

**MINUTES OF THE MOUNTSORREL ANNUAL PARISH COUNCIL MEETING HELD ON
MONDAY 8TH MAY 2017 IN THE PARISH ROOM, LEICESTER ROAD MOUNTSORREL AT
7PM**

PRESENT

Councillors: S. Haywood (Chairman)
B. Allard, N. Asher, T. Duffin, A. Duffy,
D. Emmins, L. Harper-Davies,
M. Lemon, P. Maguire, F. Newitt,
M. Pirt.

IN ATTENDANCE

Mrs L Davies – Parish Clerk
Borough Councillor R. Shepherd
Borough Councillor D. Slater
Police Sgt R Smart

Mr W Antill – Planning Consultant

Members of the public x 2

The Chairman welcomed everyone to the annual Parish Council meeting.

The Chairman announced that this meeting is being recorded

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor Capleton and Councillor P. Harris.

2. **ELECTION OF CHAIRMAN FOR 2017/18**

RESOLVED that Councillor S Haywood be elected Chairman of the Council for the period May 2017 to April 2018.

3. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN**

The Chairman signed the Declaration of Acceptance of Office and thanked Councillors for electing him as Chairman.

4. **ELECTION OF VICE CHAIRMAN FOR 2017/18**

The Chairman advised that although Councillor Harris had given his apologies for this meeting he had indicated his willingness to stand again as Vice Chairman of the Council.

RESOLVED that Councillor P Harris be elected Vice-Chairman of the Council for the period May 2017 to April 2018.

5. **DECLARATIONS OF INTEREST**

Councillors B. Allard, A. Duffy, P. Maguire, F. Newitt and M. Pirt declared non-prejudicial interests in item 14 on the agenda (representatives on outside bodies).

6. PUBLIC PARTICIPATION

Mr C Berry of behalf of the Mountsorrel Heritage Group submitted its report on the Action Day held on 3 May 2017 (copies of which had previously been circulated to Members) and requested the Council to:

- (a) Arrange for the trench that was dug for the electricity feed to the Peace Garden from the street lamp on Sibley Road to be completed
- (b) Renew its efforts with the Environment Agency and/or the Canal & River Trust to arrange for the alder and other saplings that have self-seeded between the river and the fence at the bottom of the Peace Garden to be removed
- (c) Include in its budget discussions for 2018/19 a suitable budget to undertake re-painting of the fence and gates

The Chairman thanked Mr Berry on behalf of the Council for the work of the Heritage Group on the Peace Garden.

7. POLICE

Sgt R Smart presented the latest Crime statistics for the Parish and advised that the Home Office had issued new guidance on the recording of burglaries in that burglaries within the curtilage of a dwelling including outbuildings are now classed as burglary of a dwelling house whereas previously outbuildings were classed as non-dwelling burglaries. This amendment may result in giving the appearance of burglaries of dwellings increasing but this would purely be as a result of the recording changes.

(Sgt Smart here left the meeting).

8. MINUTES

The Minutes of the Meeting held on 10 April 2017 (copies of which had previously been circulated) were approved as a true record and signed by the Chairman.

9. CALENDAR OF MEETINGS 2017/18

The Clerk submitted, for approval, a Calendar of Meetings for the period 2017/18 (copies of which had previously been circulated to Members).

RESOLVED that the Calendar of Meetings be approved and adopted.

10. REVIEW OF COMMITTEES AND APPOINTMENT OF COMMITTEE AND WORKING PARTY MEMBERS

The Clerk

- (a) submitted the current list of Committees and Working Parties and Memberships (copies of which had previously been circulated to Members) and recommended that the current Finance Committee be substituted for a Budget Working Party.
- (b) Recommended that in response to a number of occasions when Committees were unable to make decisions due to lack of a Quorum that Substitute Members were appointed so that when a situation arose that meant meetings were in danger of being inquorate the Clerk could contact Substitute Members to enable the business of the Committee to proceed. This would require an amendment to the Council's Standing Orders

RESOLVED that the following Committees and Working Parties be established with the following Membership:

PLANNING AND HIGHWAYS COMMITTEE

Membership: Councillors A. Duffy, D. Emmins, L. Harper-Davies, P. Harris, S. Haywood, M. Lemon, P. Maguire and S. Roberts

Substitute Members - Councillors B. Allard, N. Asher, F. Newitt, M. Pirt and S. Roberts

RECREATION AND AMENITIES COMMITTEE

Membership – Councillors: N. Asher, D. Emmins, P. Harris, S. Haywood, M. Lemon and S. Roberts.
Substitute Membership - Councillors: B. Allard, T. Duffin, A. Duffy, L. Harper-Davies, P. Maguire, F. Newitt, M. Pirt

CEMETERY, CONSERVATION AND ENVIRONMENT COMMITTEE

Membership – Councillors: A. Duffy, T. Duffin, P. Harris, S. Haywood, P. Maguire, F. Newitt and M. Pirt.

Substitute Membership – Councillors B. Allard, N. Asher, D. Emmins, L. Harper-Davies, M. Lemon, S. Roberts

MAJOR PROJECTS WORKING PARTY

Membership – Councillors: A. Duffy, D. Emmins, L. Harper-Davies, S. Haywood, M. Lemon, P. Maguire, M. Pirt.

MEMORIAL CENTRE WORKING PARTY

Membership – Councillors: D. Emmins, S. Haywood, P. Harris, M. Lemon and P. Maguire

BUDGET WORKING PARTY

Membership – Councillors: T. Duffin, P. Harris, S. Haywood, M. Lemon, M. Pirt

GRIEVANCE PANELS

PANEL A

Cllr P Harris
Cllr T Duffin
Cllr D Emmins
Cllr S Haywood
Cllr M Lemon
Cllr P Maguire

PANEL B

Cllr B Allard
Cllr N Asher
Cllr A Duffy
Cllr L Harper-Davies
Cllr F Newitt
Cllr M Pirt
Cllr S Roberts

11. **SCHEME OF DELEGATIONS 2017/18**

The Clerk submitted the Council's current Scheme of Delegations for its Committees, Working Parties and the Clerk (copies of which had previously been circulated to Members) and recommended terms of reference for the newly constituted Budget Working Party and an amendment to the delegation to the Clerk regarding the use of a business credit card.

RESOLVED that the following Scheme of Delegations be approved and adopted for 2017/18:

● **Recreation and Amenities Committees**

- ◆ Meetings arranged as and when required
- ◆ Spending powers in relation to a budget approved by the Parish Council at the beginning of the financial year
- ◆ Dealing with all land used for recreational and sporting purposes, as well as dealing with the allotments
- ◆ Decision making powers in respect of its budget without referral to full Council, but where a resolution is made to refer to Council then the decision of Council will stand

● **Cemetery, Conservation and Environment Committee**

- ◆ Meetings arranged as and when required
- ◆ Spending powers in relation to a budget approved by the Parish Council at the beginning of the financial year
- ◆ Dealing with the Cemetery, Marshes, Castle Hills, the Green, Peace Garden, Parish Rooms and other remaining land holdings of the Parish as well as with the enhancement of the village environment generally.
- ◆ Decision making powers in respect of its budget without referral to full Council, but where a resolution is made to refer to Council then the decision of Council will stand

● **Planning and Highways Committee**

- ◆ Meeting monthly
- ◆ Urgent planning matters received in the interim to be discussed at full Parish Council meeting
- ◆ Dealing with all Planning and Highways issues and feeding back the comments of the Committee to the appropriate Borough, County and other Authorities
- ◆ Authorised to deal with all planning matters as received

● **Memorial Centre Working Party**

To consider and make recommendations to the Full Council on all matters relating to the new Memorial Centre including but not limited to the leasing arrangements, building occupation arrangements and arrangements for its official opening.

● **Major Projects Working Party**

To consider and make recommendations to the Full Council on all matters relating to major projects within the Parish including but not limited to the Memorial Centre, Halstead Road re-development and the lease of Church House, Mountsorrel and the addition of the Library to Council Services.

● **Budget Working Party**

To consider the budget for the Parish Council for the forthcoming financial year and to review annually its three-year spending forecast with a view to making recommendations to the Full Council

Delegation to the Clerk

The Clerk be authorised to

- order supplies and equipment as required
- administer and account for Petty Cash (£200 float)
- decide upon and authorize the cost of staff training and development
- obtain administrative, technical and expert support as required
- authorise repairs, maintenance and emergency works as required up to a cost of £1500
- deal with such matters as, in the opinion of the Clerk, require urgent attention
- Use of Council's Credit card for purposes when cheques/cash are not accepted and/or appropriate to the limit of the Credit Card (£500)

12. POWER OF GENERAL COMPETENCE

The Clerk (a) reminded the Council that it adopted the Power of General Competence in 2016 and it was a requirement that the Council review its eligibility to use the Power on an annual basis, (b) reported that currently the Council did still meet the qualifying criteria of 2/3 elected Members and the Clerk having the necessary professional qualification and (c) requested the Council to re-affirm that it wished to continue to use the Power of General Competence in 2017/18.

RESOLVED that the Council re-affirm its eligibility to use the Power of General Competence and its intention to use the Power in 2017/18.

13. APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

The Clerk submitted a list of the current representatives on outside bodies (copies of which had previously been circulated to Members) and advised that the membership of Councillors P. Maguire and F. Newitt on the Mountsorrel United Charities was due to expire on 31 August 2017.

RESOLVED that the following appointments be approved:

MOUNTSORREL QUARRIES LIAISON COMMITTEE

Councillors: T Duffin, P Harris, F Newitt and M Pirt

MOUNTSORREL UNITED CHARITIES

Councillors: S Haywood, P Harris, P Maguire and F Newitt

MOUNTSORREL EDUCATIONAL FUND

Councillors: A. Duffy, F Newitt

MOUNTSORREL RELIEF IN NEED CHARITY

Councillors: P Harris, S Haywood, P Maguire and F Newitt

PARISH COUNCILS OF THE SOAR VALLEY LIAISON GROUP

Councillor F Newitt

14. FINANCIAL STANDING ORDERS

The Clerk submitted, for approval and adoption, revised Financial Standing Orders (copies of which had previously been circulated to Members), advised that these were based on the model standing orders provided by the National Association of Local Councils and reported that the major changes were in relation to Contracts and Procurement.

RESOLVED that the revised Financial Standing Orders be approved and adopted.

15. STANDING ORDERS

The Clerk submitted, for approval and adoption, revised Standing Orders (copies of which had previously been circulated to Members), advised that these were based on the model standing orders provided by the National Association of Local Councils and reported that in view of the appointment of substitute Members to Committees would require an amendment to reflect this.

RESOLVED that the revised Standing Orders be approved and adopted subject to an amendment to reflect the appointment of Substitute Members to Committees.

16. BANKING ARRANGMENTS

The Clerk advised that annually the Council needed to consider its current arrangements in relation to its banking arrangements and to satisfy itself that the current arrangements were still meeting the Council's requirements.

RESOLVED that the Council re-appoint the National Westminster Bank Limited as its bankers and confirmed that it was satisfied with the current arrangements.

17. BUSINESS CREDIT CARD

The Clerk (a) requested the Council to consider the addition of a company credit card for use by the Clerk subject to a maximum spend of £500 per month and (b) advised that the credit card bill would be paid every month by direct debit and expenditure on the card would be reported to the Council in the Schedule of Payments as set out in the Council's Financial Standing Orders.

RESOLVED that the addition of a Credit Card for use by the Clerk for Parish Council business be approved.

18. COUNCIL'S INTERNAL AUDIT SERVICE

The Clerk advised that annually the Council needed to consider its current arrangements in relation to its internal audit service and to satisfy itself that the current arrangements were still meeting the Council's requirements.

RESOLVED that the Council re-appoint Mr R Willcocks of Redwood Pryor Limited as its internal audit service provider and confirmed that it was satisfied with the current arrangements.

19. ACCOUNTS – INCOME AND EXPENDITURE

The Clerk submitted, for approval, the list of income and expenditure for the period 10 April to 8 May 2017 (copies of which had previously been circulated to Members).

RESOLVED that the following list of expenditure be approved for payment and the list of income be noted:

DATE	METHOD	INVOICE NO	PAYEE	AMOUNT	DESCRIPTION
14.4.17	DD	96038595	Charnwood B.C.	177.36	NNDR – Cemetery
14.4.17	DD	9603554X	Charnwood B.C.	50.36	NNDR – Parish Office/Room
21.4.17	DD	600139118	British Gas	538.52	Gas – Pavilion
21.4.17	DD	600156480	British Gas	339.65	Gas – Parish Office/Room
21.4.17	DD	628328	Vodafone	70.56	Mobile Phone Contract
30.4.17	DD	EM18693181	B.T	349.48	Telephone Bill – Parish Office
27.4.17	Internet	155561	Iris Payroll Systems	254.40	Payroll Contract 2017/18
21.4.17	Internet	1203	Firetree	672.00	Mowing Contract – April 17
20.4.17	Internet	MPC0003	Astley Computers	35.00	Computer Repairs
21.4.17	Internet	1130542327	Konica Minolta	99.97	Photocopier Rental Contract
13.4.17	Internet	1130450359	Konica Minolta	107.83	Photocopying Charges
18.4.17	Internet	643174	High Speed Training	372.60	Staff Training
1.4.17	Internet		NALC/LRALC	881.17	Annual Membership Fees
20.4.17	Internet	4148280	Alexandra Workwear	68.38	Staff Uniforms
30.4.17	Internet		L&R Playing Field Ass	30.00	Annual Sub 2017/18
1.5.17	Internet	839	WDA Planning	2118.00	Professional Fees
4.5.17	Internet	2065	Sportsground Maint	2007.00	Grounds Maint Contract
30.4.17	Internet	3392097	Trinity Mirror Pub	172.97	Advert – Premises Licence
19.4.17	007559	LCM002808	Aon UK Limited	2043.81	Annual Insurance Premium
1.4.17	007560		Sorrel Youth Café	10,000	Funding Contribution 2017/18
8.4.17	007561	3004716055	Total Gas & Power	18.17	Electric – War Memorial
8.4.17	007561	3004716022	Total Gas & Power	59.22	Electric – Parish Office
8.4.17	007561	3004715978	Total Gas & Power	42.76	Electric – Halstead Rd
19.4.17	007562	332970	ESPO	226.86	Stationery/Cleaning Supp
10.4.17	007563	G73551-18	Legal & General	185.88	Ill Health Liability Insurance
2.5.17	007564	15258	Stepnell	387,480.00	Mem Centre – Stage Payment
28.4.17	007565	55256	MDA Planning	3201.90	Mem Centre – Stage Payment
24.4.17	007566	45026	Pick Everard	4712.40	Mem Centre – Stage Payment
30.4.17	007567	16126	Amtech Amenity	57.24	Yellow Spray Paint
30.4.17	007568		Cash	147.73	Petty Cash Re-imburement

WAR MEMORIAL FIELDS TRUST

DATE	METHOD	INVOICE NO	PAYEE	AMOUNT	DESCRIPTION
14.4.17	DD	96035325	Charnwood B.C.	52.22	NNDR
8.4.17	000001	3004715989	Total Gas & Power	175.95	Electric

STAFF PAYMENTS

DATE	METHOD	INVOICE NO	PAYEE	AMOUNT	DESCRIPTION
24.5.17	BACS	Salary	Parish Clerk	1937.61	Salary
24.5.17	BACS	Salary	Admin Assistant	784.26	Salary
24.5.17	BACS	Salary	Cemetery Gardener	405.50	Salary
24.5.17	BACS	Salary	Pavilion Caretaker	955.29	Salary
24.5.17	BACS	Salary	Caretaker – Offices	467.13	Salary
24.5.17	BACS	Salary	General Operative	478.40	Salary
24.5.17	BACS	Wages	Temp Admin Assist	67.20	Wages
24.5.17	DD	Pension	NEST	61.95	Pension Payments
24.5.17	CHEQUE	007573	HMRC	1226.81	NI and Tax Payment

20. MINUTES

- (a) The Clerk submitted, for approval, the following Minutes of the Meeting of the Council's Planning and Highways Committee held on 2 May 2017

MOUNTSORREL PARISH COUNCIL

**MINUTES OF THE MOUNTSORREL PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD ON TUESDAY 2 MAY 2017 IN THE PARISH ROOM, LEICESTER ROAD, MOUNTSORREL
COMMENCING AT 7.00PM.**

PRESENT

Cllr P Harris (Chairman)
Cllr A Duffy
Cllr S Haywood
Cllr M Lemon
Cllr P Maguire

NOT PRESENT

Cllr S Roberts

IN ATTENDANCE

Ms J Wainwright, Assistant
Mr W Antill, Planning Adviser to the Parish Council
Member of the Public x 1

108. *APOLOGIES FOR ABSENCE*

Apologies were received from Ms L Harper-Davies and Mr D Emmins

109. *DECLARATION OF INTERESTS*

There were no declarations of interest.

110. *PUBLIC PARTICIPATION*

See P/17/0799/2 below.

111. *PLANNING*

- ❖ *P/17/0503/2 – William Davis Ltd, Land off Mountsorrel Lane, Rothley – Erection of 91 dwellings and associated landscaping – (Reserved Matters – Outline application P/12/2005/2). Mr Antill addressed the meeting regarding the objections previously raised by the committee regarding landscaping. It was noted that field compartments and hedgerows have already been removed. It was unanimously agreed to request a joint meeting between the committee, Rothley Parish Council and Charnwood Borough Council Planning Officer (Louise Winson) to look at the full landscaping proposals and to reinforce the need for planting where possible. Refer CBC to previous objections by the committee which are reiterated.*
- ❖ *P/17/0692/2 – Adam Barnett, 7 Buddon Court, Linden Grove – Works to 1 cedar as set out in*

Accompanying application form. (Tree Preservation Order)

It was agreed by a unanimous decision to note the application and the recommendations by the CBC officer.

- ❖ *P/17/0527/2 – Brad Cooper, 61 Kingfisher Road – Erection of single storey extension to rear of dwelling (Additional plans submitted).
It was unanimously agreed to not to object to this application.*
- ❖ *P/17/0616/2 – William Davis Ltd, Land off Mountsorrel Lane, Rothley – Phase 2 ground levels and finished floor levels (plots 57 – 114 only and roads) (Reserved Matters – Outline Application P?12/2005/2 refers).
It was unanimously agreed for the Planning Adviser, Mr W Antill, to draft a response by the committee objecting to this application.*
- ❖ *P/17/0728/2 – Mr J Wait, The Green House, 19 Leicester Road – Removal of condition 2 of P/16/2674/2 (Alterations to internal layout) to enable works to start without compliance with planning condition.
It was unanimously agreed to object to this application on the grounds stated previously i.e. this would be a total change to the building which is in a Conservation Area. Adequate steps must be taken to protect and preserve the historic features of the building. Condition 2 of P/16/2674/2 must not be removed.*

112. *OTHER PLANS RECEIVED SINCE PREPARATION OF THIS AGENDA WHERE DEADLINE FOR COMMENTS PRECLUDES DEFERMENT*

- ❖ *P/17/0797/2 – Mr & Mrs Lake, 180 Mountsorrel Lane, Rothley – Erection of replacement extension to side of dwelling.
It was unanimously agreed not to object to this application.*
- ❖ *P/17/0799/2 – Castelnau Properties Ltd, Charnwood House, 251 Loughborough Road - Extension and conversion of office building to form 4 No. apartments and erection of two storey building for 2 No. apartments, associated works including the relocation of the vehicular access (Revised scheme – P/16/2517/2 refers).
A member of the public was invited to address the committee. He explained in detail the reasons for his objections to this application.
It was unanimously agreed to object to this application for the following reasons:
 - 1) *Overdevelopment*
 - 2) *The detrimental impact on the amenities of the neighbouring properties*
 - 3) *Inadequate and poor/inappropriate architectural quality*
 - 4) *Access and parking*
*The committee unanimously agreed that plans are needed to show the proposed new access and the location of the proposed new building.**

113. *DECISIONS OF CHARNWOOD BOROUGH COUNCIL*

There were no decisions from CBC.

114. *HIGHWAYS*

114.1 Annual Parish meeting – Mr Haywood gave a verbal report to the committee about highways items responded to by a representative of LCC Highways.

114.2 Overgrown vegetation – it was reported that the vegetation at the junctions of Speedwell Road/Loughborough Road and Kingfisher Road/Loughborough Road is extremely overgrown. In some places this is overhanging the footpath by 6 feet.

It was unanimously agreed to report this to Highways.

114.3 Damaged metal cover on Bradgate Close – LCC has confirmed that the Highways assessed the issue and a works instruction has been raised to repair the cover.

114.4 Mountsorrel Bypass is to be closed over 4 phases:

Phase 1 Bypass northbound from Mountsorrel slip road to Granite Way 08.05.2017 from 2000 to 0600; 09.05.2017 09.05.2017 from 2000 to 0600.

Phase 2 Bypass northbound from Granite Way roundabout to A6004 roundabout 10.05.2017 to 0600.

Phase 3 Bypass southbound from A6004 roundabout to Granite Way roundabout on from 2000 to 0600.

Phase 4 Bypass southbound from Granite Way to Mountsorrel slip road on 12.05.2017 from to 0600; 13.05.2017 from 2000 to 0600.

115. REPORT OF MATTERS FOR INFORMATION

115.1 H & S issues regarding signs/posts on traffic island near to the Hilltop Garage – after several discussions with Highways and Cllr Osborne the signs have been repaired/replaced.

It was noted that the broken signs/posts had been lifted up by Highways and then put down again. The hazard therefore still remains.

115.2 Potholes on The Green – Highways have raised a works instruction to patch the location.

115.3 Faded roundabout markings on approach to roundabout near to Wyevale Garden Centre – the traffic management team will action remedial work.

116 CONFIRMATION OF DECISIONS TAKEN AT THIS MEETING

- ❖ *Item 111 - P/17/0616/2 - The Planning Adviser to draft a letter to be sent to CBC detailing the objections to this application.*
- ❖ *Item 112 – P/17/0799/2 – Copy objections to individual Borough Councillors x 4.*
- ❖ *Item 114.2 – Overgrown vegetation on Speedwell Road and Kingfisher Road – contact Highways.*

The Chairman closed the meeting at 8.00pm

(b) (i) The Clerk submitted, for information, the following Minutes of the Meeting of the Council's Major Projects/Memorial Centre Working Parties held on 11 April 2017 (copies of which had previously been circulated to Members):

MINUTES OF THE JOINT MEETING OF THE PARISH COUNCIL MEMORIAL CENTRE WORKING PARTY AND THE MOUNTSORREL MAJOR PROJECTS WORKING PARTY HELD ON TUESDAY 11 APRIL 2017 IN THE PARISH ROOM AT 7 PM

PRESENT

<i>Mr S Haywood MPC (Chairman)</i>	<i>Mr D Emmins MPC</i>
<i>Mr M Lemon MPC</i>	<i>Mrs P Maguire MPC</i>
<i>Ms L Harper-Davies MPC</i>	<i>Mr D Slater CBC</i>
<i>Mr W Antill WMT</i>	<i>Mr M Bruce WMT</i>
<i>Mr K Foster – Heritage Group</i>	<i>Mr B Stanton – Heritage Group</i>

NOT PRESENT

Mr P Harris MPC

IN ATTENDANCE

Mrs L Davies, Clerk

Ms J Wainwright, Assistant

1. **APOLOGIES FOR ABSENCE**

Mr R Shepherd CBC

2. **MEMORIAL CENTRE UPDATE**

2.1 Website

The Clerk confirmed that an additional quote had been received which was cheaper than the current one. The additional quote would include hosting, an on-line booking facility and a promotional video. The Memorial Centre website would be stand-alone and not linked to the Parish Council website. The cost of providing the Memorial Centre website would come from the £20k allocated by the Parish Council for the first year's running costs.

2.2 Staffing

The Clerk confirmed that job descriptions had been circulated among Parish Council members and that feedback was awaited.

The meeting felt the following to be the minimum number of staff required:

X 2 receptionists

X 1 caretaker

X 2 café assistants

X 2 cleaners

Mr Antill stated that LCC would like to see job descriptions when considering TUPE in relation to the librarians.

It was suggested that previous users of the Memorial Hall be invited to a walk-round of the Memorial Centre during May.

2.3 Grant Application

The Clerk has contacted LCC for a possible grant towards the community kitchen – costings have been requested from Will Eccles. Application for a grant needs to be made before the work on installing the kitchen is started. The maximum grant is £13k. The deadline for applications is mid May and applicants should be notified by mid June.

2.4 Licence

The Clerk confirmed that an application for the licence will be made on 12.04.2017. The cost will be £315 which was agreed by the PC on 10.04.2017. Some objections are anticipated especially in relation to the application for the licence to cover Sundays.

The licence application will need to be advertised in the local press and a copy of the application on blue paper will need to be attached to the front railings and checked daily. Mike Bruce undertook to carry out a daily check.

Mr Antill informed the meeting that the plans for the kitchen and bar have been updated to alter the layout. The revised quote is £2k more than the previous quote and is now £25k (the PC has allocated £20k).

Outstanding items will be the car park, landscaping, walling and lighting – these will cost approx. £205k (the lighting, landscaping and walling will cost £130k) and will be funded on a 3-way split i.e. Tarmac to supply materials and labour for the car park, PC to apply for S.106 for the Linkfield Farm site (£35k) and the West Cross Lane development, application to be submitted to CBC for a Shire Grant.

Mr Antill will approach CBC for a grant from the Community Facilities Fund. This is usually a maximum of £20k and £65k is needed. There would be an improvement to the Mountsorrel Conservation Area and that could justify an application to increase the amount of the grant requested.

N.B. Cllr Slater confirmed that Julie Robinson has no remit to exceed the £20k limit for grants from the Community Facilities Fund. He suggested that an application for a grant for the balance needed could be made to the Environmental Budget (Chris Trail).

The proposed entrance to the Memorial Centre car park was discussed. The proposal is to move the entrance to the mini roundabout. This would entail moving the services underneath the pavement and would cost £50k.

The contingency is for Mr Antill to apply to Highways to reinstate the entrance in its original place. A decision regarding which furniture to buy will be taken in due course.

3. LIBRARY UPDATE

3.1 Change of Use/Planning

The Clerk confirmed that CBC does not require planning permission for change of use for the Parish Office to be relocated to the library. No response has yet been received from CBC as to the requirement for a separate fire exit.

3.2 Update on Discussions re:staffing

Contract cleaners are currently employed by LCC.

Library personnel can either be organized on a buy-back basis or new staff could be employed.

Consideration to be given to involving volunteers.

Consideration to be given to the hours that the PC wants the library to operate.

3.3 Proposed Timetable

Mr Antill would like all proposed moves to take place in September.

Mr Antill confirmed that Mountsorrel Educational Fund has committed to granting £10k per annum for each of 5 years towards the running costs of the library.

Mr Antill read through costs paid by LCC for running the library. He confirmed that this would be approx. £10k per annum plus the staff costs.

Mr Antill advised that heads of terms for the legal agreement should be agreed in time for the next joint Working Parties meeting.

No agreement has yet been entered into – legal advice is to be sought before this is done.

The Chairman confirmed that, if the Heritage Group does not secure the necessary grant by September, the Parish Room could be used by the Group for exhibitions but the Parish Office would not move to the library until the Group has moved into the Parish building completely.

The Heritage Group confirmed that no funding has been applied for to date. To apply for funding the Group may need to commit to, say, a 20 year lease with the PC. The Group has not yet applied for a lottery grant.

Mr Antill suggested that the Heritage Group should obtain professional help in submitting bids as a matter of urgency.

4. PARISH OFFICE BUILDING

4.1 Heritage/Museum

The Heritage Group confirmed that artefacts and archived items will be stored in the Chapel in the Cemetery. Any request for the Heritage Group to rent out the upstairs room in the Parish building will need to be considered by the PC and would be by prior agreement between the PC and the Heritage Group. N.B. The need for such prior agreement will be incorporated into the lease for the building between the PC and the Heritage Group.

4.2 Proposed timetable

Mr Antill suggested that all proposed moves take place in September.

5. AGREED ACTIONS TO BE TAKEN FORWARD TO MOUNTSORREL PARISH COUNCIL FOR DECISIONS

- ❖ *Memorial Centre website - consideration of quote – to be allocated from the £20k allocated by the Parish Council for the first year's running costs*
- ❖ *Memorial Centre staffing*
- ❖ *Cost of moving Parish Office to library*
- ❖ *Cost of entering into a legal agreement for PC to run the library*
- ❖ *Cost of entering into a legal agreement for Heritage Group to occupy the Parish building*

6. DATE AND TIME OF NEXT MEETING

This will be a joint meeting between the Mountsorrel Parish Council Memorial Centre Working Party and the Mountsorrel Major Projects Working Party on Tuesday 09.05.2017 @ 7pm.

The Chairman closed the meeting at 8.30pm.

(b)(ii) Mr W Antill advised the Council that the Memorial Centre project was currently progressing on schedule and on budget. Discussions were now being undertaken with relevant parties regarding the implementation of Phase 2 of the project, namely the car park, entrance and landscaping schemes. A meeting had now been arranged with Leicestershire County Council regarding Church House on Friday 9 June 2017 at 2 pm.

(b)(iii) Councillor M. Lemon requested the Council to approve the installation of the internal cabling for the CCTV system as the contractors were now in a position to commence the sealing up of the wall cavities.

(c) The Clerk submitted, for approval, the Minutes of the Meeting of the Council's Recreation and Amenities Committee held on 24 April 2017 (copies of which had previously been circulated to Members):

MOUNTSORREL PARISH COUNCIL

MINUTES OF THE MOUNTSORREL RECREATION & AMENITIES COMMITTEE MEETING HELD ON MONDAY 24 APRIL 2017 IN THE PARISH ROOM, LEICESTER ROAD, MOUNTSORREL AT 7.00PM

*Councillors: M. Lemon (Chairman),
N. Asher, D. Emmins, S. Haywood*

IN ATTENDANCE

*Mrs L Davies, Clerk
4 x members of the public*

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor P. Harris

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest

3. PUBLIC PARTICIPATION

Mr R Page raised the issue of how long it was taking to re-let vacant allotments and that currently there were three allotments still not being worked. The Parish Clerk advised that two of the three allotments had recently been let and the third had been offered but were still awaiting a response. The Clerk agreed to chase up those residents who had been offered allotments to find out the current position and to request that work on the allotments be commenced as soon as possible.

Mr R Page also raised the issue of the drainage at the site and confirmed that he had met with Severn Trent Water on site. Mr Page was of the opinion that the water was coming from the housing development due to insufficient capacity in the soakaways.

IT WAS AGREED that the Council's Procedures be amended to give residents on the allotment waiting list a maximum of 7 days in which to respond to an offer from the Council.

4. ALLOTMENTS

- (a) The Clerk advised that some of the gravel boards that separate the footpath from the allotment beds were now in need to repair as the wood was rotten*
- (b) The Clerk advised that site visits had been undertaken by Severn Trent Water and Charnwood Borough Council but to date none of these agencies want to deal with the problems.*

It was agreed that

- (a) An assessment be undertaken of the site and quotations be obtained for the repair of the damaged gravel boards*
- (b) The Clerk contact both Severn Trent Water and Charnwood Borough Council to try and get the situation regarding drainage addressed.*

5. HALSTEAD ROAD PLAYING FIELDS

The Clerk reported that

- (a) That the Lease with Charnwood Borough Council was for 21 years from 2008 and it would be prudent to start discussions with the landlord as the Council will need to try and re-negotiate the Lease for a longer period to coincide with those other areas of land required to enable the project at Halstead Road to be delivered.*
- (b) An additional quotation had been received for the cost of removing the skate park amounting to £700 plus VAT.*

It was agreed

- (a) that the Clerk would contact Charnwood Borough Council regarding the Halstead Road project and enter into preliminary discussions regarding the Lease*
- (b) the quotation from A.H. and G.O Harris in the sum of £700 plus VAT be accepted for the removal of the skate park*
- (c) That the Clerk/Chairman contact the local schools and youth groups to ascertain what the preference is for a replacement facility for the skate park.*

6. PARISH COUNCIL CAR PARK – LITTLE LANE

- (a) Bollards – The Clerk reported that this item had been deferred from the last meeting. The current situation was that the project had been initially deferred from 2015/16 to 2016/17 but as finance had not been available this matter was now on hold. The Clerk suggested putting this project forward for funding as part of the 2018/19 budget discussions.*
- (b) Round and Hound Charity Walk 14 May 2017 – The Clerk reported the request by the organisers of the Walk to utilise the Council car parks on Sunday 14 May 2017*

It was agreed

- (a) The Clerk include the Car Park Bollards in the 2018/19 budget discussions*
- (b) The organisers of the Round and Hound Charity Walk be advised that there was a cricket match taking place on 14 May 2017 and parking in the Council owned car parks would be limited.*

7. WAR MEMORIAL PLAYING FIELDS

- (a) The Clerk advised on the current situation regarding the water bills at the Pavilion and requested the Council to consider arranging for a separate water meter to be installed for the Pavilion flat.*

It was agreed

- (a) That the Clerk obtain quotations for the installation of a separate water meter for the Memorial Fields Pavilion Flat*
- (b) Councillor Lemon arrange a site visit with a view to obtaining specialist advice on the CCTV system required.*
- (c) The Clerk, following receipt of the specialist advice, arrange to obtain quotations for the installation of a new CCTV system*

8. Date and time of next meeting.

It was agreed that the next meeting would be held on Monday 8 August 2017 in the Parish Room.

The Chairman closed the meeting at 7:40 pm

RESOLVED that

- (1) The Minutes of the Council’s Planning and Highways Committee, Recreation and Amenities Committee and the Memorial Centre/Major Projects Working Parties be approved and adopted.**
- (2) The installation of the cabling for the internal CCTV system be approved and that the cost to be met from the budget set aside for the first year operation of the Centre.**

The Chairman closed the meeting at 8.10 pm

Chairman

