



Minutes of the Annual meeting of the Parish Council of the above parish, to be held at the Valley Christian Centre, Main Street, Harby LE13 4BN on Monday 19th May 2024 at 7.30 p.m.

Present: Councillors Nicola Draper (Chair), Mike Foulds (Vice Chair), Nigel Hodges, Jonathan Neale, Matthew Simpson, Jo Towle & Jacob Wilkinson.

In attendance: County Councillor Bryan Lovegrove, 3 members of the public and the Parish Clerk.

Apologies: Cllr Mike Dunn.

25/014 **QUESTIONS AND COMMENTS FROM THE FLOOR (LIMITED TO 15 MINUTES).**

A resident requested an update on appeal APP/Y2430/C/24/3343530. The Clerk confirmed that the Decision Date is not yet decided.

Members of the public raised concerns about activity on land behind East End, Long Clawson, with reports of motocross activity on the site, along with a significant rise in vehicle movements across the village green. It was noted that, if the land is being used for motocross without the appropriate planning permission, this may constitute a breach of planning regulations—particularly given the land's proximity to, or inclusion within, a designated conservation area. Even if the field lies outside the conservation area boundary, activities that negatively affect its character or setting may be material considerations in planning and enforcement decisions. The motocross activity may also constitute a statutory noise nuisance under the Environmental Protection Act 1990, particularly if it is causing a disturbance to people living nearby, and/or may be considered anti-social behaviour if it is persistent, disruptive, or intimidating to local residents.

Residents have contacted Melton Borough Council but have received a less than satisfactory response. As a result, they have met with both County and Borough Councillors, who are now supporting them in addressing the matter.

It was agreed that the Parish Council will contact both the police and Environmental Health to ask for help with this matter.

A resident requested an update on the land disposal process. It was noted that the planned meeting to discuss this matter was postponed; however, it is hoped that an update will be available at the June meeting.

25/015 **TO ELECT A CHAIRMAN (AND SIGNING OF THE ACCEPTANCE OF OFFICE).**

Resolved: To elect Cllr Draper as Chair of the Parish Council for the forthcoming year. The acceptance of office was signed.

- 25/016 **TO ELECT A VICE-CHAIRMAN.**
 Resolved: To elect Cllr Hodges as Vice Chair of the Parish Council for the forthcoming year.
 The acceptance of office was signed.
- 25/017 **TO RECEIVE APOLOGIES FOR ABSENCE.**
 Resolved: To accept and approve apologies from Cllr Dunn.
- 25/018 **DISCLOSURES OF INTERESTS, DISCLOSABLE PECUNIARY INTERESTS, PERSONAL INTERESTS OR PERSONAL INTERESTS THAT MAY LEAD TO BIAS, BY PARISH COUNCILLORS TO ITEMS ON THE AGENDA.**
 None.
- 25/019 **COUNTY AND BOROUGH COUNCILLOR'S REPORTS.**
 Members congratulated Cllr Lovegrove on his re-election.
- Cllr Lovegrove reminded members of his duties as a County Councillor and gave an overview of Leicestershire County Council since the recent election noting that Reform UK emerged as the largest party, securing 25 of the 55 seats. However, they fell short of the 28 seats required for an outright majority, resulting in a council under no overall control. The full composition of the council post-election is as follows: Reform UK: 25 seats, Conservative Party: 15 seats, Liberal Democrats: 11 seats, Labour Party: 2 seats, Green Party: 1 seat, Independent: 1 seat.
- 25/020 **TO APPROVE AND SIGN THE MINUTES OF PREVIOUS MEETING.**
 Resolved: To approve and sign these minutes.
- 25/021 **TO RECEIVE THE CLERK'S REPORT INCLUDING UPDATES FROM THE PREVIOUS MINUTES.**
 The Clerk reported on matters not already included on the agenda:
- Allotment inspections will take place in June 2025. The clearance work at the top of the Hose allotments is complete.
- The toddler multiplay at Hose has been installed. As approved by the Trustees, turf will be laid around and under the unit once weather conditions are more suitable.
- We are continuing to work to resolve the formal dispute with Waterplus regarding the invoices for the Hose allotments and remain hopeful that the final amount can be reduced.
- A dispute has been raised with npower about an invoice that includes charges from 1st February onwards – the start date of our contract with Leicestershire County Council (LCC).
- Melton Borough Council has declined to pay the annual grounds recharge invoice issued at the start of the financial year. In accordance with minute reference 25/006, it was agreed that mowing on behalf of Melton Borough

Council would cease if payment were not received, to ensure parish resources are used responsibly and financial arrangements remain fair. An offer from Melton Borough Council to accept quarterly invoicing was rejected, and as a result, mowing will cease with immediate effect.

The fencing between the Pingle Dyke play area and the culvert has been replaced.

25/022 **TO RECEIVE THE PLAY AREA SAFETY CHECK REPORTS.**

Play area safety checks were received and noted.

25/023 **TO RECEIVE REPORTS FROM COUNCILLORS (FOR INFORMATION ONLY):**

a) **To receive a report on the Vale Parishes Group.**

None.

b) **Other councillors' reports**

None.

25/024 **TO AFFIRM AND RESOLVE THAT THE CONDITIONS HAVE BEEN MET TO EXERCISE THE PARISH COUNCIL'S RIGHT TO USE THE GENERAL POWER OF COMPETENCE.**

The Council confirmed that it meets the criteria for eligibility to exercise the General Power of Competence as prescribed in the Localism Act 2011 (S8iii, 2012) as follows:

1. The number of Councillors elected at the last ordinary election equal or exceed two thirds of the total number of councillors.
2. The Clerk has completed the relevant training and holds the Certificate in Local Council Administration (CiLCA) awarded by Ascentis.

Resolved: That the council invoke the General Power of Competence.

25/025 **TO REVIEW THE DELEGATION ARRANGEMENTS FOR COUNCILLORS AND EMPLOYEES.**

Resolved: The Clerk has delegated authority to decide whether to grant dispensations in respect of members' interests with regard to the code of conduct.

Resolved: That Cllrs Draper, Hodges and Towle have delegated authority to conduct visual weekly play area inspections.

Resolved: That Cllrs Towle and Wilkinson have delegated authority to attend the Vale Parishes Group on behalf of the Parish Council.

Resolved: That Cllr Neale has delegated authority to attend Harby Village Hall Committee meetings on behalf of the Parish Council.

25/026 **TO REVIEW AND ADOPT THE STANDING ORDERS AND FINANCIAL REGULATIONS.**

The Standing Orders have been updated to the latest (2025) NALC model document. Model Standing Order 14 – Updated to better reflect Code of Conduct requirements. 14.a-c have been removed; Model Standing Order

18.a.v, 18.c, 18.d and 18.f – To meet the new Procurement Legislation and to ensure consistency with NALC’s Model Financial Regulations. NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

The Financial Regulations have been updated to the latest (2025) NALC model document. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force in March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

Resolved: To adopt the Standing Orders (updated) and Financial Regulations (updated).

25/027 TO REVIEW AND CONFIRM INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

Resolved: That the insurance cover in respect of all insured risk is adequate.

25/028 TO REVIEW THE COUNCIL'S MEMBERSHIP OF OTHER BODIES.

Resolved: To continue with current memberships: LRALC (Leicestershire & Rutland Association of Local Councils), NALC (National Association of Local Councils), SLCC (Society of Local Council Clerks) and ICCM (Institute of Cemetery & Crematorium Management).

25/029 TO REVIEW THE COUNCIL'S POLICIES AND PROCEDURES.

Resolved: To approve the policies and procedures listed. All policies and procedures can be found on the website at [Policies & Procedures – Clawson, Hose & Harby Parish Council](#):

Code of conduct, Complaints policy, Data protection policy, Disciplinary procedure, Equality & diversity policy, Financial reserves policy, Grievance policy, Health & Safety policy & procedure, Publication scheme, Training and development policy, Tree management policy, Cemetery documents; Application for permission to erect a memorial or to add an inscription form, Notice of Interment form, Purchase of exclusive rights of burial form. *Cemetery regulations and the Scale of fees and charges will be considered under minute reference 25/036a.*

Resolved: That Cllr Foulds will update the Health and Safety policies & procedures.

25/030 TO RECEIVE AND SIGN THE RISK ASSESSMENT.

Resolved: The Risk Assessment was received and signed.

25/031 TO RECEIVE THE ANNUAL DATA AUDIT REVIEW.

Resolved: To note the contents of the annual Data Audit Review.

25/032 TO RECEIVE THE ANNUAL RETENTION & DISPOSAL POLICY APPENDIX A.

Resolved: To note the contents of this document.

25/033 TO SET THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE FOLLOWING YEAR.

Resolved: To set the dates, times and place of ordinary meetings for the year to May 2026:

| Meeting | Date | Venue |
|--------------------------------------|----------|-------------------------------|
| Parish Council | 09/06/25 | Long Clawson Village Hall |
| Parish Council | 14/07/25 | Hose Village Hall |
| Parish Council | 08/09/25 | Valley Christian Centre Harby |
| Parish Council | 13/10/25 | Hose Village Hall |
| Parish Council | 10/11/25 | Long Clawson Village Hall |
| Parish Council | 08/12/25 | Valley Christian Centre Harby |
| Parish Council | 12/01/26 | Hose Village Hall |
| Parish Council | 09/02/26 | Long Clawson Village Hall |
| Parish Council | 09/03/26 | Valley Christian Centre Harby |
| Parish Council | 13/04/26 | Hose Village Hall |
| Annual Parish meeting | 11/05/26 | Long Clawson Village Hall |
| Annual meeting of the Parish Council | | |

These dates can be subject to change, please check the website for up-to-date information.

All meetings start at 7.00 p.m. except for the Annual meeting of the Parish Council. This meeting opens at 7.30 p.m. following the Annual Parish meeting (opens at 7.00 p.m.).

25/034 **TO MAKE OBSERVATIONS AND AGREE ANY ACTION ON THE FOLLOWING PLANNING APPLICATIONS:**

- a) **To consider any planning applications received after this agenda was published.**
None.

- b) **Update APP/Y2430/C/24/3343530 Residential dwelling at Shortcroft Field, Long Clawson, Melton Mowbray, Leicestershire LE14 4NG.**
The Clerk confirmed that the Decision Date is not yet decided.

- c) **25/00117/FULHH The Cedars, 5 Harby Lane, Hose**
Refurbishment/conversion of the existing outbuildings to a habitable space plus proposed car port and store area.

Resolved: Not to comment.

- d) **24/00956/VAC 1 Waltham Lane, Long Clawson**
Variation of Condition 1 plans), Condition 2 (parking), Conditions 5 & 6 (biodiversity management plan, Condition 8 (obscured glazed windows), Condition 9 (chimneys) of planning permission 22/00852/REM.

Resolved: Not to comment.

25/035 **TO REVIEW AND UPDATE THE COUNCILLORS' REGISTER OF INTERESTS.**
Councillors were reminded that it is their responsibility to ensure that their register of interests is kept up to date.

25/036 **BUSINESS.**

- a) **To review and approve the updated Cemetery Regulations and to consider the increased Cemetery Charges.**
The Clerk confirmed that the Cemetery regulations have been updated using a tailored model document and that Cemetery charges have been updated to reflect standardised charges.

Resolved: To approve the updated Cemetery Regulations.

Resolved: To approve the increased Cemetery Charges.

b) **To review and update the updated Allotment Tenancy Agreement and to consider the increased rental charges.**

The Clerk confirmed that the Allotment tenancy agreement has been updated to include (4) £250 charge for allotments left in unusable state and (6g) ban on the use of tyres.

Resolved: To approve the updated Allotment Tenancy Agreement.

Resolved: To approve the increased annual Allotment rental charges as follows:

- i) Harby & Hose sites – *with water*: ½ plots will increase from £15 to £20 and full plots will increase from £30 to £40.
- ii) Long Clawson sites – *without water*: ½ plots will increase from £15 to £17.50 and full plots will increase from £30 to £35.

c) **To receive an update on process for the disposal of parish land.**

Deferred until June 2025 meeting.

d) **To discuss the management of the MVAS. (Cllr Foulds)**

Resolved: To purchase two sets of brackets to facilitate the easy relocation of the MVAS unit between the three parish locations.

e) **To discuss the management of the Harby Community Orchard. (Cllr Foulds)**

The Clerk confirmed that the Harby Community Orchard is included in the council's grounds maintenance contract, with grass to be cut and mulched six times per year, and the boundary hedging to be cut back both internally and externally on an annual basis. The Harby Nature Reserve, located in the corner of the Harby Community Orchard, is also covered under the contract. It will be cut and mulched six times per year, the wildflower areas will be cut and cleared, and the boundary hedging along the roadside will be cut annually.

Resolved: Noted.

f) **To receive an update of Project Gigabit for Harby. (Cllr Hodges)**

Cllr Hodges confirmed that Project Gigabit project, which includes Harby and Long Clawson, is due to be completed in 2026.

Resolved: Noted.

25/037 **FINANCE.**

a) **To approve the monthly bank reconciliation.**

Resolved: To approve and sign the monthly bank reconciliation – attached.

b) **To approve the schedule of payments.**

Resolved: To approve the schedule of payments – attached.

c) **To receive the detailed budget summary of receipts & payments to date.**

The detailed budget summary of receipts & payments to date was noted.

- d) **To receive the forecast to year end.**
The forecast to year end was noted.
- e) **To approve the annual direct debit schedule.**
Resolved: To approve the annual direct debit schedule.
- f) **To receive the annual internal auditor's report and consider recommendations or matters arising from the internal auditor's narrative report.**
Resolved: The internal auditor's report was received and noted. There were no recommendations or matters arising from the internal auditor's narrative report.
- The annual internal auditor's report can be found on our website at: [2024-2025-INTERNAL-AUDIT-Report.pdf](#)
- g) **To complete and sign the annual governance statement.**
Resolved: The annual governance statement was completed and signed.
- h) **To receive and sign the accounting statements.**
Resolved: The accounting statements were received and signed.
- i) **To receive & consider the explanation of variances.**
Resolved: The explanation of variances was received and considered.
- j) **To receive & consider the year end bank reconciliation.**
Resolved: The year end bank reconciliation was received and considered.
- k) **To confirm the dates for the notice of public rights.**
Resolved: The dates for the notice of public rights commence Tuesday 3rd June 2025 ending on Monday 14th July 2025. The date of announcement is Monday 2nd June 2025. Notices will be published on the parish noticeboards and on the website at [2024-2025 Audit – Clawson, Hose & Harby Parish Council](#).
- l) **TO REVIEW THE BANKING ARRANGEMENTS AND UPDATE THE BANK MANDATE.**
Resolved: That the current banking arrangements and bank mandate were reviewed and confirmed as satisfactory.
- 25/038 **CORRESPONDENCE.**
- a) **Correspondence received after this agenda was published.**
- i. **Email from a resident detailing concern about activity on land behind East End, Long Clawson.**
Noted. These concerns were discussed under minute reference 25/014.
- b) **Email from a resident regarding vehicular access over Village Green 63, Long Clawson in response to min ref 25/009.**
In response to this email, legal advice has been sought to clarify the Parish Council's position.

- c) **Email from a resident regarding illegal groundworks adjacent to a conservation area on land behind East End in Long Clawson.**
Noted. These concerns were discussed under minute reference 25/014.
- d) **Email regarding loud and prolonged motorcycle noise from land behind East End, Long Clawson.**
Noted. These concerns were discussed under minute reference 25/014.
- 25/039 **The date of the next meeting will be 9th June 2025 at 7.00 p.m. at Long Clawson Village Hall.**

There being no further business the meeting closed at 8.51 p.m.

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| Chair – Clawson, Hose & Harby Parish Council | Date |

Clawson, Hose & Harby Parish Council

Prepared by: S D Massey
Name and Role (Clerk/RFO etc)

Date: 06/05/2025

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|----------|--|-----------|-------------------|
| A | Bank Reconciliation at 30/04/2025 | | |
| | Cash in Hand 01/04/2025 | | 63,337.23 |
| | ADD Receipts 01/04/2025 - 30/04/2025 | | 62,143.92 |
| | SUBTRACT Payments 01/04/2025 - 30/04/2025 | | 125,481.15 |
| | | | 4,080.48 |
| | Cash in Hand 30/04/2025 (per Cash Book) | | 121,400.67 |
| B | Cash in hand per Bank Statements | | |
| | Unity Trust Bank 101 30/04/2025 | 82,388.82 | |
| | Unity Trust Bank 091 30/04/2025 | 39,011.85 | |
| | | | 121,400.67 |
| | Less unrepresented payments | | |
| | | | 121,400.67 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 121,400.67 |
| | A = B Checks out OK | | |

Clawson, Hose & Harby Parish Council

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------|-------------------------|--------|----------------------|-----------|-----------------------------------|---------------------------|----------|-----------------|---------------|-----------------|
| Staff costs | 20/05/2025 - 20/05/2025 | | | | Confidential | | | 2,593.57 | | 2,593.57 |
| 13 Memberships | 20/05/2025 | | Unity Trust Bank 091 | | LRALC & NALC memberships | LRALC Limited | Z | 865.97 | | 865.97 |
| 14 Cemetery | 20/05/2025 | | Unity Trust Bank 091 | | Water charges | Waterplus | Z | 8.13 | | 8.13 |
| 15 Office & IT | 20/05/2025 | | Unity Trust Bank 091 | | Annual domain name & email f | NetWiseUK | S | 25.00 | 5.00 | 30.00 |
| 16 Tree maintenance | 20/05/2025 | | Unity Trust Bank 091 | | Tree maintenance | Martin Tree Care | Z | 380.00 | | 380.00 |
| 17 Grounds maint. | 20/05/2025 | | Unity Trust Bank 091 | | Grounds maintenance | J Wells Contracting | Z | 1,312.80 | | 1,312.80 |
| 18 General admin | 20/05/2025 | | Unity Trust Bank 091 | | Clerk expenses | Stephanie Massey | Z | 92.40 | | 92.40 |
| 19 Office & IT | 20/05/2025 | | Unity Trust Bank 091 | | Cloudy IT fees | Cloudy IT | S | 119.03 | 23.81 | 142.84 |
| 20 General admin | 20/05/2025 | | Unity Trust Bank 091 | | Room hire | Long Clawson Village Hall | Z | 26.10 | | 26.10 |
| 21 Maint. of assets | 20/05/2025 | | Unity Trust Bank 091 | | Toddler multipplay installation - | Lloyd Greasley | S | 1,450.00 | 290.00 | 1,740.00 |
| 22 General admin | 20/05/2025 | | Unity Trust Bank 091 | | General administration | Viking Office UK Limited | S | 164.00 | 32.80 | 196.80 |
| 23 General admin | 20/05/2025 | | Unity Trust Bank 091 | | Phoneline++ | Spectrum Telecommunicati | S | 15.41 | 3.08 | 18.49 |
| 24 Banking | 31/05/2025 | | Unity Trust Bank 091 | | Bank charges | Unity 091 | Z | 6.00 | | 6.00 |
| Total | | | | | | | | 7,058.41 | 354.69 | 7,413.10 |