

WYMESWOLD PARISH COUNCIL MINUTES

The Annual meeting of Wymeswold Parish Council was held both virtually via Zoom and in person at the Sports Pavilion on Burton Lane, Wymeswold on Tuesday 7th May 2024 at 7:15pm. Parishioners were welcome to attend in person OR via Zoom.

Attendees: Cllr Laura Mills (Chair), Richard Higgins (Vice Chair), Cllr Adrian Cooke, Cllr David Albert, Cllr Janet Beaumont, Borough Cllr Jenny Bokor and Clare Higgins (Clerk).
Attendees via Zoom: County Cllr Richard Shepherd.

- 1. To elect a Chair of the Council:** The Council resolved to elect Cllr Laura Mills as Chair of the Council for 2024-2025. All Cllrs present agreed.
- 2. To receive the Chair's Declaration of Acceptance of Office:** Cllr Laura Mills signed her Declaration of Office.
- 3. To elect a Vice Chair of the Council:** The Council resolved to elect Cllr Richard Higgins as Vice Chair of the Council for 2024-2025. All Cllrs present agreed.
- 4. To receive the Vice Chair's Declaration of Acceptance of Office:** Cllr Richard Higgins signed his Declaration of Office.
- 5. Apologies:** It was resolved to approve apologies from: Cllr David Nottingham and Cllr Andrew Wright.
- 6. Declarations of Interest or Requests for Dispensation:** Cllr Beaumont highlighted that she continues to be a member of the Wymeswold Church Fund Appeal (WCFA). This will be a standing declaration of interest while she is a Councillor.
- 7. Public Participation (limited to 15 minutes):** None.
- 8. Approval of previous minutes:** The meeting approved minutes from the WPC meeting held on Monday 8th April 2024.
- 9. Leicestershire County Council Report (LCC):** County Cllr Richard Shepherd attended the meeting via Zoom and reported to the Council that there were no specific open points to discuss. He referred the Council to the regular LCC news updates that he sends to the Cllrs for their information, all of which are distributed to the Council.
- 10. Charnwood Borough Council Report (CBC):** Borough Cllr Jenny Bokor attended the meeting and reiterated to the Council that following the February hearing, the Inspectors recommended some minor adjustments be made to the Local Plan. The current timeline would appear to be the end of 2024 for its approval, but this is subject to change.

County Cllr Richard Shepherd left the meeting via Zoom and Borough Cllr Jenny Bokor left the meeting at 7.30pm.

- 11. Police Report:** Report received for period 16th March to 16th April 2024 and is from the Wolds beat which includes Burton on the Wolds, Walton on the Wolds, Cossington and Seagrave villages as well as Wymeswold - 1 x Criminal Damage, 2 x Theft, 1 x Public Order, 1 x Burglary Residential and 1 x Assault. There was no breakdown available of where these incidents occurred.

12. To consider and approve the relevant AGAR forms for the financial year 2023-2024:

- a) Section 1 – Annual Governance Statement 2023-2024: this was approved by the Council and signed by Cllr Mills and the Clerk.
- b) Section 2 – Accounting Statements 2023-2024: this was approved by the Council and signed by Cllr Mills.
- c) Annual Internal Audit Report 2023-2024: this was received and read by all the Cllrs prior to the meeting.
- d) Recommendations or matters arising from the internal auditor’s narrative report: the recommendations highlighted by the internal auditor were discussed by the Council, and actions to be implemented going forward were approved. These are shown in the table below:

Recommendations for action 2023-2024 - Areas for consideration or improvement	Recommendations	Actions
Risk Assessment Form	Revise the Risk Assessment Form in line with the templated approach within the Practitioners Guide 2024 to identify and quantify the risks more comprehensively	The Council approved to adopt the templated approach which will be actioned by the Clerk going forward.
Minutes of Meetings	Ensure quotes contain relevant detail and values and any actions for Councillors are minuted.	The Council approved this as a transparent working practice, and it will be actioned going forward.
Expenditure Sign-off	The recommendation is to rotate the Councillor sign-off of monthly expenditure.	The Council approved the recommendation, noting that the Councillors with Bankline access will be the only ones who can action this (3 Councillors) as they have access to the payments within the online banking software to reconcile and approve the expenditure. (This is because the Council is limited to the number of approvers it is allowed on the bank account).

- e) Explanation of Variances: In line with the External Audit process, where specific areas of the Council’s finances vary by more than 15% from the value in the preceding year, an explanation of the variance needs to be provided to the auditor. **In Summary:** Across most areas of the Parish Council's expenditure the actual spend in the financial year was in line with the budgeted position. The

Parish Council did incur the following items of one-off expenditure within the financial year which were above the normal levels of the previous year and account for the variance from the previous financial year's figure: Replacement of Sports Field perimeter fence (damaged and dangerous) - **£4,702.51**. Repairs required for the Zip Wire replacing cableway/seat/trolley and cableway brake - **£1,252.32**. Purchase and installation of security door grilles (x2) and window grilles (x11) for the Sports Pavilion - **£3,690**. Church Clock Repair (purchase and installation of auto winder) - **£1,275**.

Total of these items: £10,919.83

This detail will be included in the Council's External Audit submission.

13. To approve the start date for the Exercise of Public Rights relating to the audit:

The Council resolved to commence the start of the Exercise of Public Rights on Monday 3rd June 2024. This period will close on Friday 12th July 2024. This will be published on the village noticeboard and website.

14. To approve the schedule of meetings of the Parish Council for 2024-2025:

The Council approved the schedule of future meetings: 2024 - 3rd June, 1st July, 2nd September, 7th October, 4th November, 2nd December; 2025 - 6th January, 3rd February, 3rd March, 7th April and 6th May. These will be published on the village website.

15. To elect representatives for the following non-Parish Council Committees if appropriate:

- a) LRALC AGM and EGM representative – The Council resolved to send a representative if a Cllr is available on the date of the meeting.
- b) Memorial Hall Committee – The Council resolved that the request for a representative from the Council to become a trustee for the Memorial Hall was a conflict of interest as a result of our audit requirements, but Cllr Beaumont volunteered to act as a liaison between the Memorial Hall Committee and the Council.
- c) Joint Parish Council Meetings – The Council resolved to send a representative when necessary if requested.

16. Accounts/Finances:

- a) Expenditure for May (payment of April invoices) was approved by the Council and was signed off by Cllr Albert. It is detailed in the table below:

May 2024	08/05/2024	Clare Higgins Salary - April 2024	n/a	
	08/05/2024	HMRC NI Contributions - Clare Salary - March to April 2024	n/a	£12.78
	08/05/2024	Richard Higgins Expenses - Zoom - April Invoice 2024	£2.40	£14.39
	08/05/2024	Richard Higgins Expenses - Parish Council Mobile Phone - April Invoice 2024	n/a	£9.25
	08/05/2024	Richard Higgins Expenses - Toner Cartridge - April Invoice 2024	n/a	£23.39
	08/05/2024	WaterPlus Ltd - Cemetery - April Invoice 2024	n/a	£28.52
	08/05/2024	WaterPlus Ltd - Sports Pavilion - April Invoice 2024	n/a	£20.97
	08/05/2024	Total Energies G&P Collections - April Invoice 2024	£4.78	£100.72
	08/05/2024	SSE - VAS Unmetered Electricity Supply (Rempstone and East Road) - January Invoice (received late) 2024	£4.31	£25.88
	08/05/2024	SSE - VAS Unmetered Electricity Supply (Rempstone and East Road) - February Invoice (received late) 2024	£4.31	£25.88
	08/05/2024	SSE - VAS Unmetered Electricity Supply (Rempstone and East Road) - April Invoice 2024	£4.61	£27.65
	08/05/2024	Roma Landscapes Limited - Mowing - April Invoice 2024	£143.00	£858.00
	08/05/2024	LRALC Limited - LRALC/NALC Annual Membership Fee - April Invoice 2024	n/a	£638.61
	08/05/2024	LRALC Limited - Training - April Invoice 2024	n/a	£40.00
	08/05/2024	Mark Munro Garden Maintenance - Cemetery/Churchyard - April Invoice 2024	n/a	£800.00
	08/05/2024	DK Rumsby & Co - Professional Services Quarterly Fee - March Invoice 2024 (received late)	£10.00	£60.00
08/05/2024	Parochial Church Council of St Mary Wymeswold - Donation to Church Floodlighting - 2024	n/a	£250.58	
			£173.41	£3,773.90

Signed and dated by: *David Albert* 07/05/2024

b) Bank Reconciliation and position:

May - Bank	
Bank Opening Balance	£40,528.59
Spend (April Invoices paid in May)	£3,773.90
Income (for April) – Charnwood Borough Council Precept Part One, HMRC VAT Return and Wymeswold Cricket Club Licence Fee	£26,120.61
Anticipated Closing Balance for May (correct at time of the meeting)	£36,754.69

*Please see the Appendix for the details of the actual finances in May, reflecting the movements that occurred after the meeting.

- c) No quotes were received from suppliers/contractors this month.
- d) The Council approved and signed the direct debit agreement for the Public Works Loan Board (PWLB) loan repayments for the repair of St. Mary's Churchyard Wall.
- e) The Council approved the direct debit for the Employer National Insurance contributions with HMRC.

17. Risk Assessments:

- a) The Monthly Washdyke and Sports Field Risk Assessment for April was performed by Cllr Mills; no action is required.

18. Planning Applications and Appeals:

Application Number	Proposal / Location	Comments Deadline	Distribution Date to Cllrs
P/24/0332/2	Proposal: Erection of single storey porch extension and new front extension with installation of 2no. rooflights to front roofslope.	23/04/2024	02/04/2024

	<p>Location: 95C Brook Street, Wymeswold, Leicestershire, LE12 6TT.</p> <p>Resolved: Not to comment on this application.</p>		
P/24/0584/2	<p>Proposal: Discharge of Condition 14 (Schedule of Energy Efficiency Measures) of Planning Application ref: P/22/1728/2 (Proposed erection of 21 industrial units (Class B2/B8 and E(g)) with associated site works incorporating access, parking, delivery vehicle turning areas and landscaping).</p> <p>Location: Land South of Wymeswold Industrial Estate, Wymeswold Lane, Wymeswold, Leicestershire.</p> <p>Resolved: Not to comment on this application.</p>	01/05/2024	11/04/2024
P/24/0618/2	<p>Proposal: Discharge of Condition 15 (Surface water Drainage) of Planning Application ref: P/22/1728/2 (Proposed erection of 21 industrial units (Class B2/B8 and E(g)) with associated site works incorporating access, parking, delivery vehicle turning areas and landscaping).</p> <p>Location: Land South of Wymeswold Industrial Estate, Wymeswold Lane, Wymeswold, Leicestershire.</p> <p>Resolved: Not to comment on this application.</p>	03/05/2024	16/04/2024
P/24/0504/2	<p>Proposal: Erection of temporary agricultural worker's dwelling with associated parking.</p> <p>Location: Dungehill Farm, Wide Lane, Wymeswold, Leicestershire, LE12 6SE.</p> <p>Resolved: Not to comment on this application.</p>	10/05/2024	23/04/2024
P/24/0620/2	<p>Proposal: Discharge of Conditions 11 (Construction Traffic Management Plan) and 13 (Travel Plan) of Planning Application ref: P/22/1728/2 (Proposed erection of 21 industrial units (Class B2/B8 and E(g)) with associated site works incorporating access, parking, delivery vehicle turning areas and landscaping).</p> <p>Location: Land South of Wymeswold Industrial Estate off Burton Lane, Wymeswold Lane, Wymeswold, Leicestershire.</p> <p>Resolved: Not to comment on this application.</p>	10/04/2024	23/04/2024

P/24/0656/2	<p>Proposal: Section 73 Variation of Condition 2 (Approved Plans) of Planning Application ref: P/22/092/2 (Residential development of 3 dwellings, alterations to existing access, refurbishment of existing outbuilding and associated works). Variation to consist of changes to fenestration, materials elevational changes, internal alterations, and changes to carports.</p> <p>Location: Land to the rear of 5 Far Street, Wymeswold, Leicestershire, LE12 6TZ.</p> <p>Resolved: Not to comment on this application.</p>	15/05/2024	25/04/2024
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19. Landscaping, Environment and Biodiversity:

- a) Cllr Cooke informed the Council that following the installation of marker posts for the village wildflower areas by LCC, he will source a quote for the details to be attached to them. Cllr Cooke also discussed the possibility of installing some bird and bat boxes in St Mary's Churchyard as well as around the village, and Cllr Beaumont offered to liaise with representatives of the Parochial Church Council (PCC) to obtain permission to do this.
- b) The Council approved the quote of £199.60 for the bird boxes sourced from Ark Wildlife and £140.10 for the bat boxes sourced from Wildcare (£339.70 in total) which will be installed around the village.

20. Cemetery:

- a) There are no upcoming burials/interments in May so far.

21. Section 106 and Village Projects:

- a) Cllr Nottingham was unable to attend the meeting, so no update from him was available. Cllr Beaumont informed the Council that she had met with representatives from the PCC regarding the possibility of accessing S106 funds for film/cinema equipment for them. The PCC agreed to liaise with Cllr Beaumont and Cllr Nottingham on how to proceed with this application. Cllr Mills will also investigate the possibility of using the S106 funds for new playground equipment for the Washdyke and will report back to the Council with the options and ongoing plan of action for this.
- b) The Council decided to put this on the agenda for discussion next month as Cllr Nottingham was investigating whether the creation of a Neighbourhood Plan is a feasible option for the Council.

22. Sports Pavilion, Playing Field and Washdyke:

- a) No updates from Councillors this month.
- b) The Council discussed the installation of a rubbish bin on the Washdyke; further clarification was again sought from CBC following the last meeting, but no response has yet been received. The Clerk will further follow up with CBC.

23. 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.

- RoSPA Play Safety are coming to do the annual play equipment inspection at some point in May.
- A parishioner report of damage to a tree and verges outside Manor Court caused by works associated with the new housing development was reported to Dandara by the Clerk on 21/03/2024 and again on 16/04/2024. They replied saying that LCC Highways have also requested that the verges are re-seeded, which is being instructed to be completed by their landscape contractor. The Clerk has also requested that the stones and debris that are present in the verges following the works, is be removed by their contractors as it damages the equipment used by the Council's mowing contractors. The relocation of the village signs is being held up because some require electrical connections and will all be done at the same time, including the replacement of village gates. Hopefully this should be completed within the next few weeks. The damaged tree will be replaced, and the intention is to provide a couple of sacks of bulbs for planting up the verges later in the year when bulb season is in swing.
- A parishioner report of water constantly streaming down Wysall Lane was reported by the Clerk to the LCC Flooding and Drainage Team on 04/04/2024. The response from the LCC Drainage Engineer Team is that a works instruction has been raised to have the damaged section of drainage repaired to allow the water to be conveyed within the storm system rather than coming out of the ground and tracking down/across the carriageway. Works will possibly commence the week starting 24/06/2024 but may change contingent on whether the works necessitate 2-way lights or a road closure.
- Wymeswold Preschool sadly reported a second spate of vandalism to their Forest School up at the Scout Hut on 24/04/2024. It was reported to the police by them.
- Charnwood Borough Council contacts for residents should they require help in advance of flooding. They are asking residents to call into their contact centre so that cases will be sent directly to Sarah Cross (Contracts Manager) and Matt Bradford (Head of Service) so that Charnwood can keep a record of who is directly affected and authorise where the sandbags are being distributed. Residents can **request sandbags**, please **call**: 01509 263151 (Monday to Friday, 9am – 4pm); 01509 634567 (out of hours).
- Forthcoming Temporary Traffic Restriction Orders:
 - a. Church Street, Wymeswold - to allow Ackroyd Construction Ltd to safely undertake works to rebuild the Church Wall. This will incorporate a temporary road closure between the Junction of Far Street and property 19. The duration of the restriction is not anticipated to exceed a period of **42 days** commencing on the **15th April** till the **27th May 2024**.
 - b. Brook Street, Wymeswold between Paget Croft and Narrow Lane - to allow LCC to safely facilitate works on a concrete retaining wall. This will incorporate a temporary road closure. The duration of the restriction is not anticipated to exceed a period of **6 weeks** commencing on the **7th May 2024**.
 - c. Wysall Lane / Clay Street, Wymeswold - to allow LCC to undertake carriageway patching works. This will include temporary road closures as follows : **Wysall Lane** will be closed between the junction of Mushill Lane and Home Leys Way on **11th June** for **1 day**. **Clay Street** will be closed between the junction of Hoton Road and property 4 on **12th June** for **1 day**.

24. Church Wall:

- a) Cllr Higgins informed the Council that the works on the Churchyard Wall are now underway. The application for the Public Works Loan Board (PWLB) funding has now been approved by the Department for Levelling Up, Housing and Communities.

25. Parishioner Queries: None.

26. Items for future consideration: Parking on the Washdyke.

The meeting closed at 8.40pm.

The next Wymeswold Parish Council Meeting will take place on Monday 3rd June 2024 at 7pm in the Sports Pavilion on Burton Lane unless advised otherwise.

Appendix – Finance Actuals

The details below reflect the actual finance activities of the Council in the month. This is the result of previously approved direct debit payments being taken from the bank account following the meeting and income received in the month.

May 2024	08/05/2024	Clare Higgins Salary - April 2024	n/a	
	08/05/2024	HMRC NI Contributions - Clare Salary - March to April 2024	n/a	£12.78
	08/05/2024	Richard Higgins Expenses - Zoom - April Invoice 2024	£2.40	£14.39
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	08/05/2024	Parochial Church Council of St Mary Wymeswold - Donation to Church Floodlighting - 2024	n/a	£250.58
	09/05/2024	NEST Employer and Employee Pension Contribution Direct Debit payment - April 2024	n/a	£23.14
	31/05/2024	NEST Employer and Employee Pension Contribution Direct Debit payment - May 2024	n/a	£23.14
				£173.41

May – Actual Bank (Current Account)	
Opening Balance	£40,528.59
Spend (April Invoices paid in May)	£3,820.18
Income (for April and May) – Charnwood Borough Council Precept Part On, HMRC VAT Return and Wymeswold Cricket Club Licence Fee, LCC Mowing Reimbursement, Wymeswold Farmers Market Licence Fee and Cemetery Fees	£28,746.39
Actual Closing Balance for May	£39,334.19

May – Actual Bank (Project Account)	
Opening Balance	£0
Spend	£0
Income (for May) – PWLB Loan Payment (£60,000 less £25 administrative fee)	£59,975.00
Actual Closing Balance for May	£59,975.00