KIBWORTH HARCOURT PARISH COUNCIL

Minutes of the Annual Parish Meeting held at the Grammar School Hall on Thursday 6th April 2017


Also present: Mrs F. Webster (Clerk), Ms. D. Baxter (Tree Warden) and Mr. T. Masters.

1. 001/17 Apologies for absence
    No apologies were received.

2. 002/17 Local Policing Report
    No police representative present.

3. 003/17 Annual Report from Tree Warden
    A report was received from Diana Baxter – see appendix 1.

4. 004/17 Annual Report from the Chair of the Council
    A report was received from Cllr. Feltham – see appendix 2.

5. 005/17 Annual Report from Kibworth Joint Burial Committee (KJBC)
    A report was received from Cllr. Bothwell – see appendix 3.

6. 006/17 Annual Report from Kibworth Joint Recreation Committee (KJRC)
    A report was received from Cllr. Freestone – see appendix 4.

7. 007/17 Annual Report from the Village Hall Committee
    Cllr. Feltham confirmed that the village hall has a good level of reserves and has made a profit over the last year. The Committee is planning film nights.

8. 008/17 Annual Report from the Grammar School Hall
    Cllr. Freestone confirmed that over the past 12 months there has been a continuous programme of maintenance and improvement. Bookings remain fairly static with Affinity continuing to be the biggest user of the premises. However the range of groups using the facilities highlights the value of the hall to the local community.

    There has been a small surplus of income over expenditure with the trustees continuing to seek to minimise costs. To this end the installation of solar panels is actively being investigated.

    The AGM of the trust takes place on 12th April to which all parishioners are invited. The formal annual report and accounts will be presented at that meeting.

9. 009/17 Finance Report
    The Clerk advised that the end of year accounts will shortly be available. The
Council continues to maintain a healthy level of reserves. Larger one-off items of expenditure in the 2016-17 financial year included set up costs for the new website and payments to fund the Neighbourhood Plan. A VAT reclaim was submitted on 1st April.

10. 010/17  The next Annual Parish meeting will take place in April 2018.
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Also present: Mrs F. Webster (Clerk), Ms. D. Baxter (Tree Warden) and Mr. T. Masters.

1. 011/17 Apologies for absence
None received.

2. 012/17 Declarations of personal and pecuniary interest for items included on the agenda.
None received.

3. 013/17 To approve the minutes of the meeting held on the 2nd March 2017.
It was resolved to approve the minutes and authorise the Chair to sign them as an accurate record of the meeting. This was proposed by Cllr. Bothwell and seconded by Cllr. Freestone.

4. 014/17 Public Participation Session
No comments received.

5. 015/17 Report from Local Police
No police representatives present. Cllr. Christoforou noted reports of several car burglaries with concerns that they could be linked.

Report from Tree Warden
No further report.

Report from District and County Councillors
County Cllr. Feltham confirmed that there is a County Council election on 4th May and that he would again be standing as a County Councillor candidate for Gartree.

Joint Burial Committee
No further report.

Joint Recreation Committee
No further report.

Grammar School Hall
No further report.
Village Hall
No further report.

6. 016/17 It was resolved, proposed by Cllr. Feltham and seconded by Cllr. Christoforou, to agree, as recommended by the Kibworth Joint Recreation Committee, not to accept the current proposal by David Wilson Homes for the adoption of the Public Open Spaces and balancing lagoons on KB/1.

Cllr. Freestone noted that the areas concerned are not recreation areas and would generate a significant administrative burden. It was also noted that when the agreed funding runs out the associated costs will burden the taxpayer.

7. 017/17 Cllr. Freestone noted that all the recreation areas in the Kibworths are owned jointly or individually by the two Councils. Councillors therefore considered a proposal from KJRC that any rental income from recreation areas owned by the Parish Councils should be re-assigned to the KJRC to cover the cost of the management of the amenities. It was proposed by Cllr. Bothwell and seconded by Cllr. Feltham to accept this.

Cllr. Freestone cited previous issues over this matter as evidence of the importance of there being a clear audit trail for all formal decisions made in the context of a parish council meeting.

8. 018/17 Planning Applications
17/00219/TPO (76 Leicester Road)
It was proposed by Cllr. Bothwell and seconded by Cllr. Feltham, on the recommendations of the tree warden, to object to the reduction of T1 as it is not near the house and Cedar trees need to be protected as they are susceptible to disease. It was agreed not to object to the reduction of the other trees in the application.

17/00269/FUL (41 Main Street)
It was proposed by Cllr. Feltham and seconded by Cllr. Finlay to object to the application noting the lack of outside amenity and the fact that the application does not comply with Core Strategy Policies 17 and CS11.

16/02084/REM (land off Wistow Road)
It was proposed by Cllr. Feltham and seconded by Cllr. Bothwell to submit a comment noting the ongoing dangers presented to young families being required to cross Wistow Road or the A6 to access alternative play areas.

It was noted that Kibworth Harcourt Parish Council's submissions have been
accepted by LGBCE as the basis of the recommendations for most of the proposed wards in the central area of the district.

10. 020/17 To consider the future role of a Heritage Warden
Mr Masters confirmed his interest in the voluntary position of Heritage Warden. The Council discussed the responsibilities of the role and the parish council’s requirements. Mr. Masters noted the importance of maintaining the records of Kibworth Harcourt’s heritage and liaising with librarians and contacts such as Kibworth History Society and Kibworth Improvement Team. It was proposed by Cllr. Freestone and seconded by Cllr. Bothwell to nominate Mr. Masters as Heritage Warden.

11. 021/17 Jubilee Green
The Clerk reported that all is in good order. The Clerk was asked to confirm the availability of a spare key for the flag pole.

12. 022/17 Finance and Administration Matters
- It was resolved, proposed by Cllr. Freestone and seconded by Cllr. Bothwell to approve a parish council Training Policy, as drafted and circulated previously by the Clerk.

- It was resolved, proposed by Cllr. Feltham and seconded by Cllr. Christoforou to approve the Clerk’s timesheet, claim for overtime and contractual salary increment associated with time spent completing the Certificate in Local Council Administration.

- It was resolved, proposed by Cllr. Bothwell and seconded by Cllr. Feltham to approve the accounts and invoices for payment.

- It was resolved, proposed by Cllr. Bothwell and seconded by Cllr. Feltham to approve the petty cash record.

**Internal and External Audit:** the Council reviewed the external audit report from 2015-16, noting the recommendation that both parish councils should include accounting figures for the two joint committees. It was agreed to ask LRALC to advise on the status of the advice received and how to implement it.

The Council also reviewed the internal audit report from 2015-16, noting particularly the recommendation relating to requirement for an analysed payment schedule. The Council confirmed that appropriate action had been taken on all matters raised over the course of the financial year.

13. 023/17 Response to article in March edition of the *Kibworth & District Chronicle*
Councillors discussed the article submitted in the recent edition of the Chronicle. Cllr. Freestone suggested that a Parish Council response is not submitted as the Parish Council has dealt with the issue appropriately, as
recorded in the Parish Council minutes. It was agreed that the matter would be addressed in the next Clerk’s report to the May Chronicle and an appropriate wording would be agreed at the next meeting in May.

14. 024/17 Correspondence for Information
The Clerk raised matters received in recent correspondence including concerns that the safety of pedestrians and motorists is affected by the parking of a white van associated with Clarkes Accident Repair on New Road. Councillors noted that the vehicle is not parked illegally and that the Parish Council has already written to the owner asking that that they park elsewhere. Councillors recommended the parishioner contact Clarkes Accident Repair to make her concerns known.

The same resident has complained the footpath edgings between New Road and Braymish Close have been damaged and the Clerk has written to site managers Greenbelt requesting that they be repaired.

15. 025/17 Councillors’ Reports
Cllr. Freestone requested that in accordance with past convention the Parish Council write to the widow of past Councillor, Clive Kirkland.

Cllr. Freestone also noted the death of Joan Freeman, a Kibworth Beauchamp Parish Clerk and wife of long-standing Kibworth Harcourt Councillor Roger Freeman.

Cllr. Freestone requested that KJRC minutes are uploaded on the KHPC website.

Cllr. Freestone emphasised that all matters of Council business should be discussed at a public meeting. Discussions by email is pre-determination and Councillors are to be given the opportunity to modify opinions based on open public discussion.

16. 026/16 Date of Next Meeting:
Annual Meeting of the Parish Council - Thursday 4th May 2017

Signed:

Dated:
Appendices
2016-17 Annual Reports

Appendix 1
Annual Report from Diana Baxter, Kibworth Harcourt Tree Warden

This year I have read and commented on two planning applications that involved trees in the conservation area of Kibworth Harcourt.

I have monitored the health of trees in public places in the parish and have loosened the ties on several young trees on the David Wilson estate.

Hoping to encourage people to grow and plant oak trees for the National Forest in Leicestershire, Derbyshire and Staffordshire.

I contacted Kibworth Primary school and put up a display in the Kibworth library. Several people have informed me that they have made seedling pledges to the National forest scheme.

Recommendations:

To plant hawthorn whips in two places on the recreation ground to screen the fence and new houses.

Now that Kibworth has a web page on Nature Spot I think it would be a good idea to promote Nature Spot and encourage people to submit records of the wildlife seen in Kibworth. I would like to put up a display in the library and remind people by a regular mention in the Kibworth Chronical.

To create a small community orchard.

Diana Baxter
Appendix 2
Annual Report from the Chair of the Council

KHPC Chairman Report (2017)

Cllr Feltham summarised the key parish council activities and decisions during the busy year.

Appointments – Cllr Pauline Lindsay who had been co-opted in October 2015 sadly had to resign, as did Cllrs Lynne Beesley-Reynolds and Jane Taylor. The Heritage Warden, Following due process, we co-opted Sue Graves (June), Chris Christoforou (September) and Andrew Finlay (December) during the year.

Heritage Warden - Betty Ward was unable to attend any meetings during the year due to ill health, we didn’t seek to replace her until early 2017 and she sadly passed away in March 2017.

Tree Warden - Diane Baxter attended meetings as required to provide valuable input to council discussions on tree related activities.

Committees & Councillors – Representatives give monthly reports on the activities of the joint parish council committees, Kibworth Grammar School Hall and the Village Hall. District and County Councillors give verbal reports when attending our meetings.

Police – We continue to have reports of incidents, verbal occasionally, from the local police.

Parish Clerk – Frances Webster, after extensive training during the year, has been awarded the CiLCA (Certificate in Local Council Administration) qualification. This helps the clerk be more aware of the law and procedures governing councils, as well as checking her competence to manage finances and other activities.

Parish Council Business

Following the decision to move monthly parish council meetings from Tuesdays to Thursdays in 2015, we continued this change in order to enable Parish Councillors to represent Kibworth Harcourt at Planning Committee meetings at Harborough District Council, which are scheduled for the first Tuesday of each month.

Once again the parish councillors and clerk carried out a parish walk on the date of the July meeting


Members of the public attended several parish council meetings to raise issues including anti-social behaviour on the Kibworth Meadows estate, Arriva X3 buses (a petition was presented to the Harborough Highways Forum in July 2016, with follow up report turning down the requested changes in October), street lighting, A6 traffic and play areas, including after consultation with neighbouring properties, the council agreeing not to have the Thackney Leys
LEAP implemented but to request that the developer contribute the funds to the KJRC, which they agreed.

After the parish clerk had obtained details and published tender documents for a three year grass cutting contract, a decision was made in April 2016 to award the contract to Spendlove Contractors.

The council did not take up the offer from David Wilson Homes to maintain the public open spaces on the Kibworth Meadows estate, and as it also involved Kibworth Beauchamp Parish Council, it was passed to the KJRC for their recommendations.

Cllr Bothwell worked with LCC Highways on a scheme to improve traffic flow at Marsh Drive, but the high cost means this needs further work or alternative sources of funding.

Cllr Feltham had been working with HDC on the air quality along the A6, specifically nitrogen dioxide levels which for 2016 were well over the $40 \mu g/m^3$ EU threshold. HDC are due to report in June after further modelling work.

There were regular reports on the progress made by the Kibworth Neighbourhood Planning Group including finances. The council approved versions for both Regulation 14 and 16 consultations. It is hoped that the referendum will be held later in 2017.

Although Kibworth Library lies in Kibworth Beauchamp and the lease is held by KBPC, the council was kept informed of progress of the successful Community Library project throughout the year.

The former Rose & Crown site (Raithas) was purchased by Central England Co-operative Society in 2015 but has become an eyesore, and so it is good to know that the site has now been re-sold although at the time of this report, the developer is not known nor are their plans for the site.

The council responded to the consultation on HDC ward boundaries, with many of the council’s recommendations being included in the draft recommendations by LGBCE in March 2017.

The budget requirement and precept for 2017/18 was confirmed as £38,093. A 4.7% increase in council tax was agreed to cover the extra money needed to fund the two Joint Committees.

**Planning** A key strategic issue during the year has been the HDC options for locating a strategic development area (SDA) for thousands of houses. After various viability assessments, the HDC Local Plan Executive Advisory group in September confirmed their recommendation for East of the M1 at Lutterworth as their preferred option, with a site at Scraptoft as the reserve site. At the time of writing this report, the Kibworth SDA with a bypass being proposed by Merton College and others is not one of the options, but this may change.

Cllr. Feltham noted that the Council objected to 16/00833/VAC (working hours - approved), 16/01184/FUL (behind 41 Main St, outside limits of development - withdrawn), 16/01445/FUL (garden wall on A6 – no decision), 16/10754/FUL (land behind 6 Marsh Drive – subsequently approved by HDC), 16/02084/FUL (corner of Wistow Road and A6) and 16/02068/FUL.
(Windmill Farm). The council gave a neutral comment to 16/01549/FUL (Bridge House, Wistow Road, now withdrawn).

A jointly funded (by LCC & HDC) Cumulative Impact Traffic Study confirmed that the A6 is already well above capacity but is not yet deemed to be severe. However mitigation measures are necessary at three A6 junctions: Wistow Road roundabout, Church Road/Marsh Drive and New Road.; no confirmed details have yet been received from Highways on timescales or design.

**A community activity** – The Council is responsible for Jubilee Green on Main Street, and receives regular reports on the condition of the park including the play equipment, benches, tables & trees.

The council once more supported the annual KH Christmas Tree Lighting event in December.

**Publicity** - Summary reports of the monthly parish council meetings continue to be published in the Kibworth & District Chronicle. The KHPC website is now supported by 2Commune and is regularly updated by the clerk and includes news, agendas and minutes, when approved. The council agreed to the use of a logo on letterheads and the website based on the village sign donated by Betty Ward.

The KHPC Twitter account (@kibworthharpc) has increased the number of followers by 90.

**Conclusion**

Cllr Feltham thanked his fellow councillors, the clerk and tree warden for their continued support and wished the council well in their activities for the coming year.
The Committee has welcomed several new members from both Parish Councils in recent months and is continuing to work hard to ensure the cemetery, Lychgate and grounds remain well-maintained and an asset to the local community. The standard of grounds maintenance in recent months has been excellent and the Committee’s finances for 2016-17 demonstrate a higher than usual level of receipts for plot sales in both the Lilac Burial and Lilac Cremation areas.

The Committee is pleased to report that the cemetery-wide memorial inspection project is well underway. The project was undertaken to comply with current health and safety guidance issued by the Ministry of Justice and Local Government Ombudsman to ensure the safety of members of the public and contractors working at the cemetery. Any memorials found to be unstable were staked and significant efforts have been made to contact the families of all affected memorials to arrange repair works. An application has been submitted to Harborough District Council’s s.106 Community Facilities fund to cover the costs of restoration works to those memorials where family members cannot be traced or have refused to undertake repair works.

The Committee will have to obtain permissions from the Diocesan Advisory Committee if it wishes to undertake repair works to memorials on consecrated ground and the Committee is due to make a decision on how to deal with all unrepaired memorials over the course of the next few months.

The Committee has recently increased its fees and updated the Cemetery Regulations. Continued work is being undertaken by the Clerk to ensure that an up-to-date electronic register of plot owners is maintained going forwards and the Committee has accordingly introduced a new fee of £25 for the Transfer of Ownership of a burial plot.

Work is underway to map out the Natural Burial Area and the Committee is awaiting further information on the land drainage system of the site before agreeing a final scheme. A GPS tracking system with associated software has been purchased and is ready to use to enable burial plots in the natural burial area to be precisely recorded and identified. The Committee is also looking into obtaining funding for the planting of 18 new trees at the cemetery.

P Bothwell
Appendix 4
Annual Report from Kibworth Joint Recreation Committee

JOINT RECREATION COMMITTEE 2016/17

In general terms the past year has been one of continued maintenance of existing facilities and planning for the future. The committee experienced some difficulty in ensuring meetings were quorate but the recent decision to revert to the original councillor representation should address this issue.
The budget for 2017/18 was increased by £5,000 to ensure the continued development of all areas in line with the agreed plan.

WARWICK ROAD
Work has commenced on the boundary hedges. The refurbishment of the car park has been delayed due to further work being scheduled to create a connecting footpath to Dairy Way and the primary school. This work will be co-ordinated to minimise disruption.
The play area has been refurbished which should extend the life of the equipment.
There continues to be queries and some complaints from the area’s new neighbours, both on Dairy Way and Longbreach which it is hoped will reduce once all building on KB/1 is completed and residents understand the value of this facility to all parishioners.
The outcome of the appeal by DWH in respect of the land below the skate park is awaited.

SMEETON ROAD
Following the completion of the new court by the Tennis Club there has been some remedial work required, particularly between the new and existing court. Over winter this area is now much improved although a small boggy area remains. KBPC have negotiated a new lease with the club.

There have been no issues at Rookery Close or Larkswood.

Barbara Freestone Chair JRC