

Measham Parish Council

**Minutes of the Meeting of the Council held on September 5th, 2019 7pm
at The Leisure Centre, High Street, Measham.**

Present

Name	Appointment	Name	Appointment
Colin Manifold	Chair	Emma May	Councillor
Glenys Banton	Councillor	Dawn Roach	Clerk
Anne Morgan	Councillor	Anthea Booth	Clerks Assistant
Tom Rooney	Councillor	Andrew Woodman	NWLDC Cllr
Edward Hodgetts	Councillor	Daphne Robinson	Community Focus Team

Min No	Ag. No	Action	Action
126/19	1	Welcome & Apologies	
		Cllrs C & D Wright – Holiday, Cllr Oakes – Working, Cllr Plowman – Wedding, Cllr Leary – Unwell, Cllr Sheahan – accepted.	
127/19	2	Public Questions	
		None	
128/19	3	Police Matters	
		<p>Report received from PBO Richard White Please find the stats for the last month, 08/08/19 – 05/09/19.</p> <p>08/08/19 – sus car in Pickering Avenue. Was an old car that was in the process of being moved. 09/08/19 – Car in ditch at Sweystone Rd 09/08/19 – Damage to car – Atherstone Rd, 10/08/19 – Break to shop. 11/08/19 – ASB – New Street, 11/08/19 – Theft – Bosworth Rd, 12/08/19 – Damage – Hart Drive, 12/08/19 – Assault – River way estate, 16/08/19 – RTC – Gallows Lane 17/08/19 – Assault (domestic) Measham, 18/08/19 – Damage – Hart Drive, 19/08/19 – Theft of car, 19/08/19 – Theft of car, 23/08/19 – Assault – domestic, 23/08/19 – Attempt theft of van, 24/08/19 – Assault – Aspen Close (general area), 24/08/19 – Theft of caravan – Gallows Lane, 26/08/19 – Sus persons with torches – Blackthorn Way,</p>	

		<p>27/08/19 – Road rage – Tamworth Rd, 28/08/19 – Harassment – Riverway estate / High St, 03/09/19 – Theft of car, 05/09/19 – Arson to car on Atherstone Rd junction with Gallows Lane.</p> <p>Concerns were raised regarding the number of incidents within the village.</p> <p>Cllr Rooney entered the meeting</p> <p>Cllr Woodman would raise the issues and concerns with Inspector Jackson.</p>	
129/19	4	Declarations of Interests	
		<p>Disclosable Pecuniary Interest – None received.</p> <p>Non-Disclosable Pecuniary Interest Cllr Manifold – Item 11d Fenton Crescent car park as he lives in the vicinity.</p>	
130/19	5	Confirm Minutes	
		<p>To approve and adopt the minutes of the meeting of the Council held on Thursday 8th August 2019</p> <p>Resolved: Cllr May proposed, and Cllr Manifold seconded that the minutes of the meeting held on 8th August 2019 be approved. All in favour.</p>	
131/19	6	Parish Clerk Report	
		To receive the Parish Clerk Report. (For information only). Appendix 1	
132/19	7	Ward Members Reports	
		<p>Report from Cllr Woodman The JLR Development at J11 was approved at a recent planning meeting.</p> <p>Co-op – A response from the PR at the Co-op has been received who will chase the property department.</p> <p>Ashby Canal land transfer will be going to cabinet on the 13th September.</p> <p>It was asked if Cllr Woodman would speak with the owner of Rosebank Nurseries at Gallows Lane with regards to planning issues.</p>	
133/19	8	Report from Groups and Working Parties	
	A	<p>To receive reports from Groups & Working Parties.</p> <p>The storage cupboard has been cleaned for the resilience group equipment to be put in, GB & AB would move it on Tuesday.</p> <p>12/09/19 Defib training at 7pm at the Leisure Centre.</p>	

		18/09/19 PPG Open evening at the Medical Unit 6 – 8pm The Clerk met with Cllr Sheahan to test the traffic lights at New St/High St there is a disparity between them, and information has been sent to LCC.	
134/19	9	Financial Matters	
	a	Invoices - to authorise the invoices for the previous month. Resolved: Cllr Banton proposed, and Cllr Manifold 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 09/08/19 £60k from Current Account to Money Master. 05/09/19 £5k from Money Master to Current Account.	
	e	Sec 137 Requests – None received.	
	f	Review of financial regulations – to receive report for approval of recommended amendments as per the model regulations. Resolved: Cllr Manifold proposed, and Cllr Banton seconded the amendments be approved. Conclusion of Audit – Notice had been received from PFK Littlejohn of the conclusion of audit. There was one matter to note, the AGAR S2 needed to be amended as the asset total did not reflect the purchase of the new mower and recreation ground equipment for New Street. A notice of conclusion of audit and the certified AGAR s1,2,3 will now be published.	
135/19	10	Correspondence.	
	1	Ashby Canal Trust – Minutes of June meeting.	
	2	CPRE - Countryside Voice Summer 2019	
	3	CPRE – Fieldwork Summer 2019	
	4	RCC – Impact – Summer 19	
	5	NWLDC – Recycle More the Plan	
	6	NWLDC – Parish Newsletter	
136/19	11	Land & Projects	

	a	Boardroom project update. Drawings were shown with 2 options with and without an additional parking space. Resolved: It was agreed for the Clerk to proceed with the plans not to include the parking space.	Clerk
	b	Depot Extension update. Still waiting for technical drawings and costings, the Leisure Centre are waiting for the planning application to be published.	
	c	Bosworth Rec Car Park and Gates. Resolved: It was agreed to change the lock on the height barrier to ensure only staff have access and to remove the padlock from the gates and secure them open, to be reviewed in January.	AP/AS
	d	Fenton Crescent Car Park – Request for signage and line marking. A letter had been received regarding issues at Fenton Crescent car park regarding the damaged wall and requests for signage and line marking. Resolved: It was noted that the wall is the responsibility of the shop owner and not MPC, the area will be looked at during Beat the Bounds and in the interim the wall should be removed as it is dangerous, the parishioner is to be informed that the Council is working with NWLDC regarding van issues at the car park.	Clerk
	e	Removal of Holly Bush at St Laurence closed church yard. A request to remove a Holly Bush in St Laurence Church Yard had been received, NWLDC have inspected and said that there are no issues or movement with the bush, however it could be reduced in size at a cost of £400. Resolved: It was agreed that the Clerk should speak with Canon Elphick and ask her to liaise with the Parishioner on the matter.	Clerk
	f	Request for tree branch to be cut back at the Memorial Garden, Bosworth Road. No formal request has been received on the matter, it was noted that NWLDC are due to do a tree inspection shortly and it was agreed to wait and see if there were any recommendations made, until that point nothing is to be done.	
137/19	12	MVAS	
		Agree next location for sign: Location: Ashby Road post 3 facing incoming traffic.	
138/19	13	Consultations - <u>Please read prior to meeting.</u>	
		Name	Comments
		None Received.	

139/19	14	Date of Next Meeting	
		Thursday 10 th October 2019 7pm at the Leisure Centre, High Street, Measham.	

APPENDIX 1

Parish Clerk Report

1	Redbank Corner
	We now have a quote for jet washing the paving at the corner which has been sent to the agent for approval. As soon as this is granted the work will be carried out.
2	Lamp post structural testing
	Verbal report. This item came in too late to be included with the main agenda.
3	Potential Transfer of Peggs Close Car Park
	Again, this item was too late to include within the agenda but will be discussed in October. However, NWLDC would like an indicative opinion on their proposal to see if the council would be interested in taking ownership of Peggs Close car park. A copy of their report is attached. Resolved: It was noted that the Council would not be interested in taking ownership of the car park.
4	Community Focus Officer
	Colin and I met with Daphne the Community Focus Officer from NWLDC to work through the current action plan, a copy (not updated from today's meeting) is available should you wish to have a read through. Resolved: Clerk to email action plan to members.
5	Parish Fair
	If you haven't already, please remember to book your place for the parish fair and any workshops you might want to attend. An email with the link has again been circulated. This is a very worthwhile and informative event to attend.
6	Recycle More
	For anyone who was unable to attend the event held recently outside Tesco, you will be interested to hear that food recycling is going to be trialled in some streets in Measham South. The trial will run for approximately 6 months before being considered for the whole district. Around the same time, a new container system is being trialled which will store plastic, glass and paper on a trolley system, again following the trial a decision will be made whether to roll out the scheme.

7	NWLDC Free Tree Scheme					
	<p>The scheme is running again this year. There are four trees to choose from: Dogwood; Field Maple; Holly; Hazel and again this year we have the Hedge Fund, species are Hawthorn and Hazel mix with a Field Maple every 10 metres and residents are able to order up to 30 metres.</p> <p>You can order online at: www.nwleics.gov.uk/freetreescheme2019 from 30 September with the scheme closing on 25 October 2019.</p> <p>Trees will be available for collection on Sunday 17 November 2019 from various collection points over the district.</p>					
8	Beat the Bounds Reminder					
	Please remember the annual Beat the Bounds will take place on Wednesday 18 th September, meeting at 9.30am at the Leisure Centre.					
9	Annual Leave					
	I will be on annual leave on the 11 th , 12 th and 13 th September.					
10	Public Communication					
	28.8.19	Overhanging bushes, Burton Road			In hand with LCC	
	2.9.19	Person in the bushes at the rec			Resident requested to inform the Police	
11	LCC Highways Automated Updates					
	Date	Reference Number	Location	Description	Status	
	01/08/2019	759134	High Street	Tree/Hedge	Further investigation required	
12	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		Risk assessment in progress to determine sites for inspection
113/19	Ashby Canal Association Footpath Project	Send letter of support and funding application		DR	Done	Closed

		forms to Ashby Canal Association.			
115/19	Police Matters	Attend crime safety event when date confirmed.	DR/TR		Awaiting date
118/19	Clerk Report	Attend planning training 30/09/19 Send reminder for Beat the Bounds 18 th September.	CM DR	Done	Closed
120/19	Representative Vacancies	Add EH as substitute planning member. Add TR & SP to Resilience Group, AB to email updated plans.	DR DR/AB	Done Done	Closed Closed

13	ROSPA Actions				
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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	
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
125	DD	102	Back2You	Van Tracker	72.00
126	BP	16	Measham & District Youth Club	Donation	500.00
127	FX	6	Ebay	Ink Supplies	9.79
128	FX	118	Ebay	General Purchases	6.92
129	DD	8	Sage UK Ltd	Sage Payroll	7.20
130	FX	28	Ebay	General Purchases	5.58
131	DD	34	The Fuel Card People	Fuel	21.62
132	DD	14	Talk Talk	Telephone & Broadband	42.00
133	FX	29	Ebay	Work Wear	38.97
134	FX	28	Tesco	General Purchases	29.00
135	DD	12	HSBC	Bank Charges	1.00
136	DD	34	The Fuel Card People	Fuel	117.54
137	DD	38	Standard Life	Pension Contributions	211.56
138	FX	4	Post Office Ltd	Postage	3.45
139	DD	25	Water Plus	Water Rates	14.44
140	DD	34	The Fuel Card People	Fuel	31.90
141	FX	118	Ebay	General Purchases	22.99
142	DD	34	The Fuel Card People	Fuel	154.76
143	BP	8	Geosphere	Parish Online	216.00
144	BP	28	Masseys	General Purchases	22.35
145	BP	31	Kilworth Machinery Ltd	Mower Repairs	53.83
146	BP	37	HM Customs & Excise	Tax & National Insurance Contributions	1,078.23
147	BP	11	RCC	Subscription	60.00
148	DD	23	EDF	Boardroom Electricity	20.00
149	DD	14	EE	Mobile Phone	62.45
150	DD	102	Arval	Van Lease	309.89
151	BP	2	PKF Littlejohn LLP	Audit Fees	480.00
152	BP	36	Salaries	Salaries	4,929.74
153	DD	38	Nest	Pension Contributions	71.09
				Total	8594.30

APPENDIX 3

Measham Parish Council

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

Date: _____

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

Date: _____

Bank Reconciliation at 31/08/2019			
	Cash in Hand 01/04/2019		41,461.89
	ADD		
	Receipts 01/04/2019 - 31/08/2019		145,104.38
	SUBTRACT		
	Payments 01/04/2019 - 31/08/2019		59,784.51
A	Cash in Hand 31/08/2019 (per Cash Book)		126,781.76
Cash in hand per Bank Statements			
	Cash	31/08/2019	0.00
	Business Money Master	31/08/2019	123,453.37
	Current Account	31/08/2019	2,015.68
	FairFX	31/08/2019	1,344.61
			126,813.66
	Less unrepresented cheques As attached		31.90
			126,781.76
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		126,781.76
A = B Checks out OK			

Chairman's Signature

Date