

# Measham Parish Council

## Minutes of the Annual Meeting of the Council

May 12th, 2022, 6pm at Age UK

### Present

CLLrs Colin Manifold, Chair, Glenys Banton, Christine Wright, David Wright, Emma May, Anne Morgan, Edward Hodgetts.

Cllr Sean Sheahan, NWLDC, Cllr A Woodman, NWLDC, Cllr R Ashman, LCC

Dawn Roach, Parish Clerk, Anthea Booth, Clerk Assistant

### 82/22 Election of Chair

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

### 83/22 Election of Vice Chair

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

### 84/22 Welcome & Apologies

The Chair welcomed everyone to the meeting.

Apologies received from Cllr Plowman, Police - Accepted

### 85/22 Public Participation

None

### 86/22 Police Matters

#### Police Newsletter 01/03/2022 – 30/04/2022

04/04/2022 – High Street. An 89-year-old female was reported to have been pulled over by her dog in the road resulting in hip and shoulder injuries. Officers attended to safeguard the female until East Midlands Ambulance Service arrived.

06/04/2022 – Ashby Road. RTC, vehicle hitting a bus and then into a tree. Police and East Midlands Ambulance Service attended.

06/04/2022- Amersham Way. Shed broken into overnight and four alloy wheels and toolbox stolen. Investigations on-going, crime reference 22\*194479.

08/04/2022 – High Street. S23 Misuse of Drugs Act. A defendant has since been interviewed at custody for the offence of cultivation of cannabis.

08/04/2022 – Tesco Express, High Street. A large group of youths were gathered outside the shop harassing customers. The group dispersed while the caller was still on the phone to police. Regular patrols are taking place in the area.

09/04/2022 – Rowan Close. Female reports a male banging on her door who she does not recognise. The male left the property while the female was on the phone police. Police attended, no damage to door. No CCTV or witnesses to the incident.

11/04/2022 – Holly Road. Large fire in garden, Fire crews attended.

14/04/2022 – Ash Road. Stolen vehicle between the times of 10/04/2022 10.03am and 04/04/2022 07.15am. Crime reference 22\*211312.

18/04/2022 – Holly Road - damage to CCTV camera and front door glass panel, enquiries are on-going.

20/04/2022 – Horses Lane - motorbike witnessed driving along a footpath whilst pedestrians were on the path – enquiries are on-going.

21/04/2022 - 21/04/2022 4:00am to 22/04/2022 17:00 - A42 - Theft of motor vehicle stolen from layby on A42 by unknown person. Caller left his vehicle due to a mechanical problem and when his mechanic went to retrieve it the next day it was gone. Crime reference 21000232133.

26/04/2022 – Leicester Road – Road traffic accident where dog was killed by striking vehicle. Registration of vehicle unknown enquiries on-going.

28/04/2022 20:30 to 29/04/2022 - Bosworth Road - Caller went to the vehicle on her driveway where she saw the nearside sliding rear door was open, however nothing stolen – Crime reference 22\*242038.

CURRENT – ANTI SOCIAL BEHAVIOUR REPORTS (sentinel)

129443 – Bosworth Park, Measham – off-road bikes.

130583 – Holly Road – Neighbour Dispute

Please ensure that you safely lock and secure all your property including vehicles, garden sheds and outbuildings and your home. Ensure you leave a light on at night to deter thieves who prefer working in the dark.

The beat team are now back up to full strength and looking to fill their diaries with community events, please can you let us know of any events taking place in your village so that if we are able to we can attend.

We will endeavour to provide regular patrols across the beat and will continue to deal with any reported incidents accordingly.

Members were informed that there had been 3 reported incidents of criminal damage to the acoustic fencing at Bosworth Road Rec.

It was also noted that there had been reports of ASB in the brick bus shelter on Burton Road.

## **87/22      Declarations of Interests**

### **Disclosable Pecuniary Interest**

None

### **Disclosable Non-Pecuniary Interest**

Cllrs Manifold, Banton and May – item 22b Queens Jubilee event as they are members of the committee.

Cllr Banton – Item 22c Christmas@Measham as she is a member of the committee.

## **88/22      Dispensations**

None received.

## **89/22      Confirm Minutes.**

To approve and adopt the minutes of the meeting of the Council held on Thursday April 7th, 2022.

**Resolved:** Cllr G Banton proposed, and Cllr D Wright seconded that the minutes of the meeting held on April 7th, 2022, be approved.

## **90/22      Parish Clerk Report**

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

## **91/22      Ward Members Report**

### **Report by Cllr Woodman**

Funding had been received to install 4 vehicle charging points in Peggs Close car park, this will take place in the summer.

Tesco Car Park – following a recent meeting with a Tesco representative, land registry details were requested, and it was noted that NWLDC does not have an ownership interest in the car park.

Skate Park ASB – AW would try to arrange a meeting with Paul Collett.

### **Report by County Cllr Ashman**

Fly tipping reported in layby is a Highways England issue.

The overgrown tree by the Co-op/Priory is now with the legal department.

The Highways Fund 2022 has been approved awaiting confirmation of amounts.

Ukraine – there have been 9 Ukrainians come to NWL, a help desk has been set up at East Midlands Airport to help arrivals.

Schools have been written to regarding a Street Closure initiative, information to be forwarded to the Clerk.

### **Report from Cllr Sheahan.**

Alison Thomas has been appointed as the New Chief Executive for NWLDC and will start the position in August.

Fencing replacement work has resumed on Buzzard Close.

BT Exchange – Issues previously raised at the site have not been resolved, will chase up.

Ashby Canal – A discussion had taken place with Cllr Ashman regarding the levelling up fund.

The ASB issues at Burton Road bus shelter had been noted and would ensure the council is briefed on the homeless issue.

Fly tipping is an issue across the district, spotted several tips recently.

It was asked if the trip hazard at the Alleyway could still be looked in to.

**Cllr Sheahan left the meeting.**

## **92/22 Financial matters**

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

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

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

B Financial summary – for info.

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

D Bank transfers – for info.

8.4.22	BMM – Current Account	£5000	Invoices
4.5.22	Current – BMM	£50000	Precept
12.5.22	Current – Equals	£250	General purchases

E Review of Direct Debits

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

F Review of Banking Arrangements

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

G Review of Subscriptions

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

## **93/22 Annual Accounts**

A Receive and Consider Internal Auditors Report.

**Resolved:** The internal auditors report was received, and it was noted that the Reserves are to be reviewed. The Asset Register, Internal Controls Policy and Financial & Management Risk Assessment published.

B 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. All in favour.

- C Approval of Accounts
  - Balance Sheet
  - Income & Expenditure Account
  - Bank Reconciliation
  - Supporting Notes inc Asset Register
  - Risk Schedule

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

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

## **94/22 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 Statements (Section 2)

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

## **95/22 Appointment of Internal Auditor 2022/23**

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

## **96/22 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.

## **97/22 Code of Conduct**

- A To approve and adopt the revised Code of Conduct.

**Resolved:** It was proposed and seconded to approve and adopt the revised Code of Conduct.

- B Members to sign a statement agreeing to abide by the adopted Code of Conduct.

**Resolved:** Members signed the statement agreeing to abide by the adopted Code of Conduct

## **98/22 Representatives on other groups and committees**

<b>External</b>	<b>No</b>	<b>Elected Member:</b>
Age UK	1	Glenys Banton
Ashby Canal Forum	1	Edward Hodgetts

Flood Wardens	2	Robert Oakes 1 vacancy -ask Cllr Plowman if he would fill the vacancy
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 Christine Wright David Wright 1 vacancy – Ask Cllr Oakes to fill the vacancy. Emma May (substitute)
MLC Extension Working Party	3	Disband Group
Mercia Funding	1	Colin Manifold
Minorca Liaison	1	Disband
PPG	1	Disband
Redbank Liaison Committee	1	Colin Manifold
LRALC – AGM Voting Member	1	David Wright
Parish Nature Network	1	Disband
<b>Parish Council</b>		Members:
Armed Forces Champion	1	David Wright
Christmas@Measham	4	Disband group and suggest a Community Events Committee
Community Safety Champion	1	Emma May
Dog Fouling Working Party	2	Disband
HS2 Working Party	4	Colin Manifold David Wright Christine Wright

Jubilee 2022	No set number	Disband following event
Planning Committee	5	Glenys Banton Christine Wright Colin Manifold David Wright Edward Hodgetts Ann Morgan (substitute)
Resilience Group	5	Colin Manifold Glenys Banton Emma May Steve Plowman Christine Wright
Safeguarding Officer	1	Colin Manifold
Parish Survey	4	Colin Manifold Glenys Banton David Wright Christine Wright

## 99/22 Review of Terms of Reference

To review committees' terms of reference:

- A Jubilee Committee – Disband following event
- B Planning Committee
- C Christmas at Measham – Disband it was agreed to try and organise a Community Events Committee. The Clerks assistant would email Christmas@Measham and inform them of the councils decision.
- D Parish Survey

**Resolved:** Terms of Reference for the Planning Committee and Parish Survey Group were reviewed and approved and the Jubilee and Christmas@Measham to be disbanded.

## 100/22 Policy Review

To review all council policies.

All policies have been reviewed with the following recommended amendments.

Business Continuity Plan updated with current information.

Community Resilience Plan – awaiting final information for updating.

Financial & Management Risk Assessment – updated to include current information.

Standing Order no 18 updated to include Post Brexit Financial Controls and Procurement.

**Resolved:** It was proposed and seconded to accept the reviewed policies. All in favour.

## **101/22 Review of Register of Interests**

Members to review and amend, if necessary, their registers of interest. It was noted that any spouse/partner living with members would need to be included onto the form.

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

## **102/22 Speed Sign**

**Last Location** – Bosworth Road Post 16 Outgoing

85th Percentile Speed = 33.7mph

Avg Speed = 26.03mph

Max Speed = 70.00 mph

Total Vehicles = 8,900

**Next Location.**

**Resolved:** It was agreed to put the speed sign at Tamworth Road, Post 11 Outgoing.

## **103/22 Current projects**

A Depot/workshop – to receive updates.

**Resolved:** The application for funding to purchase the depot has now been hand and electronically delivered.

B The Queens Platinum Jubilee 2022 – to receive copy minutes (if available) and update from chair (CM). For information only.

**Resolved:** Cllr Manifold updated members on the current situation of the event, the date for the next meeting is Monday 16<sup>th</sup> May 2022

C Christmas at Measham 2022 - To receive copy minutes (if applicable) and update from committee (GB)

**Resolved:** No update.

## **104/22 Dysons Close Play Area**

To further discuss surfacing issues and receive quotes for repair.

Two quotes had been received for the works to be conducted at the play area.

The 1<sup>st</sup> quote had 3 options with prices between £1963 up to £4029

The 2<sup>nd</sup> quote to cut and reseal wet pour £750 + VAT and would take 1 day to repair.

**Resolved:** It was proposed and seconded to accept the 2<sup>nd</sup> quote at £750 + VAT for the repair works to be conducted at the play area.



## 105/22 Planning Matters (for planning committee members)

### A Decisions made by Planning Authority (NWLDC)

Application No	Proposal	Address	Decision
22/00197/FUL	Demolition of existing conservatory and the erection of a replacement single storey rear extension	6 Rowan Close, Measham	Planning Permission
22/00291/TCA	Felling of Alder tree in a corner of store car park to ground level (unprotected tree in a conservation area)	Tesco Express 30B High Street, Measham	Works to tree within a conservation area Permission
21/002355/FUL	Proposed single storey side and rear extensions, new canopy to front, loft conversion with rear dormer and render to property	87 Atherstone Road, Measham	Planning Permission

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

Application No	Proposal	Address	Observations
22/00477/ADC	Installation of 2 no. internally illuminated and 2 no. non illuminated fascia signs, 1 no. internally illuminated projecting sign, 1 no. internal glazing vinyl, 4 no. plain frosting and 2 no. non-illuminated dibond panels	Tesco Express 30B High Street, Measham	No Objections

## 106/22 Date and location of the next meeting

9<sup>th</sup> June 2022 6.00pm at Age UK.

## Clerk Report (Appendix 1)

Annual Leave

## Public Communication

Youths in village	Attending PC meeting
Soil and rubble being dumped on Horses Lane	Private Land
Skate Park fence vandalised	AP/AS Police
Skate Park fence vandalised	AP/AS Police
Possible person living in scrub behind container at LC	MLC

## LCC Highways Automated Updates

Date	Ref: No	Location	Description	Status
28/01/2021	818771	High Street	Snow Warden	Pending
26/04/2022	870408	Tamworth Road, Measham	Street Lamp out	Made Safe / Works Complete (Automatic email sent)
26/04/2022	870400	Burton Road, Measham	Pothole - Carriageway	Works Under Consideration

## Action Plan

Minute	Action	By	Status
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	Carry out during Beat the Bounds
51/21 Ward Members Report	Arrange meeting with Police to discuss issues at Bosworth Road Park. CM/SS/AW to attend	DR	Waiting for response from Police
102/21 Current Projects	Meet with Liam Manifold to discuss cost of RCD units for the Christmas Light project	TR	In progress
110/21 Police Matters	Speak with Cllr Woodman to arrange a meeting with the new Inspector and 2 councillors	DR	Requested
03/22 Police Matters	Request update on CCTV	DR	Requested
10/22 Property Owners Agreement	Send approved agreement to all property owners	DR	2 remaining to receive

51/22 Cemetery Garage.	Arrange for garage to have asbestos removed and garage repaired  Offer rental of garage to tenant	DR  DR	Works complete
52/22 Depot	Contact LRALC on how to proceed with application to borrow funds to purchase building	DR	Requested
62/22 Welcome & Apologies	Write letter of thanks to Mr Leary & Mr Rooney, inform Returning Officer of resignations	DR	Complete
69/22 E Financial Matters Sec137 Request	Donate £275 to Measham Stroke & Disability Group and suggest group apply next quarter	DR	Complete
70/22 Purchase of the Depot	Complete PWLB application form for loan of £144,000 to purchase the Depot	DR	Complete and submitted
71/22 Millennium Green	Request site meeting and attend to agree areas to be mowed.	DR/AP/AS	Complete
73/22 Jubilee Commemoration	Submit street name suggestions to NWLDC.  Look into suitable trees to a budget of £100	DR  EH	Complete
74/22 Covid Memorial bench	Request further benches and locate at Marys Corner and Redbank Corner.	DR	Application submitted
75/22 B Bosworth Road S106 Project	Put options for items to the public.	DR	Done

### Outstanding ROSPA Actions 2021

Site			Action	Risk
<b>Bosworth Road</b>	Swing - Junior 2 Bay 4 Seat	The surface is damaged	Repair	L
	Swing – Toddler 1 Bay 2 Seat.	Additional Comments: The crossbar is twisting when the swings are in use. This could be wear in the crossbar at the fixing points.	Remove fixings and check internal framework.	M

	Leg Press & Walker	Cap missing	Replace.	L
	Agility – Trampoline	Trip points on surface.	Make Level.	L
<b>Bosworth Road – Skate Park</b>	Skate Bowl Mini	The surface is damaged.	Repair	M
	Wheeled Sports – Curved Ramp	Surface is damaged.	Repair.	M
<b>New Street</b>	Multiplay - Climber	There is wear in the bearings.	Dismantle and service bearings replacing any worn parts.	In progress
	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)	Eliminate the hazard	M
<b>Dysons Close</b>	General Surface	The surface is cracking	Repair	L
	Multiplay	The surface is damaged	Repair	L
	Rocker – Jet Ski	Shrinkage/Separation of the surface, this may give a trip hazard	Re-fill and fill gaps and joints, as necessary.	L
	Swing – Junior 1 bay 2 seat	Shrinkage/separation of the surface. This may give a trip hazard	Repair	M

## Outstanding Beat the Bounds 2021 Action Plan Update

Area		Action	Notes
Measham North	Cemetery	New Ashes section to the right of fencing facing east. AS/AP to map	In progress
Measham South	Fenton Crescent Car Park & Depot	Look in to having wall rebuilt	

	Dysons Close Play Area	Wet pour lifting under swing.	Areas to be barked
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## Schedule of payments (Appendix 2)

Voucher	Cheque	Code	Name	Description	Amount
18		97 - Community Event	IS Design	Jubilee Expenditure	150.00
			<i>Cinema deposit</i>		
19		93 - General Admin Purchases	Sage UK Ltd	Sage Cover	8.40
20		34 - Fuel	Fuel Card Services	Fuel	205.91
21		34 - Fuel	Fuel Card Services	Fuel	49.57
22		102 - Vehicle Lease/Purchase	Arval	Van Lease	309.89
23		97 - Community Event	Ebay	Jubilee Expenditure	73.39
			<i>Medals</i>		
24		38 - Pension Contributions	Standard Life	Pension Contributions	212.93
25		28 - General Purchases	Ebay	Strimmer cord	32.00
26		34 - Fuel	Fuel Card Services	Fuel	158.69
27		14 - Telephone and	EE	Mobile Phone	76.34
28		14 - Telephone and	Talk Talk	Broadband and Telephone	40.70
29		124 - Depot Utilities	Smartest Energy	Depot Electricity	74.00
30		12 - Bank Charges	HSBC	Bank Charges	1.00
31		16 - Section 137	Measham Stroke and Disability	Donation	275.00
32		23 - Electricity	EDF	Boardroom Electricity	14.00
33		125 - Depot Rates	NWLDC	Business Rates	509.40
34		97 - Community Event	Measham Carboot	Refund	1,000.00
			<i>2nd cheque presented due to first being cancelled then resubmitted</i>		
35		12 - Bank Charges	HSBC	Bank Charges	14.45
36		30 - General Maintenance	Shelter Maintenance LTD	Bus Shelter Repair	96.00
			<i>Burton Road Bus Stop panel out</i>		
37		130 - Depot Insurance	Khoda	Depot Insurance	80.00
38		42 - Christmas Lights	Lumalite	Christmas Lights	3,300.72
			<i>Instalment 1 of 3</i>		
39		31 - Mower Maintenance	Kilworth	Mower Maintenance	72.64
40		30 - General Maintenance	Gary W Allen Roofing &	General Maintenance	2,064.00
			<i>Garage repairs</i>		
41		93 - General Admin Purchases	Viking Direct	General Purchases	55.76
			<i>cabinet</i>		
42		28 - General Purchases	Grangewood Fencing	General Purchases	49.92
43		37 - Tax & National Insurance	HMRC	Tax and National Insurance	1,507.48
			<i>Month 1</i>		
44		28 - General Purchases	Masseys	General Purchases	36.00
45		26 - Refuse Collection	NWLDC	Trade Refuse	468.00
46		93 - General Admin Purchases	Age UK	Hall Hire	25.00
47		36 - Salaries	Salaries	Salaries	5,042.62
			<i>Month 2</i>		
48		38 - Pension Contributions	Nest	Pension Contributions	76.70
49		97 - Community Event	Ebay	Jubilee Expenditure	29.98
			<i>games kit</i>		
50		97 - Community Event	Ebay	Jubilee Expenditure	18.98
			<i>sweets</i>		
51		30 - General Maintenance	Grangewood Fencing	General Maintenance	93.70
52		34 - Fuel	Fuel Card Services	Fuel	66.60
53		31 - Mower Maintenance	Kilworth	Mower Repairs	60.95
54		34 - Fuel	Fuel Card Services	Fuel	19.97
55		28 - General Purchases	Amazon	Cable Ties	23.98
56		102 - Vehicle Lease/Purchase	Arval	Van Lease	309.89
57		131 - Cemetery Business	NWLDC	Business Rates	548.90
58		21 - Commercial Vehicle	PF Spare Insurance Brokers	Commercial Vehicle Insurance	704.71
59		28 - General Purchases	Ebay	Weedkiller	64.95
<b>TOTAL</b>					<b>18,023.12</b>

## Measham Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 04/05/2022</b>		
	Cash in Hand 01/04/2022		111,886.13
	<b>ADD</b> Receipts 01/04/2022 - 04/05/2022		64,123.27
			176,009.40
	<b>SUBTRACT</b> Payments 01/04/2022 - 04/05/2022		14,833.55
	Cash in Hand 04/05/2022 (per Cash Book)		<b>161,175.85</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	30/04/2022	0.00
	Cash	30/04/2022	0.00
	Business Money Master	30/04/2022	95,970.15
	Current Account	30/04/2022	64,975.81
	Equals	30/04/2022	242.66
			<b>161,188.62</b>
Less unrepresented payments		158.69	
		<b>161,029.93</b>	
Plus unrepresented receipts		145.92	
	<b>Adjusted Bank Balance</b>		<b>161,175.85</b>
	<b>A = B Checks out OK</b>		