

**MINUTES OF THE GROBY PARISH COUNCIL MEETING  
HELD ON 2<sup>nd</sup> JULY 2018 AT THE COUNCIL OFFICES COMMENCING AT 7.00PM**

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

**Also Present:** The Clerk  
Borough Councillor Cartwright  
2 members of the public

**COU/053/18-19 Apologies for Absence**

Apologies were received from Cllrs, B Jones, Marvin and Lindsay,  
Apologies were also received from County Councillor O'Shea

**COU/054/18-19 Declarations of Interest**

Cllr Emmerson declared an interest in any item relating to Groby Allotment Society  
Cllr Gunn declared a pecuniary interest in land at the rear of Fern Crescent in relation to the  
Neighbourhood Plan  
Cllr Rigby declared a pecuniary interest in relation to Pubpay & Stonehenge Payrolls Ltd, as he  
uses the same company

Cllr Sleath arrived during the next agenda item

**COU/055/18-19 Minutes of the meeting held on 6<sup>th</sup> June 2018**

Alterations to the minutes were agreed as follows:  
Cllr Beck raised that Min Ref: COU/031/18-19 was incorrect and should read 'the company that  
runs Bradgate Landfill has changed'  
Min Ref COU/043/18-19 – should be changed to read Giant Hogweed  
The Chairman initialled the amendments and it was then **resolved** by majority decision that the  
minutes of the Groby Parish Council meeting held on 6<sup>th</sup> June 2018 be signed by the Chair as a  
true record. There were 2 abstentions

**Closed Session Minutes of the meeting held on 6<sup>th</sup> June 2018**

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

**Minutes of the EGM held on 20<sup>th</sup> June 2018**

It was **resolved** by majority decision that the minutes of the EGM of Groby Parish Council meeting  
held on 20<sup>th</sup> June 2018 be signed by the Chair as a true record. There was 1 abstention.

**COU/056/18-19 Matters Arising**

Min Ref COU/031/18-19 - Cllr Batty updated members that the sale of the land on Leicester Road  
owned by the County Council has fallen through.

Min Ref COU/024/18-19 Cllr Jones updated members that the Parish Council land on Ratby Road  
adjacent to Oak Tree Close has been levelled and re-seeded.

Min Ref COU/024/18-19 The Clerk update members that she had received a reply from HBBC regarding the Parish Council's complaint

**COU/057/18-19 Public Participation**

*In accordance with Standing Order 36.3 the Chairman adjourned the meeting at 7.10pm for a max. of 20 minutes to allow for public participation.*

A resident commented that although the land referred to by Cllr S Jones in Matters Arising has been repaired by STW it contains large stones and suggested that it needs the stones removing and the land rolling.

Members asked the Clerk to contact STW thanking them for the remedial works, but pointing out that the stones need removing and that if they are not removed the council will pass the liability to STW

A resident informed the meeting that a new GP would be starting at the surgery next month

**COU/058/18-19 County Councillors report**

The report had been included in members' packs and was noted

**COU/059/18-19 Borough Councillors' reports**

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

Councillor Cartwright updated members on planning matters and gave an update on the development on Martinshaw Lane

Cllr Hollick declared an interest in this item, as he is on the planning committee of Hinckley & Bosworth Borough Council

Cllr. Cartwright advised that as chairman of the Klondyke Steering Group he would be calling for a meeting before arranging a meeting with HBBC to discuss progress

Cllr Hollick advised that he had reported a sign to Leicestershire County Council, which is sited on the A50 which is now obsolete and needs removing. Cllr Batty advised the meeting that the Director of Highways is aware of the issue and that it should now be resolved

Standing Orders were resumed at 7.24pm

**COU/060/18-19 Scouts Liaison Working Party**

To consider the recommendations of the working party meeting held on 11<sup>th</sup> June 2018 as follows:

That the National Scouts Association signs the lease on behalf of Groby Scouts

It was agreed that the Clerk should seek advice from the Council's solicitor on the matter

That a letter from the Parish Council is included with the new lease acknowledging the existing encroachment

It was agreed that the Clerk should seek advice from the Council's solicitor on the matter

**COU/061/18-19 Finance & General Purposes Committee**

It was unanimously **agreed** by those members on the committee and present at the meeting that the minutes of the meeting held on 27<sup>th</sup> June 2018 were a true and correct record

The review of the Internal Audit Report for year ending 31<sup>st</sup> March 2018

It was unanimously **resolved** to accept the recommendations on the review the Internal Audit Report for year ending 31<sup>st</sup> March 2018 with the amendment that page 2 – payroll should read 'but should be' at the end of the sentence

The review of the 2018/19 budget

It was **agreed** that the Clerk should ensure that the spread sheet has been checked and the information brought back to a future meeting

**COU/062/18-19 Financial Reports**

These were included in members' packs and were noted

**COU/063/18-19 Payment of accounts**

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>
HBBC	Cemetery Rates - August 18	128.00	
HBBC	Office& Premises Rates - July 18	225.97	
HBBC	Office& Premises Rates - August 18	226.00	
Various	June 2018 Salaries	5,025.45	
HMRC	Tax & NI - June 2018	1,370.03	
LCC	LGPS - pension June 2018	1,622.22	
GPC Employees	Mileage-May/June 2018	293.63	
GPC Employee	Clerk's re-imburement-Expenses	30.66	
Symbiosis	Assessment of Oak Tree 1461	285.00	57.00
Investec	Telephone system	79.00	15.80
Pubpay	Credit note	-24.15	-4.83
Pubpay	payroll x 6	20.70	4.14
Opus Energy	Cemetery electricity	105.18	5.26
Rialtas Business Solutions	Annual Omega software support	370.00	74.00
Granart	Kerb & G of R Inscriptions	141.00	0.00
AquAid	Water x 3 & Sanitisation	45.46	9.09
Playsafety Ltd	Annual Inspection of Playgrounds	465.50	93.10
Fosse Computers	New Router Installation	35.00	0.00
Charwood Turf	10 Sq yards for cemetery	40.00	0.00
Mike B's Security Locksmith	6 x Padlocks & Chain	129.60	25.92
Plantscape	Summer hanging baskets & watering	3,850.00	770.00
Johnson Tree Care	Johnson Tree Care: various sites	1,820.00	364.00
Groby Windows-M Asher	Repair to notice board-Elizabeth Woodville School	85.00	0.00
Espo	Office Stationary-paper	29.20	5.84
Fields in Trust	Annual subscription	50.00	0.00
Robert J Quarmby	Garden Maintenance	220.00	0.00
Hensons Hardware	Parks consumables	52.98	0.00

16,721.43	1,419.32
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**Receipt Schedule**

Amounts received since last meeting:

<i>Name</i>	<i>Details</i>	<i>Amount £</i>	<i>Receipt No:</i>
WW Busby & Sons	Cemetery Fees	113.00	c/18/19/18
Resident	Cemetery Fees	457.00	c/18/19/19
Resident	Cemetery Fees	98.00	c/18/19/20
Resident	Cemetery Fees	98.00	c/18/19/21
Local Resident	Cemetery Fees	118.00	c/18/19/22
<b>Total</b>		<b>884.00</b>	

The Clerk requested the following that be included for approval

- a payment of £2,848.10 to PWLB be included and approved, as it is due prior to the next Parish Council meeting
- that the council agrees to pay HBBC by Direct Debit for the new recycling bin at the cemetery

It was agreed that the payment to Plantscape should be withheld until the hanging baskets are established

It was unanimously **resolved** to make the payments that were presented to the meeting with the exception of Plantscape and to approve the above requests from the Clerk.

Income was noted

***The Chairman called for a 6 minute comfort break at 8.44pm***

The meeting resumed at 8.50pm

**COU/064/18-19 To Review Standing Orders and Financial Regulations**

Cllr Rigby informed members that he and Cllr Batty had reviewed the current Standing Orders alongside the 2018 model Standing Orders. The revised draft Standing Orders were included in Members' packs.

Cllr Beck made several useful observations and Cllr Hollick raised a numbering issue

The Clerk was advised that Standing Orders would need to be included as an agenda item for the next Parish Council meeting

The meeting was advised that according to the Council's own Standing Orders the Responsible Finance Officer in conjunction with the Internal Auditor needs to review Financial Regulations

**COU/065/18-19 Planning & Development Committee**

The minutes of the meetings held on 13<sup>th</sup> and 27<sup>th</sup> June 2018 were noted

**COU/066/18-19 The Klondyke**

It was agreed that a Klondyke Steering Group meeting should be called before a meeting with HBBC is arrange

**COU/067/18-19 Clerk's Report**

Scout Gate

The Clerk advised that a contractor has repaired the damaged scout gate, but informed that the gate is twisted and probably won't last very long.

It was **agreed** to refer this item to the Parks & Cemetery Committee

PCIF Grant/s106 funding

The Clerk reported that the Parish Council has been awarded a PCIF grant of £8,753 towards the Marina Park project and that they have also been granted £8,746 of s106 funding towards the same project.

Insurance Claims

The Clerk advised that the supporting documents from the claimant have been forwarded from the Council's insurance company in relation to Flaxfield Close. Members were informed that Cllrs Batty, Emmerson and Smith had read the report. It was agreed that the Clerk should contact the Council's insurance company to inform them of the comments included in Cllr Smith's report, that Members felt that Building Regulations had not been adhered to when the extension was built and that the insurance company should get it's own independent experts to give a report

The Clerk reported that claimant for the accident on Quarry Park which was previously dismissed by the Council's insures has contacted a solicitor who is now pursuing the claim

Hand rail – Mineral Line

The Clerk reported that hand rail at the Mineral Line has been vandalised again and that the hand rail could not be replaced with as it is in a conservation area

The Clerk was advised that the area is not a conservation area and was asked to investigate replacing the handrail with scaffold rail

LRALC Newsletter

The Clerk was asked to email this to members in future

Grounds Maintenance

The Clerk updated as follows:

- That the member of grounds staff had left the employment of GPC on 29<sup>th</sup> June and therefore the Parish Council currently does not have any grounds staff or gate locker for weekly Thursday cover. She advised that the council needs cover, as both gate keepers are on annual leave

Several Councillors agreed to offer cover for the gate locking and it was agreed that the Clerk would arrange a rota.

- That a self employed garden contractor is helping out with grounds work Wednesday-Friday for the time being. And that he is being extremely helpful.

Cllr Rigby updated the meeting that the grounds maintenance had improved and recommended that any withheld payments to M&BG Ltd should be released, but that invoices for any missed cuts should still be amended accordingly before they are paid.

This was unanimously **resolved**.

It was suggested that the Woodland Trust is contacted regarding works to trees in Little Matinshaw Wood

It was **agreed** that the following members would form a working party to review the tendering process for the new grounds contract:

B Rigby, G Baker, E Emmerson, D Sleath, J Coley and P Smith

**COU/068/18-19 Correspondence**

6	LCC	Parish owned street lights	The Clerk was requested to reply saying that due to the low quantity of street lights owned it is not viable
7	Local Resident	Request to purchase land	The Clerk was requested to write informing Council policy is not to dispose of land
8	HBBC	Review of Polling Districts	This was noted
9	Local Resident	Request to adopt land	It was <b>resolved</b> that due to the confidential nature of this item it should be discussed in closed session
10	HBBC	Open Space and Recreational Facilities Study	It was agreed that the Clerk should find the details relevant to Groby and provide the details to the Steering Group

**COU/069/1/8-19 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.*

**COU/070/18-19 Date of next meeting**

It was agreed that the next scheduled meeting would be held on Monday 6<sup>th</sup> August 2018

**The meeting closed at 8.54pm.**

Signed .....  
Chairman

Date .....