

**MINUTES OF THE GROBY PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> MARCH 2018 AT THE COUNCIL OFFICES COMMENCING AT 7.00PM**

**Councillors Present:** Cllr Rigby (Chairman)  
Cllrs Baker, Batty, Beck, Emmerson, Gunn, Hollick, B Jones, S Jones,  
Measures, Sleath and Smith,

**Also Present:** The Clerk  
Borough Councillor Cartwright  
County Councillor O'Shea  
3 members of the public

**COU/228/17-18 Apologies for Absence**

Apologies were received from Cllrs Coley, Lindsay and Marvin and the Chairman informed the meeting that Cllr Hollick would be late

**COU/229/17-18 Declarations of Interest**

Cllr Emmerson declared an interest in any item relating to Groby Allotment Society  
Cllr Sleath declared a non pecuniary interest in Groby Scouts  
Cllr Gunn declared an interest in item COU/242/17-18, as his children attend Martinshaw School

**COU/230/17-18 Minutes of the meeting held on 5<sup>th</sup> February, 2018**

It was **resolved** by majority decision that the minutes of the Groby Parish Council meeting held on 5<sup>th</sup> February 2018 be signed by the Chair as a true record.

**Closed Session Minutes of the meeting held on 5<sup>th</sup> February, 2018**

Due to the confidential and sensitive nature of this item, it was **resolved** that this item should be discussed in closed session

**COU/231/17-18 Matters Arising**

COU/224/17-18 - email address. The Clerk informed members that an IT consultant had visited the office and was investigating the problems with the email address: [parishclerk@groby.com](mailto:parishclerk@groby.com)

**COU/232/17-18 Parish Councillor Reports**

**Informal meeting with Groby Junior FC**

The Chairman informed members that a constructive informal meeting had taken place with Groby Junior FC regarding the football club's commitment to developing the Klondyke into a football ground. He stated that the Parish Council need to give Hinckley & Bosworth Borough Council the preferred choice for a CPO.

The Chairman read out the following proposal:

To consider the development known as the Klondyke in providing Groby Juniors and the community of Groby a facility for football and recreation as the preferred project supported by Groby Parish Council; subject to the sport pitches facility survey

This was unanimously **resolved**

It was acknowledged that the above proposal was subject to formal agreement by the Groby Junior FC committee meeting

The Chairman added that the football club had been requested to expand the scheme by May 12<sup>th</sup>

Standing Orders were suspended for 5 minutes to allow Cllr Cartwright to comment

Cllr Cartwright explained that it would be advantageous to have a planning application on the land and that the Parish Council should own the land; not the football club

Standing Orders were resumed at 7.15pm.

The Chairman then read out the following proposal:

To consider allowing the use of the protection of land (Klondyke) budget to be used in relation to supporting Groby Juniors and the community of Groby to develop a business plan and planning provisions on the area known as the Klondyke. The amount being limited to £5k. This being match funded by Groby Juniors at an amount agreed at 1/3 of £5k (£1667).

This was unanimously **resolved**

It was then agreed that the following should be undertaken:

- To get quotes from the architect that drew up the plans for the former Quarry Park project
- Inform Hinckley & Bosworth Borough Council regarding the Parish Council's resolution and making it clear that although this is the preferred option it is not the definitive option.
- Inform the neighbouring Quarry
- Have the report ready for the Parish Council meeting on 14<sup>th</sup> May 2018.

The Chairman was asked if concerns regarding permit applications and fees had been raised with the football club, as previously agreed by the Parish Council. The Chairman confirmed that the managers had been given the terms of the permit and that the football club should provide the Clerk with a list of the training schedule, so that they could be invoiced

#### Meeting with the resident and the stone mason

The Chairman reported to the meeting that he and the Clerk had met with the resident and the stone mason, as agreed at last month's meeting.

A lengthy discussion regarding headstones then took place and the possibility of the Council supplying and installing landing stones/plinths was discussed and it was agreed to explore the feasibility of the suggestion

Cllr Hollick arrived at the meeting at 7.28pm

Wording for a letter to be sent to stone masons was agreed as follows:

The Parish Council wish to remind you of our terms and conditions. We have noticed that there have been some deviations to these in the past but this will no longer be tolerated. The Parish Council is currently reviewing the terms and conditions for memorial stones and our policy on plinths, in the meantime our current policy stands. Any breaches of these will not be tolerated from this day onwards. You are being given notice that our current rules and regulations will be complied with until the review, if not you will be required to make any rectifications at your own cost. You need to be aware that failure to comply could result in you being removed from our approved stone mason list

It was propose and seconded and unanimously **resolved** that the letter with the agreed wording should be sent to all stone masons

It was proposed that the Clerk should inform the family and the stone mason that on this occasion to save the family any further anguish and on receipt of the outstanding payment no further action will be taken. The Clerk was asked to include in the correspondence to the resident that the Parish Council will redress the area around the grave.  
This was **resolved** by majority decision.

**COU/233/17-18 Public Participation**

In accordance with Standing Order 36.3 the Chairman adjourned the meeting at 7.48pm to allow for public participation.

A member of the public raised concerns regarding self setting willows at the rear of her property..

Members of the Parish Council confirmed that they had previously agreed that these trees should be removed and apologised to the resident. The Clerk was asked to ensure that the matter is dealt with

A member of the Allotment Society informed the meeting that she had written to the Clerk regarding having a higher fence at the Ratby Road allotment due to the vandalism. The Clerk apologised that due to the current problems with the emails she had not received the email.

Cllr Cartwright informed the meeting about a fund raising event for Groby Library which is taking place on 15<sup>th</sup> April, 2018

**COU/234/17-18 County Councillors report**

The report had been included in members' packs.

A discussion took place regarding the County Council budget and parking tickets being issued on Ratby Road.

**COU/235/17-18 Borough Councillors' reports**

The Borough Councillors' report was issued to members at the meeting.

Councillor Cartwright asked for his good wishes to be passed onto Cllr Marvin

He informed the meeting that he had requested to have the current photographs of the Klondyke issued to all Parish Councillors. These had been distributed to all members at the meeting.

He advised members that planning application 17/01002/FUL would be discussed at the Planning meeting at Hinckley & Bosworth Borough Council the following night and also advised that several residents had written regarding planning application 18/00013/HOU.

Concerns were raised that Council tax had not been collected from the dwelling relating to planning application 17/01002/FUL

He informed the meeting that Hinckley & Bosworth Borough Council were making changes to the bin collections from 1<sup>st</sup> April 2018

Standing Orders were resumed at 8.17pm

Standing Orders were suspended for a further three minute to allow Cllr Cartwright to add to his report

Cllr Cartwright informed members that there was going to be an investigation into the Martinshaw Lane development by Hinckley & Bosworth Borough Council Scrutiny Committee. He asked the Parish Council if the meeting could be held in the Parish Chamber, which was agreed

Standing Orders were resumed at 8.20pm

**COU/236/17-18 Planning & Development Committee.**

The minutes of the meeting held on 7<sup>th</sup> February 2018

These were noted.

Planning application 18/00140/HOU - 23 Jacqueline Road, Field Head, Markfield.

There were no comments

**COU/237/17-18 Parks & Cemetery Committee**

The minutes and a list of recommendations from the meeting held on 13<sup>th</sup> February 2018 were included in Members' packs and discussed as follows:

P&C/51/17-18 – Maintenance Issues

The notice board, which is believed to have been erected by the County Council was discussed and the Clerk updated the meeting that she had contacted L.C.C. for confirmation of ownership

P&C/46/17 - 18-Marina Park Play area refurbishment

Some of the items on the quotation from Wicksteed were queried. It was agreed to ask for a revision of the costs provided in the quote and unanimously **resolved** to delegate authority to the Chair of the Parks & Cemetery Committee and the Clerk to make further enquiries and that the revised quote is accepted if they are satisfied with it

P&C/46/17-18 – Play area inspections

The recommendation was agreed

P&C/47/17-18 – Quarry Park

Following a query it was confirmed that quotes were being sought for the entrance to the car park. The Clerk informed the meeting that the County Council had been in touch regarding the joint agreement for the area. The Clerk was asked to check the agreement as it was understood that the area is jointly funded

P&C/48/17-18 – Bye Law signs

Bye law sign wording was discussed and it was unanimously **resolved** to delegate the wording to the Clerk and the Chair of the Parks & Cemetery Committee. It was agreed that that the wording 'full bye laws can be accessed on the Parish Council website' should be included.

P&C/48/17-18 –signs

'No cycling signs' were discussed and it was agreed by majority decision to erect 'no cycling signs' accept in the area next to the BMX track.

Cllr. B Jones left the meeting at 8.40pm

P&C/49/17-18 –Memorial Stone regulations

The regulations in members' packs were discussed. It was **agreed** that a full list of stone masons should be invited to a meeting, so that the council could set up an approved list of stone masons that want to be accredited to the cemetery.

P&C/49/17-18 –Additional Inscription fee

It was proposed that no fee for additional inscriptions should be charged, as this is a saving for the resident.

It was **resolved** that the cheque should be returned to the stone mason and the Clerk informed when the stone mason refunds it to the resident, to ensure that the saving is passed on to the resident

P&C/50/17-18 – Adult Pitch Fees

It was unanimously **resolved** that adult pitch fees should be £22.00. It was re-iterated that that the permit regulations apply to adult use.

**The Chairman called for a 6 minute comfort break at 8.56pm**

The meeting resumed at 9.02pm

**COU/238/17-18 Finance & General Purposes Committee**

The meeting was informed that the Finance & General Purposes committee meeting due to be held on 28<sup>th</sup> February 2018 had been cancelled

The telephone contract

Quotes from telephone providers were included in members' packs. It was agreed that the Clerk should contact a local company for another quote. It was then unanimously **resolved** to delegate authority to the Clerk to accept the cheapest quote.

**COU/239/17-18 Payment of accounts**

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
Various	February 2018 Salaries	5,259.82		5,259.82
HMRC	Tax & NI - February 2018	1,123.94		1,123.94
LCC	LGPS - pension February 2018	1,686.51		1,686.51
GPC Employees	Mileage-February 2018	224.11		224.11
GPC Employee	Clerk's re-imburement-Expenses	32.79		32.79
Ropewalk Chambers	Advice - Klondyke	750.00	150.00	900.00
M & BG Ltd	Amenity & Verges -January	1,666.66	333.33	1,999.99
ESPO	Office consumables x 2 invoices	58.02	11.61	69.63
Pubpay	Payroll x7 for December	24.15	4.83	28.98
Johnson Tree Care	Cowpen Spinney/Mineral line	585.00	117.00	702.00
BT plc	Office, Cemetery & Broadband	560.87	112.17	673.04
Pratt & Chesterton	Electrical repairs (socket/release)	69.00	13.80	82.80
Mapwaste	Waste Collection x 2 + transfer note	56.40	11.28	67.68
Johnson Tree Care	x 3 invoices 3 days Marina/Stamford	1,755.00	351.00	2,106.00
<b>Two Signatories to sign approved payments: Total</b>		13,852.27	1,105.03	<b>14,957.30</b>

<i>Name</i>	<i>Details</i>	<i>Amount £</i>	<i>Receipt No:</i>
Groby Resident	Cemetery Fees - tree/ plaque	155.00	c/17/18/23
	<b>Total</b>	<b>155.00</b>	

It was **resolved** to make the payments that were presented to the meeting, but to withhold the payment to Ropewalk Chambers until the advice had been received. Income was noted

**COU/240/17-18 Financial Reports**

The budget report and the bank reconciliation had been included in Members' packs and were noted

**COU/241/17-18 Document, Retention, Archive and Destruction Policy**

Two draft Document, Retention, Archive and Destruction Policies were included in Members' packs. It was unanimously **resolved** to adopt the policy recommended by the Internal Auditor.

**COU/242/17-18 Clerk's Report**

Resident query regarding fencing

The Clerk reported that a resident had visited the Parish Office on 7/2/18 to request that 16 panels of fencing be returned to him and re-erected. If not, he informed the Clerk that he would take the matter to court

It was **resolved** by majority decision that the Clerk should write to the resident informing him that he can collect any panels that the council may have stored for safe keeping, but if they are erected on Parish Council land they will be removed.

Neighbourhood Plan

Cllr Hollick informed members that a Neighbourhood Planning meeting was being arranged. It was **agreed** that the Clerk should arrange an informal meeting for Parish Councillors who wish to have more understanding regarding Neighbourhood Planning matters and that Cllr Coley, as Chair of the Planning & Development Committee should lead the meeting.

Cllr Beck updated members on the Strategic Growth Plan meeting that she attended

Heritage Sign on Leicester Road

The heritage sign on Leicester Road, as requested by Cllr Cartwright at the last Parish Council meeting was discussed and it was unanimously **resolved** to support the scheme

A Community Shared Warden

The Anti-Social Behaviour and Tenancy Manager's email regarding a Community Shared Warden was included in members' packs. It was unanimously **resolved** that Councillors Batty, Measures, Smith and the Clerk should attend the meeting

General Data Protection Regulations (GDPR)

It was **agreed** that Cllr Coley and the Clerk should look at the details and bring back to the Parish Council.

The Clerk was requested to investigate the data protection rules regarding individual Councillors.

Allotment Wall

The Clerk advised that the Borough Council's Environmental Improvement Programme 2017/18 grant which is 50% of the cost of the remedial work on the internal wall has been confirmed

Employee Handbook

The Clerk advised that the HR consultant had made recommendation to the Employees Handbook. It was **agreed** that the Clerk should implement the recommendations, but bring anything contentious back to the Parish Council

Scouts Boundary

The Clerk advised that the consultants who are assessing the Markfield Rd/Scout boundary require Councillors to meet with them on site to give them some background information.

It was **agreed** that Councillors Hollick and Sleath should meet with the consultant

Cllr Sleath gave a brief update following the latest Scouts Executive meeting. He also advised that the Scouts had offered the Scout Hut for the use by walking footballers.

It was **agreed** that a Scouts Liaison meeting should be arranged after the boundary survey has been received

The Klondyke

An update was provided to members. The meeting was informed that a meeting was going to be arranged by Hinckley and Bosworth Borough Council. It was unanimously **resolved** that Cllrs Batty and Smith should represent the Parish Council at the meeting

Request from Martinshaw Primary School

The Clerk informed that she had received a request (a copy is included in members' packs) for the school to use the MUGA.

It was unanimously **resolved** to agree that the school can use the facility at no charge, but that a scheduled confirmation of the use should be provided and that any damage should be put right at the cost of the school

**COU/243/17-18** Correspondence

155	Neighbourhood watch	News: Groby resident arrested	This was noted
156	Zurich Insurance	Potential claim	This was noted
157	LCC	Grass Cutting	This was agreed
158	Local Resident	Trees at rear of property	This matter was dealt with during public participation

**COU/244/17-18** Groby Housing Allocation

This is to be discussed at the Neighbourhood Plan meeting

**COU/245/17-18** Staffing Matters

*The Chairman proposed and it was **RESOLVED**, unanimously, to exclude the public and press from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 for the reason that the nature of the business being discussed was of a confidential and sensitive nature, and that matters appertaining to employment were of a confidential nature.*

**At 10pm the Chairman proposed (in accordance with Standing Order 44) the suspension of Standing Orders to allow the meeting to continue for a further 10 minutes.**

**COU/246/17-18** Date of next meeting

It was agreed that the next scheduled meeting would be held on Monday 9<sup>th</sup> April 2018

**The meeting closed at 10.24pm.**

Signed .....  
Chairman

Date .....