

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON THURSDAY 25 NOVEMBER 2021 AT 7.30pm  
IN THE ALAN TALBOTT ROOM, VILLAGE HALL, STATION ROAD**

PRESENT: Councillors: G Brown, R Capewell, R Davis, D Glenis, C Grafton-Reed, S Oliver, R Patrick, P Shipman, Mrs M Stell, and M Swinfen

ALSO PRESENT Deputy Clerk, Leicestershire County Councillor N Bannister, District Councillor P Dann, Mike Price – Parkwood Leisure, Joe Johnson – Tree Warden and 2 residents.

CLERK: Parish Manager

APOLOGIES RECEIVED: Cllrs R Gahan, C Golding, Mrs M Fothergill and District Councillor W Liquorish

APOLOGIES NOT RECEIVED: Cllrs M Graves and G Mallaghan

3023/11/2021 **1. APOLOGIES**

Apologies were received and accepted from Cllrs R Gahan, C Golding, and Mrs M Fothergill and District Councillor W Liquorish.

3024/11/2021 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

Declarations of non-pecuniary interest were made by Cllrs G Brown, D Glenis, and C Grafton-Reed on item 19 of the agenda as members of Broughton Alive.

**3. PRESENTATION BY PARKWOOD LEISURE**

Members were provided with an update on current membership numbers after fully re-opening since the enforced closure due to the pandemic. They were also given a brief overview from a customer survey recently held which highlighted a general concern over the lack of car parking provision at peak times, to praising the staff and the centre on how clean and safe they felt when visiting the building. Mike informed Members that there will be challenging times ahead particularly with the increase in fuel costs, which may result in an increase in membership fees in 2022. The Parish Manager was requested to share the slides and survey

results with members after the meeting. Mike thanked the Members for their time and left the meeting at 7.40pm.

#### **PRESENTATION BY PARISH TREE WARDEN**

The tree warden, Joe Johnson, presented several suggested sites within the Parish to plant tree and hedge whips as part of the 950 he had secured from the Woodland Trust. Some of the highlighted areas were not owned or managed by the Parish Council so separate permissions must be sort from those landowners for planting. The Members fully support the project to increase the number of trees in and around the village, but however note the limited availability of Parish Council owned land. Councillor Swinfen proposed, and Councillor Mrs Stell seconded that the Parish Council will support the tree planting schemes on areas not belonging to the council and that further consideration is given to planting on Parish Council land.

3025/11/2021

#### **RESOLVED:**

- 1. That the Parish Council will give their support to tree planting schemes on areas identified on the proposal that do not belong to the Parish Council.**
- 2. That further consideration is to be given to planting on Parish Council owned land.**

#### **4. EXCLUSION OF PRESS AND PUBLIC**

Members agreed to pass a resolution in accordance with the Public Bodies (Admission to the meetings) Act 1960 to exclude the public and press for the discussion on agenda item 20 and 21 as they relate to confidential Personnel-Sub Committee minutes and the draft budget as publicity may be prejudicial to the nature of the business. Councillor Grafton-Reed proposed, and Councillor Glenis seconded that the press and public be excluded from item 20 and 21 of the agenda. A show of hands carried this unanimously.

3026/11/2021

**RESOLVED: That members of the public and press are excluded from the meeting during Items 20 and 21 of the agenda due to the confidential nature of business to be discussed.**

#### **5. MINUTES OF THE PARISH COUNCIL MEETING**

The minutes of the Parish Council meeting held on Thursday 14 October 2021 were presented to the Members. Councillor Capewell proposed, and Councillor Mrs Stell seconded that they were accepted as a true record. This was carried with a unanimous show of hands.

3027/11/2021

**RESOLVED: That the minutes of the Parish Council meeting held on Thursday 14 October 2021 are accepted as a true record.**

3028/11/2021

#### **6. PARISH COUNCIL RESOLUTIONS**

Members agreed to close PC2806/02/2021 – Grant Funding, following which the report on progress in completing Parish Council resolutions was accepted by the Members

3029/11/2021 7. **CHAIRS TIME**

### **Christmas Closure**

The Parish Office will close to the public at 1pm on Thursday 23 December 2021 and re-open at 9am on Tuesday 3 January 2022. During this time telephone messages will be checked once a day (excluding weekends and bank holidays).

### **Outstanding Debtors**

With reference to the outstanding debt of £560 (plus daily interest charges whilst this remains unpaid) this is owed to the Parish Council by Instafit, an application has been made to the small claims court to pursue the outstanding payment. Instafit has disputed the amount and has now opted for mediation between the two effected parties. A date for the mediation has been set for 8 December 2021 and the outcome will be shared with Members when concluded. Detailed evidence has been compiled by the Parish Office to support the amount outstanding.

### **Casual Vacancy**

3 enquiries have recently been received in relation to the Casual Vacancy on the Broughton South Ward. Application forms and information will be sent to each interested party with a view to co-opting a new member at the December meeting.

### **Planning Application**

You may all be aware that planning application **21/01975/OUT** has been received by the Parish Council, as consultees, for a 34-house development on the Coventry Road (next to the commercial development site which recently had approval).

The planning committee will be making their observations on behalf of the Parish Council on this application at their meeting on Monday 29 November 2021.

The development is sited within the area of separation between Broughton Astley and Sutton in the Elms and therefore, is not included in the Neighbourhood Plan as a site for housing.

Although an email has been received from the Local Planning Authority stating that they will be looking to refuse this application, I would encourage each member to individually make comment on this development through HDC's website [www.harborough.gov.uk](http://www.harborough.gov.uk).

### **Dan Howe**

I would just like to share with you the good news that former Councillor Dan Howe has successfully been appointed as Assistant Coroner, a career move he recently pursued but which caused him to have to resign as a Parish Councillor.

3030/11/2021 **8. PUBLIC FORUM**

The meeting was suspended at 20:19hrs and the Chair invited a member of the public to address the Council.

I would like to ask the council what plans there are to have the Devitt Way/Byre Crescent area double yellow lined? Cars are parked on the bend and with large lorries and buses trying to pass by there is an accident waiting to happen. I am particularly concerned that this may happen directly opposite the children's play area. The car park never seems to be full yet there are always cars parked on the road.

Councillor Grafton-Reed responded by informing the resident that although highways are not the responsibility of the Parish Council, they were fully aware of the issue raised. The Parish Manager provided the Chair with a copy of an email recently received from Leicestershire County Council's Highways department which detailed the various options and measures that could be put in place to combat the problem.

The Chair thanked the resident for raising his concerns with the Parish Council and closed the public forum at 20:27hrs.

3031/11/2021 **9. REPORTS FROM OUTSIDE BODIES**

**Christmas Weekend – Broughton Alive.** A full weekend of activities is planned for the weekend of 4 & 5 December 2021 which includes on Saturday the Christmas Fayre with stalls, mince pies, Ringrose BBQ with a guest to turn on the lights. On Sunday the Santa Fun Dash or Dawdle will take place followed by refreshments.

3032/11/2021 **10. COUNTY AND DISTRICT COUNCILLORS' REPORTS**

**Councillor Dann – provided the following report on behalf of himself and Councillor Golding who was unable to attend due to a previous engagement.**

**Corporate Plan** - This is the precursor to the District Councils Budget, Councillors have been briefed, and it is due to go to Cabinet next Monday. The plan is then going out District wide for comment, and then on to full Council in December. I am sure the Parish will have comments to make.

**Green Bin Collections** - The collections due this week have had to be suspended primarily due to driver Covid Sickness. This collection is being re-scheduled as soon as possible and the number of collections for the year will be completed.

**Green Bin Subscriptions** - The service has paid for itself, and we are awaiting confirmation of the final numbers of subscribers. We will supply the number to the Parish Manager.

**Planning Application 21/01975/OUT** - this application is speculative and is for 34 properties off Broughton Way, is totally contrary to local and neighbourhood plans. I have flagged up concerns to the Parish Manager.

Councillor Dann left the meeting at 20:36hrs

**County Councillor Neil Bannister – provided the following report:**

1. I am delighted to see and hear the Presentation by Joe Johnson, the Parish Tree Warden this evening. It is very topical as it helps introduce awareness for National Tree Week which begins on the 27 November 2021. You may have also received your edition of “Leicestershire Matters” this week which has a green theme throughout, including the headline of a Grant of £216,000 from the Forestry Commission which is to be shared between Parishes and Districts to go toward the purchasing and planting of the new trees.
2. The Leicestershire County Council adopted the Tree Management Strategy and Tree Charter at its Cabinet Meeting on the 19 November 2021 which sets out the management of the tree resource in the County and sets out the Tree Planting Plan to manage the delivery and planting of the 700,000 trees across the County. These relevant documents are available on the LCC website for anyone who wishes to learn more of the details.
3. The latest on the proposed reduction of the speed limit on Frolesworth Road from 60mph to 50mph - The consultation period has now concluded, and the County confirm there have been no objections to the reduction scheme going ahead. The County are now in the process of designing the signing scheme and to bring in the Traffic Regulation Order for a 50-mph speed limit to come into force from the 22 February 2022.
4. In respect of how the County assesses speed limits there is confirmation it is in accordance with the Guidance set out by the Dept of Transport, known as setting Local Speed Limits. I have been sent the circular which I have shared with Cllr Graves (as he raised this matter at the last meeting) and the Parish Office.
5. I can also give an update on the One-Way system being implemented. The Traffic Regulation Orders advertising the proposal for the One-Way Scheme are now published with a public consultation underway beginning on the 19 November and ending on the 10 December 2021. I have copies of the relevant Notices if anyone would like one.
6. At the last Parish Council meeting I was asked about the County Council policy on “garden grabbing” when a resident encroaches onto Highway land. The

County Council has responded to say that if any resident encroaches on to the Public Highway – meaning grass verge, footway, or carriageway – the resident will be asked to reinstate to its previous condition. The County can only take this action if the matter is reported to them or one of their Inspectors happens to notice it on a routine inspection. The County have confirmed there are no reports affecting Kiln Close.

7. I have raised the issue of the dangerous parking on Byre Crescent near to the junction of Devitt Way, in front of the new Spar shop development. The County have reviewed the parking situation at the location. The result of that further review is mixed. The County have suggested that waiting restrictions might be an answer although the County, itself, do not currently consider that they would implement this – but left the door open to the Members Highway Fund assisting in progressing such a scheme. The County remind me that any person who parks their car in such a way that is considered to be dangerous, or causes an obstruction, or is left on the road within 10 metres of a junction may be committing an offence under the Road Traffic Act and should be reported to the Police on their non-emergency number 101.
8. Meanwhile the County continues in its campaign for extra funding for the very lowest funded local authorities, which includes Leicestershire. A cross party campaign group is being formed to lobby for a significant cash injection into the system and to establish a floor that no local authority should fall under.
9. The County are also engaging with residents and stakeholders on two major strategies – the LCC Strategic Plan 2022-2026 (consultation 1/11/2021 to 21/01/2022) and the “Our Communities Approach 2022 - 2026”. A survey is open via the LCC website until the 21/01/2022.
10. Finally, disappointing news that Samuel Swinfin Burdett fell short in the Community vote for a green Plaque award. The winners included a Victoria Cross recipient (Lt. Col Philip Bent), a World War II fighter pilot (Sgt Herbert Black) , the founder of the Quaker movement (George Fox) and the first female pharmacist (Frances Deacon). I thank all who supported the nomination of Mr. Burdett particularly the Broughton Astley Heritage Society.

Councillor Oliver and Brown asked that once the 50mph speed limit is in place, would LCC be monitoring the impact and would any data be shared with the Parish Council.

Councillor Bannister left the meeting at 20:51

**Councillor Graves - did not attend and did not provide a report.**

**Councillor Liquorish – did not attend and did not provide a report**

## 11. SCHEDULE OF PAYMENTS

The Parish Manager presented the schedule of payments made for the period to 31 October 2021 which were accepted unanimously by Members with a show of hands. The Chair signed the Bank Reconciliations on behalf of the Parish Council.

3033/11/2021 **RESOLVED: That the schedule of payments and the month end statements for the period to 31 October 2021 were accepted unanimously. The Chair signed the Bank Reconciliations on behalf of the Parish Council.**

## 12. FINANCIAL STATEMENTS

The Parish Manager presented the financial statements for the period ending 31 October 2021.  
A show of hands accepted the Financial Statements unanimously.

3034/11/2021 **RESOLVED: That the financial statements for the period ending 31 October 2021 are accepted.**

## 13. S106 STATEMENT

The Members were presented with a statement as of 31 October 2021 detailing s106 payments and expiry dates allocated for Broughton Astley Parish Council.

3035/11/2021 **RESOLVED: That the statement as of 31 October 2021 detailing s106 payments and expiry dates for Broughton Astley Parish Council are accepted.**

## 14. GRANT APPLICATION STATUS

Members were presented with a report providing the status of any grant application being applied for as of 31 October 2021. Members wished for it to be recorded that they were delighted to see the tangible results of the Grant Administrators hard work in securing grant funding on behalf of the Parish Council.

3036/11/2021 **RESOLVED: That the status report provided as of 31 October 2021 detailing the progress of any grant application is accepted.**

## 15. ROSPA INSPECTION REPORT

The Members noted the outstanding issues and any new issues arising since the RoSPA report of October 2021 and noted that no new areas of concern were highlighted.

3037/11/2021 **RESOLVED: That the review of the outstanding RoSPA report is accepted.**

## 16. PLANNING MINUTES

The Parish Council received a copy of the minutes from the Planning meetings held on Monday 01 November 2021. The Chair thanks the committee for their work on behalf of the council and asked the Chair of Planning if there were any specific applications or decisions which warranted bringing to the attention of full Council. Cllr Mrs Stell highlighted the already mentioned application 21/01975/OUT, Coventry Road and application 21/00826/OUT, Sutton in the Elms which have or will be objected to.

1709.21 - 21/01641/FUL

3038/11/2021

**RESOLVED: Members wish to object due to the poor design which is contrived and overbearing with an unbalanced roof, and it is not characteristic to the area. To ensure this is a valid application, Members would request that land ownership is verified, and should the applicant apply for vehicular access we would strongly object as the footpath is widely used and currently unlit.**

**Members are also concerned with the number of trees and hedgerow that could be lost as it is currently a wildlife corridor.**

**We have noted and support Highways comments.**

1710.21 – 21/01753/FUL

3039/11/2021

**RESOLVED: No impact on the street scene or neighbours so no objections were raised.**

1711.21 – 21/01794/FUL

3040/11/2021

**RESOLVED: No objections.**

1712.21 – 21/01803/REM

3041/11/2021

**RESOLVED: Members request that knee rail fencing, and a life ring is installed around the pond for safety. The only other concern is that adequate parking is provided for the number of units to ensure that employees and those visiting the site do not have to park along the verges.**

1713.21 – 21/00826/OUT

3042/11/2021

**RESOLVED: Members support Highway's recommendations and would like to object.**

**The Planning Committee have read and support the objections raised by residents and feel that those raised by the residents on 16 October 2021 are particularly valid.**

**Our previous concerns remain with regards to applications for any additional housing in Sutton in the Elms, especially relating to access, the extra traffic that would be created by a further 9 dwellings and the affect this will have on existing services, such as sewers, which might struggle to cope.**

**This development is not supported by our Neighbourhood Plan as we have taken too many large dwellings and are concerned, if approved, what accumulative impact this would have on this quiet hamlet.**



**Members fail to see how the ‘Self Building Supporting Statement’ supports this application, would bring your attention to Paragraph 2.2**

**“The NPPF, in Para.62 states that within the context of establishing the amount of housing to be planned, “the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes)”**

**and would question how it complies with the above criteria.**

3043/11/2021 1714.21 – 21/0805/FUL  
**RESOLVED: No objections.**

## **17. NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP MINUTES**

Members received a copy of the minutes of the Neighbourhood Plan Delivery and Monitoring Group meeting held on Thursday 11 November 2021.

3044/11/2021 21.235 – Minutes of meeting  
**RESOLVED: That the minutes of the Neighbourhood Plan Delivery and Monitoring Groups meeting held on Thursday 02 September 2021 is accepted.**

3045/11/2021 21.236 – Outstanding Recommendations  
**RESOLVED: That the minutes of the Neighbourhood Plan Delivery and Monitoring Groups meeting held on Thursday 02 September 2021 is accepted.**

3046/11/2021 21.237 – Statement of Requirement  
**RESOLVED:**  
**1. That the Statement of Requirement is sent out to the agreed shortlist of consultants with a closing date of 20 December 2021.**  
**2. A meeting will be convened on 13 January 2022 to review tenders.**

## **18. ADMINISTRATION AND FINANCE COMMITTEE MINUTES**

Members received a copy of the Administration and Finance Committee minutes of the meeting held on 16 November 2021.

3047/11/2021 170.21 – Minutes  
**RESOLVED: That the minutes of the Administration and Finance meeting held on Thursday 09 September 2021 are accepted as a true record.**

3048/11/2021 171.21 – Outstanding Recommendations  
**RESOLVED: That the report on the outstanding recommendations is accepted.**

3049/11/2021 172.21 – Exclusion of the Public and Press  
**RESOLVED: That members of the public and press are excluded from the meeting during item 7 of the agenda due to confidential staffing matters and pre-approved budget considerations.**

3050/11/2021 173.21 – Public Works Loan Board  
**RESOLVED: That the Parish Council applies for the Public Works Loan Board loan of £150,000 before 6 January 2022 for Phase II of the Leisure Centre development.**

3051/11/2021 174.21 – Draft Budget 2022/23  
**RESOLVED: That the first draft of the proposed budget for 2022/23 is provided to the Parish Council for consideration at their next meeting.**

## 19. GRANT APPLICATION

A copy of a grant application from Broughton Alive for £2,000 was shared with Members for consideration. The application states that the grant is to be used to fund the annual Christmas Fayre in December 2021. Councillor Shipman proposed, and Councillor Swinfen seconded that the amount of £2,000 be awarded to Broughton Alive by way of a grant. A show hands carried this unanimously.

3052/11/2021 **RESOLVED: That the Parish Council awards Broughton Alive a grant of £2,000 towards funding the annual Christmas Fayre in December 2021.**

## 20. PERSONNEL SUB COMMITTEE MINUTES

A copy of the minutes of the Personnel Sub Committee meeting held on Wednesday 27 October 2021 were presented to the Members.

3053/11/2021 82.21 – Exclusion of press and public  
**RESOLVED: That members of the public and press are excluded from the meeting during items 4 through to 10 of the agenda due to its personal and confidential nature to employees.**

3054/11/2021 83.21 – Outstanding Recommendations  
**RESOLVED: That the report detailing the outstanding recommendations from previous meetings is accepted.**

3055/11/2021 84.21 – Parish Managers Appraisal  
**RESOLVED: That an appraisal is undertaken for the Parish Manager before the end of the year.**

3056/11/2021 85.21 – Pay Award 2021/22  
**RESOLVED: That the Committee noted the status on the pay award 2021/22.**

3057/11/2021 86.21 – Employer Contributions  
**RESOLVED: That the Members received the report detailing the increase in employer NI contributions from 1 April 2022.**

3058/11/2021 87.21 – Receptionist Post  
**RESOLVED: That the Parish Council makes the receptionist post permanent from 1 April 2022 on NJC PayScale 1-3 (£17,842 - £18,562) pro-rata.**

3059/11/2021 88.21 – Grounds Maintenance Staff  
**RESOLVED: That a new recruitment budget line is added to the 2022/23 budget to allow for the employment of a new member of the ground’s maintenance team, but the committee will consider the role in more depth before presenting the proposition to full council.**

3060/11/2021 89.21 - Incremental Pay Awards and Salary Budget Implications for 2022/23.  
**RESOLVED:**  
**1. That those members of staff who are eligible and have not reached the top of their pay scale (or grade boundary) are awarded an incremental pay increase from April 2022.**  
**2. That the Parish Manager is awarded an incremental pay increase from April 2022 in lieu of their annual appraisal.**  
**3. That the staffing budget is submitted to the Administration and Finance Committee for consideration and inclusion in the budget for 2022/23.**

**21. DRAFT BUDGET 2022/23**

Members received a copy of the second draft budget for 2022/23 which was first presented and scrutinised at the Administration and Finance Committee meeting on Tuesday 16 November 2021. The committee had made a few amendments and adjustments to the budget which was then approved to be presented to the full council at the November meeting. The second draft budget was received, and it was noted that the final budget and precept request will be agreed and approved at the full council meeting in December once the housing allocation figures have been received from Harborough District Council. Members wished for it to be recorded that the Deputy Clerk had undertaken a very prudent course of action in securing a three-year fixed rate on the fuel providers for the Parish Council owned properties.

3061/11/2021 **RESOLVED: That the draft budget for 2022/23 is submitted to the Parish Council at its meeting on Thursday 16 December 2021 for final approval and agreement of the precept request to be made the Harborough District Council.**

3062/11/2021 The meeting closed at 9.25pm

Minutes approved and accepted as correct  
.....Chair  
Dated.....