

## **MARKET BOSWORTH PARISH COUNCIL MEETING**

### **Minutes of the Parish Council Meeting held on 07 September 2021 at 7.00 pm in St Peter's Parish Church Hall, Park Street, Market Bosworth.**

**Present:** Cllrs John Wastenev (Chair), Ken Coleman, Grizelda Hargreaves, Phil Hayes, Kevin Hughes, Frank Kay, John Manley and Nigel Palmer.

**In attendance:** Catherine Monkman (Parish Clerk); Borough Councillor Maureen Cook.

#### **1 Apologies**

County Councillor Bertie Harrison-Rushton. Apologies accepted.

#### **2 To approve the Minutes of the Meeting held on Tuesday 3 August 2021**

**Resolved:** that the Minutes be approved. The Minutes were signed by the Chairman.

#### **3 Declarations of Interest (including Disclosable Pecuniary Interests) and Requests for Dispensation in respect of items on the Agenda**

There were no declarations of interest.

#### **4 To receive reports, questions and comments**

##### **4a County Councillor**

Cllr B Harrison-Rushton had confirmed that the Parish Council's application to the Members' Highways Fund had been logged (item 8 p414 refers). Leicestershire County Council (LCC) meetings had resumed on 06.09.21 following the August break, and Cllr B Harrison-Rushton was unable to attend this Parish Council Meeting due to a prior commitment at County Hall.

##### **4b Borough Councillor**

Cllr M Cook's report had been distributed and was taken as read. The report had referred to planning, enforcement and licensing issues within the parish, and the Parish Forum of 02.09.21. No update on the planning application for land at Sedgemere. A shortage of enforcement officers is delaying various planning investigations.

##### **4c Parish Councillors – information exchange**

No information exchange, all items for discussion being included in the agenda.

##### **4d Parish Clerk – situation report**

###### **4d(i) 2020-21 Audit**

PKF Littlejohn LLP, had completed the external audit and, having reviewed the Annual Governance and Accountability Return (AGAR) had given an unqualified audit opinion.

###### **4d(ii) Gladman Developments**

A Zoom meeting had been arranged with Gladman Developments to take place on 21.09.21.

**4d(iii) Leicestershire County Council (LCC) litter picking scheme**

Cllr N Palmer had collected litter picking kits from County Hall which are now stored in the Parish Council's shed for use as required.

**4d(iv) Market Place setts and bench cobbles**

Order placed with Bosworth Groundcare to carry out 1 – 2 days' work, up to a maximum cost of £1,000, to re-lay various loose setts in the Market Place. Order placed with Around the House to clear cobbles under 5 benches and the cobbled path on Warwick Lane bank for £270.

**4d(vi) Toilet block**

The handwash units had been serviced on 11.08.21. The flat roof had been inspected on 10.08.21. The 5-year electrical inspection is to take place later in September 2021. Premier Company had reported that, if the Parish Council wishes, it can continue to clean the facilities twice a day for the foreseeable future. **Resolved:** that Premier Company be authorised to continue to clean the facilities twice a day for the time being.

**4d(vii) Lamp column testing**

Quotations had been obtained from R H Smith Associates, Kiwa Ltd and Intratest to carry out structural testing on 4 x lamp columns so that the Parish Council can apply for a new licence from Highways to continue to use the portable Speed Indicator Device. Quotations a back-up in case the application to the Members' Highways Fund to fund structural testing of the 4 x lamp columns is unsuccessful.

**4d(viii) Play Areas**

Wicksteed carried out playground inspections on 18.08.21. All risks reported as low or very low. Existing monitoring programme to be maintained. Mr J Castle had stepped down from his role of carrying out monthly visual inspections of the play areas. Cllr P Hayes agreed to take on the role of monthly inspector, reporting back to the Clerk with immediate effect.

**4d(ix) Use of the Parish Field**

The 1<sup>st</sup> Market Bosworth Scout Group had requested permission to hire the Parish Field on 14.11.21 for a tea and cake event to follow the Remembrance Day Service. **Resolved:** that the scout group be permitted to use the field as requested, subject to confirmation of equipment such as marquees being installed, and completion of the application form to hire the field. Hire fee to be waived.

**4e Market Place Redevelopment Project – situation update**

No update.

**5 Public Participation**

None.

## **6 Planning Matters**

### **6a Planning applications determined or withdrawn**

21/00567/HOU 127 The Park, proposed front porch. Permitted.

21/00780/TCA Dixie Grammar School, works to 2 x sycamore trees, 2 x conifers and 1 x wild cherry tree; fell 2 x conifers. Declined to make – tree preservation orders (TPOs) not placed on trees and works can proceed.

21/00689/TCA 38 Park Street, works to 1 x holly tree. Declined to make – TPO not placed on tree and works can proceed.

21/00598/CONDIT 46 Barton Road, variation of condition 2 of planning permission 19/0313/FUL to amend the site landscaping layout, roof layout to the rear elevation and alteration to approved materials. Permitted.

### **6b Planning application comments submitted under delegated powers**

21/00906/TCA 6 Church Street, Yew tree for removal. Objection: unless the tree is confirmed to be diseased or a danger, then it should be pruned rather than felled to protect the character of the conservation area.

21/00881/HOU 115 The Park, detached garage and gate at front, two storey extension at side and rear, single storey extension at rear of house. No objection to alterations to the dwelling, but objections to the proposed garage which would negatively alter the street scene due to visual impact and thereby detract from the character of this approach road into the town.

21/00995/HOU 5 Priory Road, front extension. No objections.

21/00914/FUL (re-consultation) Land south of Market Bosworth Tennis Club, Barton Road, menage, hardstanding and gates. Objections submitted referring to lack of clarity as to whether the menage is intended for private or commercial use, rights of access, and vehicle storage.

### **6c New planning applications to comment on**

Appeal 20/01021/OUT, APP/k2420/W/21/3279808, residential development up to 63 dwellings with associated access, landscaping, open space and drainage infrastructure (Outline – access to be considered), land at Station Road, Market Bosworth. Objections being compiled by Cllr J Wasteney for distribution and comment prior to submission. It was agreed that a quote should be sought from an expert witness to support the Market Bosworth response to the Appeal.

21/00970/OUT Land South of The Stables, Wharf Farm, Station Road, residential development up to 105 dwellings (Use Class C3), public open space and associated infrastructure works (Outline – with access to be considered). Councillors to submit objections to Cllr J Wasteney or the Clerk for compilation, followed by distribution and comment prior to submission.

21/01091/HOU 154 Station Road, 2 storey side extension and single storey rear extension. Comments to be submitted expressing the Parish Council's concern that the plans do not provide sufficient detail as to measurements and as such the proposed extension could restrict emergency access to the rear of the dwelling and confirming support for neighbours' valid planning objections.

**6d Planning enforcement issues**

20/01357/FUL & 20/01378/LBC (re-consultation) Thistle Cottage – referred to Hinckley & Bosworth Borough Council's (HBBC's) September Planning Committee Meeting.

**7 Bosworth Vision Planning Group (BVPG)**

**7a Monthly report**

The notes of the BVPG Meeting held on 20.07.21 had been distributed and were taken as read. Notes of the meeting held on 19.08.21 would be distributed in due course. Flyers had been printed for distribution in the parish, a notice had been placed on the BVPG website, and emails had been sent to those on the mailshot list, to encourage residents to comment on Appeal 20/01021/OUT, APP/k2420/W/21/3279808 and 21/00970/OUT (item 6c p419 refers). The communications sub-group were collating stakeholder contact details and relevant background planning documents, as well as preparing promotional material, for the community engagement events scheduled to take place on 08.10.21 and 09.10.21.

**7b To approve amended Terms of Reference**

**Resolved:** To approve the Terms of Reference as distributed.

**7c To approve the quotation obtained from the Rural Community Council (RCC) in respect of the Community Engagement Events in Bosworth Hall Hotel on 08.10.21 and 09.10.21**

**Resolved:** To accept the quotation submitted by the RCC of £5,200 + VAT. Further tenders would not be invited because RCC has specialist knowledge in the preparation of Neighbourhood Plans and will act as independent arbiters. The Clerk to complete and return to the RCC the Data Processing Agreement.

**7d To authorise expenditure by the BVPG on essential administration and marketing costs to progress review of the Neighbourhood Plan**

**Resolved:** To permit expenditure by the BVPG in consultation with the Chairman of the Parish Council and / or the Clerk, plus a Parish Councillor on the BVPG, on essential administration and marketing costs to progress review of the Neighbourhood Plan, subject to a limit of £500 for any single item and all orders being copied to the Clerk, with invoices to be issued to the Parish Council, marked for the Clerk's attention.

**7e To agree interim funding for review of the Neighbourhood Plan from the Parish Council's General Reserves, pending successful grant applications**

**Resolved:** To agree interim funding for the review of the Neighbourhood Plan from the Parish Council's General Reserves (£29,000) if Neighbourhood Plan reserves (£5,196.63) are depleted before all upcoming invoices are settled. An expression of interest had been submitted to

Locality for grant funding for anticipated Neighbourhood Plan related costs likely to be incurred before the end of the financial year 2021-22 (total anticipated expenditure for review of the Neighbourhood Plan is approximately £15,000).

**8 To agree application to Hinckley & Bosworth Borough Council's Welcome Back Fund to purchase 2 x additional large capacity litter bins for the Market Place**

**Resolved:** To apply to HBBC's Welcome Back Fund for 2 x Broxap Derby hexagonal litter bins including stubbing plates, colour black and gold, one to be located opposite the existing hexagonal bin so that each long bench has a litter bin nearby, the other to replace the 1485 litter bin next to the Royal Mail postbox. HBBC had confirmed they would be responsible for procurement. Relocation of the 1485 litter bin to be determined in due course.

**9 To receive an update in respect of the Memorial Garden clock face project and agree a response to correspondence received from Market Bosworth DCC regarding the clock face**

Updated costings had been obtained from the contractor for restoration and glazing of the clock face. It was agreed that the projected costs had become prohibitive and would be difficult to justify. **Resolved:** not to proceed with the clock face project; to contact the contractor to explain the Parish Council's decision; and to give the clock face back to Market Bosworth DCC as requested in their recent correspondence so that it may be used in the garden to the rear of the Parish Hall.

**10 To consider the recommendations put forward by the cemetery working party in respect of paths and the solar panel**

**Resolved:** to accept the recommendations of the cemetery working party as follows:

- Not to replace existing wooden path edges for the time being.
- Seek quotations to construct 2 x new paths to delineate the next row of full burial plots.
- Seek quotations to construct the ashes scattering area, to include a temporary gravel path from the car park to avoid the need to spend on the proposed driveway for the time being.
- In time, erect 3 x 6ft panels to screen the compound from the line of sight of the ashes scattering area.

**Resolved:** to accept the quotation submitted by D B Electrical Installations to replace the solar panel and fit a solar compatible battery to enable better functioning of the fountain.

**11 To consider arrangements for the Christmas lights switch on event 2021 and Civic Reception**

Market Bosworth Community Library Trustees had confirmed they can host the 2021 Civic Reception on 05.12.21 and will retain the same terms as on previous occasions. Invitations to be sent to local dignitaries in early October, with RSVP deadline of 19.11.21 accordingly. The Mayor of

Hinckley & Bosworth to be invited to switch on the lights. 2 x quotations had been obtained for supply, installation and removal of a Christmas tree, both representing a significant increase on the price paid in previous years. It was agreed to defer a decision on placing an order for the Christmas tree and that in the meantime the Clerk should research possible alternative suppliers.

## 12 Financial Matters

### 12a To consider whether to renew the Wallgate Service Contract

Item deferred. Awaiting updated invitation to renew the contract.

### 12b Income received and items of expenditure

Bank balances at 22.07.21: Community Account £128,180.90, Business Money Manager Account £106,962.99.

#### Receipts

Name	Item	Net	VAT	Total
HBBC	Car park fees	£1,539.00	£307.80	£1,846.80
HBBC	Car park fines	£12.50	£0.00	£12.50
Heart of England Co-Op	Cemetery fees	£600.00	£0.00	£600.00
HBBC	Precept	£53,983.77	£0.00	£53,983.77
G Seller & Co	Cemetery fee	£125.00	£0.00	<u>£125.00</u>
				<u>£56,568.07</u>

#### Expenditure since August Parish Council Meeting

Name	Item	Net	VAT	Total
Toilet block key holder	Key rota	£60.00	£0.00	£60.00
Around the House	Toilet block roof inspection	£52.50	£0.00	£52.50
Around the House	Repairs to tap housing in cemetery	£131.00	£0.00	£131.00
HBBC	To remove bench from The Park	£61.36	£12.27	<u>£73.63</u>
				<u>£317.13</u>

#### Expenditure to approve

Name	Item	Net	VAT	Total
Market Bosworth DCC (SO)	Office rent	£175.00	£0.00	£175.00
Total Gas & Power (DD)	Toilet block electricity	£46.99	£2.35	£49.34
Water Plus (DD)	Cemetery water	£20.32	£0.00	£20.32
Water Plus (DD)	Toilet block water	£158.40	£0.00	£158.40
HBBC	Litter bin servicing agreement	£174.72	£34.94	£209.66
PKF Littlejohn LLP	External audit	£400.00	£80.00	£480.00
Rural Community Council	Membership subscription	£50.00	£10.00	£60.00
Premier Company	Toilet block cleaning contract	£811.21	£162.24	£973.45
JP Grounds Maintenance	Maintenance contract	£249.91	£0.00	£249.91
Parish Clerk	Net salary	£1,244.56	£0.00	£1,244.56
Leicestershire County Council	Pension contributions	£434.34	£0.00	£434.34
HMRC	Q2 Income Tax & NI	£800.54	£0.00	£800.54
E2 Technology Solutions	Support fee & Office 365	£41.80	£8.36	£50.16
Bosworth Groundcare	Maintenance contracts & repairs to car park fencing	£1,195.71	£0.00	£1,195.71

Wicksteed Leisure Ltd	Play area inspections	£90.00	£18.00	£108.00
The Graphic Print	To print 1200 x b/w flyers	£41.00	£0.00	<u>£41.00</u>
				<u>£6,250.39</u>

### 13 To note correspondence received

- Information about Crimestoppers' Rural Crime campaign.
- Correspondence from a resident in respect of derelict building to rear of the Black Horse Restaurant. 2 x letters sent from the Parish Council to HBBC planning enforcement team and conservation area officer urging action be taken to make the building safe and ensure it is restored rather than demolished. A multi departmental team from HBBC had attended to the matter. The building had been made safe pending ultimate decision as to its future.
- Guidance documents from the HBBC Planning Policy Team for neighbourhood plan groups.
- Market Bosworth Community Library electronic newsletter.
- Hard copies of the Leicester, Leicestershire and Rutland Adult Care and Support Services Directory 2021.
- Notice of Hearing under The Licensing Act 2003 (Hearings) Regulations 2005 – Regulation 6 (4) in respect of the application for Maison Rose, 8 Market Place. Also copy correspondence from residents in relation to the licence application. Hearing took place on 31.08.21.
- 3 x copy Temporary Event Notices, two for events taking place at premises in the Market Place, one for an event at Bosworth Hall Hotel.
- Letter from Speedhub Triclub & Events advising that a triathlon event is scheduled to take place at the Water Park and on surrounding roads on Sunday 5 September 2021. Acknowledgement sent, thanking the group for keeping the PC informed, checking they have informed Highways, and stressing that the PC has no authority to approve what is planned.
- Correspondence from a resident in respect of weeds and overgrown grass creating a negative impact on the approach into Market Bosworth from Wellesborough Road, with reference to the roundabout area at the entrance to Pipistrelle Drive. Referred to Highways. Associated road sweeping issues reported to HBBC.
- 4 x copy correspondence from residents in respect of Appeal 20/01021/OUT, APP/k2420/W/21/3279808 and 21/00970/OUT

An item of correspondence of a sensitive nature had been received from a local business. The item had been distributed to Councillors for information prior to the Parish Council Meeting. **It was resolved under the 1960 Public Bodies (Admission to Meetings) Act** to discuss the item in **Closed Session** due to the confidential nature of the business to be discussed. A response to the correspondence was agreed.

### 14 Chairman's remarks

None.

### 15 To confirm the date, time and place of the next Parish Council Meeting

**Resolved:** the next meeting to be held on Tuesday 5 October 2021 at 7.00 pm in the Parish Hall.

The Chairman closed the meeting at 9.10 pm.

Signed ..... Date .....

Chairman

*Catherine Monkman, Parish Clerk, 8 September 2021*