



NEWTOWN LINFORD PARISH COUNCIL MEETING

You are summoned to attend the meeting of the Newtown Linford Annual Parish Council Meeting on Wednesday 29th May 2024 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.
2. **Election of the Vice-Chairman**
To receive nominations and election of the Vice-Chairman.
3. **Declarations of Acceptance of Office**
Chairman and Vice Chairman to sign the Declaration of Acceptance of Office.
4. **Record of attendance.**
5. **Apologies for absence.**
6. **Confirm and sign minutes of the March Meeting.**
7. **Declaration of Parish Councillors' personal and/or prejudicial interests on agenda items.**
8. **Public Participation**
To receive representations from the public on items on the agenda.
9. **Police Matters and NHW Update**
10. **Bradgate Park**
11. **Newtown Linford Biodiversity**
Councillors to consider a grant to Newtown Linford Biodiversity for wildlife verge signage printing costs, total £105.00 plus VAT.
12. **Report by County Councillor Deborah Taylor.**
13. **Report by Borough Councillor David Snartt.**
14. **Village Governance and Residents**
To consider a grant application for funds of up to £500, to help with reuseable banners and signage for the bi-annual Scarecrow Festival and raffle ticket printing.

15. Planning: Buildings and Tree Issues – report by Tree Warden if in attendance.

• **Decisions**

- a) P/24/0303/2 - 88 Main Street, Newtown Linford - Erection of detached garage with landscape alterations and gate to be extended – Grant Conditionally 29/04/24.
- b) P/22/1852/2 - Land adjacent to Heatherfield Cottage, Benscliffe Road, Newtown Linford - Demolition of existing dwelling, garage and outbuildings and construction of replacement dwelling and car port with associated landscaping and parking – Grant Conditionally 10/04/24.
- c) P/23/2341/2 Polly Botts Farm, Polly Botts Lane, Newtown Linford - Erection of replacement dwelling and triple garage building to front, and associated works following demolition of existing dwelling – Grant Conditionally 05/04/24.
- d) P/24/0190/2 - Charnwood, 28 Groby Lane, Newtown Linford - Replacement of existing flat roof dormer on side elevation with new dormer with tiled hipped roof – Grant Conditionally 28/03/24.
- e) P/24/0166/2 - 486 Bradgate Road Newtown Linford - Erection of part two storey and part single storey rear extension, new render and cladding – Grant Conditionally 27/03/24.

• **Comments submitted through Planning Explorer**

- f) P/24/0552/2 - Lee Wood Farm, Markfield Lane, Newtown Linford - Conversion of agricultural building to a dwelling – No Objection 10/05/24.

The Chairman, Cllr. Pritchard, recused herself from the following agenda item:

- g) P/24/0538/2 - Lingdale Golf Club, Joe Moore's Lane, Woodhouse Eaves - Construction of greenskeepers office/store – No objection 09/05/24.
- h) P/24/0303/2 - 88 Main Street, Newtown Linford - Erection of detached garage with landscape alterations and gate to be extended – No objection 28/03/24.
- i) P/24/0197/2 - Grey Lady Restaurant, Sharpley Hill, Newtown Linford - Demolition of existing dwelling and outbuildings and erection of two storey detached replacement dwelling including modifications to site access (TO BE CONFIRMED) – No Objection 28/03/24 as follows:

“Councillors wish to reiterate previous comments made in relation to the original application P/23/0316/2 as follows:

Newtown Linford Parish Council have no objection to this application but would like due regard to be given to the environment in which this building will be constructed, to ensure it does not overwhelm the views from Bradgate Park.

NLPC trust that due consideration will also be made to upgrading the method of sewage disposal at this site, as there have been previous problems with overflow from the existing system entering the storm drains that run down into Newtown Linford.”

- **Discuss**

- j) P/24/0644/2 - 57 Roecliffe Road, Newtown Linford - Erection of single storey rear extension (following demolition of existing extension), works to terrace to rear and new retaining walls to rear garden.
- k) P/23/1891/2 - Bradgate Park, Tyburn Bradgate Road, Newtown Linford - The construction of dry-stone walls and gate to enclose base of Memorial Crags rockface.

- **Trees**

- l) P/24/ 0518/2 - Westwood, 15 Grey Crescent - H1 - Mixed Conifer Hedge Works: Remove Reason: Overgrown in nature and doesn't blend in with local natural landscape. T1 - Lawsons Cypress Works: Remove Reason: Doesn't blend in with local natural landscape. H2 - Purple Leaved Plum hedge Works: Reduce to 4ft to regenerate and manage as hedge again. Reason: Part of hedge re-establishment.
- m) P/24/0451/2 - Linford House, 6 Main Street - T1 Alder - Crown raise to approx. 5m for clearance over brook and footpath. T2 and T3 Yew - Overall crown reduction by approx 1m for containment as part of cyclical maintenance. T4 Scots Pine - Fell - Extended form with limited space for future growth, and has outgrown location. No plans to re-plant as existing area tree cover is good.
- n) P/24/0578/2 - 80 Main Street - T4 - Elder-Remove -Poor specimen. T7 & T8 Ash Trees Work - Remove, Reason - Ash Die Back.
- o) P/24/0622/2 - 24 Grey Crescent - T1 Birch - Crown reduction by approx. 2m to restore naturalistic structure and balance due to dominant secondary limb on western side of canopy.

- **Other**

- p) **For information only** P/24/0557/2 - 51 Markfield Lane, Newtown Linford - Non-Material Amendment to Planning Application ref P/22/0503/2. (Single storey rear extension, 2 storey front, side and rear extensions, single storey front extensions, roof lights to front and side, roof extension and loft conversion). Amendment to consist of part boundary wall inset, changes to fenestration, roof pitch and eaves adjusted and revision to porch design.
- q) **For information** P/24/0660/2 - 524 Bradgate Road Newtown Linford - Discharge of Conditions 8 (Landscaping) and 9 (Landscaping - Planting and Seeding) of Planning Application ref: P/22/1291/2 (Erection of two storey detached dwelling, triple garage with annex above and associated landscaping and driveway works following demolition of existing dwelling).

16. **Bob Bown Memorial Field**

To consider; a comment has been received regarding the areas in front of the football goals at the Bob Bown football pitch. Firetree have assessed the situation and the ground is very water logged

and have suggested an artificial covering or matting and a good free draining subbase is installed. Clerk to advise.

17. Village Magazine.

18. Parish Council Website/Facebook Page.

Facebook group has increased to 504 members.

19. Village Hall.

To note, the Clerk had briefed the Village Hall Committee on the Prevent Duty 15/04/24.

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

Correspondence received following enquiry to Highways - 948149 Various roads in Newtown Linford: Traffic speeds (see Schedule One). Discussions are ongoing.

21. Churchyard and cemetery.

To note, a new bench has been donated and installed in the new extension area of the Cemetery.

22. Correspondence.

Local Nature Recovery Strategy and Survey - Engagement received 26/03/24 and cascaded to Councillors.

The Annual General Meeting of LRALC will be held on Saturday 5th October 2024 - Council to appoint a representative of NLPC to attend.

Communities Network - An inspirational real - life example of asset-based approach received 17/04/24 and cascaded to Councillors.

EMA Community Flyer received 22/04/24 and sent to Councillors.

RCC Impact Magazine received 25/04/24 and cascaded to Councillors.

CBC Corporate Strategy 2024-28 received by post 25/04/24.

Political Leaders and Committee Membership list 2024/25 received from CBC 15/05/24 and cascaded to Councillors.

23. Members' Code of Conduct

- To re-adopt the Members' Code of Conduct.

24. Annual Governance Policies and Procedures

- To review and adopt the following policies and procedures:

- a) Biodiversity Policy 2024 (As revised by Newtown Linford Biodiversity)
- b) Cemetery Fees and Regulations 2024
- c) Complaints Policy 2024

- d) Data Protection Policy 2024
- e) Dignity at Work Policy 2024
- f) Equal Opportunities Policy 2024
- g) Financial Regulations 2024
- h) Freedom of Information Policy 2024
- i) General Reserves Policy 2024
- j) Grant Awarding Policy and Procedure 2024
- k) Grievance and Disciplinary Procedure 2024
- l) Health and Safety at Work Policy 2024
- m) Planning Policy 2024
- n) Scheme of Delegation to the Clerk 2024
- o) Social Media Policy 2024
- p) Standing Orders 2024
- q) Statement of Internal Control 2024
- r) Training and Development Policy 2024
- s) Website Accessibility Statement 2024
- t) Zero Tolerance Policy 2024

25. Exercise of Public Rights

Councillors to consider and approve the dates for the period of exercise of public rights of the unaudited Annual Governance and Accountability Return (accounts are for the year ended 31st March 2024). Suggested dates are Monday 3rd June 2024 to Friday 12th July 2024.

26. Internal Auditors 2023/2024 Report

To receive the Annual Internal Auditor's Report 2023/2024 and to consider recommendations or matters arising from the internal auditor's narrative report.

27. Appointment of Internal Auditor for the 2024/2025 Financial Year

28. Annual Governance and Accountability Return 2023/2024 Form 3 Section 1 Annual Governance Statement

To consider, approve and for the Chairman and Clerk to sign Section 1 Annual Governance Statement 2023/2024 of the Annual Governance and Accountability Return 2023/2024 Part 3.

29. Annual Governance and Accountability Return 2023/2024 Form 3 Section 2 Accounting Statements

To consider, approve and for the Chairman and RFO to sign Section 2 Accounting Statements 2023/2024 of the Annual Governance and Accountability Return 2023/2024 Part 3.

30. Appointment of Committees

- To consider and appoint membership of the following committees for 2024/2025:
 - 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

31. 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

32. Risk Assessments

- To review and approve the following Risk Assessments and Risk Register for 2024/2025:
 - a) Bob Bown Memorial Field and Play Park Risk Assessment 2024
 - b) Cemetery and Closed Churchyard Risk Assessment 2024
 - c) Newtown Linford Parish Council Risk Register 2024

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

The Chairman and Clerk attended a meeting with Richard Bennett, Head of Planning at CBC, Karey Summers, Director of Customer Experience at CBC, Jim Worley, Contracted Planning Officer at CBC and Cllr. Snartt on 10/05/24. Chairman to report.

34. Items of interest or for future meetings.

35. Finance.

- To note, Parish Precept 1st Instalment for 2024/25 to the value of £31,299.50 was received 10/04/24.
- Clear Councils Insurance renewal invitation received 19/04/24. To approve payment of £1,026.83
- To note, VAT claim totalling £1797.06 received 23/04/24.
- **Authorisation of agreed expenditure and regular payments for the 2024/2025 Financial Year:**

EY Bookkeeping	Payroll Services	£218.40 pa.
Annual Subscriptions	LRALC/NALC, SLCC, ICO, RCC, Footpath Association	Varies LRALC/NALC - £467.89 FA - £6.00 pa ICO - £35.00 pa SLCC – TBC RCC - TBC
Internal Audit	LRALC	£220.00
External Audit	Moore UK	£360.00 TBC
Staff Salary	Hannah Shaw	Monthly payments as determined by The Goldcroft Partnership

Date of Publication: Thursday 16th May 2024

Pension contributions	NEST	Monthly direct debit as instructed
Tax and NI contributions	HMRC	As instructed by The Goldcroft Partnership
Loan Repayment	PWLB	Twice yearly payments of £2468.06
Broadband and landline	BT	Monthly payments. Variable with out of plan calls, otherwise regular charges of £62.47
Public and Employers' Liability Insurance	BHIB Council Insurance	Annual Payment of £1,026.83 due now
Grounds Maintenance	Firetree	Monthly payments of £1,323.18 until Feb '25 inclusive
Village Hall Rent	APB	Quarterly payments of £750.00
Bus Stop Rent	APB	Annual payment of £30.00
Defibrillator Emergency Telephone System	Community Heartbeat	Annual payment of £120.00
Website Hosting, Licence and Support	Cuttlefish	Annual payment of £552.00 TBC for 2025
Street Lighting Maintenance Recharge 2023/2024	LCC	Annual payment of £5856.50 plus VAT TBC
Christmas Tree	Malcolm Brewin	Approx £400 TBC
Village Magazine	Village Magazine Committee	Annual payment/donation of £700.00
NatureSpot	Wepage maintenance	Annual payment of £50.00
ICCM	Corporate Membership	Annual payment of £100.00

- **Authorisation for payment of invoices:**

Ledger Date	Payee	Payment Description	Amount	Legal Power
26.03.24	The Goldcroft Patnership (Early Years Bookkeeping)	Payroll Services 2024-2025	£218.40	LGA 1972 S111
26.03.24	HMRC	Tax and NI Contributions	£858.27	LGA 1972 S112
28.03.24	HS	March Broadband & Out of Plan Calls	£68.95	LGA 1972 S111
28.03.24	HS	March Salary	£1315.71	LGA 1972 S112
04.04.24	NEST	Pension Contributions	£69.81	LGA 1972 S112
10.04.24	LRALC Ltd	LRALC & NALC Membership 2024/2025	£467.89	LGA 1972 S111

Date of Publication: Thursday 16th May 2024

11.04.24	Peter Haddon	Village Maintenance	£90.00	LGA 1972 S214 (6)
12.04.24	ICCM	Corporate Membership 2024/25	£100.00	Local Authorities Cemetery Orders 1977 & 1986
14.04.24	Firetree	Installation of hard standing for new bench	£250.00	LGA 1972 S214
16.04.24	Firetree	Grounds Maintenance 24/25 Inv 2 of 12	£1323.18	LGA 1972 SS 19, 214 & 215
18.04.24	APB	Bus Shelter Rent	£30.00	LGA 1953 S4
22.04.26	HS	April Broadband & Out of Plan Calls	£67.04	LGA 1972 S111
26.04.24	HS	April Salary	£1325.09	LGA 1972 S112
01.05.24	NEST	Pension Contributions	£69.81	LGA 1972 S112
16.05.24	Firetree	Grounds Maintenance 24/25 Inv 3 of 12	£1323.18	LGA 1972 SS 19, 214 & 215
Total Expenditure			£7577.33	

Bank Balances:

Business Current Account @ 16/05/24 £ 3,893.40
 Business Reserve Account @ 16/05/24 £ 88,100.56

Total £ 91,993.96

Bank Reconciliation:

Carry Forward figure £ 62,010.58
 Expenditure - £ 7,577.33
 Income + £ 37,560.71

Balance £ 91,993.96

36. Dates of next Parish Council Meeting.

Wednesday 12th June 2024 7.15pm
 Wednesday 17th July 2024 7.15pm



Date of Publication: Thursday 16th May 2024

Schedule One - 948149 Various roads in Newtown Linford: Traffic speeds

From: Lee Measures
Sent: Mon, Apr 15, 2024 at 10:29 am
To: Mrs. D. Taylor
Cc: clerk@newtownlinford.org.uk

Dear Deborah,

Thank you for your email regarding traffic speeds through Newtown Linford raised by the parish council.

Following initial investigations, we need to look into this more fully and as a result there will be a possible delay in giving a definitive answer to this query. We should be in a position to respond within four weeks and depending on how our further investigations go we may be able to give a reply sooner than this.

Please note that while we will undertake our investigations, there is no guarantee that a scheme on the highway will result. We would assure you and the parish council that if the investigation concludes action is warranted, we will do what we can to ensure this is included in a future works programme.

We understand this does not offer an immediate solution to this request, but hope that you and the parish council can appreciate the need for appropriate investigation.

Your patience and that of the parish council is greatly appreciated.

Kind regards,

Lee Measures

Traffic and Safety
Network Management- Development and Growth
Environment & Transport

21/03/2024, 10:42 HW Members/Parish INBOX

Good afternoon,

Newtown Linford Parish Council are concerned regarding the ongoing issue of speeding within the Parish and are receiving a number of complaints and comments from

residents about the issue.

Currently, Main Street, Bradgate Road and Markfield Lane, Newtown Linford are all areas of concern. Recent covert Police speeding operations have shown poor compliance

with the speed limit in each of these locations and Councillors are considering what action can be taken, if any.

Firstly, it is felt that Average Speed Cameras along Bradgate Road and Main Street would be the most effective solution. How much would it cost the Parish Council to have

average speed cameras installed please? Would average speed cameras along the full length of Bradgate Road and Main Street be possible? The current speed limit goes

Date of Publication: Thursday 16th May 2024

from 40mph to 30mph and includes the 20mph outside the school when the warning lights flash. We believe there isn't sufficient data currently to warrant cameras of this kind

in this location.

Secondly, we currently have three VAS signs in the Parish situated on private land. The Parish Council has been approached by a resident who has offered a space for a pole to

mount a new VAS or possibly a pole for a MVAS which could be moved around. The images attached show the frontage of 520 Bradgate Road, whose owner believes the area directly in front of the Leylandii trees belongs to him, however, there is a boundary line somewhere between his land and highways land and we'd be keen to have a site meeting please to establish if this could be a viable possibility and if that would indeed adhere to any Highways criteria.

Any help or advice in addressing the current issues with speeding would be very much appreciated.

Many thanks.

Best wishes,

Hannah Shaw

Parish Council Clerk
Newtown Linford Parish Council
Tel: 01530 249945
www.newtownlinford.org.uk