

# WYMESWOLD PARISH COUNCIL MINUTES

A meeting of Wymeswold Parish Council was held both virtually via Teams and in person at the Sports Pavilion on Burton Lane, Wymeswold on Monday 1<sup>st</sup> July 2024 at 7:00pm. Parishioners were welcome to attend in person OR via Teams.

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

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

1. **Apologies:** It was resolved to approve apologies from: Cllr Janet Beaumont and Cllr David Nottingham.
2. **Declarations of Interest or Requests for Dispensation:** None.
3. **Public Participation (limited to 15 minutes):** None.
4. **Approval of previous minutes:** The meeting approved minutes from the WPC meeting held on Monday 3<sup>rd</sup> June 2024.
5. **Leicestershire County Council Report (LCC):** County Cllr Richard Shepherd attended the meeting via Teams 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.
6. **Charnwood Borough Council Report (CBC):** Borough Cllr Jenny Bokor attended the meeting via Teams and reported to the Council that there were no specific open points to discuss. The Council requested the assistance of Borough Cllr Bokor in investigating the possibility of installing a rubbish bin on the Washdyke.

Borough Cllr Jenny Bokor left the meeting via Teams at 7.15pm.

County Cllr Richard Shepherd left the meeting via Teams at 7.20pm.

7. **Approval of the updated WPC Financial Regulations document following the publication of NALC's Model Financial Regulations 2024:** The Council approved the updated WPC Financial Regulations document which had been distributed to all Cllrs prior to the meeting. These will be published on the village website.
8. **Police Report:** Report received for period 18th May to 18<sup>th</sup> June 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 - ASB – 0, Criminal Damage – 0, Theft – 2, Public Order – 0, Burglary residential – 0, Burglary business – 1, Assaults – 3. There was no breakdown available of where these incidents occurred.
9. **Approval of Parish Council Insurance provider and annual quote:** The Council approved the annual quote of £1,255.62 from Clear Councils, representing approximately a £750 saving on the incumbent insurance supplier. Additionally, the Council approved a quote of £155.68 from Cyber Cover Ltd for separate cyber security insurance.

## 10. Accounts/Finances:

- a) Expenditure for July (payment of June invoices) was approved by the Council

and was signed off by the Chair (as per the updated Financial Regulations 2024 section 6.10). It is detailed in the table below:

July 2024	Direct Debit	NEST Employer and Employee Pension Contribution Direct Debit payment	n/a	£23.14
	03/07/2024	Clare Higgins Salary - June 2024	n/a	£837.28
	Direct Debit	HMRC NI Contributions - Clare Salary - April to May 2024	n/a	£12.70
	Direct Debit	HMRC NI Contributions - Clare Salary - May to June 2024	n/a	£12.70
	03/07/2024	Richard Higgins Expenses - Zoom - June Invoice 2024	£2.40	£14.39
	03/07/2024	Richard Higgins Expenses - Parish Council Mobile Phone - June Invoice 2024	n/a	£9.25
	03/07/2024	WaterPlus Ltd - Cemetery - June Invoice 2024	n/a	£9.92
	03/07/2024	WaterPlus Ltd - Sports Pavilion - June Invoice 2024	n/a	£21.34
	03/07/2024	Total Energies G&P Collections - June Invoice 2024	£4.15	£86.98
	03/07/2024	SSE - VAS Unmetered Electricity Supply (Rempstone and East Road) - June Invoice 2024	£4.61	£27.65
	03/07/2024	Mark Munro Garden Maintenance - Cemetery/Churchyard - June Invoice 2024	n/a	£800.00
	03/07/2024	Roma Landscapes Limited - Mowing - June Invoice 2024	£143.00	£858.00
	03/07/2024	DK Rumsby & Co - Professional Services Quarterly Fee - June Invoice 2024	£10.00	£60.00
	03/07/2024	Mark Stewart - Churchyard Wall Repair Professional Fees - May Invoice (received late) 2024	£228.40	£1,370.40
	03/07/2024	Mark Stewart - Churchyard Wall Repair Professional Fees - June Invoice 2024	£106.50	£639.00
	03/07/2024	Archaeology & Built Heritage - Churchyard Wall Repair - June Invoice 2024	n/a	£625.00
	03/07/2024	Rospa PlaySafety Limited - Annual Playground Inspection - June Invoice 2024	£40.00	£240.00
	03/07/2024	Clear Insurance Management Limited - Parish Council Insurance - June Invoice 2024	n/a	£1,255.62
	03/07/2024	Cyber Cover Ltd - Parish Council Insurance - June Invoice 2024	n/a	£155.68
	03/07/2024	Christian Link Annual Fee	n/a	£100.00
	03/07/2024	Dunstan's Designs in Wood - Wildflower verge village signs - June Invoice 2024	n/a	£48.00
	03/07/2024	Ackroyd Electrical Services Ltd - St. Mary's Churchyard Wall Repair - June Invoice 2024	£3,699.54	£22,197.26
	03/07/2024	LRLC Training - June Invoice 2024	n/a	£40.00
	03/07/2024	Wanlip Sand & Gravel - Topsoil for refilling football pitch - June Invoice 2024	£12.80	£76.80
			<b>£4,251.40</b>	<b>£29,521.23</b>

Signed and dated by: *Laura Mills* 01/07/2024

- b) Bank Reconciliation and position: The spend in the table above (a) is combined across the 2 bank accounts detailed below:

July – Bank (Current Account)	
Bank Opening Balance	£36,238.46
Spend (June Invoices/Direct Debits paid in July)	£4,689.57
Income (for June) – Cemetery Fees and Eon Next Feed In Tariff Payment	£352.32
<b>Anticipated Closing Balance for July (correct at time of the meeting)</b>	<b>£31,548.89</b>

July – Bank (Project Account)	
Opening Balance	£33,675.76
Spend (Churchyard Wall Second Payment, Archaeological Report Fees and Architect Fees)	£24,831.66
Income	£0
<b>Anticipated Closing Balance for July (correct at time of the meeting)</b>	<b>£8,844.10</b>

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

- c) The Quarterly review of finances and budget position was delivered to the Council by Cllr Higgins. The expenditure includes all the actual spend incurred for the first 3 months of this year. The actual spend for the quarter is in line with the Parish Council Budget. Overall, the expenditure also includes the costs associated with the repairs to St Mary's Churchyard Wall for which the Council received a Public Works Loan Board (PWLb) loan. The budget breakdown is detailed in the table below:

<b>WPC Budget Summary 2024/2025</b>		
<b>Area of expenditure</b>	<b>Budget 2024/2025</b>	<b>Actual Spend</b>
Auditors - Internal/External	£725.00	£0.00
Buildings/Public Liability Insurance	£2,000.00	£0.00
Leases - Sports Field/Washdyke	£722.32	£0.00
Utilities	£1,900.00	£214.01
Mowing Costs	£14,300.00	£4,116.00
Path Maintenance/Hedging and Trees	£6,000.00	£0.00
Sports Pavilion/ Washdyke Running Costs	£5,790.00	£400.59
Salaries and Expenses	£13,720.00	£3,188.66
Church Clock Maintenance and Church Floodlighting	£1,075.00	£0.00
NALC/LRALC Membership/Training	£950.00	£678.61
Contingency Fund/Potential Village Projects	£8,000.00	£0.00
Election Costs	£1,000.00	£292.26
Donations - Poppy and Christian Link Annual Fee	£600.00	£250.58
Emergency Reserve of 3 Month Running Costs	£9,000.00	£0.00
PWLb	£4,700.00	£0.00
<b>Total Expenditure</b>	<b>£70,482.32</b>	<b>£9,140.71</b>

- d) No quotes were received from suppliers/contractors this month.

#### 11. Risk Assessments:

- a) The Monthly Washdyke and Sports Field Risk Assessment for June was performed by Cllr Mills; no action is required. The Quarterly Wymeswold Cemetery Risk Assessment for June was performed by Cllr David Albert; no action is required. The Quarterly Sports Pavilion Risk Assessment for June was performed by Cllr David Albert; no action is required. The Council will investigate the requirements for a lock on the disabled toilet door.

#### 12. Planning Applications and Appeals:

<b>Application Number</b>	<b>Proposal / Location</b>	<b>Comments Deadline</b>	<b>Distribution Date to Cllrs</b>
<b>P/24/0842/2</b>	<b>Proposal:</b> Non-material Amendment to Planning Application ref: P/23/0025/2 (Proposed construction of two storey dwellinghouse with associated garage, off street parking, amenity space, landscaping, refuse/recycling store and access gates). Amendments to consist of fenestration, roof profiles, cill levels, garage	22/02/2023	04/06/2024

	<p>levels lowered, ridge direction altered to lower eaves and ridge height.</p> <p><b>Location:</b> 85 Brook Street, Wymeswold, Leicestershire, LE12 6TT.</p> <p><b>Resolved:</b> Not to comment on this application.</p>		
<b>P/24/0843/2</b>	<p><b>Proposal:</b> Discharge of Condition 3 (External Design and Materials of Construction) of Listed Building Consent Application ref: P/23/0601/2 (Listed Building Consent for erection of single storey extension and alterations (following demolition of existing garage)).</p> <p><b>Location:</b> 79 Brook Street, Wymeswold, Leicestershire, LE12 6TT.</p> <p><b>Resolved:</b> Not to comment on this application.</p>	17/05/2023	04/06/2024
<b>P/24/0861/2</b>	<p><b>Proposal:</b> Erection of single storey conservatory extension.</p> <p><b>Location:</b> 48 Hoton Road, Wymeswold, Leicestershire, LE12 6UA.</p> <p><b>Resolved:</b> Not to comment on this application.</p>	24/06/2024	04/06/2024
<b>P/24/0915/2</b>	<p><b>Proposal:</b> Discharge of Conditions 3 (Hard and Soft Landscaping) and 6 (Trees and Hedges) 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><b>Location:</b> Wymeswold Industrial Park, Wymeswold Lane, Wymeswold, Leicestershire.</p> <p><b>Resolved:</b> Not to comment on this application.</p>	24/06/2024	11/06/2024
<b>P/24/0717/2 Listed Building Consent Application</b>	<p><b>Proposal:</b> Extensions and alterations – minor amendments to approved LBC P/21/2624/2.</p> <p><b>Location:</b> 57 London Lane, Wymeswold, Leicestershire, LE12 6TU</p> <p><b>Resolved:</b> Not to comment on this application.</p>	15/07/2024	25/06/2024

### 13. Landscaping, Environment and Biodiversity:

- a) Cllr Cooke informed the Council that the bird and bat boxes had now been ordered and will be installed around the village in the near future. The Council

was extremely saddened to learn from Cllr Cooke that some members of the public have destroyed and removed all of the tree saplings that the Biodiversity team painstakingly planted along Burton Lane and in the Washdyke. One of our parishioners has kindly performed a survey of the wildflowers in the lower end of the Washdyke, and this will be published on the Biodiversity section of the village website.

#### **14. Cemetery:**

- a) There was one resident interment of ashes in the Cemetery in June, and one resident interment of ashes so far planned in August.
- b) The Council approved the Wymeswold Parish Council Memorial Application form which will be published on the village website. It will be reviewed following any changes to the Cemetery Memorial fees.

#### **15. Section 106 and Village Projects:**

- a) Cllr Nottingham was unable to attend the meeting, so no update from him was available. Cllr Mills informed the Council that she has organised an onsite meeting for the end of July with a playground equipment provider to perform an assessment of the Washdyke and the options available to the Council. This will also encompass footings and surfaces required so an application can be made for the S106 funds at CBC. She will report back the findings to the Council at the September meeting.

#### **16. Sports Pavilion, Playing Field and Washdyke:**

- a) No updates from Councillors this month.
- b) The Council discussed the RoSPA Report from the annual playground inspection of the Washdyke. The Clerk will organise someone to perform a general repaint of some of the exercise equipment and tighten the loose nuts and bolts on the Multi Use Games Area (MUGA).
- c) The Council discussed the issue of the Washdyke being used for parking for village events. It was agreed that because the MUGA, Zip Wire and playground equipment are used daily by children and parishioners, it was an inherent public safety issue. Alongside this, the wildflower areas need to be protected, as well as the general grass area which could be damaged (preventing mowing) if wet weather preceded any event. Therefore, the Council resolved that going forward the Washdyke is not to be available for parking for any village event. Cllr Mills will email the various village groups to inform them of the Council's decision.

#### **17. 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.
- Parishioner report of the tap in the Cemetery leaking. This has been actioned to be repaired.
- Cllr Beaumont could not be present for the meeting but informed the Clerk that she had received a number of submissions/suggestions from parishioners which she had summarised and forwarded to CBC on public transport, as part of the CBC Public Transport Scrutiny Panel Survey.
- The refilling and reseeded of the football pitch will be completed by the mowing contractor in July.
- Parishioner concerns were raised regarding the works on Brook Street on 18/06/2024; reporting that the current repairs to rebuild the brook retaining wall have involved large amounts of concrete being poured into the brook, and therefore making the brook itself much narrower. They are understandably very worried that the repairs will worsen the flooding issues that have been common this year on Brook

Street with the heavy rainfall that we've had over the past few months. This was referred to LCC and the Flooding Team on 19/06/2024 and will be followed up by the Clerk.

- The 1<sup>st</sup> Wolds Scouts Group Leader has kindly contacted BT to request a repaint of the telephone box in the village, which has now been painted thanks to his hard work!
- The annual Fire Alarm and Emergency Lighting Service at the Sports Pavilion is due in July.
- 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. 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 **7<sup>th</sup> May 2024**.
  - b. East Road, Wymeswold - to allow scaffold to be erected at the front of property number 2 for repair works to be undertaken on the thatched roof. This will incorporate a temporary road closure and temporary prohibition of left turns. The duration of the restriction is not anticipated to exceed a period of **9 days** commencing on the **17<sup>th</sup> August 2024**.

#### **18. Church Wall:**

- a) Cllr Higgins informed the Council that the works on the Churchyard Wall are now largely completed. There are some minor areas of pointing to be finished and this will be done around the weather conditions.
- b) The Council discussed the questions raised by the Wymeswold Church Fund Appeal (WCFA) Committee at their last meeting. The questions regarding the completion of the pointing of the wall are addressed above in 18a. The WCFA also asked if the Churchyard wall could be sprayed with weedkiller to avoid further damage. The Council discussed this and resolved to assess whether it is required on an ongoing basis, as it is not currently in the budget for the Churchyard mowing and would be an extra expense.

**19. Parishioner Queries:** The Council discussed the concern raised by a parishioner regarding the vehicle parking and disruption on Burton Lane during the recent cycling event. Their points were noted and passed to the local point of contact for the event as the Parish Council were not involved in organising this event. They have offered to contact the parishioner directly themselves.

**20. Items for future consideration:** None.

The meeting closed at 8.15pm.

There is no meeting in August, so the next Wymeswold Parish Council Meeting will take place on Monday 2<sup>nd</sup> September 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 a previously approved direct debit payment being taken from the bank account on a different date following the meeting. Additionally, the Direct Debits relating to HMRC payments were not executed as we have received information from our payroll administrator that the Council is now enrolled in the HMRC Employment Allowance.

July 2024	19/07/2024	NEST Employer and Employee Pension Contribution Direct Debit payment	n/a	£23.14
	03/07/2024	Clare Higgins Salary - June 2024	n/a	
	03/07/2024	Richard Higgins Expenses - Zoom - June Invoice 2024	£2.40	£14.39
	03/07/2024	Richard Higgins Expenses - Parish Council Mobile Phone - June Invoice 2024	n/a	£9.25
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July – Actual Bank (Current Account)	
Opening Balance	£36,238.46
Spend (June Invoices paid in July)	£4,664.05
Income (July)	£0
<b>Actual Closing Balance for July</b>	<b>£31,574.41</b>

July – Actual Bank (Project Account)	
Opening Balance	£33,675.76
Spend -	£24,831.66
Income (for June)	£0
<b>Actual Closing Balance for July</b>	<b>£8,844.10</b>