

Measham Parish Council

**Minutes of the Meeting of the Council held on October 10th, 2019 7pm
at The Leisure Centre, High Street, Measham.**

Present

Name	Appointment	Name	Appointment
Colin Manifold	Chair	Steve Leary	Councillor
Glenys Banton	Councillor	Robert Oakes	Councillor
Emma May	Councillor	Dawn Roach	Clerk
Anne Morgan	Councillor	Anthea Booth	Clerks Assistant
Tom Rooney	Councillor	Andrew Woodman	NWLDC Cllr
Stephen Plowman	Councillor		

Min No	Ag. No		Action
140/19	1	Welcome & Apologies	
		Cllrs D Wright & C Wright – Family wedding, Police, Cllr Sheahan – Accepted.	
141/19	2	Public Participation	
		None	
142/19	3	Police Matters	
		<p>Report received from PC Rachael Walker.</p> <p>Please see below this month's crime statistics for the period of 08/09/2019 – 08/10/2019</p> <p>08/09/19 - Theft of Catalytic Converter – Measham car boot Criminal Damage – Huntingdon Way, Measham</p> <p>10/09/19 - Theft from store x 2 – High Street, Measham Burglary Dwelling – no property stolen – Eagle Close</p> <p>12/09/19 - Theft from motor vehicle – Atherstone Road</p> <p>15/09/19 - ASB – Noisy youths – Wilkes Avenue – no resources available to attend</p> <p>16/09/19 - Damage to motor vehicle – Peggs Close, Measham – persons unknown gain entry to car transporter laden with high value car and release handbrake causing transporter to roll in to a wall.</p> <p>17/09/19 - Theft from motor vehicle – Raven Close</p>	

		<p>01/10/19 - Burglary non-dwelling – Bosworth Road, Measham – site office broken into and sets of keys stolen for show home and fork lift trucks on site.</p> <p>05/10/19 - Theft from motor vehicle – Leicester Road, Measham</p> <p>Two high profile incidents of note are as follows: 24/09/19 - Damage to motor vehicles and front windows of house 30/09/19 - Criminal Damage and Arson</p> <p>Both of these incidents are still under investigation and I am very limited in what I can disclose to you. However, what I can say is that the situation is currently being reviewed. At this time there is nothing which needs to be brought to the attention of members of the public, with regards to any concerns to do with safety. This will be under constant review and, should this situation change, then officers will provide those affected with suitable advice. Police are conducting regular patrols in the area and reassurance visits to neighbouring properties have been conducted. If anyone has any specific information that may be of use to our enquiries and we have not yet spoken to you, please contact us at your earliest convenience.</p> <p>Members were informed that the Forest Beat will be moving back to the office, keys, alarms etc are being sorted.</p> <p>Update from issues raised at September meeting. PBO White and PCSO McDonald have been informed of the issues raised at the last meeting regarding a repeat offender in the village. If parishioners/businesses affected wish to make a statement regarding their concerns and impact the offender is causing this can be sent anonymously to the beat officer and be used to build a case against them.</p>	
143/19	4	Declarations of Interests	
		<p>Disclosable Pecuniary Interest None</p> <p>Non-Disclosable Pecuniary Interest Cllr May – Item 9a Financial Matters as her family member is on the payroll.</p>	
144/19	5	Confirm Minutes	
		<p>To approve and adopt the minutes of the meeting of the Council held on Thursday 5th September 2019</p> <p>Resolved: Cllr Banton proposed, and Cllr Morgan seconded that the minutes of the meeting held on 5th September 2019 be approved. All in favour.</p>	

145/19	6	Parish Clerk Report	
		To receive the Parish Clerk Report. (For information only). Appendix 1 Cllr Rooney entered the meeting.	
146/19	7	Ward Members Reports	
		<p>Report from Cllr Sheahan via email. Flooding – There was a flood alert for the River Mease last week on inspection the river was encroaching onto a number of gardens, NWLDC laid out sandbags and Highways came to check the water level at the bridge.</p> <p>Heritage Trail – I am pursuing what has now become a serious complaint about the resurfacing of the Heritage Trail, a site meeting is to take place on the 18th Parish Council members are invited to attend, further details would follow.</p> <p>Queen Street – NWLDC have been trying to make progress on purchasing the Orchard Site, but have so far not been able to agree a price, The Council is keen to develop Queensway House site and may proceed with the project in two phases, I have continued to press the case for bungalows being built.</p> <p>Report from Cllr Woodman Enforcement issue Atherstone Road – has been dealt with.</p> <p>Following the issues raised regarding a repeat offender within the village a meeting is to be arranged with Inspector Jackson, the Clerk and Cllr Woodman to see if the issues can be resolved.</p> <p>Co-op Car Park Issues – a meeting took place with a representative and an email has been forwarded to the landowner with requested.</p>	
147/19	8	Report from Groups and Working Parties	
	A	<p>To receive reports from Groups & Working Parties.</p> <p>Library – it has been asked to mention that the Library are a collection point for Crissie Wrights shoebox appeal.</p> <p>PPG – A request is being made for S106 monies for improvements to the Medical Unit. It was suggested that CM inform the PPG that they should look into having a monitoring role for the S106 that is available.</p>	

148/19	9	Financial Matters	
	a	Invoices - to authorise the invoices for the previous month. Resolved: Cllr Manifold proposed, and Cllr Banton seconded payment of invoices. All in Favour.	
	b	Financial summary – for info.	
	c	Bank reconciliation – for info and member sign off. (See Appendix 3) Resolved: Cllr Morgan signed the bank reconciliation and bank statements.	
	d	Fund Transfers – 06/09/2019 Business Money Master to Current Account 2,000.00 04/10/2019 Current Account to Business Money Master 50,000.00	
149/19	10	Correspondence.	
	1	National Forest Company	
	2	Campaign to Protect Rural England (CPRE) – Branch News Autumn 2019	
	3	Clerks & Councils Direct – September 2019	
	4	Great Project Newsletter – August 2019	
	5	National Forest Company	
150/19	11	Planning Application for consideration by members of the planning committee.	
		19/00354/FUL – Chapel Street MPC has no objections to the proposed build, however they still have concerns regarding the lack of parking for the development despite Highways approval.	
151/19	12	Byelaws	
		To discuss byelaws as set out in the LGA 1972 Cllr Leary asked if there were byelaws that could be looked into to control parking within the Leisure Centre and Parish maintained car parks. Resolved: It was agreed that byelaws were not necessary.	
152/19	13	Parish Champion	
		Resolved: It was agreed to nominate Janet Joyce and Linda Plummer as Parish Champions. Both to receive £100 each for their group from the £200 budgeted.	Clerk

153/19	14	Land & Projects	
	a	<p>Cemetery Boardroom Conversion To approve expenditure for planning and professional fees and agree budget virement for the project. Resolved: It was proposed and seconded to vire £3,000 from the election budget for the Cemetery Boardroom Conversion.</p> <p>To approve submitting a planning application for the conversion of the Cemetery Boardroom to a 1 bed dwelling. Resolved: It was proposed and seconded to submit the planning application for the conversion of the boardroom to a 1-bedroom dwelling.</p>	<p>Clerk</p> <p>Clerk</p>
	b	<p>Depot extension update – to approve plan drawings. Pre- planning drawings are now available to view and approve. Resolved: Members approved the drawings for the depot extension.</p>	
	c	<p>Bosworth Road Rec – request for a key to the height restriction barrier. Access given was a courtesy which was agreed a number of years ago with the previous property owners and has continued with the current owners. Resolved: Members agreed that staff can open the height barrier when requested with notice, but the key is to remain with staff. The Clerk is to speak with Crane & Walton about the matter.</p>	Clerk
	d	<p>Remembrance Service Plans – November 10th. Cllr Banton would organise the service sheets and wreath, Cllr Rooney the music and Canon Elphick would be holding the service. Mr Egan has kindly agreed to open St Charles Church hall for tea & coffees supplied by the Parish Council.</p>	<p>GB</p> <p>TR</p> <p>Clerk</p>
	e	<p>VE Day 75th Anniversary, May 2020 – ideas to mark the occasion. Resolved: Members are to think of ideas to mark the VE Day Anniversary and discuss at the next meeting.</p>	All
154/19	15	MVAS	
		<p>Statistics from last location: Ashby Road, Post 3 Incoming.</p> <p>85th Percentile - 40mph Avg Speed – 32.8mph Max Speed – 80.0mph Total Vehicles – 80,893</p>	
		<p>Agree next location for sign:</p> <p>Location: The sign would be going to Appleby Magna Parish Council on loan w/c 28/10.</p>	

155/19	16	Consultations - <u>Please read prior to meeting.</u>		
		Name	Comments	
		None Received.		
156/19	17	Date of Next Meeting		
		Thursday 14 th November 2019 7pm at the Leisure Centre, High Street, Measham.		
APPENDIX 1				
Parish Clerk Report				
1	Cemetery Lodge			
	The annual gas safety inspection has been carried out; it was found that a new pump was required for the boiler. This total cost was £334 which was deducted from the monthly rent.			
2	Beat the Bounds Date			
	Can members please suggest a suitable date/s for the rescheduling of Beat the Bounds for the two wards. Resolved: Dates set for Friday 18 th October meet at 9.30am at the Leisure Centre.			
3	PAT Testing			
	PAT testing will take place on Wednesday 27 th November.			
4	Christmas Lights Installation			
	The licence application to LCC for the motifs and garlands and the application to Western Power for an unmetered electric supply have both been submitted. Lumalite will carry out the installation on the 2 – 4 th December.			
5	Training Opportunities			
	Please go to https://www.leicestershireandrutlandalc.gov.uk/list-of-courses.html to view the latest courses on offer. If anyone wishes to attend, please let me know and I will book you in.			
6	Village Sign			
	Suggested change to blue bricks as red will always blow. Once the choice is made, I will be able to obtain a quote. Resolved: It was proposed and seconded to change the bricks from red to blue. All in favour.			
7	Basket Swing New Street			
	Unfortunately, the basket swing was vandalised beyond repair at New Street Play Area. A new seat is on order.			

8	Land adoption		
	Paperwork has been received to adopt the open space at the development on land adjacent to Green Acres. I am meeting with John Crane next week to go through the documents.		
9	Bosworth Road Car Park		
	The stone topping is almost complete at the car park and is a big improvement.		
10	Tractor		
	The tractor is currently out of action and has been collected by Kilworth's to diagnose. It is possible that the clutch has gone.		
11	Clerk Meeting		
	<p>I recently attended a Clerk meeting at NWLDC, topics included how the authority are preparing for a no deal Brexit. There is a Get Ready For Brexit guide for businesses which is at https://www.gov.uk/brexit#business please share with any contacts that might benefit.</p> <p>Other items include planning for London Bridge, NWLDC will be providing books of condolence which will be situated in the Leisure Centre reception as agreed by this council's action plan on the matter.</p>		
12	Snow Warden Scheme		
	Maintenance staff are attending refresher Snow Warden Training on October 29 th . This scheme is for our staff who grit pavements in areas as directed by Leicestershire County Council and pay the parish council a small hourly rate for doing so.		
13	Highway Reporting		
	Can I please ask that you copy the parish office into any Highway issues that you report with your parish email address and send to CSCParishes@leics.gov.uk so that when we get updates we are aware of what they relate to.		
14	Public Communication		
	25.9.19	Overgrown trees – Hastings Hollow.	LCC
	28.9.19	Overgrown grass – no address given. (by email)	
	04.10.19	Loose man hole cover near Pickering's Avenue pond.	Fixed
	08.10.19	New Street park closed.	Closed for 1 hour

15	LCC Highways Automated Updates				
	Date	Reference Number	Location	Description	Status
	01/08/2019	759134	High Street	Tree/Hedge	Further investigation required
	26/09/2019	765996	Fenton Crescent,	Footway	Inspection Required
	10/09/2019	764048	Orchard Way,	Gritting/Salting (dealt with by CSC at time of contact)	Response Given
	06/09/2019	763570	Atherstone Road,	Signs (non Illuminated)	Works Complete
	1/08/2019	759134	High Street,	Tree/ Hedge	Passed to Officer for Response
	27/11/2018	732024	Burton Road,	Traffic Systems Management	Customer Updated Resolution Programmed
16	Parish Council Action Plan				
Min No	Heading	Action	By	Status	Comments/ Update
154/18	PQT	Chair to ask for dog bin near Ibstock Cottages at next liaison meeting.	CM		
79/19 D	Land & Project Updates – Tree Inspections	Clerk to make decision on appointment of tree inspector.	DR	Done	Risk assessment complete and forwarded to NWLDC.
115/19	Police Matters	Attend crime safety event when date confirmed.	DR/TR		Awaiting date
131/19	Clerk Report	Email Community Focus action plan to members. Inform NWLDC members are not interested in taking ownership of Peggs Close car park.	DR DR	Done Done	Closed Closed

134/19	Financial Matters	Publish Financial Regulations.	DR	Done	Closed
136/19	Land projects (C) Bosworth Road Rec	Remove padlock and secure gates open, Bosworth Road Rec.	AP/AS	Done	Closed
	(D) Fenton Crescent Car Park	Look at during beat the bounds. Write and suggest owner takes down wall or makes good asap.	Members DR	Done	
	(e) Holly Bush St Laurence Church yard.	Suggest parishioner speaks to VE re: removal of Holly Bush in Church yard.	DR	Done	Closed
	(f) Tree at War memorial Bosworth Road.	Tree at War Memorial to be inspected in due course by NWLDC	DR		Awaiting NWLDC Inspection.
137/19	MVAS	Ashby Road post 3 incoming traffic.	AP/AS	Done	Closed
17	ROSPA Actions				
Site	Item	Finding	Action Required		
Bosworth Road	Fencing	Item damaged	Repair		Done
	Climber – Log	Loose fill levels are too low to provide adequate protection	Top up to required depth (usually 300mm)		
	Multiplay	Offensive graffiti on unit	Remove		Done
	Multiplay	Loose fill levels are too low to provide adequate protection	Rake and fork over and top up to required depth (usually 300mm)		

	Rotator – Bowl	Surface needs repair	Repair	
	Rotator – Overhead	Trip points on the surface	Repair	
	Rotator – Spica	Excessive movement or noisy operation.	Dismantle to investigate, replacing components as necessary according to the manufacturer's instructions	
	Rotator – Spica	Trip points on the surface	Repair	
	Space Net	Surface is compacted or displaced	Rake and fork over and top up to required depth (usually 300mm)	
	Swing – Nest	Surface needs repair	Repair	
	Swing -Surf	Worn ground areas	Make good	
	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	
New Street	Gates	Surface is uneven	Make good	
	Multiplay	Surface is uneven	Make good	
	Multiplay - Climber	Surface is uneven	Make good	
	Multiplay - Climber	Trip points on the surface	Repair	
Dysons Close	Play Panels x2	Item is damaged	Repair – panel to sums panel warped, finger entrapment	Done

Greenfield Road	Multiplay – Senior	Loose fill levels are too low to provide adequate protection	Rake and fork over and top up to required depth (usually 300mm)	
Sandhills	Multiplay	The geo-textile is exposed	Secure beneath surface and ensure minimum depths are maintained	
	Rocker – Seesaw	Excessive weed growth on surface	Mechanical removal is recommended	Sprayed

Schedule of approved payments (Appendix 2)

Vchr	Method	Code	Name	Detail	Amount
154	FX	28	Ebay	Strimmer head & cord	28.99
155	DD	34	The Fuel Card People	Fuel	1.20
156	DD	8	Sage UK Ltd	Sage Payroll	7.20
157	DD	14	Talk Talk	Telephone & Broadband	42.00
158	DD	34	The Fuel Card People	Fuel	113.38
159	FX	93	Land Registry	Land Register Fees	6.00
160	DD	38	Standard Life	Pension Contributions	211.56
161	FX	28	Ebay	Weedkiller	29.99
162	DD	34	The Fuel Card People	Fuel	118.89
163	DD	12	HSBC	Bank Charges	1.00
164	DD	8	Sage UK Ltd	Sage Payroll	7.20
165	FX	29	Ebay	Work wear	65.19
166	FX	6	Ebay	Stationery	12.99
167	FX	29	Ebay	Work Boots	46.95
168	FX	29	Ebay	Work Wear	18.24
169	DD	34	The Fuel Card People	Fuel	115.64
170	DD	93	Amazon	Telephone & Broadband	63.47
171	DD	14	EE	Mobile Phone	54.77
172	DD	38	Nest	Pension Contributions	61.46
173	BP	36	Salaries	Salaries	4,600.63
174	DD	102	Arval	Van Lease	309.89
175	BP	26	NWLDC	Trade Refuse	404.30
176	BP	37	HM Customs & Excise	Tax & National Insurance Contribution	1,333.00
177	BP	118	DG Business Machines	Play Area Signage	67.20
178	BP	118	DG Business Machines	Resilience High Vis Vests	64.98
179	BP	7	DG Business Machines	Polo Shirt	12.00
180	BP	108	David Grainger	Professional Fees	3,720.00
181	BP	7	C Manifold	Mileage	6.75
182	BP	31	Kilworth Machinery Ltd	Mower Repairs	157.92
183	BP	97	NWLDC	Trade Refuse	42.98

184		93	Error	Error	0.00
185	BP	69	The Village Breeze	Christmas Expenditure	85.00
186	BP	34	The Fuel Card People	Fuel	32.84
187	BP	35	Measham Leisure Centre	Leisure Centre Contingency	5,000.00
188	BP	118	Online Playgrounds	Play Area Repairs	490.40
189	FX	118	Aldi	Tools	49.99
190	CHEQUE	97	Royal British Legion	Donation	35.00
				Total	17,519.00

APPENDIX 3

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 04/10/2019		
	Cash in Hand 01/04/2019		41,461.89
	ADD		
	Receipts 01/04/2019 - 04/10/2019		206,312.71
	SUBTRACT		
	Payments 01/04/2019 - 04/10/2019		73,161.86
A	Cash in Hand 04/10/2019 (per Cash Book)		174,612.74
	Cash in hand per Bank Statements		
	Cash 30/09/2019	0.00	
	Business Money Master 30/09/2019	116,495.71	
	Current Account 30/09/2019	62,097.88	
	FairFX 30/09/2019	1,191.45	
			179,785.04
	Less unrepresented cheques As attached		55,278.30
			124,506.74
	Plus unrepresented receipts As attached		50,106.00
B	Adjusted Bank Balance		174,612.74
	A = B Checks out OK		

Created by  Scribe