

MINUTES OF OSGATHORPE PARISH COUNCIL MEETING HELD AT HARLEY HALL, OSGATHORPE AT 7.30PM TUESDAY 19TH MARCH 2024

Present:

Members:

Councillor A. Bate (Chair)

Councillors J. Elson (Vice Chair), S. Olsberg, A. Dodson, J Lowth.

Officer: M. Mitchell (Parish Clerk/RFO)

Members of the Public:

There were four members of the public and a representative of NWLDC present.

168/23-24. Apologies.

All councillors were present at the meeting.

169/23-24. Public participation (1).

Mr Marshall, who kindly monitors the defibrillator units on behalf of the village, provided an update, explaining that the defib located at Harley Hall is satisfactory but reaching the end of its life. The unit located on Ashby Road is externally funded by East Midlands Ambulance services (EMAS). Mr Marshall suggested that moving forward the Parish Council consider pursuing a rental option for the Harley Hall defibrillator as this includes all maintenance costs. Renting a defib unit would cost the Parish Council £365 + vat each year for a five-year contract.

A member of the public read out a statement strongly encouraging the Parish Council to acquire a replacement defibrillator for the one that ceased working recently as well as considering an additional defibrillator so that the village has four defibrillators (including the one provided by EMAS).

A member of public in attendance suggested that money raised at their forthcoming 'charity sale' could be made available for training on defibrillators. Councillor Bate explained that the parish Council had been provided with an opportunity for free training by EMAS and were looking for this to be provided in the summer.

A member of public explained he was here tonight with regards to planning application 23/00233/OUT and was accompanied by the architect for the planning application. He explained that the applicant, who was a relative, has offered to sign a legal agreement stating that they would occupy the dwelling for a minimum number of years.

Gillian Squires introduced herself as the NWLDC Community Focus Officer for Osgathorpe. The Chair welcomed her to the meeting and thanked her for all her support over the last few months.

170/23-24. Declarations of interest.

There were no declarations of interest. Councillor Bate advised that he had informed a resident that planning applications would be discussed at the meeting and that public participation is an agenda item. Councillor Bate also advised that he had not been lobbied or influenced.

171/23-24. Requests for Dispensation.

There were no applications for dispensations.

172/23-24. Police.

There were no police present to provide a verbal update on police and crime in & around Osgathorpe.

173/23-24. Minutes of previous Parish Council Meeting.

On the motion of Councillor Elson, seconded by Councillor Lowth;

RESOLVED: that the minutes of the Parish Council Meeting on the 9th January 2024 be approved as a correct record and signed by the Chairman.

174/23-24. Neighbourhood Watch.

Councillor Dodson stated that one of his neighbours had suggested new signs be acquired. Councillor Bate this was a good idea and suggested that the resident look into this. Gillian Squires said she would also check with her colleagues at NWLDC who may know where to acquire new Neighbourhood Watch signs.

Financial Matters

175/23-24. Summary of Accounts.

The Parish Clerk presented a summary of the accounts to date:

Current Account	£5,426.29
Savings Account	£4,010.03
HSBC Current Account	£1,494.69
Total	£10,934.01
Outstanding payments	£-989.00
UKSPF Grant expenditure	£-3062.00
Balance for c/o into new financial year	£6,880.01
Current Account	£2,869.98
Savings Account (financial provisions)	£4,010.03

Councillor Bate explained that the money from the UKSPF grant is ring fenced and can only be used for the purpose agreed by NWLDC. He advised that purchases of equipment would be taking place in the near future.

He also explained that the balance of funds carried forward includes financial reserves for the replacement of equipment in the play area and the Parish Council 'General' Account.

176/23-24. Banking matters.

The Parish Clerk explained that the Parish Council had now reached the point of being able to close the HSBC account and transfer the balance into the Unity Trust Current account. A letter had been drawn up for signing.

She explained that it would be prudent to change the authorisation 'type' for Councillor Elson on the Unity Trust accounts, i.e., so that he will not be able to raise payment requests but will instead be able to authorise payment requests. This will provide cover in case the Parish Clerk is unavailable. This means that Councillors; Bate, Olsberg, Lowth and Dodson would each be able to raise payment requests and the Parish Clerk or Councillor Elson will be able to authorise or decline these payments. In addition, the limit of £2k should be removed on internal transfers only. A letter had been drafted to Unity Bank requesting these changes.

On the motion of Councillor Bate, seconded by Councillor Dodson, **RESOLVED:** to send a letter to HSBC advising that the account be closed and monies be transferred to the Unity Trust account.

On the motion of Councillor Bate, seconded by Councillor Olsberg, **RESOLVED:** To send a letter to Unity Trust advising that the level of authorisation for Councillor Elson be changed to that of authoriser and that the limit of £2k be removed for internal transfers only.

177/23-24. Cheques / Payments for approval.

On the motion of Councillor Elson, seconded by Councillor Lowth, **RESOLVED:** that the following retrospective payments be approved;

- a. Payment to LRALC – internal audit £200 (BACS)
- b. A Bate – £20 stamps & £1 bank transfer testing - £21 (BACS)
- c. NWLDC – Bin emptying - £169 (BACS)
- d. NWLDC – Election charges £881.38 (BACS)
- e. Transfer from Unity Current Account to Unity Savings Account - £1,999.99
- f. Transfer from Unity Current Account to Unity Savings Account - £1,999.99

On the motion of Councillor Dodson, seconded by Councillor Bate, **RESOLVED:** that the following payments be made;

- a. Hire of Harley Hall on 19th March 2024 - £25 (BACS) E. A Scotney
- b. Clerk's salary & HMRC – total £800 (BACS)
- c. Play area inspection - £132 (BACS)
- d. Payment of £32 to S Olsberg – reimbursement of costs for printing the March edition of the Village Voice.

178/23-24. Parish Council Polices.

To adopt new policies: Equality & Diversity Policy, Complaints Procedure, Code of Conduct, Data Protection Policy, updated Safeguarding Policy.

On the motion of Councillor Bate, seconded by Councillor Lowth;

RESOLVED: that the following policies be adopted by the Parish Council;

Equality & Diversity Policy,
Complaints Procedure,
Code of Conduct,
Data Protection Policy.

On the motion of Councillor Bate, seconded by Councillor Lowth; **RESOLVED:** to review the updated NWLDC devised Safeguarding Policy and amend this to ensure it is a deliverable policy for the Parish Council.

179/23-24. Parish Council Meeting Dates for 2024/25.

To agree meeting dates for bi-monthly meetings in: (14) May, (9) July, (17) Sept, (12) Nov, (14) Jan and (11) March.

On the motion of Councillor Bate, seconded by Councillor Lowth; **RESOLVED:** that the meeting dates for bi-monthly Parish Council meetings be: 14th May 2024, 9th July 2024, 17th Sept 2024, 12th Nov 2024, 14th Jan 2025 and 11th March 2025.

180/23-24. Parish Council Meeting Start Time for 2024/25.

To decide on the start time of each parish council meeting – 7pm, 7:30pm or an alternative start time.

On the motion of Councillor Dodson, seconded by Councillor Olsberg; **RESOLVED:** that the start time for each Parish Council meeting will be 7.30pm.

181/23-24. Website & email – possibility of adopting a .gov. address.

The Parish Clerk gave an overview of adopting a .gov.uk website for the Parish Council and email addresses for the Councillors. There is an expectation from the Cabinet Office that all councils will adopt a .gov website moving forward. A .gov.uk website can only be used by government and public sector organisations and provides robust security measures. It is also important for parish councils to separate personal and professional data – adopting .gov.uk emails allow a council to do this. The Clerk presented costings for the Parish Councillors to be provided with a.gov.uk email address. She explained that the cost of obtaining a.gov.uk domain should hopefully be covered by the Cabinet Office for the first two years. The Parish Council would be responsible for costs after this time. It is presently £100 + vat per year. The cost for each Parish Councillor to move over to.gov.uk email address will be £35 each per year.

On the motion of Councillor Bate, seconded by Councillor Olsberg; **RESOLVED:** to adopt a .gov.uk domain, website and email address for the Parish Clerk and Parish Councillors.

182/23-24. General Correspondence Received.

Councillor Bate commented that he had received correspondence from Elan City who manufacture speed signs and it might be worth considering looking at speed signs during a subsequent meeting.

183/23-24. Planning Applications.

Two planning applications were discussed during the meeting:

- a. 23/00233/OUT – 72 Main Street – Erection of a self-build detached dwelling.

On the motion of Councillor Dodson, seconded by Councillor Olsberg; **RESOLVED:** to raise no observations to this outline planning application.

- b. 24/00291/FUL - 20 Dawsons Road - Erection of two storey front and rear extensions, single storey side and rear extensions and render to walls

On the motion of Councillor Lowth, seconded by Councillor Elson; **RESOLVED:** to raise no observations to this planning application.

184/23-24. Planning Decisions.

No planning decisions had been received from NWLDC.

185/23-24. Updates on current planning applications & other planning matters.

Councillor Bate provided an update on the following:

- a. 2024/CM/0014/LCC – Sewage Disposal Works, Snarrows Road – Installation of two kiosks. No current feedback had been received on this planning application.
- b. 23/01322/FUL – Land at 29 Main Street – Change of use of land to garden land (retrospective) and erection of garden shed to rear of dwelling house. The Parish Council has made a further representation on this application.
- c. 21/02030/FUL – Erection of custom build dwelling – The Warren. This application has gone to an appeal.
- d. Update on Local Plan. Councillor Bate explained that a response had been submitted by the Parish Council. Concerns had been expressed with regards to the self-build Register that is held by NWLDC. NWLDC does not propose reviewing this list, which is likely to result in the Register being inaccurate by showing an inflated level of 'interest'.

186/23-24. Cemetery.

The Parish Clerk provided a verbal update on Osgathorpe Cemetery explaining there had been no interments since the last meeting. Councillor Dodson commented that the hedgerow is very high around the cemetery. Councillor Olsen explained that this is cut by farming villagers but the winter had

been too wet and time had now run out due to the nesting season beginning. It would have to be cut after the conclusion of this year's bird nesting season.

187/23-24. Play Area

Councillor Bate explained that he had received a verbal request that the Council consider erecting a 'no ball games' sign. The Council did not support the suggestion.

The Parish Clerk presented details of correspondence she had received from Wickstead and asked that the Parish Council authorise an annual playground inspection/risk assessment to be carried out by Wickstead at a cost of c£132.

On the motion of Councillor Dodson, seconded by Councillor Olsberg; **RESOLVED:** to authorise an annual playground inspection/risk assessment to be carried out by Wickstead at a cost of c£132.

188/23-24. Risk Assessments.

To review and approve the 'Ride on Mower Risk Assessment' and the 'General Parish Council Risk Assessment'.

On the motion of Councillor Bate, seconded by Councillor Lowth; **RESOLVED:** to review and approve the 'Ride on Mower Risk Assessment' and the 'General Parish Council Risk Assessment'.

189/23-24. Highways & Footpaths

Councillor Dodson explained that he had spoken with a villager about setting up a footpath association. Councillor Bate explained that highway barriers on Breedon Lane were damaged and he had raised this with the Highway Authority (LCC) who had taped the area up. LCC has now agreed to fully repair the barrier.

Councillor Bate had also raised various flooding issues with LCC, who are also the Lead Local Flood Authority. LCC has said that some of the problematic areas highlighted by Councillor Bate are riparian, so the responsibility sits with the landowner. Councillor Bate will be pursuing this with LCC as it is a highway safety issue. There is also a sewage issue on Main Street which has been highlighted with LCC and Severn Trent.

LCC has completed remedial works on Meadow Lane to improve skid resistance. It is considered that this work has significantly improved safety on this stretch of highway.

190/23-24. Village Voice.

The Village Voice has now been published and distributed around the village.

191/23-24. UK-SPF Community Grant.

Councillor Bate explained that at the date of the meeting £63 had been spent against this grant to date but he was in the process of ordering equipment to which the grant relates.

192/23-24. Harley Trust.

Councillor Dodson, who is the representative on behalf of Parish Council, explained that the next meeting is on the 22nd April so he would provide an update at the next Parish Council meeting.

193/23-24. Storey Arms.

Councillor Bate advised that the Local Planning Authority (NWLDC) has served an Enforcement Notice. The notice can be appealed until the 1st April 2024. The Enforcement Notice provides a period of six months from the 1st April 2024 for compliance.

194/23-24. Defibrillators.

A regular inspection had identified in late 2023 that the defib unit at the Harley Hall was not working. Subsequent investigation had identified that due to the units age it could not be repaired. To ensure

coverage for the village the defib unit located outside Mr Marshall's home had been relocated to the Harley Hall.

Councillors discussed whether a new unit should be procured to return the village to having three defib units. It was also discussed whether renting a new unit would be preferable to buying/maintaining one. A question was raised as to whether one could be obtained through the UKSPF grant and Gillian Squires said she would find out and let the Parish Council know whether the impending new UKSPF includes provision for defibrillators. An opportunity of obtaining a unit through the British Heart Foundation was also raised.

It was agreed to defer this item to the next Parish Council Meeting.

195/23-24. Flood Risks

Councillor Bate, in his role as the Parish Flood Warden, provided additional comments from those shared earlier in the meeting. Experience gained during recent heavy rainfall events suggests that most of the Parishes flood risks arise from blocked drains and culverts.

196/23-24. Severn Trent Water

Councillors; Bate, Elson and Olsberg met with Area managers of STW on the 14 March. Prior to the meeting and following a request made via the Osgathorpe WhatsApp Group page, residents had helpfully identified matters they wished to be raised with STW. The meeting addressed the following:

New Pipeline & Associated Works

- STW advised that the pipeline works remain on schedule and should be completed by year end. In addition to the pipeline a new storm-water storage tank is to be constructed.
- STW advised that the verges on Snarrow's Road will be put back in order by the end of the project. STW advised that the Highways Authority doesn't wish them to fill the holes in the verges with loose aggregates. STW agreed to ask LCC again.
- STW advised that the changes to the plant will not increase noise, odour or traffic levels.
- STW agreed to look at making the fencing [styles] along the pipeline works 'dog friendly' if not already.

Sewerage Treatment Works

- STW provided an update on the operation and developments.
- STW were asked about the noise, reported by some residents. STW asked for residents to record when the noise is heard and to report how the noise sounds. Councillor Lowth has subsequently agreed to record the noise when he hears it.

Sewer

- STW stated that 'according to their records' the village has no issues. What may best be described as a 'robust discussion' followed. Councillor Bate advised that he had raised at least 3 reports with STW's telephone reporting team. Specific issues raised at the meeting included sewerage issuing out of manholes on Main St, i.e. outside No.36 and No.10. Sewerage exiting the manhole in the field behind the former Rectory and also onto private property during the 20th October storm.
- STW requested that as their actions are driven by its reporting system residents need to report all issues, either on-line or via telephone.
- STW has undertaken some remedial works since the meeting and its local manager will be meeting with Councillor Bate

197/23-24 Gigabit Broadband

There has been no change and we have to wait until the summer for an update as to whether the village will benefit from the installation of Fibre to the Premises broadband, which would significantly increase internet speed.

198/23-24 Public participation (2).

There were no further comments or questions from members of the public.

199/23-24. Action log.

The Parish Clerk had updated the outstanding actions on the action log.

Private Session – *As the following agenda item included confidential information, it was considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.*

200/23-24. Employment Contract Review.

To agree to the updated employment contract for the Parish Clerk in line with the model NALC contract of employment.

On the motion of Councillor Olsen, seconded by Councillor Lowth; **RESOLVED:** to agree to the updated employment contract for the Parish Clerk in line with the model NALC contract of employment.

The meeting ended at 21:37hrs

Date of next meeting: the Annual Parish Meeting will be held on the 14th May 2024, starting at 7.30pm in the Harley Hall, with the Annual Parish Council Meeting commencing straight after.

Signed by Chairman:

Date: