

Measham Parish Council
Minutes of the Annual Meeting of the Council
May 6th, 2021, 6pm Via Zoom

Present

Cllrs Colin Manifold, Chair, Glenys Banton, Christine Wright, David Wright, Steve Leary, Emma May, Edward Hodgetts.

Cllr Andrew Woodman, NWLDC

Dawn Roach, Parish Clerk, Anthea Booth, Clerk Assistant

Philip Metcalfe National Forest Company

58/21 Election of Chair

Resolved: Cllr Manifold was nominated as Chair, all in favour and duly signed the Declaration of Acceptance of Office.

59/61 Election of Vice Chair

Resolved: Cllr Banton was nominated as Vice Chair, all in favour.

60/21 Welcome & Apologies

The Chair welcomed everyone to the meeting.

Cllr Sheahan – Elections, Cllr Morgan – has an appointment, Cllr Tom Rooney – working, Cllr Steve Plowman – not available. Accepted.

61/21 Public Participation

None in attendance.

Cllr Hodgetts declared a disclosable pecuniary interest in the next item and left the meeting as the land in discussion was adjacent to his property.

62/21 National Forest Company

Philip Metcalfe introduced himself and gave an update to members on the Minorca site proposal. The site has currently been restored to agricultural land; however, the National Forest has been working with LCC, planning over the last 2 years to create a woodland. Plans were shown and it was noted that planting would take place every winter over the next 3-4 years.

A member stated that they were pleased the National Forest was taking over the site and suggested that a safe access in the west side north west corner should be considered as there is an existing pavement, also

asked why there was no car parking provision. It was added that there is an existing footpath which is overgrown and needs scraping back along Sweystone Road.

PM noted that the woodland is not expected to be used at a high enough level to warrant a car park and is aimed at local people, dog walkers etc., this will be monitored and reviewed if it becomes an issue and car parking facilities could be looked at. There is also the issue of ASB and getting them locked etc.

A member added that there did not need to be a full car park, possibly some pull ins to protect the grass verges. PM added that there are new gateways that could be used.

The Clerk had PMs details if there were any further questions members could contact him.

PM left the meeting.

EH returned to the meeting.

63/21 Police Matters

A No Police in attendance.

B CCTV Update

C ASB Bosworth Road Recreation Ground

There is no update on the above items as a meeting has not yet taken place due to PCSO McDonald being on annual leave.

64/21 Declarations of Interests

Disclosable Pecuniary Interest

Cllr Hodgetts – Item 62/21 National Forest Company as his land is adjacent to the land for discussion.

Disclosable Non-Pecuniary Interest

None.

65/21 Confirm Minutes.

To approve and adopt the minutes of the meeting of the Council held on Thursday April 8th, 2021.

Resolved: Cllr Banton proposed, and Cllr D Wright seconded that the minutes of the meeting held on April 8th, 2021 be approved.

66/21 Parish Clerk Report

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

Resolved: Cllr Banton agreed to review the New Neighbour pack

67/21 Ward Members Report

Report from Cllr Woodman.

The enforcement team had caught 5 people discarding litter from vehicles at the crossroads.

The litter task board is looking at a 2-year project to get issues in the area sorted. AW is making a statement at full council meeting next week asking to look at something that can improve the issues and more focus on semi-rural areas.

A member noted that they had been contacted about the clearing of the ditch at the lay by on Birds Hill. AW advised the member to contact Ian Webster and CC him into the correspondence.

It was also added that the old pit pull in on Leicester Road/Swepstone Road had become a hot spot for fly tipping. AW requested that the details be forwarded to him.

68/21 Financial Matters

Invoices - to authorise the invoices for the previous month. ([See Appendix 2](#))

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

Financial summary – for info.

Bank reconciliation – for info and member sign off. ([See Appendix 3](#))

Resolved: The bank reconciliation was approved and will be signed off at the first meeting after social distancing is lifted.

Fund Transfers –

04.05.21	58558	Precept receipt	Current Account – BMM
05.05.21	350	Litter picking kits and storage	Current – FairFX

Review of Direct Debits

Resolved: The direct debits had been reviewed and were all relevant and current, approved.

Review of Banking Arrangements

Two accounts with HSBC and a pre-paid card with Equals (previously FX), approved.

Review of Subscriptions

Resolved: The subscriptions had been reviewed and were all relevant and current, approved.

69/21 Annual Accounts

Review and Consider Internal Auditors Report

Resolved: The internal auditors report was received and noted.

Review of the Effectiveness of the System of Internal Control

The Council considered a report by the Clerk and Responsible Financial Officer regarding the obligations of the Council relating to Financial Regulations and the effectiveness of the internal audit.

Resolved: that the report was accepted, and members agreed that no changes be made to the internal controls or financial regulations other than the adoption of the internal controls policy. To be reviewed at the annual meeting each year. All in favour.

Approval of Accounts

Balance Sheet

Income and Expenditure Account

Bank Reconciliation

Supporting Notes Inc Asset Register

Risk Schedule

Resolved: Cllr Leary proposed, and Cllr Manifold seconded to approve the annual accounts. All in favour.

Thanks, were given to the Clerk for all her hard work.

70/21 Annual Governance and Accountability Return

A Annual Governance Statement (Section 1)

Resolved: The Annual Governance Statement (Section 1) was approved and completed. All in favour.

B Accounting Statement (Section 2)

Resolved: The Annual Governance Statement (Section 2) was approved and completed. All in favour.

71/21 Appointment of Internal Auditor 2021/22

Resolved: It was agreed to use the LRALC internal audit service for 2021/22. All in favour.

72/21 General Power of Competence

Resolved: As the council meets the eligibility criteria, it was proposed and seconded to renew the General Power of Competence power. All in favour.

73/21 Representatives on other groups and committees

External	No	Elected Member:
Age Uk	1	Glenys Banton
Ashby Canal Forum	1	Steve Leary
Flood Wardens	2	Robert Oakes
Millennium Green Working Group	2	Colin Manifold, Glenys Banton
Measham United Charities	4	Colin Manifold Emma May Robert Oakes Christine Wright

Measham Village Hall	1	Colin Manifold
MLC Management Committee	5	Colin Manifold Glenys Banton Chrissie Wright David Wright Steve Leary Robert Oakes (substitute)
MLC Extension Working Party	3	Glenys Banton Colin Manifold Steve Leary Chrissie Wright (Substitute)
Mercia Funding	1	Colin Manifold
Minorca Liaison	1	Steve Leary
PPG	1	Colin Manifold Chrissie Wright (Substitute)
Redbank Liaison Committee	1	Colin Manifold
LRALC – AGM Voting Member	1	David Wright
Parish Nature Network	1	Steve Leary
Parish Council Groups and Committees		Members:
Armed Forces Champion	1	David Wright
Christmas@Measham	4	Glenys Banton Tom Rooney
Community Safety Champion	1	Emma May
Dog Fouling Working Party	2	Colin Manifold Anne Morgan
HS2 Working Party	4	Colin Manifold David Wright Christine Wright Steve Leary

Jubilee 2022	No set number	Steve Plowman Tom Rooney Emma May Colin Manifold Glenys Banton
Planning Committee	5	Glenys Banton Christine Wright Steve Leary Colin Manifold David Wright Edward Hodgetts (substitute)
Resilience Group	5	Colin Manifold Glenys Banton Emma May Steve Plowman Tom Rooney
Safeguarding Officer	1	Colin Manifold

74/21 Review of Terms of Reference

To review committees' terms of reference – recommend each group/committee reviews at their next ordinary meeting.

Resolved: It was agreed that each group/committee would review at their next ordinary meeting. All in favour.

75/21 Policy Review

All policies have been reviewed with the following recommended amendments.

Standing Orders have been reviewed and will amended due to remote meetings sections requiring to be removed from 7th May.

Resolved: It was proposed and seconded to approve the amendments to the Standing Orders. All in favour.

Cemetery Regulations.

One of the regulations brought in at the beginning of the pandemic was the ban to pre-purchase plots, it was suggested that this rule could now be lifted.

Resolved: It was agreed by members to allow the pre-purchase of cemetery plots. All in favour

Resolved: It was proposed and seconded to accept the reviewed policies. All in favour. ([See appendix 4](#))

76/21 Code of Conduct

To review and re-adopt The Code of Conduct.

Resolved: It was proposed and seconded to adopt the reviewed Code of Conduct.

77/21 Review of Register of Interests

Resolved: Members are to review their Register of Interests and complete changes forms and return to the clerk as required.

78/21 Speed Sign

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

Atherstone Road Post 20 Outgoing

85th Speed = 31.7mph

Max Speed = 60mph

Average Speed = 26.5mph

Total Vehicles = 20,633

Burton Road Post 11 Incoming

85th Speed = 30.5mph

Max Speed = 65mph

Average Speed = 27.5mph

Total Vehicles = 33,046

Next Location: Tamworth Road Post 4 Outgoing

79/21 Current projects

- A Riverview play area update - Funding has been received and order for equipment submitted.
- B Boardroom conversion project – No update.
- C Depot/workshop – to receive updates.

The solicitor had noted that searches had been carried out and there was nothing of note to report. Survey and title information has been requested from the Landlord. It was recommended that a more detailed condition survey with photographic evidence condition survey be carried out.

Resolved: It was proposed and seconded to request a further condition report from Samson Hamilton.

- D Christmas 2021 light socket project update.

No update on this projec. Cllr Manifold added that he would help with the project.

E The Queens Platinum Jubilee 2022 – No update

Next meeting 26th May 2021

F Councillor litter pick date for The Great British Spring Clean 28th May – 13 June 2021.

Resolved: Cllrs Manifold, C Wright, Hodgetts, Leary, and Cllr Woodman would attend, Cllr Manifold to circulate dates for agreement.

80/21 Delegated Powers

To agree to delegate to the clerk payment of invoices due and issues relating to the depot until the date of the next meeting.

Resolved: It was proposed and seconded to delegate powers to the Clerk for payments of invoices and issues relating to the depot until the next meeting. All actions taken under the delegate power are to be reported at the next meeting.

81/21 Planning Matters (for consideration by the planning committee)

Decisions made by Planning Authority (NWLDC)

Application No	Proposal	Address	Decision
21/00308/CLP	Erection of a two-storey rear extension	6 Lime Avenue, Measham	Certificate of Lawfulness of Proposed Use.
20/00384/FUL	Erection of single Storey rear extension (resubmission of 20/01286/FUL)	21 New Street, Measham	Planning Permission
21/00171/FUL	Erection of a two-storey side extension.	6 The Lakins, Measham	Planning Permission
21/00288/FUL	Erection of storage building for existing business.	65 Atherstone Road, Measham	Planning Permission

Application No	Proposal	Address	Observation
21/00691/FUL	Erection of single storey side and rear extension.	Melrose, 32 Atherstone Road, Measham	No Objections
2021/VOCM/0031/LCC	Section 73 Application to vary condition 2 of Planning Permission 2006/1543/07 to allow for the export of up to 30,000 tonnes per annum (tpa) of clay from the Duckery Quarry at the Measham Brickworks.	Forterra Building Products Ltd, Land at Measham Brickworks, Atherstone Road, Measham, For LCC planning portal follow this link	HGV's must observe the weight restriction and not travel through the village. The parish council also ask that up to date weight restriction signage is put up and that extra road cleaning is undertaken during the 2 periods each year.

82/21 Date and location of the next meetings

Planning Committee meeting is to be held on 20/05/21 at 6pm at Age UK following a Risk Assessment being carried out. 5 members and 1 officer would attend with Ward members being invited remotely.

Full Council Meeting - Suggested date July 8th 2021, location to be agreed.

Clerk Report (Appendix 1)

A Request for an in principle agreement to purchase a piece of land

We have had a request to purchase a piece of land which will be transferred to the parish council once completion of the development has taken place. The land does not currently belong to the parish council and once it is transferred will have a covenant in place which states that it must only be used for public open space. **The clerk will report this back to the parishioner.**

B Trampoline New Street

The trampoline on New Street is damaged and I have received a quote from the manufacturer of £1220 to repair. This amount is above my permitted spend allowance so will need to be on the agenda for the next meeting to approve. In the meantime, the trampoline will remain fenced off.

C Resident Communication

The Chairman and myself had a zoom meeting with a new resident to the village who works at another council as a street care manager for environmental services.

D New Neighbour Information

At the recent meeting with the resident, it was suggested to update the New Neighbour information pack that we used to give out. Can a member/s be involved in reviewing and updating the existing publication please?

E Environmental Workshop

The Chairman and myself attended an environmental workshop hosted by NWLDC, where we were given presentations on how environmental crime was dealt with.

F Orchard Way Grit Bin

Alan and myself met with the residents on Orchard Way to determine the location of the new grit bin which will be sited later in the year.

G Annual Leave

I have pencilled in annual leave from 17th – 25th June and 30th June – 1st July. However, should travel not be allowed by then I will rearrange.

Public Complaints

Communication	Action
Land dug up Dennis Way	Farmer preparing for planting.
Damage to trampoline New Street play area	Being repaired
Bonfire at allotments	More info required.
Trees cut back badly Pickerings Avenue/Centenary Place	No TPOs & not in conservation area, private property
Copied into an email to Andrew Bridgen about motor bikes	
Overgrown conifer Blackthorn Way	LCC
Bird mess on Queens Street Jitty	From nesting pigeons in trees on neighbouring property. AP to swill down the mess.
Pots broken at the cemetery	Policy explained pots must be on the base of the headstone.

LCC Highways Automated Updates

Date	Ref: No	Location	Description	Status
28/01/2021	818771	High Street, Measham	Snow Warden	Pending
24/04/2021	828797	High Street, Measham	Signs (non illuminated)	Works Ordered
23/04/2021	828645	Atherstone Road, Measham	Pothole - Carriageway	Made Safe / Works Complete
13/04/2021	827660	Access Road from A444 Atherstone Road To, Appleby Magna	Road Markings	Inspection Required
13/04/2021	827653	Browning Drive, Measham	Kerb	Works scheduled
13/04/2021	827622	Tennyson Close, Measham	Kerb	Made Safe/ Works Complete
13/04/2021	827619	Fenton Crescent, Measham	Kerb	Made Safe/ Works Complete

Action Plan

Minute	Action	By	Status
154/18 PQT	Chair to ask for dog bin near Ibstock Cottages at next liaison meeting.	CM	
Mobile Speed Sign	Look at alternative posts to be used	CM/SP	
87/20 Rural Coffee Connect	Investigate suitable times and possibility of locating at Robins Nest	SL	
131/20 Village Sign	Investigate further for repairs	DR	In progress
34/21 Clerk Report	Attend Cemetery to decide area for ashes in the extension.	DR/CM/ DW/SL/GB	
39/21 Allotments	Amend policy to include paragraph on holding fires at the allotments. Increase fee from April 2022.	DR	All complete

	Amend policy to give priority to Measham residents.		
40/21 Bosworth Road rec.	Request dates of usage from MWFC	DR	Awaiting dates
41/21 D Christmas 2021 Socket Project	Ask Lumalite if estimated cost for external RCD sockets can be given	DR	Awaiting info from working party on number of sockets
50/21 Parish Clerk Report	Invite River Mease representative to future meeting	DR	Wait until normal meetings resume
51/21 Ward Members Report	Arrange meeting with Police to discuss issues at Bosworth Road Park. CM/SS/AW to attend	DR	To be rearranged
55/21 The Gr British Spring Clean	Purchase storage box, combination lock and litter pickers. Agenda item to agree date for litter pick.	DR	In progress
56/61 Current Projects – Riverview Play Area	Proceed with project with Streetscape and a reduced budget of £11K.	DR	Done
Depot/Workshop	Inform solicitor to carry out agreed actions for external fixtures, and searches.	DR	Done

ROSPA Actions 2019/20 Items left requiring attention.

Site			Action	Risk
Bosworth Road	Rotator – Bowl	Surface needs repair	Repair	L
	Rotator – Overhead	Trip points on the surface	Repair	M
	Rotator – Spica	Trip points on the surface	Repair	M
	Junior 2 Bay 4 Seat	The surface is damaged	Repair	L
	Swing – Nest	Surface needs repair	Repair	M
	Swing -Surf	Worn ground areas	Make good.	M
	Leg Press & Walker	Dangerous – should be replaced/removed no control to prevent small.		M

		children accessing the slalom element starting it in motion and being unable to reach the hand holds, potential serious head injury.		
New Street	Multiplay	Surface is uneven	Make good	M
	Multiplay - Climber	Surface is uneven	Make good	M
	Multiplay - Climber	Trip points on the surface	Repair	M
	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	M
Dysons Close	General Surface	The Surface is cracking	Repair	L

Beat the Bounds 2019 Action Plan Update

Area		Action	Notes
Measham North	New Street Frontage	Bushes need trimming back.	Partially complete
	Bosworth Road Rec & Car Park	Replace lost/rotten palings	Need to meet to agree solution. Beat the bounds 2021.

Schedule of approved payments (Appendix 2)

Folio	Supplier	Description	Amount
13	Crane & Walton	Legal Fees	545.88
14	Arval	Van Lease	309.89
15	Fuel Card Services	Fuel	152.88
16	Sage UK Ltd	Sage Payroll	8.40
17	Ebay	Ink Supplies	15.94
18	Fuel Card Services	Fuel	45.98

19	Zoom	Software Licences	143.88
20	Standard Life	Pension Contributions	212.89
21	EDF	Boardroom Electricity	15.00
22	AA Tree Services	Tree Work	1,620.00
23	Kilworth Machinery Ltd	Mower Service	453.20
24	2Commune	Website Maintenance	180.00
25	PF Spare Insurance Brokers	Commercial Vehicle Insurance	726.00
26	NWLDC	Trade Refuse	442.00
27	Colin Manifold	Refreshments	75.00
28	Lumalite	Christmas Lights	3,300.72
29	HM Customs & Excise	Tax & NI Contributions	652.03
30	Viking Direct	Stamps	37.66
31	EE	Mobile Phone	59.90
32	Talk Talk	Telephone & Broadband	43.00
33	Nest	Pension Contributions	65.54
34	Salaries	Salaries	4,959.17
35	Amazon	Litter Pickers	221.63
36	Fuel Card Services	Fuel	49.13
37	Arval	Van Lease	309.89
		Total	14,644.61

Appendix 3

Bank Reconciliation at 30/04/2021			
Cash in Hand 01/04/2020			141,385.47
ADD			
Receipts 01/04/2020 – 30/04/2021			68,455.10
			209,840.57
SUBTRACT			
Payments 01/04/2020 – 30/04/2021			9,221.36
A Cash in Hand 31/03/2021 (as per cash book)			200,619.21
Cash in hand per bank statements			
Cash	30/04/2021	0.00	
Business Money Master	30/04/2021	130,197.59	
Current Account	30/04/2021	70,459.65	
FairFX	30/04/2021	111.97	
			200,769.21
Less Unpresented Payments			150.00
			200,619.21
Plus unpresented Cheques			0.00

B Adjusted Bank Balance		200,619.21
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Appendix 4

Reviewed Policies

Allotment
Bully and Harassment
Business Continuity Plan
Casual Vacancy
Cemetery
Code of Conduct
Community Engagement
Complaints
Disability Discrimination
Disciplinary
Document Retention
Equal Opportunities
Financial Regulations
Freedom of Information Scheme
GDPR
Grants and Donations
Grievance
Grit Bin
Health and Safety (including lone worker)
Informal Dispute Resolution
Internal Controls
London Bridge
Mobile Phone Use
Press and Social Media

Reporting at Meetings of the council
Reserves
Risk Assessment
Risk in Provision of Play
Safeguarding
Staff Handbook
Standing Orders
Training
Trees and Shrubs (overgrown)
Vehicle Usage