

Measham Parish Council

Minutes of the meeting held on October 12th 2017 7pm at The Boardroom, Bosworth Road

Present

Name	Appointment	Name	Appointment
Colin Manifold	Chair	Dawn Roach	Clerk
Glenys Banton	Vice Chair	Anthea Booth	Clerks Assistant
Emma Whitehouse	Councillor	Parishioner	1
Barry Bryan	Councillor	Diana Florentine	The Great Project Representative.
Christine Wright	Councillor		
David Wright	Councillor		
Denis Pallett	Councillor		

Min No	Ag. No		Action
184/17	1	Apologies	
		Cllr Rooney – work, Cllr Turrell - family matters, Cllrs Hoult & Sheahan – Civic Duties, PBO Harrison – not on duty. Accepted.	
185/17	2	Police Matters	
		<p>Following last month’s issues reported on the lack of ticketing an email was read in response from PBO Harrison.</p> <p>PCSO’s carried out speed checks the previous week on Atherstone, Burton and Tamworth Road.</p> <p>Tractors were raised as an issue and the Clerk is to get the contact details for the Farmer so the Chair can speak with him.</p>	Clerk/ Chair
186/17	3	The Great Project	
		<p>The representative gave a brief description of the project and handed out some booklets to members.</p> <p>Getting Ready for Employment and Training (GREAT) A tailored strategy to help individuals into employment, provision of training can also so be given. Anyone looking for employment can be referred by phone or visiting the website. The project will be running for 3 years and began in August 2016 finishing in August 2019. It was agreed that the Clerk would try and help source a suitable room for the project organisers to meet with clients.</p> <p>Representative left the meeting.</p>	
187/17	4	Public Question and Answer Session	

		<p>The parishioner raised concerns about the lack of signage for the speed bumps on New Street.</p> <p>Resolved: it was noted that it is believed a sign has been placed after the entrance to Blackthorn Way.</p> <p>It was asked who was the owner of the car park at Peggs Close as the lines are faint and need repainting.</p> <p>Resolved: The car park is part NWLDC and part privately owned, the Chair added that he would raise the issue with the owner.</p> <p>The Parishioner asked if the HS2 Working Party had reconvened and requested to be co-opted on to the group to look at starting a campaign to try and obtain compensation for Measham for money lost to the village.</p> <p>Resolved: It was stated that Kym Smith from SLC Rail has been tasked by NWLDC to work with Parish Councils, there is a discussion later on the agenda where a meeting date will be set and an invitation for the parishioner to join the group will be sent.</p> <p>It was suggested to bring item 21 of the agenda forward.</p>	CM
188/17	21	HS2 Update	
		<p>A meeting took place on the 10th October with members of the PC, ACT, Kym Smith & Cllr Sheahan, it was made clear that the Leisure Centre will lose £499,000 S.106 monies through losing the Wharfside Development, a business case will be put together to present to HS2 for compensation for the Leisure Centre.</p> <p>The Parish Council HS2 working party is to reconvene, a meeting will take place on 31st October at 9.30am at the Leisure Centre to discuss Terms of Reference and the purpose of the group, the Clerk is to send out the current Terms of Reference.</p> <p>Parishioner left the meeting.</p> <p>Access to carry out services at the Cemetery and Recreation Ground is still required but a request for Orchard Way pond and land at the side of the Leisure Centre has also been requested, information has been sent to Legal Services at NWLDC.</p>	Clerk
189/17	5	Declarations of Interests	
	A	<p>Disclosable Pecuniary Interest – None</p> <p>Non-Disclosable Pecuniary Interest Cllr Pallett – Item 11b Peggs Close planning application as he lives in the vicinity.</p>	

		Cllrs Manifold and Banton – item 20 Leisure Centre Depot/Workshop as they are members of the Leisure Centre Management Committee.	
191/17	6	Confirm Minutes	
		To approve and adopt the minutes of the meeting of the Council held on Thursday 15 th September 2017. Resolved: Cllr Banton proposed and Cllr Wright seconded that the minutes of the meeting held on 15 th September 2017 be approved. All in favour.	
192/17	7	Parish Clerk Report	
		To receive the Parish Clerk Report. (For information only). Appendix 1	
193/17	8	Ward Members Reports	
		Report by Cllr Sheahan via email. Five Lanes End rumble strips have been painted on both sides of the carriageway. We're still waiting for the 50mph signs - seems like there are delays with procurement at County, which is why the speed cameras on Burton Road haven't gone in yet. However, we do have speed bumps and an extended 30mph zone on New Street. You've seen the correspondence on the Atherstone Road traffic calming. I've been to see the two members of the public from your last meeting and provided them with copies - both seemed happy enough with that. St. Charles new pre-school building looks nice - almost unrecognisable from when it was at Minorca, and it's a great credit to all involved! Report by Cllr Houlton: None received.	
194/17	9	Report from Groups and Working Parties	
	a	Youth Services – clear up at Millennium Green, the youth services are not permitted to use the toilets at the Museum, they have asked for a portaloos and a skip at an approximate cost of £300, the Trust are looking at asking Adrian Gibson to quote for the work to be done.	
	b	TARA – It was noted that Sarah Matkin has stood down as Chair of the group also a new Resident Involvement Officer has been placed.	
	c	Christmas@Measham – Auditions for the Measham got Christmas Talent will take place on 11 th November 2017.	
195/17	10	Financial Matters	
	a.	Invoices (Appendix 2) To authorise the invoices for the previous month. Resolved: Cllr Pallett proposed and Cllr Manifold seconded payment of invoices. All in Favour.	

	b.	Financial summary – For info only.		
	c.	Bank reconciliation – (Appendix 3)		
196/17	11	Planning Matters		
		Decisions made by NWDLC		
		17/01006/ful	Change of use of land to form residential curtilage and erection of a single storey side extension. 8 Orchard Way, Measham	Planning Permission
		Observations made by MPC		
	A	17/00781/ful	Erection of five dwellings. 29 and 33 Peggs Close, Measham Measham Parish Council object to this application. They feel the proposals are an overdevelopment of the site and have the same concerns as the previous application with regard to parking which are still very relevant. The Parish Council recommend that the applicant reconsider the number and placing of the parking spaces and to consider the occupiers and how their visitors would use the parking. Members feel that the lack of parking will cause issues amongst the residents and lack of spaces could also result in parking on the junctions of Peggs Close/Navigation Street and Buckley Close.	No extension for comments permitted. Previous comments submitted.
	B	17/01408/VCIM	Removal of condition 8 of 16/01328/FULM so as not to close the existing access on to Repton Road. Plastic Omnium, Huntingdon Way, Measham	No Objections
197/17	12	Correspondence.		
	1	Neighbourhood Watchword – Issue 36 -39		
	2	Measham Community Library - Newsletter		
198/17	13	Fenton Crescent Car Park Lighting Column Repairs		
		A quote of £720.89 exc VAT was received to include electrical testing, repair 1 column and remove 1 column and replace with LED lighting. Resolved: It was proposed and seconded for the works to be carried out at a cost of £720.89 exc VAT to be taken from the maintenance budget. All in favour.		
199/17	14	Balsam and Litter Clearing River Mease		
		A meeting was scheduled with the Waterside Care Project Officer but had been cancelled. Re-agenda next month.		

200/17	15	Entry Sign Planters		
		Following the theft of the entry sign planters the idea of replacements was discussed. Resolved: It was agreed to ask AS to come up with some ideas of possible replacements.		Clerk/ AS
201/17	16	New Street Play Area		
		A meeting was scheduled with NWLDC and was cancelled, re-agenda for next month.		
202/17	17	Tree Issues St Laurence's Church Yard		
		A picture of the tree in question was shown, NWLDC will remove the tree at a cost of £200. Resolved: after much discussion and due to the condition of the tree it was agreed that the tree should be removed. All in favour. Cllr Pallett left the meeting.		
203/17	18	Bench Request for Cemetery		
		Images and location of a bench that had been requested to be placed in the Cemetery were shown. Resolved: It was proposed and seconded to permit the bench to be placed in the Cemetery the owner to be made aware that they are responsible for the maintenance and repair of the bench. All in favour.		Clerk
204/17	19	Speed Sign		
		To receive statistics from current location and agree next location of the Mobile Vehicle Activated Speed Sign. Ashby Road – Lamppost 3 Tamworth Road ingoing: Vehicles: 95,535, 85 th Percentile 42.7mph, Average speed: 34.2mph, Max speed 90.0mph. Next Location: Post 17 Atherstone Road, facing incoming traffic		AP/AS
205/17	20	Leisure Centre Depot/Workshop		
		Drawings were shown for the layout of the extension and if agreed the project is ready to be taken to the next stage. Resolved: All were in favour of the drawings. Clerk to ask architect to proceed with the plans.		Clerk
206/17	22	Current Consultations - <u>Please read prior to meeting.</u>		
		Name	Observations	
	A	NWLDC Proposed Public Space Protection Order.	Proposals must be enforceable and robust enough to stand up to abuse.	

			New orders need to be publicised. Prosecutions need to be publicised on social media etc.	
207/17	23	Date of Next Meeting		
		Thursday 9 th November 2017 7pm at the Boardroom on Bosworth Road, Measham.		
APPENDIX 1				
Parish Clerk Report October 2017				
1	Christmas Lights Licence LCC			
	<p>The licence application finally arrived from Leicestershire County Council on Monday (was due January 2017). It has an 8-week turnaround and they are asking for a whole raft of new information and potential issues which I am working on pulling together with the contractor Lumalite.</p> <p>The 8-week turnaround even if submitted today would take us to 7th December – Christmas@Measham switch on evening.</p> <p>This has been raised with LRALC who will take it up with LCC directly.</p>			
2	Lodge Repairs			
	Work to the chimney has been completed, the decoration is scheduled to be done soon. The garden gate needs replacing and quotes for this are currently being obtained.			
3	General Data Protection Regulation			
	<p>The new regulation comes into force on the 25th May next year and affects all local authorities including Parish Council. One action that will need to be taken is to appoint a Data Protection Officer, either internally or externally.</p> <p>We will need review our data security, possibly looking to us the MS encryption programme Bitlocker and to review privacy notices.</p> <p>Councillor Manifold attended a recent training event on this and I will be attending on 31st January at Anstey. If anyone else would like to go along please let me know so I can book you in.</p>			
4	Remembrance Sunday 12th November 10.45am start.			
	Although we have a meeting before the event can you please put the date in your diary to come along and help as we are also having the Poppy planting done. Forms have gone out to all the churches, playschools, schools, Library and Youth Centre. If anyone wants forms to hand out, please let me know.			

	I have asked for one or both of the lads to work for an hour or so on the morning to help get the Poppies to the War Memorial.				
5	Leisure Centre Flag Pole				
	We managed to source a suitable pole and flag for £37. So the remainder of the grant is not required.				
6	Bulbs				
	The bulbs have arrived from NWLDC's Green Shoots scheme for planting on Ashby Road. If anyone wants to volunteer to help the lads plant them, please let me know.				
7	LRALC Training Opportunities				
	Councillor Training Wednesday 8th November 2017 12.30pm – 3.30pm GDPR/FOI 31 st January Time to be confirmed.				
8	Leicestershire's Future and the role Parish & Town Councils - The Big Discussion				
	The Chairman and myself attended this event at County Hall. Discussion was mainly based around what services Town and Parish Councils can deliver, how we can build capacity, bring in and involve the community more.				
9	Beat the Bounds				
	This annual inspection has taken place, the action plan from this is listed below.				
10	Issues Reported				
27.9.17	Grass on path after mowing.				AP
2.4.17	Heavy Plant Blackthorn Way				LCC
10.10.17	Complaint about Dog Watch Scheme – Poets Estate.				Offered a visit to discuss, offer rejected.
11	Parish Council Action Plan				
Min No	Heading	Action	By	Status	Comments/ Update
223/16	Parish Clerk Report	Asset Group to look at Cemetery Lodge, Boardroom & Wall.	CM GB EW RW	In progress	Loose parts of wall to be removed
231/16	Street Light at Fenton Crescent	Obtain further quotes for the repair or renewal of column.	DR CM	In progress	Quote for discussion Oct meeting

73/17	Bosworth Road Car Park Improvements	Order 40 tonnes of planings.	DR		Awaiting staff availability to carry out work.
94/17	HS2 Access Agreement for Surveys.	Ask NWLDC Legal Services to review licenses and questions raised by HS2 Group.	DR	Done	Agreement with NWLDC for review.
115/17	Noticeboard	Request permission from LCC to erect noticeboard at High St/Thorpe Road.	DR	Done	Awaiting licence agreement from LCC
116/17	Library Car Park Fencing	Order Palisade fencing to be paid from repairs & maintenance budget.	DR		Awaiting staff availability.
118/17	Green Shoots Fund	Order 1000 Tulips and 1000 Narcissi to be planted at Ashby Road.	DR		Received awaiting planting.
135/17	Leisure Centre extension for workshop and depot.	Appoint David Grainger for Leisure Centre extension project.	DR	Done	Works in progress
175/17		Ensure all equipment will fit in the extension.	DR/A P/AS		Plans for discussion at Oct meeting.
159/17	Police Matters	Raised concerns on the lack of reported incidents to PBO Harrison.	DR	Done	Response for Oct meeting
161/17	River Mease Balsam Clearing & Litter Picks	Re-agenda for next meeting.	DR	Done	
169/17	Financial Matters	Get an EasyFX1 pre-paid debit card subject to small print.	DR	In progress	
174/17	Mower Lease Options	Purchase existing mower with no maintenance contract.	DR	Done	Matter closed
176/17	New Street Play Area	Look into taking on the area along with Rosebank Gardens and Fenton Crescent Car Park.	DR	In progress	
177/17	Lamp Post Poppies	Order Poppies for High Street and Bosworth Road Lamp Posts.	DR	Done	Ready to be installed after 28 th October
178/17	High Street Parking Bays	Inform LCC that the bay restrictions had been effective.	DR	Done	Matter closed
179/15	Ilott Wharf	Send letter of support to Ashby Canal Association	DR	Done	Matter closed

180/17	Cemetery Lodge Repairs	Accept quote for Chimney and water damage repairs at Cemetery Lodge.	DR	Done	Work in progress
154/17	Speed Sign	Post 7 Tamworth Road facing outgoing traffic.	AP AS	Done	Matter closed
12 Maintenance Actions September 2017 including ROSPA highlighted issues					
Lime Avenue			No Actions		
New Street					
New litter bin required and re-siting				Bin Ordered	
Change telephone no on sign at entrance				Done	
Remove tree at gate					
Gated access for mower when new fence erected					
Area needs levelling					
Orchard Way Pond					
Tree near entrance to house needs trimming				Done	
Contaminated water in brook (details being emailed to DR)					
Rosebank Gardens					
Check broken wall and repair where can (2016)					
Greenfield Road					
Untidy area, weedy lacks definition					
Take up bark and grass				Not possible, needs safety area.	
Dog mess in area – order another dog sign.					
Pickerings Nurseries Estate					
Laurels to be cut back			DW Homes		
Grass triangle to right of substation could be filled with trees (too many trees to left of substation)					
Hedge bordering the rec needs cutting back well.					
Light 3 on road – bulb cover missing					
War Memorial			No Actions		
Cemetery					
Remove Messenger box				Done	

Perspex cover for noticeboard		
Check RC Purchased		
Move AB slab back		
Allotments – new plots.		Tenants requested when they will be cultivated.
Bosworth Road Rec		
3 dead trees along dog walk		
Car Park needs resurfacing		
Small hole in concrete on path from car park		Done
Remove logs round basket swing		
Extra bark for some areas		
Move black bin from against bench at skate park.		
Inner gate needs heavy spring – self closing		
Remove logs going into car park.		
Sandhills	No Actions	
Fenton Crescent		
Spray weeds under canopy		
Try and straighten bollards		
Widgeon Drive		
Make new bench		
Cover logs with soil		Done
Redbank Corner	No Actions	
Dysons Close		
Spray weeds		
Village Sign		
Put missing brick back		
Burton Road Bus Shelter		
Clean glass and remove weeds		Done
Wigeon Drive/Atherstone Road Bench		
Clean graffiti		

13 ROSPA INSPECTION ACTIONS				
Site	Item	Finding	Action Required	Risk
New Street	Fencing	Panel Damaged	Repair	Medium
	Multiplay Climber	Surface trip points	Remove Surface Hazards	Medium
	Trim Trail	Surface - trip points - Raised edge to matting.	Repair Surface	Medium
Wigeon Drive	Barrier Logs	There is decay to timber components which may affect structural integrity.	Replace decayed components where possible and plan replacement of item.	Medium
	Adventure Trail	Chain connectors worn.	Replace worn parts.	Medium
	MUGA - Dog Grid	Panel damaged/loose/missing	Replace item	Sourcing replacement
	Seating	Loose in ground	Repair item.	Medium
Bosworth Road	Fencing	Panel damaged	repair	Medium
	Fencing	Timber rotting	Replace	Medium
	Multiplay	surface compacted.	lightly rake and fork surface level	low
	Rotator - Spica	Surface trip points	Repair surface.	Medium
	Space - Net	Surface is compacted or displaced.	Rake and fork over and top up as required to maintain minimum depth (usually 300mm)	Medium
Dysons Close	General Surface	Surface needs repair	repair surface	medium
	Rocker - Hedgehog	Surface - Edges curling	repair surface	medium
	Rocker - Jet ski	Surface - Edges curling	repair surface.	medium
	Seesaw - Stand on	Shrinkage/Separation giving trip hazard	Re-glue and fill gaps and joints as necessary.	medium
	Swing Junior - 1 bay	Surface - trip points	Repair surface.	medium
	Swing Toddler 1 bay	Surface - Edges curling	Repair surface.	medium
Schedule of approved payments				

Vchr	Method	Cde	Supplier	Detail	Amount
185	BP	28	Royal British Legion	Poppies	129.00
186	BP	39	The Howland Jones Organisation	Cemetery Lodge Repairs	794.00
187	DD	34	The Fuel Card People	Fuel	94.78
188	DD	102	Lex Autolease	Van Lease	233.42
189	DD	38	Standard Life	Pension Contributions	188.31
190	DD	34	The Fuel Card People	Fuel	1.20
191	DD	34	The Fuel Card People	Fuel	46.45
192	DD	38	Nest	Pension Contributions	12.32
193	DD	25	Water Plus	Water Rates	22.91
194	DD	12	HSBC	Bank Charges	6.00
195	DD	14	Talk Talk	Telephone and Broadband	39.19
196	DD	14	EE	Mobile Phone	27.06
197	DD	23	EDF	Boardroom Electricity	41.00
198	BP	36	Salaries	Salaries	4,346.64
199	BP	59	Tesco	Boardroom Refreshments	3.05
200	DD	34	The Fuel Card People	Fuel	86.53
201	BP	16	Measham Leisure Centre	Flag Pole	36.95
202	DD	25	Water Plus	Water Rates	11.37
203	BP	26	NWLDC	Trade Refuse	374.14
204	BP	2	Grant Thornton	Audit Fees	480.00
205	BP	20	Came & Company	Local Council Policy	3,670.75
206	BP	35	Measham Leisure Centre	Leisure Centre Contingency	5,000.00
207	BP	71	RCC	RCC Tickets	140.00
208	BP	65	Kilworth Machinery Ltd	Mower Purchase	6,000.00
209	BP	31	Kilworth Machinery Ltd	Mower Repairs	79.38
210	BP	37	HM Customs & Excise	Tax and National Insurance Contributions	1,024.41
211	BP	30	Play & Leisure	Play Area Repairs	42.00
212	BP	91	Colin Manifold	Mileage	32.40
213	BP	28	Rosebank Nurseries	Hanging Baskets	16.20
214	BP	30	Measham Hardware	General Maintenance	251.22
215	BP	6	Ebay	Ink Supplies	9.49
216	BP	39	The Howland Jones Organisation	Cemetery Lodge Repairs	225.00
217	BP	31	Kilworth Machinery Ltd	Mower Repairs	364.50
				Total	23,829.67

APPENDIX 3

Measham Parish Council

Bank Reconciliation at 05/10/2017			
	Cash in Hand 01/04/2017		37,057.41
	ADD		
	Receipts 01/04/2017 - 05/10/2017		127,047.88
	SUBTRACT		
	Payments 01/04/2017 - 05/10/2017		75,340.06
A	Cash in Hand 05/10/2017 (per Cash Book)		88,765.23
	Cash in hand per Bank Statements		
	Cash 30/09/2017	0.00	
	Current Account 30/09/2017	60,520.08	
	Business Money Master 30/09/2017	32,815.78	
	Section 106 30/09/2017	0.00	
	War Stock 30/09/2017	0.00	
			93,335.86
	Less unrepresented cheques As attached		54,596.63
			38,739.23
	Plus unrepresented receipts As attached		50,026.00
B	Adjusted Bank Balance		88,765.23
	A = B Checks out OK		
Chairman's Signature	760		Date