

Witherley Parish Council

Serving the villages of Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

Papers for the Council Meeting: Thursday July 14th 2022

Borough Councillor Report

Will be given at the meeting, none received to be included time for the meeting papers.

County Councillor Report

Please find below some updates from the County Council this July, which your Parishes may find useful. Thanks to those of you who got in contact over the past month with questions. As always, please continue to stay in contact with me should you have an issue that needs addressing and I will investigate it as quickly as possible. However, please note, I am still available throughout August to assist with any questions or issues that may arise. I hope everyone has an enjoyable summer.

Net Zero consultation: Recently we launched a major consultation on our ambitions to make Leicestershire a net zero carbon county by 2045 earlier this month and addressed the topic at the recent meeting of the Environment & Climate Change Committee. I would encourage all of you to take part in the Net zero strategy and action plan consultation (which is open until 26 July) and find out more about our net zero ambitions by visiting Net zero Leicestershire. On Monday 11th July at 10:00 the County Council is holding a Net Zero Roadshow at Bosworth Battlefield.

New Census Data New census data shows Leicestershire growing, with new population figures available by sex and age group. The overall population of Leicestershire has risen from 650,489 in the 2011 national census to 712,300 in the 2021 census. Find out more: <https://www.leicestershire.gov.uk/news/census-reveals-growing-county>

Queens Award for Voluntary Service: The Queens award for voluntary service is the highest award given to volunteer groups across the UK. At Full Council this week an appeal was made from the Leicestershire Lieutenancy Office for any voluntary actions to be put forward for consideration. To be nominated, a group must: • be made up of at least 3 people • be led by volunteers, not paid staff • have been running for at least 3 years • be based in the UK, Channel Islands or Isle of Man • provide a specific and direct benefit to their local communities

Tree for every person • Tree planting is important to the County Council, and LCC have recently launched a new tree for every person website. • The County Council's ambition is to make Leicestershire greener; boost biodiversity and become a net zero county by 2045. • The County Council is working to plant 700,000 trees – a tree for every person who lives in the county, vastly increasing Leicestershire's tree cover. • If you have planted a tree recently, or want to find out more, please look here: [Tree for every person | Leicestershire County Council](#)

Correspondence

- NDP Review Report by the Planning Advisory Service and the Local Government Association: Review of HBBC's NDP support and guidance (as a result of complaints to HBBC about their lack of consistency in supporting NDPs. This has been sent to the NDP Committee and Council Chairman by both Geoff and myself.
- Luke Evans MP office rang and emailed to state there's and incorrect telephone number published in the Witherley Parish mag and would we please change it. I replied and advised I would have it changed. The update on this – is that the editor has published my number this month LOL.
- RoSPA Reports for both playing fields sent to relevant councillors.
- Concern guest speaker didn't attend June meeting I sent an email. There had been some confusion and she had gone on holiday, but would still like to attend if we can accommodate.
- Email from LCC's Footpaths Officer: He has been liaising with a Ratcliffe Culey resident during the reinstatement of the path from Sketchley Lane to the T104 path. There have been reports of much dog mess and the resident and Officer wonder if the Council would provide a dog waste bin and some notices?

Clerk Update

Atterton

- Defibrillator mounting posts manufactured, erection will be done as soon as possible. Currently located with Cllr Flude.

Fenny Drayton

- See excel spreadsheet for any reported actions.

Ratcliffe Culey

- Defibrillator as Atterton. The defibrillator machine will be housed in the Gate Inn.
- Would the residents of Ratcliffe like a dog waste bin along Sketchley Lane somewhere? A 35 litre bin (medium sized) £236, a below ground post for concreting in, mounting and fixing is £82, or a lamp post adapt mounting kit £66. Where would it be located? We can then bring it as a motion to approve.

Witherley:

- See excel spreadsheet for any reported actions

Parish:

- AGAR sent to external auditor PKF Littlejohn LLP.
- Clerk attended the Parish Liaison Meeting at County Hall on 4th July.

Planning: Can also be seen via [Planning Applications | Witherley Parish Council](#)

22/00519 Witherley Memorial Playing Field Trust

22/00536 56 Kennel Lane, Witherley

22/00566 8 Hunt Lane, Witherley

Finance:

This month's payments for authorisation are:

Date	Chq/ ref	Payee	Staff Costs	Training & Travel	Ground Works	Maintenance	Prof & Subs	Admin	Projects	NDP	VAT	TOTAL
30/6	U025	Unity Service Charge						18.00			0.00	18.00
14/7	U026	Castlemount Ltd						9.59			1.92	11.51
14/7	U027	M & BG Limited			500.00						100.00	600.00
14/7	U028	Screatons Ltd						14.20			2.84	17.04
14/7	U029	St Michael & All Angels						48.00			0.00	48.00
14/7	U030	A Forsyth		12.56				15.00			0.00	
14/7	U031	HMRC	17.57								0.00	17.57
14/7	U032	HSBC						12.00			0.00	12.00
		Expenditure to date:	2663.52	37.17	2251.68	1052.00	488.86	1690.28	4247.39	250.00	1090.92	13771.82
		Allocated Budget	7,145.00	830.00	11,489.00	4,337.00	3,737.00	1,300.00	21,080.00	4,748.47	1090.92	55,757.39
		Remaining	4,481.48	792.83	9,237.32	3,285.00	3,248.14	-390.28	16,832.61	4,498.47	0.00	41,985.57

Receipt of £95 from Ratcliffe resident repaying the parishioners contributions to the purchase of jubilee mugs.

Bank Reconciliation at 30th June 2022:

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	Cash in hand 1st April 2022		
	Bank Statements		
	HSBC Current Account	24,132.77	
	HSBC Savings Account	38,278.78	
			62,411.55
	ADD		
	Receipts 1/4/2022 - 30/6/2022	16937.98	
			79349.53
	LESS		
	Payments 1/4/2021 - 31/03/2022 as per cash book	12,552.05	
	Uncashed cheques from 2021/22		
	Chq 894 Lewis Burchell	671.22	
	Chq 895 SLCC	112.00	
A	Cash in hand 30/6/2022 (as per cash book)		66,014.26
	Bank Statements		
	HSBC Current Account	36,844.86	
	HSBC Savings Account – closed	0.00	-
	Unity Current Account T1	28,699.05	-
	Unity Instant Access Account	500.35	-
			66,044.26
	No unpresented cheques / outstanding payments		
	Add Receipts in Cash Book not banked at 30/6/22		
	Cheque from Ann Wright - Lane Setting	30.00	
B	Adjusted Bank Balance at 30th June 2022		66,014.26

Terms of Reference for the Neighbourhood Development Plan Committee

Option 1 as proposed in June meeting

Objectives:

1. To progress, together with the support of the consultant and liaison with HBBC, the neighbourhood development Plan through Regs 16 to 19.
2. To successfully achieve a referendum result.

Delegated powers:

1. The committee shall be empowered with full delegated authority from the Parish Council to make all necessary decisions in relation to the NDP.
2. The committee shall have full powers to allocate and spend funds within the approved budget.
3. The committee shall have full powers to liaise with outside agencies and agree any required changes to the NDP.
4. The committee shall regularly report back to the Parish Council on progress, issues arising and outcomes and seek ratification from Council of the committees recommendations.

Structure:

1. The Committee currently comprises of 4 members all of which are Parish Councillors.
2. The committee will be supported by the clerk.
3. The committee shall elect one of its Councillor members as chairman.
4. Non-councillors may be co-opted onto the committee.
5. Non-councillors will not have any voting rights.

Roles:

1. The clerk to the Council will act as secretary to the committee and oversee budget for the project.
2. Members of the committee will carry out tasks as they are needed.

Meetings:

1. Meetings of the committee are subject to the rules for Council meetings as set out in Standing Orders.

2. The committee shall meet as required.
3. Notice and business of meetings shall be posted by the clerk with at least three clear days notice.
4. Meetings shall be open to the public and press, with no provision for public participation.
5. The minutes of the meeting shall be prepared by the clerk.

General:

1. Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council.

TOR NDP Option 2 (Option 1 amended) by Cllr Flude

Terms of Reference for the Neighbourhood Development Plan Committee

Objectives:

To support progression of the submitted Neighbourhood Development Plan to referendum.

Delegated powers:

Under the guidance of the appointed Consultant, the committee shall be empowered with full delegated authority from the Parish Council to:

1. Liaise with outside agencies
2. Respond to requests for further information from HBBC or Independent Examiner
3. Make necessary modifications to the plan
4. Agree appointment of an Independent Examiner
5. Allocate and spend funds within the approved budget

The committee shall regularly report back to the Parish Council on progress, issues arising and outcomes and seek ratification from Council of the committee's decisions.

Structure:

1. The Committee currently comprises of 4 members all of whom are Parish Councillors.
2. The committee will be supported by The Clerk.
3. The committee shall elect one of its Councillor members as chairman.

4. Non-councillors may be co-opted onto the committee.
5. Non-councillors will not have any voting rights.
6. The quorum for a meeting is three Councillors.

Roles:

1. The Clerk to the Council will act as secretary to the Committee and oversee budget for the project.
2. Members of the committee will carry out tasks as they are needed.

Meetings:

1. Meetings of the committee are subject to the rules for Council meetings as set out in Standing Orders.
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5. The minutes of the meeting shall be prepared by the clerk.

General:

Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council.

CORRESPONDENCE POLICY:

CORRESPONDENCE POLICY OPTION 1 Draft from Clerk

This policy is to guide members of the council while sending and receiving communication from outside of the Council.

To be used in association with references in the Council's Social Media Policy, Press and Media Policy, Standing Orders and the Code of Conduct.

If a member receives communication from a parishioner or other outside source they should be clear how they respond.

- If it is Council business and a Council response they should use only their official email address (regardless if it was sent to their private address as this provides the sender with the authorised address to use in the future), and copy the Clerk in the response. It could also be prudent to copy it to the Chairman and other ward councillors.
- If the response is private and personal the Councillor should state as such regardless of which email address (personal or unofficial) is used. If it is sent from their Council address it should be copied to the Clerk for reference only.
- On receipt of any business communication from other Councils in reference to any ongoing council business it should be copied to the Clerk for distribution as relevant.

If at any time a member is unsure of what to do with any correspondence they should contact the Clerk or Chairman.

REPLACEMENT GATE AT RATCLIFFFE CULEY PLAYING FIELD

Burchell Landscapes tendered:

Remove old gates and posts, supply and fit new posts and gates	£885.00
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M & BG Ltd tendered:

To supply and install country gate and hinges	£950.00
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