

Minutes of the meeting of Narborough Parish Council held on 19th September 2017 at Littlethorpe Village Hall, Biddle Road, Littlethorpe

Those present:

Councillors: N Bates, R Chapman, O Curran, Mrs J Forey, Mrs P Harrison, Mrs E Hersey
C Hudson, F G H Jackson, T Matthews from 20.06, T Richardson from 20.08
D Ross, Mrs P M Thomas, A West

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

Also present: 1 member of the public

In the absence of the Chairman, Vice-Chairman and Cllr T Richardson who had agreed to chair the meeting previously and was subsequently delayed at a District Council meeting, Cllr Jackson was appointed by Members to take on the role for the evening

17282 Apologies for absence

Apologies for non-attendance were accepted from Cllrs: M Ballard who had a prior engagement, K M Richardson, Mrs A Clark and S J Woodcock who were all on holiday

17283 Chairman's Time

Councillor Jackson welcomed everyone to the meeting

17284 Code of Conduct – Members' Disclosure of Interests and Requests for Dispensations – none declared

17285 Public Forum

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

- i) A resident said that there were two trees in the Parish that had issues that she would appreciate further investigation of and these were referred to the Tree Warden to check
- ii) It was noted that a couple of volunteers had spent time attending to the garden area at the front of the library and they would be thanked for their efforts in enhancing the appearance of the village
- iii) It was noted that Narborough & Littlethorpe Community Library Quiz was to take place on 13th October at Littlethorpe Village Hall, further information was available at the Library and on various noticeboards in the villages

b) Correspondence received:

- i) An email was received concerning difficulties in using Littlethorpe Shopper bus as timetable information displayed at bus shelter at The Square, Littlethorpe does not match that sent to the Parish Council. The Clerk has contacted Arriva and clarification is awaited. It was noted that the timetable in The Square had now been removed and that the service was being well used by residents. It was also useful that the bus continued to Blaby where a variety of facilities were available
- ii) A letter received from an Ice Cream trader requesting permission to park ice cream van on Narborough Park Car Park to sell ice creams, including copy of Street Trading Licence was copied to all members. It was agreed that the policy of not allowing commercial activity on Council properties should be flexible to enable decisions to be made on an individual basis should traders make an application direct to the Council. In the case of the request from the Ice Cream man it was resolved that he would be allowed to trade from the car park on Narborough park provided he did not park on the yellow hatched area and that he provided a copy of a valid Street Trading Consent for each year. The Council would monitor how this arrangement was met
- iii) Notes of the initial meeting of Friends of Narborough Station on 17th August were emailed to all Members for information. It was noted that the next meeting will take place on Tuesday 26th September at 19.30 at Littlethorpe Village Hall.

17286 Minutes of the previous meeting

It was resolved that the minutes of the meeting of the Council held on 15th August 2017, previously circulated, be taken as a true record, confirmed and signed

17287 Matters arising from the minutes of the previous meeting, not included elsewhere on the agenda - none

17288 Policy & Finance

a) Finance and Administration

- i) 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
- ii) It was noted that the Notice and publication of Conclusion of Audit for 2016/17 had been received and completed
- iii) Renewal of Parish Council insurance for ensuing year/s (information forwarded to P&FWG on 6th September for recommendation to Council). It was resolved that the quote from Inspire (as recommended by Came and Company) for the forthcoming year be accepted in the sum of £3464.17 and a cheque was drawn up and signed, additionally it was resolved that the Council did not wish to enter into a long term agreement at this time

17288 Policy & Finance

b) Sub Group – Staffing

The Lead Member's report on office staffing changes with effect from 1st January 2018 was copied to all Members and is filed with these minutes. It was noted that the Clerk/RFO will retire from her position at 31st December 2017 and the Deputy Clerk will be promoted to Clerk/RFO with effect from 1st January 2018. The Deputy Clerk will liaise with the Staffing Working Group to produce advertisements for a Senior Administrator/Deputy Clerk to start in January 2018 and the ex-Clerk/RFO will work up to 500 annualised hours during 2018 to assist with the transitional arrangements

17288 Policy & Finance

c) Sub Group – Recreation Ground

- i) The Minutes of the meeting of NLLGA on 1st August 2017 were received and noted
- ii) Members were advised of a meeting on 7th September with a structural engineer at the Recreation Ground to make recommendations on car park and road re-surfacing as a preliminary to consideration for future development. It was noted that this was a scoping exercise and that the report is still awaited. All information will be referred back to Council to inform any decisions

17288 Policy & Finance

d) Sub Group – Special Projects – Parish Centre Redevelopment

Cllr Ross gave an update on the position to date including the following items which were noted:

- Disconnections of gas and electricity services to the PC building were now complete and the demolition also finished
- Gas/Electricity diversions on the new section of land are proving more difficult to deal with and costs and easements are still awaited
- Virgin Media has been informed that the cable must be diverted by 26th September or it will be removed as it was installed across the new land without permission. VM were advised in early July that they would be required to re-route the cable and have done nothing to progress the matter
- The heavily reinforced concrete at the Weavers Court side has been disposed of and the site is now fully cleared
- The first section of piling is due to commence on 26th September
- A new Letter of Intent was issued on 29th August and will remain in place until the formal contract is signed
- The Bill of Addendum is due to be received within the week (although lack of service diversion information may delay this further)
- Cllr Ross and potentially Cllrs Curran and West, are to meet with Haywards on 20th September to be briefed on a contractual meeting previously held with TMDP

17289 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 and the Council since the previous meeting, as follows, be approved

Application number, Description, Location	Observations made to Planning Authority
Application Number: 17/0970/VAR	No objections

Description: Variation of condition 2 (approved plans) and condition 5 (drainage) of planning permission 12/0862/1/PX Location: 66 Huncote Road, Narborough	
Application Number: 17/0991/HH Description: Single storey rear extension Location: 66 Victoria Street, Narborough	No objections
Application Number: 17/1004/HH Description: Erection of single storey side extension plus a single and two storey rear extension with demolition and replacement of existing garage Location: 76 Forest Road, Narborough	No objections
Application Number: 17/1023/HH Description: Erection of single storey extensions and alteration and partial conversion of garage to form family room and bedroom Location: 53 Broom Way, Narborough	No objections
Application Number: 17/1065/HH Description: Single storey rear extension Location: 61 Sycamore Way, Littlethorpe	No objections
Application Number: 17/1096/HH Description: First floor front extension, existing conservatory demolition and replaced with a single storey rear extension and roof reconfiguration Location: 2 Bell Lane, Narborough	No objections

17289 Planning & Environment

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

Application number, Description, Location	Decision Details
17/0921/HH Single storey extension to side and rear, 9 Hardwicke Road, Narborough	APPROVAL
17/0904/HH Single storey side and rear extensions with demolition of existing garage, 80 Sycamore Way, Littlethorpe	APPROVAL
17/0970/VAR Variation of condition 2 (approved plans) and condition 5 (drainage) of planning permission 12/0862/1/PX, 66 Huncote Road, Narborough	APPROVAL
17/1004/HH Erection of single storey side extension plus a single and two storey rear extension with demolition and replacement of existing garage, 76 Forest Road, Narborough	APPROVAL
All noted	

17289 Planning & Environment

c) Other Planning Matters:

- i) PRESS RELEASE LCC Temporary Traffic Regulation Order, Leicester Road, Enderby – closure from Foxhunter Roundabout to junction of Leicester Road, Narborough from 20.00 on 18th September to 05.00 on 19th September to facilitate carriageway patching. Noted and that dates are now amended to 23rd to 24th September at same times
- ii) PRESS RELEASE LCC Temporary Traffic Regulation Order, King Edward Avenue, Narborough – closure from Leicester Road to junction of Desford Road, Narborough from 20.00 on 19th September to 06.00 on 20th September and from 20.00 on 20th September to 06.00 on 21st September to facilitate carriageway patching. Noted
- iii) Cosby Neighbourhood Area Planning – application to designate Cosby as a Neighbourhood Area and produce a Neighbourhood Plan, copied to all Members and noted
- iv) PRESS RELEASE received 19th September and tabled at the meeting re the Temporary Road Closure of Station Road, Narborough from 00.01 to 05.00 on 2nd October to facilitate a level crossing annual test

17290 Parks and Play Areas

To report removal of dog waste bin from Littlethorpe Park. A replacement bin has been installed and it is now believed that a BDC operative removed the original bin as it had been vandalised and left in a dangerous state

17291 Open Spaces

- i) Revision of Bye Laws – Consultation on regulatory impacts. Report from Lead Member, copied to all Members and filed with these minutes. Cllr Chapman advised Members that the consultation on the regulatory impact assessment had received no responses other than one from the Diocese of Leicester which was actually on the potential impact of the content of the proposed Bye Laws. A number of small amendments to the original proposal were outlined which would serve to allay the fears of the PCC that

the changes would have added an additional level of permissions to any works it wished to undertake in the churchyard. A formal response from Reverend Hawker was awaited; however these alterations and an additional slight alteration which only allowed parking in designated spaces on Council land were accepted by Council. It was resolved to agree the attached statement of regulatory impacts to be posted on the Parish Council's website in accordance with requirements. It was further resolved to approve the submission of the draft bye laws to DCLG with a request for permission to carry out a public consultation exercise on the draft bye laws. Cllr Chapman would liaise with the Clerk to progress the matter. Cllr Chapman was thanked for his excellent work on this project and concise presentations to members for approval

- ii) The destruction of a picnic bench on Six Acre Field by fire was reported and noted. It was resolved that the remaining bench should stay in the field as it is being used for its intended purpose at present

17292 Community Engagement

a) CEWG - Village Show

A report from the Lead Member was copied to all Members and noted with thanks to Cllr Mrs Clark and all who helped to get the show together and enable a successful event on the day

17292 Community Engagement

b) CEWG – Parish Improvements

The report of the Lead Member from a meeting of 22nd August 2017 was copied to all members. It was noted that this was a preliminary report and that the Working Group would meet again in November and present their ideas for consideration by Council

17293 Parish Office Report

- i) Phone box in The Square, Littlethorpe. It was noted that an electricity supply sufficient to power an 8 watt bulb was present and would be continued by BT for the foreseeable future. Littlethorpe Members and the LCA had canvassed residents and agreed that the community would like the box to be used to house a defibrillator. It was resolved that the office staff would look into all aspects of this use including machinery required, power to operate the machine, painting of the phone box, any grants available and any permissions required. Results would be reported back to Council at a later date
- ii) An email concerning changes to Policing Structures was copied to all Members and noted
- iii) It was noted that the PCSO for Narborough, Enderby and Fosse Park Beat Team, Mike Walker, is moving on to another area and formal notification of his replacement is awaited. Currently the team serving this beat comprises Sgt Tim McKagan, PC Julie Watkins and PC Ady Mather

17294 Correspondence Received

a) Leicestershire & Rutland Association of Local Councils (LRALC)

- i) Training opportunities for Members, copied to all Members and noted
- ii) The report of the Chairman of his attendance at Leicestershire Police: Town & Parish Council Event on 6th September was copied to all Members and noted
- iii) An Invitation to "Leicestershire's Future: Big Discussions About Great Communities" events was copied to all Members. The Chairman and Cllrs Mrs Harrison and Mrs Thomas would attend the event at County Hall on 5th October
- iv) Newsletter No.4 2017 emailed to all Members on 5th September. Noted

b) Blaby District Council (BDC)

- i) An email to BDC concerning car parking charges to be implemented at Leicester Road, Narborough and reply from Blaby District Council senior officer was copied to all Members. The Clerk had met with BDC to discuss the potential for the Parish Council to operate the car park. However, on discussion it was discovered that a number of costs would have to be met continuously by the Parish including an annual rates demand, run-off water charges from Severn Trent Water, costs to install machinery to cover potential time limits and/or charges for parking and the continuous upkeep of the site including possible re-surfacing. With the addition of costs to cover policing of the site it was considered that it was not financially viable for the Parish Council to take on
- ii) A Street Trading Policy Review consultation (emailed to all Members on 18th August to enable any

comments to be collated at this meeting as deadline is 22nd September) was noted

- iii) News Release concerning new Blaby Lottery, copied to all Members and noted
- c) **Leicestershire County Council (LCC)**
 - i) Changes to Park & Ride Services, copied to all members and noted
- d) **Leicestershire Constabulary**
 - i) Invitation to Leicestershire Police Intercultural Social Event on 7th November. It was noted that Cllr Ballard and guest were to attend on behalf of the Council
- e) **Rural Community Council (RCC)**
 - i) Invitation to AGM and 2017 conference on 28th September 2017, copied to all members and subsequently cancelled

17295 Additional Information Received

- a) Clerks and Councils Direct September 2017
 - b) Wildlife Trust Natural World Magazine Summer 2017
 - c) Wildlife Trust Wildlife News Autumn 2017
- All noted

The meeting closed at 20.37pm
