

# ELLISTOWN AND BATTLEFLAT PARISH COUNCIL

## MINUTES of the Parish Council Annual meeting Held on Wednesday 11th May 2016 at the Primary School, Ellistown, commencing at 7.00pm.

Present: Cllr Hyde, Cllr Merrie, Cllr Norley, Cllr Pollard, Cllr Powell and Cllr Willett-Marshall

Apologies: Cllr Morrell

### In Attendance

Mr P Goodman Clerk to the Council  
Wendy May (North West Leicestershire District Council)  
8 members of the public

### **1. Election of Chair**

The Clerk asked for nominations to be Chair of the Parish Council for 2016-17

Cllr Powell nominated Cllr Merrie. Cllr Willett-Marshall seconded the nomination.

There were no other nominations.

Cllr Merrie was elected unanimously.

### **2. Declaration of Acceptance of Office**

Cllr Merrie declared his acceptance of office and duly signed the register.

### **3. Election of Vice Chair**

The Chair asked for nominations to be Vice Chair of the Parish Council for 2016-17

Cllr Pollard nominated himself. Cllr Norley seconded the nomination.

There were no other nominations.

Cllr Pollard was elected unanimously.

### **4. Declaration of Acceptance of Office**

Cllr Pollard declared his acceptance of office and duly signed the register.

### **5. Apologies for absence**

The absence of Cllr Morrell due to a medical appointment was accepted by the Council.

### **6. Declarations of Pecuniary Interest**

Cllr Willett-Marshall explained that she is a member of Ellistown Working Mens Club.

Cllr Merrie explained that he had been in negotiations with Mountpark.

Cllr Powell is now an active member of Ellistown Community Cinema.

## 7. Councillors declarations of acceptance of office

The Clerk explained that all councillors had done this at the beginning of their term of office and it was unnecessary to do it again.

## 8. Register of Interests

The Clerk reminded all councillors of their legal obligation to declare all interests relating to the Parish area. He invited councillors to update the register if there had been any changes since last year. There had not been any changes.

## 9. Election on to committees and external bodies

It was AGREED that Cllrs Pollard, Powell and Merrie remain the three councillors on the Allotments Committee. It was AGREED that Cllr Powell continue to represent the Parish Council on Cliffe Hill Quarry. It was agreed that Cllr Merrie attend meetings of North West Leicestershire Highways Forum. It was AGREED that Cllr Powell represent the Parish Council on Sence Valley Environmental Forum.

The Council instructed the Clerk to write to Ibstock Brick Company to see whether a representative might attend their meetings.

## 10. Cycle of Internal Financial Controls

The Clerk reminded the Council of its duty to manage effectively the cycle of Internal Financial Controls so as to eliminate any possibility of corrupt practice or financial irregularity. It was AGREED that, whilst this is the responsibility of all councillors, Cllr Morrell should work with the new Clerk to ensure that this is done regularly and thoroughly.

*At this point the meeting was adjourned for 15 minutes*

## 11. Public participation and questions to District councillor, County councillor and Police

A resident was very happy with the tidiness of the jitty following a clear up by the District Council. The Parish Council would pass this compliment on to the District Council. Cllr Hyde was concerned about the safety at the edge of the path.

A resident informed the Council that the local beekeeper would be putting the bee hive into the top field within the next few weeks.

A resident requested a Dog Mess bin be situated in the vicinity of the school. Cllr Merrie would contact the District Council (District Council responsibility).

**District councillor Merrie** had followed up the request to improve access along all pathways by writing to the Chief Executive Officers at the District Council and the County Council. Both had acknowledged and been helpful. The County Council had referred him to the Fieldfare Trust who had shown him the process to go through to meet the required standards. Cllrs Powell and Merrie would go through the Trust's documentation and invite them to come to Ellistown to do an audit. Wendy May suggested that the parish council should consider submitting an application to the Sence Valley Environment Fund for consideration to part fund this project.

**District Councillor Merrie** explained the background to the problems that required action at Rushby Road Play Area. The Parish Council had worked previously to address the issue

and improve childrens safety but problems persist. He believed that the offer of funding from Mountpark for recreational, social and environmental facilities presented an opportunity. He had engaged with local residents and 113 people wanted something to be done. Residents present in the meeting also agreed to this. One resident asked whether there might be any alternatives to a built structure? Everyone agreed that there should be facilities for a wider age range of people. Wendy May (North West Leicestershire District Council) appealed to the Parish Council to use her colleague, Cat Ridgeway, as a conduit to a range of people at the District Council with vast experience in this field.

**County councillor** report - County councillor not present.

**Police** report - Police not present.

*At this point the meeting reconvened.*

## **12. Minutes of the meeting held on 20th April 2016.**

The minutes of the meeting held on 20th April 2016 were agreed to be a true record. The Clerk had circulated information from the County Council regarding Weight Restrictions in Ellistown and Battleflat. Cllr Merrie had spoken to local companies about the amount of mud they were leaving on local roads and remedial action had been taken.

## **13. Clerk's report**

The Clerk reminded the Council that the annual ROSPA inspection of the Childrens Play Areas would take place this month. He would share the findings with all councillors and Brian Mee Associates playground inspector, and the Council would act upon the recommendations accordingly. The Clerk would seek to take the new Clerk around all the sites at an early stage. He reminded the Council of its responsibility to act upon recommendations (a responsibility previously embraced by the preceeding contractor).

The Clerk reminded the Council that it still owned four large Litter Bins which are being stored at Coalville Park. It was AGREED to keep these for spares. Wendy May undertook to inform NWLDC Grounds Maintenance team and get them moved to the container at Midland Road allotments.

The Clerk reminded the Council that there are still some granite slabs left over from the War Memorial project. He encouraged the Council to think of a use for them.

The Clerk informed that the new NWLDC Street Cleansing manager had arranged for litter to be cleared up at Hugglescote Recreation Ground aka South Street Playing Fields.

The Clerk had received a complaint about grass growing at Derry's Hollow adjacent to Rushby Road Childrens Play Area. Upon examining documentation he believed that this is all part of the piece of land that the Parish Council owns. The Parish Council had missed it when it did the Grounds Maintenance specification. He had contacted Brian Mee Associates who had agreed to include it at no extra cost.

## **14. Financial report**

The Clerk had sent all councillors a copy of the Accounts up to 31st March 2016. He had received the Internal auditor's report and the Internal auditor had completed his section the Annual Return. The Clerk had sent the Annual Return to the External auditor and received acknowledgement of its arrival. The Clerk had posted on two of the noticeboards, one in Battleflat and one in Ellistown, the 30 working day period for public scrutiny of the accounts.

The Clerk had received a bank statement at the end of April which reconciled with the Council's figures.

He asked whether there were any questions. There were no questions.

### **15. Donation from Mountpark**

The Clerk thanked District councillor Merrie for the work he had done in seeking and obtaining a sizeable donation from Mountpark for community facilities. However, he had, until that morning, not received **any** correspondence confirming this and, seeking to protect the Parish Council from any risk associated with misunderstandings, felt that he should receive a written offer (as opposed to electronic message) stipulating what it might be used for.

Wendy May explained that initially District councillors had wanted it to be part of Section 106 but it was not so. It was an arrangement entirely between Mountpark and the Parish Council. However, there is a form of wording that Mountpark will probably be happy with that would give the Parish Council the degree of flexibility that will ultimately make it as easy as possible to use its discretion in allocating the funding. The Parish Council should send Mountpark an invoice seeking the payment and conferring acceptance of responsibility to guarantee that the funding would be allocated fairly, legally, and within the parameters of the agreement.

Cllr Pollard remained very concerned about highways infra-structure and asked whether, alternatively, it might fund a feasibility into the safety/capacity of Beveridge Lane? Cllr Merrie explained that this is entirely a County Council responsibility. Cllr Hyde repeated that its purpose was to meet the recreational needs of the people of Ellistown and Battleflat.

Cllr Merrie, who had negotiated the donation, believed that, as the Parish Council owns Rushby Road Play Area, the Parish Council would need to accept the money to pay for any structure, or alternative measure, that sits upon it. However for a Celebration event or Activities for the over 50s...the Parish Council's role would be to re-imburse upon the receipt of invoices that the councillors were happy to endorse.

It was AGREED to write to Mountpark thanking them for and accepting the donation which would be used for social, recreational, leisure and environmental activities, the majority of which would be spent upon assets that the Parish Council owns. The Parish Council would inform Mountpark that, within the total sum, there would be an amount that local organisations might apply for and the Parish Council would only agree to if they met the criteria (social, recreational, leisure and environmental) and had appeared as an agenda item at a Council meeting for consideration by all councillors.

Due to the imminence of the Celebration event planned by Ellistown Working Mens Club for the Queen's 90th birthday, it was AGREED to re-imburse up to a maximum total of £2,000 (all invoices to be submitted to the Clerk in one batch and for at least two councillors to check for accuracy and authenticity before signing a cheque).

It was also AGREED that, should anything go wrong, and the donation from Mountpark prove not to happen, the Parish Council would underwrite this as a Section 137 payment.

Wendy May offered the Sence Valley application form as a template model for receiving these community-based applications.

Cllr Powell reminded the Council that it had previously agreed to undertake a feasibility into the building of and sustainability of a Community Centre, a decision which had not yet been followed up.

### **16. Request from Ellistown Primary School**

The Parish Council had received a request from Ellistown Primary School to part fund the purchase of 226 commemorative coffee mugs for the children for the Queen's 90th birthday. Cllr Willett-Marshall explained that the written request exceeded the verbal one that had been made to her which was for £100.00.

The Council DECLINED the request for one third of the cost of the mugs.

Cllr Pollard proposed, and Cllr Willett-Marshall seconded, a donation of £100.00 with the proviso that the school acknowledge the Council's donation in any publicity and that a representative of the Parish Council be invited to the handing out ceremony.

The motion was carried by five votes to one.

### **17. Planning applications**

Application 16/00374/FULM - Little Battleflat Farm - no objection from Parish Council

### **18. Update on Neighbourhood Plan**

The Clerk explained that Gary Kirk, the consultant supporting the process, had been unable to attend. However, he had been in discussion with the District Council and it had been agreed that the Neighbourhood Plan is complementary to the District Council's Local Plan and that both should aim to synchronise with the draft consultation taking place in September. Cllr Hyde believed that it was unfair to suggest that the Parish Council was delaying the process.

### **19. Update from Young People's Council**

There was no one present to give an update from the Young People's Council. However, the Clerk and Cllr Powell are due to meet Lauren Fox to discuss their visit to the House of Lords later in the month to receive a prestigious award for the South Street MUGA. The Clerk would find out what arrangements there are to continue Lauren's work with the young people of Ellistown. The Council had made budget provision for young people and an up and coming event is a visit and coaching from Leicester Riders at the MUGA at the end of May.

### **20. Date, time and venue of the next meeting**

Wednesday 22nd June, 7.00pm at Ellistown Primary School.

Cllr Hyde handed in a letter of resignation. The Council thanked him for all his hard work over many years and wished him well for the future.

The meeting finished at 8.40pm.