

# Ravenstone with Snibston Parish Council

THURSDAY 26<sup>TH</sup> MAY 2016

## MINUTES

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

**In attendance:** Helen Chadwick, Clerk

### **292/2016 – Appointment of Chair**

- Cllr Pulford proposed Cllr Tubb as the Chair and this was seconded by Cllr Plant. Cllr Tubb accepted the position of Chair for a further 12 months.

### **293/2016 – Appointment of Vice Chair**

- Cllr Pulford proposed Cllr Lunn as Vice Chair and this was seconded by Cllr Tubb. Cllr Lunn accepted the position of the Vice Chair for 12 months.

### **294/2016 – Resolution to receive apologies for absence**

- Cllr David Welch

### **295/2016 – Resolution to receive declarations of interest on items on the agenda**

- Cllr Sheila Lunn declared an interest in item 301/2016 because she would be submitting an tender for the work

### **PUBLIC QUESTIONS – 10 minutes**

- A member of the public asked whether there had been any feedback from the meeting with Davidsons and their planning application. *The Chair reported that the Parish Council had raised a concern about the density of the properties and the lack of parking.*
- A member of the public asked when additional payment would be received from Davidsons. *The Chair reported that a payment of £20,000 has already been made to the parish council and additional payments will be received as the work progresses.*
- A member of the public asked about the planning of the outside toilets at the pavilion. *The Chair reported that the plans have been passed to Davidsons and they are in the process of converting them into CAD drawings so they can look at the design and costings.*
- A member of public raised a concern about the condition of the foot bridge because there are a lot of children that use it to access the school and it is only tarmacked to a certain point then it goes to grass/soil. *The Chair confirmed that Davidsons will be approached to see what their intentions are for the foot bridge and if they have finished it then we could submit a complaint to Highways regarding its condition.*

- A member of the public raised a concern about the lack of support from District and County Councillors at parish meetings. *The clerk reported that a copy of the agenda is sent to them so they are aware that the meeting is taking place and that they are more than welcome to attend. It was suggested that we should write to the councillors and raise the parish's concerns.*

#### 296/2016 – To receive County, District and Police reports

- The clerk circulated a copy of the District Councillor report prior to the meeting.
- PC Mark Arjoo reported that between the 28<sup>th</sup> April and the 19<sup>th</sup> May there had been road traffic accidents on Ashby Road, Heather Lane and Alton Hill. Burglaries had taken place on Jenny's Lane, Ravenslea and Coalville Lane and there had been a domestic incident reported in the village.

#### 297/2016 – Resolution to approve and sign minute of the Parish Council meeting of the 28<sup>th</sup> April

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.

#### 298/2016 – Financial matters

##### a. Resolution to approve payments for May 2016 listed below:

<b>BACS TO:</b>	<b>AMOUNT:</b>
Sheila Lunn, expenses	£8.50
Simon Kirkland, expenses	£34.08
Geoff Plant, expenses	£56.00
Helen Chadwick, clerks salary	£593.07
Mandy Bradshaw, premises officer salary	£203.20
Joanne Lee, play inspector salary	£124.80
C&C Construction, hatch installation	£1,540.00
Ian Tomlinson, mowing	£946.00
Helen Chadwick, clerks expenses	£41.60
HMRC, PAYE & NI	£139.20
<b>TOTAL</b>	<b>£3,686.45</b>
<b>DIRECT DEBITS TO:</b>	<b>AMOUNT:</b>
E.ON	£108.00
NWLDC	£12.00
Severn Trent Water	£4.28
<b>TOTAL</b>	<b>£124.80</b>
<b>TOTAL EXPENDITURE</b>	<b>£3,811.25</b>

**Resolved:** All payments were approved and signed by councillors.

**b. Resolution to approve and sign annual return for 2015/2016**

The clerk reported that she had been unable to produce the annual return because the bank mandate had not been updated so she was unable to access all the bank information that was needed. The clerk proposed that the annual return be submitted at the August meeting and that she would inform the auditors as to why the deadline of the 30<sup>th</sup> June could not be met. Cllrs agreed with the clerks proposal and confirmed that they agreed to the reason why this had not been completed.

**c. Resolution to approve and sign VAT return for 2015/2016**

The clerk reported that she had been unable to produce the VAT return for 2015/2016 because several invoices were missing and the details of these needed to be included on the VAT return. The clerk proposed that this be submitted at the August meeting. Cllrs agreed with the clerks proposal and confirmed that they agreed to the reason why this had not been completed.

**d. Resolution to approve standing order**

The clerk reported that she had been unable to locate a copy of standing orders and proposed that the parish council adopt the NALC standing orders. Cllrs confirmed that standing orders were in place and it was agreed that these would be located and circulated for information.

**e. Resolution to approve financial orders**

The clerk reported that she had been unable to locate a copy of financial orders and proposed that the parish council adopt the NALC standing orders. Cllrs confirmed that financial orders were in place and it was agreed that these would be located and circulated for information

**f. Bank mandate – Scottish Widows**

The clerk reported that the Scottish Widows mandate had now been updated and the address details changed to the clerk.

**g. Phillis Creswell Charity**

The clerk reported that whilst there were two named people on the charity register these were no longer valid because the charity had been removed because no accounts had been filed. Cllr Plant suggested that the last two named members of the charity be approached to see if they were interested in being of a newly formed charity.

**299/2016 – To receive the minutes of the Trustee meeting of the 12<sup>th</sup> May 2016**

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

**300/2016 – Update from Davidsons**

The clerk reported that she had spoken with Davidsons and they were in the process of converting our drawings into CAD versions so that they could review costings for the design and build of the outside toilet block. Cllr Norley asked about the £5,000 that was for the Scout Hut and Cllr Tubb confirmed that Davidsons had paid the £5,000 to the Parish Council rather than directly to the Scout Hut and that as soon as the bank mandate had been updated the £5,000 would be transferred to the Scout Hut.

**Resolved:** It was agreed that the clerk would contact Davidsons for an update on their offer of support to build an external toilet block at the pavilion.

### **301/2016 – Discuss proposal to clean and stain parish council owned benches**

It was reported that within the parish there were 9 benches that needed staining and another 4 that needed cleaning. The clerk reported that she had received three for quotes to carry out the work and that one of these was from Cllr Lunn. In order to discuss the quotes Cllr Lunn was asked to leave the room. The clerk presented three quotes and commented that the Cllr Lunn had not been privy to either of the other quotes and confirmed that if Cllr Lunn was offered this work she would be covered by parish council's insurance. Cllrs discussed the quotes and it was agreed to offer the work to Cllr Lunn.

**Resolved:** Cllr Lunn will carry out the work agreed and submit an invoice for the work and materials used.

### **302/2016 – Play Inspections report**

The clerk reported that she had received the updated play inspections reported and commented that there were a couple of items that are in need of repair and quotes were being sourced.

### **303/2016 – To discuss footpaths and highways**

Cllr Pulford reported that the footpath off Main Street to Pipers Lane was still in need of repair. The clerk confirmed that she had reported this to Highways and they had said that it was on their schedule but there was not timescale available. Cllr Tubb suggested that we submit a formal complaint to Highways.

### **304/2016 – Update on fencing at Leas Croft**

The clerk reported that she had approached several contractors but none of them had provided quotes. Cllr Lunn suggested that Mr Mellor be approached to see whether he would quote for the work. It was agreed by councillors that Cllr Lunn should ask Mr Mellor for a quote and to submit this to the clerk so that it could be discussed at the next meeting.

### **305/2016 – Councillor Co-option**

The clerk reported that a member of the village had shown an interest in joining the council and it was agreed that the relevant paperwork would be forwarded to them so that they could review the role of a councillor.

### **306/2016 – To discuss planning applications and prepare any response**

- 16/00493/FUL – erection of first floor side and rear extensions to the existing detached garage at 4 Jennys Lane, Ravenstone – *Councillors discussed the planning application and agreed that they had not objections.*
- 16/00492/FUL – change of use of allotment to residential curtilage and erection of garage at 3 Larch Drive, Ravenstone – *Councillors discussed the planning application and agreed that they had no objections.*
- 16/00547/LBC – demolition of existing outbuildings and erection of replacement outbuildings (listed building consent) at Alton House, Alton Hill, Ravenstone – *Councillors discussed the planning application and agreed that they had no objections.*
- 16/00441/FUL – two storey front extension at 9 Coalville Lane, Ravenstone – *Councillors discussed the planning application and whilst they agreed that they had no objections they did raise a concern about the need to use sympathetic materials.*

### **307/2016 – To discuss agenda items for the next meeting**

- Bank mandate update
- Phillis Creswell Charity

- Footpaths and Highways
- Planning applications
- Fencing on Lees Croft
- Update on bench repair
- Ravenstone Recreation Ground Management committee
- Purchase on replacement bench
- Mowing of grass verges

**308/2016 – Date of next meeting**

The clerk confirmed that the date of the next meeting is Thursday 30<sup>th</sup> June 2016 and papers will be circulated prior to the meeting.

**Meeting closed at 20:40**

**CLOSED ITEMS**

**309/2016 – To discuss the playground inspector role and agree option**

In preparation for the future development work of the pavilion the clerk had contacted NWLDC to find out whether they could provide a similar service that provided by the current playground inspector. NWLDC are able to provide a service, however, the cost would be more considerably more than the current budget. Cllrs agreed that the role of the playground inspector needed to be reviewed and that more involvement in the sourcing of quotes for repair work should be considered. The clerk reported that she was in regular contact with the playground inspector but that they had never met and that it might be a good idea to invite them to the next council meeting so that she could introduce herself but also so that councillors could update them on the future plans for the pavilion and to ascertain their thoughts on the role and any changes that they felt were needed. Cllrs agreed to a meeting with the playground inspector and suggested that the premises officer should also be invited to the meeting.

**310/2016 – To discuss and agree the appointment of the locum clerk to permanent clerk**

Cllr Tubb reported that he had had a conversation with the locum clerk to ascertain whether they would be interested in taking on the role on a permanent basis and that the clerk had agreed to this. The clerk was asked to leave the room so that councillors could discuss the appointment. Cllrs discussed the work that the locum clerk had carried out since their appointment in February and agreed that were happy with the amount of work and the quality of the work and agreed to offer the position on a permanent basis. The clerk was asked to join the meeting and offered the position, which they accepted. It was agreed that the Chair and clerk would discuss hours outside the meeting.

**Meeting closed at 9.25 PM**

<b>AGREED AS A TRUE RECORD OF THE MEETING</b>	
<b>NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	