

**MINUTES OF THE GROBY PARISH COUNCIL MEETING  
HELD ON 4<sup>th</sup> JUNE 2018 AT THE COUNCIL OFFICES COMMENCING AT 7.00PM**

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

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

**COU/028/18-19 Apologies for Absence**

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

**COU/029/18-19 Declarations of Interest**

All members declared a pecuniary interest as rate payers within the Groby Parish  
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 the Groby Parish

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 Rigby declared a pecuniary interest in relation to agenda item 18

**COU/030/18-19 Minutes of the Annual meeting of the Parish Council held on 21<sup>st</sup> May 2018**

Alterations to the minutes were agreed as follows:  
That the heading is changed to minutes of the Annual Meeting of Groby Parish Council  
Min Ref: COU/003/18-19 – 'Cllr Jones & Cllr Beck always help out' is added  
Min Ref COU/005/18-19 – 'in relation to the Neighbourhood Plan' is added to Cllr Gunn's  
declaration of interest  
Min Ref COU/007/18-19- Cllr Quilter is removed from the list and Cllr Gunn is added in his place  
Min Ref COU/008/18-19- Cllr Marvin is to be included in the appointed members on the Parks &  
Cemetery Committee  
The Chairman initialled the amendments and it was then **resolved** by majority decision that the  
minutes of the Groby Parish Council meeting held on 21<sup>st</sup> May 2018 be signed by the Chair as a  
true record. There was 1 abstention

**Closed Session Minutes of the meeting held on 21<sup>st</sup> May 2018**

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

**COU/031/18-19 Matters Arising**

Cllr Beck informed members that the company that runs Bradgate Landfill had changed

Cllr Batty asked if there had been an update on the sale of County Council land on Leicester  
Road. The Clerk was asked to contact the County Councillor to request an update and also to  
contact the County Council Highway department to ask for clarification as to whether the land is  
still designated as a highway and to advise that there is a Public Right of Way over the lands that  
has been exercised for at least 20 years

Cllr Batty asked if the payment for staff training had been paid and the Clerk advised that it had  
been cancelled

Cllr Batty updated members regarding the meeting with Henry Mein Partnership regarding plans for the project on the Klondyke. He informed members that Cllr Smith, the Clerk and himself had met with one of the partners and that it had been a positive, constructive meeting

Cllr Hollick arrived at 7.12pm

#### **COU/032/18-19 Public Participation**

*In accordance with Standing Order 36.3 the Chairman adjourned the meeting at 7.15pm to allow for public participation.*

Cllr. Cartwright raised concerns about the about the grass maintenance and informed members that he had had several complaints from residents. He raised that the contractors are not cutting the whole area and that either the blades are not sharp enough or that the work force are driving too fast and are just flattening the grass. Cllr Jones added that she had informed the contractor that that they are not actually cutting the grass. Cllr Batty raised concerns as to whether the Parish Council is actually getting all the cuts it is paying for. It was also raised that Flaxfield Amenity area and Queen Elizabeth 11 park are far too long

A member of the public added that Flaxfield Amenity area is more like a farmer's field. He added that the perimeters have not been touched.

The resident also commented that the bottoms had fallen out of two dog bins on Stamford Park. The Clerk informed him that two replacement bins had been ordered and would be fitted imminently.

The Chairman advised that he had met with the contractor on the previous Friday and that he has given them a week to improve the standard

*Standing Orders were adjourned for a further 15 minutes*

The poor standard of the grass cutting was further discussed

Cllr Cartwright raised concerns regarding agenda item 18. He stated that he is not against community events but is concerned about the prospect of £4,000 being spent on the event

#### **COU/033/18-19 County Councillors report**

The report had been included in members' packs.

#### **COU/034/18-19 Borough Councillors' reports**

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

Councillor Cartwright updated members about a meeting with HBBC regarding the anti-social behaviour at Groby Pool car park. He asked if an article had been placed in the Groby and Fieldhead Spotlight to inform residents of the closure due to the anti-social behaviour. Advertising the closure was discussed and it was agreed that as the car park belongs to HBBC that they that it is their decision to close the gates and that they need to advertise it, as appropriate

Cllr. Cartwright then gave an update on the land at the rear of Victoria Cottages.

He advised that there is no update on HBBC's task and finish group meeting in relation to the Klondyke

He gave an update on the planning applications/ planning permissions in relation to Flaxfield Close and Markfield Road

Standing Orders were resumed at 7.55pm

**COU/035/18-19 Neighbourhood Plan**

The minutes of the meeting held on 18<sup>th</sup> April were discussed and Cllr Gunn requested that the minutes were altered to add that his interest is a pecuniary interest.

The minutes were agreed to be an accurate record of the meeting

A query was raised as to whether they should be recorded as minutes or notes from the meeting as it is a working party. It was agreed that the Clerk should minute the meeting due to the nature of the meetings

It was proposed by Cllr Batty, that the Parish Council should accept the recommendation of the working party to undertake a Neighbourhood Plan in principle subject to the clarification of the funding finance and ideally with strong enough participation from the community. The proposal was seconded by Cllr Gunn. The proposal was unanimously **resolved**

**COU/036/18-19 Finance & General Purposes Committee**

It was **agreed** that if members of the committee cannot attend a meeting that they should send a nominated representative in their place.

The following were unanimously **resolved**:

that the membership of the committee be increased to six and that the following members should be appointed to the committee:

Cllr Rigby, as Chair of the Council and Chair of the Community Liaison Committee  
Cllr Gunn, as Vice Chair of the Council  
Cllr Emmerson, as Chair of the Parks and Cemetery Committee and as a cheque signatory  
Cllr Coley as Chair of the Planning & Development Committee and as cheque signatory  
Cllr Beck as cheque signatory  
Cllr Hollick as cheque signatory;

that Cllr Smith should be a nominated reserve. For the Finance & General Purposes Committee;

that the Planning & Development Committee meetings should take place a 7pm on Wednesday and that the Finance & General Purposes Committee should take place at 8pm on the Wednesday prior to the Parish Council meeting

**COU/037/18-19 Internal Audit Report**

It was **agreed** to defer this item to the next Finance & General Purposes meeting, so that it could reviewed in depth. It was **agreed** that Cllrs Rigby, Batty and the Clerk would review the Standing Orders and Financial Regulations before the next Finance & General Purposes meeting Cllr Gunn raised that a motion on notice would need to be added to the agenda, to meet with the Councils Standing Orders

**COU/038/18-19 Approval of The Annual Governance Statement for 2017/18**

It was raised that the Council would need to see the explanation of significant variances before the Annual Governance Statement could be approved. It was **resolved** that an EGM should be held to approve the The Annual Governance Statement\_and that the Clerk should ask the external auditor to extend the submission deadline to 25<sup>th</sup> June, 2018.

The Clerk explained that the new play equipment had been omitted from the asset register when the accounts had been closed on 31<sup>st</sup> March 2018. It was **agreed** that as the error had been identified prior to the annual return being submitted that the figure declared on the annual return should be re-stated to take this into account

**COU/039/18-19 Approval of Accounts and Annual Return for 2017/18**

It was unanimously **resolved** that the Chairman and the Responsible Finance Officer should sign the end of year Balance Sheet, as presented to Council at the meeting.

**COU/040/18-19 Financial Reports**

The financial reports were discussed and the following queries were raised about the budget:

- that the travelling budget should be increased to match mileage re-imburement for training courses
- Whether the £6,000 budget for BMX track maintenance had been included in the approved budget
- The Council had only originally agreed 12 days for the probation service and the budget is more than this
- That not enough money is included for notice boards
- The £11,000 in Cemetery Footpaths has been allocated to the wrong budget heading
- The amount included in the contingency budget was queried

It was agreed that the budget should be looked at in depth at a future meeting

**COU/041/18-19 Payment of accounts**

	<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
1	Various	May 2018 Salaries	4,715.40		4,715.40
2	HMRC	Tax & NI - May 2018	1,226.07		1,226.07
3	LCC	LGPS - pension May 2018	1,526.30		1,526.30
4	GPC Employees	Mileage-May 2018	223.88		223.88
5	HBBC	Cemetery Rates	128.00		128.00
6	AZ Services (Leicester) Ltd	Annual inspection of fire extinguishers	37.75	7.55	45.30
7	Rialtas Business Solutions	End of year account preparation	548.30	109.66	657.96
8	BT plc	Office , Cemetery & broadband	589.22	117.84	707.06
9	Groby Windows-M Asher	Handrail repairs-mineral line	130.00		130.00
10	M & BG Ltd	Amenity & Verges-May 2018	1,666.66	333.33	1,999.99
11	Redwood Pryor Ltd	Internal Audit 2017-2018	541.20	108.24	649.44
<b>Totals</b>			<b>11,332.78</b>	<b>676.63</b>	<b>12,009.41</b>

**Receipt Schedule**

Amounts received since last meeting:

<i>Name</i>	<i>Details</i>	<i>Amount £</i>
Local Resident	Cemetery Fees	163.00
Local Resident	Cemetery Fees	163.00
Local Resident	Cemetery Fees	98.00
Anstey & District	Cemetery Fees	208.00
<b>Total</b>		<b>632.00</b>

With the exception of M&BG Ltd, it was unanimously **resolved** to make the payments that were presented to the meeting. Income was noted

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

The meeting resumed at 8.50pm

**COU/042/18-19 Planning & Development Committee**

The minutes of the meeting held on 29<sup>th</sup> May, 2018 were noted

**COU/043/18-19 Clerk's Report**

Grass Maintenance.

This item was discussed during public participation

It was proposed, seconded and unanimously resolved that the Parish Council should suspend payment to the contractor until such time as appropriate credits have been received for missed cuts and that in future invoices will not be paid until the relevant delivery note indicating which areas have been cut have been received by the Parish Council; these should be received within 24 hours of the cuts having been completed.

Giant Hogweed

The Clerk reported that HBBC had forwarded an email from a resident informing that there is Giant Hogweed on Parish Council land. This was discussed and it was agreed that the Clerk It was **agreed** that the Clerk should contact the Council's H&S consultant and HBBC for advice It was unanimously **resolved** that the Clerk in conjunction with the Chairman should be given emergency spending power to carry out the advice from the principle authority as soon as possible

Noticeboard – Elizabeth Woodville School

The Clerk reported that the notice board had been repaired

*Standing Orders were adjourned at 9.10pm for 5 minutes to allow a member of the public to comment on an item of correspondence*

It was agreed that the Clerk should forward a copy of correspondence item 1 to the resident

Standing Orders were resumed at 9.15pm

***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/044/18-19 Correspondence**

1	LCC	Community Speed Trial	This was noted
2	Groby Allotment Society	Annual Report 2017-2018	This was noted
3	HBBC	TEN application-Elizabeth Woodville Primary School	This was noted
4	S106	Contributions update	This was noted

The Clerk was requested to ask for an annual report from Groby CiC

**COU/045/1/8-19 Motion on Notice**

As Chairman of the Parish Council I believe that the Parish Council should work with all the community groups and businesses in our parish to achieve a Groby Community Village Bonfire and Firework night. This to be held on the area known as Groby Pool on Saturday 3<sup>rd</sup> November 2018. In order to achieve this event, funding from the Parish Council will required from the line 4700 Community Projects which has a budget of 8k and we required 4k to achieve this.

Several members raised concerns about the motion as they were concerned about spending the precept on the event, parking/traffic problems, the possibility of anti-social behaviour and whether it is a suitable location as it could cause environmental problems with Groby Pool being an SSSI area

The motion was discussed at length and was withdrawn by the Chairman

**COU/046/1/8-19 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/047/18-19 Date of next meeting**

It was agreed that the next scheduled meeting would be held on Monday 2<sup>nd</sup> July 2018

**The meeting closed at 9.57pm.**

Signed .....  
Chairman

Date .....