

MARKET BOSWORTH PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on 3 September 2024 at 7.00 pm in St Peter's Parish Church Hall, Park Street, Market Bosworth.

Present: Cllrs John Wastenev (Chair); Ken Coleman, Kevin Hughes, John Manley, Bill Marr, Nigel Palmer and Lee Taylor.

In attendance: Borough Councillor, Maureen Cook; Parish Clerk, Catherine Monkman.

1 Apologies

Apologies had been received from County Councillor Bertie Harrison-Rushton and Parish Councillor Frank Kay. Borough Councillor M Cook had reported she may be late to the Meeting due to other commitments.

Resolved: that the apologies be accepted.

2 Declarations of Interest (including Disclosable Pecuniary Interests) and requests for dispensation in respect of items on the agenda

There were no declarations of interest.

3 To approve the Minutes of the Parish Council Meeting held on Tuesday 6 August 2024

Resolved: that the Minutes of the Parish Council Meeting held on 06.08.24 be approved. The Minutes were signed by the Chair, Cllr J Wastenev.

4 To receive reports, questions and comments

4a Parish Clerk – situation report

4a(i) 2023-24 Audit

The External Audit had been completed on 20.08.24. An intermediate audit had been carried out. The Notice of Completion of Audit, the audited version of the Statement of Accounts and Annual Governance Statement, and the auditor's certificate and opinion had been published on the Parish Council's website and noticeboard in the Market Place on 02.09.24.

In the report and certificate, the auditor had confirmed that in their "opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

The auditor had drawn attention to a £1 trivial rounding difference to the figure provided by the precepting authority and had stated that in future the precept figure should not be rounded as it has been in previous years. Also, in respect of Box 4, although the explanation of the variance had been reasonable, no values were initially provided to support the movement, although these were later provided on request. As such: "The Parish Council should in future ensure that all the necessary supporting financial information is provided with their annual submission".

In the covering letter, the auditor had drawn attention to two points: on the bank reconciliation the accounts had been named as Account 1 and Account 2 but these should have been properly named; and “upon review, general reserves are being held at a low level.....better practice suggests this level should be at least 3 months expenditure as a minimum”.

The Clerk reported that the above matters would be borne in mind for the 2024-25 audit which would also be an intermediate audit due to exceptional capital expenditure on the town centre scheme.

4a(ii) Play areas

A quotation had been obtained from Kompan for repairs to the toddler slide and wet pour at the Waterside Mede play area, to be considered at a future meeting when the working party have had opportunity to consider the quotation and make a recommendation. Quotations are awaited from Wicksteed for a replacement swing seat and climbing frame net, despite repeated chasing since 01.07.24. Wicksteed had also cancelled the Annual Inspection arranged for October and are at present unable to provide an alternative date.

4a(iii) Matters that remain outstanding

- Collapsed fence at the entrance to the cemetery: the landowner had confirmed on 13.08.24 that they had chased their contractor for the fence to be repaired and the area to be tidied.
- Kissing gate on public footpath S69: awaiting confirmation as to when the gate is to be installed. The project has been chased by Carlton Parish Council (p657 item 12c refers).
- Works to toilet block: the contractor has not yet confirmed a start date (p670 item 7b refers).
- No response to date from the Bosworth 1485 Project Office in respect of the Parish Council’s request for more information on the proposed interpretation panel (p671 item 10a refers).

4a(iv) Highways matters

- The overgrown hedge on the corner of Stanley Road & Haven Road was being dealt with by Highways in liaison with Borough Councillor M Cook and County Councillor B Harrison-Rushton.
- Highways had not responded to the Parish Council’s comment that Councillors disagree with Highways that no action is required in respect of the vegetation encroaching on to the pavement in the vicinity of St Peter’s CE Primary Academy (p673 item 4b(iv) refers).
- Overgrown verges at the entrance to Pipistrelle Drive had been referred to the County Councillor for assistance to resolve the issue (p672 item 4a(i) refers).
- A new pipe had been laid to solve the blocked gully outside the Dentist Surgery at the junction of Southfield Way and Station Road. Highways had discovered that a section of pipe had been removed and the space filled with earth by one of the utilities companies, thus blocking the outflow from the gully and causing flooding.

4a(v) Rainwater pipe at the cemetery

P666 item 4a(i) refers. Severn Trent Water (STW) had confirmed during a telephone call from the Clerk on 22.08.24 that the pipe survey had been completed on 29.07.24, that STW had actioned elements that required actioning such as the cutting out of minor tap roots, and that the Parish Council is not required to do anything further.

4a(vi) Public consultation event 07.09.24

Expenditure of £84 + VAT and £31.25 + VAT had been authorised for the printing of letters and flyers to promote the Parish Council's public consultation event (p676 item 6e bullet point 2 refers).

4a(vii) Police

The Police & Crime Commissioner had accepted the Parish Council's invitation to attend a Parish Council Meeting and would like to join the Meeting scheduled for 03.12.24 (p667 item 4b(iii) refers). It was agreed that the Police & Crime Commissioner should be invited to attend at 6.30 pm for a dedicated half hour session at the start of the Parish Council Meeting, subject to the Parish Hall being available from that time.

4b Parish Councillors – information exchange**4b(i) Memorial Garden – Delius Corner**

It had been noted that a large puddle forms in heavy rain near the small gate (Delius Corner) leading into the Memorial Garden. It was agreed the area should be monitored and infilled if necessary.

4b(ii) Rectory Lane road closure

Questions were raised about the road closure on Rectory Lane scheduled to commence on 24.09.24, and how it might affect bus travel and access to residential properties. The Clerk had posted information on the Parish Council website and would forward any other relevant information to councillors as and when received.

4b(iii) Batter of Bosworth, Station Road

It was noted that the bicycle and the 'A' board promoting the 'Batter of Bosworth' remain positioned on the footway, posing potential trip hazards to pedestrians and those with mobility scooters, pushchairs or wheelchairs (p673 item 4a(iv) refers in respect of the bicycle). It was noted that the 'A' board had been reported to planning officers previously but it is extremely difficult to monitor and to enforce its placement unless an officer is on duty throughout the day and evening.

4b(iv) Speed Indicator Device

The speed indicator device had been moved from Barton Road to The Park. A traffic report relating to Barton Road will be distributed in due course.

4b(v) The Old Rectory / Hinckley House School

It was noted that contractors' vehicles remain parked on the pavement outside The Old Rectory in contravention of planning conditions relating to conversion of the premises to a special needs school.

4b(vi) Barber of Bosworth 'A' board

It was noted that the Barber of Bosworth 'A' board is frequently placed obstructively at the entrance to the Wheatsheaf Courtyard.

4b(vii) Contractor's advertising board

A contractor's advertising board had been noted leaning against a post on Rectory Lane near the entrance to Cedar Drive. Sign to be monitored and reported to Highways if necessary.

4b(viii) Electric scooters

Cllr J Manley reported that he had been forced off the pavement on Park Street by four youngsters riding two electric scooters, two riders per scooter, and he had seen two youngsters riding scooters the wrong way up the middle of Rectory Lane.

4b(ix) Warwick Lane

Cllr N Palmer reported there had recently been a head-on collision of two vehicles in Warwick Lane, and he had witnessed a near-miss potential collision on 03.09.24, also in Warwick Lane.

4b(x) Land adjacent to the cemetery entrance

Cllr J Wastenev reported that he had received complaints from members of the public in respect of the poor state of the land adjacent to the cemetery entrance.

4b(xi) Rotary Club

Cllr J Wastenev had accepted an invitation to speak to the Rotary Club in his role as Chair of the Parish Council and the Bosworth Vision Planning Group.

4c Borough Councillor – monthly report

Cllr M Cook's monthly report had been distributed and was taken as read.

4d County Councillor – monthly report

Cllr B Harrison-Rushton's monthly report had been distributed and was taken as read.

4e Bosworth Vision Planning Group (BVPG) – monthly report

The group had not met during August but had helped with the distribution of flyers and leaflets in preparation for the Parish Council's public engagement event which had been arranged to take place in the Dixie Grammar School Hall on 07.09.24 from 10:30 – 15:30 (p676 item 6e bullet point 2 refers). Members of the Group would also be available on the day to assist with such matters as setting up the display boards and to answer questions.

4f Market Place Redevelopment Scheme – situation update

The Project Manager had reported that the Traffic & Safety Team had confirmed the Traffic Regulation Order process is due to commence at the end of September 2024, exact date to be confirmed by the legal team. Documents will be published on Leicestershire County Council's website accordingly.

4g Community Support Working Party – situation update

Response to the idea of a one-off brochure for distribution within the parish had been positive. To date ten groups had submitted details for inclusion in the brochure. The deadline for submission of content remains 15.09.24. It is intended to have all the pages ready for distribution with the Parish Council's October Meeting agenda on 24.09.24 with a view to them being approved at the October Meeting on 01.10.24 (p674 item 4h refers).

4h Car Park Working Party – situation update

There had been no response to date from Britannia Hotels in respect of addressing car parking issues in the town (p674 item 4i refers). It was agreed that a follow up letter should be sent, copied to the Manager of Bosworth Hall Hotel.

5 Public Participation

There were no members of the public present.

6 Planning Matters

6a Planning applications and appeals determined or withdrawn

- 24/00595/TPO The Market Bosworth School, T17 Dogwood crown reduction to give clearance from building; T19 Japanese Maple, crown reduction to give clearance from building. Permitted.
- 24/00582/FUL Dixie Grammar School, internal alterations to former bank and single storey glazed link including associated external alterations. Permitted.
- 24/00554/HOU 29 Main Street, installation of balcony to rear. Permitted.
- 24/00619/TPO 32 Northumberland Avenue, T1 Oak, reduce spread by approx. 2m to narrow the form; raise to clear roof of property to give 3m clearance from roof to foliage; remove dead branches; raise canopy to 5.5m above the road. Permitted.
- 24/00633/ADV Hinckley House School, 8 Rectory Lane, 1 non-illuminated entrance sign. Permitted.

6b Planning application comments submitted under delegated powers

No planning application comments had been submitted under delegated powers.

Borough Councillor M Cook joined the meeting at this point.

6c To note and comment on new planning applications and appeals

- 24/00560/HYB Land off Station Road, hybrid planning application seeking full planning permission for residential development of 138 dwellinghouses along with landscaping, public open space, drainage infrastructure and new access following demolition of two existing dwellinghouses; and outline planning permission (all matters reserved except for point of access) for 0.55ha of employment uses (Classes E(g) (i, ii and iii), B2 and B8). It was agreed that at first sight the application appears robust, detailed and thorough. **Resolved:** Cllr J Wastenev to commence a first draft response for circulation and comment. It was noted the Parish Council's comment deadline had been extended to 30.09.24.

6d Planning enforcement and other planning related matters

- **Enforcement matters:** There were no new planning enforcement matters to report.
- **Market Bosworth Neighbourhood Plan:** confirmation of acceptance of the Regulation 15 Submission and proceeding to Regulation 16 Consultation had been received from Hinckley & Bosworth Borough Council (HBBC) on 19.08.24. The Regulation 16 consultation will run from 13.09.24 – 25.10.24. Information had been posted on the Parish Council's website in preparation for the consultation accordingly (p676 item 6e bullet point 1 refers).

7 To consider site suggestions for the Artwork Gift to the Community and agree preferred option

Four site options and considerations in respect of installation of the Artwork and associated insurance requirements had been distributed to Councillors with the agenda, these options being in addition to the cemetery site put forward at the August Parish Council Meeting. **Resolved:** that the preferred option for location of the Artwork is in the Memorial Garden, mounted on a 5' tall, 6" diameter post. The Clerk to notify the artist and liaise with him, Cllr N Palmer and the Memorial Garden working party in respect of installation, signage, risk assessments, management plan, etc as necessary accordingly.

8 Christmas Festivities

8a To consider the quotation obtained for a Christmas Tree for the Market Place

Two quotations had been sought but only one contractor had submitted a quotation. **Resolved:** that on the basis that two quotations had been sought, and it is known that while other providers might charge less for the tree, considerably more might be charged for delivery, installation and collection, in this instance therefore, financial regulation 5.7 requiring two quotations should be waived and the quotation submitted by Friezeland Farms accepted (£1,850 + VAT to include necessary barriers and coning off the Market Place for access).

8b Initial preparations for the Civic Reception

Resolved: that the venue should remain as Market Bosworth Community Library; that refreshments should be provided by external caterers; that in addition to the standard guest list of local dignitaries, invitations should be sent to those community groups who have contributed to the community brochure.

8c To consider an application for a grant submitted by Market Bosworth Churches Together towards cost of a Brass Band for Carols in the Square 19.12.24

Resolved: to donate the sum of £150 to Churches Together towards the cost of a brass band for the Carols in the Square provisionally scheduled to take place on 19.12.24.

9 Financial matters

9a To note and approve bank balances, receipts and items of expenditure

Bank balances 22.08.24: Current account £31,121.26, Money Manager Account £99,780.85.

Receipts

<i>Name</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
HBBC	Precept	£59,026.27	£0.00	<u>£59,026.27</u>
				<u>£59,026.27</u>

Expenditure since August Parish Council Meeting

<i>Name</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Key holder	Toilet block key rota	£70.00	£0.00	£70.00
Water Plus (DD)	Toilet block water	£126.35	£0.00	<u>£126.35</u>
				<u>£196.35</u>

Expenditure to approve

<i>Name</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Market Bosworth DCC (SO)	Office rent	£175.00	£0.00	£175.00
E.On (DD)	Toilet block electricity	£24.40	£1.22	£25.62
Market Bosworth DCC	Meeting room hire & annual shed fee	£240.00	£0.00	£240.00
HSBC	Bank charges	£8.00	£0.00	£8.00
HBBC	Cemetery rates	£71.00	£0.00	£71.00
HBBC	Litter bin servicing agreement	£249.21	£49.84	£299.05
The Graphic Print	Consultation event flyers & leaflets	£125.25	£25.05	£150.30
Moore	External audit	£630.00	£126.00	£756.00
Premier Company	Toilet block cleaning contract	£693.33	£138.67	£832.00
E2 Technology Solutions	Office 365 and monthly support fee	£47.20	£9.44	£56.64
Bosworth Groundcare	Maintenance contracts	£3,641.95	£758.39	£4,370.34
Parish Clerk	Net salary	£1,530.11	£0.00	£1,530.11
HMRC	Q2 income tax and NI	£1,101.75	£0.00	£1,101.75
Leicestershire County Council	Pension contributions	£578.34	£0.00	<u>£578.34</u>
				<u>£10,194.15</u>

Resolved: that the bank balances and receipts be noted, and the invoices listed above be paid.

10 Correspondence

10a To consider correspondence received in respect of the clothes recycling bin on Weston Drive

Resolved: that a response be sent to the resident to explain that the matters raised are in hand and a resolution is anticipated shortly.

10b To consider whether to respond to Hinckley & Bosworth Borough Council's proposed Statement of Principles 2025-2028 which are required by the Gambling Act 2005

Resolved: that no response be made.

10c To consider whether to complete the consultation survey in respect of Leicestershire County Council's draft Local Transport Plan 4

Resolved: that no response be made although Councillors may wish to participate in the survey as private individuals.

10c To note miscellaneous correspondence received and distributed

- Rural Policing Newsletter.
- Community Safety Partnership Newsletter.
- Bosworth 1485 Project Update Newsletter.
- Emails from a resident in respect of a running track. Ongoing correspondence had been forwarded to Councillors for information. Cllr J Wastenev had prepared a draft response which it was agreed should be sent to the resident to confirm the Parish Council is unable to assist as requested.

11 To confirm the date, time and place of the next Parish Council Meeting

Resolved: the next meeting to be held on Tuesday 1 October 2024 at 7.00 pm in the Parish Hall.

The Chairman closed the meeting at 9.00 pm.

Signed (Chairman). Date

Catherine Monkman, Parish Clerk, 4 September 2024