

AGENDA

For the Annual Meeting of Narborough Parish Council

On Tuesday 16th May 2017 at 7.30pm

At Littlethorpe Village Hall, Biddle Road, Littlethorpe, LE19 2HE

(correspondence / reports relating to items marked * are enclosed for Members)

1. **Election of Chairman for the ensuing year**
2. **Appointment of Vice-Chairman for the ensuing year**
3. **Apologies for absence**
4. **Chairman's Time**
5. **Code of Conduct – Members' Disclosure of Interests and Requests for Dispensations**
6. **Public Forum**
 - a) Matters referred from the Members' Surgery for information or referral to next agenda
 - b) Correspondence received:
 - i) Email from Leicestershire County Council concerning provision of Demand Responsive Transport to enable visits to Narborough village from Littlethorpe on re-routing of X44*
 - ii) Application from founder/trustee of Tumaini Jipya – New Hope for use of Six Acre Field or Narborough Park for a Summer Fete on Saturday 19th August*
7. **Minutes of the previous meeting**

To approve the minutes of the meeting of the Council held on 18th April 2017*
8. **Matters arising from the minutes of the previous meeting, not included elsewhere on the agenda** (*for information only*)
9. **Appointments**

Appointments of Members to Working Groups and Outside Bodies*
10. **Policy & Finance** (*Finance, Council Policies, Freedom of Information, Code of Conduct, Grants, Emergency Planning*)
 - a) **Finance and Administration**
 - i) Financial position at 30th April 2017*
 - ii) Internal Audit Report*
 - iii) The Parish Council's external auditor is Grant Thornton – all Members are required to make known to the Clerk any conflict of interest they are aware of that may compromise the independence of this company
 - iv) To approve and sign the Council's Accounts for the 2016/17 Financial Year*
 - v) To receive and approve the Council's 2016/17 Annual Report*
10. **Policy & Finance Sub Group - Staffing**
 - b) Recommendations from the P&FWG meeting of 2nd May for Job Descriptions, Contracts of Employment and Salaries for Clerk and Deputy Clerk* To be decided under Confidential Session at end of meeting
10. **Policy & Finance Sub Group – Recreation Ground** (*Narborough & Littlethorpe Cricket Club, Narborough Foxes Football Club, Narborough & Littlethorpe Leisure Gardeners' Association, Leicestershire Wildlife Trust – Narborough Bog*)
 - c)
 - i) Verbal report of recommendations from P&FWG meeting of 2nd May concerning two points raised by NLCC and NFFC in the user Agreements
 - ii) To receive minutes of NLLGA Committee meetings of 4th April and 2nd May (on file)

10. **Policy & Finance Sub Group – Special Projects – Parish Centre Redevelopment**

- d)
- i) Update from meeting with contractor on 11th May
 - ii) Agreement in principle to extend lease of office at BDC to end of March 2018 (and further if required)

11. **Planning & Environment** (*Planning Applications, Strategic District / County Planning Consultations*)

a) **Planning Application consultations responded to since the previous meeting:**

Application number, Description, Location	Observations made to Planning Authority
Application Number: 17/0381/HH Description: Alterations to boundary fence Location: 120 Forest Road, Narborough	No objections
Application Number: 17/0387/HH Description: External alterations including two storey, first floor and single storey extensions, conversion of existing garage and extension of dropped kerb Location: 2 Canons Close, Narborough	No objections
Application Number: 17/043/HH Description: First floor side extension with front and rear gables Location: 5 Badgers Close, Narborough	No objections
Application Number: 17/0461/RM Description: Phase 1 Reserved Matters application relating to application 15/0888/VAR which granted consent for the construction of brewery, visitor centre and ancillary uses, brewery tap, restaurants and cycle hire facility, erection of footbridge over River Soar, provision for erection of temporary marquee (approx 5 times per year), construction of food & drink preparation units (with ancillary retail trade counters) associated parking & landscaping, pedestrian access and vehicular access from Soar Valley Way (A563) & Narborough Road South (B4114) - Revisions to existing Phase 1 Reserved Matters Approval 15/1524/RM including a reduction in the approved pub/cafe bar floor area to accommodate solely a restaurant bar and the accommodation of the cafe and public toilets in a separate new building located between the pub/restaurant and the cycle centre. Location: Field No 4882 Narborough Road South, Enderby	No objections
Application Number: 17/0496/HH Description: Single storey rear and side extension Location: 9 Cosby Road, Littlethorpe	No objections

11. **Planning Decisions notified by the Planning Authority since the previous meeting:**

b)

Application number, Description, Location	Decision Details
17/0032/TPO Reduce crown of 1 Lime tree, 9 Park Road, Narborough	APPROVAL
17/0031/TPO Proposed felling of 1 Lime tree and shape and reduce 1 Lime tree in front garden, 7 Park Road,	APPROVAL
17/00306/HH Single storey side and rear extension, 1 Snowdrop Close, Narborough	APPROVAL
17/0312/TPO Works to 4 Lime trees, 1 Laurel and 1 Ash tree, 46 Leicester Road, Narborough	APPROVAL

11. **Other Planning Matters:**

- c)
- i) APP/T2405/D17/3172393 Erection of first floor side extension (Revised Scheme) 2 Thornborough Close, Narborough – notification of Appeal Process started 21st April 2017
 - ii) Notification of postal address for property at rear of 50 Leicester Road, to be 48a Leicester Road, Narborough

12. **Parks and Play Areas** (*Narborough Park, Littlethorpe Park, Hardwicke Road Play Area*)

- i) To report deterioration, due to age, of parts of fencing around play area at Narborough Park (Black Pad/ B4114 corner and facing onto B4114). Mended temporarily for safety purposes, consideration required for replacement
- ii) The Clerk has arranged an on-site visit with Sovereign Playgrounds to provide a first quote for replacement of wet pour surfacing at Narborough Park Play Area on 25th May at 8am. Further contractors are being sought to provide additional quotes for consideration by Council
- iii) To report that arrangements have been made for the Annual ROSPA playgrounds inspections to take place at the end of May

13. **Open Spaces** (*Six Acre Field, Thorpe Meadow, Recreation ground – Public Use*)
Cllr Chapman has called a meeting of the Working Group for Tuesday 23rd May to discuss various matters. A report will be available for the next agenda
14. **Cemetery & Churchyard** (*Cemetery, Cemetery Enhancement, All Saint's Parish Church - Closed Churchyard*)
Re Public Forum minute ref. 12693 a)i) A letter was sent to the residents awaiting siting of a memorial bench in the developing area at the top end of the Cemetery, work on which has been delayed by more pressing maintenance tasks. A suggestion for alternative siting was made, in an area which is available for use immediately and would be suitable to allow continued maintenance by the PMOs. A written reply is awaited
15. **Community Engagement**
 - a) **CEWG - Village Show**
Due to a change in ownership of the company previously sponsoring the Village Show Schedules suggestions are required for an alternative sponsor for this year
 - b) **CEWG – Parish Improvements**
To report permission received to use LCC lamp posts for hanging baskets, to be supplied in June 2017
 - c) **CEWG – Youth Initiatives**
Narborough Park Youth Fun Day – booked for Friday 11th August 10am to 4pm on Narborough Park. Equipment and a number of staff to be hired under Blaby District Council's Event Hire Project
16. **Parish Office Report** (*Property maintenance, Vehicles & Machinery, Health & Safety, Neighbourhood Policing, Events, Local Information*)
 - i) Car Park Consultation meeting with BDC Officer on 2nd May – update from Chairman
 - ii) British Gas Advisory notices re Littlethorpe Village Hall*
 - iii) The Journal May 2017 letter to the editor in praise of Narborough Grounds staff work at the Cemetery*
 - iv) Police crime data for March 2017*
17. **Correspondence Received** (*Letters, emails, flyers and information from other bodies*)
 - a) **Leicestershire & Rutland Association of Local Councils (LRALC)**
 - i) Invitation to attend Blaby Branch meeting on 31st May at 7.30pm at Enderby Civic Centre and minutes of the meeting of 1st March 2017*
 - b) **Blaby District Council (BDC)**
 - i) Suggestions required for Scrutiny Work Programme*
18. **Additional Information Received** (*Magazines, Newsletters, Brochures and Periodicals*)
 - a) Clerks and Councils Direct magazine May 2017
 - b) Wildlife Trusts Natural World magazine Spring 2017
 - c) Wildlife Trusts Wildlife News magazine Spring/Summer 2017

*It is proposed under the **Public Bodies (Admissions to Meetings) Act 1960** that in view of the confidential nature of the business about to be transacted the press and public be excluded and therefore they are instructed to withdraw*

19. **Confidential Items** (*Mainly specific staffing matters or commercially sensitive issues*)
 - a) Staffing Matters