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**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 21 MARCH 2024
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors D Beasley, G Brown, Miss A Butteriss, R Davis, R Gahan, D Glenis, C Golding, C Grafton-Reed, M Graves S.Oliver, R Patrick, P Shipman, Mrs M Stell (Chair), Mrs L Teague and A Teague-Concannon.

CLERK: Parish Manager

ALSO PRESENT: Deputy Clerk, Responsible Finance Officer, County Councillor N Bannister, District Councillors P Dann and two members of the Parish.

1. APOLOGIES

3702/03/2024 **RESOLVED:** That apologies were received and accepted from Councillor D Clarke and District Councillor J Worrell.

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

3703/03/2024 **RESOLVED:** A declaration of a financial interest was made by Cllr Graves at the point Item 15 of the agenda commenced.

3. County and District Councillors Reports

3704/03/2024 **RESOLVED:** The reports from County and District Councillors were received.
Copies of the submitted reports from Cllrs Bannister and Dann can be found in Appendix A along with the comments made by Cllrs Grafton-Reed and Graves.

4. PRESENTATION BY PARKINSON PARTNERSHIP

3705/03/20246 Members received a report supported by a presentation from the author, Steven Parkinson, following a review of the Parish Council's Financial procedures. **A copy of this report can be found in Appendix A.** The Parish Office will now put together an information pack which will be given to each Member detailing the exact documentation they will be receiving on a monthly, quarterly, and annual basis following the outcome of the review.

This document is also available in large print.

Councillors Bannister and Dann left the meeting at 19:56

5. PARISH COUNCIL MINUTES - 15 February 2024

3706/03/2024 **RESOLVED:** That the Parish Council minutes of 15 February 2024 were proposed and seconded by Cllrs Grafton-Reed and Davis as a true record and were duly signed.

6. PARISH COUNCIL OUTSTANDING RESOLUTIONS

Outstanding resolutions report has been updated to reflect any comments or developments identified during the meeting. Update to PC 2784/01/2021, 3172/03/2022, 3657/12/2023 required.

3707/03/2024 **RESOLVED:** To accept the Parish Council's outstanding resolutions.

7. COMMUNICATIONS FROM THE CHAIR

3708/03/2024 **RESOLVED:** Cllr Mrs Stell informed members of the following:

1. That she attended a very useful training course on Committees, Sub-Committees and Working Parties.
2. That she took part in the planting up of the new planters in conjunction with the Volunteer Group.

8. PUBLIC FORUM

3709/03/2024 A member of the public addressed the council referencing a Member Motion that had been submitted questioning that the Parish Council's accounting was non-compliant, having heard Parkinson Partnership's report, feels that unnecessary stress was put on the former Responsible Finance Officer which was not required.

One member of the public left the meeting and two members of the Cricket Club arrived at 20:10hrs.

9. PLANNING MEETING – 4 MARCH 2024

3710/03/2024 **RESOLVED:** The minutes of the Planning meeting were received and accepted.

10. NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP MINUTES – 14 MARCH 2024

3711/03/2024 **RESOLVED:** The Neighbourhood Plan Delivery and Monitoring Group minutes were received and accepted.

11. REPORTS FROM OUTSIDE BODIES

3712/03/2024 No reports were provided.

12. PARISH MANAGERS REPORT

3713/03/2024

RESOLVED: The Parish Managers report was received and accepted. A copy of the report can be found in Appendix A.

13. SCHEDULE OF PAYMENTS, BANK RECONCILIATIONS AND OUTSTANDING DEBTORS AND CREDITS – 29 FEBRUARY 2024

3714/03/2024

RESOLVED: Councillor Grafton-Reed proposed, and Councillor Shipman seconded that the schedule of payments, bank reconciliation and outstanding debtors and creditors statements are accepted. Carried unanimously by a show of hands. The Chair signed the Bank Reconciliations.

14. CRICKET CLUB – PROPOSED FENCING

Members received a report detailing a request from the Cricket Club to place approximately 70 metres of advertising hoarding along the hedge line at the Recreation Ground. The Parish Manager stated that she would need to seek advice from the Parish Council's insurance company and solicitor in light that the hoardings will become an annual fixture during each cricket season. Councillor Golding proposed, and Councillor Glenis seconded that the Cricket Club are permitted to place the advertising hoarding on the Recreation Ground with the understanding that any damaged or defaced hoardings will be removed or replaced.

3715/03/2024

RESOLVED:

1. That the Cricket Club is permitted to place, during the cricket season only, advertising hoarding along the recreation ground hedge line for approximately 70 metres. The Club will be responsible for removing or replacing any damaged or defaced hoarding immediately.
2. That the Parish Manager will seek advice from the Parish Council's insurance company and solicitor with regards to this being a permanent annual feature.

15. ADDITIONAL FLOOD RELIEF WORKS

Members received a report with details of work required to provide some additional flood relief to the cycle/footpath on the leisure centre site. Members noted that an approach to the current on-site contractor was made to provide the quotation to carry out the required works. Councillor Miss A Butteriss proposed, and Councillor R Patrick seconded that TGR Landscaping undertakes the work at a cost of £3,100 excluding VAT.

3716/03/2024

RESOLVED: That TGR Landscaping carry out the additional flood relief works at the Leisure Centre site at a cost of £3,100 excluding VAT.

Councillor Oliver left the meeting at 20:58hrs.

16. ENVIRONMENTAL GRANT

Members received a report detailing the Environment grant available from Harborough District Council. Members were asked to consider relevant projects within the Parish that an application could be submitted for. This report will be brought back to full council in April for consideration.

This document is also available in large print.

3717/03/2024 **RESOLVED: That Members will consider projects that could be funded from the Environmental grant available from Harborough District Council. This report will be brought back to full council in April 2024.**

17. EXCLUSION OF PUBLIC AND PRESS

Members agreed to exclude the public and press from agenda item 18 in accordance with the Public Bodies (Admission to the meetings) Act 1969 as they contain confidential information. Councillors Glenis and Gahan proposed and seconded that the Council exclude the public and press.

3718/03/2024 **RESOLVED: That the public and press are excluded from the meeting in accordance with the Public Bodies (Admission to the meetings) Act 1960 as they contain confidential information.**

Members of the public left the meeting at 21.00hrs.

18. STAFFING COMMITTEE MEETING MINUTES – 12 FEBRUARY 2024.

Members received the minutes from the Staffing Committee held on 12 February 2024.

3719/03/2024 **RESOLVED: That the minutes of the Staffing Committee were received by the Parish Council.**

3720/03/2024 The meeting closed at 21:02hrs.

Minutes approved and accepted as correct

.....Chair

Dated.....

OUTSTANDING RESOLUTIONS OF THE PARISH COUNCIL AND ACTIONS FROM COMMITTEES

APRIL 2024 Progress Report

REF	SOURCE & DATE	RESOLUTION / AGREEMENTS / ACTION	PROGRESS	ACTION DATES	COMPLETION
2784/01/2021	JAN 2021	RESOLVED: NEIGHBOURHOOD PLAN STATUS That the Parish Council will be provided with the final draft copy of the Neighbourhood Plan (NHP) when it becomes available.	2 nd Draft Housing Needs Assessment (HNA) due January 2023 - Completed Next meeting to be arranged.	Provisional date of NHP - TBA	ON-GOING
2864/04/2021	APRIL 2021	RESOLVED: STAFFING A new Human Resources Policy will be created which will include staff appraisal process, approval procedures for incremental pay awards, national pay awards, review of job descriptions and person specifications.	To be produced by Deputy Clerk Number of policies updated and implemented – remaining to be completed	April/May 2024	ON-GOING
3172/03/2022	MARCH 2022	RESOLVED: SCOUT GROUP LEASE 1. That the Parish Council amends the lease agreement with the Broughton Astley Scout Group as requested. 2. That the Parish Council offers a period of lease to be agreed to allow Broughton Astley Scout Group to achieve their funding objective. 3. That Broughton Astley Scout Group will be given permission to sub-let the premises by prior agreement on a case-by-case basis.	Email sent to Scout group advising of resolution – await further clarification of term of lease required before proceeding. Scouts have come back requesting a 20-year lease – solicitor to be contacted.	Letter sent on 29.03.22 Chased solicitor 10.04.2024 See Parish Managers report for latest status.	1. COMPLETE ON-GOING
3323/08/2022	AUGUST 2022	RESOLVED: OUTSTANDING RECOMMENDATIONS 1. That the Parish Manager sources costs of having job evaluations carried out on each staff member	Job evaluations to be scheduled when new Deputy Clerk has been in post for a year.	To be received at Staffing meeting in new municipal year	1. ON-GOING

(F)

3373/10 /2022	OCT 2022	<p>RESOLVED: REPLACEMENT DOORS – VILLAGE HALL That the quotation from GLS Windows is accepted at a cost of £2,978.33 exclusive of VAT for replacement UPVC entrance doors to the Village Hall.</p> <p>Refund of the £869.88 deposit paid requested as works not undertaken. Following the application for a County Court Judgement and the Warrant of Control this has now increased to £1,022.88</p>	<p>Small Claims has been issued for recovery of money. Application made for CCJ w/c 24.04.23</p> <p>Warrant of control applied for July 2023 and issued August 2023.</p> <p>Waiting to hear updates from the court as to whether bailiff visits are successful.</p> <p>First Notice has been issued to place GLS into Administration – they have until the 12th May to appeal.</p>	<p>Have been led to believe that GLS have gone into administration, but they are still showing as trading on Companies House. Will continue to monitor.</p>	ON-GOING
3508/04 /2023	**Reinstated	<p>RESOLVED: FINANCIAL REVIEW OF ACCOUNTS</p> <ul style="list-style-type: none"> Broughton Astley Parish Council obtain without further delay three quotations from suitably regulated and independent accountancy companies, each specialising in Local Government Accounting practices. The specification for these quotations stipulating a comprehensive review of current Broughton Astley Parish Council's financial practices and reporting resulting in a full un-redacted report being supplied to all Broughton Astley Parish Councillors, allowing them sufficient time for reading the report and noting any queries or issues felt needing to be raised and answered in open forum. This to be followed by an agenda item at the next full council meeting following receipt of the report, to allow for members to raise any specific queries or points of uncertainty in the presence of the report's author, and to finally allow Broughton Astley Parish Council to move forward with a unified and agreed process of financial management and reporting formats. 	<p>Update of progress to be supplied to Council</p> <p>See Ref: 3654/122023 - REVIEW OF FINANCIAL PROCESSES below for further detail</p>	<p>Report provided at December meeting</p>	COMPLETE

3510/04 /2023	APRIL 2023	RESOLVED: BROUGHTON ASTLEY CRICKET CLUB - FENCING 1. That a review is held at the end of 2024 cricket season.	Cricket Club to attend PC meeting end of 2024 season to review. 2) Request receive from Cricket Club to amend the type of fencing to be installed to enable them to have advertising hoarding for fund raising. - Council agreed 21/03/24	1. ON-GOING 2. COMPLETE See PC 3715/03/2024
3512/04 /2023	APRIL 2023	RESOLVED: RECREATION GROUND FOOTPATH 1. That an inventory is made of all the external surfaces the Parish Council are responsible for.	Inventory to be created by Cllr Gahan	ON-GOING
3568/06 /2023	JUNE 2023	RESOLVED: BROUGHTON ASTLEY CRICKET CLUB - NETS That the Parish Council agree in principle to the installation of permanent nets at the recreation ground, subject to further discussions on the location.	Cricket Club to further investigate funding Cricket Club contacted to see if this is something they are still pursuing 07.02.24	COMPLETE Confirmed they are but won't be until 2025 at the earliest. Will come back to us with a proposal once at the point to move forward.
3585/08 /2023	AUGUST 2023	RESOLVED: MEMBERS MOTION - LEISURE CENTRE CARPARK 1. That a working party will be set up to investigate the potential size, space and the costs involved to potentially provide additional car parking spaces on the Broughton Astley Leisure Centre site. 2. Working party to report back each month any findings to Parish Council	Members confirmed as Councillors Golding, Grafton-Reed, Gahan & Clarke <ul style="list-style-type: none"> • Requests for indicative pricing for car park extension on land between car park 5G pitch sent to 11 contractors 18.03.24 • 2 indicative quotes received • 2 further indicative quotes expected • 3 have indicated they will be prepared to participate in tender but cannot quote until final design provided • 1 has declined to participate at this stage 	COMPLETE Group to meet before New Year '24 Working party to meet in April to review and develop next actions ON-GOING

3637/11 /2023	NOVEMBER 2023	RESOLVED: S106 GRANT FUNDING That Broughton Astley Volunteer Group are asked to provide the Parish Office with a list of equipment and materials needed to provide the high level raised beds for the Community Allotments.	Email sent to BAVG requesting information. Chased BAVG for information.	ON-GOING
3697/02 /2024	NOVEMBER 2023	RESOLVED: S106 GRANT FUNDING – SCOUTS That a working party consisting of Cllrs Glenis, Shipman and Gahan is formed to look at alternative uses for the S106 funds should the Scouts be unable to proceed. Advised by HDC that there is no spend date (error on the legal document, failed to include it) asked council to still consider the proposal put forward.	Suggestion for project put forward at February Meeting. Council agreed in principle to the suggested project but requested further details and additional quotes be provided and brought back for consideration.	ON-GOING Quotes requested, to be presented at April PC Meeting See Report at Agenda point 14
3638/11 /2023	NOVEMBER 2023	RESOLVED: NNDR REVIEW That the Parish Council requests their appointed solicitor to draft a letter to Parkwood Leisure and once a response has been received will seek a further review and comment from the solicitor.	Letter of response agreed and sent to Parkwood agreeing the novation to CAF (registered Charity) subject to confirmation from HDC that they qualify for the Mandatory Relief. HMRC confirmation of charity status received, but not confirmation from HDC as requested – Are Council happy to accept? Email from HDC NNDR Officer to Parkwood provided to the PC office 10.04.24 confirming Mandatory relief will apply for CAF.	COMPLETE COMPLETE
3654/12 2023	DECEMBER 2023	RESOLVED: REVIEW OF FINANCIAL PROCESSES That Parkinson Partnership is approached to undertake a review of the Parish Councils financial processes.	Parkinson Group to attend at the end of February 2024 to review the Financial Processes in place, and to attend the March P/C Meeting to present their findings.	COMPLETE

3696/02 /2021	February 2024	RESOLVED: REPLACEMENT NOTICEBOARD That a replacement recycled plastic noticeboard be purchased to replace the existing wooden one outside the Village Hall.	Ordered 19 th February 2024, delivery expected beginning of April 2024.	Delivery received, Installation to be completed w/c 15.04.2024	COMPLETE
3715/03 /2024	March 2024	RESOLVED: CRICKET CLUB 1. That the Cricket Club is permitted to place, during the cricket season only, advertising hoarding along the recreation ground hedge line for approximately 70 metres. The Club will be responsible for removing or replacing any damaged or defaced hoarding immediately. 2. That the Parish Manger will seek advice from the Parish Council's insurance company and solicitor with regards to this being a permanent annual feature.			COMPLETE ON-GOING
3716/03 /2024	March 2024	RESOLVED: ADDITIONAL FLOODING RELIEF WORK That TGR Landscaping are engaged to undertake the regrading and reseedling works alongside the cycle/footway at the Leisure Centre.	Works scheduled to be undertaken over the weekend of the 13 th /14 th April		ON-GOING

OUTSTANDING FROM DISTRICT COUNCIL

REF	SOURCE & DATE	ACTION	PROGRESS	ACTION DATES	COMPLETION

LOCAL GOVERNMENT ACT 1972

NOTICE OF ANNUAL PARISH MEETING OF THE PARISH OF BROUGHTON ASTLEY

NOTICE IS HEREBY GIVEN THAT -

The Annual Assembly of the Parish Meeting of Electors of the Parish of Broughton Astley will be held on **Thursday 18 April 2024 at 8.00 pm** in the Alan Talbott Room, Village Hall, Station Road, Broughton Astley.

The Parish Council meeting will commence at **7.30pm**

Such persons as are registered as local government electors for the above parish will be entitled to vote at the meeting, but the meeting will be open to the public during its proceedings, unless the Parish Meeting by resolution otherwise direct.

The business to be transacted at the Meeting will be as follows: -

1. Minutes of the ANNUAL PARISH MEETING 2023
2. To Receive the Chair of the Parish Council's Report for the Municipal Year 2023/24
3. Other relevant business by consent of the Chair

**Cllr Mrs Maureen Stell
Chair of the Parish Council**

Dated this 4th day of April 2024

**MINUTES OF THE 129th ANNUAL PARISH MEETING OF LOCAL GOVERNMENT
ELECTORS OF THE PARISH OF BROUGHTON ASTLEY HELD ON
THURSDAY 20 APRIL 2023**

PRESENT: Councillors G Brown, Miss A Butteriss, R Capewell, R Davis, R Gahan, D Glenis, C Golding, C Grafton-Reed (Chair), M Graves, S Oliver, R Patrick, P Shipman, Mrs M Stell, M Swinfen, A Teague-Concannon and J Worrell

ALSO PRESENT: Deputy Clerk Mrs E Patrick, County Councillor N Bannister, District Councillor P Dann, Chair of Broughton Astley Volunteer Group and 2 residents of the Parish

Clerk: Parish Manager

Apologies: No apologies received

MINUTES: The Parish Manager confirmed that the Minutes of the 128th Annual Parish Meeting held on 21 April 2022 of the Electors of Broughton Astley have been recorded in the Minute Book. The Minutes were accepted unanimously and signed by the Chair as a correct record.

MATTERS ARISING: There were no matters arising.

CHAIR OF THE COUNCIL - ANNUAL REPORT

Annual Report – 2022-23

This past council year has been one of celebration with the Queens Platinum Jubilee in June and great sadness of her passing in September. In terms of our Parish Council, it has been one of steady progress in returning to delivering all the services expected of the Parish Council.

The finances of the Parish Council are fundamentally sound with sufficient reserves as we are required to hold. In a normal year we look to have a small surplus of around £30-35,000 at the end of the year. However, this year it is likely to be higher due to the reduction in the number of employees for part of the year which I will comment on later. The final financial figures need to be verified by the auditors.

After several years of limited increases to the Precept, it has been set for next year 2023-24 at £378,937, an increase of approximately 10%. This is mainly driven by two elements, much higher utility costs which so far have been mitigated by the fixed price contracts the Parish Office had put in place and an expected increase in national public sector pay. Pay makes the largest part of our spend and the Parish follows the National Joint Councils pay scales. This should keep our rates of pay in line with other councils for people doing the same type of role. It also means that Parish Councillors do not decide the pay of individual members of staff so avoiding any issues of partiality or otherwise.

Work has finally started on the combined cycleway / footpath across our Leisure Centre site. It will be 3m wide and run from the current footpath entrance by the Bull public house car park, parallel to the 3G pitch to the existing Leisure Centre car park. It has been an overly long process to get to the start of the construction, originally due to Leicestershire County Council (LCC) insisting on street lighting being installed along the length of the path. After a

great deal of discussion between LCC and our project managers, Parkwood, that requirement has been removed. The new footpath will significantly improve disabled peoples access from the village to the Aldi supermarket.

In parallel we finally secured the diversion of the foot path, Public Right of Way (PROW044) which currently runs around the Thomas Estley playing field to now follow the new combined footpath cycleway. It is worth noting that the playing field is not public open land for people to roam around or exercise their dogs on. Unfortunately, LCC would not let us to implement the diversion ahead of the new footpath being built but that is now underway. The work is expected to take 8 weeks and will finally allow Thomas Estley to secure their school field, eliminate the dog fouling problem and a potential safeguarding issue which Ofsted had repeatedly reported.

Considering the operation of the Parish Office, after having completed a review, there is to be a significant change roles and responsibilities. Nicola Elson will step back from the Deputy Clerk role and a new Deputy Clerk; Ella Patrick has been recruited. It is worth noting that it took some time to find a suitable candidate, so I wish her all the best in learning about local authority working and the Deputy Clerk Role. Nicola will now focus entirely on the Council finances as the Responsible Financial Officer. These changes are intended to reduce the load on the Parish Manager to a more sustainable level.

Members of the Council will recall that earlier in the year our Grounds Maintenance assistant, Nick Algate celebrated being with the Council for fifteen years. Naturally we hope he will be with us for many more. He has also completed his training to carry out "topple testing" which we are obliged to carry out on the memorial stones at the cemetery. Previously we paid for this to be carried out so we will now make a sizeable saving on our work plus it creates the potential for the Parish Council to hire Nick out to other Parish Councils who do not have trained staff which could bring in additional revenue.

Sadly, we have had two members of staff leave during the year. Anita Percy, our grants officer left in November 2022 to pursue alternative career options. I reiterate my thanks to her for the excellent work she did for the Council in securing significant sums of grant funding. Her work on locating and progressing grants will now be handled by the Deputy Clerk Ella. One of our Grounds Maintenance Assistants, Davey DeMarco left in March, having done an excellent job in the short time he was with us. Sadly, we could not compete with the external market in terms of rates of pay.

Progress on the revision to the Neighbourhood plan with a new Consultant, YourLocale, has been slower than I would have liked. Significant revisions have been made to the earlier draft. A new Housing Needs Assessment report and Design Code Assessment report have had to be completed as part of the supporting evidence required for the new revision. It is expected the Harborough District Council (HDC) will be re-opening their Local Plan, but need to press on to complete our Neighbourhood Plan to provide the best protection against the many developers would wish to build around Broughton Astley. We are already seeing significant pressure from would-be developers trying to push forward large developments on the southern side of Broughton Astley which would have very significant impact on level of traffic passing through. We have also seen applications passed in Sutton-In-The-Elms due to failures in HDC which could trigger other applications to be passed using the same loophole in direct contradiction to the Neighbourhood Plan and residents wishes.

The usage of the Village Hall is still recovering from the impact of Covid and is now running about 14% below pre-Covid level. Football pitch hire on Frolesworth Road Recreation Ground has seen a reduction of 73.5% due to three football teams no longer hiring pitches.

In contrast, the Leisure Centre continues to operate well with good reports from the centre manager and customers alike. In March the membership was a healthy 1728 with a full year of 100% staff retentions, something which is notable in the leisure industry. I remind councillors that the management fee negotiated by us in the original contract covers the public works loans which the Parish Council had to take out to make the centre a successful reality.

Obviously not everything is perfect and as in my report last year, the Parish Council is fully aware of the challenge of car parking at peak evening times. If there were a simple answer, we would have actioned it but at present we do not have a financially viable route to fund an expansion without taking on unfunded debt. I expect the Parish Council to continue looking for a solution it can credibly bring forward.

On a more positive note, several projects were successfully completed this year including the installation of rainwater retention units on both allotments site thus reducing the amount of mains water required on the sites. This was funded by a Severn Trent grant. New play equipment was installed on the Frolesworth Road recreation ground. We are fortunate to have such a well-equipped and maintained play area which is very much appreciated by parent and grandparents as much as the children. Two new defibrillators were installed, one on Coventry Road and one at the recreation ground funded by public donations and our community group. Grant funding paid for new decking and pathway in the wildlife area on the allotments installed back in June of 2022.

The Parish Council continued to support community events organised by various community groups throughout the year and donated £3,000 towards a replacement Community Bus which is now on order. We are supporting the fund-raising efforts of the Air Ambulance by providing a location for their Clothing bank which offers a route to recycle unwanted cloths.

Two S106 projects namely the replacement fencing for the allotments and the improvements in the cemetery are being progressed but are delayed by the lack of response from HDC on Letters of Indemnity. Having agreed them in November 2022 and been provided with final copies of the necessary documents in January 2023 we still have not received them back. I have chased these repeatedly and copied District Councillors so far and will continued to do so.

One piece of work which would have gone unreported but was brought to my attention by the Parish Manager is that after the issues we faced with the lack of financial protection of Council funds with banks etc, the Parish Office raised the issue with the National Association of Local Councils. (NALC). NALC agree there is a problem to be resolve here and are now lobbying the appropriate institutions and regulators at a national level. I like to think this shows the Parish staff are listened to by these national organisations and are working, quietly, without fanfare in the background for all our residents.

Clive Grafton-Reed

Chairman – Broughton Astley Parish Council.

Public Forum

There was one member of the public who wished to speak.

Mark Barber – Chair of Broughton Astley Volunteer Group

Another busy year for the BAVG, I cannot possibly mention all what we have done this year, so I will keep this report as brief as possible.

We have continued to support and encourage the social groups that come under the umbrella of the BAVG, as well as offering support to other groups when needed.

The Intouch magazine is still the main method of communication to residents in the village we now distribute to approximately 4000 homes and businesses within the parish.

Communication is vital and many do not partake in social media, social media does not reach out as far as many people think, we must remember that it is algorithms which decide who and what we see.

The Broughton Astley Gardeners Association kindly handed over the keys to the building complex at the Western Willows allotment site along with a generous donation of cash, our sincere thanks to the BAGA committee with special thanks to Colin Golding. Work starts next week to start converting the building as a base for a Men in Sheds project, we plan to open the building up as a base for woodworking as well as a base for our gardeners and for the community allotment. The last act of BAGA was the funding of a defibrillator, the BAVG have taken over the maintenance of that defib, we have also posted online training as well as helping to arrange two classes in the use of not only that defib but all the others around the village.

Last month the BAVG became one of six beneficiaries of a community grant from the Hinckley and Rugby Building society, this money has kick started the community allotment project, there is still plenty to do but now at least planned planting can take place while the site is further developed.

Last year we celebrated our late Queens Jubilee with a party in the grounds of St Mary's Church, the sun came out and it was a fantastic success. We were delighted to be able to present the Reverend Sharon Constable with a cheque for £480.

Later in the year we organised a Carol Concert proceeds of which went to the Salvation Army whose band provided the music, this raised funds for the local branch which covers our village.

We still provide litter picking equipment for individuals, and its thanks to these individuals that we now have much less litter in the village.

The BAVG, through grant funding from the Co-Operative community fund, were at last able to arrange two benches to be installed down on the Western Willows Wildlife Garden.

Work has continued in St Mary's Wildlife Garden throughout the year and now the benefits can really be seen.

We still actively collect for the Trussell Trust foodbank and were pleased that we were able to arrange for the new Spar on Devitt Way to become another collection point within the

village, the BAVG are still registered referrers for the food bank, and we also carry emergency food parcels for these in need out of normal hours.

We offer many activities throughout the week but by far the most successful one is the Monday Morning at St Mary's Church. This now two-hour session has grown and grown, and we now been visited by Trading Standards, the Police, Severn Trent, Warm Homes, County Council and Harborough District Council, we have representatives from the NHS and Public Health making use of this meeting hub, we are pleased that this has led to Platform Housing providing a grant to enable us to expand in the services we provide.

Lastly back in November we received an invite to the RCC awards evening, we quickly established that we were a small charity rubbing shoulders with well-established larger charities, we expected to get a mentioned but were completely shocked to find we were the winner in the Connecting Peoples category. What I said at the time I will repeat tonight, that accolade was not only to the trustees but to every single volunteer young and old who make up the Broughton Astley Volunteer Group.

The Chair closed this meeting at 8.18pm and resumed the Parish Council meeting at 8.19pm

COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on 8 APRIL 2024 @ 7.30pm in the Astley Room, Village Hall, Station Road, Broughton Astley

- PRESENT:** Councillors R Patrick, B Davis, A Butteriss and D Beasley from 7.43pm
- ALSO IN ATTENDANCE:** Councillor M Stell
- APOLOGIES:** Councillor G Brown
- NON-ATTENDANCE:** Councillor P Shipman
- CLERK:** Mrs E Patrick

MINUTE NO.

2054.24 1) **APOLOGIES**

Received and accepted from Cllr G Brown

2055.24 2) **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None

3) **PLANNING APPLICATION TO BE CONSIDERED**

24/00229/FUL

Location: Sutton Circuits, Sutton Lane Sutton In The Elms

Proposal: Change of use from holiday accommodation to a retirement village

2056.24 **RESOLVED:**

1. The original application of which we vehemently objected to, was approved on the basis that it was for holiday accommodation.

The original approval for the lodges (para 18) states " no lodge shall be occupied as a person's sole or main occupancy. Reason: To prevent unrestricted residential development in the open countryside, to support tourism and to ensure the form of the development would not have significant harmful effect on the countryside. The development of lodges for permanent occupation outside of established would not otherwise be permitted."

This statement appears clear and unequivocal. Initial approval was given on the

understanding that the lodges would NOT be used for permanent occupation.

When permission for the holiday lodges was granted, permission was subject to completion of the adjacent golf course. No such golf club exists and there is no sign of such completion taking place. It was stated in a previous application that the golf course was solely for the use of lodge occupants and this does not appear to have changed. There is continual reference to the golf course throughout the application. There is no golf club or evidence that it will be completed.

2. Broughton Astley Parish Council feels that their successful fulfilment of the Neighbourhood Plan and Housing Quota 2013-2023 has been ignored by Harborough District Council and contests this latest planning application as it falls outside the proposed limits of development and adds further housing to an already over-subscribed quota.

The suggested 'Self-Build' proposals seem to be a way of closing any loopholes in planning applications and a 'quick fire' way to get plans pushed through.

Broughton Astley Neighbourhood Plan provided for over 500 homes which is over and above the quota of 400 which was allocated by Harborough District Council. 3.1.10 of Harborough Local Plan 2011 to 2031 states 'The Neighbourhood Plan also allocates more than enough housing land to meet its needs'.

At present there is no requirement for additional houses in Broughton Astley either through the Local Plan or the Neighbourhood Plan. The Neighbourhood Plan has successfully delivered more than the original requirement of 283 houses.

3. Variation of Condition 18 (occupation) ' The previous Planning Application 11/00806/ETC Decision Notice stated in Condition 18

'the holiday cottages shall be for holiday purposes only, no lodge shall be occupied as a person's sole or main residence'. The site owners/operators shall maintain an up-to-date register of the name/s of the owners/occupiers of individual lodges on the site, and their main home address, and shall make this information available upon request at all reasonable times to officers of the Local Planning Authority.

Reason: To prevent otherwise unrestricted residential development in the open countryside, to support tourism objectives, to ensure 'the use remains compatible with the surrounding area and would not have a significant harmful effect on the countryside and to accord with Policies JNII , EV15 and LR/14 of the Harborough District Local Plan. ***An unrestricted development of dwellings for permanent occupation on this site, which lies outside a sustainable settlement, would not be permitted***'.

4. Traffic/Highway

Members are extremely concerned with the volume of additional traffic this development would create due to its location at the edge of the settlement.

There is only one access to the settlement which links with the B581 Broughton Way. At present there is traffic to existing dwellings, the golf course, Retirement Home, Baptist Church, local Farms, the Barn (employment) and the go karting site.

Exiting Sutton Lane on to the B581 is already difficult due to the volume of traffic that uses the B581, this junction will become further overloaded with residential, commercial and service vehicles. The safety impact created by this additional traffic is not acceptable.

LCC highways noted in the original application 09/00153/OUT that the trip rates for holiday lodges are significantly lower than for conventional dwellings and the higher trip rates associated with dwellings would be unacceptable in this location.

Residential dwellings would create a massive intensification of vehicle use down Sutton Lane.

Beyond the Elms Crescent development the lane has no lighting or footpath rendering the highway dangerous to both pedestrians and car users due to the increased traffic the development would create.

5. Sustainability

Sutton in the Elms does not have any commercial or social infrastructure (excluding the Baptist Church) to support further development and relies wholly on retail, medical, education, leisure, pubs and restaurant facilities within the main areas of Broughton Astley approximately one mile from the furthest end of Sutton Lane. This means additional traffic trip rates.

The bus service has been reduced, the nearest bus stop is further away from Sutton in the Elms. This development means that residents will have too far to walk to the village amenities and encourages the use of the car.

Harborough Local Plan 2011-2031 Local Plan Objective 10. Transport: Provide greater opportunities to reduce car use, thereby reducing the impacts of road

traffic on local communities, the environment and air quality, by locating development where there is good access to jobs, services and facilities, and by supporting improvements in public transport, walking and cycling networks and facilities.

The application proposes that the site will be 'restricted to those over the age of 50' this further compounds the use of cars. By definition an older population are more likely to suffer with mobility issues, making the walk to amenities in the village improbable, there is no bus link to the village so the use of a car will be required.

The increase in permanent residents will add additional pressure on an already stretched Doctors Surgery and Pharmacy. The impact of full-time residency in comparison to holiday lets is significant and unsustainable.

6. Impact on Sutton in the Elms

Harborough Local Plan 2011 –2031 Local Plan Objective 7. Historic environment: Protect and enhance the character, distinctiveness and historic significance of settlements and their wider landscape and townscape settings, thereby recognising the important contribution that heritage assets and their settings make to securing a high quality public realm and supporting tourism and the economy.

Sutton in the Elms is part of Broughton Astley but is detached from it by B581, with only one access point, thereby creating its own character and distinctiveness.

When travelling along Sutton Lane (formally Leicester Road) the closeness of the dwellings spreads out and becomes enveloped by the countryside. To allow this development for residential occupancy would enable the remaining green fields between this site and the current settlements to become infill sites. This encroachment into the countryside would change the small settlement and destroy its character and distinctiveness.

7. Broughton Astley Parish Council fully supports the residents previously submitted objections and vehemently objects to this application. The Parish Council is aware that the residents are hugely frustrated by the quantity of applications that continue to be submitted for this rural hamlet location, which requires them to keep resubmitting the same objections each time as every application fails to appreciate the impact that such developments would create.

24/00309/FUL

Location: 9 Johnson Close, Broughton Astley, Leicestershire

Proposal: Single storey side extension and insertion of side door

2057.24 **RESOLVED: The Committee has no objections to the submitted application**

2058.24 **4) DECISIONS ON PLANNING APPLICATIONS**

24/00019/FUL	50 Blenheim Crescent	Erection of a single storey front extension	Approve (C)
23/01488/FUL	Sutton Hill Farm Coventry Road	Change of use of land for the storage of 4 mobile lorry trailers (retrospective)	Approve (C)
24/00027/FUL	10 Frolesworth Road	Single storey side and rear extension with covered terrace and new fencing	Approve (C)

5) ENFORCEMENT CASES

2059.24	27.02.2024	24/00043/COMS	Land Off Crowfoot Way Broughton Astley Leicestershire	Broughton Astley	Landscaping has not been carried out in accordance with Landscape Management Plan, and approved plans.
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6) TO CONSIDER MATTERS RELATING TO THE NEIGHBOURHOOD PLAN

2060.24 None to discuss.

7) ANY URGENT PLANNING MATTERS BY CONSENT OF THE CHAIR

2053.24 Blaby Planning Obligations and Developer Contributions Supplementary Planning Document Consultation letter – received and Cllrs agreed to review the document.

DATE OF NEXT PLANNING COMMITTEE MEETING - Astley Room Tuesday 7th May 2024

Parish Managers Report – 17 April 2024

Parkwood Leisure

Members will recall that Parkwood Leisure are in the process of changing the existing contract from its current operation structure to one of Creating Active Futures (CAF). This is now well underway following confirmation received from Harborough District Council that mandatory rate relief will be applicable on this type of contract. It is anticipated that the new contract will be ready and in place for 1 May 2024.

We have been informed that a draft contract should be sent to the Parish Council on Friday 19 April, and you will have already received an agenda for a meeting to be held on Monday 22 April to sign the new contract version should these papers be received.

Leisure Centre

A copy of this month's update from the Leisure Centre is attached to this report. I continue to work closely with the Centre Manager on additional investigations surrounding the land drainage issues.

Code of Conduct Training

May I please remind all Members that an in-house, face-to-face training session has been especially arranged for you all on the new model Code of Conduct.

This will be taking place in the Alan Talbott Room on **Monday 29 April at 7pm**.

So far only 4 members have confirmed their attendance and if numbers are insufficient, this course will have to be cancelled.

If you are unable to attend this training session, we can arrange an alternative course later in the year but will be on a virtual platform as opposed to face-to-face.

Although any training is not compulsory, it is highly recommended that you attend as there are several changes and additions to the previous Code that may now have relevance to you as a councillor.

Internal Audit

Following two changes in personnel from the Internal Audit provider, we have now secured Friday 3 May for the Parish Councils Internal Audit of Accounts to take place.

Community Safety Vehicle

Harborough District Council's Community Safety Vehicle will be at the Village Hall on Thursday 25 April for a drop-in session for members of the public should they have any concerns they wish to address. Posters and information will be circulated on the noticeboards and website.

Freedom of Information/Subject Access (SARS) Requests

Since the last Parish Council meeting the following have been received:

1 x Freedom of Information request on 27.03.24
3 x Freedom of Information requests on 08.04.24
2 x SARS request on 08.04.24

BROUGHTON ASTLEY **LEISURE CENTRE**

March Report

March gave us a chance to consolidate our position and build on the great start to the year. With many members' attendance traditionally dropping off around this time across the industry, it is up to us to continue to engage with them and help them retain the good habits built up since January.

We had a flash sale at the very end of the month, and we signed up a mammoth 47 new members over four days. Over the course of Q1, the team's efforts helped us to achieve 108% of our sales target.

For the second time this year and the second time in our history, we hit the 20,000 mark in terms of site patronage. Our figures show we sneaked over the line at 20,001 visitors compared with March 2023's 18,708, and our membership base is at 1,823.

Our score from anonymous feedback surveys has increased again, and we currently sit 5th in the company. It's great to be able to pass on the great feedback to the team and to show them their hard work is paying off.

Fitness

We are currently recruiting to replace a couple of our Group Exercise Instructors who have left to concentrate on their own business. We are utilising member feedback to make sure we put the right classes on and continue the success of our timetable.

Sportshall

The Easter break gave us an opportunity to put on more soft play sessions for the community. With the mixed weather, we saw plenty of regular and new faces at the centre.

We also hosted another NHS Blood Donation Day at the start of the month.

3G

Investigation work in partnership with the Parish continues with the external drainage that has affected the 3G pitch this year. Progress has been made and we didn't have any disruption to the playing surface in March.

Staffing

Fitness Instructor Caiden was awarded Q1's Employee Of The Quarter award. Caiden has been recognised for his efforts going above and beyond and he worked hard to maximise his Personal Training client base. He also stepped up with overtime and covering Duty Manager shifts and contributed fresh ideas to the centre's operations.

Maintenance

No major maintenance issues to report from March.

Risk

The car park continues to be a risk. We are having instances during the weekday daytime as well as evenings and weekends where members cannot park.

Community

We had two visits from the Thomas Estley Preschool in March as part of their theme of Keeping Healthy. Our fitness manager Hannah did a fantastic job of showing them around the building, explaining what all the kit is used for, doing a basic age-appropriate mini exercise class with them and teaching them about healthy eating. The children were very polite and enthusiastic and had a great time.

On the 28th we had a pink day to help raise awareness for brain tumour research following on from the sad passing of local boy Taylan, for whom we ran a fundraising day last summer raising nearly £3,000. Staff and members wore pink for the day and we lit up our reception and virtual studio in pink too.



04/04/2024

Broughton Astley Parish Council

13:57

Balance Sheet as at 31.03.2024

31 March 2023

31 March 2024

31 March 2023		31 March 2024	
	Current Assets		
199	Debtors	11,811	
0	VAT Control	3,469	
5,061	Prepayments	0	
294,272	Current/Reserve Account	232,770	
78,081	Nationwide Building Society	80,534	
86,217	Santander Bank	88,623	
186,972	Nationwide Business Account	190,165	
50	Petty Cash	50	
<u>650,851</u>		<u>607,422</u>	
650,851	Total Assets	607,422	
	Current Liabilities		
1,187	VAT Control	0	
990	Creditors	1,367	
27,474	Accruals	0	
1,024	Receipts in Advance	0	
<u>30,675</u>		<u>1,367</u>	
620,176	Total Assets Less Current Liabilities	606,055	
	Represented By		
450,442	General Fund	229,580	
5,161	Emr Reserve Playground Equip	7,665	
14,000	EMR Large Mechanical Purchases	21,000	
143	EMR Harborough Lotto	219	
150,000	EMR Footpath Development	26,430	
431	EMR Charity A/C	431	
0	EMR - Leisure Centre	300,000	
0	EMR - Leisure Cen Landscaping	16,700	
0	EMR - S106 Allotment fund	4,031	
<u>620,176</u>		<u>606,055</u>	

04/04/2024

Broughton Astley Parish Council

13:57

Balance Sheet as at 31.03.2024

31 March 2023

31 March 2024

The above statement represents fairly the financial position of the authority as at 31.03.2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current/Reserve Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/03/2024	b/s110324		44.00	44.00		R <input type="checkbox"/>	Receipt(s) Banked
01/03/2024	b/st110324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
01/03/2024	b/st110324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
01/03/2024	b/st110324		432.00	432.00		R <input type="checkbox"/>	Receipt(s) Banked
01/03/2024	b/st110324		39.37	39.37		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		13.50	13.50		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st040324		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		19.25	19.25		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		153.00	153.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		162.00	162.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2024	b/st110324		264.00	264.00		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2024	b/st110324		4.00	4.00		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2024	b/st110324		157.50	157.50		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2024	b/st110324		935.04	935.04		R <input type="checkbox"/>	Receipt(s) Banked
06/03/2024	BACS	5.03		5.03		R <input type="checkbox"/>	Screwfix
07/03/2024	b/st110324		16.50	16.50		R <input type="checkbox"/>	Receipt(s) Banked
11/03/2024	DD03	81.00		81.00		R <input type="checkbox"/>	Edf - Village Hall Gas
11/03/2024	DD02	618.00		618.00		R <input type="checkbox"/>	EDF Energy - Village Hall
11/03/2024	DD01	280.06		280.06		R <input type="checkbox"/>	EDF Energy - Changing Rooms
11/03/2024	DD04	96.60		96.60		R <input type="checkbox"/>	UK Fuels Ltd
12/03/2024	BACS120324	307.53		307.53		R <input type="checkbox"/>	HMRC
12/03/2024	b/st200324		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
14/03/2024	dc140324	32.99		32.99		R <input type="checkbox"/>	Screwfix Direct
15/03/2024	BACS Pymnt	29,132.10		29,132.10		R <input type="checkbox"/>	BACS P/L Pymnt Page 1954
15/03/2024	bst200324		7,481.47	7,481.47		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	DC180324	32.40		32.40		R <input type="checkbox"/>	Disclosure Services Ltd
18/03/2024	dd02	1.80		1.80		R <input type="checkbox"/>	UK Fuels Ltd
18/03/2024	dd03	137.08		137.08		R <input type="checkbox"/>	Water Plus - Changing Rms
18/03/2024	dd180324	24,541.00		24,541.00		R <input type="checkbox"/>	United Kingdom Debt Management
18/03/2024	bst200324		180.00	180.00		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	bst200324		1,428.16	1,428.16		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	b/st200324		11.00	11.00		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	b/st200324		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
20/03/2024	BACS Pymnt	3,974.71		3,974.71		R <input type="checkbox"/>	BACS P/L Pymnt Page 1956
20/03/2024	dd04	346.51		346.51		R <input type="checkbox"/>	Co-operative Bank Visa Card
21/03/2024	DD01	66.06		66.06		R <input type="checkbox"/>	Water Plus - Village Hall
22/03/2024	b/st260324		43.75	43.75		R <input type="checkbox"/>	Receipt(s) Banked
25/03/2024	dd02	57.60		57.60		R <input type="checkbox"/>	Water Plus - Allotments
25/03/2024	dd03	103.91		103.91		R <input type="checkbox"/>	UK Fuels Ltd
25/03/2024	dd04	8.40		8.40		R <input type="checkbox"/>	3 Service Provider
26/03/2024	DD05260324	157.80		157.80		R <input type="checkbox"/>	HDC
26/03/2024	b/st280324		135.00	135.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st280324		173.25	173.25		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/03/2024	b/st280324		184.50	184.50		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		13.50	13.50		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st240324		33.00	33.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	b/st260324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2024	b/st280324		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2024	b/st280324		273.00	273.00		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2024	BACS Pymnt	585.60		585.60		R <input type="checkbox"/>	BACS P/L Pymnt Page 1966
28/03/2024	BACS Pymnt	56,619.75		56,619.75		R <input type="checkbox"/>	BACS P/L Pymnt Page 1967
28/03/2024	BACS Pymnt	83.33		83.33		R <input type="checkbox"/>	BACS P/L Pymnt Page 1975
28/03/2024	dd01	85.90		85.90		R <input type="checkbox"/>	Water Plus - Cottage
28/03/2024	DEBITCARD	38.88		38.88		R <input type="checkbox"/>	signomatic
28/03/2024	b/st280324		18.00	18.00		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2024	b/st280324		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2024	b/st280324		108.00	108.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>117,394.04</u>	<u>13,430.79</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Outstanding Balances by Month as at 11/04/2024

A/C Code	Customer Name	Balance	Apr 2024	Mar 2024	Feb 2024	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
1003	A WARD	-31.00	0.00	-31.00	0.00	0.00	0.00
1504	IPM LEICESTERSHIRE	16.00	0.00	16.00	0.00	0.00	0.00
2109	STH LEICS LABOUR PTY	18.00	0.00	18.00	0.00	0.00	0.00
2203	TOTS CLUB	280.00	0.00	280.00	0.00	0.00	0.00
2501	W.I.	163.00	0.00	163.00	0.00	0.00	0.00
3009	NCT	265.75	0.00	265.75	0.00	0.00	0.00
3012	PHOTOGRAPHY CLUB	18.00	0.00	18.00	0.00	0.00	0.00
3027	KNIT AND NATTER BAVG	108.00	0.00	108.00	0.00	0.00	0.00
3038	BAVG ART GROUP	144.00	0.00	144.00	0.00	0.00	0.00
6002	FRANCO'S ICES	750.00	0.00	0.00	750.00	0.00	0.00
8004	HERITAGE SOCIETY	49.50	0.00	49.50	0.00	0.00	0.00
8017	BA DRAMA SOCIETY	202.50	0.00	0.00	202.50	0.00	0.00
ALLGARI001	ALLGARI001	-2.00	0.00	0.00	0.00	0.00	-2.00
Total Sales Led		1,981.75	0.00	1,031.25	952.50	0.00	-2.00
TOTAL SALES LEDGER BALANCES		1,981.75	0.00	1,031.25	952.50	0.00	-2.00

PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

	0.00	0.00	0.00	0.00
TOTAL INVOICES	0.00	0.00	0.00	0.00

REPORT SUMMARY

Subject	Parish Council Year End Accounts Closure
Date	17 April 2024
From	Parish Manager

Parish Council Year End Accounts Closure

At the end of each financial year the Parish Council must close its accounts in readiness for completing and submitting the Annual Governance and Accountability Return (AGAR) which is a legal requirement under the Local Audit and Accountability Act 2014.

Following the resignation of the Responsible Finance Officer (RFO) and the recruitment of a new officer, the Parish Manager approached the Parish Council's accounts software provider to assist with the closure of the 2023/24 accounts.

The year end closure took place on Friday 5 April 2024 at a cost of £868 excluding VAT which is just above the delegated limit of spend for the Parish Manager, so email confirmation was sought from the Chair and Vice-Chair of the Parish Council and that of the Chair and Vice-Chair of the Staffing Committee.

The year end closure being conducted by an independent Riatas contractor affords the Parish Council an additional audit of its accounts, provides the new RFO with a clean, clear start to the new financial year and a completed process in a fraction of the time it usually takes to complete this task.

Therefore, retrospective approval is being sought from the Parish Council for the payment of £868 excluding VAT to Riatas Software Ltd for providing the year end accounts closure.

RECOMMENDED: That the Parish Council approves the payment to Riatas Software Ltd of £868 excluding VAT for the 2023/24-year end accounts closure.



**Broughton Astley Parish Council
Meeting Dates 2024-25**

**Annual Meeting of the Parish Council: 16 May 2024
Annual Parish Meeting: 17 April 2025**

<p>Parish Council 7.30pm – Alan Talbott Room</p> <p>Thursday 16 May 2024</p> <p>Thursday 20 June 2023</p> <p>Thursday 18 July 2024</p> <p>Thursday 15 August 2024</p> <p>Thursday 19 September 2024</p> <p>Thursday 17 October 2024</p> <p>Thursday 21 November 2024</p> <p>Thursday 19 December 2024</p> <p>Thursday 16 January 2025</p> <p>Thursday 20 February 2025</p> <p>Thursday 20 March 2025</p> <p>Thursday 17 April 2025</p>	<p>Planning 7.30pm – Astley Room</p> <p>Monday 8 April 2024</p> <p>Tuesday 7 May 2024</p> <p>Monday 3 June 2024</p> <p>Monday 1 July 2024</p> <p>Monday 5 August 2024</p> <p>Monday 2 September 2024</p> <p>Monday 7 October 2024</p> <p>Monday 4 November 2024</p> <p>Monday 2 December 2024</p> <p>Monday 6 January 2025</p> <p>Monday 3 February 2025</p> <p>Monday 3 March 2025</p> <p>Monday 7 April 2025</p> <p>Administration & Finance 7.30pm - Astley Room</p> <p>Thursday 23 May 2024 (23/24 End of Year)</p> <p>Thursday 1 August 2024 (Q1)</p> <p>Thursday 7 November 2024 (Q2)</p> <p>Thursday 5 December 2024 (Budget Only)</p> <p>Thursday 6 February 2025 (Q3)</p> <p>Thursday 8th May 2025 (Q4)</p> <p>Neighbourhood Plan Delivery & Monitoring Group 7.30pm – Astley Room</p> <p>Tuesday 11 June 2024</p> <p>Tuesday 10 September 2024</p> <p>Tuesday 10 December 2024</p> <p>Tuesday 11 March 2025</p>
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Report to Parish Council – 18 April 2024

REPORT SUMMARY

Subject	S106 funding – Lagan Homes
Date	18 April 2024
From	Deputy Clerk

Section 106 funding project

Further to the report brought to members at the February Parish Council meeting, members will recall that there is an allocation of Section 106 funds totalling **£53,793.88** that was initially earmarked for use by the Broughton Astley Scout Group. The Scouts advised the office on the 30th January 2024 that unfortunately, the scout committee has made the difficult decision to turn down the S106 money.

The Parish Office has been in touch with the S106 Grants Officer at Harborough District Council who upon further investigation has discovered that due to an administration error with the original agreement, no use by date has actually been stipulated. The urgency to use the funds has therefore been removed, however we and the S106 Officer feel that as the funds have been available for a considerable amount of time that a project should be agreed upon and started as soon as possible.

The Criteria for the funds is very specific in that it must be used for Sporting Facilities if not utilised by the Scout Group. ***“Towards the provision of a new community sports facility in Broughton Astley or towards the provision of a community facility managed by Broughton Astley Scouts”.***

A working party was formed at the Parish Council Meeting in November 2023 and they have been looking at possible solutions.

The following improvements to the Multiuse Games Area (MUGA) and adjacent playing field area were suggested and a number of companies have been approached to provide full quotations with design images.

- Improve and extend current MUGA to create an enclosed area
- Resurface the concrete base to create pitch/court areas
- Add additional goal/basketball hoop areas
- Add table tennis unit(s)
- Creation of area for running/walking a mile or kilometre distance, with a solar powered stopwatch at the start/finish line for users to time themselves.

Of six companies contacted, three were unable to assist due to existing commitments, two have provided itemised quotations with design graphics and the final company have provided a quote subject to a full site survey at which point a final quotation and design graphic will be provided.

Please see the attached quotations and design graphics for review received from Playscape Playgrounds and Pentagon Play.

Company	Quotation Prices Excluding VAT
Pentagon Play	£51,125.00
Playscape Playgrounds	£52,743.00
ESP Play	£51,160.71

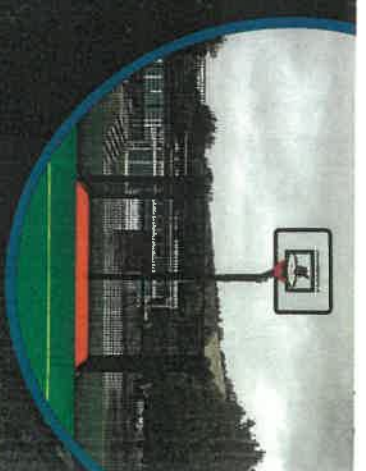
The quotations received are like for like except for the daily mile track surface, Pentagon Play and ESP Play have quoted for an Astro Turf finish, whereas Playscape have quoted for a resin bound surface, which is a mix of rubber and aggregate, this is understood to be a more durable surface and less likely to be damaged or vandalised and is also a better surface for pushchair and wheelchair use to enable and encourage inclusive use for all residents.

RECOMMENDATION:

- 1. That the Parish Council consider and approve the suggested scheme.**
- 2. That the BACP office submits the Section 106 paperwork based on the above scheme to Harborough District Council for approval.**
- 3. That the Parish Council appoint Playscape Playgrounds to undertake the works subject to the application acceptance from Harborough District Council.**

Broughton Astley Parish Council

Quote number: 49084 Date: 23/02/2024
Outdoor Learning Consultant: DY Designer: IW



Broughton Astley Parish Council

Quote number: 49084 Date: 23/02/2024
Outdoor Learning Consultant: DY Designer: IW



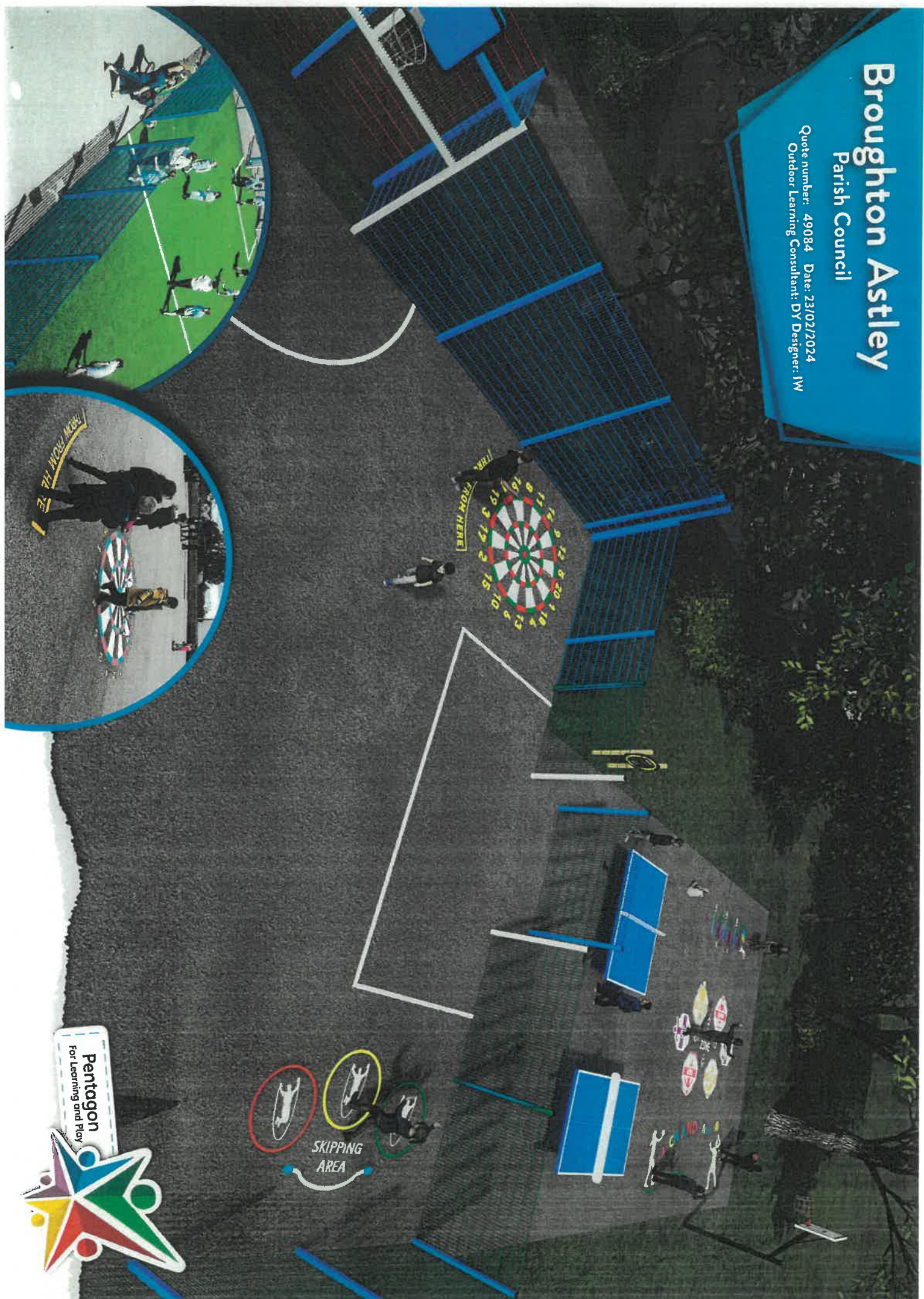
Broughton Astley Parish Council

Quote number: 49084 Date: 23/02/2024
Outdoor Learning Consultant: DY Designer: IW



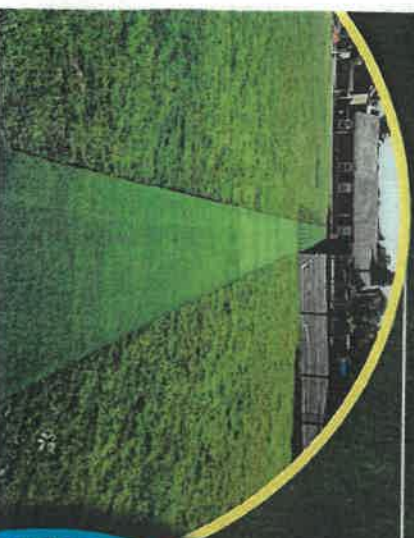
Broughton Astley Parish Council

Quote number: 49084 Date: 23/02/2024
Outdoor Learning Consultant: DY Designer: IW



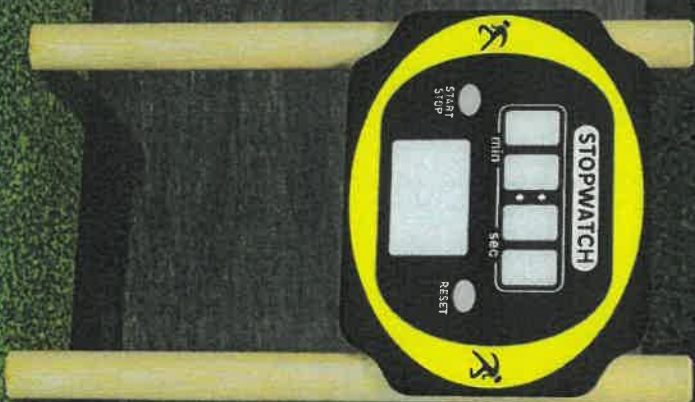
Broughton Astley Parish Council

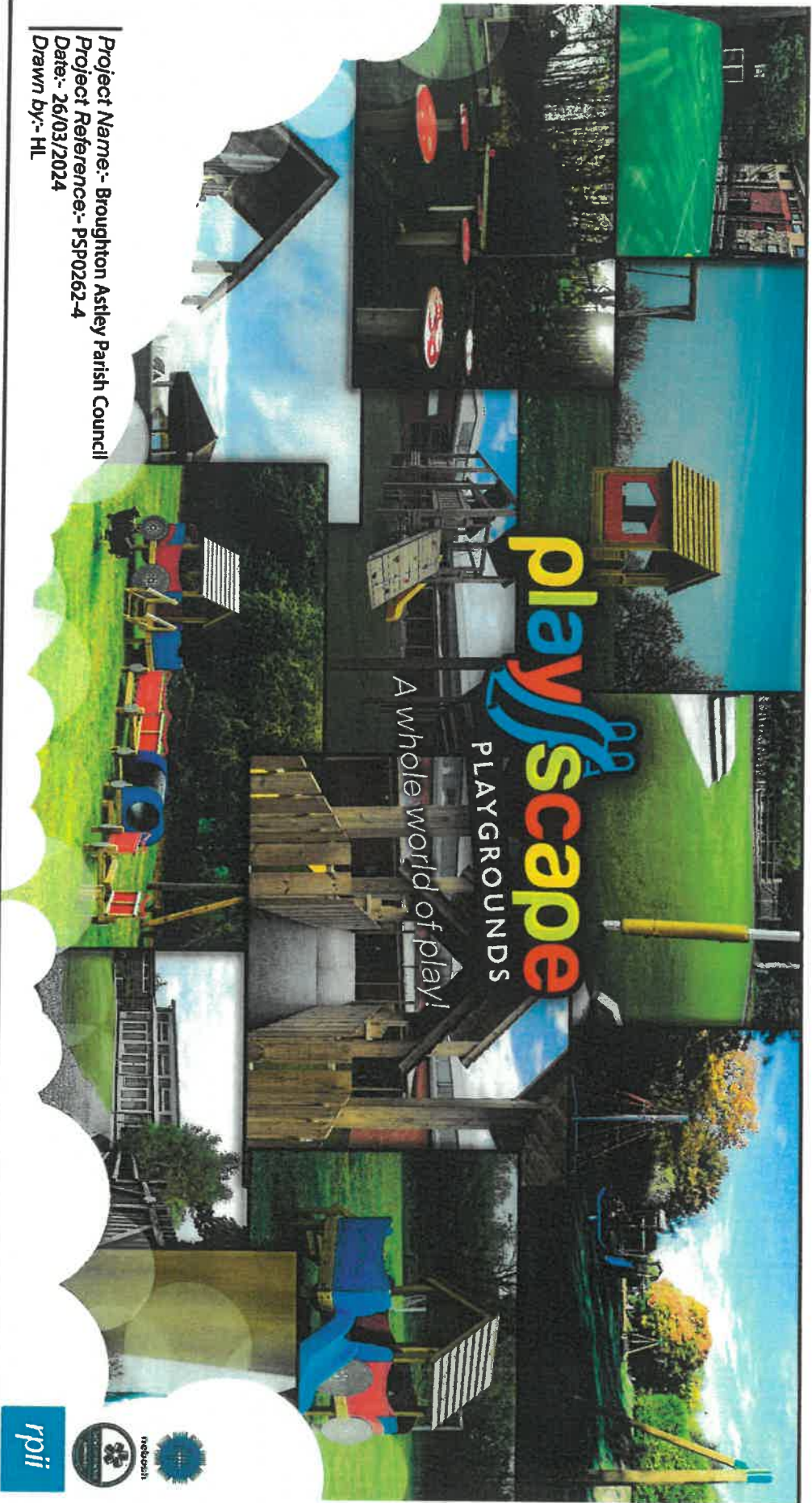
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Outdoor Learning Consultant: DY Designer: IW



Broughton Astley Parish Council

Quote number: 49084 Date: 23/02/2024
Outdoor Learning Consultant: DY Designer: LW





playscape

PLAYGROUNDS

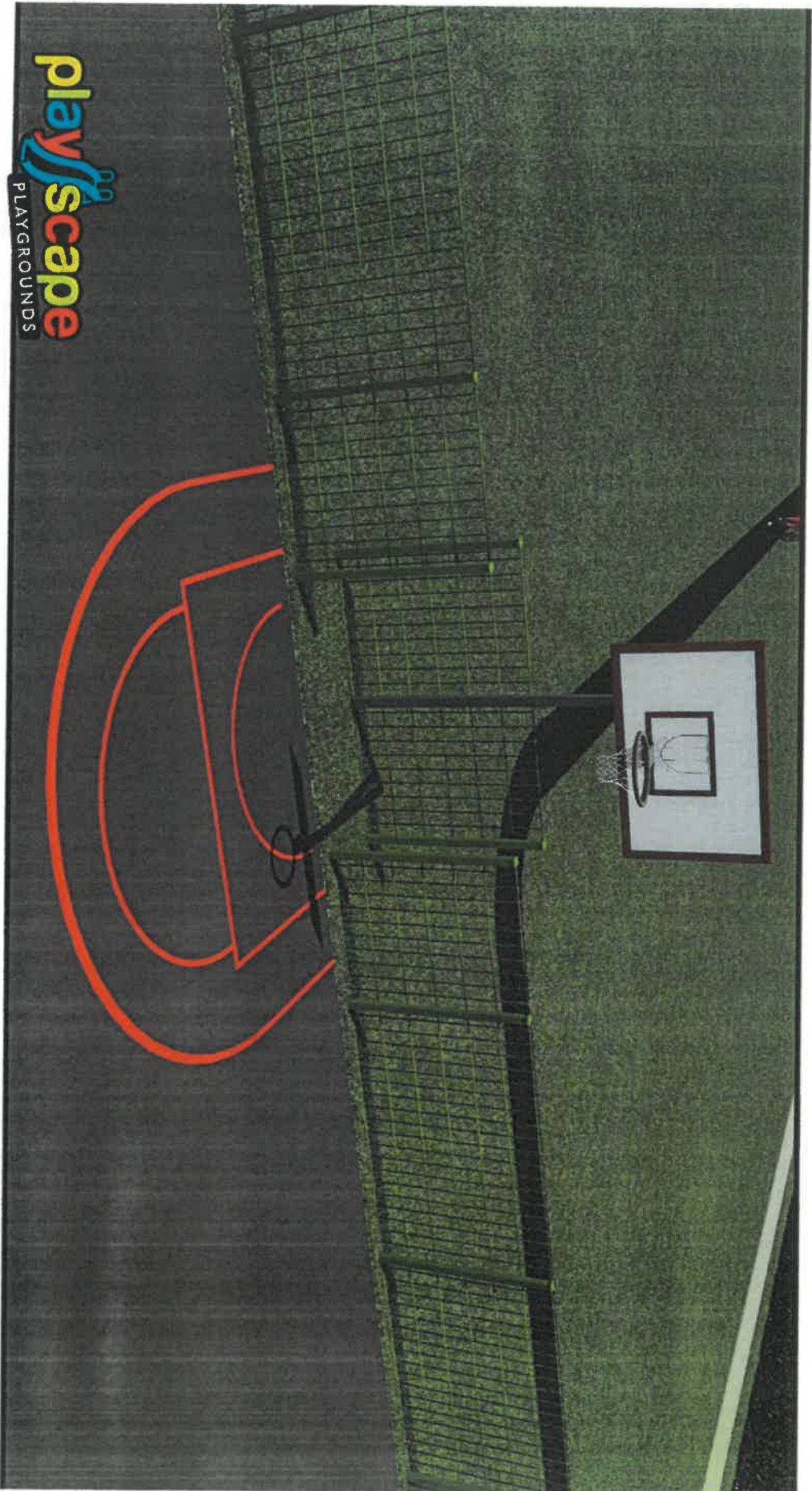
A whole world of play!

Project Name:- Broughton Astley Parish Council
Project Reference:- PSp0262-4
Date:- 26/03/2024
Drawn by:- HL



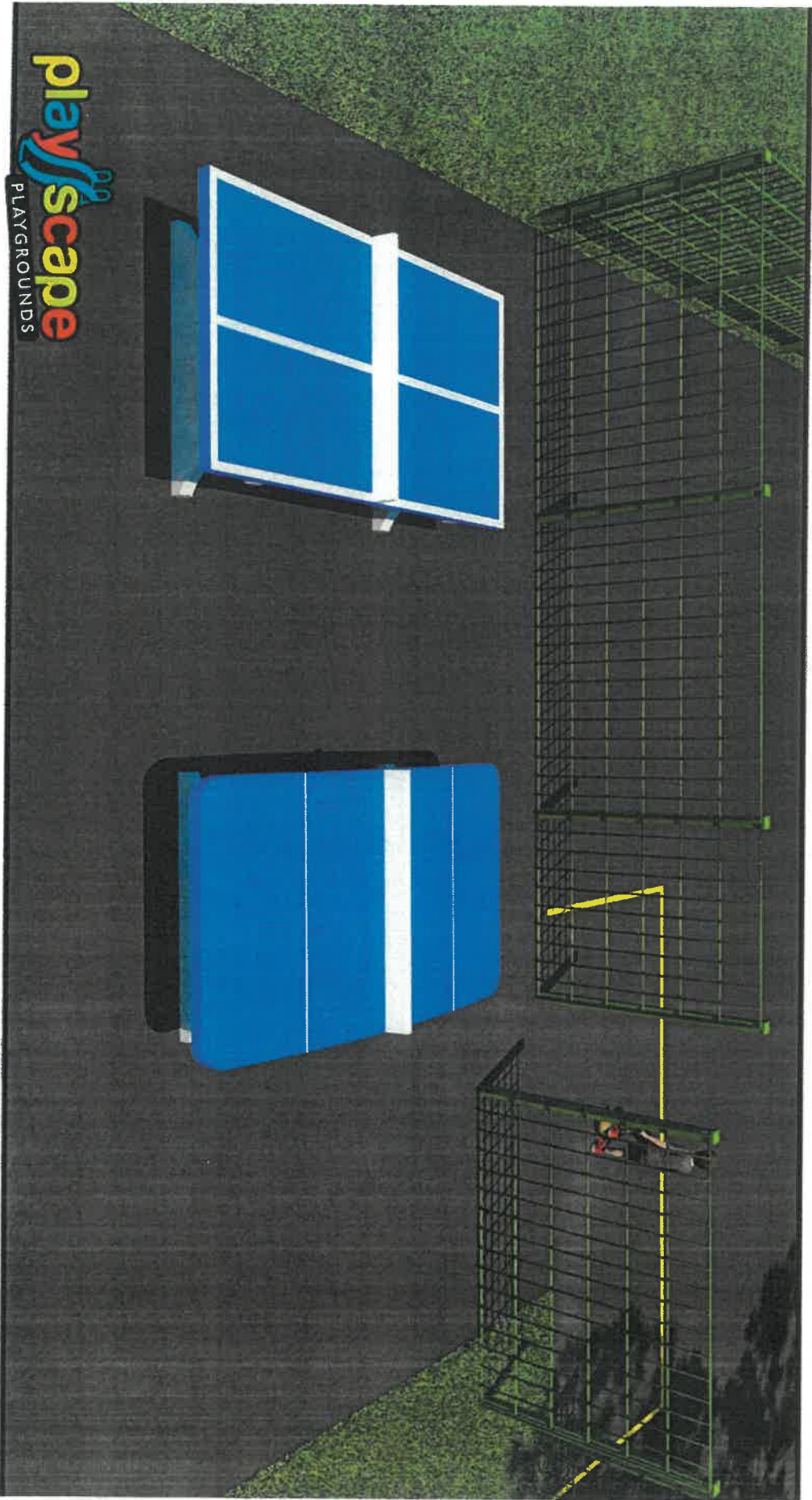


play **scape**
PLAYGROUNDS

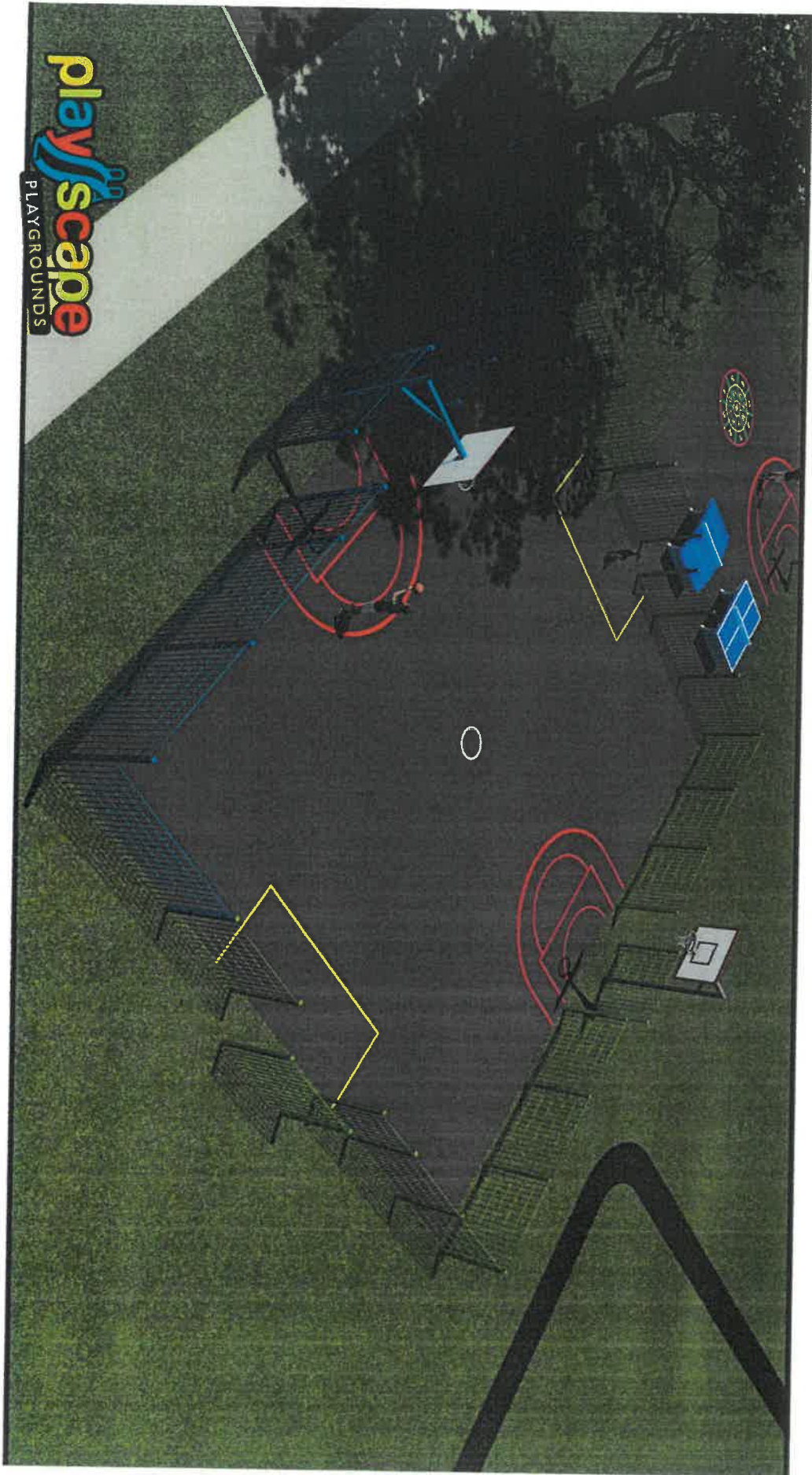




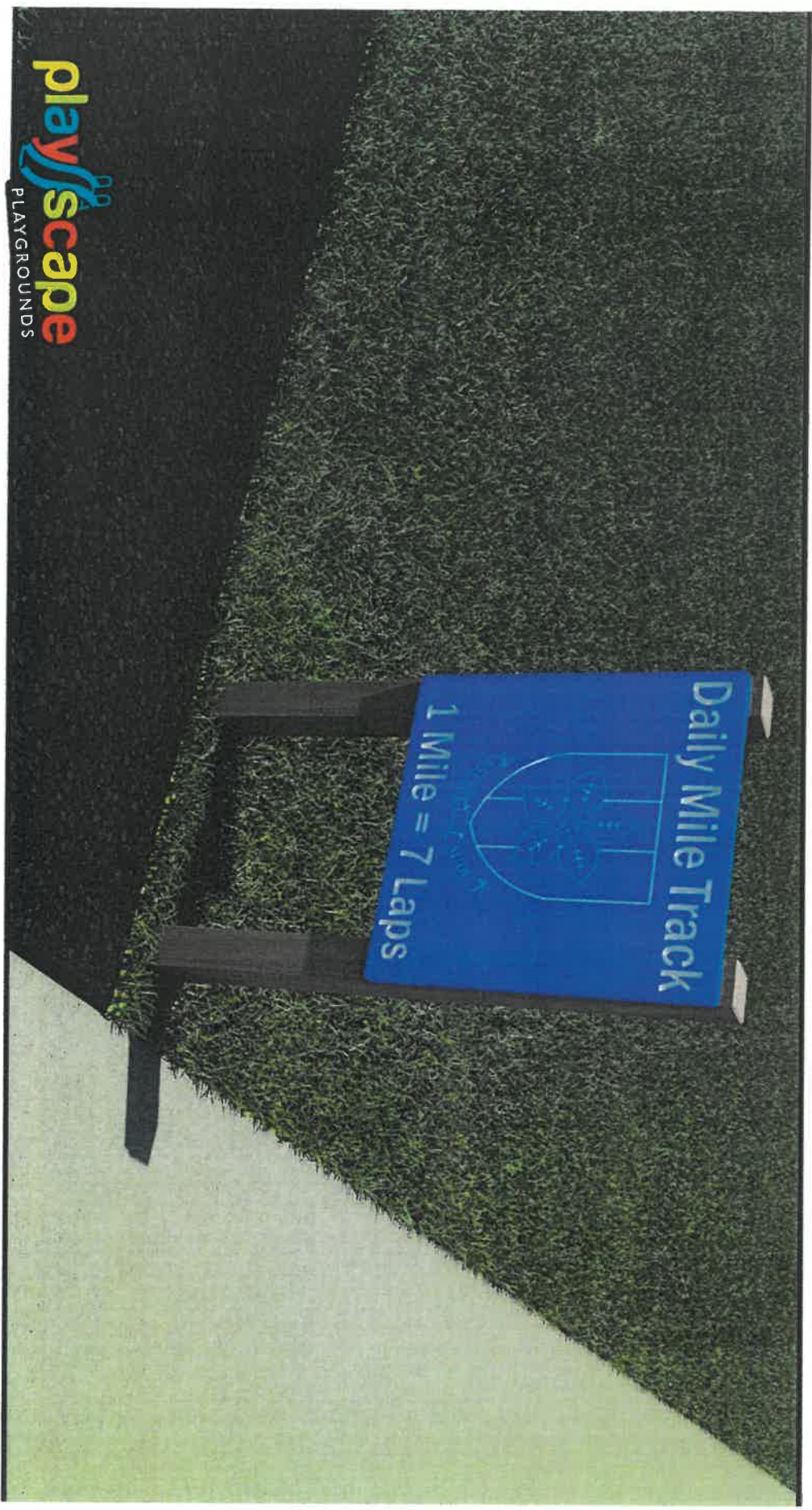
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PLAYGROUNDS



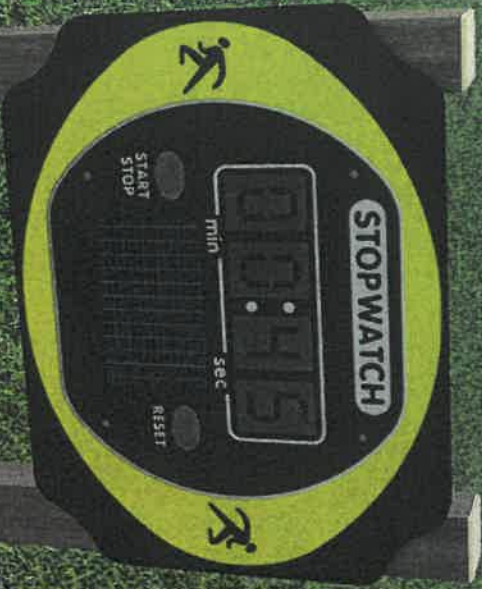
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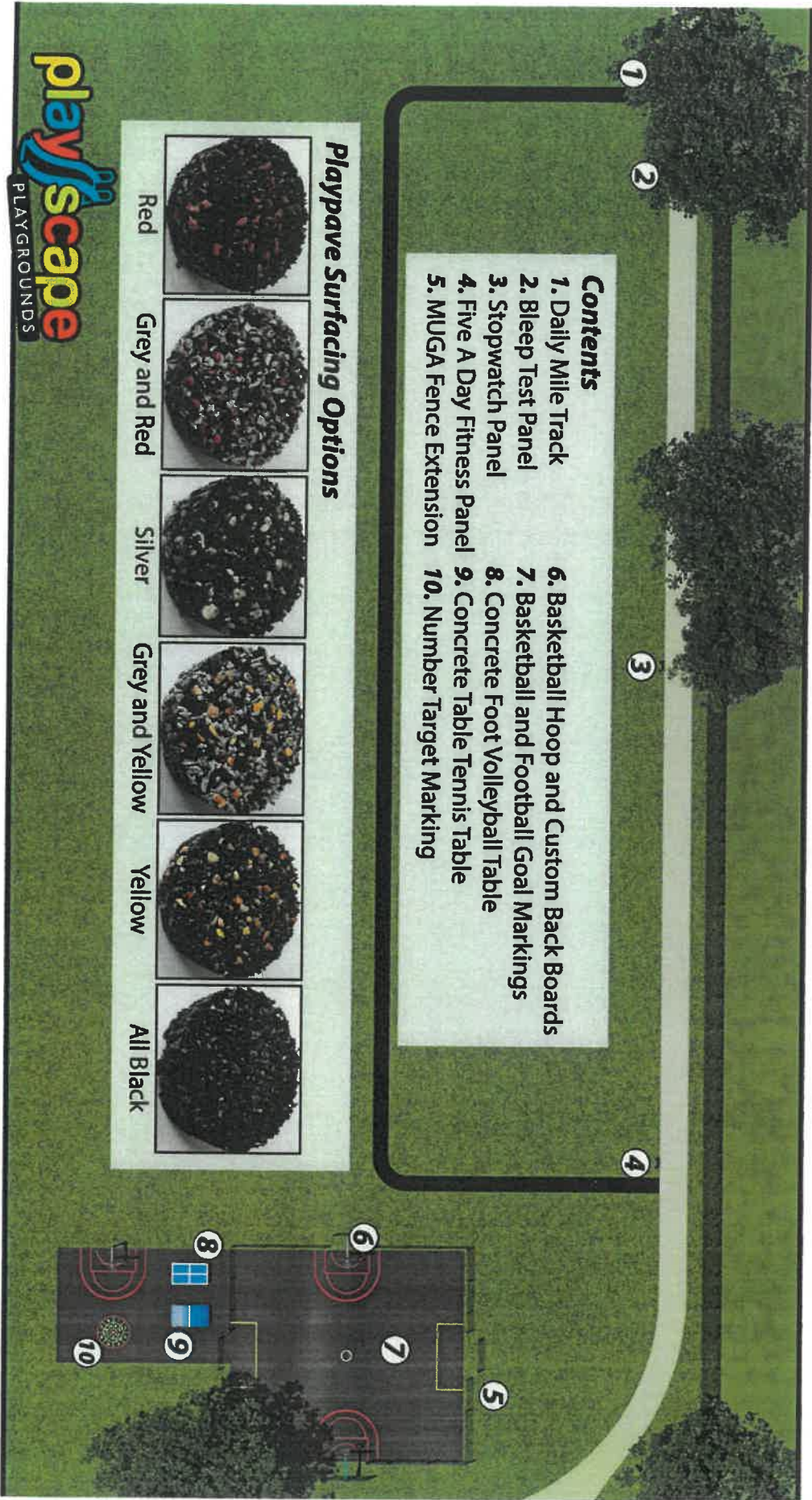
play/scape
PLAYGROUNDS



playscape
PLAYGROUNDS



play
scape
PLAYGROUNDS



Contents

- 1. Daily Mile Track
- 2. Bleep Test Panel
- 3. Stopwatch Panel
- 4. Five A Day Fitness Panel
- 5. MUGA Fence Extension
- 6. Basketball Hoop and Custom Back Boards
- 7. Basketball and Football Goal Markings
- 8. Concrete Foot Volleyball Table
- 9. Concrete Table Tennis Table
- 10. Number Target Marking

Playpave Surfacing Options

					
Red	Grey and Red	Silver	Grey and Yellow	Yellow	All Black

REPORT SUMMARY	
Subject	Environmental Grant
Date	18 April 2024
From	Parish Manager

Harborough District Council – Environmental Grant

Harborough District Council has adopted the Climate Emergency Action Plan 2022 – 2030. To support this plan, the council has developed a grant scheme that will invest in local environmental projects from 2023 to 2027.

The Grant is aimed at encouraging communities across the district to engage in capital projects that will have a positive and provable impact on the environment. As a Parish Council, Broughton Astley is eligible to apply for a grant ranging from £5,000 to £20,000.

They type of projects that can be supported are:

- Reduce the carbon footprint of the community.
- Reduce the waste produced in the community.
- Create, or protect and enhance, biodiversity or environmental assets such as green spaces and waterways.
- Educate and/or raise awareness of climate change that will result in one of the above outcomes.

The following are examples of activities that may be eligible for funding:

- Community energy schemes such as solar farms
- Community repair or swap schemes
- Community farm or garden
- Community transport scheme such as bike shares, car clubs
- Increasing the energy efficiency of community buildings
- Creative projects to raise the awareness of climate change.

Members need to decide if they wish to identify a project and apply for a suitable grant to deliver it.

Any working party formed will need to adhere to the Terms of Reference (copy attached for information) for working parties and be task and time specific as set out by the Parish Council.

- 1. Members need to decide if they wish to identify a project and apply for a suitable grant to deliver it.**
- 2. Members need to decide if a working party should be formed to investigate an identified project.**

Report to Parish Council – 18 April 2024

REPORT SUMMARY

Subject	Councillor Emails
Date	18 April 2024
From	Deputy Clerk

.gov.uk email addresses for Councillors

The National Association of Local Councils (NALC) have put forward the importance of having secure email systems and .gov.uk email addresses for all Parish staff and Councillors.

NALC states that :

There are a number of important reasons why local councils of all sizes should ideally obtain an appropriate GOV.UK domain name for their council, and equally importantly, a secure and centrally managed email system to sit behind it.

First and foremost, obtaining a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security-aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

Also worth considering is the regulations arising from the Freedom of Information Act 2000, currently should a request be received for information pertaining to email correspondence any personal email addresses used by Councillors for Parish Council matters would be subject to the request, having separate .gov.uk email addresses would enable effective compliance with Data Subject Access Requests and Freedom of Information Requests.

To ensure separation of personal and Parish matters it is therefore advised that each councillor have a specific .gov.uk email address that they utilise for all Parish matters.

The cost of this service is currently £3.30 per user per month, totalling an additional spend of £52.80 per month, £633.60 per year.

RECOMMENDATION:

1. That all councillors be issued with a .gov.uk email address to be used for all Parish related correspondence.