**Minutes of the annual meeting of HEATHER PARISH COUNCIL held on Tuesday 16 May 2023 at the David Taylor Memorial Hall at 7.30pm**

**Members present**: Councillors P Harris, S Pettitt, J Petty and A Wright

**In attendance:** Susan Dance, resident

Peter Fell, resident

Guy Rodgers, District Councillor

Paul Taylor, allotment coordinator

Jan Shepherd, Parish Clerk

Apologies for absence Councillor J Clarke

Declaration of Interest Not applicable at this time

1. **To ensure that all members have completed their Acceptance of Office documents and Declaration of Interest forms.**

The clerk distributed the Acceptance of Office document to the four councillors in attendance. All four were signed and countersigned by the clerk. Cllr Clarke was absent through illness and the clerk will ensure he receives the document and signs as soon as possible. The Declaration of Interest Forms were distributed to the four councillors in attendance with a request that they are returned to her by 27th May for uploading to the District Council and our own website.

1. **To elect a Chairperson and vice Chairperson for the coming year.**

It was proposed by Cllr Pettitt and seconded by Cllr Wright that Cllr Harris would be Chairman for the forthcoming year. All were in favour.

It was further proposed by Cllr Harris and seconded by Cllr Wright that Cllr Pettitt would be vice Chairman for the forthcoming year. All were in favour.

1. **MINUTES**

The minutes of the meeting of the Council held on Tuesday 11 April 2023 had been circulated to the councillors in advance of the meeting. It was proposed by Cllr Wright that they were accepted as a true and accurate record of the meeting. All were in favour.

**18.MATTERS ARISING**

There were no matters arising at this meeting.

# PUBLIC QUESTION AND ANSWER SESSION

A question was asked about whether we were going to complete a Parish Plan again. She was informed that there were no plans to complete a Neighbourhood Plan at the moment due to the fact that they were very time consuming, and it was just not a possibility currently with the extra work that is going to be involved with other matters. The Parish Plan that was completed some years ago now (2003 we think) was a really good exercise in finding out what the village wanted from the council and for their village. We were pleased to be able to say that every single item requested on the plan has been delivered, the most time consuming, but most beneficial for the village, being the Village Hall, which has been and will continue to be a great asset to the village.

**20.COMMUNITY POLICING**

We have received a report from PCSO6667 which is attached to the minutes.

Figures from Speed van in the area around Heather in April have also been received.

**21.DISTRICT & COUNTY COUNCILLORS COMMENTS**

Our new District Councillor attended the meeting and was introduced to the councillors. He informed us that he had spent the day at the Council Offices the previous week when he heard a presentation from Alison Thomas CEO of the District Council and then met people from several departments at the “Market Place” which was set up to assist all new councillors to get to know the staff at the Offices and the various departments. He admitted to being a “newbie” but said he would help in any way he could and if we asked him something he didn’t know, he would do his very best to find out.

**22.REPORT FROM ALLOTMENT HOLDERS CO-ORDINATOR**

The report from Mr Paul Taylor was as follows: allotments are all being cultivated, some better than others at the moment except for the plot next to his. The clerk informed the meeting that she had received a letter from that plot holder saying she could no longer do the work required and so she would be relinquishing the plot with immediate effect. It will be allocated to the next person as soon as possible. It was suggested that we place a notice board in the allotments so that notices for plot holders can be placed for them. The clerk is to check out styles and costs.

The clerk reported that the fees letters have all been sent out.

A new grid has been prepared for allotment plots.

**23. REPORT FROM THE VILLAGE TREE WARDEN**

There was no report from the Village Tree Warden at this meeting.

# 24.VILLAGE ISSUES

* Play area inspections carried out on 18th and 25th April, 2nd, 9th and 15th May.

Cllr Harris and Cllr Wright had both done inspections and there was nothing further to report.

* The clerk updated the council on cemetery progress. She had worked on job description for a new clerk while waiting for the meeting, but would have to contact again as a problem had arisen preventing the meeting from taking place.
* A list of responsibilities had been prepared by the clerk for the job description for advert – Cllrs Harris, Pettitt and Wright arranged a meeting date to complete.
* The clerk said that the Association of Council Clerks would be the best place to start when considering where to advertise clerk’s post.
* The reports from the Playground Inspections had been sent by email to councillors. They have started to go through them and are happier with the responses this year than in previous years. The main concern is the swings on Mill Lane which have been there for many tens of years. The clerk is to obtain quotes to replace both sets and then we will be able to look to replacing them.
* The Annual Governance Statement was completed and signed by Cllr Harris.

1. **VILLAGE HALL**

* Progress on Land Registry – update on progress. Everything submitted by NWLDC.
* On-line diary – look at Parish web site calendar.

# 26.ACCOUNTS

The following payments for April were approved at the May meeting:

502.10 clerk’s salary

65.43 clerk’s expenses – see claim form

336.10 LRALC annual subscription

282.60 ROSPA annual playground inspection

1783.52 Zurich Municipal, Village insurance

37.69 WaterPlus for Mill Lane

Council income for April

150.00 allotment fees received to date

Village Hall expenses for April 2023

57.17 Eon

74.27 British Gas

124.59 Mrs E Holmes,

Village Hall Income for April 2023

387.50 rent for classes and activities paid in this month.

Invoices are being sent out up to the end of April 2023

The Bank statement for Heather Parish Council for April 2023 was received.

The Bank statement for Heather Recreation Ground for April 2023 was received.

Direct debit sent for Mill Lane – still awaiting response.

The accounts, and all other paperwork in relation to the Annual Audit were received, checked and approved. All documents requiring signature were signed by Cllr Harris, Chairman of the Council.

The clerk had met with the Internal Auditor and has now received the report. It will be uploaded onto the website. One or two suggestions have been made which will be acted upon over the next few days.

The insurance renewal that was sent to councillors last month was accepted and agreed. A cheque will be sent to them to renew before 4th June 2023.

The council were notified of receipt of Pensions regulator re-enrolment. This is to be done before the end of May.

**27.PLANNING APPLICATIONS**

## Decisions this month and decision awaited

19/01441/OUT Land rear of 55 Mill Lane erection of two detached dwellings

Heather

23/00316/FUL 11 Newton Road erection of single storey rear and

Heather and side extension Approved

Applications

22/01547/FUL Adjacent 2 Station Terrace one dwelling and vehicular access

23/00131/FUL 8 Mill Lane, Heather single storey rear extn + loft conv +

Rear dormer + garage conv +replace porch.

23/00354/FUL White House Farm extn.to breakfast room, garage, gym/

Heather games room, alteration to existing area

and add driveway.

23/00466/FUL 5 Belcher Close 1st floor extn above ex. garage.

Heather demolish conservatory, build single storey rear extn

23/00521/FUL Waterloo Cottage Erection of 2 storey side extn

Pisca Lane, Heather

This application has been requested to be called out by our District Councillor.

**28. CHAIRPERSON’S COMMENTS**

* Cllr Harris thanked Peter Fell for all he had done as a Parish Councillor during his time on the council.
* An extra cut on The Millings was requested. Clerk will contact SDI.
* A road sweeper visit was requested for Mill Lane.
* The clerk was requested to write on behalf of the council to our previous District Councillor, Virge Richichi and thank him for the huge amount of work he undertook for the District and especially for the village during his time in office.

**29. DISTRICT AND COUNTY COUNCIL**

District Council:- nothing to date

County Council: - nothing to date

Hinckley & Bosworth Borough Council: Nothing to date

# 30. CORRESPONDENCE AND CIRCULARS

Clerks and Councils direct.

**Next meeting**

The next meeting will be held on Tuesday 13 June 2023 at the David Taylor Memorial Hall at 7pm – see web site for details.

Future meetings:

13th June 2023

11th July 2023

8th August 2023

12th September 2023

10th October 2023

14th November 2023

12th December 2023

9th January 2024

13th February 2024

12th March 2024

All meetings will be held at the David Taylor Memorial Hall at 7pm.

Web site address -www.heatherparishcouncil.org.uk