

Market Bosworth Parish Council
Public Information Pack
Parish Council Meeting 6 December 2022

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C M Monkman
Catherine Monkman, Parish Clerk, 29 November 2022

1. PC Meeting item 4 (reports)

4(a) Parish Clerk – situation report

Borough Council wreath laying on Remembrance Sunday: In response to correspondence from the parish council, HBBC have confirmed that under correct protocol, the Mayor and Deputy Mayor of HBBC should lay wreaths at Hinckley and at Market Bosworth respectively representing the citizens of the Borough, while the Leader of the Council and Borough Councillor (Cllr M Cook) should lay wreaths at Hinckley and at Market Bosworth respectively representing the Borough Council itself. This protocol derives from when Market Bosworth was the centre of the formal rural district (Minutes p515 item 4c refers).

Heath Road Play Area: expenditure of £345 approved to D Whitfield for supply & installation of a new gate and gate post, which have been installed.

Parkrun: HBBC have confirmed that a weekly Parkrun is likely to commence at Market Bosworth Country Park on 17.12.22. The event is not being widely advertised for the first few weeks until the volunteer teams are settled in. Questions can be directed to the Volunteer Run Directors or HBBC. HBBC regard this as “fantastic news for the local area”.

Obstructive parking on Warwick Lane: a photograph of a car parked dangerously on the pavement at the junction of Warwick Lane and Southfield Way was forwarded to the Police on 24.11.22 with a request they contact the offender.

Barton Road: Carlton Parish Council reported a rising bump in Barton Road, Market Bosworth to Severn Trent on 10.11.22. Severn Trent agree the road is rising at that location. They have deployed listening equipment which has not detected any sound of a leak, and there is no evidence of water leakage at the ground surface, so they are going to continue to closely monitor the site.

Meeting with Dr Luke Evans MP: the meeting organised by Dr Luke Evans MP to meet with parish representatives has been rescheduled from 24.11.22 to 19.01.23.

Rural Market Towns Membership: the parish council is not yet receiving weekly or monthly bulletins due to administrative delays therefore there have been no benefits from the ‘free subscription’ to date. However, information about the group is freely available on their website <https://www.rsonline.org.uk/>.

4(f) Market Place Redevelopment Scheme

No update at time of issuing agenda.

4(h) Budget Webinar 11.11.22

Cllr N Palmer joined the budget webinar organised by LCC and has forwarded information on how to access the recording and copy of the presentation slides via the Leicestershire Communities website. Concerns raised about possibility of devolution of responsibilities and costs to Parish Councils which do not have their rates capped in the same way LCC does.

2. PC Meeting item 6 (planning)

6(a) Planning applications and appeals determined or withdrawn

- 22/00386/ADV 1 Market Place, one externally illuminated replacement fascia sign (retrospective). Permitted.
- 22/00588/LBC 1 Market Place, listed building consent for one externally illuminated replacement fascia sign (retrospective). Permitted.

- 22/00820/HOU 130 Station Road, dropped kerb. Permitted.
- 22/00886/HOU 25 Stanley Road, single storey side extension and garage extension. Permitted.
- 22/00891/HOU 2 Coton Bridge Lane, single storey rear extension. Permitted.

6(b) Planning application comments submitted under delegated powers

None.

6(c) New plans to comment on

- 22/01054/FUL Beechlea, 50 Barton Road, erection of ancillary nature lodge (8m x 10m outbuilding including viewing room and deck with canopy), land south of Old Park Spinney.
- 22/01064/TPO Market Bosworth Bowling Club, Oak tree (T1), reduce spread over building by 2m from tips.

6(d) Planning enforcement and other planning issues

- An Appeal has been made to the Secretary of State against HBBC's decision to refuse to grant planning permission to 21/00439/FUL, land to the rear of 122 Station Road, single dwelling with associated garaging, landscaping and alterations to existing access. The Appeal Ref is APP/K2420/W/22/3306126. Only additional comments can be submitted (ie not those already submitted to HBBC). Comments due by 12.12.22.

3. PC Meeting item 9 (cemetery)

9(a) Code of Working Practice

An updated Code of Working Practice is distributed to councillors separately with the agenda for approval. This is to be sent to all those who operate at the cemetery.

9(b) Cemetery Admin and Management Policy

This policy updates the existing and clarifies the processes for the practical and safe management of the cemetery site. The document complements the new Rules and Regulations adopted recently. It is distributed to councillors separately for approval.

9(c) Shelter and seat

Information including quotations from 3 contractors is distributed to councillors separately with the agenda.

9(d) PCIF application

Recommendation: that the Parish Council applies for a Parish & Community Initiative Fund grant from HBBC to part fund the shelter project by 50%. The draft application is distributed with the agenda for approval.

4. PC Meeting item 10 (PSPO consultation)

HBBC have contacted Parish Councils in respect of their Public Space Protection Order consultation as follows:

We are looking at covering the whole of the borough in the Public Space Protection Order (PSPO) known as a Blanket Order where all the offences such as Dogs on Leads in play areas, Radio controlled vehicles, BBQ's and such like will be included in the order (please find the current order attached).

Under the current order Dog Fouling is already a blanket offence, this works well and is less confusing for our residents as everywhere is the same. We would like the same for other persistent park's problems and feel that a blanket order would be a more consistent approach and be easier to manage by way of Enforcement.

However, if you want a particular site/park within your Parish to be enforced then signs would be needed to inform residents and park users of what they can and can't do. The signs would be funded by the parish themselves and not the Borough Council, Parishes can then decide whether they deem the site needs signage on the level of issues you have.

So, essentially what this would mean is that, instead of picking certain things to go into a PSPO, everything would be included but if there is an open space or park that the Parish feels the need to place notices and signs up then that would be the Parish Councils Responsibility to install but the Borough's to Enforce.

Please note this will not affect the current Parish restrictions already under the order, these will be automatically added into the consultation questionnaire.

If you need further information then please contact myself or Lisa Rees – Senior Clean Neighbourhood Officer copied into this email then by all means email either of us.

Or, myself or Lisa are more than happy to attend a Parish Council Meeting to discuss.

As we are working towards a public consultation, launching during January we require responses or comments back to us no later than December 31st.

The existing PSPO is attached to the agenda for councillors' information. The Parish Council might wish to consider inclusion of the Memorial Garden, Parish Field, play areas and cemetery in the PSPO under the categories below where there is already appropriate signage:

- 'Leads in specified areas' - Memorial Garden and Parish Field
- 'Exclusion of dogs from specified areas' - play areas and cemetery

The Parish Council has been fortunate that to date we have not experienced other offences listed in the PSPO. If it wishes to add other categories such as no cooking, barbequing, alcohol etc, then we would need to purchase signs accordingly.

5. PC Meeting item 11 (policies)

Distributed to councillors with the agenda for adoption are:

Health and Safety Policy and Health & Safety Policy Statement – these were originally adopted in 2019 and the content remains unchanged. It is good practice however to regularly review the documents, which have been re-typed to meet website accessibility requirements.

Play Area and Open Space Administration and Management Policy – originally adopted in December 2015 and overdue a review. The Policy has been updated and reviewed by members of the working party to ensure it ties in with working practice and is realistic. This also has been typed to meet website accessibility requirements.

Grievance Policy – this is a new policy. Councils should have in place a grievance process so that employees know how they can raise work-related concerns with the council, or, when their concerns are about a councillor, with the principal authority. The policy confirms that the council takes seriously its duty of care for employees and recognises the national Civility & Respect Project ('Special Feature' in SLCC's 'The Clerk' magazine November 2022). The policy is taken from the model grievance policy contained within legal topic note LTN 22 dated November 2019 issued by the National Association of Local Councils (NALC). The same policy has been adopted by other Leicestershire councils. Although NALC is currently reviewing its model grievance policy, it is not known when the new model will be available. It is advisable in the meantime to

have the existing model in place, so all parties are aware of due process. Gallagher's (broker referred to by MBPC and through whom insurance with Hiscox is purchased) insurance advice is that councils should have a grievance policy in place, as well as other appropriate policies, to effectively manage standards and behaviour, and risk for insurance purposes.

NALC have appointed a Civility and Respect Project Team who have also issued guidance on the roles and responsibilities of Councillors, Chair and the Clerk; the guidance is distributed to councillors with the agenda. The team is producing new model documents. Information on these is in the latest edition of 'The Clerk', copy to be distributed for information.

Complaints Procedure – this is a new policy. It is good practice to have a complaints procedure in place so that all parties understand how to deal with formal complaints. It is also good practice in terms of tying in with insurance cover in case there is legal action involved. As with the aforementioned policies, the document should be displayed on the Parish Council's website and as such it is in website accessibility format. The content is based on legal advice and a template issued by the NALC in their legal topic note dated 14 Oct 2022 (LTN9E Handling Complaints (England)). Reference has also been made to complaints procedures adopted by other Leicestershire councils.

Recommendation: that all documents be adopted as distributed and are posted on the Parish Council's website as per transparency requirements.

6. PC Meeting Item 12 (finance)

12(a) To consider grant applications submitted by Market Bosworth Festival, Market Bosworth DCC, 1st Market Bosworth Scout Group and Aspect Magazine

Grant applications received and recommendations from the finance working party are as below:

St Peter's DCC: request £3,000 contribution towards churchyard grass cutting. The Parish Council has for many years contributed up to £3,000 for the churchyard grass cutting. It is recommended the application be approved partly because the sum is far less than it would cost the Parish Council if the DCC handed over the responsibility of the Closed Churchyard to the Parish Council. Furthermore, the churchyard is a valued community space of tranquillity. **Recommendation:** grant up to £3,000 as requested.

Bosworth in Bloom: request £3,000 towards capital costs to pay for the flowers. Once again, the committee has managed to plant out and maintain award winning flower beds, baskets and troughs throughout the year winning a gold award. The flowers continue to draw people to the town and the displays on Park Street have certainly provoked much discussion on climate change. **Recommendation:** grant £3,000 as requested.

Bosworth Festival: request £500 towards Festival events. The events are open to all and attract visitors to the town, thus boosting the economy and contributing to the attractiveness of the town to live and work in. **Recommendation:** grant £500 as requested.

Aspect: request £500 to help to ensure the continued viability of the magazine in light of increased production costs. **Recommendation:** grant £500 as requested to contribute to the continuation of this community activity / asset which is valued especially by those without internet access.

1st Market Bosworth Scouts: request any amount the Parish Council may be willing to donate towards the cost of a minimum of £1,250 to purchase new tent poles which will allow for 30/36 additional spaces for

young people to sleep on camp, allow for 6 dining shelters and improve the safety of the tents / dining shelters. **Recommendation:** grant £750 towards the new tent poles.

12(b) To approve the insurance renewal with Hiscox

This is the third year of the Parish Council’s 3 year long term agreement with Hiscox, therefore quotations from alternative insurance providers have not been sought but will be in 2023. The renewal premium is £1,238.30, effective 11.12.22 – 10.12.23 (up from £1,111.81 partly because items have been added to the policy including 2 x large hexagonal bins, an information board and oak columns installed at the cemetery).

12(c) To agree extension of the Memorial Garden maintenance contract for a further 12 months

Lucinda Gardening Service was contracted for the Memorial Garden maintenance work for a trial period from September until the end of December 2022. The contract has gone well for both parties (contractor and Parish Council) and there has been a notable improvement to the condition of the site. It is recommended that the contract be extended for a further 12 months to bring it in line with other maintenance contracts which all fall due for renewal at the end of 2023.

12(d) To agree extension of the toilet block cleaning contract for a further 12 months

3 x quotations were sought from the current provider, Premier Company (i) to continue with the existing arrangement of 2 cleans per weekday and 1 clean per weekend day for a further 12 months (ii) to clean once per day for a further 12 months (iii) one off annual deep clean. The quotations received are distributed to councillors separately for consideration.

12(f), 12(g) & 12(h) Budget monitoring documents, draft budget and Precept

These are distributed to Parish Councillors separately with the agenda.

12(i) Car park charges

HBBC have contacted the Parish Council to say they are reviewing car park charges across the borough with a view to implementing some increases, and they wondered if the Parish Council would support an increase in the Rectory Lane car park. The finance working group recommends that the Parish Council should consider asking HBBC to increase car park charges at Rectory Lane car park to 50p per hour for the first 2 hours, £2 for 3 hours and £5 for 4 hours or more.

12(j) To note and approve bank balances, receipts and items of expenditure

Bank balances at 22.11.2022: Current account £154,245.54. Savings account £107,021.70.

Receipts

Name	Details	Net	VAT	Total
M G Evans	Cemetery fees	£125.00	£0.00	£125.00
Heart of England Co-Op FS	Cemetery fees	£50.00	£0.00	<u>£50.00</u>
				<u>£175.00</u>

Expenditure since November Parish Council Meeting

Name	Details	Net	VAT	Total
Bosworth Groundcare	Maintenance contracts	£839.36	£167.87	£1,007.23
PWLB	Car park loan repayment	£3,438.27	£0.00	£3,438.27
Safety Signs 4 Less	2 x CCTV warning signs	£31.05	£6.21	£37.26
Market Bosworth DCC	Grant for churchyard mowing	£516.00	£0.00	£516.00
Lucinda Gardening Service	Memorial Garden maintenance	£160.00	£0.00	£160.00

Market Bosworth DCC	Meeting room hire x 2	£84.00	£0.00	£84.00
Parish Clerk	November net salary	£1,318.53	£0.00	£1,318.53
Key holder	Toilet block key rota	£60.00	£0.00	£60.00
HBBC	Cemetery rates	£79.00	£0.00	<u>£79.00</u>
				<u>£6,700.29</u>

Expenditure to approve

Name	Details	Net	VAT	Total
Market Bosworth DCC (SO)	Office rent	£175.00	£0.00	£175.00
Water Plus (DD)	Cemetery water	£6.75	£0.00	£6.75
Water Plus (DD)	Toilet block water	£52.35	£0.00	£52.35
Total Energies	Toilet block electricity	£39.77	£1.98	£41.75
MBCL	BVPG meeting room hire	£16.00	£0.00	£16.00
Derek Whitfield	Replacement gate and gate post	£345.00	£0.00	£345.00
HBBC	Litter bin contract	£91.52	£18.30	£109.82
HBBC	To remove graffiti from play area	£77.71	£15.54	£93.25
Aubergine	Domain management fee for BVPG website	£30.00	£6.00	£36.00
HBBC	Litter bin servicing agreement	£183.04	£36.61	£219.65
Society of Local Council Clerks	Membership subscription	£187.00	£0.00	£187.00
Premier Company	Toilet block cleaning contract	£954.36	£190.87	£1,145.23
AJG Community Schemes (Hiscox)	Insurance renewal	£1,238.30	£0.00	£1,238.30
HSBC	Monthly bank charge	£8.00	£0.00	£8.00
Parish Clerk	Net salary	£1,793.43	£0.00	£1,793.43
Leicestershire County Council	Pension contributions	£669.67	£0.00	£669.67
HMRC	Q3 NI & Income tax	£1,229.24	£0.00	<u>£1,229.24</u>
				<u>£7,366.44</u>

7. PC Meeting item 13 (correspondence)

13(b) Correspondence re cycling facilities

Forwarded separately to councillors with the agenda is email correspondence, including a map, requesting the Parish Council's support for ideas on cycling facilities in and around the parish.

13(d) Miscellaneous correspondence

- LRALC November newsletter.
- RCC Impact Magazine.
- LCC Trading Standards newsletter.
- Carlton News.
- Email from LCC advising of changes to Stagecoach 7 – Measham – Atherstone – Fenny Drayton service. Previously routed Fenny Drayton to Witherley to Atherstone. Will now route Witherley, Fenny Drayton, Atherstone. The change in the routing looks to improve service punctuality, in particular to ensure the morning school day journey departing Witherley arrives punctually at Market Bosworth.
- Email from LCC Pensions Team advising of further consultation on the Local Government Pension Scheme Net Zero Climate Strategy consultation. Full details available to councillors on request – it is assumed no comment as per previous consultation (Minutes p504 item 12d refers).
- Copy email correspondence between a resident and HBBC licensing team re glasses left outside The Black Horse.