

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON THURSDAY 18 JULY 2024
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

- PRESENT:** Councillors D Beasley, G Brown, R Gahan, D Glenis, C Golding, S Oliver, R Patrick, P Shipman, Mrs M Stell (Chair), and Mrs L Teague.
- CLERK:** Parish Manager
- ALSO PRESENT:** The Responsible Finance Officer and 2 members of the public and 2 candidates for co-option.

1. APOLOGIES

3792/07/2024 **RESOLVED: That apologies were received from Councillors Miss A Butteriss, R Davis, and Grafton-Reed. No apologies were received from Councillor M Graves**

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

3793/07/2024 **RESOLVED: No declarations of interest or requests for dispensations were received.**

3. CO-OPTION OF COUNCILLORS FOR BROUGHTON SOUTH AND SUTTON WARDS

The two candidates applying for the casual vacancies on the Parish Council addressed the Members. They then left the room whilst the voting took place. The Parish Manager also left the room to avoid any conflict of interest. Mr Luke Dickinson and Mr Mark Barber have been elected on to the Parish Council. A Declaration of Acceptance of Office was signed by Mr Dickinson for the Sutton Ward and countersigned by the Parish Manager. A Declaration of Office was signed by Mr Barber for Broughton South Ward and was countersigned by the Responsible Finance Officer to avoid any conflict of interest.

3794/07/2024 **RESOLVED: That Mr Luke Dickinson and Mr Mark Barber have been duly elected on to the Parish Council. Declarations of Acceptance of Office have been signed and witnessed.**

4. LOCAL POLICE BEAT TEAM

3795/07/2024 Pc Tom Glover and Sgt Charlie David came to speak with the Members and provided current information on crime in and around the area. Broughton Astley, in comparison to other areas within the Market Harborough area has one of the lowest crime rates. They assured those present that patrols are carried out in the village. Communication was discussed and that concerns had been made to office staff regarding Beat Surgeries being held in supermarkets and how that made some member of the public. This was noted by the Police. Other suggestions made to improve communication with the parishioners is to attend the local coffee morning in the church and to place articles in the bi-monthly InTouch magazine. The Chair of the Parish Council thanked both officers for their time and has extended an invitation to future Parish Council meetings.

Sgt Davis and PC Glover left the meeting at 20:10hrs

5. TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 20 JUNE 2024

3796/07/2024 **RESOLVED: That the Parish Council minutes of Thursday 20 June 2024 were proposed and seconded by Cllrs Glenis and Mrs L Teague 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.

3797/07/2024 **RESOLVED: To accept the Parish Council's outstanding resolutions.**

7. COMMUNICATIONS FROM THE CHAIR

3798/07/2024 There was no communication from the Chair.

8. PUBLIC FORUM

3799/07/2024 A member of the public addressed the Council raising concerns over the amount of public money that had been spent recently on various aspects of the councils' finances and accounts. It was requested that the councillor, identified as Cllr Mark Graves, who made the objections to the External Auditor and who raised a Members Motion during the last financial year causing a review of the councils' financial procedures and processes now accounts for their actions and justifies to the public the reasoning as to why a large amount of taxpayers' money has been spent. This accountability action was supported by Members with guidance given to council with regard a vote of no confidence.

9. COUNTY AND DISTRICT COUNCILLORS REPORT

3800/07/2024 **RESOLVED: No County and District Councillors were present, however, the two reports received from Cllr Bannister and Dann were read to the council, copies of which can be found in Appendix A.**

10. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 1 JULY AND 9 JULY 2024

3801/07/2024 **RESOLVED: That the minutes from the planning meetings held on 01 and 09 July 2024 are received.**

11. REPORTS FROM OUTSIDE BODIES

3802/07/2024 Cllr Glenis advised members that the annual carnival went ahead and was well attended. He thanked the Parish Council for their grant towards the medical cover on the day.

12. PARISH MANAGERS REPORT

3803/07/2024 **RESOLVED: That a copy of the Parish Managers report can be found at Appendix A.**

13. APPROVAL OF ACCOUNTS

3804/07/2024 **RESOLVED: That the Parish Council, by a unanimous show of hands, receives and approves the following prepared by the Responsible Finance Officer:**

- a) **Balance of accounts as of 31 May 2024**
- b) **Bank Reconciliations of 31 May 2024**
- c) **Income and Expenditure as of 31 May 2024**
- d) **Current Debtor and Creditor listing**

14. ACOUSTIC TREATMENT FOR THE ALAN TALBOTT ROOM

Members received the report provided by the Deputy Clerk on the initial investigations carried out to improve the acoustics in the Alan Talbott Room. There was a unanimous agreement that this should be investigated further and asked that the Deputy Clerk to pursue and obtain quotations from additional companies to bring back to full council for consideration.

3805/07/2024 **RESOLVED: That the Deputy Clerk is requested to obtain additional quotations for council to consider at the next available meeting.**

15. REPAIRS TO SKATEPARK

Members received the report detailing the need to make repairs to the skatepark on Frolesworth Road Recreation Ground. It was noted that the last major repairs were undertaken in 2019. Councillors Patrick and Glenis proposed and seconded that the quotation provided from Fearless Ramps for £3,135.00 excluding VAT is accepted. This was carried unanimously by a show of hands.

3806/07/2024 **RESOLVED: That the repairs to the skatepark are undertaken by Fearless Ramps at a cost of £3,135.00 excluding VAT.**

16. PURCHASE OF REPLACEMENT RIDE-ON MOWER

Members received a report providing quotations for three like-for-like ride-on mowers to replace the John Deere mower that is now over 30 years old needs repair but as parts have become obsolete repairs can no longer be carried out. It was agreed that the purchase of an Iseki SF224 mower (ex-demo) is purchased from Chandlers Farm Machinery at a cost of £16,250 excluding VAT and that a service / maintenance contract quotations will be sought to future repairs.

3807/07/2024

RESOLVED:

- 1. That an Iseki SF224 ex-demonstration mower is purchased from Chandlers Farm Machinery at a cost of £16,250 excluding VAT.**
- 2. That a service / maintenance contract is also sought.**

17. COMMUNITY SPEED WATCH

Members were provided with details regarding carrying out a Community Speed Watch programme in 2025. The Parish Council has registered its interest in taking part and now needs to provide Leicestershire County Council with up to four locations. It was agreed that the Parish Manager puts out an email to all councillors for them to provide four locations they may be aware of that can benefit from a speed watch being undertaken. The responses will be collated and provided at the next Council meeting for approval.

3808/07/2024

RESOLVED: That the Parish Manager circulates an email to all Councillors for them to provide up to four suitable locations for a speed watch programme to be undertaken in 2025 which will be approved at the next full council meeting.

18. EXCLUSION OF PUBLIC AND PRESS

3809/07/2024

RESOLVED: That Councillors Golding and Patrick proposed and seconded that the public and press be excluded from the meeting for the discussion to be held on agenda item 19 as it contains commercially sensitive information.

19. TO RECEIVE THE MINUTES OF THE NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP HELD ON 8 AND 11 JULY 2024

3810/07/2024

RESOLVED: That the minutes from the Neighbourhood Plan Delivery and Monitoring Group meetings held on 8 and 11 July are received.

3811/07/2024

Meeting closed at 21:19hrs.

Minutes approved and accepted as correct

.....Chair

Dated.....

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OUTSTANDING RESOLUTIONS OF THE PARISH COUNCIL AND ACTIONS FROM COMMITTEES

JULY 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.	Local green spaces description, new wording on flooding pictures and Policy 24 needs updating as final stages of preparation of the NHP Review.	Further amendments required to identify open space provision.	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.	As land for Village Hall is not registered, this needs to be completed prior to being able to furnish the Scouts with a lease due to the length of term being requested.	Land Registry search undertaken. Quotations for Conveyancers issued. Quotation taken to A&F 25.07.24	COMPLETE COMPLETE 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	Application made to Land Registry to register the properties. Job evaluations to be scheduled when new Deputy Clerk has been in post for a year. Staffing Committee resolved that the resolution be removed as it was not a tabled agenda item and no justification was indicated or budget assigned for the request.	Report taken to Staffing Committee meeting 25.07.24	1. COMPLETE



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.</p> <p>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.</p> <p>Will continue to monitor.</p> <p>Striking off action temporarily suspended – An objection to striking off has been received by the Registrar.</p>	ON-GOING
3510/04/2023	APRIL 2023	<p>RESOLVED: BROUGHTON ASTLEY CRICKET CLUB - FENCING</p> <p>1. That a review is held at the end of 2024 cricket season.</p>	<p>Cricket Club to attend PC meeting end of 2024 season to review. PC 3715/03/2024</p>	1. ON-GOING	
3512/04/2023	APRIL 2023	<p>RESOLVED: RECREATION GROUND FOOTPATH</p> <p>1. That an inventory is made of all the external surfaces the Parish Council are responsible for.</p>	<p>Inventory to be created by Cllr Gahan</p>	ON-GOING	

3585/08 /2023	AUGUST 2023	<p>RESOLVED: MEMBERS MOTION - LEISURE CENTRE CARPARK</p> <ol style="list-style-type: none"> 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 	<p>Members confirmed as Councillors Golding, Grafton-Reed, Gahan & Clarke</p> <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 	<p>Group to meet before New Year '24</p> <p>Working party to meet in April to review and develop next actions</p> <p>Working party to provide an update in August PC meeting.</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>ON-GOING</p>
3637/11 /2023	NOVEMBER 2023	<p>RESOLVED: \$106 GRANT FUNDING</p> <p>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.</p>	<p>Email sent to BAVG requesting information.</p> <p>Chased BAVG for information.</p>	<p>Meeting held 30.04.24</p> <p>Email sent chasing progress 27.06.24</p>	<p>ON-GOING</p>
3735/04 /2024	April 2024	<p>RESOLVED: ENVIRONMENTAL GRANT</p> <ol style="list-style-type: none"> 1. Members have agreed that they wish for a project to be identified and apply for a suitable grant. 2. That a working party will be formed to investigate and identify an appropriate project. 	<p>Report presented at August meeting.</p>	<p>Further meeting to gather quotations.</p>	<p>ON-GOING</p>

3768/05 /2024	May 2024	<p>RESOLVED: CONSIDER AND APPROVE OPTIONS FOR RELOCATION OF THE DAILY MILE TRACK TO THE LEISURE CENTRE SITE</p> <p>1. To relocate the daily mile track to the Leisure Centre as per option 2 using self-compacting gravel, with Council providing the funding for the additional cost of £4835.00 from remaining Public Works Board Loan which currently stands at £23,329.00</p>	<p>Application to be completed and submitted to HDC for consideration and approval.</p> <p>HDC requested consultation due to change of location. Awaiting final responses to enable application to be finalised.</p>		ON-GOING
3784/06 /2024	June 2024	<p>RESOLVED: YEAR END AUDIT 2022/23</p> <p>That the report provided by the Responsible Finance Officer has been received and the contents therein noted that:</p> <ol style="list-style-type: none"> 1. The Parish Council does not feel that they are in the dark with the accounts. 2. The Parish Council does follow the correct rules and guidance in the Practitioners Guide 3. The Parish Council are confident that the financial administration undertaken by the Parish Office relating to the financial processes and procedures. 4. That the Parish Council provides the External Auditor with a copy of the minutes from this meeting and a copy of the minutes at where these minutes have been approved at the next full Parish Council meeting. 	<p>Copy of July minutes will be sent to external auditor as requested</p>		<p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p>
3805/07 /2024	July 2024	<p>RESOLVED: ACOUSTIC TREATMENT</p> <p>That the Deputy Clerk is requested to obtain additional quotations for council to consider at the next available meeting.</p>	<p>Quotes being gathered and report collated.</p>		ON-GOING
3806/07 /2024	July 2024	<p>RESOLVED: REPAIRS TO SKATEPARK</p> <p>That the repairs to the skatepark are undertaken by Fearless Ramps at a cost of £3,135 excl. VAT</p>	<p>Repair works completed 05.08.2024</p>		COMPLETE

3807/07 /2024	July 2024	<p>RESOLVED: PURCHASE REPLACEMENT RIDE-ON MOWER</p> <ol style="list-style-type: none"> 1. That an Iseki SF224 ex-demonstration mower is purchased from Chandlers Farm Machinery at a cost of £16,250 excl. VAT 2. That a service / maintenance contract is also sought. 	<p>Delivery of new Mower 02.08.2024</p> <p>Although a formal maintenance contract is not available a schedule of service dates/points has been provided by Chandlers.</p>		COMPLETE
3808/07 /2024	July 2024	<p>RESOLVED: COMMUNITY SPEED WATCH</p> <p>That the Parish Manager circulates an email to all Councillors for them to provide up to four suitable locations for a speed watch programme to be undertaken in 2025 which will be approved at the next full council meeting.</p>	<p>Email circulated 24.07.2024</p> <p>4 Responses received to date, awaiting the outstanding 12.</p>		ON-GOING

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COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on 5 AUGUST 2024 at 7.30pm in the Astley Room, Village Hall, Station Road, Broughton Astley

PRESENT: Councillors G Brown, D Beasley, P Shipman, R Patrick and Miss A Butteriss

NON ATTENDANCE: Councillor B Davis

CLERK: Mrs E Patrick

MINUTE NO.

2103.24 **1) APOLOGIES**

No apologies were received from Councillor Davis.

2104.24 **2) DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None received

3) TO APPROVE AND SIGN THE MINUTES IF THE MEETING HELD ON 1 JULY 2024.

The minutes of the 9th July were proposed and seconded by Cllrs D Beasley and P Shipman.

2105.24 **RESOLVED:**

That the minutes of the meetings held on the 9th July were approved and duly signed.

2106.24 **4) PUBLIC FORUM**

No members of public in attendance

6) PLANNING APPLICATIONS TO BE CONSIDERED

24/00834/FUL

Location: Hallbrook Primary School, Broughton Astley Leicestershire

Proposal: Erection of single storey modular building to replace the existing

2107.24 **RESOLVED:**

The Planning Committee has no objections to the proposed application.

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24/00824/FUL

Location: 95 Station Road, Broughton Astley Leicestershire
Proposal: Erection of double garage

2108.24

RESOLVED:
The Planning Committee has no objections to the proposed application.

24/00809/ADV

Location: 1A Green Road, Broughton Astley Leicestershire
Proposal: Installation of 3 internally-illuminated fascia signs and removal of existing projection sign and trough lights

2109.24

RESOLVED:
The Planning Committee has no objections to the proposed application.

24/00854/FUL

Location: 37 Coventry Road, Broughton Astley
Proposal: Erection of a single storey side extension

2110.24

RESOLVED:
The Planning Committee has no objections to the proposed application.

24/00852/FUL

Location: 34 Green Road, Broughton Astley Leicestershire
Proposal: Erection of a single storey rear extension, render finish to existing dwelling to the front and rear, with additional windows to front and rear elevations, alterations to porch and partial conversion of garage (revised scheme of 23/00049/FUL)

2111.24

RESOLVED:
The Planning Committee has no objections to the proposed application.

24/00866/FUL

Location: 50 Main Street, Broughton Astley Leicestershire
Proposal: Erection of a first and second floor to provide two 1 bedroom flats with alterations to the ground floor retail space, raising the height of existing single storey side element to create hidden roof terraces

2112.24

RESOLVED:
The Planning Committee has reservations about the extra height and the possibility that the addition of windows to the side of the property will mean that other residential properties are overlooked.

24/00901/FUL

Location: 19 Fallow Close, Broughton Astley Leicestershire
Proposal: Erection of swimming pool enclosure with raised decking area in garden and car port on side of property (Retrospective)

2113.24

RESOLVED:
The Planning Committee has no objections to the proposed application.

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24/00528/OUT

Location: Land North Of Broughton Way, Broughton Astley Leicestershire

Proposal: Outline application for the development of up to 17 self-build residential dwellings (access only to be considered)

2114.24

RESOLVED:

The Planning Committee objects to the application and has grave concerns about the proposed access on to the extremely busy B581. The entrance indicated is opposite existing access to a busy residential estate, where residents already struggle to exit across the traffic.

24/00799/REM

Location: Land At Sutton Lane Sutton In The Elms Broughton Astley

Proposal: Outline application for the erection of up to 9 self-build dwellings (all matters reserved except for access) (Reserved Matters of 21/00826/OUT for Plot 3 only including details of appearance, landscaping, layout, and scale)

RESOLVED: Comments submitted 10.07.2024 as per Resolution No. 2100.24

2115.24

The Planning Committee continues to object to the overall application. In relation to the reserves matters to be considered, there are no objections to the landscaping proposed, however there are concerns about the size of the property and we question whether further 4 bedroom 2 storey properties are required in this area? The Neighbourhood Plan for Broughton Astley states that affordable housing is required in the area, this development does not assist with this objective and further increases our carbon footprint, due to lack of amenities within the Hamlet and the need for vehicle use to access those available in the locale.

2116.24

7) DECISIONS ON PLANNING APPLICATIONS TO BE NOTED

Decisions noted.

2117.24

8) ENFORCEMENT CASES TO BE NOTED

Enforcement cases noted.

2118.24

9) TO CONSIDER MATTERS RELATING TO THE NEIGHBOURHOOD PLAN

Nothing to report.

10) ANY URGENT PLANNING MATTERS BY CONSENT OF THE CHAIR

24/00525/FUL

Location: Land Off Crowfoot Way

Proposal: Creation of one agricultural access (part retrospective)(revised description)

2119.24

RESOLVED: Original comments resubmitted, as the objections made remain the same.

The Planning Committee support the residents' concerns relating to heavy agricultural traffic accessing the location via residential streets.

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It has been reported that despite it being an offence under Section 148 & 151 of the Highways Act 1980 to deposit mud on a public highway this has consistently been an issue, with the roads not being cleaned after mud transfer from the agricultural vehicles.

The Committee has concerns over the suitability of the current roads for heavy agricultural use, with traffic calming measures in place that have already been damaged by regular such agricultural use, this poses an ongoing maintenance. issue.

The large heavy vehicles accessing the site are having to mount the curbs at points along their route which causes a danger and health and safety concern for all pavement users.

Additionally we are still waiting for the roads to be formally adopted as Lagan Homes continue to fail to reach the required standard set out by Leicestershire Highways Association.

DATE OF NEXT PLANNING COMMITTEE MEETING

- Full Planning Meeting in the Astley Room Monday 2 September 2024 at 7.30pm

Meeting closed at 20.53

.....Chair

Dated.....

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30pm ON THURSDAY 25 JULY 2024
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY.**

PRESENT: Councillors: M Barber, Miss A Butteriss, R Gahan, C Grafton-Reed, S Oliver, R Patrick,
P Shipman, Mrs M Stell and Mrs L Teague

APOLOGIES: No apologies

CLERK: Mrs D Barber– Parish Manager

ALSO IN ATTENDANCE: Mrs E Foxon - RFO

1. APOLOGIES

287.24 **RESOLVED:** That no apologies were received.

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

288.24 **RESOLVED:** No declarations of Members Interests were received.

3. TO APPROVE AND SIGN THE MINUTES OF THE ADMINISTRATION AND FINANCE MEETING HELD ON THE 23 MAY 2024.

289.24 **RESOLVED:** That the minutes from the meeting held on the 23 May 2024 were approved and duly signed by the Chair.

4. REVIEW THE QUARTERLY ACCOUNTS AND BUDGET

That the members received the Quarterly accounts and budget status to date. These were reviewed and accept by a unanimous show of hands.

290.24 **RESOLVED:** That the Quarterly accounts and budget review is accepted.

5. REVIEW ASSET REGISTER

291.24 **RESOLVED:** That the asset registered was reviewed and accepted.

6. REVIEW AND APPROVE POLICIES AND PROCEDURES

Members received the following policies and procedures for review and approval:

- 1. Memorial Tree Policy
- 2. Memorial Bench Policy
- 3. Cemetery Policy
- 4. Allotment Policy
- 5. CCTV Policy

Members reviewed the policies and made recommendations for additional wording and redactions. These were then accepted unanimously by a show of hands.

292.24

RESOLVED: That the following policies and procedures have been reviewed and have been accepted:

- 6. Memorial Tree Policy
- 7. Memorial Bench Policy
- 8. Cemetery Policy
- 9. Allotment Policy
- 10. CCTV Policy

7. RECEIVE REPORT AND APPROVE LAND REGISTRY FOR VILLAGE HALL AND COTTAGE

A report was provided to Members to seek approval for applying to the Land Registry for the Village Hall and Cottage. Members received and approved the request.

293.24

RESOLVED: That the Parish Council approves the application to the Land Registry in relation to the Village Hall and Cottage.

8. RECEIVE REPORT AND APPROVE THE PURCHASE OF BOLLARDS FOR LEISURE CENTRE

Members considered the report that outlined the issues and concerns raised by the Leisure Centre for the health and safety of its visitors following the indiscriminate and sometimes dangerous parking, particularly when blocking the fire exits and zebra crossing. Members approved the purchase and installation of 12 bollards, 1 x kick rail fence and 1 x collapsable bollard with key.

294.24

RESOLVED: That the Parish Council purchases and installs 12 x bollards, 1 x kick rail fence and 1 x collapsable bollard with key for the Leisure Centre to improve health and safety for visitors to the site.

295.24

Meeting closed at 21.10

.....Chair

Dated.....

**BROUGHTON ASTLEY PARISH COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE
HELD ON THURSDAY 25 JULY 2024 AT 10:30am**

- PRESENT:** Councillors D Beasley, R Gahan, D Glenis, and Mrs L Teague
- APOLOGIES:** Councillors G Brown
- CLERK:** Mrs D Barber

1. ATTENDANCE AND APOLOGIES

244.24 Apologies received from Cllr Brown

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

RESOLVED: None declared.

3. TO APPROVE AND SIGN THE MINUTES OF THE MEETING ON THE 13 JUNE 2024.

245.24 **RESOLVED:** The minutes were agreed unanimously and duly signed.

4. RECEIVE AND CONSIDER REPORT ON OUTSTANDING RESOLUTION 3323/08/2022

Members received a report in relation to the outstanding resolution 3323/08/2022 made at the full council meeting held in August 2022. The Members considered the background to the resolution and that there was never a tabled agenda item which had been placed before members for consideration and discussion. They also noted that the Parish Council staff have their jobs evaluated in conjunction with their annual staff appraisals. The results of the appraisals, targets set and any changes in the staff roles are provided to the Staffing Committee for comment, approval and recommendations to be given to full council.

Taking into account that:

- one member of staff has already advised of their retirement in a little over 6 months.
- two members of staff are on long term sick,
- three members of staff have not been in post for 12 months,
- one member of staff has only just completed 12 months service and
- one member of staff is currently doing their job and covering for another would not presently be a suitable time to carry job evaluations.

The report also stated that every staff member had a review and change to their job descriptions, a new staffing structure in the office was agreed and implemented in November 2022 which would effectively override the requirement for job evaluations. No justification was provided behind the request to carry out job evaluations, which ultimately has no budget allocation. Members are aware that the staff already feel disrespected and untrusted following the past year of repeated questioning with reference to the work they undertake, in particular the finances. Therefore, it is the Staffing Committees recommendation to Full Council is that having taken into consideration all the background information, current staffing levels, appraisal process that no further action is to be taken and the resolution is removed.

246.24 **RESOLVED:** That outstanding resolution 3323/08/2022 is removed.

5. REVIEW AND APPROVE STAFF POLICIES

Members received draft copies of the following policies for review and approval:

- a) Holiday and Flexi Leave
- b) Sickness
- c) Parental Leave – Maternity/Paternity/Adoption/Shared Parental Leave
- d) Bereavement and Compassionate Leave

Members thanked the Deputy Clerk for putting together all the documentation, however, having reviewed all the submitted draft policies, with the exception to the Holiday and Flexi Leave Policy, it was condensed that additional work should be made to reducing the size, make them clearer to understand and make use of references to outside sources such as ACAS to prevent the detailing of all legislation which has a tendency to be amended and changed from time to time.

247.24 **RESOLVED: That the Holiday and Flexi Leave Policy is adopted, all other policies require additional work to improve clarity, reduce in size and use links to references from outside sources such as ACAS.**

6. TO RECEIVE AN OPERATIONAL UPDATE ON WORKLOAD AND STAFFING MATTERS

Members received confirmation that the Premises Officers is on continued sick leave which will be long term, cover has been provided by the 2nd Premises Officer, however as it is unknown as to how long the sick leave will continue for, an additional member of staff has been appointed on a short-term temporary casual contract as continued cover from the 2nd Premises Officer is not sustainable. This will, however, allow the recommencement of weekend room hire to maintain the current income stream.

The Premises Officer and Office Staff Member who are both on long-term sick continue to make good progress in their recovery.

It was agreed that Cllrs Teague and Gahan carry out the Parish Managers annual appraisal.

RESOLVED:

- 1. **That a temporary casual employee has been appointed to cover the ongoing long-term sick leave of the Premises Officer.**
- 2. **That Cllrs Mrs L Teague and Gahan will carry out the Parish Managers annual appraisal.**

248.24 Meeting closed at 12.25pm

249.24 **Signed**

..... **Dated**

Balance Sheet as at 31.07.24

31 March 2024

31 March 2025

31 March 2024		31 March 2025	
	Current Assets		
11,107	Debtors	18,582	
3,469	VAT Control	0	
3,080	Prepayments	0	
232,770	Current/Reserve Account	323,322	
80,825	Nationwide Building Society	81,684	
88,850	Santander Bank	89,813	
190,520	Nationwide Business Account	191,567	
50	Petty Cash	50	
<u>610,672</u>			<u>705,019</u>
	Total Assets		705,019
	Current Liabilities		
0	VAT Control	829	
26,730	Accruals	0	
60	Receipts in Advance	0	
<u>26,790</u>			<u>829</u>
	Total Assets Less Current Liabilities		704,190
	Represented By		
207,406	General Fund		327,715
7,665	Emr Reserve Playground Equip		7,665
21,000	EMR Large Mechanical Purchases		21,000
219	EMR Harborough Lotto		219
26,430	EMR Footpath Development		26,430
431	EMR Charity A/C		431
300,000	EMR - Leisure Centre		300,000
16,700	EMR - Leisure Cen Landscaping		16,700
4,031	EMR - S106 Allotment fund		4,031
<u>583,882</u>			<u>704,190</u>

01/08/2024

Broughton Astley Parish Council

14:04

Balance Sheet as at 31.07.24

31 March 2024

31 March 2025

The above statement represents fairly the financial position of the authority as at 31.07.24 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Date: 01/08/2024

Broughton Astley Parish Council

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Time: 13:56

User: EF

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/07/2024	b/st040724		175.00	175.00		R	Receipt(s) Banked
01/07/2024	b/st040724		96.00	96.00		R	Receipt(s) Banked
02/07/2024	dc020724	205.81		205.81		R	Auto Assist Group
02/07/2024	b/st040724		96.00	96.00		R	Receipt(s) Banked
02/07/2024	b/st040724		64.00	64.00		R	Receipt(s) Banked
02/07/2024	b/st040724		48.00	48.00		R	Receipt(s) Banked
02/07/2024	b/st040724		13.50	13.50		R	Receipt(s) Banked
04/07/2024	dd02070724	3,435.38		3,435.38		R	United Kingdom Debt Management
04/07/2024	b/st070724		35.00	35.00		R	Receipt(s) Banked
05/07/2024	BACS Pymnt	45,067.35		45,067.35		R	BACS P/L Pymnt Page 2015
05/07/2024	b/st070724		44.00	44.00		R	Receipt(s) Banked
05/07/2024	b/st070724		4,000.63	4,000.63		R	Receipt(s) Banked
07/07/2024	dd01070724	2.40		2.40		R	UK Fuels Ltd
07/07/2024	b/st070724		64.00	64.00		R	Receipt(s) Banked
07/07/2024	b/st070724		35.00	35.00		R	Receipt(s) Banked
10/07/2024	b/st		19.25	19.25		R	Receipt(s) Banked
11/07/2024	bst120724		1,168.80	1,168.80		R	Receipt(s) Banked
12/07/2024	bst120724		175.00	175.00		R	Receipt(s) Banked
16/07/2024	b/st		236.25	236.25		R	Receipt(s) Banked
17/07/2024	BACS Pymnt	15,392.43		15,392.43		R	BACS P/L Pymnt Page 2017
17/07/2024	dd03170724	50.67		50.67		R	EON - Elec Cottage, 42 Station
17/07/2024	dd01150724	20.77		20.77		R	Water Plus - Workshop
17/07/2024	dd02150724	103.34		103.34		R	UK Fuels Ltd
18/07/2024	dd01300724	148.63		148.63		R	Water Plus - Changing Rms
18/07/2024	dd02300724	107.17		107.17		R	Co-operative Bank Visa Card
18/07/2024	b/st300724		32.00	32.00		R	Receipt(s) Banked
18/07/2024	b/st300724		27.50	27.50		R	Receipt(s) Banked
18/07/2024	b/st300724		80.00	80.00		R	Receipt(s) Banked
19/07/2024	dd04300724	40.29		40.29		R	EON Electricity, Groundsman Ac
19/07/2024	dd01310724	91.88		91.88		R	Edf - Village Hall Gas
22/07/2024	dd03300724	72.16		72.16		R	Water Plus - Village Hall
22/07/2024	dd05300724	327.03		327.03		R	EDF Energy - Changing Rooms
22/07/2024	b/st300724		120.00	120.00		R	Receipt(s) Banked
23/07/2024	dd06300724	484.81		484.81		R	British Telecommunications
23/07/2024	dd07300724	30.01		30.01		R	Edf - Village Hall Gas
23/07/2024	dd08300724	269.77		269.77		R	EDF Energy - Village Hall
23/07/2024	b/st300724		156.25	156.25		R	Receipt(s) Banked
24/07/2024	b/st300724		120.00	120.00		R	Receipt(s) Banked
24/07/2024	b/st300724		29.25	29.25		R	Receipt(s) Banked
25/07/2024	dd09300724	87.00		87.00		R	Harborough District Council
25/07/2024	dd10300724	8.77		8.77		R	3 Service Provider
25/07/2024	BACS	15,017.96		15,017.96		R	July Salaries
25/07/2024	b/st300724		93.50	93.50		R	Receipt(s) Banked
25/07/2024	b/st300724		540.00	540.00		R	Receipt(s) Banked
25/07/2024	b/st310724		108.00	108.00		R	Receipt(s) Banked
29/07/2024	dd300724	93.32		93.32		R	Water Plus - Cottage
29/07/2024	dd12300724	165.00		165.00		R	Cathedral Leasing Limited
29/07/2024	dd13300724	29.13		29.13		R	UK Fuels Ltd

Bank Reconciliation up to 31/07/2024 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>
29/07/2024	b/st300724		80.00	80.00		R <input type="checkbox"/>	Receipt(s) Banked
29/07/2024	b/st300724		87.00	87.00		R <input type="checkbox"/>	Receipt(s) Banked
29/07/2024	b/st300724		150.75	150.75		R <input type="checkbox"/>	Receipt(s) Banked
29/07/2024	b/st300724		378.00	378.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		80.00	80.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		80.00	80.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		13.50	13.50		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st300724		233.75	233.75		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2024	b/st310724		322.00	322.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2024	b/st310724		80.00	80.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2024	b/st310724		16.50	16.50		R <input type="checkbox"/>	Receipt(s) Banked
		<u>81,251.08</u>	<u>9,488.43</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1250 Precept	196,428	392,855	196,428			50.0%
1252 Photocopying Income	8	150	142			5.6%
1253 Bank Interest	2,869	1,500	(1,369)			191.3%
102 Council						
1256 NHP Grant Income	(100)	0	100			0.0%
201 Cemetery						
1100 Cemetery Income Grant of Right	780	5,000	4,220			15.6%
1101 Cemetery Income Burial Fees	1,838	3,500	1,663			52.5%
1102 Cemetery Income Memorial Fees	480	1,000	520			48.0%
1104 Cemetery Income - Admin	0	600	600			0.0%
1105 S106 - Cemetery income	9,987	0	(9,987)			0.0%
1107 Scattering of Ashes	85	0	(85)			0.0%
202 Community						
1200 Property Income Police/HDC	0	240	240			0.0%
1201 Property Income Scout Rent	0	110	110			0.0%
1203 Property Income Cricket Club	0	350	350			0.0%
1204 Volunteer Group Rent	0	150	150			0.0%
401 Village Hall						
1000 V H Income Regular Lettings	14,921	35,000	20,079			42.6%
1001 V H Income Casual Lettings	3,595	6,500	2,905			55.3%
1202 Other Income	513	100	(413)			513.0%
402 Allotments						
1050 Allotments Income	43	2,850	2,808			1.5%
403 Recreation Ground						
1150 Rec Ground Income Pitch Rent	260	250	(10)			104.0%
1151 Rec Mobile Catering Franchise	0	660	660			0.0%
500 Leisure Centre						
1103 Management Fee LC	25,235	74,815	49,580			33.7%
TOTAL INCOME	256,940	525,630	268,690	0	0	48.9%

EXPENDITURE

101 Administration						
4000 Payroll Cost - Salaries	61,861	227,909	166,048		166,048	27.1%
4004 Employers N.I contribution	9,851	19,994	10,143		10,143	49.3%
4005 Employers Pension contribution	23,274	57,661	34,387		34,387	40.4%
4009 Staff Training	297	2,000	1,703		1,703	14.8%
4010 Staff Personal Protection Equ	68	400	332		332	16.9%
4014 IT and Accounting Support	4,378	6,500	2,122		2,122	67.4%
4020 Telephone	1,051	1,500	449		449	70.1%
4021 Postage	0	100	100		100	0.0%
4022 Stationery	421	700	279		279	60.1%
4023 Photocopier costs	101	750	649		649	13.5%
4030 Advertising	0	200	200		200	0.0%
4041 Inspection and Maintenance	228	1,200	973		973	19.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4043 Petrol and Oil	739	2,000	1,261		1,261	36.9%
4044 Parish Council Vehicle	1,156	1,000	(156)		(156)	115.6%
4050 Bank and other finance charges	205	100	(105)		(105)	205.0%
4051 Insurance	4,026	12,000	7,974		7,974	33.6%
4052 Audit Fees	(252)	2,000	2,252		2,252	(12.6%)
4053 Legal Expenses	588	20,000	19,412		19,412	2.9%
4054 Subscriptions and Membership	2,037	2,300	263		263	88.6%
4062 Broughton Newsletter	360	1,200	840		840	30.0%
4091 General Administration	459	5,000	4,541		4,541	9.2%
102 Council						
4055 Unplanned Maintenance & Repair	247	10,574	10,327		10,327	2.3%
4602 Hospitality	0	50	50		50	0.0%
4603 Councillors Travel	0	30	30		30	0.0%
4604 Councillors Training	768	1,500	732		732	51.2%
4605 Notice Board Maintenance	2,321	4,000	1,679		1,679	58.0%
4610 Localism Bill Implications	0	3,000	3,000		3,000	0.0%
4620 General Power of Competence	500	9,000	8,500		8,500	5.6%
4949 Neighbourhood Plan Review	0	5,000	5,000		5,000	0.0%
201 Cemetery						
4300 Cemetery General Rates	374	700	326		326	53.5%
4301 Cemetery/Memorial Grds Exp	1,450	500	(950)		(950)	290.0%
301 Highways						
4500 Bus Shelters Costs/Repairs	0	500	500		500	0.0%
4501 Maintenance and Materials	0	2,000	2,000		2,000	0.0%
401 Village Hall						
4100 V H Electricity	2,139	8,000	5,861		5,861	26.7%
4101 V H Gas	271	1,500	1,229		1,229	18.1%
4102 V H General Rates	2,845	7,200	4,355		4,355	39.5%
4103 V H Water Rates	442	1,250	808		808	35.4%
4105 V H Cleaning Costs	3,159	3,000	(159)		(159)	105.3%
4106 V H Other Purchases	328	1,000	672		672	32.8%
4107 Water Rates - Cottage	342	350	8		8	97.8%
4121 V H Equipment Maintenance	313	1,000	687		687	31.3%
4122 V H Building Maintenance	0	2,500	2,500		2,500	0.0%
4151 Performing Rights costs	106	150	44		44	70.5%
4152 V H Premises License	0	200	200		200	0.0%
4160 V H Christmas Decorations	7	100	93		93	6.6%
4405 Electricity - Cottage	327	800	473		473	40.9%
402 Allotments						
4200 Allotments - LCC Rent	0	1,300	1,300		1,300	0.0%
4201 Allotments - Water Rates	51	1,000	949		949	5.1%
4202 Allotments Grounds Maintenance	310	250	(60)		(60)	123.8%
403 Recreation Ground						
4400 Electricity - Changing Rooms	763	1,290	527		527	59.2%
4401 Electricity - Workshop	194	600	406		406	32.4%
4402 Water Rates - Recreation Grd	83	225	142		142	36.9%
4403 Changing Room - Water Rates	453	1,500	1,047		1,047	30.2%
4420 Rec Grd - General Purchases	185	5,000	4,815		4,815	3.7%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4433 General Maintenance	1,457	2,790	1,333		1,333	52.2%
4435 Playground Maintenance	(8,464)	8,000	16,464		16,464	(105.8%)
4450 Security Services	1,464	6,000	4,536		4,536	24.4%
4456 Large Mechanical: Maintenance	0	1,000	1,000		1,000	0.0%
500 Leisure Centre						
4611 Grounds Maintenance LC	1,362	750	(612)	16,217	(16,829)	2343.9%
4616 Footpath Costs	8,550	0	(8,550)		(8,550)	0.0%
4946 PWLB Loan Repayment LC	0	28,672	28,672		28,672	0.0%
4947 PWLB Loan Interest Repay LC	0	21,882	21,882		21,882	0.0%
4950 PWLB Loan Repayment Phase 2	1,875	3,750	1,875		1,875	50.0%
4951 PWLB Interest Repayment Phase	1,560	3,203	1,643		1,643	48.7%
901 Capital and Loans						
4454 Large Mechanical: Purchases	0	7,000	7,000	4,633	2,368	66.2%
4455 Council Vehicle	0	5,000	5,000		5,000	0.0%
4616 Footpath Costs	0	0	0	24,747	(24,747)	0.0%
TOTAL EXPENDITURE	136,631	527,630	390,999	45,596	345,403	34.5%
Total Income	256,940	525,630	268,690			48.9%
Total Expenditure	136,631	527,630	390,999	45,596	345,403	34.5%
Net Income over Expenditure	120,309	(2,000)	(122,309)			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	120,309	(2,000)	(122,309)			

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08/08/2024

Broughton Astley Parish Council

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Sales Ledger Aged Account Balances

User: EF

Outstanding Balances by Month as at 08/08/2024

A/C Code	Customer Name	Balance	Aug 2024	Jul 2024	Jun 2024	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
1003	A WARD	30.69	0.00	0.00	0.00	30.69	0.00
1012	LOUISE STONE ART	44.00	0.00	44.00	0.00	0.00	0.00
1502	NATTY ROO	32.00	0.00	32.00	0.00	0.00	0.00
1504	IPM LEICESTERSHIRE	16.00	0.00	16.00	0.00	0.00	0.00
1704	PRESCHOOL PLAYSTATIO	0.01	0.00	0.01	0.00	0.00	0.00
1707	PARKWOOD LEISURE	15,318.68	0.00	15,318.68	0.00	0.00	0.00
2013	BACC	332.24	0.00	332.24	0.00	0.00	0.00
2109	STH LEICS LABOUR PTY	13.50	0.00	13.50	0.00	0.00	0.00
2114	ROCK CHOIR	36.00	0.00	36.00	0.00	0.00	0.00
2501	W.I.	36.25	0.00	35.75	0.00	0.50	0.00
3009	NCT	61.75	0.00	61.75	0.00	0.00	0.00
3027	KNIT AND NATTER BAVG	54.00	0.00	54.00	0.00	0.00	0.00
3042	LEICS MUSICAL MEMORY	67.50	0.00	22.50	45.00	0.00	0.00
6573	LEICESTER ROVERS	85.00	0.00	85.00	0.00	0.00	0.00
8017	BA DRAMA SOCIETY	360.00	0.00	180.00	180.00	0.00	0.00
ALLGARI001	ALLGARI001	-2.00	0.00	0.00	0.00	0.00	-2.00
Total Sales Ledger		16,485.62	0.00	16,231.43	225.00	31.19	-2.00
TOTAL SALES LEDGER BALANCES		16,485.62	0.00	16,231.43	225.00	31.19	-2.00

REPORT SUMMARY

Subject	Environmental Grant
Date	15 August 2024
From	Working Party

**Report from Working Party -
Harborough District Council – Environmental Grant**

BACKGROUND

Members will recall that a Working Party was formed to investigate Harborough District Council's 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 maximum grant of £20,000 with 10% match funding. The grant closing date is 27 September 2024.

PROPOSAL

The Working Party have looked at the possibility of the

- a) Installation of approximately 30 solar panels on the Village Hall rear roof
- b) installation of two EV charging points beside the Cottage using free standing or wall mounted charging units which will operate via an app. The community will have access to the charging points during hours which need to be agreed.

PURPOSE

1. To have a positive and provable impact on the environment by increasing the energy efficiency of the community building, thus reducing the carbon footprint of the community.
2. To provide the community of Broughton Astley with more EV charging opportunities than are currently available in the village.

ADDITIONAL INFORMATION

- The solar panel installer will provide a roof survey
- The Working Party are seeking to confirm if business properties require planning permission for the installation of solar panels.
- The EV charging points will require permission from the Distribution Network Operator (DNO), National Grid East for the Village Hall postcode. There is likely to be a cost implication for this permission which is currently being investigated.

APPLICATION

Completion of an online application from which includes;

- grant amount being requested
- description of project
- explanation of how project meets the required outcomes
- details of how the community will benefit
- expected timeline for completion.

CONCLUSION OF REPORT

The Working Party are seeking the Parish Council's approval to

- a) continue with the outlined project
- b) complete the application form and submit Harborough District Council.
- c) That the Parish Council agree to match fund 10% of the project cost
- d) That the Parish Council agree to cover any reasonable associated costs such as licences, planning permission etc.

Report to Parish Council – 15 August 2024

REPORT SUMMARY

Subject	Replacement Grounds Maintenance Vehicle
Date	15 August 2024
From	Parish Manager
Financial Implications	Outlined in report

Provision of a Replacement Grounds Maintenance Vehicle

The current 16 plate Ford Transit van purchased by the Parish Council in April 2019 is now in need of replacement. As the vehicle is diesel, not enough miles are completed per annum to keep the Diesel Particulate Filter in working order, which is now causing mechanical failure. Repairs this year alone have cost £750.61 for the filter and a replacement clutch has also been required on top of this. It is felt that the van is now reaching the point where continued repair, over and above the usual maintenance, will be required.

With the global push to move towards electric vehicles, now appears to be an opportune time to investigate this option.

Electric vans produce no CO2 or NOx emissions as they drive around, therefore as more individuals and businesses move to electric vehicles there is the potential to dramatically improve air quality which would be in line with the Parish Council Environmental Policy.

Typically, e-vans are considerably cheaper to run than diesel alternatives. The cost per mile of 'fuel' (electricity) is lower, and with fewer moving parts and are less hard on their brakes, reducing maintenance costs. Currently electric vehicles are not subject to Road Tax providing another saving; however, this is expected to be introduced in the next financial year.

Members will recall that the Parish Council resolved to build a rolling budget for the replacement of the vehicle and as such the earmarked reserves stands at £5,000 for this purpose.

The Parish Office has sought price comparisons for different previously owned equivalent sized vehicles which are detailed below for cost information:

Vehicle	Mileage	Cost (Excluding VAT)
22 Plate VW Transporter	8060	£10,495
21 Plate Maxus Edeliver 3	10920	£10,990
21 Plate Nissan E-NV200	9958	£11,499
22 Plate Peugeot E-Partner	6957	£12,999

All prices quoted are including VAT

VW Transporter



Maxus Edeliver



Nissan E-NV200



Peugeot E-Partner



The VW Transporter appears to be the more readily available vehicle, with a number available within a similar price range and mileage. Although all the vehicles detailed are an equivalent size the VW Transporter is the closest in size, style and body type to the current Ford Transit van.

A move to an electric van will mean that a charging point will need to be installed at the depot on the Recreation Ground, preliminary costs for this have been indicated to be approximately £1,000 - £1,500.

The current vehicle is owned by the Parish Council and should the purchase of a new vehicle be agreed, the Parish Office will look to sell the van for the most competitive price, indicated as being approximately £4,000 this will be offset against the cost of the replacement vehicle, and put back into the rolling earmarked budget for future vehicle purchases.

RECOMMENDATION:

- 1) That the Parish Council agrees to purchase an electric van to replace the existing vehicle. (Make and Model to be decided by the Parish Office in conjunction with the Ground Staff and subject to availability)
- 2) That the Parish Council gives the Parish Manager a delegated budget of a maximum of £15,000 for both the van and charge point if the proposal to purchase a new vehicle is agreed.
- 3) That the Parish Office source and order the replacement vehicle and charge point as soon as possible.

Report to Parish Council – 15 August 2024

REPORT SUMMARY	
Subject	Alan Talbott Room Acoustic Treatment
Date	15 August 2024
From	Deputy Clerk
Financial Implications	Outlined in report

Acoustic Treatment for the Alan Talbott Room

Members will recall that at their meeting in July a request was made to source two further quotations in relation to the Acoustic Treatment in the Alan Talbott room.

Three companies have now provided quotations for acoustic absorber panels.



Quote A – Sound Reduction Ltd

Option 1 – Aurio Ceiling Treatment:
20No. 1200 x 800 x 50mm Sonata Aurio Panels

<u>Sonata Product</u>	<u>Cost</u>	<u>Unit</u>	<u>No.</u>	<u>Total</u>
Aurio Absorber (1200 x 800 x 50mm)	£106.00	each	20	£2,120.00
Sonatac Adhesive (300ml)	£11.00	each	19	£209.00
Installation	£785.00	each	1	£785.00
<u>Total</u>				<u>£3,114.00</u> Excluding VAT

OR:

Option 2 – Vario Ceiling Treatment:
20No. 1200 x 800 x 50mm Sonata Vario Panels

<i>Sonata Product</i>	<i>Cost</i>	<i>Unit</i>	<i>No.</i>	<i>Total</i>
Vario Absorber (1200 x 800 x 50mm)	£130.00	each	20	£2,600.00
Ceiling Suspension Kit	£12.00	each	20	£240.00
Installation	£785.00	each	1	£785.00
<u>Total</u>	-	-	-	<u>£3,625.00</u>

Excluding VAT

Quote B – Resonics Ltd

Solo Raft Rectangle Ceiling Treatment
15no. 1800 x 1200mm Solo Panels

SOLO RAFT RECTANGLE 1800 X 1200mm Supply and install 'SOLO' acoustic ceiling rafts. Suspended from adjustable wire hangers. SURFACE FINISH: Akutex FT COLOUR: White Frost FIXING: Wire Hangers ABSORPTION CLASS: A	no.	15	270.00	4 050.00
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Preliminary Cost

PRELIMINARY COST Prelim costs include where applicable: off/on-site project management deliveries manufacturer delivery fees manufacturer international shipping fees material offloading & hoisting site surveys method statements & risk assessments packaging waste removal & recycling plant, tools and low level access equipment protection of existing finishes co-ordination with other trades O&M manuals insurances fuel, travel & accommodation parking & congestion fees.	no.	1	695.00	695.00
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Subtotal: 4 745.00
 GBP
 Excluding VAT

Quote C – Sound Control Services Ltd

Unfortunately, they had to reschedule a site visit and were therefore unable to provide a quotation in time for the report being issued, it is hoped that the quote will be received in time for the meeting and can be presented to members on the evening.

Conclusion

Contractor A – Sound Reduction Ltd provided a more detailed and comprehensive quotation than the other contractors approached, they attended for a site visit and their quotation was the most competitive when this report was compiled.

RECOMMENDATION: That the Parish Council appoint Contractor A – Sound Reduction Ltd, to install option 2 Vario Ceiling Treatment which offers the greater sound reduction, at the cost of £3,625.00 in the Alan Talbott Room.

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP
HELD ON MONDAY 08 AUGUST 2024
HELD IN THE ASTLEY ROOM, BROUGHTON ASTLEY VILLAGE HALL**

PRESENT: Councillors D Beasley, G Brown, R Davis, C Golding, C Grafton-Reed, S Oliver, P Shipman and Mrs M Stell

OTHERS PRESENT: None

CLERK: Mrs D Barber

1. APOLOGIES

24.362 **RESOLVED:** No apologies were received.

2. DECLARATION OF MEMBERS INTERESTS.

24.363 **RESOLVED:** No declarations of members interests were received

APPROVE MINUTES FROM MEETINGS HELD ON 8 AND 11 JULY 2024

24.364 **RESOLVED:** That the minutes from meetings held on 8 and 11 July 2024 are approved and were signed accordingly.

3. EXCLUSION OF PUBLIC AND PRESS

A unanimous show of hands agreed that the public and press are excluded for the discussion on agenda item 5 as it contains commercial and confidential information under the Public Bodies (Admissions to the meetings) Act 1960.

24.365 **RESOLVED:** That the press and public are excluded for the discussion on agenda item 4 as it contains commercial and confidential information.

4. EVALUATE LAND OPTIONS FOR INCLUSION IN THE NEIGHBOURHOOD PLAN

24.366 **RESOLVED:** That further evaluation is required be finalising.

5. NEXT STEPS

24.367 Members were provided with an update from a meeting held with officers from Harborough District Council on Tuesday 6 August 2024 where they outlined the impact of the changes in planning regulations that meant that they are unable to provide reasonably accurate figures for housing allocations for Broughton Astley. Harborough District Council recommended not making an allocation at this time for housing but will provide more accurate figures in the next few weeks. They have made us aware of additional sites for development that have not come forward previously, and the Neighbourhood Plan Group will try to arrange a meeting with them as soon as possible.

24.368 Meeting closed at 8.25pm

.....Chair Dated.....