

**MINUTES OF THE ANNUAL MEETING OF GROBY PARISH COUNCIL HELD ON 21<sup>st</sup>  
MAY 2018 AT THE COUNCIL OFFICES COMMENCING AT 7.00PM**

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

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

**COU/001/18-19 Election of Chairman**

It was proposed by Cllr. Gunn and seconded by Cllr. S Jones that Cllr. Rigby be nominated for Chairman – Cllr. Rigby accepted the nomination.

In the absence of any other nominations, Cllr. Rigby was duly elected, unopposed as Chairman

**COU/002/18-19 Chairman's Declaration of Acceptance of Office**

The Chairman read and signed his declaration of office which was witnessed by the Clerk

**COU/003/18-19 Election of Vice Chairman**

It was proposed by Cllr Rigby and seconded by Cllr S Jones that Cllr Gunn be nominated for Vice Chairman – Cllr Gunn accepted the nomination

Cllr Gunn was duly elected unopposed as Vice Chairman

The Chairman raised concerns regarding Members commitment and attendance at council and committee meetings. He acknowledged the work undertaken by Cllr Emmerson, as Chair of the Parks & Cemetery Committee and suggested that other members of the committee need to undertake more work to assist Cllr Emmerson. This comment was objected to by Cllr S Jones and that Cllr S Jones and Beck always help out.

It was suggested that the Clerk photocopy reasons for apologies from Charles Arnold Baker and distribute to all members

**COU/004/18-19 Apologies for Absence**

Apologies were received from Cllrs Baker, Beck and Marvin.

**COU/005/18-19 Declarations of Interest**

Cllr Emmerson declared an interest in any item relating to Groby Allotment Society

Cllr Gunn declared a pecuniary interest in any item relating to land at the rear of Fern Crescent in relation to the Neighbourhood Plan

Cllr Sleath declared an interest in any item relating to Groby Scouts

Cllr Hollick declared an interest in any item relating to the Village Hall, as a member of the committee and in minute ref: COU/015/18-19 as a Borough Councillor

**COU/006/18-19 Minutes of the meeting held on 9<sup>th</sup> April 2018**

Cllr Smith raised that amenity was misspelt on pages 83 and 84, which was amended.

It was **resolved** by majority decision that the minutes of the Groby Parish Council meeting held on 9<sup>th</sup> April 2018 be signed by the Chair as a true record. There were 5 abstentions

**Closed Session Minutes of the meeting held on 9<sup>th</sup> April 2018**

It was agreed that due to the requirements of GDPR closed session information and minutes should not be included in members' packs from the next Parish Council meeting, but should be distributed at the meeting and returned to the Clerk

It was **resolved** by majority decision that the closed session minutes of the Groby Parish Council meeting held on 9<sup>th</sup> April 2018 be signed by the Chair as a true record. There were 5 abstentions

#### **Minutes of the EGM held on 19<sup>th</sup> April 2018**

It was **resolved** by majority decision that the minutes of the EGM of Groby Parish Council held on 19<sup>th</sup> April 2018 be signed by the Chair as a true record. There were 5 abstentions

#### **Closed Session Minutes of the EGM held on 19<sup>th</sup> April 2018**

It was **resolved** by majority decision that the closed session minutes of the EGM of Groby Parish Council held on 19<sup>th</sup> April 2018 be signed by the Chair as a true record. There were 5 abstentions

#### **COU/007/18-19 Appointment of Representatives to Outside Bodies**

The following appointments to outside bodies were made after discussion by the council and unanimously **agreed**

Groby Quarry Liaison committee	Cllr Hollick
Landfill Liaison Committee	Cllr Gunn/Cllr Hollick and Cllr B Jones
Leicestershire Playing Fields Association	Cllr Gunn
Leicestershire and Rutland Association of Local Councils	Cllr Rigby
Neighbourhood Watch	Cllr S Jones
Older Voices Forum	on an ad-hoc basis.
Sachaverall Trust	Cllr S Jones
Thomas Herbert Smith Trust Fund	Cllr S Jones
Heritage Warden	Cllr Beck
Tree Warden	Cllr Hollick

#### **COU/008/18-19 To Appoint Members to Standing Committees and Working Parties**

It was unanimously **resolved** to accept the following appointments to Standing Committees and Working Parties:

##### Planning and Development Committee

All members of the Council

##### Community Liaison Committee

Cllrs Hollick, S Jones, B Jones, Rigby and Measures

##### Parks and Cemetery Committee

Cllrs Emmerson, Hollick, Beck, Lindsay, Baker, Marvin and S Jones & Cllr Marvin

##### Emergency Committee

Cllrs Coley, S Jones, Gunn and Hollick

Finance and General Purpose Committee.

This was deferred to the next meeting

Cemetery Extension Committee

Cllrs Rigby, S Jones, Measures, Beck, Coley, Baker Emmerson and Lindsay

It was agreed that an advert should be place for a non councillor member for the committee

Scouts Liaison Working Party:

Cllrs Smith, Hollick and S Jones

It was also **agreed** that the following working parties are now defunct:

Tree working party

Affordable Homes working party

Wallace Drive working party

Cheque Signatories

It was unanimously **resolved** that cheque signatories would remain as Cllr Beck, Cllr Hollick, Cllr Emmerson and Cllr Coley.

**COU/009/18-19 To Appoint Chairmen to Standing Committees and Working Parties**

It was unanimously **resolved** to defer appointment of chair to the first meeting of each committee/working party

**COU/010/18-19 To approve payment by BACS or CHAPS**

It was unanimously **resolved** to continue payment by BACS/CHAPS

**COU/011/18-19 To agree to send agendas and summons by email**

It was unanimously **resolved** to continue to send agendas and summons by email

**COU/012/18-19 Matters Arising**

There were no matters arising

**COU/013/18-19 Public Participation**

*In accordance with Standing Order 36.3 the Chairman adjourned the meeting at 7.46pm to allow for public participation.*

A member of the public suggested that the Parks & Cemetery Committee should be separated into two committees; which was discussed by members..The resident also asked about plot availability in the cemetery; which was answered by Members.

Cllr. Cartwright raised that now that there is a barrier restricting parking on part of the village hall car park, there are no disabled spaces in the rest of the car park. This was discussed and it was acknowledged that the it is not a Parish Council car park

**COU/014/18-19 County Councillors report**

The report had been included in members' packs.

The following were discussed during the county Councillor's report:

Cllr. O'Shea raised issues concerning the road closure on Ratby Road due to works being undertaken by Severn Trent Water.

Cllr Batty congratulated Cllr O'Shea on his appointment as leader of the County Council

Cllr O'Shea informed members that unfortunately he had been unable to attend the Hinckley & Bosworth Borough Council's Scrutiny meeting which had been held in the Parish Chamber on 17<sup>th</sup> May, 2018 due to a prior engagement. He advised members that he had submitted his apologies, but regrettably they had not been read out at the meeting.

Cllr Smith asked for an update on the installation of the speed camera on Bradgate Hill and Cllr O'Shea advised that he was expecting an update the following week

Cllr Batty asked for an update regarding the sale of land Leicester Road. Cllr O'Shea informed that he did not currently have any more information

#### **COU/015/18-19 Borough Councillors' reports**

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

Councillor Cartwright updated members on planning applications/ planning permissions on Flaxfield Close and Sycamore Drive

*The meeting was adjourned for a further 5 minutes at 8.06pm.*

Cllr Cartwright informed on the following

- That a letter regarding concrete guttering wrongly claiming to be working in conjunction with Hinckley & Bosworth Borough Council is currently circulating
- That he had not received a reply from Groby Junior FC to his email dated 24<sup>th</sup> April
- The change in the bin collections
- An update on Hinckley & Bosworth Borough Council's Scrutiny meeting held on 17<sup>th</sup> May. He also provided information regarding damage to Groby Parish Council land caused by construction vehicles. He thanked the Parish Council for the use of the Parish Chamber

Standing Orders were resumed at 8.13pm

#### **COU/016/18-19 Planning & Development Committee.**

The minutes of the meetings held on 18<sup>th</sup> April, 2<sup>nd</sup> May and 15<sup>th</sup> May 2018 were noted.

Cllr Smith advised that he had attended the meeting held on 18<sup>th</sup> April, but he had not been recorded in the minutes as being present

#### **COU/017/18-19 Neighbourhood Plan Working Party meeting**

The Clerk apologised that the minutes were not available for the meeting. It was agreed that the minutes and recommendations from the working party should be an agenda item for the next Parish Council meeting

Land availability was discussed and it was **resolved** by majority decision to write to a local company to ask if they know about an intermediary who had approached the Parish Council and to ask if the company is willing to meet and take part in a discussion with the Parish Council

#### **COU/017/18-19 Parks & Cemetery Committee**

The minutes were discussed and it was unanimously **resolved** to accept the recommendations from the meeting held on 17<sup>th</sup> May, 2018

#### **COU/018/18-19 Finance & General Purposes Committee**

A query was raised that as the meeting was not quorate at 4pm as advertised on the agenda, the meeting should not have taken place at 5pm. The Chairman agreed and the meeting was declared inquorate

#### **COU/019/18-19 Payment of accounts**

### Payment Schedule

Amounts paid since last meeting/submitted for approval:

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>
Various	April 2018 Salaries	6,229.63
HMRC	Tax & NI - April 2018	1,630.50
LCC	LGPS - pension April2018	1,972.99
LCC	LGPS - pension April 2017 adjust	53.87
GPC Employees	Mileage-April 2018	226.57
GPC Employee	Clerk's re-imburement-Expenses	49.26
AquAid	Water	25.47
HBBC	Cemetery Rates	128.00
HBBC	Emptying Bin Contract-outstanding	86.11
Groby Scouts	Standard Charge for MUGA Lighting	1.00
Pubpay	March 2018 Payrollsx7	24.15
EON	Lighting - cowpen spinney	21.63
Symbiosis	Land-south side Markfield Road	585.00
Wilson Alarm Systems Ltd	Annual Maintenance-Cemetery	425.00
Chilled Air Services Ltd	Air Conditioning Service	50.00
ESPO	Office Consumables	41.13
Groby Windows	Handrail repairs-mineral line	280.00
Konica Minolta	Quarterly rental 14.04-13.07.18 & Photocopies	313.56
Henton & Chattell	Replacement blades	20.00
Terrapin Plumbing	Leak on water pipe-Ratby rd allotments	195.00
JSB Tree Surgery	Hedge Trimming-Laundon Way	200.00
MAP Waste	Waste Collection x 2	33.20
M & BG Ltd	Amenity & Verges-April 2018	1,666.66
Opus Energy	Cemetery electricity	112.48
Waterplus	Water supply - Ratby Road	37.50
Reach Publishing Services Ltd	Cost for Advertisement	149.00
M & BG Ltd	Box Mow Cemetery	480.00
RCC	Annual subscription	50.00
Park Hill Training Ltd	Pesticide Training (no vat charged on registration or assessments)	399.00
Zurich	Insurance	3,030.61
Legal & General	Ill Health Liability Insurance	448.33
Leicestershire & Rutland Playing Fields Asscn	Annual subscription	30.00
Wicksteed leisure	Fixings for Gates	571.00

Ltd		
Granart	Kerb Sets/ Vaults & Kerb & Gof R Inscriptions	539.00
Johnson Tree Care	Tree works-Quarry Park	870.00
Johnson Tree Care	Tree works-Quarry Playing Fields, Sycamore Drive Beacon Close, Orchard Close, Groby Cemetery	1,230.00
Investec	Telephone System	288.00
<b>Totals</b>		<b>22,493.65</b>

<b>Receipt Schedule</b>
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Amounts received since last meeting:

<i>Name</i>	<i>Details</i>	<i>Amount £</i>
Dobsons Memorials	Cemetery Fees	113.00
Anstey & District	Cemetery Fees	88.00
Local Resident	Cemetery Fees	457.00
Local Resident	Cemetery Fees	160.00
Groby Allotment Society	Annual Lease	2.00
Local Resident	Cemetery Fees	151.00
Richard Ward	Cemetery Fees	88.00
AH Chantrell & Sons	Annual Lease	96.00
Anstey & District	Cemetery Fees	298.00
Groby Scout Group	Annual Lease	50.00
Co-operative Funeral	Cemetery Fees x 3 cheques	545.00
Anstey & District	Cemetery Fees	457.00
Local Resident	Cemetery Fees	163.00
<b>Total</b>		<b>2,668.00</b>

The Clerk requested that the payment to Park Hill Training Ltd is withheld until the training has been undertaken. This was **agreed**

It was **agreed** that the payments to Investec for the new telephone system should be paid by Direct Debit

It was raised that the annual lease for the land on Anstey Lane needs reviewing

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

#### **COU/020/18-19 Financial Reports**

Due to the end of the financial year the budget report and the bank reconciliation were deferred to the next meeting.

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

The meeting resumed at 8.50pm

#### **COU/021/18-19 General Data Protection Regulations (GDPR)**

The draft GDPR policies were included in Members' packs and it was unanimously **resolved** to adopt the following policies:

- Data Breach Policy
- Privacy Notice Policy-residents
- Privacy Notice Policy-Staff and Councillors
- Subject Access Request Policy
- Data Audit

The Clerk was asked to provide a GDPR bullet point sheet for Councillors. The Clerk was also asked to contact the officer at Hinckley & Bosworth Borough Council for advice regarding the responsibilities of individual Councillors

#### **COU/022/18-19 Football Permits**

The football permits requests from Groby Junior Football Club, which were included in Members' packs were discussed. It was unanimously **resolved** to confirm the permits on the following conditions:

- Permit charges for organised activities are calculated at £10 per hour, therefore the cost would be charged at £35 per session. Matches would still be charged at £10 for 2 hours
- The parish council will issue a monthly invoice in respect of each permit, which must be paid in full within 30 days. Should any payment become overdue the permit shall be immediately deemed as suspended, (b) should payments become overdue on 3 occasions the permit shall be considered as permanently revoked).
- Credit notes shall be issued by the council for any session cancelled via email to the parish office within 48 hours of a cancellation.
- No designated area covered by a permit in any park shall be used by more than 2 teams at any one time or in any one day.
- Standard permit condition 4 shall remain applicable, i.e. *"No sporting area is to be used twice within a 24 hour period"*. Therefore, should a permit state time of use as *"weekends only"*, the permit is only valid for Saturday or Sunday not both
- Requests for additional/occasional weekday use must be made in writing or by email a minimum of 7 working days in advance.

It was unanimously **resolved** to agree to the permit request for the annual memorial match on Quarry Park on the proviso that that the organisers ask permission from Groby Scouts and Groby Junior FC and that the Parish Council would not charge for the event

#### **COU/023/17-18 Groby Junior FC**

The Chairman reported that Groby Junior FC had confirmed it's commitment to the Klondyke project, but the cheque had not yet been received. Members were informed that Cllr Batty, Cllr Smith and the Clerk are going to meet with a consultant to discuss a draft scheme for the project and the proposals would be brought to the Parish Council for it's consideration

Cllr Sleath left the meeting at 9.23pm

**COU/024/18-19 Clerk's Report**

Sickness Absence Insurance

The Clerk informed that unfortunately, the insurance company offering the Sickness Absence Insurance is no longer able to offer the insurance cover required. It was **agreed** to leave in abeyance whilst alternative options are sought

Insurance Claim update

- I. Personal Accident Claim – The Clerk gave an update on the personal accident claim
- II. Flaxfield Close – an update was included in Members' packs. It was agreed that the Clerk should request a copy of the reports supplied to the insurance company

Cemetery matters

Unauthorised parking at the cemetery was discussed. It was **agreed** that the Clerk should write to the schools, so that they can advise parents not to park in the cemetery whilst picking up their children from school. It was agreed to see if the problem ceases following the letter and to re-consider, if not.

It was agreed that the Clerk should distribute a copy of the old cemetery regulations to all Councillors

The Clerk was requested to supply a list of clamping companies for the next meeting

Report on trees-Scouts boundary

The report and the email from the insurance legal department were included in Members' packs. It was **agreed** to send a copy of the report to the scouts liaison committee

Resident Complaint - Flaxfield Close

This was discussed during the Borough Councillors report

Severn Trent Water (STW) – work to Parish Council land

An email from STW was included in members' packs. Members agreed not to accept the reparation offer in the email and to insist that the land is re-instated by the company carrying out the works

Damage to Parish Council land on Ratby Road

It was unanimously **resolved** to write to HBBC to insist that the land is repaired and to ask on what authority they used the land

Lamp post testing for hanging baskets/festive lights

The Clerk gave details of Leicestershire County Council's requirement that the lamp posts are tested before hanging baskets/festive lights are displayed on them. This was discussed at length and it was then **resolved** to arrange for the testing to be undertaken by L.C.C. at £40 per lamp post

***At 10pm the Chairman proposed (in accordance with Standing Order 44) the suspension of Standing Orders to allow the meeting to continue for 15 minutes.***

**COU/025/18-19 Correspondence**



Local Resident	Tree	As the tree is not on Parish Council land it was agreed to send a copy of the letter to the Village Hall Committee and inform the resident
Leicestershire Police	Update	This was noted
LCC	Advance notice of Temporary Traffic Regulation Order (TTRO). Temporary road closure for Groby Street Fair	This was noted
LCC	Local bus registration Service 29 29A 29X	This was noted
HBBC	S106 update	This was noted
LCC	The SHIRE community Climate change grant for 2018/2019	It was agreed to give a copy with a covering letter to the Glenfield and Groby surgeries
LCC	Submission of Leicestershire Minerals and Waste Local Plan	It was agreed that the Clerk should contact the programme officers and ask for Groby Parish Council to be recorded as an interested party
Leicestershire Police	Open Police Meeting	This was noted

**COU/026/1/8-19 Staffing Matters**

Senior Grounds Operative

The recruitment panel informed members that all the candidates had been unsuccessful. It was **agreed** to re-advertise the position.

Working hours for Grounds Operatives

This item was deferred until a new member of staff has been recruited

*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 10.15pm the Chairman proposed (in accordance with Standing Order 44) the suspension of Standing Orders to allow the meeting to continue for a further 5 minutes.**

**COU/027/18-19 Date of next meeting**

It was agreed that the next scheduled meeting would be held on Monday 4<sup>th</sup> June 2018

**The meeting closed at 10.18pm.**

Signed .....  
Chairman

Date .....