

**MINUTES OF THE MEETING OF GROBY PARISH COUNCIL  
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY  
ON 5<sup>TH</sup> FEBRUARY 2024 COMMENCING AT 7.00PM**

**Councillors Present:** Cllr N Clarke (Vice Chair) Cllr G Baker Cllr P Batty Cllr L Collins  
Cllr L Emmerson Cllr K Griffiths Cllr T Hollick Cllr D Hyde  
Cllr N Jones Cllr S Jones Cllr C Mullins Cllr G Richardson  
Cllr L Trivett Cllr C York

**Also Present:** Parish Clerk Deputy Clerk  
Borough Cllr Lambert County Cllr O'Shea  
Members of the Public – 2

In the absence of the Chairman, Cllr N Clarke (Vice Chairman) chaired the meeting

**COU/205/23-24 Chairman's Welcome**

The Chairman welcomed all to the meeting and announced that the meeting was being recorded.

**COU/206/23-24 Apologies for Absence**

Apologies were received from Cllr C Lincoln and Cllr S Beck. It was **RESOLVED** to accept these apologies.

Apologies were also received from Borough Councillor Harris.

**COU/207/23-24 Declarations of Interest**

Cllr L Trivett declared an interest in Groby CIC which was not pecuniary due to only holding 1 share.

Cllr C York declared an interest in Groby CIC which was not pecuniary due to only holding 1 share and an interest as a Village Hall Committee member.

Cllr T Hollick declared an interest as a Borough Councillor & Vice Chair of the Village Hall Committee.

Cllr S Jones declared an interest in the Thomas Herbert Smith Trust Fund and Sacheverell Trust

Cllr Batty declared a conflict of interest in Agenda Item 18 and a personal interest in Agenda Item 11

**COU/208/23-24 Minutes**

**i. To approve the minutes of the Meeting of Groby Parish Council held on 15<sup>th</sup> January 2024**

It was **RESOLVED** that the minutes of the Meeting of Groby Parish Council held on 15<sup>th</sup> January 2024 be approved and signed as a true and accurate record. Cllr S Jones, Cllr N Jones, Cllr Collins and Cllr Clarke abstained. Cllr Batty, Cllr Hyde and Cllr Richardson voted against.

**COU/209/23-24 Police Report**

The Police newsletter for February 2024 was included in Members' packs. Crime statistics for the past 4 months were also included. The local safer Neighbourhood team will attend Groby Library on Saturday 24<sup>th</sup> February at 10am. This was **NOTED**

**COU/210/23-24 County Councillors Report**

Members were updated on a recent gas issue where water from a burst water main in Ratby had entered the gas network leaving many residents without a gas supply during a very cold period. Cllr O'Shea praised the prompt actions of gas suppliers Cadent and expressed thanks to Cadent and the multi-agencies who had come together to support the local community. Cllr Clarke expressed his best wishes to the Ratby community.

A report from County Councillor O'Shea was included in members' packs and detailed:

- Update on the Groby Flood Alleviation Project Leicester Road
- Storm Henk funding is available for residents and businesses affected.
- Rogue Traders cashing in on Storm damage.
- Temporary traffic regulation orders are located on Glebe Road and Crane Ley Road.

Chairman's Initials \_\_\_\_\_

**COU/211/23-24 Borough Councillors’ Report**

**i. A report from Borough Councillor Lambert detailed:**

- HBBC Full Council had agreed the housing allocation from Leicester City Council’s unmet need and this was set at 100 houses per year for 5 years across the Borough.
- Climate change & Bio-diversity strategy, Tourism & Statement of Common Ground strategy were all recently approved at Borough level.
- A motion was agreed to for the Overview and Scrutiny Committee to form a working group to engage with the utility companies to discuss the robustness of the energy infrastructure across the Borough.
- Discussions for the 2024-25 Budget included increases to fixed penalty notices; fly tipping penalties Council house rents and the green waste collection fee.

**ii. A report from Borough Councillor Hollick detailed:**

- HBBC had been the last Council to agree to meet Leicester City Council’s unmet housing need.

**COU/212/23-24 Public Participation**

A member of the public expressed an interest in Agenda item 10. Correspondence, item no.56 and requested permission to speak at that point in the meeting. The Chair responded that this would be allowed.

**COU/213/23-24 Clerk’s Report**

- i. The Clerk informed members that a Great British Spring Clean Community Litter pick was scheduled to take place on Saturday 23<sup>rd</sup> March 2024 between 10am – 12pm. This was **NOTED**.

**COU/214/23-24 Correspondence**

54.	Parish Councillor	Churches Together Activities	Information regarding Churches Together Activities was included in members’ packs. This was <b>NOTED</b> .
55.	Police & Crime Commissioner	Feedback from Parish Council Engagement Event	This was <b>NOTED</b> .
The Chair suspended Standing Orders in order to allow a member of the public to speak on the correspondence item.			
56.	Leicestershire County Council	Response to Council’s letter regarding flood issues	Members <b>AGREED</b> that the brevity of the response received from LCC was disgraceful and that the matter should not be closed. LCC’s response was offensive and disrespectful, and it was <b>AGREED</b> that a strong reply from Council was required.  Standing Orders were re-instated. It was <b>RESOLVED</b> for the Clerk to liaise with the member of the public to formulate a response to LCC before the next meeting. Further <b>RESOLVED</b> for a copy of the response to be sent to the media.
57.	Hinckley & Bosworth Borough Council	Flood Recovery Support	This was <b>NOTED</b> .
58.	Hinckley & Bosworth Borough Council	Tree Preservation Order Consultation	Information on Land to the North-East of 238-260 Markfield Road, Groby (No.11) Tree Preservation Order 2023 was included in members’ packs. It was <b>RESOLVED</b> to support the proposed Tree Preservation Order and to send a copy of the consultation to the Neighbourhood Plan Steering Group for any further comment.
59.	Hinckley & Bosworth Borough Council	Press Release – Rural England Prosperity Fund	This was <b>NOTED</b> .

60.	Hinckley & Bosworth Borough Council	Climate Change and Biodiversity Strategy 2024-2028 and Parish Council Climate Change Survey	It was <b>RESOLVED</b> for the survey to be completed by the Estates Committee. Cllrs Baker, Batty and Richardson abstained.
61.	Fisher German / Severn Trent	Hallgates to Elms Farm Scheme – Proposed non-intrusive walkover	It was <b>RESOLVED</b> to grant permission to allow Severn Trent to conduct a non-intrusive walk-over survey.

**COU/215/23-24 Public Interest Report Committee**

**i. To receive and note the draft minutes from the meeting held on 22<sup>nd</sup> January 2024.**

The draft minutes of the Public Interest Report Committee meeting held on 22<sup>nd</sup> January 2024 were included in members' packs and were **NOTED**.

Cllr S Jones left the meeting at 8.45pm

**To receive recommendations from the Public Interest Report Committee from the meeting held on 22<sup>nd</sup> January 2024:**

- ii. To consider adoption of the draft Scheme of Delegation Policy.
- iii. To consider an operational procedure detailing the circulation of the draft Annual Governance & Accountability Return prior to its approval.
- iv. To retrospectively approve the appointment of consultant, AVG Solutions, as Data Protection Officer for the period 1 July 2020 to 30 June 2021.
- v. To retrospectively approve the appointment of Mr AV Greenwood, as Temporary Clerk/RFO for the period 27<sup>th</sup> July to 17<sup>th</sup> August 2020.
- vi. To retrospectively approve all resolutions made at the Meeting of Full Council held on 6<sup>th</sup> July 2020, Extraordinary Meeting of Council held on 27<sup>th</sup> August 2020 and Meeting of Full Council held on 14<sup>th</sup> September 2020 (as listed in members' packs)
- vii. To consider a protocol for the obtaining of legal/specialist advice in relation to staffing matters
- viii. To consider the legal advice obtained in relation to Groby CIC and approve the suggested way forward
- ix. To approve the continued engagement of Knights plc to assist with the implementation of actions identified in the review and to approve additional legal costs associated with this.
- x. To expedite the transfer of the legal title to the land to Groby CIC

It was **AGREED** to place the appointment of additional Councillors onto the Public Interest Report Committee on the next Full Council meeting agenda.

It was **RESOLVED** that further information and legal advice needed to be obtained before proceeding with agenda Items 11 ii. through to ix. and further discussion was deferred to a future meeting.

It was **RESOLVED** for a meeting to be arranged between Cllr Batty, Cllr Hollick, Cllr Clarke and Cllr Trivett in order to obtain copies of information held by Cllr Batty which may be relevant to the external investigation into Groby CiC.

**COU/216/23-24 Estates Committee**

**i. To receive and note the approved minutes of the meeting held on 14<sup>th</sup> December 2023**

The approved minutes of the Estates Committee meeting held on 14<sup>th</sup> December 2023 were included in members' packs and were **NOTED**.

**ii. To receive the recommendation from the Estates Committee meeting held on 18<sup>th</sup> January 2024 to consider the formation of a Sensory Garden on Marina Park.**

This item was deferred.

- iii. **To consider quotations to carry out the tree works identified in the Arboriculturist's Survey Report**  
It was **RESOLVED** to defer this item back to the Estates Committee.

**COU/217/23-24 Finance & General Purposes Committee**

- i. **To receive and note the draft minutes of the meeting held on 29<sup>th</sup> January 2024**  
The draft minutes of the Finance & General Purposes Committee meeting held on 29<sup>th</sup> January 2024 were included in members' packs and were **NOTED**.

**To receive recommendations from the Finance & General Purposes Committee from the meetings held on 29<sup>th</sup> January 2024:**

- ii. **To delegate authority to the Clerk to agree a new electricity supply contract for the Cemetery**  
It was **RESOLVED** to delegate authority to the Clerk to agree a new electricity supply contract for the Cemetery.
- iii. **To approve the Clerk's attendance at a 'Committees, Sub Committees and Working Groups' training course at a cost of £40.**  
It was **RESOLVED** to approve the Clerk's attendance at a 'Committees, Sub Committees and Working Groups' training course at a cost of £40.
- iv. **To receive and note the Income & Expenditure Report and EMR report to 29<sup>th</sup> January 2024**  
The Income and Expenditure report and EMR report to 29<sup>th</sup> January 2024 were included in members' packs. These were verified and **NOTED**.
- v. **To receive and note the verified bank reconciliation for December 2023**  
The signed bank reconciliation for December 2023 was included in members' packs. This was verified and **NOTED**.
- vi. **To approve payments of accounts and to note income**  
A payment schedule, detailing net payments of **£21,402.38** was included in members' packs.  
  
It was **RESOLVED** to approve the Payment Schedule and make all the payments that were presented to the meeting.

A receipt Schedule detailing Income of **£3,447** was included in members' packs and this was **NOTED**.

<b>RECEIPT SCHEDULE</b>		
Amounts received since last meeting		
<b>Name</b>	<b>Description</b>	<b>Amount £</b>
Resident	Cemetery Fees	348.00
Resident	Queen Elizabeth II Rose Garden	175.00
Grobby Juniors Football Club	Permit Fee	50.00
Resident	Queen Elizabeth II Rose Garden	175.00
Anstey & District Funeral Services	Cemetery Fees	2699.00
<b>Total</b>		<b>£ 3,447.00</b>

**PAYMENT SCHEDULE**

<i>Payee</i>	<i>Details</i>	<i>Net Amount £</i>	<i>Vat £</i>	<i>Gross £</i>
Stallard Kane	Health & Safety Advisors	148.50	29.70	178.20
PEAC Ltd	Telephone System & Service fee	119.57	23.91	143.48
Digital Communications	Telephone Line Rental / Calls / Broadband	76.12	15.22	91.34
Microsoft for Business	Microsoft 365 Monthly Licence Subscription	17.20	3.44	20.64
Scottish Power	Cemetery electricity	47.62	2.38	50.00
Various	January 2024 Salaries	7,843.38	-	7,843.38
HMRC	Tax & NI -January 2024	2,223.28	-	2,223.28
Leicestershire County Council	LGPS - Pension January 2024	2,639.45	-	2,639.45
Various	Mileage - January 2024	152.11	-	152.11
Granart Memorials	Kerb Plaque	80.00	-	80.00
Granart Memorials	Rose Garden Plaques x3 / Kerb Plaque	266.00	-	266.00
Granart Memorials	Rose Garden Plaques x 7	434.00	-	434.00
Granart Memorials	Kerb Plaque	80.00	-	80.00
AllStar Fuel Card	Van Fuel - 9th / 26th January 2024	76.20	15.23	91.43
Pubpay & Stonehenge	Payroll Services: January 2024	20.70	4.14	24.84
Sharp	Photocopier - Mono & Colour Copies (December)	39.57	7.91	47.48
Roma Landscapes	Grounds Maintenance : January 2024	1,750.00	350.00	2,100.00
George Walker Ltd	Postcrete for knee rails	54.00	10.80	64.80
Information Commissioners Office (ICO)	Annual Data Protection Fee	40.00	-	40.00
LRALC Ltd	Internal Audit Service 2023-2024	450.00	-	450.00
LRALC Ltd	Councillor Training	50.00	-	50.00
Ashenden Tree Specialists	Emergency Tree Works - Quarry Park	490.00	-	490.00
Water Plus	Quarterly Cemetery Water Charges	41.68	-	41.68
Leicestershire County Council	Arboriculturist Tree Surveys	3,975.00	795.00	4,770.00
Society of Local Council Clerks	SLCC Annual Membership 2024-25	288.00	-	288.00
		<b>£ 21,402.38</b>	<b>£ 1,257.74</b>	<b>£ 22,660.12</b>

**COU/218/23-24 D-Day 80<sup>th</sup> Anniversary Event Committee**

- i. **To receive and note the approved minutes from the committee meeting held on 27<sup>th</sup> November 2023**  
The approved minutes of the D-Day 80<sup>th</sup> Anniversary Event Committee meeting held on 27<sup>th</sup> November 2023 were included in members' packs and were **NOTED**.
  
- ii. **To receive an update from the Committee meeting held on 24<sup>th</sup> January 2024**  
An update from the Committee meeting held on 24<sup>th</sup> January 2024 was provided and detailed the intention to hold two events – the lighting of a Beacon on the evening of Thursday 6<sup>th</sup> June 2024 and a 'fun day' type event on the afternoon of Saturday 8<sup>th</sup> June 2024. The next meeting of the Committee is scheduled for 22<sup>nd</sup> February 2024.

**COU/219/23-24 Neighbourhood Plan Steering Group**

- i. **To receive and note the approved minutes of the meeting held on 7<sup>th</sup> December 2023**

The approved minutes of the Neighbourhood Plan Steering Group meeting held on 7<sup>th</sup> December 2023 were included in members' packs and were **NOTED**.

**COU/220/23-24 To confirm the date and time of the next meeting**

The date of the next meeting of Full Council to be held on Monday 4<sup>th</sup> March 2024 at 7pm.

**COU/221/23-24 RESOLVED to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters.**

Cllr Batty declared a conflict of interest and left the meeting at 9.39 pm

The Parish Clerk and Deputy Clerk left the meeting at 9.40pm

**COU/222/23-24 Staffing Committee**

- i. **To receive a report from the Extraordinary Meeting of the Staffing Committee held on 25<sup>th</sup> January 2024**  
A confidential report from the Extraordinary Meeting of the Staffing Committee held on 25<sup>th</sup> January 2024 was tabled at the meeting which was **NOTED**.

**To receive recommendations from the Extraordinary Meeting of the Staffing Committee held on 25<sup>th</sup> January 2024:**

- ii. **To consider engagement of external support to assist with consideration into a complaint.**  
It was **RESOLVED** that the engagement of external support to assist with consideration into a complaint be **APPROVED** at a cost of £125 per hour.

**The meeting closed at 9.55 pm**

Signed:.....

Date:.....