

**Gaddesby Parish Council**  
**Minutes of the Parish Council Meeting held at Ashby and Barsby Parish Hall**  
**on Monday, 11<sup>th</sup> June 2018, commencing at 6.45 pm.**

**Councillors Present**

Mrs Jenny Hurst – Chair  
 Mr Gary Fox – Vice-Chair

Mrs Pat Walton  
 Mr John Simon

Mrs Trudy Toon – Clerk to the Council

Mrs Vicci Barrett and Mrs Davina Bates – representatives from the Community Active Rural Enterprises (C.A.R.E)

**Action**

**Councillor Resignation**

Notification had been received from Mr Howard Bakewell, that as from Tuesday, 15<sup>th</sup> May 2018, he would be standing down as Parish Councillor for Gaddesby.

**Apologies** – Apologies were received from Councillor Mr Gordon Bigam.

**Parishioner/Public Time**

Mrs Vicci Barrett and Mrs Davina Bates, representing the Community Active Rural Enterprises (C.A.R.E) attended the meeting to explain to Councillors the role and purpose of C.A.R.E.

Mrs Bates explained that C.A.R.E is working with a cluster of 16 villages, who have varying effects to lack of or the withdrawal of services to their village.

Mrs Bates advised that C.A.R.E is responsible for the community lunches, which has proven to be very popular, with approximately 80 people attending the lunches.

Mrs Bates explained that a grant had been received from the National Lottery Fund ‘Awards For All’, which enabled the group to employ Mrs Vicci Barrett, part-time and that a non-profit making consultancy was formed.

Mrs Bates went on to advise that the group would be looking at three different areas within the villages, these being:

- Transport (community) – e.g. ability for non-car drivers to access services.
- Broadband and mobiles – investigating avenues with possible solutions where communities have inadequate or no communication technology.
- Domiciliary Care – experience suggests that where there is a need for home care in remote rural settings – there are Care models in rural localities that have developed solutions. The group are investigating to see if any of these models can be adapted to suit any of the 16 village situations.

Mrs Bates explained that it was hoped that C.A.R.E would be able to work collectively with other groups within the villages, with a view to saving the services which are important to the rural community.

Mrs Barratt would be the development co-ordinator and would be the contact for the group.

**Minutes** – Minutes of the previous meeting no’s 2018/2019 7-14, having been circulated, were taken as read, approved and signed.

**Matters Arising**

1. **Gates, Ashby Road, Gaddesby** – The Clerk reported that the gates situated along Ashby Road, Gaddesby near to the Gaddesby village nameplate were removed, during May, by LCC Highways Department.  
Following the removal of the gates the owner of ‘Oakbrook Farm’ confirmed ownership and subsequently collected the gates from the LCC, Highways Department maintenance depot.
2. **Crime Updates** – Nothing to report.
3. **Weakened Carriageway from Barsby crossroads to South Croxton crossroads** – The Clerk emailed LCC, Highways Department to ask for an update on the matter. LCC, Highways Department responded by advising that an update is currently unavailable.
4. **Melton Local Plan** – Nothing to report. The Melton Local Plan consultation runs until the 20<sup>th</sup> June 2018.
5. **Neighbourhood Development Plan** – Councillor Simon reported that the Neighbourhood Development Plan questionnaire had been agreed and would be printed. This would then be circulated to all households within the Parish and must be returned either online or by manuscript completion and returned to an address in each village.  
Councillor Simon advised that funding from Locality had been approved to the sum of £6,000.00. These funds would be paid directly into the GPC community account. A further application for £9,000.00 from the National Lottery Fund ‘Awards For All’ had been submitted, but the outcome of this would not be known for up to ten weeks. Finally, Councillor Simon reported that the inaugural Theme Group event would take place on Wednesday, 13<sup>th</sup> June 2018 in Ashby and Barsby Parish Hall. Where there would be three groups – housing, environment and sustainability. Each group would consist of at least six parishioners and the event would be facilitated by Your Locale.
6. **Gaddesby Children’s Play Area : Moss on the MUGA surface** - Nothing to report. It was understood that the moss on the MUGA surface had yet to be treated.  
**RoSPA, Play Area Safety Inspection** – The Clerk reported that RoSPA carried out the Gaddesby Play Area Safety Inspection on Monday, 7<sup>th</sup> May 2018. The Clerk circulated the report to all Councillors prior to the meeting. Councillors noted the content of the report.
7. **Footway from The Lodge, Ashby Folville to Barsby** – Following the request from the Clerk to include the footway from The Lodge, Ashby Folville to Barsby in the mowing schedule as an ‘urban’ cut rather than a ‘rural’ cut, notification had been received from LCC, Highways Department to advise that they would extend the ‘urban’ cut to include this footway.  
Additionally, LCC, Highways Department advised that it is not normal practice to chemically spray rural locations.
8. **Gaddesby Lane, Barsby** – Nothing to report.

**Matters Arising cont.**

**9. Field near to Randals Close/Barsby Village, Gaddesby Lane, Barsby, (grid reference SK697115) – Nothing to report.**

**10. Transparency Code For Smaller Authorities : GPC Agenda –** The Clerk consulted with LRALC regarding the GPC agenda. Mr Jake Atkinson at LRALC suggested that the Anstey Parish Council agenda may be a good example to follow. This was circulated to all Councillors.

Following discussion, Councillors resolved to provide additional details under ‘Planning Matters’, to include the applications which would be discussed at the meeting. This would enable parishioners to look at the agenda and see which applications would be considered by GPC.

The Clerk was asked to include the application number and application address on future agendas.

Clerk

**11. Blocked Drains, Ashby Folville –** Notification had been received from LCC, Highways Department that a comprehensive mapping exercise of the drainage network within the village of Ashby Folville has been scheduled to be carried out within the next two months. This would enable the Authority to identify any issues which require further works.

**12. Water Leak, Baggrave End, Barsby –** It was reported that water continued to leak from the private unadopted narrow lane near to numbers 11 and 13 Baggrave End, Barsby. It had been noted, however, that the area had been excavated and that wooden planks covered the hole.

**13. LCC, Consultation on the Draft Passenger Transport Policy and Strategy –** Following the May meeting a sample letter and flyer was circulated to all households within the Parish.

The Clerk responded to the LCC consultation on behalf of GPC, following which a response was received from the Safe and Sustainable Travel Co-Ordinator.

The response thanked GPC for the comments regarding the service and advised that ‘whilst the consultation material highlights what might happen to certain bus services should the draft proposals be adopted unchanged; no final decisions would be taken on services (including service 100) unless and until any new Passenger Transport Policy and Strategy (PTPS) has been adopted by the Council. All contracts for existing subsidised bus services in the county have been extended until June 2019’.

The response went on to advise that ‘all comments received during the consultation exercise would be collated and reflected in a report to the County Council’s Cabinet in Autumn 2018 for its consideration and a decision on the final form of the policy and strategy and how it would be taken forward’.

**14. General Data Protection Regulation (GDPR) –** The Clerk had drawn up a draft data audit for GPC, which included the names and contact details of all Councillors. The Clerk was asked to add the contact details for maintenance contractor, Mr Nigel Pick to the list and to also add the contact details for the Clerk.

After having read through the various policies and documents, Councillor Fox proposed that GPC adopt the templates as supplied by NALC and LRALC.

Clerk

**Matters Arising cont.****14. General Data Protection Regulation (GDPR) cont. –**

- Two Privacy Notices – template downloaded from the NALC website.
- A Data Protection Policy – template supplied by LRALC.
- A Subject Access Request (SAR) Procedure – template downloaded from the NALC website.
- A Data Breach Policy – template supplied by LRALC.

Councillors asked the Clerk to download the policies and to amend them accordingly with the title of GPC.

Councillors appointed the Clerk as the Data Protection Officer (DPO).

**PAYE/Payroll for Clerk** – After having looked into this further and following consultation with the Internal Auditor, Mr Richard Willcocks, the Clerk confirmed that the Clerks salary should be subject to PAYE and that the Clerk should no longer be considered by HMRC to be self-employed.

Mr Willcocks suggested that an independent payroll company should be used to carry out the PAYE/Payroll. Mr Willcocks advised that Mrs Sue Norledge, the Clerk to Rearsby Parish Council, uses a company called ‘Ladywell Accounting Services’. The Clerk contacted Mrs Norledge, who highly recommended Lynn Shephard, of ‘Ladywell Accounting Services’.

After contacting Lynn, the Clerk reported that GPC may not be required to register for PAYE, as the Clerks salary and expenses are currently below the earnings threshold of £116.00 per week.

The Clerk would continue to look into the matter. As the matter was ongoing, Councillors confirmed that the Clerk could submit an invoice, for payment, at the July meeting.

Clerk

**15. Parish Council Liaison Meeting** – The next Parish Council Liaison Meeting would take place on Tuesday, 19<sup>th</sup> June 2018 at 7pm in the Council Offices.

In readiness for the meeting, an agenda, minutes of the last meeting and a planning law update had been received from MBC.

Councillors present noted the date and time of the meeting but did not wish to attend.

**Correspondence**

**1. Temporary Road Closure** – Notification had been received from LCC, Highways Department that South Croxton Road, Barsby – 30 metres south of the crossroads of Main Street and Church Lane – would be closed on Monday, 11<sup>th</sup> June 2018 for up to three days.

This is to enable Severn Trent Water to safely carry out a new connection.

Correspondence was either emailed or made available to Councillors as necessary.

**Planning Matters**

**a. The Cottage, 1 Main Street, Barsby** – Application submitted by Mr Phil Gill for the proposal to partially raise the roof of the property to form a first-floor habitable space. Notification had been received from MBC that the application had been withdrawn.

**Planning Matters cont.****‘For Information Only’**

**b. Headland House Farm, Great Dalby Road, Ashby Folville** – Application submitted by The Ashby Folville Land Trust for the proposed conversion of an agricultural building into a new dwelling.

**‘For Information Only’**

**c. Barsby Farm, 11 Main Street, Barsby** – Application submitted by Mrs Kathryn Shorrocks for the re-submission of refused planning application 17/01558/REM reserved matters application for dwelling approved under 16/00142/OUT.

**d. Barsby Lodge Farm, South Croxton Road, Barsby** – Application submitted by Mr J Kirk for the construction of a new internal access road and parking forecourt to provide safe access and car parking facilities for the new dwelling house, permitted under 17/01492/GDOCOU.

Councillors did not wish to comment on the application.

**‘For Information Only’**

**e. ‘Orion’, 4 Park Hill, Gaddesby** – Application submitted by Mr Clive Stoddart, for consent to work on trees, for the proposal to reduce the height and bulk by 30% of a mixed row of trees – horse chestnut, sycamore, yew, cherry and beech.

**f. Orchard Cottage, 2 The Lane, Barsby** – Application submitted by Mr and Mrs Keen for a proposed rear two storey and single storey extension, with detached double garage with upper floor storage. Amended plans had been received in relation to the application. Councillors did not wish to make any comments on the amendments.

**Planning Decisions**

**a. Land to the South of The Lane, Barsby** – Application submitted by Mr Featherstone and Ms Harvey for the proposed demolition of barns and the erection of one two storey dwelling, including access, has been refused planning permission by MBC.

On the request of the applicants, Councillor Hurst attended the planning meeting to provide additional support.

**b. Three Bows, 12 Baggrave End, Barsby** – Application submitted by Mr William Winterton, for the proposed works to trees as follows:

- T1 – Weeping Willow – reduce by 3-4 metres.
- T2 – Multi-stemmed Ash – Fell.
- T3 and T4 – Ash Tree – Fell.
- T5 – Multi-stemmed Ash – Fell.

Has been granted consent to work on trees by MBC.

**c. To The North of Gaddesby Hall between 4 and 6 Main Street, North Hall Drive, Gaddesby** – Application submitted by Mr David Jinks, for the proposed removal/felling of one Ash tree, has been granted consent to work on trees by MBC.

An email of concern had been received from Gaddesby Parishioner, Mrs Elizabeth Grigalis, the email also included details of an email from LCC, Landscape Officer, Mr Andrew Shaw.

**Planning Decisions cont.**

**c. To The North of Gaddesby Hall between 4 and 6 Main Street, North Hall Drive, Gaddesby cont.** - The email from Mr Shaw advised that, after a site visit, Mr and Mrs Jinks, were 'to monitor the condition of the Ash and Yew trees and if found to be in decline then consideration could be given to replacing the trees with alternative species'. The statement did not indicate that either of the trees were diseased – the applications suggest otherwise. Councillors had concerns that MBC did not consult with Mr Shaw, the LCC, Landscape Officer, prior to making a decision and concerns were raised that the two trees were being felled unnecessarily. The Clerk was asked to write to MBC with the concerns/comments of GPC.

Clerk

**Representative Reports**

**1. Ashby and Barsby Parish Hall** – Councillor Walton thanked the Clerk for the past copies of the Ashby and Barsby Parish Hall Financial Statements. These had now been forwarded to the Charity Commission to enable them to update their records. Councillor Walton advised that the Parish Hall now had five trustees. Councillor Walton reported that the St. Mary's Church Fete would be held this Saturday, 16<sup>th</sup> June 2018 on the cricket field, Ashby Folville, commencing at 2pm. Councillor Walton went on to inform Councillors that the next Social/Coffee morning would take place this Thursday, 14<sup>th</sup> June 2018.

**2. Barsby Village Hall Green** – Councillor Hurst reported that an enjoyable 'Petanque Evening' took place on Saturday, 19<sup>th</sup> May 2018 and that the 'Feast Day' would be held on Saturday, 28<sup>th</sup> July 2018.

**3. Gaddesby Village Hall** – The Clerk reported that currently Gaddesby Village Hall do not have a Secretary, so the Chair, Mr Colin Rose, had been asked to provide GPC with a brief Gaddesby Village Hall update/report periodically.

**Review of Policies**

The policies held by GPC, as listed below, had been circulated to Councillors for their consideration/comments.

- Clerks Job Description.

- Financial Regulations.

- Standing Orders

- Risk Management

- Risk Register/Assessment – completed by the Clerk.

- Statement of Internal Control and Annual Review of the Effectiveness of Internal Control.

After having obtained templates of some of the policies from LRALC and having circulated these to Councillors, all Councillors resolved to retain the current policies held by GPC and to amend them to reflect the new GDPR changes. Councillor Fox had drawn up a list of proposed amendments in relation to the Clerks Job Description.

The Clerk was asked to amend the policies accordingly. The Clerk would then circulate the policies in readiness for approval at the July meeting.

Following discussion and having referred to Equal Opportunities Policies from Thurmaston Parish Council and Anstey Parish Council, Councillors Simon and Fox volunteered to draw up a Policy specifically relating to GPC; this would also be adopted and approved at the July meeting.

**Finance****Accounts paid since the last meeting:**

BHIB (Insurance Brokers) Limited – Annual renewal of insurance policy 2018/2019, total £1,238.02.

E.ON Energy Solutions Ltd – Repairs to street light – column opposite 21 Baggrave End, Barsby, £36.00 plus 20% VAT £7.20, total £43.20.

Leicestershire and Rutland Playing Fields Association – Annual subscription, total £30.00.

N.G. Pick – Playground Maintenance from 01.11.2017 to 30.04.2018, total £500.00.

As Councillor Hurst was the only bank signatory present, the Clerk asked Councillor Bigam if he would be able to countersign the cheques following the meeting.

**Accounts for payment:**

Green Waste Club – Two green composting bins for the Gaddesby Children's Play Area, total £104.00.

Melton Borough Council – RoSPA Play Area Safety Inspection, Gaddesby Children's Play Area, £52.50 plus 20% VAT £10.50, total £63.00.

Redwood Pryor Ltd (Mr Richard Willcocks) – Internal Auditor £157.20 plus 20% VAT £31.44, total £188.64.

**Payments Received:**

08.05.2018 – HMRC – VAT repayment 01.04.2017 to 31.03.2018, total £1,059.53.

**Estimated Balances:**

Barclays Bank Business Reserve Account: £15,524.13.

Barclays Bank Community Account: £3,201.07.

The latest bank statements were made available for Councillors.

**Internal Audit 2017/2018:**

As instructed the Clerk forwarded the Certificate of Exemption to PKF Littlejohn LLP. Following the internal audit of accounts for 2017/2018, Mr Richard Willcocks produced a detailed annual report, which was circulated to all Councillors prior to the meeting.

Recommendations – With regard to the 'Financial Regulations', Mr Willcocks recommended that the level at which GPC would seek competitive tenders be reduced, from £50,000.00 to £25,000.00 in order to comply with current legislation – the Clerk was asked to amend the 'Financial Regulations' accordingly.

The completed 2017/2018 accounts would be made available for public inspection and the Clerk would arrange to have them published on the Gaddesby village website by 2<sup>nd</sup> July 2018.

**Bank Mandate:**

As a letter of resignation had been received from Councillor Bakewell, one of the cheque signatories on the community account, the Clerk would contact Barclays Bank with a view to obtaining a new bank mandate form in order to change the bank signatories.

Clerk

Clerk

**Other Business**

**1. A607 Rearsby Bypass, junction with Gaddesby Lane** – It had been brought to the attention of GPC that the grass intersection on the A607 Rearsby bypass junction with Gaddesby Lane had become overgrown and required mowing. The Clerk was asked to report the matter to LCC, Highways Department.

Clerk

**2. Clerks Renumeration** – Councillors asked the Clerk to obtain details of the latest salary scale for part-time Clerks from the Clerks and Councils Direct website.

Clerk

**3. Cedar Tree situated in Gaddesby Hall grounds** – It had been brought to the attention of GPC that a large branch had fallen from a cedar tree situated in Gaddesby Hall grounds. The branch had fallen across the highway into Main Street, Gaddesby. Concerns had been raised that the branch could have caused an accident and that the branch may have been diseased. The Clerk was asked to report the concerns to the LCC, Landscape Officer Mr Andrew Shaw and to ask if an Officer would be able to visit the site.

Clerk

**4. Ash Tree opposite number 18 Ashby Road, Gaddesby** – An email had been received from Gaddesby parishioner Mr Glynn Tucker, regarding one of the Ash trees opposite number 18 Ashby Road, Gaddesby. The email advised that Mr Tucker reported to LCC that, between the trunk and a large branch of one of the Ash trees a split seemed to be developing. It was unclear who would be responsible for the maintenance of the tree – LCC, Highways Department or MBC. The Clerk was asked to forward the email to Mr Andrew Shaw the Landscape Officer at LCC for his attention.

Clerk

A copy of the email had initially been forwarded to County Councillor Orson.

**5. New Church Newsletter** – Councillors noted that a new church newsletter had been circulated within the Parish. The Clerk was asked to notify Mr Vic Allsop, at the benefice office, of the forthcoming Parish Council meetings for the next six months.

Clerk

**Arrangements for the next meeting –**

Monday, 9<sup>th</sup> July 2018 at Gaddesby Village Hall, commencing at 6.45 pm.

The meeting closed at 9.15 pm.

Chair.