

**Minutes of the meeting of Narborough Parish Council held on 20 November 2018  
At Littlethorpe Village Hall, Biddle Road, Littlethorpe**

Those present:

Chairman: Mrs A Clark

Councillors: M Ballard, N Bates, R Chapman, O Curran, Mrs J Forey, P Gallacher, Mrs S Gamble, Mrs E Hersey  
C Hudson, F G H Jackson, T Matthews, K Richardson, T Richardson, D Ross, Mrs P Thomas  
S Woodcock

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

**17467 Apologies for absence**

Apologies for non-attendance were accepted from Cllr A West who was on holiday.

**17468 Chairman's Time**

- The Chairman had laid wreathes at the Remembrance Services in Narborough and Littlethorpe, both of which were well attended.
- The Council was thanked by Narborough & Littlethorpe Community Library for the use of Littlethorpe Village Hall for their Quiz night, where £280 was raised. It was also noted that there was an excellent poppy display in the Library to commemorate the end of the 1<sup>st</sup> World War.
- Members were reminded that Blaby District Council's Carol Concert was on 13<sup>th</sup> December.

**17469 Code of Conduct – Members' Disclosure of Interests and Requests for Dispensations – None**

**17470 Public Forum**

- a) Matters referred from the Members' Surgery for information or referral to next agenda:
- i) Poppies on lamp posts – a resident had queried why the Parish had not participated in the poppy display on lamp posts and it was confirmed that due to high demand, they had unfortunately sold out. The Chairman reminded members that other longer term projects had been undertaken to celebrate the end of the 1<sup>st</sup> World War such as the poppy benches in the cemetery and there were also plans to improve the war memorial in Littlethorpe.
  - ii) A member raised concerns about overgrown vegetation on the footpath at the rear of Waudby Close/Haybarn Close and this would be referred to the appropriate authority.

**17471 Minutes of the previous meeting**

It was agreed that the minutes of the meeting of the Council held on 16<sup>th</sup> October 2018 previously circulated, be taken as a true record, confirmed and signed.

**17472 Matters arising from the minutes of the previous meeting, not included elsewhere on the agenda**

- Minute number 17462c)iii) Hinckley National Rail Freight Interchange – Cllr Jackson advised that he had attended a presentation given by db symmetry in a neighbouring parish and had asked about the effect of the proposal on Narborough Station crossing and was awaiting a response via Friends of Narborough Station (FONS). Cllr Chapman noted that to date nothing had been published on the impact of the additional trains, which Cllr T Richardson said were anticipated to be running very early or very late in the day.

**17473 Policy & Finance**

**a) Finance and Administration**

- i) It was resolved that the monthly Finance Report (copied to all Members and filed with these minutes) be received and approved.
- ii) The Report of the P & F Meeting held on 12<sup>th</sup> November, made, was copied to all Members and is filed with these minutes. It was resolved to approve the recommendations of the report as follows:
  - o Item 1 Review all Council Policies - administrative changes agreed to Standing Orders based on the NALC model. Clerk's authority increased to £1,000 on Financial Regulations point 4.2. No

- other changes were made to policies.
  - Item 2 Costs for Council Services - it was agreed that costs for hire of Littlethorpe Village Hall would be reviewed when the new Parish Centre opened. It was agreed that the photocopying service would be withdrawn from 1<sup>st</sup> February 2019. Cemetery charges would be reviewed and included as part of the revised Cemetery Rules and Regulations proposal to Council.
  - Item 3 IT Equipment - it was agreed to replace office IT equipment as a matter of urgency in light of its age and performance and further agreed to make a provision in the budget for review and replacement every 4 years.
  - Item 4 P&F Sub Group for Parish Centre – it was agreed to form a new Working Group to work with Officers on planning for future use of building including operational strategy and marketing.
  - Item 5 - Budget preparation – it was noted that the Clerk would prepare a draft budget proposal for the Budget Meeting in January.
  - Item 6 - Staffing – referred to Confidential Session at Minute 14479
  - Item 7 – Annual Community Evening – it was agreed to combine with the opening of the Parish Centre into a single event for 2019
- iii) The request for grant funding from Citizens Advice LeicesterShire was noted

**b) Sub Group – Special Projects – Parish Centre Redevelopment**

The Lead Member’s report was circulated to Members (a copy is filed with these minutes). Main points included:

- Work now progressing uninterrupted
- Roof insulation 50% complete, sedum covering will finalise roof works
- Zonal control for each room/space
- Window fitting has commenced
- Security arrangements confirmed

**17474 Planning**

**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

<b>Application number, Description, Location</b>	<b>Observations made to Planning Authority</b>
<b>Application Number: 18/1359/HH</b> Description: Two storey side extension. Location: 17 Woodhouse Road, Narborough	No objections
<b>Application Number: 18/1380/VAR</b> Description: Variation of condition 2 (approved plans) attached to planning permission 15/1579/FUL Location: 45 Cosby Road, Littlethorpe	No objections
<b>Application Number: 18/1295/HH</b> Description: Two storey side and single storey front and rear extension (resubmission of 18/0369/HH) Location: 2 Wakeley Close, Narborough	No objections
<b>Application Number: 18/1377/HH</b> Description: Two storey side extension and new roof over existing conservatory Location: 36 Coltbeck Avenue, Narborough	No objections
<b>Application Number: 18/1346/FUL</b> Description: Formation of raised timber decking area and timber pergola Location: Plough Inn, 7 Station Road, Littlethorpe	No objections

<b>Application Number: 18/1347/LBC</b> Description: Formation of raised timber decking area and timber pergola, including the removal of external low walling Location: Plough Inn, 7 Station Road, Littlethorpe	No objections
<b>Application Number: 18/1324/HH</b> Description: Retention of a single storey extension between bungalow and garage Location: 4 Cornfield Close, Littlethorpe	No objections
<b>Application Number: 18/1306/HH</b> Description: Single storey side extension Location: 7 Honeycomb Close, Narborough	No objections
<b>Application Number: 18/1008/FUL</b> Description: Amendments comprising pitched roof and changes to external materials Location: 31 Leicester Road, Narborough	No objection in principle provided the structure is appropriate to its setting within the Conservation Area. We do not think the current amended proposal meets this requirement.

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

<b>Application number, Description, Location</b>	<b>Decision Details</b>
<b>18/1201/FUL</b> Change of use from dwelling house (Use Class C3) to ground floor shop (Use Class A1) with flat above (Use Class C3) and installation of new shop front and rear external access (Revised Scheme) 3 Cosby Road, Littlethorpe	Approval
<b>18/1088/FUL</b> Erection of one dwelling (including demolition of existing garage) 1 The Coppice, Narborough	Approval
<b>18/13/HH</b> Two storey side extension and new roof over existing conservatory 36 Coltbeck Avenue, Narborough	Approval
<b>18/1324/HH</b> Retention of a single storey extension between bungalow and garage 4 Cornfield Close, Littlethorpe	Approval
<b>18/1306/HH</b> Single storey side extension 7 Honeycomb Close, Narborough	Approval

It was noted that an appeal has been received for land adjacent to 61 Cosby Road, Littlethorpe. The Parish Council had not objected and original comments would be made available to the Planning Inspector.

c) **Other Planning Matters:**

- i) Advance Notice of Temporary Traffic Regulation Order for Fosse Park Avenue, Everard Way, Grove Way for contingency planning should Leicestershire Police request to close any of the named roads at times of severe congestion or other emergency during the Christmas period. Duration of the order is not anticipated to exceed a period of 18 months commencing on 5<sup>th</sup> December 2018 - noted

**17475 Community**

- a) Youth Initiatives – see Clerk’s report b) below

**17476 Clerks Report – noted and included the following items:**

- a) Views had been received on the treatment of Littlethorpe War Memorial which favoured including all personnel who served, in all conflicts. Decision to be made at future meeting once further feedback received.

- b) Youth Initiatives – following a meeting with a young resident to discuss ideas for improving facilities for young people in the Parish, a request had been made for a bike rack on Narborough Park. Members suggested that enquiries be made with Blaby District Council to see if they had one that was no longer needed and if not possible, it was agreed to install 3 simple metal racks at a cost of £100.
- c) Cllr Ballard was thanked for attending the Leicestershire Police Inter-Cultural Social Evening on 13<sup>th</sup> November, which was very interesting and informative.

**17477 Correspondence Received - all noted**

- a) **Leicestershire & Rutland Association of Local Councils**  
Confirmation that LRALC's role in unitary proposals was to keep its members informed – emailed to members
- b) **Blaby District Council**
  - i) Update from Leader to Parish and town Councils on the future of local government – emailed to members
  - ii) Consultation on Statement of Principles under the Gambling Act 2005, ending 30<sup>th</sup> November
- c) **Leicestershire County Council**  
Update from Leader via LRALC, on how local government could work in Leicestershire – emailed to members

**17478 Additional Information Received - all noted**

- a) The Beat - Police Update for November 2018 - emailed to Members
- b) NLLGA minutes from meetings held on 5<sup>th</sup> June, 3<sup>rd</sup> July, 7<sup>th</sup> August, 2<sup>nd</sup> October 2018

**17479 Confidential Session**

Minute 17473 a)ii) item 6 – Staffing - the recommendations, made by the Policy & Finance Working Group at their meeting of 12<sup>th</sup> November 2018, and detailed in a confidential staffing report made available to members, were all approved by Council.

The meeting closed at 20.17