

## **Minutes of the meeting of Misterton with Walcote Parish Council Held on Thursday 14<sup>th</sup> January 2016 at 8pm at Walcote Memorial Hall**

**Present:** Cllr James Robertson (Chair), Cllr Elizabeth Marsh, Cllr Seph Green, Cllr Paul Hobbs, Cllr Lindsey Astle, Cathy Walsh (Clerk) and 2 members of the public.

### **1. Apologies for Absence**

None

### **2. Declarations Of Interest from Councillors**

None

### **3. To approve the minutes from the meeting held on 10.12.15**

**Resolved:** The minutes of the meeting were approved as a true record of proceedings.

### **4. To note any comments or questions from residents**

None

### **5. To note any planning matters**

None

### **6. Matters Arising**

#### **6.1. Routine Inspection of Children's Play Area - Chapel Lane**

The bench is missing bench slat, Nick Marsh volunteered to repair. Still ongoing.

**Action:** Nick Marsh

#### **6.2. A4304 Pedestrian Road Safety**

Following enquiries made with Leicestershire County Council (LCC) the clerk confirmed that an assisted crossing warden can be employed for the mornings only. The indicative cost is £1,500 a year for 3 hours a week.

#### **6.3. Tree at Chapel Lane with Dutch Elm Disease**

The diseased/dead tree needs to be felled. Cllr Green received a quote from Chapel Forestry of £360 to fell the tree and remove all waste from the site. The Parish Council (PC) felt that this quote was very reasonable and due to the urgency to remove the tree agreed to proceed with the quote.

#### **6.4. AED Kiosk**

The AED kiosk is looking shabby and needs cleaning. The PC also considered purchasing new 'Defibrillator' stickers to cover up the BT signage.

**Action:** Cllr Robertson volunteered to clean – ongoing.

**Action:** Cathy Walsh to look at costs for a notice board for the kiosk – ongoing.

**Action:** Cllr Marsh will inspect local kiosks for ideas.

**Action:** Cllr Hobbs will investigate purchasing stickers from van signage companies.

### **7. Children's Play Areas**

#### **7.1. To note the Routine Inspection of Children's Play Areas**

Inspections were held on 29.12.15 and 10.01.16. Points to note;

**Chapel Lane:** Due to the cold weather the Carousel is not rotating.

**Franks Lane:** The grind box (skateboard ramp) and concrete surfacing around the skateboard park is very slippery.

**Action:** Cllr Marsh will ask Nick Marsh if he can jet wash the area. (A patch test to be carried out prior to work commencing).

## 8. Financial Matters

### 8.1. Financial Statement

#### Balance Sheet and Bank Reconciliation for year ending 31st March 2016

Opening Balance	1-Apr-15	£11,368.98
Receipts to	9-Jan-16	£20,356.17
Payments to	9-Jan-16	-£17,398.30
Closing Balance	9-Jan-16	£14,326.85

The balance carried forward is represented by these funds

Current Account	£300.00
Business Reserve account	£14,026.75
Capital Reserve Account	£0.10

Add income received but not yet banked	£0.00
Less payments made but not yet presented	£0.00
Bank Reconciliation to 9-Jan-16	£14,326.85

The PC discussed the Capital Reserve Account and agreed to transfer any money earmarked and accumulated for special projects, e.g. Triangle Improvements to this account. This will make it easier to differentiate between general and earmarked funds. This will commence in the new financial year.

**Action:** Funds to transfer to identified at the next meeting.

### 8.2. Accounts for payment

There are no accounts for payment.

## 9. Motion to approve the Budget for the financial Year 01st April 2016 to 31st March 2017

**Resolved:** To approve the Budget for the Financial Year 01<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. Attached as appendix A.

## 10. Motion to approve the Precept for the financial Year 01st April 2016 to 31st March 2017

**Resolved:** To approve the Precept for the Financial Year 01<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

The Precept requirement is £13,459. This is a 1.8% or £1.17 increase per Band D property.

## 11. Motion to approve the Budget Statement for financial Year 01st April 2016 to 31st March 2017

For the benefit of the residents attending the meeting, Cllr Robertson read out the Budget Statement.

**Resolved:** To approve the Budget Statement for the Financial Year 01<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. Attached as appendix B.

## 12. A4304 Pedestrian Road Safety – to discuss any further developments

Following discussions and advice taken from the Safe & Sustainable Travel Team at LCC, the Parish Council concluded that the option of an assisted crossing warden would not be financially

viable. LCC and the PC have reservations due to the age of the children whether they would actually want to use the service. LCC also noted in their observations that they never saw any parents or residents helping the children cross the road. A good option to take this forward is for residents to be part of the Community Speedwatch Scheme.

The PC is interested in the idea of purchasing a Mobile Vehicle Activated Sign (MVAS). This can be purchased and shared between a number of Parish Councils.

**Action:** Clerk to make enquires with North Kilworth, Theddingworth, Lubenham and Lubenham Hill (Harborough District Council) to see if they would be interested in jointly purchasing a MVAS.

**Action:** Cllr Marsh will discuss the idea at the next Eight Parishes CIC meeting.

**Action:** To keep the matter on the agenda.

### **13. Triangle renovations and to consider quotes for resurfacing works**

**Action:** To carry forward to the next meeting.

### **14. Appointment of External Auditors** - To consider whether to opt out of the scheme whereby the Smaller Authorities' Audit Appointments Ltd formally appoint an external auditor on behalf of the Parish Council

**Resolved:** The PC needed further clarification of the details before making a decision on this.

**Action:** Clerk to contact LRALC

**Action:** To include on the next meeting's agenda

### **15. To receive updates on the following:**

#### **15.1. South Kilworth Road Field – Cllr Astle**

HDC has now delegated authority to proceed with the sale. The total costs are £1,350. They are happy to receive payment by cheque to avoid the £36 electronic transfer fee charged by our solicitors. In the short term the PC decided that the land should be used for grazing and began to think about long term options. The land will need a clean-up and hedge cutting once it's transferred. The PC would like a copy of a pro forma agreement for grazing and the clerk was asked to contact Dunton Bassett Parish Council as they have land for grazing.

**Action:** Clerk

#### **15.2. Footpath Improvement Project – Cllr Astle**

The maps and details of the walks are now on the Parish Council, Lutterworth Town Council and Leicestershire County Council's websites. Vattenfall's contribution to the footpath improvement project has been formally acknowledged in the walk descriptions. Cllr Astle has applied to Tesco Local Community Grant Scheme for funding towards more kissing gates. She has also applies for grant funding to the Eight Parishes Community Interest Company Community Fund.

#### **15.3. Lighting – to receive an update on lighting the lane leading to the village hall**

The Allotment Associated confirmed that they had no objections to the lighting proposals however they advised contacting the land owner with details of the lighting plans for his comments and approval.

**Action:** Clerk to email the land owner with details of the lighting proposals.

**Action:** Cllr Robertson will obtain a quote for low level PIR controlled lighting.

**Action:** Cllr Roberston will ask Misterton with Walcote Community Trust (MWCT) if they would be prepared to fund the additional electricity costs for the lighting proposals. (Post meeting note – MWCT confirmed that they are happy to pay the additional electricity costs).

## 16. Any Other Business – for notification only

### 16.1. Outdoor Gym Equipment

The PC is exploring the idea of installing outdoor gym equipment at Chapel Lane play area. Wicksteed Playgrounds provide equipment to trial and it was thought the best time to catch a large audience would be at the Memorial Hall's 10 year anniversary event on 18.06.16.

**Action:** Cllr Marsh to obtain further information from Wicksteed Playgrounds to present to MWCT at their meeting on 08.02.16.

**16.2. Lutterworth Town Council Joint Meeting 19.01.16** - to discuss recent responses to 1) Harborough District Council's Options consultation and 2) The various Magna Park planning applications that are soon to be determined by HDC. Cllr Astle confirmed that she will attend the meeting if work commitments let her.

### 16.3. Hedge Cutting Quotes

Cllr Green confirmed he will obtain quotes for hedge cutting and will bring these to the next meeting.

**Action:** Cllr Green.

### 16.4. South Kilworth Road Field – Insurance

The clerk had spoken to the PC's insurance brokers, Came & Company who confirmed that the PC's Public Liability Insurance will automatically cover us for any land that we own or acquire.

### 16.5. Firework Display

As part of the 10 year anniversary of the Memorial Hall, MWCT are hosting a community event on 18.06.16 at which there will be a fireworks display. A copy of Britannia Firework's Site Survey & Risk Assessment form and Public Liability Insurance document was forwarded to the PC.

### 16.6. Speed Limit Sign

The clerk reported that the Speed Limit sign and the 'Thank you for driving carefully' sign as you approach Walcote from North Kilworth were damaged. This had been reported to LCC Highways on 10.01.16.

### 16.7. Fence – Chapel Lane Allotments

A member of the Allotment Association asked the PC if they had any objections to installing rabbit fencing at the Chapel Lane allotments. The PC confirmed that they did not object.

### 16.8. Windfarm Community Fund

To advertise the next cycle of Windfarm Community Fund grant applications the PC agreed to place an article in the next edition of the Five Parishes Newsletter.

## 17. To confirm the date of the next meeting

The next meeting date was confirmed as Thursday 03<sup>rd</sup> March 2016 at 8pm

The Chair closed the meeting at 9.25pm.

**Appendix A****BUDGET - FINANCIAL YEAR 2016-2017**

INCOME CATEGORIES		2016-2017	
Bank Interest		£ 10.00	
Rent of S Kilworth Rd Field		£ -	
Allotment Association		£ 50.00	
Return of VAT paid in 2015-16		£ 1,937.30	
Expected surplus carried forward		£ 12,423.51	
<b>Estimated TOTAL INCOME</b>		<b>£ 14,420.81</b>	
EXPENSE CATEGORIES	Sub-totals	2016-2017	Notes - expected expenditure
<b>General Administration</b>	£ 8,085.00		
Audit Fee		£ 185.00	£120 Grant Thornton & £44 Internal Audit
Chairman's Allowances		£ -	
Clerk's Allowances		£ 200.00	£10 per month (using home as office). £6 per month (broadband)
Computing Equipment		£ 200.00	Budget £200 a year for next 3 years towards replacing Clerk's laptop
Election Expenses		£ 100.00	Budget £100 a year until next election year 2019 to cover expenses
Insurance Premium		£ 750.00	Also to include South Kilworth Road Field once transferred to the PC
Office Expenses		£ 300.00	
Rent of Hall		£ 150.00	
Salary		£ 5,500.00	
Subscriptions		£ 400.00	LRALC, RCC, SLCC, CPALC & Leicestershire & Rutland Playing Fields Association
Training Courses		£ 200.00	
Travel & Meeting Expenses		£ 100.00	
<b>Arts and Entertainment</b>	£ 1,500.00	£ 1,500.00	Walking Festival, Santa Hunt/Children's Party, 10th Anniversary of village hall
<b>Allotments - Rent</b>	£ 50.00	£ 50.00	£50 paid to HDC for rent of Bufton Allotments
<b>Village Hall</b>	£ 2,000.00	£ 2,000.00	Improve the lighting on the lane leading to the hall
<b>Churchyard Upkeep</b>	£ -	£ -	Not including grass cutting
<b>Parks &amp; Open Spaces</b>	£ 10,400.00		
Grass Cutting		£ 3,600.00	£2595 in 2015. In 2016 inc £160pm for verges. Total £3875. LCC pay £356.28
Hedge and Tree Maintenance		£ 1,500.00	Hedge laying perimeter fence by village hall, removal of Dutch Elm tree
Litter & Dog Waste Bins		£ 800.00	
South Kilworth Rd Field Improve		£ 2,000.00	
Triangle Renovations		£ 1,500.00	
Maintenance		£ 1,000.00	
<b>Playgrounds</b>	£ 2,150.00		
Play Areas Inspection		£ 150.00	£119.16
Maintenance		£ 1,000.00	
Equipment Reserve		£ 1,000.00	
<b>Public Information</b>	£ 525.00		
Website		£ 325.00	£325 Website support service
Newsletters/Adverts/Information		£ 200.00	
<b>Section 137 Payments</b>	£ 2,500.00		Limit for 2015-16 is £7.36 per elector (369 electors)
Grants to community groups		£ 2,500.00	
<b>Contingency Fund</b>	£ 670.00	£ 670.00	
<b>Earmarked Funds</b>	£ -		

Estimated TOTAL EXPENSES

£ 27,880.00

**Budget Requirement**  
**Council Tax Support Grant**  
**Precept Requirement**

£13,459.19

£13,459.19

Approved &amp; Signed: .....

Date: 03.03.16

**Misterton with Walcote Parish Council 2016-2017 Budget Statement**

In preparing the budget, for the financial year 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017, the Council had the following aspirations in mind:

- To meet the financial obligations of the Council
- To carry out those activities, which it was considered would improve the quality of the local environment
- To assist village organisations and thereby help to improve community cohesion

**The following points were noted.**

1. The budgeted Parish Precept is £67.91 per Band D property. This is a 1.8% or £1.17 increase in Council Tax.
2. Harborough District Council has ceased to provide a Council Tax Support grant for 2016-2017.
3. It is suggested that £2,500 be earmarked under section 137 of the Local Government Act 1972 for the Council's grant scheme to benefit residents of the parish.
4. The Council has ongoing plans to renovate The Triangle, as this is a focal point of the village. So a further £1,500 was placed in the budget towards the renovations. There is now £7,500 in the budget for the renovations as £3,000 was allocated in 2015-2016 and £3,000 allocated in 2014-2015.
5. £2,000 has been allocated towards improving the lighting and safety at the village hall. This is to improve the lighting on the lane leading to the village hall.
6. £1,500 has been earmarked towards Seasonal/Cultural events. This includes the Walking Festival, 10<sup>th</sup> Anniversary of the village hall celebrations and Santa Hunt/Children's party. The Council felt that such events were important for the village following the closure of The Tavern Inn.
7. The Council decided to add £200 a year to the budget for the next 3 years to cover the cost of replacing the Clerk's laptop.
8. The Council decided to add £100 a year to the budget until the next Parish Council elections in 2019 to cover election expenses.
9. Due to taking responsibility from Leicestershire County Council for cutting the verges throughout the parish the Grass Cutting budget has increased to £3,600.
10. Finally, it was thought prudent to allocate £670 in the Contingency Fund.

***Budget and Precept approved on: 14<sup>th</sup> January 2016***