

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting



NEWTOWN LINFORD PARISH COUNCIL

The Annual Parish Council Meeting was held on Wednesday 10th May 2023 at 7.15 pm in the Village Hall.

0759/23. Election of the Chairman:

Cllr. Vicki Lightfoot nominated Cllr. Sue Pritchard as Chairman and this was seconded by Cllr. Sue Greasley.

Resolve: Cllr. Sue Pritchard was re-elected as Chairman and signed a Declaration of Acceptance of Office.

0760/23. Election of the Vice-Chairman:

Cllr. Sue Greasley nominated Cllr. Tim Porte as Vice-Chairman and this was seconded by Cllr. Vicki Lightfoot

Resolve: Cllr. Tim Porte was re-elected as Vice-Chairman and signed a Declaration of Acceptance of Office

0761/23. Declarations of Acceptance of Office:

Councillors were invited to sign the Declaration of Acceptance of Office book.

Resolve: All Councillors signed a Declaration of Acceptance of Office.

0762/23. Members Present:

Councillors Sue Pritchard (Chairman), Tim Porte (Vice-Chairman), Sue Greasley, Rob Haylock, Vicki Lightfoot and Tara Pickles.

Also in attendance: Clerk - Hannah Shaw, Borough Councillor - David Snartt, Bradgate Park Director - James Dymond, Newtown Linford Biodiversity Chair - Claire Costello, PC James Clarke and colleague and 2 residents.

0763/23. Apologies for absence:

County Councillor - Deborah Taylor and Tree Warden - Brian Anderson.

0764/23. Confirm and sign minutes of the April 2023 meeting:

These were approved and duly signed by the Chair.

0765/23. Declaration of Parish Councillor's personal and/or prejudicial interests on agenda items:

The Chairman represents the Gardening Club on the Village Hall Committee.

The Chairman is a member of the Management Committee at Lingdale Golf Club.

Councillor Tara Pickles represents the Council on the Magazine Committee.

0766/23. Public Participation

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

There were no representations made.

0767/23. Police Matters and NHW reports:

Councillors welcomed PC James Clarke and colleague to the meeting. There were no crime statistics available.

Resolve: Noted.

0768/23. Bradgate Park

Bradgate Park Director, James Dymond, was in attendance and updated Councillors on the planning application submitted for track resurfacing. A flood risk assessment is now required.

A request to lease an old toilet block at the rear of Watkingham's Gift Shop which is owned by the Church, was in progress for storing 'Tramper' mobility scooters. The building is currently derelict and as it is within the curtilage of a listed building and the conservation area, planning permission is required. BPT have received some funding for the works, which will also include the purchase of a second Tramper.

BPT have received funding from LCC to work in partnership with the Nottingham Community Housing Association on a Mental Health and Wellbeing project to engage with people by referral and encourage enjoyment of the outdoors by visiting Bradgate Park.

New Conservation Areas to reduce disturbance have been created at the park and signage will be displayed asking people to stay out of these areas, particularly during bird nesting season.

A Councillor asked about a new fenced area at the rear of the toilet block at Hunts Hill. JD explained that this is a new secure area for delivering Forest School activities.

The Chairman asked if there was any movement for the provision of a drinks hut at Hunts Hill which permission had been previously applied for. JD explained that external contractors had tested the site with mobile services but it was deemed not viable.

BPT will be hosting a Summer Fayre on 10/11 June at the Deer Meadows and had requested additional parking enforcement on both days for an extra 3 hours in Newtown Linford village, funded by BPT. Overflow car parks will be open and the car park entrance will be staffed with roadside directional signage to Hunts Hill. Further dates for outdoor theatres, archaeological days and a Dog Show organised by Bradgate Rotary have also been arranged.

Following information posted to the Village Whatsapp group, the Chairman asked if there are issues with dogs chasing deer. JD said there was but incidents had not been escalated as there had been no injuries or deaths of deer. Dogs are to be kept under control or owners receive fines.

Resolve: Noted with thanks.

0769/23. Newtown Linford Biodiversity

Chair of Newtown Linford Biodiversity, Claire Costello, was in attendance to give an update (see Appendix One)

Resolve: Noted with thanks to Claire and Newtown Linford Biodiversity.

0770/23. Report by County Councillor Deborah Taylor.

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

Councillor Taylor had sent apologies to the meeting and there was no report available.

0771/23. Report by the Borough Councillor, David Snartt.

See Appendix Two

The Chairman congratulated Cllr. Snartt on his re-election following the Borough Council Elections.

Resolve: Noted with thanks.

0772/23. Village Governance and Residents.

A Notice of Vacancy in Office of Councillor had been published on 05/05/23. CBC Elections Team will advise whether an election has been requested after the deadline date of 26/05/23.

Resolve: Noted

0773/23. Planning: Buildings and Tree Issues.

• **Decisions**

There were no decisions to report.

• **Comments submitted through Planning Explorer**

a) P/22/2202/2 - 520B Bradgate Road, Newtown Linford - Conversion of outbuilding to ancillary accommodation (retrospective) – Objection 11/04/23

“The Parish Council has reservations about this retrospective application and would like to object, as there remains the potential for a separate dwelling to be created at a later date. If retrospective planning is granted, Councillors would like to see conditions in place that will ensure the conversion of the outbuilding to ancillary accommodation, remains as such and cannot extend to the creation of a separate dwelling.”

b) P/23/0261/2 - 23 Main Street, Newtown Linford - Erection of single storey rear extension and changes to fenestration – No Objection 11/04/23

c) P/23/0449/2 - Land between 151 and 185 Markfield Lane, Markfield, LE67 9PQ - Erection of detached two story dwelling house with associated parking and landscaping – Objection 11/04/23

“Councillors wish to object to this application for the following reasons:

- *The location is unsustainable; the area is served by an infrequent bus service which is currently under review by LCC and as amenities are not close to the site, vehicles would be essential in accessing schools, GP surgery, shops and leisure facilities.*
- *The negative impact on biodiversity, wildlife and habitats of an Ancient Woodland and the further loss of trees at this site, including one covered by a TPO.*
- *The history of the site; previous applications for this site and land adjacent to it have been refused planning permission and as there has been no change since previous refusals, planning permission should not be granted. Charnwood and the Forestry commission have also had to previously intervene when there has been unauthorised tree clearance at this site.”*

Resolve: Ratified.

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

- **Discuss**

- d) P/23/0316/2 - Former Grey Lady Restaurant, Sharpley Hill, Newtown Linford - Demolition of existing dwelling and outbuilding and construction of replacement dwelling with amended access.

Resolve: No Objections. Clerk to submit the following comments via Planning Explorer:

"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."

- **Trees**

- e) Tree Preservation Order 2023 - 88 Main Street, Newtown Linford - T1 Yew, T2 Spruce, Group G1 Fir, G2 Leyland Cypress.
- f) P/23/0588/2 - Orchard Cottage, 59 Main Street, Newtown Linford - Silver birch T1 - fell to ground level.
- g) P/23/0648/2 - 2 Grey Crescent, Newtown Linford - 1 x conifer - remove.

Tree Warden, Brian Anderson had contacted the Clerk and had commented that he was against the wholesale issuing of TPO's on unsuitable types of tree in private gardens.

Resolve: Noted

- **Licensing**

- h) Bradgate Park, Deer Barn Buildings, Newtown Linford, Leicestershire, LE6 0HE
Applicant: Amy Beaumont
Details: Sale of Alcohol and Regulated Entertainment for 499 people between June 10-11, 2023

Resolve: Noted

0774/23. Bob Bown Memorial Field.

Councillors considered approval of payment to Garrett-Long Solicitors Ltd totalling £1208.03, with regards to the Completion Statement in connection with the Lease of Bob Brown Field

Resolve: Councillors approved the payment of £1208.03.

0775/23. Village Magazine.

The Chairman congratulated the Village Magazine Committee on the recent Coronation Edition of the Magazine.

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

Resolve: Noted.

0776/23. Parish Council Website/Facebook Page.

The Parish Council Facebook group had increased to 452 members.

Resolve: Noted.

0777/23. Village Hall

The Chairman reported the Bradgate Drama Society had now ceased and the Village Hall had been cleared of their props etc. A lighting rig had been donated to the Village Hall.

0778/23. Highways, Footpaths, Street Furniture, Traffic and Transport:

The Clerk reported the bins were now in desperate need of refurbishing.

Resolve: Chairman and Clerk to carry out an audit of Parish Council owned bins and report back.

0779/23. Churchyard and Cemetery:

- Councillors to consider membership of the The Institute of Cemetery and Crematorium Management (ICCM) at an annual cost of £95.00.

Resolve: Councillors agreed unanimously in favour of joining the ICCM. Clerk to action.

- The Clerk had received a response regarding an application for small business rates relief eligibility for the Cemetery. Rate relief had now been applied by CBC and a rebate of £769.54 was now due dating back to 2017.

Resolve: Noted.

0780/23. Correspondence:

An invitation had been received from the Mayor's Office for the King's Coronation Civic Service on 07/05/23.

Resolve: Councillors had been unable to attend and the Clerk had sent apologies.

0781/23. Members' Code of Conduct:

Councillors considered readoption of the Members' Code of Conduct.

Resolve: Councillors readopted the Members' Code of Conduct.

0782/23. Register of Members' Interests:

Councillors had completed new forms following the (uncontested) election.

Resolve: Clerk to submit to Democratic Services at CBC.

0783/23. Annual Governance Policies and Procedures:

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

Councillors reviewed the following policies and procedures:

- a) Biodiversity Policy 2023
- a) Cemetery Fees and Regulations 2023
- b) Complaints Policy 2023
- c) Data Protection Policy 2023
- d) Dignity at Work Policy 2023
- e) Equal Opportunities Policy 2023
- f) Financial Regulations 2023
- g) Freedom of Information Policy 2023
- h) General Reserves Policy 2023
- i) Grant Awarding Policy and Procedure 2023
- j) Grievance and Disciplinary Procedure 2023
- k) Health and Safety at Work Policy 2023
- l) Planning Policy 2023 **(NEW)**
- m) Scheme of Delegation to the Clerk 2023
- n) Social Media Policy 2023
- o) Standing Orders 2023
- p) Statement of Internal Control 2023 **(NEW)**
- q) Training and Development Policy 2023
- r) Website Accessibility Statement 2023
- s) Zero Tolerance Policy 2023

Resolve: Councillors approved and adopted/readopted all policies as listed above.

0784/23. Annual Governance and Accountability Return 2022/2023 Form 3:

Councillors considered Section 1 Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3.

Resolve: Councillors approved and the Chairman and Clerk signed Section 1 of the Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3.

0785/23. Appointment of Committees:

Councillors considered membership of the following committees for 2023/2024:

Resolve: Membership was agreed as follows:

- a) Complaints Committee – Chairman Cllr. Sue Pritchard, Vice-Chairman Cllr. Tim Porte and Cllr. Vicki Lightfoot
- b) Staffing Committee – Chairman Cllr. Sue Pritchard and Vice-Chairman Cllr. Tim Porte
- c) Bob Bown Memorial Field Committee – Chairman Cllr. Sue Pritchard, Cllr, Sue Greasley and vacancy of Councillor

0786/23. Terms of Reference:

Councillors reviewed the Terms of Reference for the following committees:

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

- a) Complaints Committee
- b) Staffing Committee
- c) Bob Bown Memorial Field Committee

Resolve: Councillors approved and readopted the Terms of Reference for the Complaints, Staffing and Bob Bown Memorial Field Committees.

0787/23. Risk Assessments:

Councillors reviewed the following Risk Assessments and Risk Register for 2023/2024:

- a) Bob Bown Memorial Field and Play Park Risk Assessment 2023
- b) Cemetery and Closed Churchyard Risk Assessment 2023
- c) Newtown Linford Parish Council Risk Register 2023

Resolve: Councillors approved and readopted the Council's risk assessments and risk register as detailed above.

0788/23. Reports on Meetings and Training by Councillors and Clerk.

Clerk attended CBC Liaison Meeting 20/04/23

Clerk attended the LCC Parish Clerks' Liaison Meeting 12/05/23

Resolve: Noted.

0789/23. Items of interest of for future meetings.

Cllr. Tim Porte asked if a request for a defibrillator sited on Roecliffe Road could be added to the June agenda. Cllr. Porte will get costings in time for the next meeting.

0790/23. Finance.

- To note, Parish Precept 1st Instalment for 2023/24 to the value of £29,809.00 was received 06/04/23.

Resolve: Noted.

- BHIB Councils Insurance renewal invitation received 19/04/23. Final year of 3 year agreement. To approve payment of £873.05

Resolve: Councillors approved payment of £873.05 to BHIB Councils Insurance for the public and employer's liability insurance renewal.

- To note the LRALC Internal Audit Report 2022/2023.

Resolve: Noted. The Chairman had been disappointed with the inaccuracies of the IA Report which had since been amended and for the 3 week wait since the audit had been carried out.

- To consider, approve and for the Chairman to sign Section 2 Accounting Statements

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

2021/2022 of the Annual Governance and Accountability Return 2021/2022 Part 3.

Resolve: Councillors approved and the Chairman signed Section 2 of the Accounting Statements for 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3.

- **Authorisation of agreed expenditure and regular payments for the 2023/2024 Financial Year:**

| | | |
|--|--|--|
| EY Bookkeeping | Payroll Services | £161.90 pa. |
| Annual Subscriptions | LRALC/NALC, SLCC, ICO, RCC, Footpath Association | Varies |
| Internal Audit | LRALC | £220.00 |
| External Audit | Moore UK | £360.00 TBC |
| Staff Salary | Hannah Shaw | Monthly payments as determined by EY Bookkeeping |
| Pension contributions | NEST | Monthly direct debit as instructed |
| Tax and NI contributions | HMRC | As instructed by EY Bookkeeping |
| 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 £873.05 due now |
| Grounds Maintenance | Firetree | Monthly payments of £1230.55 until Feb '24 inclusive |
| Village Hall Rent | APB | Quarterly payments of £750.00 |
| Defibrillator Emergency Telephone System | Community Heartbeat | Annual payment of £120.00 |
| Website Hosting, Licence and Support | 2Commune | Annual payment of £552.00 TBC for 2024 |
| Street Lighting Maintenance Recharge 2023/2024 | LCC | Annual payment of £5595.64 TBC |
| Christmas Tree | Malcolm Brewin | Approx £400 TBC |
| Village Magazine | Village Magazine Committee | Annual payment/donation of £650.00 |

Resolve: Councillors approved all expenditure and regular payments for the 2023/2024 financial year as detailed in the table above.

- **Appointment of Internal Auditor for the 2023/2024 Financial Year**

Resolve: Following the issues experienced with the LRALC Internal Auditor during the 2022/2023 audit, Councillors deferred a decision until a later date and asked the Clerk to investigate alternative providers.

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

• Authorisation for payment of invoices:

| | | | | |
|--------------------------|------------------|--|------------------|------|
| 31.03.23 | NEST | Pension Contributions | £61.08 | |
| 11.04.23 | LRALC Limited | LRALC & NALC Membership Fees 2023/24 | £346.49 | |
| 11.04.23 | Barkers Printers | A5 Coronation Party Flyers | £40.00 | S137 |
| 17.04.23 | Firetree | Grounds Maintenance 2023/2024 Inv. 2 of 12 | £1,230.55 | |
| 19.04.23 | APB | Bus Shelter Rent | £30.00 | |
| 26.04.23 | P. Mulvihill | King's Coronation Expenses | £34.99 | S137 |
| 28.04.23 | H. Shaw | Salary April 2023 | £1,226.36 | |
| 28.04.23 | H. Shaw | Broadband and Out of Plan Calls | £73.00 | |
| Total Expenditure | | | £3,042.47 | |

Bank Balances:

Business Current Account @ 29/04/23 £ 2,087.35
 Business Reserve Account @ 29/04/23 £94,063.65

Total **£96,151.00**

Bank Reconciliation:

Carry Forward figure £ 68,702.34
 Expenditure - £ 3,042.47
 Income + £ 30,491.13

Balance **£ 96,151.00**

Resolve: Councillors authorised payments, payments made under the Scheme of Delegation to the Clerk were ratified and the bank statements were reconciled and signed by the Chairman and Vice-Chairman.

0791/23. Dates of next Parish Council Meeting:

Wednesday 14th June 2023 7.15pm
 Wednesday 19th July 2023 7.15pm
 Wednesday 23rd August 2023 7.15pm

The meeting closed at 9.05pm

Signed by Chair:-.....Dated:-.....

Appendix One – Newtown Linford Biodiversity Update

Newtown Linford Biodiversity update - Parish Council meeting 10th May 2023

- 1) Village Hall is booked for our next **Open Evening** on **Tuesday 7th November**. **Jack Matthews**, of the **National Forest Company**, has agreed to give a talk about the Charnwood Forest Geopark.
- 2) We now have the use of some **display boards** from the disbanded drama society that we can use at the Village Hall. We also have our own notice board, which needs modifying so it can be used as a portable display board, for when we travel to events outside of the village.
- 3) Our **flyer** is now on display in the Conservatory Tearooms, as well as the Post Office Tearooms.
- 4) **Wildlife walks and visits**: Shining Cliff Woods in Derbyshire on 16th April went well. For our May walk we're joining one in the National Forest Walking Festival programme – Wildlife Walk in Bradgate Park on 20th May. Then we have a visit to Benscliffe Hay Cottage on Tuesday 6th June 4pm, followed by a walk at Lea Meadows Nature Reserve on Wednesday 28th June 4.30pm.
- 5) **Himalayan Balsam-pulling**. We're starting to put together a series of dates for HB-pulling sessions in July, and through publicity in the Village Magazine and elsewhere are hoping to attract more families to take part.
- 6) **Treasure Hunt** for children will be available from our webpage over the summer. This will involve looking out and identifying local flora and fauna. Different age groups. Children taking part will receive a certificate, and there'll be prizes for the winners.
- 7) As a local group we'll be getting involved in helping to run the raffle over the **Scarecrow Festival** weekend in September.
- 8) We're continuing the process of **networking** with community environmental groups in other nearby villages. The latest one we've made contact with is: Wild About Barrow. We're pleased that Quorn Parish Council – I gather encouraged by hearing about what we've been able to achieve in Newtown Linford - now has at least 3 verges in the County Council's urban wildlife verge scheme.
- 9) Still on **wildlife verges**, later this month a Toolkit is being launched by David Nicholls of NatureSpot to assess the wildlife value of roadside verges in the scheme. This should be very useful in helping us monitor and improve the verges we manage in N-L.

Claire Costello

Appendix Two – Report by Borough Councillor, David Snartt

Report from Councillor David Snartt.

Charnwood Borough Election.

I thought there may be interest in the result for the Forest Bradgate Ward in the Borough Election on May 4th 2023. This Ward covers the villages of Woodhouse, Woodhouse Eaves, Ulverscroft and Newtown Linford. Sue Monroe 203 votes, Josephine Razzell 126 votes, David Snartt 695 votes. The turnout was 41.31%. Charnwood Borough Council has 52 Councillors across 24 Wards, all seats were up for election. Following the count, the political make-up of the Council is as follows: Conservative 23, Labour 20, Greens 8, Independent 1.

N.B. All Minutes are deemed as draft until formally approved and signed by the Chairman at the following Parish Council Meeting

All the results from the local election can be found on the Charnwood Borough Council's website at www.charnwood.gov.uk/elections23

Charnwood Lifeline.

Charnwood Lifeline enables people to summon help at the press of a pendant, twenty-four hours a day 365 days per year. Pressing a pendant connects the person through to a Lifeline operator and over the phone they can assess whether to call a family member or friend to help the customer or, if it's serious, the emergency services. It is ideal for anyone needing extra support to maintain independence at home, whether you are elderly, frail or disabled. Lifeline is for anyone who wants to feel safe and secure knowing that help can be raised immediately. When Charnwood Lifeline gets a call from a new customer, they discuss the available options, send out an information pack which includes the sign-up paperwork for completion.

Currently a basic Lifeline package costs £56.16p per quarter, and there is a one-time installation cost of £15. All the equipment is hired, and the basic package includes the supply and fitting of Lifeline, a key safe for emergency access and the services of an on-call warden who can be called upon to check the customers welfare if the next of kin or emergency contacts are not available.

More information about Lifeline can be found by visiting the website at www.charnwood.gov.uk/lifeline.

Hanging Basket Competition.

People living in Charnwood Borough are invited to take part in a competition to find the best hanging basket to mark the Coronation of His Majesty King Charles III. Residents across the Borough are invited to get creative and plant-up a hanging basket to celebrate the Coronation.

The prizes up for grabs are: first prize, an annual family membership for the Royal Horticultural Society (RHS): Second and third prizes - £50 National Garden Gift Voucher.

People can be creative and may choose to plant their hanging basket with flowers, try specific colour schemes relating to the Coronation or consider planting up with vegetables.

The closing date for entries is Thursday August 31st 2023. To enter: e-mail two photos of your hanging basket to charnwood@idverde.co.uk, include your name, contact number, and address in the body of the e-mail. Mark your e-mail subject as Hanging Basket Competition. People can also send entries by post to: idverde Hanging Basket Competition, Derby Road Playing Fields, Cotton Way, Loughborough. LE11 5FJ. More information is available on Charnwood Borough Council's website.

Queen's Park Concerts.

Queen's Park in Loughborough will host a variety of exciting concerts for residents and visitors to attend this summer. The Bandstand location in Queen's Park made a triumphant return in 2022 following the coronavirus pandemic where the concerts were well attended. Residents of all ages are invited to come down to the Bandstand and enjoy an afternoon of music on the following Sunday afternoons: 11th June, Loughborough Salvation Army Band: 25th June, Loughborough Concert Band: 2nd July, Melbourne Town Band: 16th July, Loughborough Male Voice Choir: 23rd July, Charnwood Concert Band: 6th August, The New Orleans Hotshots Jazz Band.

All concerts commence at 2pm and are free to attend.