

**MINUTES OF THE GROBY PARISH COUNCIL MEETING  
HELD ON 9<sup>th</sup> APRIL 2018 AT THE COUNCIL OFFICES COMMENCING AT 7.00PM**

**Councillors Present:** Cllr Rigby (Chairman)  
Cllrs Baker, Batty, Beck, Coley, Emmerson, Hollick, S Jones, Smith

**Also Present:** The Clerk  
Borough Councillor Cartwright  
1 member of the public

The Chairman announced that the meeting was being recorded

**COU/247/17-18 Apologies for Absence**

Apologies were received from Cllrs Gunn, B Jones, Lindsay, Marvin, Measures and Sleath

**COU/248/17-18 Declarations of Interest**

Cllr Emmerson declared an interest in any item relating to Groby Allotment Society  
All members declared a pecuniary interest as corporate employers for Groby Parish Council.  
A dispensation was granted by the Clerk in relation to the above interest in order to allow  
Members to participate fully within the meeting as it was considered to be in the interest of  
persons residing within Groby Parish  
Cllr Hollick declared an interest in item COU/263/17-18 -169 as a member of the Village Hall  
Committee

**COU/249/17-18 Minutes of the meeting held on 5<sup>th</sup> March, 2018**

Cllr Hollick raised that stonemason was written as two words on page 73; this was amended.  
It was then **resolved** by majority decision that the minutes of the Groby Parish Council meeting  
held on 5<sup>th</sup> March 2018 be signed by the Chair as a true record.

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

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

**COU/250/17-18 Matters Arising**

COU/232/17-18 - Informal meeting with Groby Junior FC  
Cllr Batty raised that neither the Parish Council or the Chairman of the Steering Group had  
received an update from Groby Junior Football Club regarding development of the site known as  
the Klondyke. The Chairman suggested that a letter is sent to the club reminding them of 12<sup>th</sup>  
May deadline and requesting an update. Cllr. Smith suggested that representatives are invited to  
Parish Council meetings

**COU/251/17-18 Parish Councillor Reports**

Klondyke

It was agreed that this matter would be discussed during the Borough Councillor reports.

Scouts Boundary meeting

Cllr Hollick reported that he and Cllr. Sleath had met with Symbiosis Ltd and that they are going to  
give a report to the Parish Council. He also reported that a tree has been felled near to the steps

in the last few weeks and suggested that the tree surveys are checked to see if there are any trees missing

**COU/252/17-18 Public Participation**

In accordance with Standing Order 36.3 the Chairman adjourned the meeting at 7.16pm to allow for public participation.

A member of the public asked whether the Parish Council had plans for remedial works on the footpath adjacent to Stamford Park car park, as it regularly floods and is muddy. This was discussed and it was agreed that quotations should be obtained and s106 funding investigated. A similar problem at Quarry Park was discussed and it was agreed that the matter should be investigated by the Parks & Cemetery Committee.

**COU/253/17-18 County Councillors report**

The report had been included in members' packs.

The Clerk advised that Cllr. O'Shea had sent his apologies

**COU/254/17-18 Borough Councillors' reports**

The Borough Councillors' report was included in members' packs..

Councillor Cartwright reported that he thought that the bins around the village are not well placed. It was agreed that this should be an agenda item on the next Parks & Cemetery Committee meeting agenda. It was also suggested that a meeting should be arranged with the Neighbourhood Warden.

He updated Members regarding the Steering Group meeting that had taken place on 28<sup>th</sup> March at Hinckley & Bosworth Parish Council and advised that the task & finish group meeting would take place in the Parish Chamber

He advised members that planning application 17/00029/PP had lost the appeal and that planning application 18/00013/HOU had been refused

Standing Orders were resumed at 7.36pm

**COU/255/17-18 Planning & Development Committee.**

The minutes of the meeting held on 21<sup>st</sup> March, 2018 were noted.

**COU/256/17-18 Parks & Cemetery Committee**

The minutes and a list of recommendations from the meeting held on 26<sup>th</sup> March 2018 were included in Members' packs and discussed as follows:

P&C/54/17-18 – Bye law signs

It was suggested that a schedule of the signs is undertaken and one put at the entrance to all the parks/open spaces.

P&C/54/17-18 – Parish Office Sign

It was agreed that the Clerk should seek permission to have a sign erected on the lamp post indicating where the Parish Office is and that lettering should be purchased for above the Parish Office door

P&C/54/17-18 – Opening/closing signs

It was agreed that these should be purchased, as recommended

P&C/59/17-18 – Dovecote

It was proposed that a replacement dovecote should not be purchased

This was **resolved** by majority decision

It was then suggested that the possibility of a sponsor for a replacement dovecote should be investigated

P&C/59/17-18 – Barriers

It was agreed that the matter should be left in abeyance until the H&S advisor had been consulted and the grounds staff had undertaken a risk assessment

P&C/59/17-18 – Queen Elizabeth II Park

It was agreed that bark chippings should be placed to alleviate some of the water log problems and also suggested that s106 funding is investigated for a path in the area

P&C/59/17-18 – Floral Displays.

It was suggested that Brooksby/ Melton College is contacted for seasonal workers. Recruiting volunteers was also suggested

P&C/59/17-18 – Grass Contractors

Some Members expressed concern that the grass contractors had cut the grass whilst it is wet. It was agreed that the contact details of the contractor are given to the Chairman

P&C/59/17-18 – Flaxfield Amenity Area -fence

Members considered that the fence does not belong to the Parish Council and the Committee's recommendation is that the Council should not repair/replace the fence adjacent to the resident's property unless the resident can provide a land registry plan to prove otherwise. The recommendation was **agreed**

P&C/60/17-18 – Queries raised by the Clerk

The Committee's recommendation that as the resident had already paid and that no additional fee should be charged was **agreed**

P&C/61/17-18 – Access to Marina Park

This was discussed and it was **agreed** that Cllr Smith should find out more information regarding established right of way and that the letter to the resident should be kept in abeyance until Cllr Smith has sought further information. Members suggested that if there are riparian rights the resident would need to keep the ditch clear

P&C/62/17-18 – Quarry Park

A resident enquiry regarding surfacing a footpath adjacent to the driveway was discussed and it was **agreed** that the Clerk should write to Martinshaw School requesting a contribution towards the cost of re-surfacing the path

It was unanimously **resolved** to approve the Committee's recommendation to accept the quote, which was included in Members' packs for the re-surfacing of the driveway at a cost of £2,225

It was unanimously **resolved** to accept the quote, which was included in Members' packs to re-install the gym equipment at a cost of £1,650.00, on condition that the contractor provides a guarantee.

The Committee's recommendation that the company that installed the drainage at Quarry Park should be contacted to have a look at the current drainage problems was **agreed**

P&C/63/17-18- Allotments

It was **agreed** that the allotment society should be contacted regarding what H&S checks would be undertaken by the society regarding bees on the allotments and that the matter should be included on the next Parks and Cemetery Committee meeting agenda

It was **agreed** that the same contractor that repaired the supply pipe in 2016 should be contacted to repair the leaking water pipe at Ratby Road Allotments

**COU/257/17-18 Community Liaison Committee**

The Chairman gave a summary of the meeting and the minutes were included in Members' packs

The possibility of a Christmas tree at Field Head was discussed and it was agreed that the matter should be included on the next Parks and Cemetery Committee meeting agenda

Cllr. S Jones updated Members about her enquiries regarding petanque

**COU/258/17-18 Finance & General Purposes Committee**

The meeting was informed that the Finance & General Purposes committee meeting due to be held on 4<sup>th</sup> April was inquorate

Parish Council Bank Account

The Clerk provided a summary of the bank services for all members. It was proposed that as long as Natwest can provide a debit card then the Parish Council should switch it's bank provider to Natwest

This was unanimously **resolved**

The telephone contract

Following the decision at last month's meeting the Clerk provided a quote from a communication company to provide a new telephone system. The Clerk explained that the contract is for 5 years. It was then unanimously **resolved** to accept the quote from Digital Communications as specified in Members packs.

The Chairman informed that he would like to call an EGM to discuss and review the financial documents listed as agenda item 13 (III) and agenda item 16 - the 2017/18 Budget Review

**COU/259/17-18 Payment of accounts**

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
Various	March 2018 Salaries	5,691.88		5,691.88
HMRC	Tax & NI - March 2018	1,391.11		1,391.11
LCC	LGPS - pension March 2018	1,862.85		1,862.85
GPC Employees	Mileage-March 2018	258.07		258.07
GPC Employee	Clerk's re-imburement-Expenses	35.49		35.49
Opus Energy	Cemetery electricity	150.56	7.53	158.09
M & BG Ltd	Amentity & Verges -February 2018	1,666.66	333.33	1,999.99
Johnson Tree Care	Laundon Way	280.00	56.00	336.00
Granart	Kerb & Tree plaques	153.00	0.00	153.00
Johnson Tree Care	Flaxfield & Marina Park	1,453.00	290.60	1,743.60
LCC	Clerk Training Course	132.00	0.00	132.00
Fosse Computers	Configure 2 emails	43.75	0.00	43.75
Pubpay	For February 2018 Payrollsx7	24.15	4.83	28.98
EON	Seasonal Illiminations	71.32	3.57	74.89
GL Banks	Internal Auditor 16/17	1,000.00	0.00	1,000.00
Henton & Chattell	Service of 4 items	360.61	72.12	432.73
Sign here	No vehicle allowed on grass x 2	25.00	5.00	30.00
Hensons Hardware	Parks consumables	22.49	0.00	22.49
HBBC	Cemetery Rates	125.06	0.00	125.06
ESPO	x 2 invoices Fridge & copier paper	92.50	18.50	111.00
HBBC	Emptying Bin Contract	1,805.96	361.19	2,167.15
George Walker Ltd	Wood for Bench - Highfield Amenity Area	52.80	10.56	63.36

Johnson Tree Care	x 4 invoices tree work: Mineral Line, Cowpen Spinney, Laundon Way open space, Marina park, additional hedge work	2,450.00	490.00	2,940.00
M & BG Ltd	Amenity & Verges -March 2018	1,666.66	333.33	1,999.99
MAP Waste	Waste Collection x 2	32.40	6.48	38.88
Toolstation	Screws & flat bars	28.03	5.61	33.64
Opus Energy	Cemetery electricity	142.60	7.13	149.73
LFA	Annual Subscription	5.00	0.00	5.00
ICCM	Annual Subscription	90.00	0.00	90.00
NALC & LRALC	Annual Subscription NALC £409.06 LRALC £399.11	808.17	0.00	808.17
<b>Total</b>		21,921.12	2,005.78	<b>23,926.90</b>
<b>Receipt Schedule</b>				
<b>Name</b>	<b>Details</b>	<b>Amount £</b>	<b>Receipt No:</b>	<b>Date Paid</b>
Grobby Juniors	Rental - Quarry Park x 2 matches	20.00	17/18/6	
HBBC	Precept - 1st Installment	102,450.30		
<b>Total</b>		<b>102,470.30</b>		

It was unanimously **resolved** to make the payments that were presented to the meeting. Income was noted

#### **COU/260/17-18 Financial Reports**

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

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

The meeting resumed at 9.02pm

#### **COU/261/17-18 Neighbourhood Plan**

It was agreed that the recommendations from the working party meeting should be held in abeyance, as the Parish Council needs to decide if there is need for a Neighbourhood Plan before proceeding. It was **agreed** that it should be included as an agenda item for the next meeting

#### **COU/262/17-18 Clerk's Report**

##### General Data Protection Regulations (GDPR)

The Clerk updated Members and informed them that LRALC are issuing guidelines to aid councils through the process. She advised that the council will need to have a data audit and an initial draft copy was included in Members' packs for comments. She also advised that the council will need to adopt 2 privacy notices.

##### Tree Felling

The Clerk reported that a resident was concerned that men with chainsaws had been working on the Mineral Line on Bank Holiday Monday and that no safety precautions appeared to be being used. She confirmed that the men seen on Bank Holiday Monday were not working for the tree surgeon. This was noted.

##### Request from Groby Juniors FC

Requests from Groby Juniors FC regarding permits for Stamford & Beacon Parks and the use of the cemetery extension were included in Members' packs and discussed. It was agreed that a meeting should be arranged with members of the football club, Cllr Batty and The Clerk. It was unanimously **resolved** that Cllr Batty and the Clerk should meet with representatives of the football club and could agree to the football club's requests subject to the football club providing the Parish Council with all the information required.

Clarification on Cemetery matters

The Clerk had included details in Members' packs of matters she needed clarification on. This was deferred

Bus shelter request - Laundon Way

The Clerk informed that Councillor O'Shea had contacted her to ask whether the council had considered a previous request for the provision of a bus shelter on Laundon Way

It was unanimously **resolved** not to provide a bus shelter as requested for the following reasons

- there is no room at the location
- the Parish Council has not included it in the budget  
the County Council has stopped match funding for bus shelters

Thomas Herbert Trust

The Clerk informed that Cllr S Jones is the Parish Council representative on the charity and her 4 year term is ending. It was unanimously **resolved** that Cllr Jones should continue for a further 4 years

**COU/263/17-18** Correspondence

28/02/2018	159	Zurich Insurance	Potential claim	This was noted
13/03/2018	160	Groby Juniors	Permits	This was discussed at min ref COU/262/17-18
20/03/2018	161	Groby Quarry Liaison Committee	Agenda/Minutes	Council to note
16/03/2018	162	Local Residents	Parish Charge increase	It was agreed that the Chairman would respond
21/03/2018	163	LCC	Response to email – Brook behind Brookvale Cottages	This was noted
19/03/2018	164	LCC/Local resident	Advance notice of Temporary Traffic Regulation Order (TTRO). Martinshaw Lane & Woodbank Road.	This was noted
27/03/2018	165	St.Philip & St. James Church	Request support for a minor building project	It was agreed that the Clerk should write informing that at this point in the financial year the Parish Council is unable to help, but that they could come back in May and information about HBBC conservation grant and suggest that they contact the Thomas Herbert Trust should be included
27/03/2018	166	Groby Allotment Society	Boundary Issue	It was agreed that the Parish Council fully support the Allotment Society's management of the day to day running of

				the allotments and are happy for them to deal with this matter
27/03/2018	167	Leicestershire Footpath Association	Newsletter Spring 2018	This was noted
05/04/2018	168	Local Resident	Fence Panels	It was unanimously <b>resolved</b> that the Clerk should write to inform the resident that the panels have been stored for safe keeping at the cemetery and he can arrange to collect them at a mutually convenient time and that he should sign to say that he has collected them and if they are erected on Parish Council land they will be removed.
22/3/2018	169	Groby Village Hall	Groby Parish Council re Office Refuse	It was <b>resolved</b> by majority decision that the Clerk should reply informing that all Parish Office waste is taken to the cemetery and that on the odd occasion the bin has been used it has been a misunderstanding by staff and that the key should be returned.

**COU/264/17-18 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 15 minutes.***

**COU/265/17-18 Date of next meeting**

It was agreed that the next scheduled meeting would be held on Monday 21<sup>st</sup> May 2018

**The meeting closed at 10.30pm.**

Signed .....  
Chairman

Date .....