

WYMESWOLD PARISH COUNCIL MINUTES

A meeting of Wymeswold Parish Council was held both virtually via Zoom and in person at the Sports Pavilion on Burton Lane, Wymeswold on Monday 5th June 2023 at 7:00pm. Parishioners were welcome to attend in person OR via Zoom.

Attendees: Cllr Laura Mills (Chair), Cllr Richard Higgins (Vice Chair), Cllr Adrian Cooke, Cllr Tom Simpson, Cllr Andrew Wright, Cllr David Nottingham, and Clare Higgins (Clerk).

Attendees via Zoom: County Cllr Richard Shepherd and Borough Cllr Jenny Bokor.

- 1. Apologies:** It was resolved to accept apologies from: Cllr David Albert.
- 2. Declarations of Interest or Requests for Dispensation:** None.
- 3. Public Participation (limited to 15 minutes):** Two parishioners attended the meeting to discuss the grass verges on Wysall Lane and in the village, and the apparent reduced visibility regarding the hedgerow on Hoton Road. The Council confirmed that the 'no mow' May period had now ended and mowing of the verges will commence again this week, weather depending. Also, that the Clerk would speak to the contractors regarding visibility around the verges. Another parishioner attended on behalf of Wymeswold Football Club and informed the Council that they had been communicating with Wymeswold School regarding asking the school children to design a mascot for the Club. They also suggested that they would like to start a kids coaching/ club at the Sports Pavilion. The Council agreed that this was a great opportunity for the community and encouraged liaison with community groups to assess viability.
- 4. Approval of previous minutes:** The meeting approved minutes from the WPC meeting held on Tuesday 9th May 2023.
- 5. To receive Declarations of Acceptance of Office from our elected and newly co-opted members of the Council:** Cllr Adrian Cooke, Cllr Andrew Wright and Cllr David Nottingham all signed their Declarations of Acceptance of Office. The Council welcomed our two new co-opted Cllrs: Cllr Andrew Wright and Cllr David Nottingham.
- 6. Leicestershire County Council Report:** County Cllr Richard Shepherd attended the meeting via Zoom and reported that he had circulated general County Council and Health news to all the Cllrs prior to the meeting. This included: the money allocated for 'patch repairing' of roads and mending potholes in the County, the 250,00 trees that have now been planted across Leicestershire with partnership from the Woodland Trust, and the short-term funding for public transport and the extension of the £2 fare cap until the end of October for bus services. He also confirmed that the replacement Vehicle Activated Sign (VAS) for East Road as part of the Members Highway Fund had been ordered, but there was no date for installation as yet.
- 7. Charnwood Borough Council Report:** Borough Cllr Jenny Bokor attended the meeting via Zoom and informed the Council that it has been confirmed that the current 5-year supply for housing is 4.27 years. The planning inspector has asked for some modifications to the proposed new Local Plan which may lead to some delays in it being approved.

County Cllr Richard Shepherd and Borough Cllr Jenny Bokor left the meeting at 7.40pm.

- 8. Police Report:** None.

9. Accounts/Finances:

- a) Expenditure for June (payment of May invoices) was approved by the Council and was signed off by Cllr Richard Higgins (Vice Chair). It is detailed in the table below:

June 2023	07/06/2023	Clare Higgins Salary - May 2023	
	07/06/2023	HMRC NI Contributions - Clare Salary - April to May 2023	£3.45
	07/06/2023	Richard Higgins Expenses - Zoom - May Invoice 2023	£14.39
	07/06/2023	Richard Higgins Expenses - Parish Council Mobile Phone - May Invoice 2023	£8.58
	07/06/2023	Richard Higgins Expenses - A4 Paper - April Invoice 2023	£31.69
	07/06/2023	Richard Higgins Expenses - Public Signs for Wasghyke/MUGA - April Invoice 2023	£52.12
	07/06/2023	Total Energies - April Invoice 2023	£95.50
	07/06/2023	Total Energies - May Invoice 2023	£75.21
	07/06/2023	WaterPlus Ltd - Cemetery	£7.56
	07/06/2023	Mark Munro Garden Maintenance - Cemetery/Churchyard - May Invoice 2023	£800.00
	07/06/2023	Roma Landscapes Limited - Mowing - May Invoice 2023	£774.00
	07/06/2023	Wayne Applebee - Sports Pavilion/Washdyke maintenance jobs - September Invoice 2022	£54.80
	07/06/2023	Windows and Blinds Guy - Repair of Sports Pavilion windows - May Invoice 2023	£200.00
	07/06/2023	Clockwise Restorations - Church Clock Repair - May Invoice 2023	£1,275.00
07/06/2023	DKRumsby & Co - Professional Services - May Invoice 2023	£200.00	
			£4,690.46

Signed and dated by: *Richard Higgins* 05/06/2023

- b) Bank Reconciliation and position

June - Bank	
Bank Opening Balance	£19,899.39
Spend (May Invoices paid in June)	£4,690.46
Income (for May) – Wymeswold Cricket Club Licence fee and Cemetery	£1,050
Anticipated Closing Balance for June (correct at time of the meeting)	£15,208.93

- c) The Council approved the annual insurance quote received from Hiscox Insurance Company Limited for £1,631.45. Clockwise Restoration were contacted to provide a quote for next year's annual service of the Church Clock. It will be £225 which the Council approved. The Legionella company GES Limited have provided an annual quote of £937 for the monthly service provision at the Sports Pavilion. The Council approved this quote.
- d) The Council approved the quote of £150 from Archaeology & Built Heritage for the Written Scheme of Investigation (WSI) required in the process of the Church Wall repair.

10. Internal Audit Report Recommendations: The recommendations for action from the internal audit report 2022-2023 are detailed below with the actions taken by the Council.

Recommendations for action 2022-2023 Areas	Recommendations	Actions
--	-----------------	---------

for consideration or improvement		
Items often didn't track between agenda and minutes, with listed items not covered.	All items from the agenda should be included in Minutes, even if just to say, 'no update'.	Completed and actioned going forward.
It is legally required that the Election of Chairman is the first item on agenda for the Annual Meeting of the Council.	Ensure Election of Chairman is the first item on agenda at the Annual Meeting of the Council in May 2023.	Completed and actioned going forward.
No date for publication is displayed on the Council's agenda	It is recommended that the agenda include a publication date.	Completed and actioned going forward.
Council holding meetings and contributing via Zoom.	All Cllrs participating must be physically present in the room to do so. Any Cllr attending a meeting via Remote means does so as a parishioner only and cannot contribute.	Understood by all Cllrs and actioned going forward
All minutes on the website are shown as 'draft'.	Once approved, 'draft' should be removed from minutes.	Completed and actioned going forward.
Bank balance figures were only partly included in minutes, with no closing balance figure listed.	It is recommended that an anticipated closing balance figure is listed, based on known income/expenditure, with any unexpected transactions noted at the following meeting to clarify any difference between the anticipated closing balance and the actual opening balance of the following month.	Completed and actioned going forward.
There was concern in the appointment of the Clerk not being listed as an agenda item, nor the 3-month review. Details of the review were confirmed within the Clerk's update.	It is recommended that all staffing matters are covered under a separate heading on the agenda, and where necessary a closed session is introduced for discussions. Decisions of a closed session item should be minuted in full.	Completed and actioned going forward.
Council insurance policy	Consideration should be given to adding cyber security to the existing policy.	Cyber security insurance is already contained within the Parish Council insurance policy.
Play inspections being carried out by individuals without official playground inspection training.	It is recommended everyone undertaking any playground inspections complete a relevant	Understood by all Cllrs and dates will be given to Cllrs for attendance where possible.

	playground inspection training course.	
Checks of expense against budget headings weren't minuted.	It is recommended that the Council carry out checks on progress against the budget at least quarterly and that these are minuted.	Understood by all Cllrs and actioned going forward.
All bank funds held in General account.	It is recommended that Council consider maximising their interest return on held funds, by holding the majority of funds in a Savings account (possibly with another provider on a higher interest rate) and make monthly transfers to the General account to cover known expenses and to keep an appropriate reserve to prevent the account going overdrawn,	Understood by all Cllrs and the value of the exercise to be investigated.
Consideration should be given to how the Council manages the 30-working-days requirement in the Exercise of Public Rights going forward	Consideration should be given to the Clerk's contracted hours and alternative arrangements for viewing should a request be received out of the Clerk's standard working arrangements.	Understood by all Cllrs and any requests will be supported by either the Clerk or a Cllr.
Reviewing internal/external audit reports.	Ensure all listed points/recommendations/actions are included within the minutes	Completed and actioned going forward.
Checks not taking place at burial of name plate on coffin/ashes casket.	Consideration should be given to someone from the Council attending the start of every burial to check	Understood by all Cllrs. This will be actioned by the Clerk or an available Cllr where possible.

11. Councillor Responsibilities: The Council discussed and approved the roles and responsibilities of the Cllrs. These will be updated and published on the village website.

12. Risk Assessments: The Monthly Washdyke and Sports Field Risk Assessment for May was performed by Cllr Mills; no action is required.

13. Planning Applications and Appeals:

Application Number	Proposal / Location	Comments Deadline	Distribution Date to Cllrs
--------------------	---------------------	-------------------	----------------------------

P/23/0655/2	<p>Proposal: Discharge of Conditions (Archaeology) of Planning Permission ref: P/21/0295/2 (Demolition of existing single-storey extensions to last dwelling and associated outbuilding, and erection of part one-storey, part two-storey extension to the front and side of the last dwelling house).</p> <p>Location: 18 Church Street, Wymeswold, Leicestershire, LE12 6TX.</p> <p>Resolved: Not to comment on this application.</p>	31/05/2023	11/05/2023
P/23/0738/2	<p>Proposal: Construction of detached garage (Resubmission of Planning Application ref: P/22/1148/2).</p> <p>Location: Wymeswold Hall, East Road, Wymeswold, Leicestershire, LE12 6ST.</p> <p>Resolved: Not to comment on this application.</p>	06/06/2023	16/05/2023
P/23/0750/2 (LBC)	<p>Proposal: Removal of oil tank and installation of air source heat pump to rear of property.</p> <p>Location: 55 Far Street, Wymeswold, Leicestershire, LE12 6TZ.</p> <p>Resolved: Not to comment on this application.</p>	08/06/2023	18/05/2023

14. Landscaping, Environment and Biodiversity:

- a) Cllr Adrian Cooke informed the Council that the 'no mow' May period has now ended and the village mowing programme will proceed as arranged with our mowing contractors.

15. Cemetery:

- a) There is one upcoming burial in June so far.
- b) The Council discussed the timeline for the review of the Cemetery fees and resolved to assess them again in December 2023.

16. Section 106 and Village Projects:

- a) Cllr Simpson informed the Council that he had received confirmation from Charnwood Borough Council and Leicestershire County Council of Section 106 funding available to Wymeswold Primary School. He has passed this information on to the school and the board of governors. Cllr Simpson also informed the Council that organised schools, charities and groups can directly apply for and access the Section 106 funds which may become available to the village.
- b) The Council received correspondence on behalf of Dandara (East Road Housing Development), asking for suggestions of clubs and groups that may want to apply for sponsorship/support from themselves. The Council will communicate this with representatives of known village groups.

17. Sports Pavilion and Playing Field:

- a) Reports of a leaking toilet and loose radiator will be communicated to our contractor for repair.

18. Clerk's Report:

- A list of contact details for parishioners to report a problem is on the village website, village noticeboard, and Christian Link along with a flood contacts page. The Council would actively encourage parishioners to report village issues using this contacts list.
- The external audit has now been submitted to our auditor, Moore.
- There have been reports of an increased volume of dog fouling on the Sports Field which is causing a problem with the mowing of that area. This is also hazardous for the children who use the field every week so please can our dog walkers be as vigilant as usual with clearing up after their dogs. The Clerk will report this in the Christian Link this month.
- During the Public Participation session in last month's meeting there was a query regarding the speed at which the Vehicle Activated Sign (VAS) on Far Street (opposite the London Lane junction) is activated. LCC were contacted and the details were passed onto the parishioner who raised them.
- The damaged embankment of the brook on the section of bridleway that runs from the chicken farm to Brook Street has been investigated by LCC. LCC reported that this section of road is not part of the public highway so not their responsibility, and following a site visit, reported that the bridleway itself is unaffected. The repair of the brook embankment will need to be done by the landowner.
- Charnwood Borough Council has been contacted about providing rubbish bins for the entrances to Washdyke. This is being investigated.
- Forthcoming Temporary Traffic Restriction Orders:
 - Surface Dressing - Temporary imposition of no waiting or loading at any time, temporary prohibition of through traffic, temporary speed restrictions, temporary prohibition of overtaking to enable surface dressing to be carried out safely. **Wymeswold: Far Street, Rempstone Road (02/08/2023), East Road, Wide Lane (03/08/2023)** – Please note, these dates are weather dependent and subject to change.

19. Church Wall and Clock:

- a) No update was required about the Church Clock from Cllr Mills.
- b) Cllr Higgins updated the Council on progress with the Church Architect, Archaeologist and Contractor.
- c) Cllr Higgins presented the Public Works Loans Board (PWLB) process to the Council, and it was agreed that the Council would seek external funding options before committing to the value of the loan required for the repair of the Church Wall.
- d) The approval of funding requirements was agreed to be deferred to the next Parish Council meeting in July.

20. Parishioner Queries:

- a) The Council has received queries regarding the accessibility of the Washdyke community area. This is being investigated with LCC with regards to the possibility of the installation of a dropped kerb on Hoton Road and changes to the Washdyke gate on Burton Lane.

21. Items for further consideration: Cllr Mills informed the Council that she had received an email from the Church confirming a donation amount will be forthcoming to enable the purchase of a commemorative item for the Coronation. She will liaise with the

Church regarding this.

The meeting closed at 8.57pm.

The next Wymeswold Parish Council Meeting will take place on Monday 3rd July 2023 at 7pm unless advised otherwise.