**Minutes of the meeting of HEATHER PARISH COUNCIL held**

**on Tuesday 11 April 2023 at 7pm at the David Taylor Memorial Hall**

Members present: Chairman: Councillor John Clarke

 Councillors P Fell and A Wright

In attendance Virge Richichi, District Councillor

Mrs J Shepherd, Parish Clerk

Apologies for absence were received from Councillors Phil Harris, Steve Pettitt and John Petty

There were no declarations of interest.

1. **MINUTES**

The minutes of the meeting of the Council held on Tuesday 14 March 2023 had been circulated prior to the meeting. They were proposed as a true and accurate record by Councillor Clarke, seconded by Councillor Wright and all were in favour.

1. **MATTERS ARISING**

There were no matters arising at this meeting.

# PUBLIC QUESTION AND ANSWER SESSION

There were no members of the public in attendance at this meeting.

1. **COMMUNITY POLICING**

We have received a report from PCSO6667 Edward Fowkes informing us that there have been three burglaries in the village during the month, Highfields House has been sold and so the vandalism relating to that building should now cease. Speed checks have been carried out and an HGV was fined for travelling through the village with no reason.

Figures from Speed van in the area around Heather in March were sent to the clerk and forwarded to councillors by email. We thank the team for the work they are doing.

1. **DISTRICT & COUNTY COUNCILLORS COMMENTS**

Councillor Richichi has nothing to report at this time.

Councillor Harrison has not been in contact with the clerk regarding the speed signs that he told us had been ordered from the member’s fund. She was asked to contact him again for an update.

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

There was no report from Mr Paul Taylor at this meeting.

The councillors reported that there were two plots which they feel need some attention and this needs to be mentioned to the hirer when the letters are sent out.

The clerk reported that the renewal of fees letters are being prepared to send out.

A new grid is also being prepared for allotment plots for the season 2023 to 2024.

The clerk had received an email from Ben Pursglove – a new plot holder. This had been forwarded to the councillors. It was suggested that the clerk spoke to Ken Woolley about his suggestion.

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

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

# VILLAGE ISSUES

* Play area inspections carried out 21/3; 28/3; 4/4; 11/4 2023. No further problems reported.
* The clerk and two councillors had met at Belcher Close to consider the cemetery extension with Ian Nelson from the District Council. He had given a list of actions that need to be taken in advance of any decisions being made or further actions being taken. The clerk has already set up a meeting to cover the first action and will report on progress at the next meeting.
* Preparation for election for Parish Councillors in May – the clerk has delivered nomination papers to five of our councillors who have all completed them and been into the council offices with them. It is not yet known if any other nomination papers have been taken into the Council Offices direct.
* It was suggested by Councillor Clarke that a small working group is set up to be responsible for the preparation of a job description for the clerk’s post. Suggestions were that the three councillors present at the meeting should do that. Councillor Clarke will make necessary arrangements and asked the clerk to be available to join the group.
* The working party will also consider where to advertise clerk’s post
* The clerk reported that the Playground Inspections will take place in May 2023
* The clerk informed the councillors that the lamppost poppies have been received and will be delivered to Councillor Pettitt ready for Remembrance Day 2023
1. **VILLAGE HALL**
* Progress on Land Registry – update on progress. Everything submitted by NWLDC. The clerk will endeavour to find out where we are with this before she finishes.
* On-line diary – look at Parish web site What’s On page. The hall is very well used now.
* The Management Committee met on 28 March 2023 and the following changes were made:
1. Rents would be raised to £12 and £8 for large and small hall respectively and £16 for both with effect from 1 April 2023.
2. Bartletts would be asked to do the electrical inspections that had been on the annual contract with FSCS. The clerk has contacted them to arrange a date.
3. 3 new oblong tables are to be purchased.
4. The Business Plan is to be updated.
5. Representatives of the User groups are now part of the Management Committee.
6. We were informed that the Fire Risk Assessment produced some time ago is good to be used as a template for future Risk Assessments.
7. We did not consider that the hours for the cleaner needed to be changed at present.
8. The groups where babies are in attendance are to be contacted by the clerk and asked to replace used bin bags in the toilets and place them in the black dustbin by the small gate.

# 10a. ACCOUNTS

To approve the following payments for March at April meeting

502.10 clerk’s salary

169.05 clerk’s expenses – see claim form

Council income for March

 195.00 Burial

Village Hall expenses for March 2023

 82.53 Eon

 60.63 British Gas

161.47 Mrs E Holmes invoices 31 to 35 inclusive

Village Hall Income for March 2023

 587.00 rent for classes and activities paid in this month.

 All invoices sent up to date for end of March 2023

**Minute 10b**

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

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

Confirmation that a direct debit has been set up for WaterPlus for David Taylor Memorial Hall

A direct debit form was sent at the same time for Mill Lane – the clerk is awaiting a response

**Minute 10c**

A letter of appointment for our internal auditor has been received from LRALC. This needs to be approved and signed requesting that she carry out our internal audit. This was done and the clerk will now forward it to her.

The clerk had prepared and sent to councillors for examination in readiness for the audit the following documents:

* Bank reconciliation
* Payments ledger for 2022 to 2023
* Receipts ledger for 2022 to 2023
* Financial/accounting statement as at 31st March 2023
* Page 3 of audit form as at 31st March 2023

These were not the official AGAR forms but the ones prepared by the clerk as soon as the year ends along with the Bank reconciliation prepared every three months.

The councillors had all studied the documents and were pleased to agree the figures. These will be used to complete the AGAR form.

* The clerk had downloaded a graph to decide on whether we ask for an exemption from a full audit. We have not had payments or receipts amounting to £25,000 and so the councillors agreed to complete a certificate of exemption. This was proposed by Councillor Clarke, seconded by Councillor Wright and all were in favour.
* The clerk will complete and forward to auditors.

The councillors were informed that our insurance renewal has been received. It has been forwarded to all councillors with a request to study and be prepared to make a decision at the next meeting.

The councillors agreed to renew our subscription for LRALC for the next year.

The council were informed of receipt of Pensions regulator re-enrolment renewal. This needs to be completed in May.

1. **PLANNING APPLICATIONS**

## Decisions this month and decision awaited

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

 Heather

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.

Applications received this month

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

 Heather and side extension

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

 Heather games room, alteration to existing area

 and add driveway.

(Councillor comments have been submitted for both applications received this month)

**12. CHAIRPERSON’S COMMENTS**

Councillor Clarke commented that it was really good to receive paperwork and information from the Police. A welcome addition to our monthly meetings.

Councillor Wright commented that there are a lot of mole hills appearing at all of the Recreation areas in the village. It was agreed that the clerk should contact Mr Dennis and ask him to sort them out.

Councillor Fell asked if the hall was being used as requested for the Coronation. The clerk had notified the Football Club that it was okay but asked that they were very aware of the fact that the field was not secure as theirs was, due to stiles, open gates etc and they would need to be sure they had sufficient adults to ensure the safety of children attending the party. It was good to be able to offer some small assistance to the club while they were still having repairs carried out.

It was also mentioned that it was understood that Dr Jury had left the practice at Ibstock and it was now run by a new doctor.

**13. DISTRICT AND COUNTY COUNCIL**

District Council:- nothing to date

County Council: - nothing to date

Hinckley & Bosworth Borough Council: Nothing to date

# 14. CORRESPONDENCE AND CIRCULARS

Glasdon focus on Local Councils.

**Next meeting**

To confirm the dates below:

The next meeting will be held on Tuesday 16 May 2023 at the David Taylor Memorial Hall at 7pm – see web site for details. This will be the Annual Parish Meeting with the Parish Council meeting following immediately afterwards.

Future meetings:

16th May 2023. All meetings will be held at the David Taylor Memorial Hall at 7pm.

The new council will set dates for the meetings at the next meeting when councillors will sign Declarations of Office and relevant paperwork.

Web site address -www.heatherparishcouncil.org.uk