

Measham Parish Council
Minutes of the Meeting of the Council
November 10th, 2022, 6pm at Age UK

Present

CLLrs Colin Manifold, Chair, Glenys Banton, Christine Wright, Stephen Plowman, Emma May, Robert Oakes, Ruth Oakley.

CLlr Sean Sheahan, NWLDC, CLlr Woodman, NWLDC.

Dawn Roach, Parish Clerk, Anthea Booth, Clerk Assistant

165/22 Welcome & Apologies

The Chair welcomed everyone to the meeting.

Apologies received from CLlr David Wright, Anne Morgan, County CLlr Ashman, Police - accepted

166/22 Public Participation

None

167/22 Police Matters

POLICE REPORT 1st to 31st October 2022

MEASHAM

02/10/2022 – Atherstone Road – vehicle seized -no driving license

02/10/2022 – Hart Drive – property window smashed

02/10/2022 – Amersham Road – theft of recycling bins

02/10/2022 – Bosworth Road – theft of vehicle

03/10/2022 – Eagle Close – ongoing issues from address

03/10/2022 – Ashby Road – 2 vehicle RTC – no injuries

03/10/2022 – Westminster Business Park – theft from business

05/10/2022 – Dryden Close – items stolen at family party

06/10/2022 – North Walk – smell of cannabis from property

07/10/2022 – Measham Library Car Park – number plates stolen from vehicle

10/10/2022 – Wilkes Avenue – suspicious vehicle

13/10/2022 – Bosworth Road – attempted theft from vehicle

13/10/2022 – Bosworth Road – attempted theft from vehicle

14/10/2022 – Rowan Close – theft of pushbike

16/10/2022 – Queens Street – male driving over prescribed limit of alcohol

16/10/2022 – Peggs Close – theft of van

19/10/2022 – B4116 – dangerous driving

19/10/2022 – Mallard Close – theft from motor vehicle

21/10/2022 – Burton Road – dangerous driving

22/10/2022 – Atherstone Road – suspicious van

24/10/2022 – Bosworth Road – suspicious male in bushes

It was noted that the lack of police presence in the village was disgraceful especially with the level of crime being reported in the newsletter.

Cllr Woodman would speak with the new Inspector and see if a meeting could be arranged, and Cllr Sheahan asked for the grievances to be put in an email which he would raise with the Police & Crime Commissioner at their next meeting.

168/22 Declarations of Interests

Disclosable Pecuniary Interest

Cllr May item 17 Clerks and Council Staff Salary Award as their family member is the Clerk.

Disclosable Non-Pecuniary Interest

169/22 Dispensations

Dispensation request had been received from Cllr Oakley for Measham Leisure Centre as they are the Trustee.

Resolved: The Dispensation request was agreed for Cllr Oakley for Measham Leisure Centre.

170/22 Confirm Minutes.

To approve and adopt the minutes of the meeting of the Council held on Thursday October 13th, 2022.

Resolved: Cllr Banton proposed, and Cllr May seconded that the minutes of the meeting held on October 13th, 2022, be approved.

171/22 Parish Clerk Report

To receive the Parish Clerk report. (For information only). [Clerk Report \(Appendix 1\)](#)

172/22 Ward Members Report

Report from Cllr Sheahan

The Boundary Commission has gone to the second round of consultations with a deadline of 5th December.

Resolved: The Clerk would forward the consultation to members.

Cllr Manifold informed Cllr Sheahan that he had requested an update from the Housing Officer regarding the issues raised on the last patch walk. Cllr Sheahan noted that he had also requested an update.

Report from Cllr Woodman

Seven Trent have taking responsibility for the water leak at the substation on New Street and are sorting the problem.

The roofing issues at a property on New Street is also being taken up with NWLDC.

A conversation had taken place with Bernard Wilson regarding properties on the High Street, who stated that they would be looking at disposing of the properties in the next year, if there are any issues the Hinckley Office is to be contacted directly.

Skip – NWLDC are looking at the logistics of having a skip above ground.

The Chair noted that a company had been photographed by a member of the public fly tipping into the brook on the Riverview Estate, this would need clearing out.

A member stated that rats had been seen behind the Tesco store, this is to be reported to the Manager.

173/22 Financial matters

A Invoices - to authorise invoices. [Schedule of payments \(Appendix 2\)](#)

Resolved: Cllr Manifold proposed, and Cllr Banton seconded payment of invoices.

B Receipts – to note receipts for the last month - Noted

C Financial summary – for info.

D Bank reconciliation – for inspection. [Bank Reconciliation \(Appendix 3\)](#)

E Bank transfers – for info.

14.10.22	BMM – Current Account	£15800	Invoices
04.10.22	Current – Equals	£400.00	General purchases

Cllr Sheahan left the meeting.

174/22 Speed Sign Results

A To receive statistics from the last location and decide on the next location for the speed sign.

Last Location

Post: 2 Ashby Road

Direction: Incoming traffic

85th percentile speed: 35.3 mph

Average speed: 27.1 mph

Total vehicles: 78932

Next Location.

Resolved: It was agreed to put the speed sign on Leicester Road, post 16, incoming.

175/22 Cemetery Lodge

A To update on current situation at Cemetery Lodge

There has been several viewings on the property, the letting agent has recommended reducing the rent to £775.00

Resolved: It was proposed and seconded to reduce the rental fee to £775.00

A discussion took place regarding the property having no shower.

Resolved: It was agreed for the Clerk to arrange for a shower to be installed at the property.

176/22 Parish Champion

4 nominations were received for the Parish Champion.

Resolved: It was agreed to present the nominees with a certificate and £25 voucher at the Parish Council Christmas coffee morning to be held on Friday 23rd December, at either Measham Welfare or Age UK.

177/22 Covid Remembrance Bench

The Clerk informed members that the Council were not eligible for funding from NWLDC for the remembrance bench and bin and it would cost £610.09 of council funds to install a new bench and bin.

Resolved: It was proposed and seconded to purchase the new bench and bin at a cost of £610.09 from the maintenance budget. All in favour.

178/22 Current projects

A Depot/workshop – to receive update.

Members were told that the Solicitor had been informed that the owner could not complete the sale in December and would be 23rd March 2023. The Solicitor has been advised to negotiate the sale completion date noting the Council would wait until March 2023 if the 3-month lease fee was waived.

B S106 Project Bosworth Road - to receive update.

Members were informed that the funding was still awaited from NWLDC.

Resolved: Cllr Woodman would follow this up at NWLDC.

C Members Highway Fund - to receive update.

A purchase order for the Speed Camera sign has been submitted, the funds for the planters should also be available soon and the purchase order will then be submitted.

D Boardroom Conversion

Planning permission has been received for the conversion of the Boardroom. The architect is obtaining quotes for the conversion.

Cllr May left the meeting.

179/22 Planning Matters (for planning committee members)

A Decisions made by Planning Authority (NWLDC)

Application No	Proposal	Address	Decision
22/00253/FUL	Retention of open storage area on part of the site for storage of containers and mobile office units, retention of landscape bund and retention of palisade fencing and change of use of part of the site for the storage of cabins.	Pickerings Plant Hire Depot, Ashby Road, Measham.	Planning Permission
21/01269/FUL	Change of use and conversion of former Parish Council boardroom to form one dwelling including external alterations and car parking.	Cemetery Boardroom, Bosworth Road, Measham.	Planning Permission.
22/01349/TPO	Works to 1no. Hawthorn (Protected by Tree Preservation Order)	The Priory, 3 High Street, Measham.	Consent for works to trees subject to a tree preservation order (TPO)
22/01367/FUL	Erection of two storey front, side, and rear extension.	22 Tennyson Close, Measham	Refusal of permission for development.
19/00925/FUL	Retention of three pole mounted CCTV Cameras (two at six metres high	Pickering Plant Hire Depot, Ashby Road, Measham.	Planning Permission

	and one at eight metres high.		
21/00466/FUL	New detached dormer bungalow.	Land adj 18 Masefield Close.	Appeal Decision: Appeal dismissed.

B Applications for Discussion [Follow this link to view planning applications](#)

Application No	Proposal	Address	Observations
22/01585/VCI	Variation of Condition no 7 of planning permission 98/0307/P to allow for a garage conversion into habitable living accommodation.	14B New Street, Measham	No Objections
22/01676/VCI	Variation of condition 1 of planning permission 17/01182/VCI to allow for the continued siting of a mobile classroom.	Measham C of E Primary School, Bosworth Road, Measham	No Objections

180/22 Confidential

To consider the following resolution: “That, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.”

Cllr Woodman left the meeting.

181/22 Clerks and Council Staff Salary Award

To approve National Employer’s pay offer backdated to April 2022 for the Clerk and Clerk’s Assistant

Resolved: It was proposed and seconded to approve the National Employers pay offer to include 1-day extra holiday pro rata, backdated to April 2022 for the Clerk and Clerk’s Assistant. All in favour.

182/22 Date and location of the next meeting

8th December 2022 6.00pm at Age UK.

Clerk Report (Appendix 1)

Remembrance Service

Please remember that the Remembrance Service will be held on Sunday 13th November with a prompt start of 10.45am. Gerard has kindly offered to open up the Youth Centre for refreshments which the parish council will provide after the service.

Christmas Lights

We have now received a licence for the Christmas Lights to be installed. Installation will take place between the 27th and 29th November. The Measham Events Committee have requested a further motif to be included at the library. This will need to be looked at for the 2023 installation.

External Auditor

Moore UK have been appointed the external auditor for the years 2022/2023 – 2026/2027.

Budget and Finance

I have started looking at the budget for 2023/24, please see the latest LRALC newsletter with advice as some serious decisions are going to need to be made. The budget will be approved at the January council meeting.

Please also refer to the LRALC newsletter for details on how to sign up to take part in Leicestershire County Council's budget engagement webinar (also previously circulated to members). This is very important as LCC have to look at the possibility of serious impact or reduction of services in their words which could include gritting, parks, bus subsidies, projects reducing smoking and supporting people to be healthier, Beaumanor Hall and planned big road schemes. Please sign up for the webinar if you are able to.

Wigeon Drive SUDS Scheme

Previously sent out by email, The Trent Rivers Trust have a draft of the sign that is going to go up on the open space at Wigeon Drive. If anyone has any comments, or you are happy with the board please let me know.

NJC Contract Reviews

I will be reviewing the Clerk and Clerk's assistant contracts as these haven't been done since 2005, can two members please be involved in this process?

Warm Places

The Warm Places group based at the library have said thank you for the donation which is much appreciated and thanks to Councillor Crissy Wright for the donation of toys. The group had their first full meeting this morning and they have 9 volunteers in total. They are in the process of pulling a brochure together showing what events are being held by each group involved on what days which I will circulate when produced. They have just set up a Facebook page at <https://www.facebook.com/Measham-Warm-Places-103746065875562>

Casual Vacancy

No requests for an election have been received. The Parish Council can now proceed to fill the vacancy by co-option as soon as possible so I will again advertise and invite the previous candidate to apply again and set the closing date to 1st December.

Public Communication

Glass on road and pavement.	NWLDC
Speed humps the wrong size.	LCC
Pickerings Avenue – view obstructed.	LCC
Microwave fly tipped in brook, Oak Close	NWLDC

LCC Highways Automated Updates

Date	Ref: No	Location	Description	Status
28/01/2021	818771	High Street, Measham	Snow Warden	Pending
12/10/2022	886029	Horses Lane, Measham	Miscellaneous obstruction(s) (PROW)	Passed to 3rd Party
12/10/2022	886030	Horses Lane, Measham	Miscellaneous obstruction(s) (PROW)	Passed to 3rd Party
15/10/2022	886341	Wilkes Avenue, Measham	Kerb	Made Safe / Works Complete
15/10/2022	886342	Burton Road, Measham	Gully Blocked	Works Scheduled
17/10/2022	886483	Tamworth Road, Measham	Bollard (non- illuminated)	Not Adopted Highway

Action Plan

Minute	Action	By	Status
131/20 Village Sign	Investigate further for repairs	DR	In progress
03/22 Police Matters	Request update on CCTV	DR	Requested Funding applications in progress.
10/22 Property Owners Agreement	Send approved agreement to all property owners	DR	1 remaining to receive
117/22 Current Projects B S106 Project Bosworth Road	Purchase Retro Horse and fitness equipment within the budget	DR	In progress. Awaiting S106 funding
145/22	Inform returning Officer of A lander resignation.	DR	Complete
147/22 Financial Matters F Donations Request.	Donate £750 to Measham Events Group.	DR	Complete
	Donate £250 to Measham Library and Measham Stroke and Disability Group.	DR	Requested bank details

Financial Matters G Christmas Event Staging.	Hire a stage and donate to Measham Events Group.	DR	Complete
Financial Matters H Insurance Renewal.	Add fence cover to the policy at an additional cost of £72.24	DR	Complete
149/22 Cemetery Lodge C	Put the house on the market for rental, ask Howland Jones whether 6 or 12 months lease would be recommended.	DR	12 month recommended Complete
Cemetery Lodge D	Vire £10,000 from Christmas Lights Budget to Cemetery House Repairs.	DR	Complete
151/22 Civility and Respect.	Sign up to the Civility and Respect pledge.	DR	Complete
152/22 Poppy Artwork	Request 1 poppy artwork for the war memorial at a cost of £200	DR	Complete
154/22 Remembrance Service	Speak to GE re the use of St Charles Catholic Church for refreshments.	DR	Complete
155/22 Tree Survey	Accept quote from LCC to carry out tree inspection works.	DR	In progress
156/22 Covid Remembrance Bench	Replace bin and bench at Library with Covid remembrance bench and new bin.	DR	To be discussed further
160/22 Current Projects, Members Highway Funds.	Request sample of granite pink from Amberol for planters.	DR	Complete

ROSPA Actions 2022

Site	Item	Finding	Action Required	Risk
Bosworth Road	Fencing	Timber is decayed – A number of posts are loose and rotten through at ground level	Replace	L
	Cableway	Cap missing	Replace	L
	Cableway	Item is damaged. There is some minor damage /vandalism to the support post	Sand back rough and splintered edges, continue monitoring areas for decay	L

	Cableway	Surface is wearing. The surface is wearing around the edges of the ramp exposing a hard surface	Consider installing grass mats to help with wear	L
	Cableway	Trip points on the surface, the timber edging board is creating a potential trip point	Make Level. Remove board or build up ground level to remove trip points	L
	Climber Log	Timber is decayed. Posts x 3 rotting at foundation level	Replace affected timbers	M
	Multiplay	Cap Missing	Replace	L
	Multiplay	Fixtures loose or missing, there are loose barrier fixings	Tighten/Secure	L
	Multiplay	The slide surface has joints which are not fabricated to eliminate gaps and inhibit the introduction of sharp objects	Modify.	M
	Rotator – Spica	Fixtures loose or missing	Tighten	L
	Swing Junior 2 Bay 4 Seat	The surface is damaged	Repair	L
	Swing – Nest	Cap missing	Replace	L
	Swing – Nest	Vandalised, wood fillers are not recommended.	Sand back rough and splintered edges and monitor for any further deterioration	L
	Swing Toddler 1 Bay 2 Seat	There is wear in the bushes	Remove shackle bolt and check bush and shackle pin wear, replacing as necessary	L
	Swing Toddler 1 Bay 2 Seat	Bolts loose. The crossbar is moving when the swings are in use. This could be wear in the crossbar at the fixing points	Remove fixings and check internal framework	M
	Adult Fitness – Leg Press & Walker	The bearings are worn	Replace worn bearings	M
	Adult Fitness – Leg Press & Walker	Cap missing	Replace	L

	Adult Fitness – Leg Press & Walker	Dangerous, should be replaced/removed	No control to prevent small children accessing the slalom element, starting it in motion and being unable to reach the hand holds. Potential serious head injury	M
	Agility – Trampoline	Trip points on the surface.	Build up ground level to remove trip points	VL
	Multiplay – Toddler – Combine	Bolt cap damaged.	Replace	VL
	Multiplay – Toddler – Combine	Surface is wearing. The surface is wearing exposing sharp stones at the base of the slide	Repair surface and consider installing grass mats to help with wear	L
Skate Park	Signage	Missing item	Replace	L
	Skate Bowl - Fencing	Item has missing parts – Sections of fencing are missing	Replace/repair fencing	VL
New Street	Multiplay	Cap missing	Replace	VL
	Multiplay	Surface is uneven	Make good	M
	Multiplay - Climber	Pothole of at least 20mm over 100mm x 100mm in a walked area, there is a large dip formed creating trip points	Repair	M
	Multiplay - Climber	Surface is uneven, large dips throughout the surface	Make good	M
	Swing – Nest	There is wear in the bushes	Remove shackle bolt and check bush and shackle pin wear, replacing as necessary	L
	Swing - Nest	Cap missing	Replace	VL
	Trim Trail	The foundations should be designed such that they do not present a hazard (tripping, impact). Care should be taken to ensure the foundations are not exposed as a result of erosion	Eliminate the hazard	L
	Multiplay – Junior – Boat	Cap missing.	Replace	L

	Agility – Trampoline	The surface is damaged	Secure rubber surround in place	L
Greenfield Road	Signage	Dog ban & ownerships signs recommended		L
	Multiplay – Senior	Paintwork in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repair may be necessary where corrosion is severe	L
	Swing – Mixed 1 bay 1 Junior 1 Toddler	Surface is compacted or displaced	Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	L
Wigeon Drive	Cableway	Item is damaged, the stopping tube fixing point has snapped	Repair	L
	Cableway	The seat to cable clearance is less than the minimum permitted of 2100mm for seating type runways (or 1800mm where moving parts of the traveller are enclosed)	Modify. Only 1.7m provided on site. Provide a longer suspension	M
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Surface is compacted or displaced	Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	L
	Swing – Mixed 2 bay 2 Junior 2 Toddler	Swing seat bolt(s) loose	Tighten	M
	Agility - Trampoline	The surface is damaged	Replace missing rubber capping.	M
Dysons Close	General Surface	The surface is cracking, concrete pad crumbling creating potential trip points	Repair	L
	Rocker – Seesaw	Bolt cap damaged	Replace	VL
	Swing – Junior 1 bay 2 Seat	Fixtures loose or missing, there is some slight movement in the crossbar fixings	Secure	L

Schedule of payments (Appendix 2)

Measham Parish Council DRAFT PAYMENTS LIST 222 TO 262

Voucher	Cheque	Code	Name	Description	Amount
222		16 - Section 137	Measham Events Group	Donation	750.00
223		93 - General Admin Purchases	D Wright	Travel Expenses	71.20
			<i>Travel London</i>		
224		131 - Cemetery Business Rates	NWLDC	Council Tax	275.99
225		29 - Work Clothing	Screwfix	Work Boots	74.99
226		16 - Section 137	Measham Stroke and Disability Group	Donation	250.00
227		28 - General Purchases	Ebay	General Purchases	20.79
			<i>Cable Ties for poppys</i>		
228		8 - Software Licence's	Sage UK Ltd	Sage Payroll	8.40
229		14 - Telephone and Broadband	Talk Talk	Telephone and Broadband	42.90
230		34 - Fuel	Fuel Card Services	Fuel	56.96
231		42 - Christmas Lights	Shenzhenshi (Amazon)	Christmas Lights	63.98
232		7 - Chalmers Allowance	Tesco	Chalmers Allowance Expenditure	100.00
233		93 - General Admin Purchases	Tesco	General Purchases	9.03
234		6 - Stationery	Amazon	Paper	24.99
235		69 - Christmas Event	Event Equipment Hire	Christmas Event	310.20
			<i>Stage deposit</i>		
236		69 - Christmas Event	Measham Events Group	Donation	107.50
237		38 - Pension Contributions	Standard Life	Pension Contributions	212.93
238		25 - Water Rates	Water Plus	Water Rates	6.54
239		23 - Electricity	EDF	Boardroom Electricity	14.00
240		12 - Bank Charges	HSBC	Bank Charges	1.00
241		11 - Subscriptions	CPRE	Subscription	36.00
242		14 - Telephone and Broadband	EE	Mobile Phone	76.34
243		124 - Depot Utilities	Water Plus	Water Rates	105.60
244		124 - Depot Utilities	Smartest Energy	Depot Electricity	177.00
245		34 - Fuel	Fuel Card Services	Fuel	204.91
246		12 - Bank Charges	HSBC	Bank Charges	8.00
247		102 - Vehicle Lease/Purchase	HSBC	Van Lease	309.89
248		6 - Stationery	Ebay	Ink Supplies	17.29
249		36 - Salaries	Salaries	Salaries	5,083.64
250		38 - Pension Contributions	Nest	Pension Contributions	51.57
251		93 - General Admin Purchases	Viking Direct	General Purchases	168.42
			<i>Printer</i>		
252		31 - Mower Maintenance	Kilworth	Mower Repairs	113.92
			<i>Belts</i>		
253		28 - General Purchases	NWLDC	Bulbs	81.78
254		28 - General Purchases	Massey's	General Purchases	20.93
			<i>Refuse sacks</i>		
255		37 - Tax & National Insurance	HMRC	Tax and National Insurance Contributi	1,342.63
			<i>month 7</i>		
256		11 - Subscriptions	Clerk and Councils Direct	Subscription	140.00
257		28 - General Purchases	Andy Smith	General Purchases	100.00
			<i>Strimmer</i>		
258		16 - Section 137	Measham & District Community Libr	Donation	250.00
			<i>Warm Spaces</i>		
259		93 - General Admin Purchases	Age UK	Hall Hire	25.00
260		93 - General Admin Purchases	Co-Op Store	Refreshments	17.55
			<i>Remembrance Service</i>		
261		93 - General Admin Purchases	Public	Trumpet Player	30.00
			<i>Remembrance Service</i>		
262		28 - General Purchases	Ebay	General Purchases	44.39
			<i>Blue roll and gloves</i>		
TOTAL					10,808.28

Bank Reconciliation (Appendix 3)

1 November 2022 (2022-2023)

Measham Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/11/2022		
	Cash in Hand 01/04/2022		111,886.13
	ADD Receipts 01/04/2022 - 01/11/2022		288,322.19
			400,208.32
	SUBTRACT Payments 01/04/2022 - 01/11/2022		110,505.91
A	Cash in Hand 01/11/2022 (per Cash Book)		289,702.41
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2022	0.00	
	Business Money Master 30/09/2022	276,507.49	
	Current Account 30/09/2022	13,027.02	
	Equals 31/10/2022	236.90	
			289,771.41
	Less unrepresented payments		69.00
			289,702.41
	Plus unrepresented receipts		
B	Adjusted Bank Balance		289,702.41
	A = B Checks out OK		