

Minutes of the meeting of Narborough Parish Council held on 21st June 2016 at Littlethorpe Village Hall, Biddle Road, Littlethorpe at 7.30pm

Those present:

Chairman: K M Richardson

Vice-Chairman: Mrs A Clark

Councillors: Mrs M Allen, M Ballard, N Bates, R Chapman, Mrs A V Clark, O Curran, Mrs P Harrison
Mrs E Hersey, F G H Jackson, T Matthews, D Ross, Mrs P M Thomas, A West, J M Williamson
S J Woodcock

Officers: Mrs T Heggs, Clerk to the Council Mrs J Whitehouse, Deputy Clerk

Also present: PCSO 6500 Mike Walker and 4 members of the public

12543 Apologies for absence

No apologies for absence were tendered

12544 Chairman's Time

The Chairman said that he had attended a very enjoyable Chorale Event at Leicester Cathedral to celebrate the 90th birthday of Her Majesty Queen Elizabeth II.

The Vice Chairman had represented the Council at the flag raising event to mark Armed Forces Day and was pleased to report that there had been considerable support despite the heavy downpours.

The Vice Chairman had also been present at the Summer Fayre for the new Narborough & Littlethorpe Community Library which had been extremely well attended and had raised in excess of £600 towards future funding. The logo competition had been reduced to three options which were currently being discussed in conjunction with a professional designer. The library now had charity status and was negotiating grants and leases with Leicestershire County Council. Commencement is provisionally set for 26th September with operating hours as they are at present. The new software package for administration is in the process of being installed. Volunteers are still required, with training to commence in September; more volunteers mean longer opening hours may be considered.

12545 Code of Conduct – Members' Disclosure of Interests and Requests for Dispensations - None given

12546 Public Forum

a) Matters referred from the Members' Surgery for information or referral to next agenda:

Mrs Sheppard:

- advised Members on her use of Narborough Park Car Park for her Master Composting Stall during the first week in May from which she had gained some interest
- raised Cemetery Management Plans which were in hand with relevant Councillors
- requested additional information on becoming involved in a Neighbourhood Plan initiative. In response Cllr Matthews said that he would be prepared to lead a group if backing was available and was prepared to liaise further with Mrs Sheppard and any other interested parties. See minute ref Planning and Environment 12550 c)(iii) and (iv)

b) Correspondence received:

- i) Complaint of excessive noise at Littlethorpe Village Hall. Brief details were copied to all Members. The complainant had spoken at length to the Chairman during the Members' surgery. After further discussion which centred on the need for mutual respect and consideration it was resolved that the Clerk would contact the user group to remind them of their responsibility to show consideration for the neighbourhood and to ask that no outside activities took place in the rear car park due to its proximity to residential properties. The situation would continue to be monitored and PCSO Walker also agreed that he would visit the group when his duties allowed.
- ii) New footpath to development, Cosby Road, Littlethorpe, copied to all Members. The resident had pointed out the safety issues he perceived with the width of the road at the junction with 64 Cosby Road and the new development, being approximately 3 feet wide. It was noted that the Highways Authority would receive numerous requests for works to pavements and roads and would prioritise according to a set criteria. The Parish Council would be willing to write in support of the resident's suggestion to tarmac the verges in front of this property thereby widening the footpath, but accepted this support may not provide a basis for a greater influence for action.

- iii) PCSO Walker gave a brief overview of the current crime statistics. Noted that burglaries had reduced with 2 having been investigated during the last month, thefts from motor vehicles were running at a continuous rate with 3 occurring; everyone was reminded of the need to remove items from their vehicles. There was a report of damage to number plates in Littlethorpe that had not been received by the team and could be the result of ASB. The breakages at Littlethorpe Village Hall had been reported and investigated on the day, unfortunately there were no witnesses. At 20:04 PCSO Walker left the meeting.

12547 Minutes of the previous meeting

To approve the minutes of the meeting of the Council held on 17th May 2016

It was resolved that the minutes of the meeting of the Council held on 17th May 2016, previously circulated, be taken as a true record, confirmed and signed

12548 Matters arising from the minutes of the previous meeting, not included elsewhere on the agenda - none

12549 Policy & Finance

a) Finance and Administration

Financial Position at 31st May 2016

It was resolved that the monthly Finance Report (copied to all members and filed with these minutes) which incorporates the Paid Expenditure Transactions Report be RECEIVED and APPROVED

b) Policy & Finance Sub Group - Staffing

Council approved the expenditure to facilitate the contractual increases to the salaries paid to employees under the NJC contract in the annual sum of £510 for 2016/17 and £514 for 2017/18

c) Policy & Finance Sub Group - Recreation Ground

i) It was noted the Leases for use of the Recreation Ground by NLCC and NFFC as agreed at the last Council meeting have been passed to the Clubs for response prior to proposed signing at the end of August. Cllr K Richardson reported that the Clubs may wish to take legal advice themselves before signing up to the agreements and that NLCC intended to apply for CIC status once NFFC had received a successful response to their own application.

ii) The minutes of the NLLGA Committee meeting of 3rd May 2016, copied to all Members were received and noted.

iii) A letter from NLLGA concerning parking on the road to the Allotment site and suggestion to erect further signage was copied to all Members. It was agreed that the new fencing once put in place, would go some way to reducing the capacity for parking inappropriately on the road and that some of the current signage could be moved into a more visible position. It was further noted that the Football Club had been asked some time ago to provide marshalling for their matches to assist with parking in the car park only and that this should be undertaken as a matter of urgency. It was also noted that the Football Club had been attempting to sort out the issues with both their home teams and opponents. The football club committee was also amenable to sharing any costs that were incurred in trying to resolve the matter.

iv) A letter from an Allotment Tenant concerning erection of a metal shed on her plot was copied to all Members. The matter was discussed and Members were reminded that the Council and NLLGA had agreed to include wooden structures in the Tenancy Agreement in view of the fact that should a tenant leave metal on site at the conclusion of their tenancy the Committee would be unable to dispose of it, whereas wood could be burnt if necessary. The Council also wished to see wooden structures on the plots as a more aesthetically pleasing outlook in a countryside setting. The Council therefore, had a duty to support the NLLGA in their efforts to compel their tenant to abide by the regulations she had signed up to. The tenant and NLLGA would be so advised.

d) Policy & Finance Sub Group - Special Projects – Parish Centre Redevelopment

It was noted that it is expected that the planning application will be determined at the Planning Committee Meeting on 30th June. Members of the mini group will meet shortly thereafter to discuss the next stage.

12550 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 & Environment Working Group since the previous meeting, as follows, be approved

Application number, Description, Location	Observations made to Planning Authority
Application Number: 16/0613/HH Description: Demolition of existing garage and erection of single storey front, side and rear extensions Location: 45 Sycamore Way, Littlethorpe	No objections to this application provided on-site parking is provided for three vehicles
Application Number: 16/0555/HH Description: Single storey rear extension and new front porch Location: 20 Warwick Road, Littlethorpe	No objections
Application Number: 16/0626/HH Description: Creation of dropped kerb Location: 3 Huncote Road, Narborough	No objections
Application Number: 16/0620/ADV Description: Display of one externally illuminated fascia sign Location: Trent Pottery, Regent Street, Narborough	No objection, however the Parish Council wishes to comment that it has concerns about the size of the signage, its illumination and projection towards the M1. We defer to the BDC officer to determine whether it is allowable under the Town and Country Planning (Control of Advertisements) Regulations

(b) Planning Decisions notified by the Planning Authority since the previous meeting: All noted

Application number, Description, Location	Decision Details
16/0333/VAR Variation of condition 3 to planning application 14/0127/1/PX to allow fitting of non-white doors to plots 1,2,3,and 4 at 22 Browning Street, Narborough	APPROVAL
16/0426/LBC Demolition of existing garage and proposed erection of new garage to include alterations to roof lights (Revised Scheme) 1 Coventry Road, Narborough	APPROVAL
16/0456/HH Single storey side and rear extension, 5 Callan Close, Narborough	APPROVAL
16/0470/HH Creation of dropped kerb, 44 Cosby Road, Littlethorpe	APPROVAL

(c) Other Planning Matters:

i) Naming of New Road, Residential Development: Wallace Green Builders

Development located at Rear of 66 Huncote Road, Narborough

Developer Proposal: SPENCER

This name has been suggested: 'In memory of Spencer Green, builder who died as the site was commenced. He lived his whole life in the District of Blaby'.

A counter-proposal has been put forward by the Parish Council using the accepted policy of choosing names from the village war memorials: CHARLTON CLOSE

Private Cecil Alfred Charlton (1/4th Leicestershire Regiment) Date of Death 10 June 1917. He was the son of Alfred and Sarah Ann Charlton of Copt Oak Farm Narborough. He is buried in Noeux-les-Mines Communal Cemetery, Pas de Calais, France.

He is commemorated on the Narborough War Memorial and also remembered on the memorial in St. Johns Baptist Church, Enderby. The Council has chosen this name because he lived nearest to this new development. Copt Oak Farm was somewhere near the site of Tesco and the Copt Oak P.H.

Noted that a decision is awaited.

- ii) Notification of postal addresses at site at 22 Browning Street, Narborough being 5, 5a and 5b Boswell Street, Narborough. Noted
- iii) To decide on Council involvement in production of a Neighbourhood Plan. See also Public Forum minute ref: 12546 (a)
 Cllr T Richardson said he thought a Neighbourhood Plan would serve the parish well. He was unable to participate due to commitments with both Blaby District Council and Leicestershire County Council, however he was aware that funding was currently available that would enable professional involvement to facilitate the project.
- iv) It was agreed that Cllr Matthews would investigate potential support for production of a Neighbourhood Plan and that any subsequent steering group, which he would be prepared to lead, would operate independently of the Parish Council.

12551 Parks and Play Areas

- a) Notes from the working group meeting of 7th June, copied to all Members and filed with these minutes. It was noted that the RoSPA Annual Safety Reports had been received and that Cllr Williamson would liaise with the Clerk and PMOs to visit the parks to prioritise recommendations for remedial works as advised in the reports.
- b) A request to use Narborough Park for a Supporting Families event during the summer was copied to all members. It was agreed in principle that the request to meet on Narborough Park was permissible, however Members were interested to gauge likely numbers of participants prior to agreeing a date

12552 Open Spaces

Notes from the working group meeting of 7th June copied to all Members and filed with these minutes.

The working group would investigate any funding that may be available for purchase and siting of a replacement rugby post at Six Acre Field and report to a future meeting of Council.

The Working Group would be making long term plans for the management of Thorpe Meadow, a Site for Nature Conservation (SINC) and would also look into any possibility of extending the Riverside Walk. Professional services would be required for assistance and this would also be investigated.

A request for co-option of 2 members of the public to the group for advice was agreed. The Clerk would obtain advice on terms of reference for their co-option from LRALC and it was agreed that this could then go ahead.

Use of S106 funding to carry out any potential repairs or renewals should be investigated by the three working groups likely to receive monies, i.e. Cemeteries and Churchyards, Parks and Play Areas and Open Spaces. A report to Council would enable priorities to be set to ensure prudent use of the existing pot of c£100,000.

12553 Cemetery & Churchyard

It was noted that a meeting is arranged for 27th July for working group members to visit the Cemetery to discuss proposals for Cemetery enhancement and proposed changes to regulations for memorials and additions to grave spaces. Cllr Ross would be issuing an agenda shortly.

12554 Community Engagement - Youth Initiatives

- a) It was noted that the Wheels Project Mobile Skate Park was booked for 6 consecutive weeks between Friday 22nd July and Friday 26th August. The outfit will be located in the car park at Narborough Park and will be open from 9am to 12 noon. Advertising will be undertaken shortly. Any participants under the age of 16 will require parental consent on a form available from the Parish Centre, on the Parish Council website or at the venue.
- b) A request from Youth Development Worker at Blaby District Council to locate the BB19 bus on Narborough Park Car Park on 17th August from 6.30pm to 8.30pm for a single event was discussed. Members agreed that they should prioritise spaces on the car park for public use at the height of the summer holidays and being aware that the District Council would have alternative parking spaces on their own car park adjacent to the park decided that would better serve this purpose and therefore did not agree to use of Narborough Park Car Park.

12555 Parish Office Report

- a) Noted damage to windows at Littlethorpe Village Hall which had been reported to Police and insurance company. A quote in the sum of £310 had been received and the Clerk would order the works. An insurance claim would not be pursued as the excess costs were £250
- b) To approve purchase of Billy Goat MV650 Multi-purpose vacuum machine as included in 2016/17 budget, various prices copied to all Members. Approval was given for purchase from P A Turney.
- c) Water leak at Allotment site and access chambers for future repairs, report copied to all Members. It was agreed that the access chamber and other items for essential repairs at the leaking tap at the Allotment site entrance should be undertaken as soon as possible. It was noted that STW is to attend to install a replacement stop tap at the entrance to the Recreation Ground and further agreed that additional chambers for installation of meters and stop taps to include sports clubs should be carried out whilst the digger is on site. Costs in excess of £1000 to be agreed with Chairman and Vice Chairman.

12556 Correspondence Received

- a) **Leicestershire & Rutland Association of Local Councils (LRALC)**
 - i) Newsletter 2016 No.3, copied to all Members and noted. The Chairman commented that the newsletter was extremely informative and that all Members should make an effort to read it when it is sent out by the Clerk.
 - ii) Invitation to Annual Parishes Liaison Event at County Hall on Monday 11 July 2016, including selection of workshops. Several Members, including the Chairman had expressed a wish to attend the event and given their workshop choices. The Clerk would book places for seven attendees.
- b) **Blaby District Council (BDC)**
Community Safety Partnership Consultation 2016/17 (copies displayed at the Parish Centre) Noted

12557 Additional Information Received

- a) The Centenary of the Battle of the Somme – letter from HM Lord-Lieutenant
- b) NFU Mutual AGM Notice and report on accounts
- c) Glasdon Catalogue
- d) HAGS Play Equipment Poster
- e) De Jager Wholesale Catalogue Autumn 2016
All noted

The meeting closed at 21.10