# SWANNINGTON parish council

## Minutes of the Annual Statutory Full Council Meeting held on Monday 10 July 2023at 7.00 pm at the Village Hall, Main Street, Swannington.

### present : Cllrs R. Cairns, R McDermott, C Mursell, A Stafford (in the chair) and L Wilson.

**595/2023. To elect a Chairman for the year and to sign the declaration of office**

**RESOLVED:** Cllr A Stafford be nominated as chairman for the forthcoming year.

#### 596.2023. APOLOGIES: None.

#### 597/2023. DECLARATIONS OF INTEREST: None.

**598/2023. To elect a Vice-Chairman for the year and to sign the declaration of office**

**RESOLVED:** No nominations received.

**599/2023. Appointment of councillors, or council representatives with special responsibilities.**

#### Footpath warden. RESOLVED: Cllrs A Stafford and C Mursell be nominated.

#### Tree warden. RESOLVED: Cllr C Mursell be nominated.

#### School liaison. RESOLVED: No nominations received.

1. Allotments. **RESOLVED:** Cllrs R Cairns and C Mursell are nominated.
2. Village Hall. **RESOLVED:** All councillors are nominated.
3. Flood Warden. **RESOLVED:** Cllr R McDermott be nominated.
4. Flag Warden. **RESOLVED:** Cllr R McDermott be nominated.

**600/2023. Review of representation on or work with external bodies and arrangements for reporting back to council (councillors and council representatives)**

1. Leicestershire and Rutland Association of local Councils (LRALC). **RESOLVED:** All councillors are nominated
2. Swannington Heritage Group. **RESOLVED:** Cllrs A Stafford and C Mursell be nominated.
3. Swannington Open Gardens. **RESOLVED:** Cllrs A Stafford and C Mursell be nominated.

**601/2023. Audit – Annual review of key council policies and procedures (to be reviewed at later meetings).**

**RESOLVED:** Defer to future meeting.

**602/2023. General Power of Competence – To affirm that the Parish Council meets the criteria for eligibility.**

**RESOLVED:** To affirm that the Parish Council meets the criteria for eligibility.

**603/2023. To determine the time and place of ordinary meetings of the Parish Council up to and including the next annual meeting.**

List of dates given to councillors and uploaded to website. **RESOLVED:** To receive the list of dates and that all meetings will be held in the Village Hall, Main Street, Swannington.

**604/2023. CONFIRMATION OF MINUTES**

To confirm the minutes of the following meeting of the Parish Council:

1. Full Council – 24 April 2023. **RESOLVED:** Toapprove the minutes.
2. Annual Parish meeting (For information only). These will be approved at next year’s meeting of the Parish.

**605/2023. POLICE REPORT**

**CRIME FIGURES:** (please click the link to show the latest available crime figures in the Valley Beat Area)

<https://www.police.uk/pu/your-area/leicestershire-police/valley/>

**BEAT TEAM CONTACTS:**

If you need to contact a member of your beat team and the enquiry isn’t urgent then the easiest way to do this is via email, you can either do this through the Leicestershire

Police website or on the details below:

PC 70 Martindale – [james.martindale1@leicestershire.pnn.police.uk](mailto:james.martindale1@leicestershire.pnn.police.uk)

PC 1391 Coleman – [adrian.coleman@leicestershire.pnn.police.uk](mailto:adrian.coleman@leicestershire.pnn.police.uk)

PCSO 6178 Russell – [nicola.russell@leicestershire.pnn.police.uk](mailto:nicola.russell@leicestershire.pnn.police.uk)

PCSO 6683 McDonald – [patrick.mcdonald@leicestershire.pnn.police.uk](mailto:patrick.mcdonald@leicestershire.pnn.police.uk)

**606/2023. CHAIRMAN’S REPORT**

1. Willow tree planted in memory of the late Clerk, Brian Duncombe. Open Gardens provide Willow tree, Parish Council to provide plaque when suitable words confirmed. **RESOLVED:** To receive the information.

**607/2023. COUNCILLORS’ REPORTS, INCLUDING nwldc AND lcc**

1. Cllr Boam has not attended any meetings recently. **RESOLVED:** To ask him to attend a future meeting.
2. BOTAT issues with anti-social behaviour. Cllr Mursell updated the meeting on recent discussions with LCC and the Police regarding the antisocial behaviour issues and having it downgraded to a footpath/cycleway only. **RESOLVED:** To receive the information.
3. Cllrs A Stafford and C Mursell have spent time weeding the borders at the Village Hall including the car park area. **RESOLVED:** To receive the information.
4. Cllr L Wilson asked a question as to who was responsible for a fire hydrant as there is one near the junction of Church Lane that is continually leaking. **RESOLVED:** Fire service and LCC to be approached.
5. Jeffcoat’s Lane playing field – The wooden bench keeps moving! **RESOLVED:** Cllrs A Stafford and C Mursell to look at bolting it to the slabbed area.

**608/2023. clerk’s report**

Nothing additional to report this month.

**609/2023. Accounts**

1. To review and approve payments scheduled for May and June 2023 totalling £6,088.71.

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| ID Mobile | Mobile Phone | 16.99 |
| Water Plus | Water rates | 107.44 |
| HSBC | Bank charges | 10.50 |
| Carole Smith | Wages | 433.44 |
| Fiona Palmer | Wages | 411.06 |
| NEST | Pension | 11.15 |
| Jane Hancox EY Book-keeping | Book keeping | 56.45 |
| BHIB Ltd | Insurance | 1,833.42 |
| Burnt Oak Developments | Grounds work | 672.00 |
| Burnt Oak Developments | Grounds work | 672.00 |
| Castle Donington PC | Stationery | 44.39 |
| Castle Donington PC | Training | 35.00 |
| Jamie Christian | Repairs and maintenance | 150.00 |
| SC IT Solutions Ltd | Computer | 30.00 |
| ID Mobile | Mobile Phone | 16.99 |
| Water Plus | Water rates | 106.20 |
| EDF Energy | Gas | 1,066.00 |
| Caroline Mursell | Flowers | 48.50 |
| HSBC | Bank charges | 11.50 |
| Virgin Media | Broadband | 58.50 |
| Virgin Media | Broadband | 58.50 |
| Andrew Granger & Co | Field rent | 72.50 |
| EON - Electricity | Electricity | 115.78 |
| Target Hygiene Services Ltd | Mats and Hygiene | 50.40 |
|  |  | **6,088.71** |

**RESOLVED:** To approve payments for May and June 2023

1. To review and receive receipts for May and June 2023 totalling £4184.05

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Amount** |
| HSBC | Interest | 28.82 |
| Hall hirer | Hall hire | 51.00 |
| Hall hirer | Hall hire | 51.00 |
| Allotment holder | Allotment rent | 45.00 |
| Japanese Chin Club | Hall hire | 148.50 |
| Japanese Chin Club | Hall hire | 99.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 15.00 |
| Allotment holder | Allotment rent | 15.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 90.00 |
| Allotment holder | agricultural tenancy agreement | 85.00 |
| Allotment holder | Allotment rent | 30.00 |
| Hall hirer | Hall hire | 49.50 |
| Hall hirer | Hall hire | 82.52 |
| Hall hirer | Hall hire | 57.00 |
| Hall hirer | Hall hire | 66.00 |
| Hall hirer | Hall hire | 66.00 |
| Hall hirer | Hall hire | 245.00 |
| Hall hirer | Hall hire | 49.50 |
| Hall hirer | Hall hire | 103.15 |
| Hall hirer | Hall hire | 45.00 |
| Hall hirer | Hall hire | 49.50 |
| Hall hirer | Hall hire | 76.00 |
| Midland Counties English Rabbit Club | Hall hire | 158.50 |
| Hall hirer | Hall hire | 132.00 |
| Hall hirer | Hall hire | 82.50 |
| Hall hirer | Hall hire | 44.00 |
| Hall hirer | Hall hire | 44.00 |
| Hall hirer | Hall hire | 44.00 |
| Hall hirer | Hall hire | 88.00 |
| Hall hirer | Hall hire | 88.00 |
| Hall hirer | Hall hire | 88.00 |
| Hall hirer | Hall hire | 49.50 |
| Hall hirer | Hall hire | 33.00 |
| Hall hirer | Hall hire | 66.00 |
| Hall hirer | Hall hire | 126.00 |
| Hall hirer | Hall hire | 126.00 |
| Hall hirer | Hall hire | 168.00 |
| Hall hirer | Hall hire | 210.00 |
| Hall hirer | Hall hire | 68.00 |
| Hall hirer | Hall hire | 68.00 |
| Hall hirer | Hall hire | 44.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Hall hirer | Coffee money | 78.75 |
| British Samoyed | Hall hire | -30.00 |
| Allotment holder | Allotment rent | 60.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 15.00 |
| Allotment holder | Allotment rent | 15.00 |
| Allotment holder | Allotment rent | 30.00 |
| Swannington Heritage Trust | Hall hire | 40.00 |
| Swannington Heritage Trust | Hall hire | 11.00 |
| Swannington Heritage Trust | Hall hire | 11.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Allotment holder | Allotment rent | 30.00 |
| Midland Counties English Rabbit Club | Hall hire | 226.56 |
| Midland Counties English Rabbit Club | Hall hire | 79.75 |
| W I | Hall hire | 36.00 |
| W I | Hall hire | 36.00 |
|  |  | **4,184.05** |

**RESOLVED:** To receive the receipts May and June 2023.

1. To review and approve bank statements and bank reconciliation for May and June 2023.

Current account as at 25 June 2023: £22,468.96.

Savings account as at 25 June 2023: £24,547.42.

**RESOLVED:** To approve bank statements and bank reconciliation May and June 2023.

**610/2023. Audit – Accounts for Year end 31 March 2023**

To approve the provision of an upgrade to the Parish Council’s domain name to.GOV.uk and the provision of council email addresses as recommended. **RESOLVED:** To approve the provision of an upgrade to the Parish Council’s domain name to.GOV.uk and the provision of council email addresses.

**611/2023. To consider a grant request from Heritage Trust in lieu of room hire for the Strawberry Fayre.**

In line with resolution at the meeting in January, a charity or local group may apply for a grant, in lieu of bookings fees. **RESOLVED:** To waive the fees for the room hire for the Strawberry in June 2023 but remind them that any future application should be submitted before the actual event.

**612/2023. To ratify the following decisions taken in conjunction with the Clerk and Chairman, during the period when the Parish Council was not quorate**

1. To approve the work for the Village Hall repairs, including damaged drain covers, toilet overflow, plastering & painting and refurbishment of main front door.

* Drain covers were rusty and rotten and needed to be repaired. Cost £150.00. **RESOLVED:** To ratify the decision to replace the damaged and rotten drain covers.
* Toilet overflow work and urinal. Overflow - £80. Urinal - cost nominal. **RESOLVED:** To ratify the decision to undertake the work to the overflow and urinal.
* Art room – plastering and painting from roof leak at a cost of £300. **RESOLVED:** To ratify the decision to undertake the work to the artwork caused with the leaking roof.
* Front door in a bad state of repair. Quote obtained to repair, make good and paint. Cost £420.00. **RESOLVED:** To ratify the decision to undertake the works to repair the front door.

1. To purchase plants for the side of the Village Hall. Cllrs Mursell and Stafford, cleared all the over grown weeds, on the banking of the car park. A number of plants have been purchased and donated, in a bid to cover this whole area with planting. Cost £50. **RESOLVED:** To approve the works undertaken and the purchase of plants.
2. To arrange a fire risk assessment for the Village Hall. Following recent training undertaken by the Clerk and Cllrs Mursell and Stafford, it has become apparent that a fire risk assessment is needed to be undertaken by a suitably qualified person due to changes in the laws and responsibilities in the Fire Safety legislation in 2018. **RESOLVED:** To ratify the decision to obtain a quote for the work, and to get the inspection undertaken as soon as practicable.
3. To approve the decision not to apply for a Levelling Up grant via NWLDC on this occasion. Following a recent with NWLDC community Focus team and liaising with other groups who already have projects worked up for this round of funding (closing date 30 June), it was felt appropriate not to apply for any funding and allow others to benefit. **RESOLVED:**  Not to ratify the decision not to apply for the Levelling Up grant for this period, and to explore potential projects for the next period.

**613/2023. Village Hall matters**

1. Complaint received about flooding from the carpark, across the public right of way footpath through and under the fence to next door. Contact has been made with the neighbour; two contractors have been out to look best to resolve the issue. Two quotes have been obtained both for similar amounts approx. £1,000. **RESOLVED:** To accept the quote from existing contractor due to being able to undertake the expediently. Insurance details have been passed to the neighbour. **RESOLVED:** To receive the information.
2. To approve the purchase of a floor cleaning machine. For some time, it has become apparent that using a mop and bucket system, is the not the most hygienic and time appropriate method for cleaning the Village Hall floors. Quotes for a new pedestrian floor scrubber and an ex-hire have been obtained. **RESOLVED:** To wait until all other works have been undertaken to ascertain what funds are still available, and to ask for a trial of the machine once the floor has been sanded.
3. To approve the quote for sanding and renovating of the floor in the main hall. This work has been required for some time but was deferred due to the Covid 19 Pandemic. The work required is for the sanding, resin fill where required, and application of 3 coats of commercial flooring lacquer. Tow quotes obtained. **RESOLVED:** To accept the lowest quote and undertake the work at a cost of £2,500/£3,000.
4. To approve the quote for placing a water butt to collect water to allow the plants to be watered economically. Quote being sought. **RESOLVED:** To give delegated powers to the Clerk and Chairman to purchase and make suitable arrangements to have it connected to the roof water system. To investigate the possibility of obtaining a SHIRE grant from the LCC.

**614/2023. Planning matters**

1. Consultation on the changes to the 2015 Local Flood Risk Management Strategy [proposed changes to the 2015 Local Flood Risk Management Strategy](https://www.leicestershire.gov.uk/have-your-say/current-engagement/local-flood-risk-management-strategy). **RESOLVED**: To receive the information.
2. East Midlands Airport Draft Noise Action Plan Consultation 2023 [Noise Action Plan | East Midlands Airport](https://www.eastmidlandsairport.com/community/local-environmental-impacts/noise/noise-action-plan/). **RESOLVED**: To receive the information.
3. NWLDC – Review of Licensing Act 2003 Statement of Licensing Policy consultation [​docx icon Main changes within draft LA03 Statement of Licensing Policy.docx](https://nwleicestershire-my.sharepoint.com/:w:/g/personal/jack_merriman_nwleicestershire_gov_uk/EegQvT35g-xAj9s0oPq2VcIBPBi9_hbvu8CksLin6EsKCg?e=PhJsUC) and [​doc icon Licensing Act - Statement of Licensing Policy 2024 to 2029 DRAFT.doc](https://nwleicestershire-my.sharepoint.com/:w:/g/personal/jack_merriman_nwleicestershire_gov_uk/EYoarH3G41JHt5RZ3Tt_iMQBe9kV7rZQg6_iqFzxro0K5A?e=GLZxB1). **RESOLVED**: To receive the information.
4. To approve the setting-up of a footpath group in conjunction with Coleorton and Worthington parish councils. Cllr A Stafford gave some background information on the idea behind this collaborative working. **RESOLVED:** That the Parish Council agreed to the principle of a footpath group and looked forward to receiving additional information to progress this matter further.

**615/2023. PLANNING Applications**

1. **RESOLVED**: To ratify the following comments:

|  |  |  |  |
| --- | --- | --- | --- |
| 22/01951/FUL | 37 Spring Lane, Swannington | Erection of detached outbuilding comprising double garage at ground floor level and office/store at first floor level along with provision of a dropped kerb to frontage of property directly off Spring Lane | No Comments |
| 23/00616/FUL | 43 Spring Lane, Swannington | Erection of single and two storey rear extension and front porch | No comments |

1. **RESOLVED:** To make the following comments:

|  |  |  |  |
| --- | --- | --- | --- |
| 23/00740/OUT | Land At Main Street Swannington | Erection of 5 No Self Build Dwellings (Outline Application with all matters reserved except for access) | Strongly object:  Outside the limits of development. In relation to Swannington Neighbourhood Plan; Page 30. Site 121 is a local wildlife site (LWS LCC designations latest phase 1 habitat survey). Page 39. Flood risk from surface water - High. Also, the development would have an exit on to the road on a bend. Cars frequently park on the road in this area from the row of terrace houses. It would create a ribbon development. In the Local Plan, as far back 1977, there was reference made to the village scene being retained in that the fields came up to the through road. This is still very valid and should be retained where possible. |

**616/2023. PLANNING permissions**

**RESOLVED:** To receive the following permission notices:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 22/01926/FUL | | | Beaumont Villa, 116 Moor Lane, Coleorton | | | Erect of detached garage | Object - the application is vague in its description as it would appear to actually be more than one garage. The PC is concerned that the development is affecting a PROW | | Permitted | |
| 23/00431/FUL | | 7 Foan Hill, Swannington | | | Proposed removal of existing single storey flat roofed garage and kitchen extension areas, and erection of new single and double storey extensions and associated alterations to existing dwelling, conjunction with the erection of new detached building to provide double garaging, garden store/workshop space with first floor ancillary annexe accommodation over within roof space | | No comments | Permitted | |
| 23/00446/FUL | | The Oaks, 10 Burtons Lane, Swannington | | | Erection of two storey side extension and external alterations including new windows and render to entire property | | No comments | Permitted | |
| 23/00482/FUL | 126 Loughborough Road, Coleorton | | | Erection of a detached garage | | | No comments | Permitted | |
| 21/00859/FUL | Off St Georges Hill, Swannington | | | Erection of ancillary building for Hough Mill and Swannington Heritage Trust sites to provide storage, workshop, meeting/mess are and visitor toilets including demolition of existing informal structure | | | Object due its location outside the limits of development, however, the PC feels that it is a worthwhile project and improves the site, and allows the charity to further its aims and objectives for the community | Permitted | |

Meeting closed 8.25pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_