

Minutes of the Ordinary Meeting of Husbands Bosworth Parish Council held on Tuesday 7th May 2024 at 8.00pm in the Sports Pavilion

Present: Cllr. Hobson (Chair), Cllr. Bolter (Vice Chair), Cllr. Forman, Cllr. Gallagher, Cllr. Peel & Cllr. East

Mr. D. Watson – Clerk to the Parish Council.

Visitors: 1

	Action
<p>24/052 – To receive and approve apologies for absence There were no apologies received.</p>	
<p>24/053 – To receive Declarations of Interest under the Council’s Code of Conduct related to business on the agenda There were no declarations of interest received.</p>	
<p>24/054 – Visitors Questions The visitor was concerned that the allotment grass pathways had not been cut. The Clerk advised that due to the recent excessive wet weather, the new contractors were behind with their schedule however, the allotment pathways should be cut within the next week. Resolve: Clerk to continue to monitor and liaise with contractors</p>	Clerk
<p>24/055 – To receive and approve for signature, the minutes of the Ordinary Parish Council Meeting held on Tuesday 4th April 2024. Proposed by Cllr. Bolter and seconded by Cllr. Gallagher the Council agreed to accept and note as a true and accurate record of this meeting. Cllr. Hobson (Chair) signed the approved minutes. Resolve: That the approved minutes of the April 2024 Ordinary Parish Council Meeting be posted on the Parish Council website.</p>	Clerk
<p>24/056 – To note any matters arising from the April 2024 meeting minutes not included on this agenda for report only. 24/043 -Clerk will updated Council on Finance Management System at the June OPCM. 24/045 – Clerk confirmed new contract set up with Cuttlefish. 24/046 – Clerk updated Council on 6th June D-Day event discussions. It was agreed to agree a formal timetable for the Beacon Lighting ceremony 24/048 – Cllr Bolter contacted WAG following April meeting in relation to the planned East Lutterworth development. No response yet received.</p>	
<p>24/057 – Finance April 2024 The monthly schedule of receipts and payments were received and confirmed. The Parish Council accepted the April 2024 bank statements and reports presented, as an accurate representation of the financial transactions undertaken by the Clerk on behalf of the Parish Council during April 2024. Resolve: Clerk to make new system recommendations at June OPCM</p>	Clerk
<p>24/058 – 2023/2024 AGAR a. The Council noted the Annual Internal Audit Report and covering letter from the Internal Auditor. The auditor, for the second year, made no recommendations in terms of financial processes. Resolve: Clerk to post the 2023 /24 Internal Audit report on parish website and notice board. Cllr’s Hobson and Bolter thanked the Clerk for the continued work undertaken throughout the year to deliver a robust financial management process, resulting in a successful internal audit.</p>	Clerk

<p>b. The Chair clarified the process that needed to be undertaken and then read out each of the nine questions on the Annual Governance Statement. All Councillors responded Yes to questions 1 – 8 All Councillors responded N/A to question 9 The Annual Governance Statement 2023/24 was signed by the Chair and Clerk. Resolve: Clerk to post 2023/24 Annual Governance Statement on parish website and notice board.</p> <p>c. The Annual Accounting Statement was presented and reviewed by the Council. The statement presented was accepted by the council as an accurate reflection of the 2023/2024 parish council income and expenditure. The 2023/24 Annual Accounting Statement was signed by the Chair and Clerk. Resolve: Clerk to post 2023/24 Annual Accounting Statement on parish website and notice board.</p> <p>d. The Clerk advised he proposed to publish the Notice of Public rights commencing on Monday 3rd June ending on Friday 12th July. These dates meet the requirement of the unaudited AGAR documents being available for viewing for 30 working days including, the first 10 working days of July. Resolve: Clerk to post on Parish notice board and website Notice of Public Rights and unaudited AGAR documents on Sunday 2nd June. Resolve: Clerk to forward AGAR reports to auditors Moore (East Midlands) to be received by 30th June 2024 latest and make available, relevant documents on website and on Parish Notice Board by 2nd June 2024 for public viewing.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>24/059 – Planning Overview The April 2024 planning application summary was presented. It was agreed that this was an accurate representation of the Parish Council’s response to the planning applications received during this period.</p>	
<p>24/060 – Millennium Pavilion and Playing Field</p> <p>a. Cllr. Hobson proposed acceptance of the quote to install the 3 x solar lights onto the lamp posts form JAW Maintenance. This was seconded by Cllr. Bolter and agreed by the Council. Resolve: Clerk to confirm acceptance of the quote to the preferred contractor.</p> <p>b. After discussion, Cllr. Peel proposed to proceed with the purchase of the stackable fully welded classroom tables. This was seconded by Cllr. Bolter and agreed by the council. Resolve: Clerk to place order for new tables.</p> <p>c. Ideas were discussed for the potential art design for the new extended meeting room. It was agreed to defer a decision until a future meeting for further research to be undertaken into potential material etc. Resolve: Clerk to add to May or August agenda</p> <p>d. The Clerk presented four examples of potential plaque designs to accompany the new oak tree on the Playing Field, to commemorate King Charles III coronation. For various reasons none of the four fully met the expectations of the council. It was agreed that further research is required. Resolve: Councillors to research alternative commemorative plaque options. Resolve: Clerk to add to June OPCM agenda.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Councillors Clerk</p>
<p>24/061: Parish Maintenance</p> <p>a. Cllr. Hobson proposed acceptance of the quote from TCV to undertake maintenance work at the cemetery. This was seconded by Cllr. East and agreed by the council.</p> <p>b. Cllr Bolter agreed to spray the weeds on the cobbled / concrete area at the top of Church Steet. Cllr. Peel agreed to follow up and remove as much of the debris as possible. Resolve: Cllr. Bolter and Cllr. Peel to spray and remove weeds from highlighted area.</p>	<p>Cllr. Bolter / Cllr. Peel</p>

<p>24/062 – Parish Website</p> <p>a. The Clerk confirmed all documentation had been completed and submitted to Cuttlefish to extend the former 2commune contract through to September 2025. Work on the free design upgrade should commence in around two weeks.</p> <p>b. The Clerk advised the Council that there seems to be a desire from central government to have all levels of government using a .gov.uk website and email address. This subject had come up at various meetings the Clerk had attended in recent months.</p> <p>The Clerk was asked to pull together some information on the benefits of such a change to allow the council to make a fully informed decision.</p> <p>Resolve: Clerk to prepare summary document on .gov.uk addresses for parish councils Resolve: Clerk to add to June or August agenda.</p>	<p>Clerk Clerk</p>
<p>24/063 – Payment Authorisations</p> <p>a. Horticulture Show £150.00 Cllr. Gallagher proposed and Cllr. Forman seconded a payment of £150.00 to the Husbands Bosworth Horticulture Society to support the 2024 Horticulture Show. This was agreed by the council.</p> <p>Resolve: Clerk to raise a payment approval document and once approved, make the payment to the Horticulture Society.</p> <p>b. CPRE £36.00 Cllr. Gallagher proposed and Cllr. Forman seconded the payment of £35.00 to the CPRE for the annual 2024 /25 membership fee.</p> <p>Resolve: Clerk to raise a payment approval document and once approved, make the payment to the CPRE.</p>	<p>Clerk Clerk</p>
<p>24/064 – Neighbourhood Plan</p> <p>The Neighbourhood Plan needs to align with the new HDC Local Plan to ensure protection for the parish in key areas, including planning continues. The NP could be refreshed with more up to date data to capture changes in Husbands Bosworth demographics since the original plan was created and voted for in 2019.</p> <p>Due to the non-availability of key councillors, the Clerk agreed to attend the forthcoming Neighbourhood Plan workshop on 18th May at HDC offices and report back to the Parish Council on potential options to review and update the Neighbourhood Plan.</p> <p>Resolve: Clerk to attend the HDC Neighbourhood Plan Workshop on 18/05/2024 and report to council. Resolve: Clerk to add to June OPCM agenda.</p>	<p>Clerk Clerk</p>
<p>24/065 – High Steet Planters</p> <p>Cllr. Bolter proposed a maximum spend of £75.00 per planter to re-stock and support the upkeep of the planters through the summer and autumn period. This was seconded by Cllr. Gallagher and agreed by the council. Councillor Peel will lead this project supported by Cllr Gallagher.</p> <p>Resolve: Cllr Peel to manage the design and maintenance of the High Street Planters through the remainder of 2024.</p>	<p>Cllr. Peel</p>
<p>24/066 – Old Green</p> <p>The Clerk advised that following the following the Councils response to the initial contact in relation to the tree, no further correspondence had been received.</p> <p>Resolve: Clerk to add to the June OPCM agenda.</p>	<p>Clerk</p>
<p>24/067 – Any Other Business</p> <p>There was no other business.</p>	

24/068 - Confirmation of date and time of next meeting

The annual inspection of the Allotments and Cemetery will take place on Tuesday
4th June at 6.30pm

There will be an Ordinary Parish Council Meeting
held on Tuesday 4th June 2024 at 7.30pm in the Sports Pavilion

There being no further business, the meeting closed at 21.15

Signed _____ Date _____