

# ELLISTOWN AND BATTLEFLAT PARISH COUNCIL

## Minutes of the Parish meeting on Wednesday 13 July 2016 at Ellistown Council Primary School - 7.00pm.

Present: Cllr Merrie (Chair), Cllr Pollard (Vice Chair), Cllr Norley, Cllr Powell

In Attendance:

H Dalton Clerk to the Council  
8 members of the public

### 1. Apologies for absence.

Cllr Willett-Marshall  
Cllr Morrell

### 2. Declarations of Pecuniary Interest.

None.

### 3. Signing of cheques for outstanding invoices.

Five invoices and corresponding cheques presented and signed by two councillors.

### 4. County Councillor report.

No report received.

### 5. District Councillor report.

District Cllr Merrie reported:

- Tree pruning has taken place on the footpath near St Christopher's.
- He had a meeting with the gas board who had been granted the authority to put temporary traffic lights near the double mini-roundabout: Whitehill Road/Beverage Lane.

### 6. Police report.

No report received.

### 7. Public participation.

Mr Grain raised concern regarding the edge of 19 East Crescent which is overgrown near the footpath, and a request for the N47 footpath to be looked at. Cllr Merrie advised these were not Parish Council matters, however, as District Cllr he would follow this up with LCC who were responsible. Mr Grain requested that the temporary traffic lights be better managed along Beverage Lane. Cllr Merrie again advised this was not a Parish Council matter; however, he explained that applications were requested for a specific duration, i.e. a set number of days, consequently, there were periods when contractors were not working on site, and that Mr Grain could raise this with NWL District Council. Additionally, Mr Grain stated hedges are very overgrown in St Christopher's near Highfield/Spencer View. Cllr Merrie informed Mr Grain this was not a Parish Council matter but he would look into it as District Cllr.

Mr Brennan presented an email from Wal Groves and photo showing flooding around Mountpark and over the footpath, noting this as a one off and that the weather had been wet. He was concerned that forward maintenance would be an issue as Mountpark would

address this on this occasion. Cllr Merrie advised the maintenance of the footpath was LCC's responsibility. Discussion regarding flooding, access points and French drains ensued. Mr Brennan raised a complaint that County Cllr Heather Worman had not attended the meeting and that no report was available, especially as it was itemised on the agenda. Cllr Merrie explained invitations were issued but as Cllr Worman covered several parishes she may be attending another meeting, however, he would follow this up.

Cllr Pollard advised he had received a query regarding the said location of the proposed scout hut. Consultant Gary Kirk had received the sum of £32,000 for proposed plans but there appeared to be little to show for this. He requested a copy of the plans for the scouts to see what had happened. Cllr Powell to share these with Cllr Pollard.

**8. Agree the minutes from Parish Council meeting held on 22 June 2016 and receive a report on actions resulting from decisions made at the meeting.**

RESOLVED - the minutes of the meeting held on 22 June 2016 were signed as a full and correct record.

The Clerk reported all Parish Council documents, records and paper files from the outgoing clerk's and incoming clerk's homes had now been moved to storage in Ellistown Primary School. She had requested a copy of the Employer Liability Insurance from Came and Company; created and displayed a poster for the co-opted Cllr vacancy; sent an email to Brian Mee Associates requesting grass cuttings be picked up after mowing. Cllr Merrie advised Brian Mee had contacted him and requested a site meeting, which he was setting up.

**9. Clerk's report.**

The Clerk reported on the following:

- Attendance at: NWL District Council Parish Liaison meeting, Parish/Town Clerks Network meeting and the Society of Local Council Clerks meeting.
- Monthly payments and the reconciliation of the accounts had been completed.
- Quarter 1 claim for a VAT refund from HMRC was now ready for submission.
- Form requests for Changes to Bank Account Signatories and Authorised Account Persons were being processed.
- Evaluation of administrative processes and practices had begun addressing historical legacy issues, however, there was still much more to do.
- The need to investigate a suitable alternative email account to Yahoo to manage hacking risks, and meet the councils needs.
- The start of a work review plan and improvement programme, identifying action required, resource implications and whether the item was high, medium or low risk.

**10. To RECEIVE a financial report.**

The Clerk reported:

- Vouchers 33 to 52 have been paid from 7 June 2016 to 11 July 2016.
- The Council's accounts reconciled with the bank balance as of 30 June 2016.
- Receipts and Payments compared with Flexed Budget 1 April 2016 to 30 June 2016. Staffing costs are slightly higher than anticipated due to handover/overlap for one month of former clerk and new clerk.

**11. AGREE Change of Account Signatories:**

a. **Removal of Paul Hyde (resigned from council 11th May 2016).**

b. **Removal of Penny Wakefield (deceased).**

It was AGREED unanimously that Paul Hyde and Penny Wakefield be removed from the Co-op bank account as signatories

**12. AGREE Change of Authorised Account Persons:**

a. **Removal of former Clerk and RFO Paul Goodman.**

b. **Addition of new Clerk and RFO Helen Dalton.**

It was AGREED unanimously that Paul Goodman be removed from the Co-op bank account as authorised account person. It was also AGREED unanimously that Helen Dalton be added to the Co-op bank account as Authorised Account Person.

**13. Consider s137 Funding Application for Ellistown Fundraising Group 'Santa Special'.**

Cllrs AGREED unanimously to grant funding of up to £500.00 to Mrs Maureen Parry of Ellistown Fundraising Group for 'Santa Special' in December 2016.

**14. Consider whether councillor(s) attend and represent Ellistown and Battleflat at the Remembrance Day Service and Parade, Coalville, on Remembrance Sunday 13th November 2016. Consider whether the Parish Council support a post Remembrance Sunday event (s137 Funding) in Ellistown.**

Cllrs requested the decision of who should attend the Coalville Remembrance Day Service and Parade to represent Ellistown be deferred until the September Parish Council meeting.

Cllr Powell explained a joined up approach of planning for a Remembrance Sunday event for Ellistown residents, by the scouts and two churches, was nearly complete. They were now seeking funding for the hire of the Ellistown Primary School Community Room and the provision of refreshments to enable this event to take place. The Clerk advised s137 funding would be appropriate and would send him an application form.

**15. Consider whether the Parish Council would like to encourage the setting up of a Community Speedwatch group.**

Cllr Merrie reported Speedwatch would not provide training to volunteers unless the Parish Council approved setting up such a group and requested the matter be put to a vote:

- Those in favour: Cllr Powell, Cllr Pollard and Cllr Merrie
- Those against: Cllr Norley

Three voted in favour and one against.

**16. Planning applications.**

No planning applications were received this month.

**17. Date, time and venue of the next meeting.**

Wednesday 14th September 2016 - 7:00pm at Ellistown Primary School.

The meeting closed at 7:55pm.