

# ELLISTOWN AND BATTLEFLAT PARISH COUNCIL

**MINUTES of the Parish Council meeting  
Held on Wednesday 18th November 2015  
at the Primary School, Ellistown, commencing at 7.00pm.**

Present: Cllr Hyde, Cllr Merrie, Cllr Morrell, Cllr Norley, Cllr Pollard and Cllr Powell

Cllr Willett-Marshall was not present

## In Attendance

Mr P Goodman Clerk to the Council  
1 consultants  
9 members of the public

### **1. Apologies for absence**

None received.

### **2. Declarations of Discloseable Pecuniary Interest**

None were declared.

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

Following the death of Cllr Penny Wakefield a vacancy existed for the position of vice chair. The Clerk invited nominations.

Cllr Pollard - Nominated Cllr Norley Seconded Cllr Pollard  
Cllr Morrell - Nominated Cllr Powell, Seconded Cllr Morrell

Cllr Pollard 2 votes Cllr Morrell 4 votes

Cllr Morrell was elected vice chair of the Parish Council

Cllr Morrell made an acceptance of office declaration

### **4. Signing of cheques for outstanding invoices**

One cheque was signed being for grounds maintenance work to resolve drainage issues at Pickering Drive Childrens Play Area

### **5. Planning consultations**

The Clerk informed the Council of two Planning permissions granted. The Council had no comment to make on the Planning consultations 15/01032/ADC, 15/01047/OUT, 15/01056/FUL, 15/01059/VCIM and 15/01089/FUL

The Council expressed its concern on 15/01031/FUL Change of land to provide for vehicle hard standing, believing that the local road network cannot take the degree of increasing heavy goods vehicle usage.

The Council wished to discuss this more at the next meeting and resolve to invite the County Council's portfolio holder to Highways to attend a meeting and listen to concerns.

## **6. Public participation and Police report**

A resident thanked the Parish Council for a Section 137 grant award. A resident asked the Council whether it had considered purchasing and installing a defibrillator in the village. A resident asked whether the railway bridge could cope with the increasing heavy demand being placed upon it, DcIlr Merrie to speak to a District officer and ask for help in putting pressure to bear on the County Council. A resident asked that a radar lock be put on the kissing gate at Rushby Road so that disabled people can access the nature walks. She also asked the Parish to request that the District Council drops the kerb in front of the kissing gate.

There was no Police report

## **7. Minutes of the meeting held on 21st October 2015**

The Minutes of the meeting held on 21st October 2015 were AGREED to be a true record.

## **8. Actions from the meeting held on 21st October 2015**

The Clerk confirmed that all actions had been followed up.

## **9. Clerk's report**

- The Clerk reported that the Opening of the MUGA had been very successful in spite of the weather. The Chair agreed and wanted to place on record the Council's thanks to the Scouts for providing a refreshments tent. He also reported the attendance of Leicester Riders who are very keen to put on some basket ball training next year. The opening had achieved a good amount of publicity and raised the profile of the Council.
- The Clerk reported that the Trim Trail had been installed at Pickering Drive Childrens Play Area paid for with Section 106 money.
- The Clerk reported that the Section 106 had been approved and the teenagers swing would be installed at Rushby Road Childrens Play Area in the near future.
- The shrubs would be put in at Elton Way in the near future.
- The Chair had been invited to attend the next Parishes Liaison meeting on 2nd December at which the Parish Charter would be signed.
- The Clerk would find out the details of the next Cliff Hill Quarry meeting at which the Council had sought representation
- The Chair signed two copies of the transfer document handing over the ownership of the Millenium Green noticeboard to the Parish Council
- The Clerk drew the attention of the Council to the current consultation on (County Council) proposed boundary changes.
- The Chair asked that consideration of fencing around the Childrens Play Area at South Street be an agenda item at the next meeting.

## **10. Report from the Young People's Council**

Lauren Fox thanked the Council for inviting the young people to the opening of the Multi-Use Games Area. She would write to thank the Scouts. The Young People's Council will be discussing having a planned event at the MUGA during 2016. She asked the Council to consider the possibility of having a noticeboard at South Street. Young people are keen that the MUGA be kept clean and had written an article for potential inclusion in a future Parish

Council newsletter. The Young People had identified the lack of an indoor facility as being a real need in Ellistown. She reported that Radio Leicester are coming to interview the young people and together with Cllr Powell and others is discussing the potential for one, joined up, event on Remembrance Sunday in 2016.

The Chair thanked Lauren for her report and said that the village as a whole is benefitting from young people now having a co-ordinated voice.

## **11 Financial update**

11i) The Council approved payments of vouchers 69-81

11ii) The Clerk reported that the Council's accounts reconciled with the bank statement dated 30th October 2015. He asked for questions. There were no questions.

11iii) The Clerk presented a budget report profiling income and expenditure as of 30th October 2015. He asked for questions. There were no questions.

The Clerk reminded the Council that it needed to look at the security of its finances and that he would bring recommendations to the February meeting.

## **12 Report on budget preparations 2016-17**

The Clerk reminded the Council of the financial cycle; planning activity, setting a budget and receiving the precept. He reminded the Council of the requirement to produce a budget and to stick to the budget. In the case of Ellistown and Battleflat the Parish Council is very heavily dependent upon the precept with very little income being generated itself. The Clerk then went through the budget headings pointing out where the Council has some new responsibilities, has some aspiration to consolidate previous developmental work, and, in some cases, where it might be possible to reduce the budget figure compared to the current year.

RESOLVED to receive the Clerk's report and to AGREE the Council's budget for 2016-17 at the December meeting of the Council.

## **13 Grounds maintenance process**

The Clerk checked with the Council on the detail that it wanted included in the Contract specification that will go out to potential Ground Maintenance suppliers 2016-17. The Council confirmed that the document was thorough and comprehensive and did not identify any omissions. The Council wanted the contract to be a whole contract (including South Street playing fields) and for contractors to not be required to work beyond 1.00pm on Saturdays. It was AGREED that the Clerk be instructed to identify suitable potential contractors to contact regarding their potential interest. It was AGREED that any interested contractors should submit a hard copy of their application by a given date and that the Council would meet in January and examine the applications giving each one a score on a weighted marking of 60% cost and 40% quality. Any failing to reach a basic threshold guarantee on quality would be eliminated. It is expected that the successful applicant would be notified by the end of January.

AGREED to send the Council's required changes to the Consultant with a view to producing a number of laminated copies of the Contract document to send out to potential suppliers at the earliest opportunity.

AGREED a timetable of actions to allow for the completion of the tendering process, within legal requirements, by the end of January 2016.

#### **14. Staffing issues**

At this point, due to the personal nature of the item, which contained information that should remain confidential, the Chair asked the remaining members of the public to leave the meeting. The Clerk also left the room.

The Chair congratulated the Clerk on obtaining the Certificate in Local Council Administration (CiLCA).

It was agreed to issue a contract of employment to the Clerk, as per the existing NALC contract model, as of 18th November 2015.

It was also agreed unanimously that, as the current Clerk is now qualified, he should be paid on the substantive scale for qualified Clerks.

The Clerk then returned to the meeting.

#### **15. Code of Conduct training**

All councillors confirmed that they had in the past undertaken Code of Conduct training. Cllr Norley would be attending the last current opportunity for Code of Conduct training at the District Council on 8th December.

#### **16. Reports from County councillor and District councillor**

Cllr Worman - not present and no report sent.

Dcllr Merrie - had met, along with two Parish councillors, residents from St Christopher's (Mobile Homes) Park. He had taken their concerns to Mountpark, the company developing the land immediately next to St Christophers. The Company had responded immediately and were taking various mitigation measures that satisfied the residents. The District Council had a named officer who would help residents with any issues that they may be concerned about. Dcllr Merrie had copies of a Mountpark newsletter that explained what would be happening. It was AGREED that these could be distributed along with copies of the next edition of the Parish Council newsletter which will be ready shortly.

#### **17. Date, time and place of next meeting**

Wednesday 9th December 2015, 7.00pm at Ellistown Primary School.

The meeting finished at 9.00pm.