb proposed that we sign a three year agreement with 2Commune and that the clerk works with them to ensure the site is set up and this was seconded by Cllr Norley

Resolution: The clerk will work with 2Commune to ensure the website is set up as soon as possible.

343/2016 – To discuss planning applications and prepare any response

Councillors reviewed and commented on the following planning applications:

- 16/00855/REMM – erection of 50 dwellings, access roads, landscaping, open space, allotments, woodland planting and sustainable drainage at Heather Lane – *Councillors reviewed the planning application agreed that there was insufficient provision of utilities to meet the needs of this size development, that vehicle access was limited and that there are safety concerns with the access being on a very busy main road. Councillors were concerned about the noise and light pollution from the development and its close proximity to the school.*

344/2016 – To discuss agenda items for the next meeting

- Bank mandate update
- Phillis Creswell Charity
- Update on benches
- Update on fencing at Leascroft
- Ravenstone Recreation Ground Management committee
- Planning applications

345/2016 – Date of next meeting

The clerk confirmed that the date of the next meeting is Thursday 22nd September 2016 and papers will be circulated prior to the meeting.

The Chair closed the meeting at 21:25 PM

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