

SWANNINGTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 9 March 2020 at 7.00 pm
at the Village Hall, Main Street, Swannington

PRESENT : Cllrs R Cairns (in the chair), R Harban, H Foster and V Whitehouse. Approximately 12 members of the Public.

174/2020 APPOINTMENT OF CHAIRMAN

RESOLVED: To appoint Cllr R Cairns.

175/2020 TO RECEIVE THE RESIGNATIONS OF TWO COUNCILLORS

RESOLVED: To receive the resignations of P. Holliday and S Concannon. To write and thank them for their time on the Parish Council and commence the process to replace them.

176/2020 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: No to appoint anyone at this time.

177/2020 APOLOGIES: None.

178/2020 DECLARATIONS OF INTEREST:

Cllr H Foster declared a non-pecuniary interest in pp 20/00263/20

179/2020 CONFIRMATION OF MINUTES

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

- a) Full Council – 10 February 2020. **RESOLVED:** To approve the minutes.

180/2020 LAND OFF FOAN HILL

Mr Colin Draycott came to talk to the meeting about proposals for land off Foan Lane. He explained that his proposal was to sell the land off Foan Lane with planning permission. The site is big enough for about 7/8 houses. Mr Draycott also offered a substantial amount of money for the Village towards traffic calming.

Questions from the Public and the Parish Council were asked of Mr Draycott.

Mr Draycott was thanked for his time in attending the meeting and was advised that the Parish Council would consider his offer and come back to him in due course; waiting for the formal planning application to be submitted.

181/2020 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.

MARCH Wednesday 4 th	0930 x 1200	Kegworth Parish Council Office
APRIL Saturday 4 th	1000 x 1200	Coleorton Post Office
MAY Saturday 9 th	1000x 1200	Farmers Market, Castle Donington
MAY Thursday 21 st	1600 x 1730	Worthington Post Office
JUNE Saturday 28 th	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/>



YOUNG PEOPLE ACROSS LEICESTERSHIRE WARNED ABOUT COUNTY LINES THANKS TO SCHOOL PLAY.

A hard-hitting production to raise awareness on the issues of County Lines and how it affects young people will be shown in 80 secondary schools across Leicester, Leicestershire and Rutland from Monday 24 February.

Leicestershire Police have commissioned leading theatre company, Alter Ego Creative Solutions to deliver a series of productions to children in year 7 upwards, as well as parents, teachers and professionals on the national drug trafficking issue.

The production, carried out by three actors, will run for eight weeks and aims to raise awareness around County Lines, how it can affect young people, information on grooming and the similarities between Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE). The production will also educate children on where to go for help and advice if they have concerns.

County Lines is a national issue and involves gangs and criminal networks exporting illegal drugs into other areas of the country, often small towns, using mobile phone lines or another form of 'deal line' which can often be vulnerable adults or young people.

The gangs (usually made up of young males from a large urban area), often exploit children or vulnerable adults to move and store the drugs and money, and use coercion, intimidation, violence (including sexual violence) and weapons as a way of trapping and manipulating them into trafficking class A drugs, specifically crack cocaine and heroin.

Katie Hudson, Children and Young Persons Officer for Leicestershire Police, said: "County Lines is a national issue which effects young people and has a detrimental impact on their future. We feel it's vital to raise awareness in young people in order to prevent any risk or harm happening to them.

"Alter Ego's approach is different and as a result they have an engaging way to reach young people. We're able to reach at least one-year group in every secondary school in Leicester, Leicestershire and Rutland with this production."

Keith Hobbs, Headteacher at Stephenson Studio School said: "We are thrilled to be working in partnership with Leicestershire Police and Alter Ego Creative Solutions to tackle national issues at a local level and in a creative way.

"It is imperative that all schools raise awareness amongst their students and the community of the risk of County Lines and other potential safeguarding risks. "The police and Alter Ego have been pivotal in raising the profile of this work, enabling the delivery of this important message in a way that is more relatable and memorable."

Lynne Goodwin, of Alter Ego said: "Alter ego are delighted to be returning to Leicestershire with our child criminal exploitation play County Lines. The play was developed out of a growing need to raise awareness around this issue and has had a tremendous impact in all the areas around the UK that we have toured to."

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
- PC 1391 Adrian Coleman - adrian.coleman@leicestershire.pnn.police.uk
- PCSO 6867 Kevin Bradley – kevin.bradley@leicestershire.pnn.police.uk
- PCSO 6178 Nicola Russell – nicola.russell@leicestershire.pnn.police.uk

RESOLVED: To receive the report.

182/2020 PLANNING APPLICATIONS - TO REVIEW AND MAKE COMMENT ON RECENT PLANNING APPLICATION

RESOLVED: To make the following comments.

19/01961/FULM	Land At Spring Lane Swanington Leicestershire	Hybrid planning application for development of the site comprising: 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)	10/2/2020 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. Full Comments submitted after March meeting; filed in planning folder 9 March 2020.
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183/2020 COUNCILLORS' REPORTS INCLUDING REPORTS FROM LCC AND NWLDC COUNCILLORS

a) VAS signs monthly report, if available. No report available. **RESOLVED:** To receive the information.

- b) Website usage monthly report. Cllr H Foster gave an update on the number of visits on the Parish Council website – a total of 1613 for February, a lot of these were around planning.
- c) Neighbourhood Plan – Update from recent meeting. Concern has been raised about the lack of councillor involvement, and at this stage in the process, it is needed. Concern also raised that the funding received for this project was not earmarked for the project at budget time, as the new clerk was not advised that there had been a grant. The invoices for £1,800 and now £4,000 will affect the budget set, as it is not free money in the budget. They need paying as per the original agreement, meaning that something else will need to wait. An update was given by the Chairman of the NHP committee. The Plan is progressing, but it Parish Council input is needed in line with the original terms of reference. **RESOLVED:** That no one currently had the time to commit to this project fulltime, however, they would try and ensure that someone attended the future meetings. It is also hoped that when the Parish Council was up to strength new members maybe interested and have the time.
- d) VE Day – Village wanting to do anything? There is a picnic being organised to take place on Friday 8th May at the Mill to celebrate VE Day. Swannington Open Gardens are organising a pop up plant sale to take place on Sunday 17th May with the theme of Dig for Victory (this was the closest date we could get to VE Day). ‘Hospice Hope’ will be benefiting from our fundraising efforts on this occasion. **RESOLVED:** To receive the information.
- e) Any others – Cllr Harban reported that there appeared to be a ruptured stop cock on Foan Lane; plus another drainage issue at top of Foan Hill. **RESOLVED:** To monitor the situations. Also, there appeared to be some blocked gullies in the Village. **RESOLVED:** Councillors and public are to give the locations and information to the Clerk.

183/2020 SPEEDING MATTERS - INCLUDING NOMINATING OF A NEW PERSON TO BE RESPONSIBLE FOR THE VAS SIGNS AND ALSO TO TAKE ON THE ORGANISATION OF THE ANNUAL SPEED WATCH CAMPAIGN

RESOLVED: To advertise for someone from the village to potentially take on the responsibility of the VAS signs.

184/2020 TO RATIFY THE DECISIONS TO:

- a) To undertake minor works to the carpark to ensure the safe use by all users. **RESOLVED:** To undertake minor works to the car park to ensure the safe use by all users at a cost of £484.00.
- b) To employ a booker keeper on a temporary basis to bring the accounts for this financial year up to date. (As per confidential report at last meeting). **RESOLVED:** To employ a booker keeper on a temporary basis to bring the accounts for this financial year up to date.

185/2020 ACCOUNTS

a) **RESOLVED:** To approve payments scheduled for February/March 2020.

Description	Supplier	Amount
Book keeping	Jane Hancox EY Book-keeping	268.00
Tarmac	S Callendine	484.00
Neighbourhood Plan	Your Locale Ltd	4,800.00
Computer security	SCIT	228.00
Computer	SCIT	774.00
Boiler service	Breaston Mechanical	132.00
Cleaning	Coalville Cleaning Services Ltd	112.20
Rates	Waterplus	281.46
Computer	Starboard Systems	237.72
Electrical work	Beta Electrics	148.55
Mobile Phone	Fiona Palmer	35.97
Land Registry searches	Fiona Palmer	41.88
Tax & NI	HMRC	664.90
Payroll	Staff	2,437.70
Allotment hedge	Mr and Mrs Brightman	696.00
Legionella risk assessment	LTM Midlands LTD	150.00

	Total	11,492.38
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- b) **RESOLVED:** To review and receive receipts from March 2020. None received this month.
c) **RESOLVED:** To review and approve bank statements and bank reconciliation for March 2020.

186/2020 TO APPROVE THE WORKS TO THE HEDGE BETWEEN THE ALLOTMENTS ON STATION HILL AND PRIVATE RESIDENCE

RESOLVED: To approve the works to the hedge between the allotments on Station Hill and private residence at a cost of £696.00. This being to the resident who had instructed the work to be done due to the time constraints of the Parish Council meetings and the Bird Nesting Season.

187/2020 PARKING IN THE VILLAGE HALL CAR PARK – COUNCIL TO CONFIRM THAT A LOCAL RESIDENT CAN CONTINUE TO PARK IN THE CAR PARK, FOLLOWING THE RESIGNATION OF ONE OF THE PREVIOUS COUNCILLORS

RESOLVED: Parish Council confirmed that a local resident who had approached the Parish Council, and had been parking in the Village Hall car park, can continue to park there

188/2020 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. **RESOLVED:** To adopt all the model policies as circulated to the Parish Councillors, and that these will be reviewed on an annual basis.

- a) Code of Conduct. **RESOLVED:** To adopt the Policy.
- b) Standing Orders. **RESOLVED:** To adopt the Policy.
- c) Statement of Internal Control and Review of Effectiveness of Internal Control. **RESOLVED:** To adopt the Policy.
- d) Financial Regulation's. **RESOLVED:** To adopt the Policy.
- e) Risk Assessment and Management. **RESOLVED:** To adopt the Policy.
- f) Freedom of information – Core Classes and Model Publication Scheme. **RESOLVED:** To adopt the Policy.
- g) Complaints Procedures. **RESOLVED:** To adopt the Policy.
- h) Equality Policy. **RESOLVED:** To adopt the Policy.
- i) Dignity at work/bullying and harassment. **RESOLVED:** To adopt the Policy.
- j) Lone and Homeworkers. **RESOLVED:** To adopt the Policy.
- k) Disciplinary and Grievance. **RESOLVED:** To adopt the Policy.
- l) Data Protection. **RESOLVED:** To adopt the Policy.
- m) Asset Register. **RESOLVED:** To confirm the list, but review again with potential updates at the April 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 brought back to the Parish Council in due course.
- o) Financial Reserves. **RESOLVED:** To adopt the Policy.
- p) Health and Safety. **RESOLVED: RESOLVED:** To adopt the Policy.
- q) Councillors to re-confirm acceptance to receive meeting invites by email. **RESOLVED:** To confirm acceptance of Parish Councillors receiving agenda invites by email.

189/2020 MINUTES AND ACCOUNTS

As reported previously (in confidential), the Parish Council to note that the new Clerk was not been given any minutes or accounts except for the current year, which is contrary to legislation. Some missing soft minutes have been given via one of the councillors, but this does give a full history of the Parish Council and no other accounts have materialised. **RESOLVED:** To receive the information.

190/2020 AUDIT FOR ACCOUNTS 2019-20

There isn't a full set of records for the audit for 2018-19 handed to the new Clerk; this will need to be requested from the external auditors and there is likely to be a charge. The report from the In-

ternal Audit did not highlight a number of the issues that have been raised by the new Clerk ; therefore, it is recommended that another Internal Auditor should be engaged. **RESOLVED:** To appoint a new Internal Auditor, Redwood Pryor.

191/2020 VILLAGE HALL AND MINERS INSTITUTE CHARITY

Clarification is required as to whether the charity should still exist and full confirmation as to the ownership of the Village Hall is required. Legal advice is required to ascertain some of the information and councillors and other members of the Charity need to seek clarity as to their responsibility and liability. **RESOLVED:** That legal and other advice is required to resolved this situation and ensure that the Parish Council is acting within the Law.

192/2020 ALLOTMENTS AND PLAYING FIELD

The new Clerk has not been given any paperwork regarding any of these areas that the Parish Council has taken responsibility for, but does not appear to own. Details for arrangements and leases have been sought from Wyggeston Charity have been requested, but nothing received to date. No information regarding who the allotment tenants are has been given to the new Clerk. **RESOLVED:** Cllr R Cairns will try and get some information from the previous Clerk in term so who uses the allotments, if not available, then a Public meeting may be necessary to ascertain the plot holders. **RESOLVED:** Clerk to continue to progress the necessary paperwork/legal agreements in terms of the three areas of land.

193/2020 VILLAGE HALL

- a) Leaking room over meeting room. Parish Council to agree necessary work. **RESOLVED:** To monitor the situation.
- b) Premises License is in held for purposes of music (live and recorded), not alcohol, but there is no certificate is displayed. A new one is required to be displayed and there is a cost implication. **RESOLVED:** To apply for a new Notice.
- c) Gas boiler safety certificate has been undertaken (this is for the purposes of renting out the building), however, this has highlighted an issue with the gas supply pipe that needs rectifying. Parish Council to agree necessary work. **RESOLVED:** To waive Standing Orders to allow for the necessary work as reported by the Plumber who undertake the safety inspection to be undertaken to ensure the boiler is up to correct standards.
- d) Electrics have been causing a concern and tripping out for some time and nothing has been done; this needs rectifying. There are also two electric heaters underneath curtains that need removing as these are a fire risk. The rear car park and side light needs upgrading so that can be switched or come on with sensors. Parish Council to agree necessary work. **RESOLVED:** To waive Standing Orders to allow for the necessary work to ensure that the electrics are safe for use by all Hall Users; this includes sorting out of the tripping of lights in the main function room and replacing all of these with LED light fittings; upgrade the outside lights to the building and car park and remove old heaters in the meetings rooms, which cause a potential fire risk.
- e) Legionella risk assessment has been undertaken (report awaited), but this will need reviewing and action taken. Parish Council to review and agree necessary work. **RESOLVED:** To waive Standing Orders to undertake the necessary works as reported in the Legionella Risk Assessment.
- f) Fire Extinguishers need annual service. Parish Council to agree necessary work. **RESOLVED:** To waive Standing Orders to bring the fire safety measures up to date.
- g) Doors – Rear fire door needs replacing. Is this to plastic, metal or wood? Parish Council to agree necessary work. **RESOLVED:** To defer to next meeting.
- h) Window blinds – Replacement blinds for the main hall have been requested by users; is a necessary or desirable need. Parish Council to agree necessary work. **RESOLVED:** To defer to next meeting.

194//2020 PLANNING APPLICATIONS

RESOLVED: To make the following comments.

20/00107/FUL	1 Spring Lane Swannington Coalville Leicestershire LE67 8QR	External works to building (retrospective application)	No objections
19/02383/LBC	Heritage House Talbot Lane Whitwick	Demolition of single storey element of building and construction of new single story workshop (LBC)	No objections as long as heritage officer ok with plans
19/02382/FUL	Heritage House Talbot Lane Whitwick	Demolition of single storey element of building and construction of new single story workshop	No objections as long as heritage officer ok with plans
20/00263/20	82 Main Street Swannington	Erection of 1 dwelling (outline - all matters reserved)	No objections
20/00344/FUL	85 Loughborough Road Coleorton	Alteration to existing outbuilding/gym, erection of detached garage, erection of 2 storey side/rear extension and single storey rear extension with balcony and formation of new access. (Revised scheme to planning permission 19/01530/FUL)	No objections

195/2020 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

- Staff matters

The Clerk updated on the report submitted to all Parish Councillors at last months meeting, in particular to those relating to staff matters and employment contracts.

RESOLVED: That the Parish Council took on board the report and discussions regarding staff contracts. Further details will be reported at future meetings.

Meeting closed 10.00 pm

Signed _____

Print Name _____

Date _____