

**Minutes of the Annual Meeting of Narborough Parish Council held on 21st May 2019
At Littlethorpe Village Hall, Biddle Road, Littlethorpe**

Those present:

Chairman: Mrs A Clark

Councillors: A Allbut-King, M Ballard, N Bates, R Chapman, O Curran, Mrs J Forey, Mrs S Gamble, C Hudson, F G H Jackson, T Matthews, K Richardson, T Richardson, D Ross, M Woodier

Officers: Mrs J Whitehouse, Clerk to the Council Mrs J Swan, Deputy Clerk

Also present: 2 members of the public

17554 Appointment of Chairman for the ensuing year

Councillor Mrs Alison Clark was elected, signed her Declaration of Acceptance of Office and took her seat as Chairman of the Council

17555 Appointment of Vice Chairman for the ensuing year

Councillor Guy Jackson was elected, signed his Declaration of Acceptance of Office and took his seat as Vice Chairman of the Council

17556 Apologies for absence

Apologies were received from Cllrs Forey and Matthews who were on District Council business and joined the meeting at 7.34 pm

17557 Chairman's Time

The Chairman was pleased to welcome newly elected member, Cllr Allbut-King, onto the Parish Council. She also reported that Cllr Jackson had been made an Honorary Alderman in recognition of his long service at District Council and Members offered their congratulations

17558 Code of Conduct – Members' Disclosure of Interests and Requests for Dispensations – none

17559 Public Forum

- a) Matters referred from the Members' Surgery for information or referral to next agenda: none
 - i) Cllr Woodier had been asked about disabled access to the new Parish Centre and whilst it was confirmed that assurances had been provided by the architect, it was agreed that access with a mobility scooter would be tested by councillors

17560 Minutes of the previous meeting

It was resolved that the minutes of the meeting of the Council held on 16th April 2019, previously circulated, be taken as a true record, confirmed and signed

17561 Matters arising from the minutes of the previous meeting, not included elsewhere on the agenda

Minute 17549 Cricket Pavilion at Recreation Ground – Cllr K Richardson requested he be kept up to date on progress on this item. Minute 17550 Littlethorpe Village Hall concrete base – it was confirmed by the Chairman of the LCA that it was likely professional equipment would be required to break up the concrete base and this would be looked into

17562 General Power of Competence

It was confirmed that the Council meets the necessary specified conditions to continue to exercise the General Power of Competence, namely that it fulfils the electoral mandate and that the Clerk has a relevant qualification. It was resolved that the Council continues to exercise the General Power of Competence for the ensuing four-year term

17563 Co-option to fill Parish Councillor Vacancies

An expression of interest had been received from Nadine Vaillant Hill and she was invited to say a few words about her herself and her interest in the community. Members voted unanimously to co-opt Nadine, she signed her declaration of acceptance of office and took her seat on the Council. Two further vacancies remain and are to be advertised at the appropriate time following an election.

17564 Policy & Finance

a) Finance and Administration

- i) Financial Position as at 30th April 2019
It was resolved that the monthly Finance Report (copied to all members and filed with these minutes) which incorporates the Paid Expenditure Transactions for April 2019 totalling £111,064.74 and received income transactions totalling £184,213.73 be received and approved
- ii) Internal Audit Report – copied to all members and filed with these minutes. The Clerk was congratulated on the successful completion of the Internal Audit
- iii) The Council's external auditor was confirmed as PK Littlejohn LLP. 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. None declared
- iv) The Annual Governance Statement was copied to all members. It is the specific responsibility of members to complete and the Chairman to sign. Members agreed the responses and the statement was completed
- v) The Council's Accounts for the 2018/19 Financial Year, copied to all members and filed with these minutes, were approved and signed
- vi) The Chairman's Annual Report for 2018/19, copied to all members and filed with these minutes, was received and approved
- vii) The report of Policy & Finance Working Group, copied to all members and filed with these minutes, was considered as follows:
Item 1. Job Evaluation results – referred to Confidential Session
Item 2. Cemetery Rules and Regulations – the public consultation was discussed, and members felt it important that views were sought. It was resolved to accept the group's recommendation to decline a request to exhume ashes and extend the scope of a plot. Council also resolved to decline a request for non-service personnel to be interred in a British Legion plot
Item 3. Rental Charges for Parish Centre – it was resolved to accept the group's recommendation on rental charges. Fine detail to be considered at Policy & Finance meeting on 24th June
Item 4. Rental Charges for Littlethorpe Village Hall – to be considered at Policy & Finance meeting on 24th June
Item 5. Parish Centre Furniture Update – it was resolved that expenditure up to a maximum of £19,688 could be made on furniture, with delegated authority given to the Chairman/Vice Chairman/Clerk to ensure best value achieved
Item 6. Section 106 – it was resolved that a new Section 106 Working Group be formed. £120,000 (a proportion is time limited) available, mainly for open space projects
Item 7. Any Other Business – none
Item 8. Rental Charges for Community Room (Councillor K Richardson and O Curran withdrew) It was resolved that the rate for community groups/charities would be £2.50 per hour with a minimum charge of £5.00
Item 9. Community Room Storage – it was resolved that Commbus should make a contribution of 50% towards provision of storage, should they decide to hire the room
- viii) It was resolved to transfer £95,000 from the General Fund to Parish Centre Reserve as per budget 2019/20

b) **Working Group Appointments**

Working Groups preferences were requested by 23 May 2019. The Chairman, Vice Chairman and Lead Member of Policy & Finance would then allocate members onto groups according to skills and preferences. Cllr K Richardson requested that members who were not allocated to a group should be allowed to join if they wished to and numbers allowed

c) **Subgroup – Parish Centre Redevelopment**

The Lead Member’s report was circulated, and a copy is filed with these minutes

Key points:

- Electric and gas installations now complete with meters
- Commissioning of all systems including underfloor heating to commence
- Handover likely to be mid-June

17565 Planning & Environment

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

It was resolved that the responses to consultations on planning applications, made by the Planning & Working Group and the Council since the previous meeting, as follows, be approved

Application number, Description, Location	Observations made to Planning Authority
19/0336/FUL Installation of a car park management system to include an ANPR camera and external cabinet 19/0334/ADV Erection of 9 signs, of various design, associated with the proposed car park management system 19/0335/LBC Erection of an ANPR camera, external cabinet and parking signage Narborough Arms, 6 Coventry Road, Narborough	No objection in principle but given its location in the Conservation Area and the size of the car park, we consider 6 signs may be excessive. The pole mounted camera is also very intrusive on the view and, if it could be wall mounted nearby, this would make it less so.
18/0465/FUL Demolition of existing accident repair centre and erection of 1 no. two storey building and 8 no. single storey bungalows to create a residential development for 10 no. one bedroom dwellings, including associated vehicle and cycle parking and landscaping. Amendments to site plan, floor plans and elevations resulting in the re-design of the previous scheme 24 Coventry Road, Narborough	No objection
19/0240/HH Amendment to previous application – extension reduced to single storey 7 Meadow Court, Narborough	No objection
19/0368/HH Single storey side extension 1 Langham Drive, Narborough	No objection
19/0387/OUT Outline application for the erection of a commercial building providing office accommodation (class B1) and storage/warehouse (class B8) (All matters reserved) Land adjoining Bungalow Farm, 53A Cosby Road, Littlethorpe	No objection in principle provided it is not used as a precedent for similar development along the road corridor
19/0398/FUL Single storey side extension to existing commercial building Regent Engineers Ltd, Regent Street, Narborough	No objection on condition that the provision of parking spaces is seen as adequate for the increased numbers of employees and won’t lead to off street parking in the vicinity
19/0428/FUL Erection of retail pod Asda Stores Ltd, Narborough Road South, Braunstone Town	No objection

b) **Planning Decisions notified by the Planning Authority since the previous meeting:**

Application number, description, location	Decision Details
19/0368/HH Single storey side extension 1 Langham Drive, Narborough	Approval
19/0240/HH Single storey rear extension 7 Meadow Court, Narborough	Approval
19/0265/HH First floor side extension 6 Hazel Close, Littlethorpe	Approval

c) **Other Planning Matters:**

- i) It was noted that the Oak Road, Littlethorpe planning application was due to be determined by 11th June, unless an extension had been requested

17566 Community - Village Show - 7th September 2019

Cllr Clark reported that it had been Council's intention to enhance this year's Show but owing to the delays with the Parish Centre, enhancements would be delivered next year instead

17567 Clerk's Report – noted and included the following items

- a) The Facebook page was now up and running
- b) Ideas for Remembrance Day decorations were being considered
- c) Defibrillators were discussed and members agreed not to install one at the new Parish Centre due to the close proximity of those at Blaby District Council and the Narborough Arms. Any request for support for the defibrillator on The Pastures would be favourably considered, as would one at the Leicester Road end of Narborough village. Plans for the defibrillator in The Square at Littlethorpe would be progressed in due course
- d) It was resolved to adopt the bench on Leicester Road outside St Pius church and bring it back into use

17568 Correspondence Received

Leicestershire & Rutland Association of Local Councils

Cllr Matthews agreed to be the Council's delegate at LRALC's AGM on 15th June 2019

17569 Additional Information Received

The Beat – Police update for May 2019 - noted

17570 Confidential Session – Staffing Matters

It was resolved to agree the recommendation of the Policy & Finance Working Group regarding the results of the Clerk/Deputy Clerk job evaluations, as contained in their confidential report to Council

The meeting closed at 8.38 pm