

## **SWANNINGTON PARISH COUNCIL**

Minutes of the Full Council Meeting held on Monday 10 February 2020 at 7.00 pm  
at the Village Hall, Main Street, Swannington

**PRESENT :** Cllrs P Holliday (in the chair), R Cairns, R Harban, H Foster and V Whitehouse. Approximately 60 members of the Public.

**161/2020 APOLOGIES:** Cllr S Concannon (work related).

**162/2020 DECLARATIONS OF INTEREST:**

None.

**163/2020 CONFIRMATION OF MINUTES**

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

- a) Full Council – 13 January 2020. **RESOLVED:** To approve the minutes.

**164/2020 POLICE REPORT**

**CRIME FIGURES:**

<https://www.police.uk/leicestershire/NN43/crime/>

**EVENTS:**

**Meet the Valley Beat team**

Members of the Valley Beat team will be at the following event. Please come along and make us aware of any Policing issues within your community.

|                                     |             |                                  |
|-------------------------------------|-------------|----------------------------------|
| FEBRUARY Wednesday 12 <sup>th</sup> | 1500 x 1700 | Belton Village Stores            |
| MARCH Wednesday 4 <sup>th</sup>     | 0930 x 1200 | Kegworth Parish Council Office   |
| APRIL Saturday 4 <sup>th</sup>      | 1000 x 1200 | Coleorton Post Office            |
| MAY Saturday 9 <sup>th</sup>        | 1000x 1200  | Farmers Market, Castle Donington |
| MAY Thursday 21 <sup>st</sup>       | 1600 x 1730 | Worthington Post Office          |
| JUNE Saturday 28 <sup>th</sup>      | 1200 x 1600 | Breedon Village Fete             |

**NEIGHBOURHOOD LINK:**

**Neighbourhood Link community messaging service**

*Neighbourhood Link is a community messaging service from Leicestershire Police that provides news and information about policing activity or initiatives, crime prevention advice as well as major incidents affecting your area.*

*Through this service you can receive messages from your local Neighbourhood Policing Team, local police or, in the event of a major incident or event affecting the whole of Leicestershire, from a partnership of agencies known as the Local Resilience Forum (LRF).*

In order to receive messages, you will need to register your details. This information will enable us to send you messages relevant to the areas you live and work. Anyone can register, whether you live, work or travel into Leicester, Leicestershire and Rutland. Registration is free and simple to follow.

Once you have registered you will receive messages via email unless you have specified otherwise. On some occasions it may be appropriate for messages to be sent via text messages or voicemail.

•Sign up to Neighbourhood Link <https://www.neighbourhoodlink.co.uk/>

•If you are already registered you can amend your details

•Request a reminder if you have forgotten your username or password

- You can unsubscribe from the service at any time

Neighbourhood Link is not able to receive messages and you should not use it to contact the police. In an emergency always dial 999. An emergency is when a crime is happening, someone suspected of a crime is nearby, someone is injured, being threatened or in danger.

If you wish to contact Leicestershire Police in other circumstances, for example to speak to local police or seek advice on police matters, you can call us by dialling 101 on your telephone.

<https://www.neighbourhoodlink.co.uk/>



### #LivesNotKnives

Our Lives Not Knives campaign aims to deter people from picking up a knife in the first place by highlighting the dangers and consequences of doing so. One knife crime incident is one too many. There is support available for those who carry a knife or may be considering carrying a weapon, as well as anyone concerned about someone, they know who has one. We are committed to working with our partners to tackle knife crime and address its underlying issues.

### What is knife crime?

Put simply, knife crime is a crime that involves a knife.

Knife crime includes:

- carrying a knife
- trying to buy a knife if you are under 18
- threatening someone with a knife
- owning a banned knife
- injuring or fatally wounding somebody with a knife
- intent to injure or harm somebody with a knife
- a robbery or burglary where a knife was carried as a weapon

### What's the law?

Setting aside the damage inflicted by a knife on a life, the potential legal consequences for those who carry, and use in acts of violence, a knife are severe.

For simply carrying a knife in a public place or on school premises, the maximum penalty if convicted is four years in prison. Those found on more than one occasion to be in possession of a knife face a minimum sentence of six months.

For offences when a knife is used on another person or in the commission of a crime (i.e. street robbery), the punishments become even more life changing.

Using a knife or another bladed instrument, depending on the circumstances and nature of injuries caused, can lead to offenders being charged with a range of offences, from assault to Section 18 Causing Grievous Bodily Harm (GBH) with intent, from attempted murder to manslaughter and ultimately murder.

Such offences can lead to many years in prison. While committing murder carries a mandatory life sentences, offenders can also be sentenced to life in jail for committing a Section 18 GBH offence.

### 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 819 Steve Harrison – [steven.harrison@leicestershire.pnn.police.uk](mailto:steven.harrison@leicestershire.pnn.police.uk)  
 PC 1391 Adrian Coleman - [adrian.coleman@leicestershire.pnn.police.uk](mailto:adrian.coleman@leicestershire.pnn.police.uk)  
 PCSO 6867 Kevin Bradley – [kevin.bradley@leicestershire.pnn.police.uk](mailto:kevin.bradley@leicestershire.pnn.police.uk)  
 PCSO 6178 Nicola Russell – [nicola.russell@leicestershire.pnn.police.uk](mailto:nicola.russell@leicestershire.pnn.police.uk)

**RESOLVED:** To receive the report.

**164/2020 PLANNING APPLICATIONS - TO REVIEW AND MAKE COMMENT ON RECENT PLANNING APPLICATIONS**

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

|               |   |  |
|---------------|---|--|
| 19/01961/FULM | Hybrid planning application for development of the site compromising: full application for the change of use of land for use as a caravan site as defined by S336 of the Town and Country Planning Act, together with the construction of a fishing lake and associated works. Outline application for the rection of associated restaurant/bar/shop and office (access only) | Listened to public comments; formal comments do not need submitting until the March meeting. Pc to have another meeting to formulate a response that it knows what the Public views are. |
| 20/00107/FUL  | External works to building (retrospective application)  | No objections  |

**165/2020 CHAIRMAN’S REPORT**

- a) Cyber Crime and fraud conference. A brief update of the event was given, highlighting the main issues of using easily accessible passwords, Ransomware and Phishing emails. **RESOLVED:** To invite the course facility to attend a meeting gin Swannington and invite all the local groups.
- b) Letter of thanks received from the Christmas Dinner group.

**166/2020 CLERK’S REPORT**

- a) 40mph Speed limit has now been imposed on part of Spring Lane. It was mentioned that the necessary signs were no in place to enforce this new speed limit. **RESOLVED:** Clerk to raise the matter with LCC.
  - b) LCC quarterly clerk’s meeting.
    - LCC are undertaking a review of the delivery of well-being and opportunity in Leicestershire – Adults and communities department ambitions strategy for 2020-2024. They are encouraging everyone un the community to respond and comments need to be submitted by 22 March 2020. Easy ready link [https://www.easy-read-on-line.co.uk/media/52986/asc-strategy-easy-read-lo-res\\_v5.pdf](https://www.easy-read-on-line.co.uk/media/52986/asc-strategy-easy-read-lo-res_v5.pdf)
    - LRALC now has a new deputy CEO and should be back up to strength with Jake (CEO) also returning to full time work after a period of illness in 2019.
    - Forestry – gave a review of the rights and responsibilities for the owners of trees in particular under the occupiers’ liability 1957 and 1984, whereby landowners have a duty to ensure visitors/users are as safe as practicable. Th process for managing trees with LCC is through a common-sense risk management approach with 3 levels of inspections based upon the risk: high risk – 12/18-month inspection period; moderate 3 years inspection period and low risk – re-active inspection after adverse weather.
      - High risk – large trees, trees with noted defects and areas of high use.
      - Moderate risk – large/medium trees, trees with no noted defects and area of periodic use.
      - Low risk – small trees; healthy trees with no noted defects, areas of low use.
- Risk management can take various forms including informal – public; formal – staff as part of their routine; detailed inspection – carried out on a regular interval and

should be dovetailed with programme of formal inspection and commensurate with risk.

Tree owner responsibilities include:

- Owner – full responsibility is with landowner.
- Risk assessment.
- Formal inspection.
- Identify remedial work.
- Action work.
- Inspection and maintenance history.
- Site management.

LCC as the highway authority has a duty of care for highway users, including privately owned trees, under the Highways Act 1980, section 154. Parish and Towns councils have similar powers power, although discretionary enforcement power under the Local Government Miscellaneous Provisions Act 1976, section 23 “dangerous trees”.

LCC is now offering a complete package for tree care and management, that is based upon annual subscription around the number of trees owned; 3 year cyclical survey; high risk trees identified and inspected 12/18 monthly; access to procured tree work contractors and advise and reactive work after storm events.

Parish securing their own tree advice must ensure that the tree consultant has professional indemnity and not just public liability insurance; public liability insurance is required by the tree surgeons.

- Highways commenting on planning applications – they can only make comment on highways issues and development traffic that effects the actual site under consideration. Developers cannot buy a planning application by offering a highway matter, i.e. a crossing/junction changes that does not relate to the actual planning application site. The Local Planning Authority (NWLDC) does not have to follow the advice of LCC highways, it can make an alternative decision taking in to account all consultees, which LCC is only one of.
- Adoption of new estates – there are a number of issues with new estates with management companies taking on some responsibilities, developers not making good the developments sites and LCC refusing to adopt some sites. Advice on any queries can be obtained through emailing [cscparishes@leics.gov.uk](mailto:cscparishes@leics.gov.uk)

**RESOLVED:** To receive the information.

c) Parish Liaison meeting.

#### **ZERO CARBON ROADMAP**

- In June 2019, the UK committed to net zero carbon emissions by 2050 and North West Leicestershire District Council declared a climate emergency.
- NWLDC is trying to find the right route to net carbon zero. There are many new initiatives and technologies that are being developed and we need to decide when and how we can use them.
- NWLDC has contracted with a company called Etude (since June) to assess what the district council can do to become carbon neutral by 2030.
- Some of the activity that the district council is currently doing can support some of that i.e. Recycle More and the recent commencement of the food waste trials.
- Bigger areas to impact are things like transport and the district council is looking at electric points throughout the district as well as the purchasing of electric vehicles.
- A fully costed business plan with an action plan is being created to support the work required at the district council. The assessment that has been developed by Etude will be going to a NWLDC members and briefing and workshop in January 2020.
- The district council has a responsibly to look at its own impact, which is quite low. What we need to do is understand how the council can help residents or businesses look into more sustainable options for living and working.

## ENVIRONMENT AND TRANSPORT

It was explained that due to constrained budgets, the Environment and Transport Department at LCC could only provide limited support but are now trying to work more with parishes after recent feedback.

### FLOODING

- Flooding is the responsibility of a number of people. Floods from rivers, streams, and ditches are the responsibility of the landowner (legally termed riparian landowner).
- LCC is the Lead Local Flood Authority (LLFA). The LLFA investigate but do not solve the issue and have a responsibility for strategic flood risk management planning. Contact details are 0116 305 0001 or [flooding@leics.gov.uk](mailto:flooding@leics.gov.uk).
- Kegworth Parish Council encouraged other parishes to get a community response plan as parishes will benefit greatly from them.

### GULLIES

- LCC clear 64,000 gullies each year. This was found to not be effective, as kits were not being used as they should. LCC trialed the system last year with the risk-based approach and are developing a routine program that prioritizes high-risk gullies.
- LCC have contracted gully cleaners so this has freed LCC to do reactive responses.

### GRITS/SALT BOXES

- LCC have a duty to make roads safe during winter. However, LCC do not have to provide salt bins.
- In the 2009 winter policy review, if parishes wanted a bin and to be placed on networks, LCC would provide salt but had to meet certain criteria.
- In 2015, the director provided grit bins (not yellow) to those who asked. These were provided by LCC and maintained by a third party.
- Whitwick PC expressed thanks for LCC's support in their recent purchase of grit bins.

### STRUCTURE LICENSES

- A structure license is required for street furniture such as benches, bins, bollards, etc. Once the site has been evaluated and assessed for safety then there is a £75 charge for the license. There is no charge for cultivation licenses.
- LCC are reviewing current licenses in the next 6 month and will be providing a free service until the review is complete.

**RESOLVED:** To receive the information.

- d) Meeting with development for Foan Lane site – Mr Draycott has been invited to March Full Council meeting. **RESOLVED:** To March or possibly later meeting.
- e) Update on highway parking issues raised at last meeting. Parking issues were raised at the last meeting and were passed on to the LCC/NWLDC and Police. The information given was vague which meant it was hard to comment. If there is a situation where a vehicle is blocking the pavement, then this is a Police issue, and needs calling in at the time on 101. Issues of inconsiderate parking on the roads, where there are no waiting restrictions, it is difficult to manage, but if all these cases are logged with the Police, NWLDC or LCC directly on their websites, then a pattern can be seen. All these issues need reporting at the time, not at a later stage and councillors and public need to be encouraged to do this. A "Report It" section will be created through the Parish Council website to make it easier to access these other sites. **RESOLVED:** To receive the information.
- f) Letter from WI received highlighting areas of concern regarding their use of the Village Hall including issues with the heating, stacking of chairs on the stage and them having to get them down and the lack of outside light. These issues were discussed, and the Clerk confirmed that she and Caretaker were trying to ensure that the concerns of the WI were addressed, as with health and safety and the Parish Councils duty of care they should be resolved within in a timely manner. It was suggested by councillors, what was the issue with lifting chairs off the stage as this had always been done, and having them on the floor would this create issue with access to another cupboard space? **RESOLVED:** That the Clerk and Caretaker would ensure that the highlighted issues were resolved prior to the WI next meeting.

## 167/2020 COUNCILLORS' REPORTS INCLUDING REPORTS FROM LCC AND NWLDC COUNCILLORS



- a) VAS signs, including latest data results. A report given to Councillors; data looking fairly similar to last month. Copy filed with the minutes. **RESOLVED:** To receive the information.
- b) Website usage. No print off this month due to printer issues.
- c) Neighbourhood Plan – Meeting of various groups is on-going with next one next week. **RESOLVED:** To receive the information.
- d) HS2 update – Main concerns relayed were the establishment of the railhead near o the Ashby/Sinope junction island; closure of A511 and the building of temporary roads; increased numbers of workers in the area and potential for locals being drawn to the HS2 project and leaving a shortage of local labour for other works; damage to local roads; 7 years construction timeframe with no definite start as yet as waiting for he Hybrid Bill to be determined. The Parish Council will be able to attend the Select Committees if this does go ahead, and it has been suggested that collaborative working, in particular with Ashby Town Council. **RESOLVED:** To receive the information.
- e) Speeding issues were raised within the village. Police speed checks have been undertaken recently; a direct result of the figures shown by the VAS data. **RESOLVED:** That the Clerk progress the annual Community Speed Watch campaign.
- f) Cllr Harban showed the Parish Council pictures of work that he felt needed to eb done on the village hall, including fascia board, tarmac, water tap, areas that need re-pointing and bricks that have perished, doors that need replacing. A full plan of action is needed for Village Hall issues. Further report in Clerk's report in Confidential Session at the end of the meeting. **RESOLVED:** To receive the information.
- g) Cllr Cairns raised points in relation to the planning application off Spring Lane in terms of the need to speak to Stephenson College and the buildings adjacent to the Village Hall – Bau Street as they have information or advice that might help in the comments to be submitted in due course. **RESOLVED:** Clerk to contact Stephenson Collage and Bau Street.

### **168/2020 ACCOUNTS**

- a) **RESOLVED:** To approve payments scheduled for February 2020.  
xxxxx
- b) **RESOLVED:** To review and receive receipts from February 2020.
- c) **RESOLVED:** To review and approve bank statements and bank reconciliation for February 2020.

It was not possible to produce these reports as the information needed had not yet been handed over form the previous Clerk; however this is the format that will be produced on a monthly basis, once the information is available and the new account system is up and running. It is hoped that will be from February. **RESOLVED:** To receive the information.

### **169/2020 TO RATIFY THE DECISIONS TO:**

- a) Purchase a new telephone for the Clerk to the Council. **RESOLVED:** To ratify the purchase of a new phone on contract at a cost of £11.99 per month.
- b) To approve works mentioned at previous meeting to undertake to allotment hedges on Station Road. Although this was discussed prior to the new Clerk starting, discussion ensued that it was felt that the one quote for too expensive. **RESOLVED:** To obtain new quotes with the aim of still trying to get this work down before bird nesting season starts.

### **170/2020 VILLAGE GROUNDS WORKS**

To discuss various grounds works that need undertaking for the next season, so that a tender document can be drawn up. Although the Parish Council only owns the Village Hall, it does appear to maintain other area of land namely allotments, football pitch and the church. **RESOLVED:** That the arrangements for undertaking this work needs to eb investigated as does a formal grounds maintenance plan. Clerk to progress.

### **171/2020 AUDIT - ANNUAL REVIEW OF KEY COUNCIL POLICIES AND PROCEDURES**

The issue of the lack of substantive policies was raised by the Internal Auditor and it was recommended that these needing putting in place with immediate affect. No work had been done prior to the new Clerk starting.

- a) Code of Conduct. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- b) Standing Orders. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- c) Statement of Internal Control and Review of Effectiveness of Internal Control. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- d) Financial Regulation's. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- e) Risk Assessment and Management. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- f) Freedom of information – Core Classes and Model Publication Scheme. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- g) Complaints Procedures. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- h) Equality Policy. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- i) Dignity at work/bullying and harassment. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- j) Lone and Homeworkers. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- k) Disciplinary and Grievance. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- l) Data Protection. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- m) Asset Register. **RESOLVED:** To review at March meeting.
- n) Insurance arrangements. **RESOLVED:** Quotes to be sought for insurance looking at a long term, three-year fixed contract to save the Parish Council money. Quotes to be bought back to the Parish Council in dues course.
- o) Financial Reserves. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- p) Health and Safety. **RESOLVED:** Copy of draft policy to be circulated to all councillors with a view that this will be discussed at the March meeting.
- q) Councillors to re-confirm acceptance to receive meeting invites by email. **RESOLVED:** To review at March meeting.

**172/2020 PLANNING PERMISSIONS - TO RECEIVE NOTIFICATIONS OF PLANS APPROVED**

|            |              |   |   |          |
|------------|--------------|---|---|----------|
| 12/04/2017 | 17/00451/OUT | Reserved matters application for the erection of one dwelling, details of access, appearance, landscaping, layout and scale for land rear of 20 Spring Lane | We don't like this as it is back land development, but development was permitted at no 22 so how can you refuse it! | Approved |
|------------|--------------|---|---|----------|

**173/2020 EXCLUSION OF THE PUBLIC**

To exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity in respect of the following item would be prejudicial to public interest by reason of its confidential nature

- Village Hall matters
- Charity matters
- Staff matters

The Clerk produced a detailed report highlighting a considerable number of issues that were long overdue in resolving, some quite serious.

**RESOLVED:** That the Parish Council took on board the report and agreed that they needed to be resolved in a timely manner now that they have been highlighted, prioritising the most urgent.

Meeting closed 10.00 pm

**Public comments/questions**

HS2 – Has this been approved yet? No waiting for government decision.

Village Hall – It was suggested that a village Hall users' groups be set up. It was reported that the Clerk and Caretaker are planning on sorting this in the next few weeks.

Neighbourhood Plan meeting – Next meeting is on the 4 March 2020.

Litter – Member of public suggested that a litter pick in certain areas was needed and that they will willing to do. They are to Liaise with the Chairman in terms of PPE and disposable of the rubbish.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

DRAFT