

NEWTOWN LINFORD PARISH COUNCIL MEETING



You are summoned to attend the meeting of the Newtown Linford Annual Parish Council Meeting on Wednesday 25th May 2022 in the Village Hall, following the Annual Parish Meeting at 7.15pm, at which your attendance is required.

Signed by the Clerk *Hannah Shaw*

1. **Election of the Chairman**
To receive nominations, election of the Chairman and signing of the Declaration of Acceptance of Office.
2. **Election of the Vice-Chairman**
To receive nominations and election of the Vice-Chairman
3. **Record of attendance.**
4. **Apologies for absence.**
5. **Confirm and sign minutes of the April Meeting.**
6. **Declaration of Parish Councillors' personal and/or prejudicial interests on agenda items.**
7. **Public Participation**
To receive representations from the public on items on the agenda.
8. **Police Matters and NHW Update**
9. **Bradgate Park**
10. **Report by County Councillor Deborah Taylor.**
11. **Report by Borough Councillor David Snartt.**
12. **Village Governance and Residents**
NLPC welcomes Tracey Sowerby, Community Recover Worker for Charnwood Communities on behalf of the Public Health Department at Leicestershire County Council to speak regarding recovery work following the pandemic.
13. **Planning: Buildings and Tree Issues - report by Tree Warden if in attendance.**
 - **Decisions**
 - a) P/21/2347/2 - 18 Grey Crescent - Proposed new first floor level and new basement levels erected, with new rear extension to ground floor, side and rear balcony, with associated internal alterations and landscaping- Grant Conditionally 26/04/22

b) P/22/0156/2 for 39 Grey Crescent, Newtown Linford - Proposed construction of porch to front and erection of single storey extension to side and rear of existing dwelling - Grant Conditionally 21/04/22

c) P/21/2569/2 - 520B Bradgate Road, Newtown Linford - Erection of outbuilding for use as annexe/garage to side of dwelling - Withdrawn 04/04/22

d) P/22/0027/2 - 74 Roecliffe Road, Newtown Linford - Single storey front and rear extensions, and raised platform at rear - Grant Conditionally 29/03/22

e) P/20/1053/2 - 187 Ulverscroft Lane - Demolition of host dwelling and the erection of a replacement dwelling - Grant Conditionally 08/03/22

- **Comments submitted through Planning Explorer**

f) P/22/0457/2 (and Listed Building Consent P/22/0757/2) - Linford Farm, 36 Main Street, Newtown Linford - Proposed alterations to front porch, part two storey and part single storey extensions to rear of dwelling and installation of swimming pool with additional detached plant room at rear of dwelling - General Comment 29/04/22

"Councillors have no objection to this application in principle but will be guided by the Conservation Officer on the suitability of the proposed new fenestration at the rear of this listed building."

g) P/22/0434/2 and P/22/0475/2 (Listed Building Consent) for 114 Main Street, Newtown Linford - Proposed detached garage with new access and single storey extension to rear. Changes to window/door colours and the demolition of rear outbuilding - Objection 17/05/22

"Councillors wish to object to this planning application. Although the side and rear extensions will not greatly change the street scene, the proposed elevated new garage at the front of the property, will not be in keeping with this Grade II listed thatched cottage and will stand forward of the adjacent building lines, which may also adversely affect the neighbouring property. The proposed garage will also be visually intrusive and harmful on the street scene in the conservation area."

h) P/22/0586/2 - Longdale Land off Warren Hill, Newtown Linford - Proposed Extension to Existing Agricultural Building (part retrospective) -

- **Discuss**

i) P/22/0574/2 - Newtown Linford Cricket Club, Main Street, Newtown Linford - Variation of condition 2 of planning permission P/21/1416/2 under Section 73 of the Town and Country Planning Act 1990 to allow the net frames to be constructed in a galvanised steel colour instead of a dark green. (Replacement of existing cricket practice net with double bay practice nets (24m x 7.32m).

j) P/22/0731/2 - 488 Bradgate Road, Newtown Linford - Alterations and extension to garage at rear of house.

- **Trees**

14. Bob Bown Memorial Field

15. Village Magazine.

16. Parish Council Website/Facebook Page.

Facebook group has increased to 397 members.

17. Village Hall.

An Emergency Village Hall Committee meeting was held on Monday 23rd May to discuss the impact of increasing energy bills on Village Hall funds. Chairman/Vice-Chairman to advise.

18. Highways, footpaths, street furniture, traffic, transport.

- Peter Haddon has been approached regarding the repainting of the green village litter bins and troughs but is unable to carry out the work. Clerk to advise.
- Members' Highway Fund - update received from Cllr. Deborah Taylor 28/04/22 (see **Schedule One**).

19. Churchyard and cemetery.

- Councillors to consider removal of a self-settled, multi-stemmed Yew bush in the Churchyard subject to the necessary permissions and also a decaying Cherry tree. Clerk to advise.

20. Correspondence.

- Charnwood Borough Local Plan - Examination Arrangements received by email on 25/04/22 and circulated to Councillors.
- Polling Districts, Polling Places and Polling Stations Review 2022 received by email from CBC 03/05/22 and cascaded to Councillors.
- Charnwood Local Plan Update received by email and circulated to Councillors 17/05/22.

21. Members' Code of Conduct

- To adopt the new Members' Code of Conduct.

22. Register of Members' Interests

- Councillors to complete new Register of Members' Interests forms.

23. Annual Governance Policies and Procedures

- To review and adopt the following policies and procedures:
 - a) Biodiversity Policy 2022 (NEW)
 - a) Cemetery Fees and Regulations 2022
 - b) Complaints Policy 2022
 - c) Data Protection Policy 2022
 - d) Dignity at Work Policy 2022
 - e) Equal Opportunities Policy 2022
 - f) Financial Regulations 2022
 - g) Freedom of Information Policy 2022

- h) General Reserves Policy 2022
- i) Grant Awarding Policy and Procedure 2022
- j) Grievance and Disciplinary Procedure 2022
- k) Health and Safety at Work Policy 2022
- l) Scheme of Delegation to the Clerk 2022 (NEW)
- m) Social Media Policy 2022 (NEW)
- n) Standing Orders 2022 (UPDATED)
- o) Training and Development Policy 2022 (NEW)
- p) Website Accessibility Statement 2022
- q) Zero Tolerance Policy 2022

24. Annual Governance and Accountability Return 2020/2021 Form 3

To note, AGAR Form 3 submitted to external auditor, PKF Littlejohn, 28/04/22.

25. Appointment of Committees

- To consider and appoint membership of the following committees for 2022/2023:
 - a) Complaints Committee - Three Councillors, one to be the Chairman
 - b) Staffing Committee - The Chairman and Vice-Chairman
 - c) Bob Bown Memorial Field Committee - Three Councillors, one to be the Chairman

26. Terms of Reference

- To review, agree and adopt the Terms of Reference for the following committees:
 - a) Complaints Committee
 - b) Staffing Committee
 - c) Bob Bown Memorial Field Committee

27. Risk Assessments

- To review and approve the following Risk Assessments and Risk Register for 2022/2023:
 - a) Bob Bown Memorial Field and Play Park Risk Assessment 2022
 - b) Cemetery and Closed Churchyard Risk Assessment 2022
 - c) Newtown Linford Parish Council Risk Register 2022

28. Reports on Meetings and Trainings by Clerk and Councillors.

Vice-Chairman and Clerk attended LRALC Section 106 and Community Infrastructure Levy training 18/05/22.

29. Items of interest or for future meetings.

30. Finance.

- To note, AGAR 2021/22 submitted to external auditor, PKF Littlejohn 12/05/22.

- Authorisation of agreed expenditure and regular payments for the 2022/2023 Financial Year:**

EY Bookkeeping	Payroll Services	£155.40 pa.
Annual Subscriptions	LRALC/NALC, SLCC, ICO, RCC, Footpath Association	Varies
External Audit	PKF Littlejohn	£360.00 TBC
Staff Salary	Hannah Shaw	Monthly payments as determined by EY
Pension contributions	NEST	Bookkeeping Monthly direct debit as instructed
Tax and NI contributions	HMRC	As instructed by EY
Loan Repayment	PWLB	Bookkeeping Twice yearly payments of £2468.06
Broadband and landline	BT	Monthly payments. Variable with out of plan calls, otherwise regular charges of £54.67
Public and Employers' Liability Insurance	BHIB Council Insurance	Annual Payment of £826.86 subject to index linking at 2023 renewal
Grounds Maintenance	Firetree	Monthly payments of £1062.50 until Feb '23 inclusive
Village Hall Rent	APB	Quarterly payments of £437.50 currently under review
Defibrillator Emergency Telephone System	Community Heartbeat	Annual payment of £120.00
Website Hosting, Licence and Support	2Commune	Annual payment of £552.00 TBC for 2023
Street Lighting Maintenance Recharge 2022/2023	LCC	Annual payment of £4470.00

- Appointment of Internal Auditor for the 2022/2023 Financial Year**

- Authorisation for payment of invoices:**

26.04.22	APB	Bus Shelter Rent	£30.00
26.04.22	Peter Lowe	Internal Audit	£300.00
28.04.22	HS	April Salary	£1081.13
28.04.22	HS	April Broadband and Out of Plan Calls	£71.69
04.05.22	NEST	Pension Contributions	£48.67
10.05.22	LRALC Ltd.	Code of Conduct training x 2 (Chairman and Clerk)	£60.00

10.05.22	BHIB Councils Insurance	Public and Employer's Liability Insurance Premium 01.06.22-31.05.23	£826.86
17.05.22	Firetree	Grounds Maintenance Inv. 3 of 12	£1062.50
Total Expenditure			£3,480.85
Bank Balances:			
	Business Current Account @ 19/05/22		£ 1,878.55
	Business Reserve Account @ 19/05/22		£78,000.00
Total			£79,878.55

31. Dates of next Parish Council Meeting.

Wednesday 13th July 2022 7.15pm
 Wednesday 24th August 2022 7.15pm

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Schedule One

Hi Hannah,

Here are the updates on the requests for Newtown Linford. A couple of items for you to cost and then I can sign off. Some items still waiting for further details.

Newtown Linford

1. Mobile VAS Unit and associated works;

Cost 6k – 8K fully designed and installed. I am putting this on hold at the moment, until other requests have been costed.

2. Re-siting of Bradgate Road VAS Unit to Markfield Lane (40mph);

To be assessed by Street Lighting – cost will depend on available power supply.

3. Wooden posts to prevent verge parking on Benscliffe Road and Roecliffe Road close to the Swithland Woods entrance;

Double Yellow Lines appear here so posts would not be considered. Request refused.

4. New Parish Welcome Signs x4 locations (without planters);

Cost - £500 each, I am happy to fund. HANNAH – ACTION – Please provide the four locations.

5. Birds Mouth Style Fencing or similar for urban wildflower verges on Markfield Lane and Groby Lane (application pending for the Urban Wildflower Verge Scheme for Groby Lane);

No issues with the fencing, suggest a Grant Transfer to the Parish to procure and install – needs to be set back from edge of carriageway. Parish to provide total costs required. HANNAH – ACTION - seek costings.

6. Add 40mph repeater carriageway roundels on Bradgate Road;

Still to be assessed and costed.

Kind Regards,

Deborah Taylor

County Councillor for Bradgate Division

Lead Member for Children, Families, Safer Communities and Regulatory Services

Deputy Leader of Leicestershire County Council