

MINUTES OF OSGATHORPE PARISH COUNCIL MEETING HELD AT HARLEY HALL, OSGATHORPE AT 7PM TUESDAY 11TH JULY 2023

	<p>Present:</p> <p>Members: Councillor A. Bate (Chair) Councillors J. Elson (Vice Chair), S. Olsberg, A. Dodson, J. Lowth.</p> <p>Officer: M. Mitchell (Parish Clerk/RFO)</p> <p>Members of the Public: There were 10 members of the public present.</p>
32/23-24	<p>Apologies There were no apologies received – all members were present.</p>
33/23-24	<p>Declarations of interest There were no declarations of interest.</p>
34/23-24	<p>Requests for Dispensation There were no applications for dispensation.</p>
35/23-24	<p>Minutes of previous Parish Council Meetings On the motion of Councillor Olsberg, seconded by Councillor Elson,</p> <p>RESOLVED: that the minutes of the Annual Meeting on the 16th May 2023, the minutes of the Parish Council Meeting on the 16th May 2023 and the minutes of the Extraordinary Meeting on the 12th June 2023 be approved as a correct record and signed by the Chairman.</p>
36/23-24	<p>Police Speaker There was no police speaker present. The Parish Clerk will contact the local police with regards to attending a subsequent meeting. Councillor Bate will provide contact details.</p>
37/23-24	<p>Neighbourhood Watch There is vacancy for a Neighbourhood Watch Coordinator. This will be advertised on the Parish Council website and noticeboards.</p>
38/23-24	<p>Correspondence Received</p>
(a)	<p>Trees on Main Street to the North of the Meadow Lane junction – A resident has expressed concern that fallen leaves in Autumn present a footpath danger due to the gradient of hill.</p> <p>It was agreed that the Parish Clerk would write to the Highway Authority on behalf of the Parish Council drawing this hazard to their early attention.</p>
(b)	<p>Self-set Silver Birch on BT land along Main St – A resident has suggested that leaves may constitute a hazard.</p> <p>It was agreed that this was not a Parish Council issue. Councillor Dodson suggested a possible solution could be for interested local residents to set up an action group to clear away hazards, collect litter etc.</p>
(c)	<p>Fibre to the Premises (FttP) broadband – The Parish Council has been seeking to secure commitment for the installation of infrastructure that will improve broadband speeds in the village, especially to those areas which typically have speeds less than 30Mb/s. Leicestershire County Council has provided a progress update on Project Gigabite. It was explained that Osgathorpe has been placed on this summer's tender list. It may be the end of the year before we know whether the tender accepted by Leicestershire County Council includes the installation of FttP in Osgathorpe.</p>
(d)	<p>Meadow Lane – Concern expressed by residents re road surface – low grip. The Parish Council has been liaising with LCC Highways Dept.</p>

	<p>Councillor Bate provided an update – LCC Highways has inspected the road surface and recognises that remedial works are needed but it does not currently have the budget to make the necessary repairs. It was suggested that parishioners should report any near accidents to LCC. [Note, on the 13th July LCC advised that it will undertake remedial works this coming Winter]</p>
(e)	<p>Letter of 13-6-2023 from Motor Insurance Database – Notification that ride-on mower was not insured. Warning of £100 fixed penalty notice.</p> <p>Councillor Bate explained that the insurance company had inserted the lawn mower's model number rather than its registration number on the database. This has been corrected and the Parish Council is no longer at risk of receiving a fixed penalty notice.</p>
(f)	<p>Restricted Road Width on part of Main Street. A resident has expressed concern about a 'nip' point on Main Street.</p> <p>This is near Meadowgate House. The large bush has now been trimmed back. It was agreed to include this area (the circular walk) on the correspondence to LCC. Councillor Olsberg also agreed to approach the resident with regards to cutting back foliage.</p>
(g)	<p>NWLDC has advised that for cost reasons the Recycling Trolleys Trial will not be rolled out across the district.</p>
(h)	<p>Unsolicited marketing communications.</p> <p>Councillor Bate commented that whilst clerking he had noticed there was an excessive amount of unsolicited mail. The Parish Clerk will, where possible, unsubscribe from unnecessary marketing emails.</p>
(i)	<p>Concerns have been expressed by two residents about footpaths on agricultural land being overgrown. A local farmer has subsequently and without any requests being made, cut the field margin, which was the source of ones of these comments. The other footpath (that leading from Snarrows Lane to the former canal) remains overgrown.</p> <p>The Parish Councillors agreed that this can be a challenge for landowners – they are obliged to keep public areas passable but at this time of year trees and shrubs grow very quickly.</p>
(j)	<p>Email received from the OCPL</p> <p>The Osgathorpe Community Pub Limited would like to meet with the Parish Council. It was agreed that a meeting would be arranged imminently.</p>
	<p>Financial Matters</p>
39/23-24	<p>Summary of Accounts and bank fees</p> <p>Councillor Bate explained that the parish Council has two bank accounts and a savings account. As statements were received at different times during each month, he has requested that, moving forward, the bank provide statements from the 1st of each month.</p>
40/23-24 (a)	<p>Revisions to bank accounts</p> <p>A resolution was suggested to close the Play Area Account and to hold these funds in the 'Savings' account. All other moneys to be held in the General Account. This will save the Parish Council some £100 per annum in bank charges whilst also allowing interest to be earned on the Play Area balance.</p> <p>This was deferred until the next Parish Council meeting in September 2023.</p>
(b)	<p>Resolution to investigate internet banking.</p> <p>On the motion of Councillor Olsberg, seconded by Councillor Lowth,</p> <p>RESOLVED: that the Parish Council investigates moving to internet banking. Cll'r Bate will visit HSBC in Loughborough to discuss.</p>
(c)	<p>Financial provision to cover replacement of equipment in the play area.</p>

	Councillor Bate explained that the Parish Council's approach to date has been to deplete the play area moneys received from Chevin Homes against costs incurred. This approach will result in little or no money being available when the play area equipment needs replacing. He suggested including earmarked reserves for repair and replacement of play equipment in the budget for next year.
(d)	HSBC has been requested to provide bank statements for all three accounts on the 1 st of each month. See minute 39/23-24. Statements are now being received for the 1 st of each month.
41/23-24	Cheques / Payments Resolution that the following payments be made:
(a)	Insurance – Public liability etc. i.e. insurance for all matters except the ride-on mower. The schedule of assets needs reviewing and advising to the Insurer. Payment to be made without delay once the revised premium is advised. [In the region of £350]. Resolution to agree revised schedule of insured items and pay the premium. [It may be appropriate for the premium to be divided equally between the General Account and the Play Area account] It was agreed to review the asset list at a subsequent meeting and to consider a suggestion to reduce the insurance value of the bus shelters and to increase the insurance value of the play equipment. It was also suggested to add the defibrillators to the asset/insurance list. On the motion of Councillor Olsberg, seconded by Councillor Elson, RESOLVED: that the Parish Council makes a payment to the insurance company as detailed above (once the insurance premium is ascertained) and makes the payments as listed below (b, c, d, f & g)
(b)	Hire of Harley Hall on 12 th & 19 th June 2023 - £50
(c)	Hire of Harley Hall on 11 th July 2023 - £25
(d)	Wickstead play area inspection - £134.64 [Play Area Account]
(e)	Payment of £25 should have been received in relation to agenda item 29/23-24 (re additional inscription). Councillor Bate explained that this was actually £30 and had been received.
(f)	Purchase of light for the defib unit located at the Harley Hall. Mr D Marshall - £15.98
(g)	Annual website hosting & support from 2Commune for £372 (inc. vat) – up to 15/9/2024
	Annual Governance & Accountability Return
42/23-24	Update Councillor Bate updated the Members, explaining that the audit had been passed, with some recommendations. Parishioners can request to see finances/accounts until 10 th August 2023.
43/23-24	Portfolio Lead Roles Resolution for the appointment of portfolio leads. E.g. Agriculture, Town & Country Planning, Council Website, Cemetery, Play Area and highways. On the motion of Councillor Bate, seconded by Councillor Lowth, RESOLVED: that Councillor Elson would lead Business (changed from Agriculture as there are other businesses within the parish), Councillor Bate would lead Town & Country Planning, Councillor Olsberg would lead Play areas, Councillor Dodson would lead the Cemetery and Councillor Lowth would lead the Website and also Highways.
	Planning Matters
44/23-24	New consultations received from NWLDC. Resolution to agree consultation responses:
(a)	Application ref: 23/00771/AGP – Stordon Grange, application to increase area of hardstanding All agreed to reply to NWLDC – no observations.

(b)	Application Ref: 23/00786/FUL - Extensions to 1 Main Street All agreed to reply to NWLDC – no observations other than a request that the Planning Authority is requested to provide that the adjacent freshwater spring is not polluted by the proposed development.
45/23-24	Planning applications in process of being determined by NWLDC for which consultation response has been provided by the Parish Council None received
	Cemetery
46/23-24	Funeral Director notified of agreement for additional inscription to be added to the headstone for Mrs Tugby. Approved under agenda item 29/23-24 and payment of £30 received.
47/23-24	Meeting held with family representative to agree the position for the additional bench approved under agenda item 13(4)/23-24. Update: the family installed the wooden bench on the 9 th July.
	Play Area
48/23-24	Wickstead annual inspection has been undertaken. Recommended actions are:
(a)	Log-climber. Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability
(b)	Spring See-Saw The spring clamps are loose - Tighten all loose fixings.
(c)	Playground Sign Wickstead recommend that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility. It was agreed to investigate costs and defer this to the next meeting.
(d)	1 Bay Mixed Seat, 1 Cradle, 1 Flat Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability.
(e)	1 Bay Mixed Seat, 1 Cradle, 1 Flat The cradle seat fixing nuts are corroding. - Monitor for deterioration and replace when required
49/23-24	Invoice received from Mr Summers and payment made.
50/23-24	Mower sheet logs are required to for audit purposes. Update: Councillor Olsberg has taken charge of this.
51/23-24	Unsolicited sales pitches have been received for 'monkey climber', table tennis and TEQBALL. Resolution to decline or investigate these. Update – discussed in minute 38/23-24 (h)
52/23-24	Action Log The Members worked through the action log and provided updates. The Parish Clerk will provide an electronic update and circulate this.

	Highways & Footpaths
53/23-24	Strimming work has been undertaken on a number of footpaths in the village.
54/23-24	<p>Footpath link between Main Street & Dawsons Road</p> <p>On the motion of Councillor Dodson, seconded by Councillor Olsberg,</p> <p>RESOLVED: that Councillor Dodson, on behalf of the Parish Council, explore potential solutions for improving the footpath links between Main Street and Dawsons Road.</p>
55/23-24	<p>Website</p> <p>Former Councillor Ella has kindly been updating the website to ensure the Council has complied with its responsibilities.</p> <p>Councillor Bate wished to formally thank Councillor Ella for all of her help with the administering of the website.</p>
56/23-24	<p>Resolution to include additional information on the website, e.g. copy of insurance policy, revised policies & procedures.</p> <p>On the motion of Councillor Bate, seconded by Councillor Lowth,</p> <p>RESOLVED: that the website is updated to include additional information on the website, e.g. copy of insurance policy, revised policies & procedures.</p>
57/23-24	<p>Village Voice</p> <p>Some time has passed since the Village Voice was last published. Resolution for a new publication.</p> <p>Councillor Olsberg agreed to ascertain if the editor of the Village Voice was still willing to assist.</p>
58/23-24	<p>Osgathorpe Heritage Group</p> <p>Councillor Bate provided an update received from the Heritage Group.</p>
59/23-24	<p>Osgathorpe Community Committee</p> <p>As agreed under action 30/23-24 the Parish Council submitted an application for grant funding to NWLDC. Councillor Bate suggested that the Parish Council liaises with the village social committee regarding purchase and storage of the proposed equipment if the grant is secured and for the Parish Council to reclaim the VAT on such purchases.</p>
60/23-24	<p>Broadband</p> <p>On the motion of Councillor Bate, seconded by Councillor Olsberg,</p> <p>RESOLVED: that the Parish Council continue seeking to secure improved broadband speeds throughout the parish.</p>
61/23-24	<p>Harley Trust</p> <p>The Harley Trust has been notified that a new Parish Council representative is to be elected. Resolution for the election of the Parish Council representative. The Trustees of the Harley Trust meet twice each year, typically in early Autumn and Spring.</p> <p>On the motion of Councillor Olsberg, seconded by Councillor Lowth,</p> <p>RESOLVED: that Councillor Bate is put forward as a trustee for the Harley Trust, on behalf of Osgathorpe parish Council.</p>
62/23-24	<p>Storey Arms</p> <p>The Osgathorpe Community Pub Limited (“OCPL”) requested a meeting with the Parish Councillors.</p> <p>The was also discussed in minute 38/23-24 (j). It was agreed that possible meeting dates would be sent to the OCPL.</p>

	Other Matters
63/23-24	<p>LCC Flood Risk Strategy has been revised. The consultation period is from Mon 5 June till Sun 13 August 2023. Resolution for the Council to submit comments to NWLDC.</p> <p>Councillor Bate agreed to submit comments.</p>
64/23-24	<p>New Councillor training. Resolution that all Councillors should receive training as needed.</p> <p>It was agreed that, due to a very new Parish Council, skill gaps need to be identified first. Training needs would be reviewed at a later date.</p>
65/23-24	<p>Proposal that the public participation section be held towards the beginning of future meetings, to allow attendees to make points before the Council makes decisions.</p> <p>It was agreed that the existing format would remain in place for the time being.</p>
66/23-24	<p>Parish Council Surgeries - a proposal was going to be suggested that following the conclusion of future meetings the Parish Councillors will remain and be available for up to 15 minutes to answer queries that attendees at the meeting may have. As the existing format will remain in place it was agreed that there was no need to hold 'Parish Council Surgeries'.</p>
67/23-24	<p>Resolution that the Parish Council should organise an informal village meeting in September 2023 to help to shape the Business Plan for the Parish Council for 2024 - 2025.</p> <p>This agenda item was discussed and it was agreed that, as the local church was also thinking of something similar, that a joint meeting could be organised. To avoid any risk of this meeting being perceived as a Parish Council meeting it ought not to be chaired by a Parish Councillor.</p>
68/23-24	<p>Councillor Bate provided a summary of Leicestershire & Rutland Association of Local Council's / Leics County Council event of 3/7/2023 which was attended by the Parish Clerk & Chairman.</p>
69/23-24	<p>Councillor Bate wished to give his thanks to all parishioners who have voluntarily undertaken tasks to keep Osgathorpe tidy, e.g. clearance of weeds outside the Harley Hall, grass cutting, hedge cutting etc.</p>
70/23-24	<p>Public participation</p> <p>A member of the public asked if the Parish Council has thought about giving something to an ex-councillor. The Parish Clerk advised that any gift financed from public funds would not be a good idea. Councillor Dodson suggested preparing an article for the Village Voice thanking the ex-chairman and ex-councillors.</p> <p>A member of public asked to know who the best contact regarding events for children and young people would be. Councillor Bate said that would be the Parish Clerk.</p> <p>The same member of public expressed concern with regards to the dwindling financial support available for children's activities and initiatives. Councillor Bate suggested that this could be included in the next financial year's business plan and would be built into the budget and precept.</p> <p>A member of public drew the Parish Council's attention to a large holly bush at the top of Main Street onto Ashby Road explaining that the left-hand side of the road is not visible due to the bush. It was agreed that this issue could be added to the correspondence to be sent to the Local Highway Authority (LCC)</p>

	<p>CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC.</p> <p>On the motion of Councillor Bate, seconded by Councillor Olsberg,</p> <p>RESOLVED: that as the following agenda item concerns a personnel matter members of the public should be 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 Town Council to be discussed is of a confidential nature.</p> <p>The meeting was closed to members of the public.</p>
71/23-24	<p>Parish Clerk appointment</p> <p>Councillor Bate explained that the original intention had been to secure the services of a Locum Clerk for 6 months whilst recruiting for a permanent clerk, but Mel Mitchell had since been recruited.</p> <p>On the motion of Councillor Bate, Seconded by Councillor Olsberg,</p> <p>RESOLVED: to offer a permanent contract to Mel Mitchell in the role of Parish Clerk/RFO</p>
72/23-24	<p>Parish Clerk Costs including Clerk's salary for period 26th June – 1st September inclusive. Councillor Bate explained that the hours had increased to 4 hours per week as it had been identified that the previous hours (2 per week) were insufficient to fulfil the role.</p>
	<p>The meeting closed at 9:34pm</p>
	<p>Dates of Next Meetings 12th September 2023 14th November 2023 9th January 2024 12th March 2024</p>

Chairman:

Date: