

CLAWSON, HOSE & HARBY PARISH COUNCIL
REPORT BY THE CLERK TO THE PARISH COUNCIL FOR THE ORDINARY MEETING TO BE
HELD ON MONDAY 20TH FEBRUARY 2023 AT VALLEY CHRISTIAN FELLOWSHIP SMALL
HALL, HARBY STARTING AT 7PM

The Ordinary Meeting will start at 7pm but postponed for 15 minutes should any member of the public, Borough/County Councillor or Police representative wish to discuss any matter with, or give a report to, the Parish Council

1 COUNCILLORS PRESENT & APOLOGIES FOR ABSENCE

2 NOTIFICATION OF DECLARATION OF INTERESTS

3 MINUTES OF THE ORDINARY MEETING dated 16th January 2023 *(copy attached)*

4 PLANNING MATTERS

4a Planning Decisions - Permission granted
Permission refused

4b Appeals lodged / Inspector's decisions/Withdrawn applications

4c Planning Applications

- i 21/01193/FUL 'Headland Farm' 36 West End, Long Clawson
Proposed conversion and extension of existing dwelling to form two dwellings
AMENDED PLANS 19.1.23
- ii 23/00018/GDOOTH Grass verge OS476132 329501, Waltham Lane, Harby
Mast and associated supporting apparatus. Deadline of 13.2.23. Observations from Chairman sent
13.2.23
- iii 23/00036/FUL 'Castle View' Hickling Lane, Long Clawson
Extensions and alterations to existing dwelling, along with change of use of a piece of land to
residential curtilage and new garage

4d Planning Correspondence

- i Senior Planning Development Officer 27.1.23: 22/00852/REM '1 Waltham Lane, Long Clawson'
Workshop meeting on 9.3.23 6pm (copy Cllrs 29.1.23)

MATTERS TO REPORT

5a Items requiring action from Cllrs/third parties

- i 22/95h Cllr McCulloch quote for revarnishing bus shelter at Boyer's Orchard
- ii 22/95i Cllr Cheetham follow up damage to Pingle fence possible insurance claim

5b PC Land

Grounds Maintenance

- i Handyman report & work record/checklist
- ii Quotes received for works

5c Car Parks

5d Cemetery & Closed Churchyards

- 22/95d Additional clearing work at LC Cemetery

5e Allotments & Summer Keeps

5f Community Orchards

5g Street Lighting

5h Street Furniture (including bus shelters)

5i Playgrounds

- i Damage to chain cover pod swing The Leys, Harby reported by Handyman. Proludic quote of £663.50 (budget available £1100)
- ii Playground Supplies Ltd 13.2.23: Quarterly playground inspection (copy Cllrs 13.2.23)

5j Traffic (including TTROs)

- i LCC 29.1.23: TTRO Hickling Lane, Long Clawson 5 day closure starting 20.3.23 (copy Cllrs 1.2.23 & LC PC noticeboards)
- ii LCC 24.1.23: TTRO Boyer's Orchard, Harby 3 day closure from 7.2.23 (copy Harby Cllrs 2.2.23 & Harby PC noticeboards)
- iii LCC 15.2.23: TTRO Pasture Lane, Hose 3 day closure from 12.4.23 (copy Hose Cllrs 15.2.23 & Hose PC noticeboard)

5k Training:

5l Incident Register

5m Reports / Comments from Cllrs

- a To consider actions and progress so far from Community Actions Working Groups:
Environmental – Cllrs Cheetham, Oldershaw & Simpkin
Transport – Cllrs Dunn, Heald & McCulloch
Community Facilities – Cllrs Cheetham & Dames
- b Comments / concerns from Cllrs

5n 19/50 Reports from PC Village Hall Representatives

5o Report from Clerk

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6 FINANCE

6a Financial Correspondence (including Remittance Advice)

- i LRALC 23.1.23: Internal Audit 2022/23 financial year & invoice (below)

6b Accounts for Payment

Budget review to end of January bank statements & invoices below will be available for inspection. Bank statements to be reconciled by a different Cllr each month, following reconciliation by clerk. Invoices to be checked/initialed by a Cllr before the meeting.

i	TSB Bank plc	(DD)	£8.00	Bank charges
ii	NEST	(DD)	£50.31	Pension contribution
iii	HMRC	(Bacs)	£147.02	Tax & NI
iv	Mr A Najdowski	(Bacs)	£303.53	Wages & expenses
v	Mrs E Crowther	(Bacs)	£750.50	Consultant interim clerk
vi	Long Clawson Village Hall	(Bacs)	£34.50	Room hire 16.1.23
vii	LRALC	(Bacs)	£260.00	Internal audit service 22/23
viii	Npower Business Solutions	(Bacs)	£643.42	Electricity Jan 2023
ix	Playground Supplies Ltd	(Bacs)	£330.00	Quarterly inspection Feb
x	LRALC	(Bacs)	£30.00	Clerk training Nov 2022
xi	Waterplus	(Bacs)	£6.75	Water bill LC cemetery
xii	Richard Scarborough	(Bacs)	£500.00	Clearing work LC Cemetery

7 CORRESPONDENCE

7a Correspondence for Information

- i Elections Assistant MBC 6.2.23 & 15.2.23:
 - PC Elections 4.5.23 timetable for candidates (copy Cllrs 7.2.23)
 - Guidance for Parish Council Elections (copy Cllrs 15.2.23)
- ii Leicestershire Neighbourhood Watch 15.2.23: Annual Report (copy Cllrs 15.2.23)

- 7b** **Correspondence for Discussion (detailed below & available to Cllrs)**
- i Lincoln TOWC 29.1.23: Request to use Leys playing field Sunday 16.4.23 (copy Cllrs 29.1.23)
 - ii Mr D Bunten 27.1.23: Disabled car parking spaces at The Sands, LC (copy Cllrs 29.1.23)
 - iii Finding Fitness Ltd 31.1.23: Climbing wall (copy Cllrs 31.1.23)
 - iv LCC Access Officer 30.1.23: Public Rights of Way Volunteers Training session 23.2.23 (copy Cllrs 31.1.23)
 - v A Buchan 30.1.23: Complaints about public footpath and canal path, Canal Lane
 - vi The King's Coronation Celebrations:
 - Events Team LCC 17.1.23: street party road closure arrangements (copy Cllrs 19.1.23)
 - Harby Village Hall Committee 13.2.23: request to use the Leys for village picnic 7.5.23 (copy Cllrs 13.2.23)
 - vii LC resident 2.2.23: Request for dog waste bin at East End, LC (copy Cllrs 2.2.23)
 - viii Strategic Lead Safer Communities 2.2.23: Community payback (copy Cllrs 2.2.23)

7c **Urgent correspondence received after the clerk's report and requiring discussion**

8 **THE LEYS, HARBY:**

- a 22/95c car park padlock
- b 22/95n new village hall

9 **REQUEST FROM HARBY VILLAGE HALL COMMITTEE FOR RELEASE OF £5510 FROM THE BEQUEST OF £5553.31 OF THE LATE MR CHRISTOPHER ROLAND GALE TOWARDS PROVISION OF DEFIBRILLATOR MACHINES IN HARBY**

10 **GROUNDS MAINTENANCE CONTRACT 2023/24**

11 **RENEWAL OF WEBSITE CONTRACT WEF 21.4.23 £740**

A vote will be taken prior to the next item of business on the agenda to exclude the public and the press under the 1960 Act due to the nature of the business to be transacted

12 **NEW CLERK RECRUITMENT**

- a Remuneration
- b Mileage & Expenses

Clerk to Clawson Hose & Harby Parish Council - clerk@chhparishcouncil.co.uk – or <http://www.chhparishcouncil.co.uk>. Any member of the public may take photographs, film or audio-record the proceedings of, and report on, all Parish Council meetings

MATTERS NOT FOR DISCUSSION UNLESS REQUESTED

The following items required no further action and are discharged:

- 22/45 Councillors Present & Apologies for Absence
- 22/46 Notification of Declaration of Interests

**Necessary actions have been taken on the following items and discharged:
(Cllrs confirm where necessary)**

- 22/47 Minutes of Previous Meeting
- 22/48 Planning Matters
- 22/49 Matters to Report
- 22/50 Finance (including Accounts for Payment)
- 22/51 Correspondence
- 22/55 Next meeting - 17th October 2022 at 7pm – Ordinary Parish Council Meeting: Long Clawson Village Hall, Lounge
- 22/56 Appointment of Clerk
- 22/57 Matters Ongoing
- 21/107b Ci Repairs to fence around The Pingle, LC – completed by Handy man and inspected by Parish Clerk
- 21/161o iii MBC Grass Cutting –payment for 2021-22 and 2022-23 received
- 20/173e Cii & iii – Clerk to obtain quotes for benches for The Pingle, LC & The Leys, Harby: quotes received. See agenda item ????
- 22/36b Bi – Replacement picnic table on The Leys – quote for replacement received. See resolution ??? above..
- 22/36h ii – Repair broken window in telephone kiosk at The Sands : Clerk confirmed no repair necessary
- 22/52 22/54, 22/29 - New Harby Village Hall / Leys – Cllr Cheetham to liaise with Paul Towns. See agenda item ??? above

Responses awaited to actions on the following items:

- 19/67d A – Cllr Heald asking volunteers to move boulders in bark area, The Leys, to clear fall space – It was suggested that the PC await advice following the May / June ROSPA inspection. Clerk to obtain quotes.
Handyman has measured distance between boulders: Minimum = 59cm, Maximum = 1m. Clerk to check with playground inspector for further advice.
- 20/45dv Application to prune back a weak branch of a sycamore in St Remigius Churchyard – awaiting approval
- &21/12difrom MBC – Approval confirmed. Clerk submitted new request to diocese
- 20/79 Clerk to obtain quotes for repainting gates at LC Cemetery, maintenance of roundabout at Hose Park and new PC signs in car parks and cemetery.
- 20/96 20/81, 20/35 - Website Accessibility – Clerk to ensure all documents from 2018 are compliant
- 20/157 To consider establishing a Local Nature Reserve (LNR) along a stretch of the Grantham Canal – Jane Fraser to apply to the boundary and contact the PC in due course.
- 21/26i ii - PC to set up working group to address items identified in 2021 RoSPA reports
- 21/37g i & ii – Permit required for new streetlight column? E.ON to check – Paperwork for Section 50 Licence now with E.ON to complete
- 21/107c i – The Leys Car Park replacement height sign – awaiting installation by supplier.
- 21/107g v / 20/118k iv - Connection of electricity to new S/L columns on East End, LC – WPD state this should be done by May 2022 (including removal of old wooden poles). Clerk to keep checking.
- 21/113 21/97 - Resolution to approve the Parish Council handling and managing a designated account for the Hose Climbing Frame Fundraising Group – Awaiting response from Hose Park Trustees and the fundraising group.
- 21/141 Replacement defibrillator (Hose) paid for with CHT. Awaiting installation on the external wall of The Forge.
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- 22/05 Review of Inventory of Land – Land / Asset Register to be formalised to include all land owned by the PC
- 22/36i iii – Response from MBC re. length of time taken to receive RoSPA playground inspection report.
- 22/49g ii – Replacement lantern and bracket for S/L 39 Harby – awaiting quotation from E.ON

Items awaiting further action which may not yet be discharged

A Tasks Outstanding – Clerk

- 18/121 / Contact owners of unstable headstones in the cemetery where known and place a notice in the Melton Times, Clawson Clarion & Hose Piper, PC notice boards & gates asking for owners to contact the clerk. Plan updated with memorial details
- 22/14d
- 19/115 & 19/97bi Amended Tree Policy - It was agreed that the clerk would contact LRALC and/or NALC to obtain guidance on the definition of risk before re-drafting and circulating the Tree Policy to all Cllrs for approval.
- 19/67fi Input data re streetlight pole checking on spreadsheet – Cllr Adams to begin this.
- 19/67fiii Amend Appendix B scale of fees & charges of Cemetery Rules & Regulations
- 20/63 20/41 – To discuss and plan repairs to Hose Churchyard wall
- 20/154h iii – Clerk / Chairman to investigate cost of fencing for LC Cemetery for a future meeting.
- 21/16 Resolution to consider and approve ‘Chairman’s Box File’ – Clerk to set up
- 21/28b iv – Clerk to take photos of Cllrs for the PC website
- 21/107d i – Horse chestnut tree at Hose Church – Cllr Cheetham and Clerk to obtain quotes, liaise with diocese and apply for permission for tree work from MBC.
- 22/27 Internal Audit Actions – PC website, cloud storage facility, Equal Opportunities, Complaints Procedure & Data Protection Policy
- 22/38c Clerk to add info on Ultrafast Broadband in Hose to PC website

B Deferred Items/Reminders for Future Tasks

- 15/167dA Online ‘Get Mapping’ of PC property recording unique ref numbers/inspection dates (ongoing)
- 18/66 Review LC cemetery charges every 4 years – next due 2022
- 19/22 Street light PC pole/column checking every 5 years – next due 2024
- 20/127 To consider whether the PC should have an investment strategy and policy

- 21/58b Cii - Village Greens – Annual reminders re parking, storage and access over Village Greens (Oct 2022)
- 22/95g Street light repairs and repeat failures – agenda for when a permanent clerk is in post
- 22/100 Review of Cemetery charges – comparable Diocesan charges needed