



DES福德 PARISH COUNCIL MEETING

Held on Wednesday 17th January 2024 at 7:30pm at Desford Library

DRAFT MINUTES

In Attendance:

Desford Parish Council – Cllr G Eldridge, (Acting Chair), Cllr C Crane, Cllrs P Crane, Cllr Oakes, Cllr B Treadwell, Cllr P Treadwell, Cllr Rood and Cllr Vavasour also Pip Gould (Clerk to the Council) and Julie Frost (Admin Assistant)

Also present: County Councillor Peter Bedford and Borough Councillors Joyce Crooks and Mark Bools.

1. Apologies To note apologies and valid reasons.

It was **Resolved** to accept apologies and valid reasons from Cllr Cosgrove, Cllr McMillan and Cllr Lockley.

2. Declarations of Interest

Cllr P Treadwell and Cllr B Treadwell declared an interest in a planning application.

3. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 13th December 2023

It was **Resolved**: to accept and sign the minutes as a true record.

4. County and Borough Council Reports.

The Main points:

- CC Peter Bedford detailed that County Flooding issues are being discussed.
- Borough Councillors are dealing with an ongoing sewerage problem on Peckleton Lane and addressing the issues relating to parking on grass verges.

5. Parishioners Participation

None

6. Updates and recommendations from Working Groups:

- a) **DiB WG:** **8th January 2024**
 - Requested a planter purchased
- b) **Procurement WG:** **No meeting**
- c) **Procedures WG:** **No meeting**
- d) **Allotments WG:** **No meeting**
- e) **Cemetery WG:** **11th January 2024**
 - Cemetery Regulations and fees to be updated
- f) **Heritage WG:** **4th January 2024**
- g) **Staffing WG:** **No meeting**
- h) **DNP WG:** **11th January 2024**
 - NPPF has approved the five-year protection framework for the Desford Neighbourhood plan.
 - SEA is still pending and likely to be 3 months before it is approved.

7. To receive and consider the recommendations of the Resources Committee meeting held on 10th January 2024, including consideration of the Councils Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.
- To receive bank statements for December 2023.
Council received, considered, and **approved** the bank statements.
 - To recommend payment of invoices and receive and approve the Cashbook statement up to the end of December 2023.
Council noted the cashbook statement up to the end of December 2023 and **resolved** to approve the payment of invoices.

Payments for approval in January 2024				
Debits that will be paid from account ...515 in January				
Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Furniture@Work Ltd - Meeting Desk Desk	£107.00	£21.40	£128.40	8
	£136.31	£25.66	£161.97	
DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - December	£2,474.52	£0.00	£2,474.52	28
Payment to HMRC for Tax and NI relating to December salaries	£395.58	£0.00	£395.58	29
NEST Pensions (Employer and Employee contributions) December	£93.23	£0.00	£93.23	31
Waterplus - Allotments Water	£0.00	£0.00	£0.00	19B
Waterplus - Cemetery Water	£15.14	£3.03	£18.17	19A
GoCardless Wemtech - Monthly Office 365 Fees	£42.90	£8.58	£51.48	5
Npower Street Lighting - Inv 09358133 01 to 31 Dec 2023	£258.52	£12.93	£271.45	21
R&CA Advisory (Book-keeper) December 2023 Invoice 23022	£96.25	£0.00	£96.25	33
M&BG Ltd (Grounds Maintenance monthly invoice 9)	£2,009.67	£401.93	£2,411.60	11A
TP Jones & Co LLP - Payroll Inv TPJ/P1584	£54.50	£10.90	£65.40	34
HBBC - May 2023 Election Costs Inv 4003084337	£155.94	£0.00	£155.94	10
HBBC - Trade Waste Collections Inv 40030686833	£234.00	£0.00	£234.00	20
Viking - Table/Desk Inv 3501777 Deputy Clerk	£62.40	£12.48	£74.88	8
Your Locale YL/DPCR/06 - meeting with Luke Evans MP	250.00	50.00	300.00	41
Burial Officer Dec/Jan Mileage	22.05	0.00	22.05	30
Clerk Expenses Dec-Jan Mileage	12.60	0.00	12.60	30
Clerk Expenses Dec-Jan Key Cutting	18.00	0.00	18.00	8
Handyman Dec costs	30.00	0.00	30.00	32
Desford Library Community Hub Rent/Grant 23-24	6000.00	0.00	6000.00	41
CFS Computers Call out for Deputy Clerks Computer	65.00	0.00	65.00	3
BT Invoice	53.72	10.74	64.46	9
	£12,344.02	£510.59	£12,854.61	
DESFORD IN BLOOM				
HBBC - Additional Wheelie Bins for Christmas Event Inv 9003085750	£131.54	£26.31	£157.85	DIB

Desford Parish Council - 10 January 2024		Cashbook		
Accounts and Invoices for Recommendation to Council				
Opening Balances 01st December 2023		Projects & Grants Reserve Account ... 253		£7,964.19
		Current Account ... 087		£50,668.21
		Debit Card Account ... 515		£97.92
		Precept Reserve Account ... 072		£118,152.43
			TOTAL DPC=	£176,882.75
		Desford in Bloom Account ... 064		£51,581.41
		DiB Petty Cash		£53.48
			TOTAL =	£228,517.64
Transactions in Current Account ..087 in December				Budget Line
Payment to BT (Direct Debit)			-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)			-£9.16	19A
Waterplus - Allotments Water			-£38.22	19B
NEST Pension Payments Covering November 2023			-£154.81	31
Payment to Npower for Street Lighting(Direct Debit)			£0.00	21
Payment to Go Cardless Wem Tech			£0.00	5
Payments in the form of 11 BACS Payments (refer to Bank Statement)			-£7,721.34	
NM Daughters Ltd - Charges for Defibrillator at Post Office			-£75.00	12
HMRC PAYE/NIC Payment covering November			-£977.49	29
HSBC Bank Account Fees			-£11.00	6
Allotment Income			£1,001.00	59
Cemetery Income			£435.00	60
Transfer to Debit Card Account ...515			-£1,000.00	
			Total =	-£8,615.48
Transactions of ..515 (Debit Card Account) December				
	Transaction exc vat	VAT	Transaction total	
Zoom Monthly Subscription	-£12.99	-£2.60	-£15.59	4
Terrain - H&S advisors	-£8.33	-£1.66	-£9.99	35
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	6
Furniture@Work Ltd - Meeting Desk Desk	-£107.00	-£21.40	-£128.40	8
Transfers from Current Account ...087			£1,000.00	
	Total	-£136.32	-£25.66	£838.02
Transactions for Projects & Grants Reserve Account ..253 December				
Gross Interest Received			£38.41	58
			Account Balance =	£8,002.60
Transactions for Precept Reserve Account ..072 December				
Gross Interest Received			£196.68	58
			Account Balance =	£118,349.11
Transactions DiB Account ...064 December				
	Transaction exc vat	VAT	Transaction total	
DiB Donations & Grants			£10.00	
Heritage Donations & Income			£4,149.53	
Undefined Donations & Grants				
Heritage Christmas Stall Receipts				
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	
Karen Wakefield - Expenses	-£242.77		-£242.77	
Mrs CA Hutton - Heritage Expenses	-£145.46		-£145.46	
Relentless Events - Heritage Inv 105	-£150.00		-£150.00	
Mrs KH Twitchen - Heritage Expenses	-£41.98		-£41.98	
R G Distribution - Heritage Inv 014200	-£311.04		-£311.04	
Benji Williams - Heritage Inv 1022	-£400.00		-£400.00	
			Account Balance =	
Council Funds at 31st December 2023				
		Projects & Grants Reserve Account ... 253		£8,002.60
		Current Account ... 087		£42,052.73
		Debit Card Account ... 515		£935.94
		Precept Reserve Account ... 072		£118,349.11
			TOTAL DPC=	£169,340.38
	3			
	DiB Funds total = £32,811.96 plus PC of £108.48	Desford in Bloom & Heritage ... 064		£54,431.69
	Heritage Funds total = £21,619.73	Petty Cash DiB		£108.48
			TOTAL =	£223,880.55

c. **To receive and note the Parish Council Income and Expenditure and Financial Summary of budgetary analysis up to the end of December 2023**

The Clerk presented additional budgetary analysis and there followed an in-depth budgetary analysis discussion and normal expenditure was as expected.

The Council considered and noted the income and expenditure for the month and compared month and year to date figures against the budget and **approved** this item.

7.1 To consider the draft budget for 2024/25 as recommended by the Resources Committee

Desford Parish Council		
DRAFT EXPENSES/ REVENUE BUDGET FOR 2024/25		
	Proposed Budgets for 2024/2025	
G & A - Administration	£25,720.00	
G & A Office running Costs	£13,000.00	
G & A Staff and Training and Councillor Costs	£55,000.00	
Grounds and Building Maintenance Costs	£70,950.00	
Cemetery Costs	£2,300.00	
Allotment Costs	£2,780.00	
Miscellaneous Costs inc NHP, Community Support etc	£6,900.00	
Project & Ear Marked Funds	£6,000.00	
Total Expenditure	£182,650.00	
INCOME/Receipts from Allotments/Cemetery and Interest		
Total Receipts	£6,870.00	Expenses Less Income
Expenditure less Income	£175,780.00	£175,780.00

Council received, considered, and **resolved** to **approve** the budgeted expenditure less income for 2024/2025 at **£175,780.00**. **Local Government Act 1972, s.111**

7.2 To consider the recommendation from the Resources Committee regarding the Parish Council element of the Council Tax for 2024/25

Expenditure has been better than expected due to careful budgeting and cost savings made throughout the year. The spend on projects was reduced to compensate for the increased expenses incurred to fight the Davidsons appeal. Income was improved mainly due to better-than-expected income from cemetery fees. Therefore, an overall gain of £31,047.

The Clerk would expect the council to have reserves of £125,000 at the end of the financial year. This would equate to £88,500 precept reserve with earmarked funds of £20,000 for legal fees and earmarked funds of

£7,500 for Lottery Botcheston village hall project. A remaining amount of £9,000 would be available for contingency/projects.

HBBC have informed us that the Tax base for 24/25 will be increased to £1,786.00 (figure based on additional Band D properties) This is a new build increase of only £32.80 from 23/24.

			Increase to Precept in £	Tax Base	Band D Council Tax	Difference in Annual Costs 22-23 to 23-24	Difference in Monthly Band D CT Costs	New Builds increase
Precept for 2023-2024	£154,153.06			£1,753.20	£87.93			32.8
Precept for 2024-25 with 14% increase	£177,073.41	£22,920.35	£1,786.00	£99.15	£11.22	£0.93		
Predicted Reserves at end of March 2024	£125,000							
Proposed Budget for 2024/25	£175,780							
New Properties 24/25								
Total Properties added	101							
Band D	7							

It was proposed that an increase of 14% which equates to less than £1 per month on Band D properties would be Recommended to Full Council for consideration.

Councillors **resolved** to approve the **Precept figure of 14% for 2024/2025** a total of **£177,073.41 Local Government Finance Act 1992, s41**

7.3 To consider and approve the new Grounds Maintenance contract.

Five Contractors were approached to quote for the Parish 2024-2027 Grounds Maintenance Contract, only one contractor responded.

M & BG provided a 52-page tender document which adequately covered all aspects of the Parish requirements as set out in the tender document for the next three years and additionally offering a new photographic scheduling portal to enable the Clerk to view photographs of all areas of the Parish before and after scheduled maintenance.

Councillors resolved to appoint M&BG Ltd as the Parish Grounds Maintenance provider from 1 April 2024 to 31st March 2027 for the contract sum of £28,050.00 per annum. **Public Health Act 1875, section 164; LGA 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44**

8. To receive the minutes of the Planning Committee held on 8th January 2024 and an Update on any applications received since that meeting. **Town and Country Planning Act 1990, sch 1, paragraph 8**

Planning applications 13th December – 8th January

- 1. Ref:** 23/01185/HOU 9 Norfolk Road, Desford
Details: Single storey extension to replace existing conservatory
Decision: no objection
- 2. Ref:** 23/01034/TPO Desford Hall, Leicester Lane, Desford
Details: Oak trees (T1-T6) - Remove the larger lower limbs of 3 x Oak Trees that are overhanging the telegraph wires and service road, to avoid damage to wires should the limbs fail, plus lift the overhanging canopy of all Oak trees along Hollows Park Road that are growing on Desford Halls grounds. Removal to be carried out for limbs up to 12 metres above ground level, to provide sufficient clearance for vehicles and telegraph wires.
Decision: no objection
- 3. Ref:** 23/01161/HOU 4 Polebrook Mews, Spinney Drive, Botcheston
Details: Two storey side and front extensions and alterations to dwelling
Decision: no objection
- 4. Ref:** 23/01215/TPO Pickard Recreation Ground, Desford
Details: Work to trees
Decision: no objection
- 5. Ref:** 23/01195/FUL land north-east of The Hovel, Spinney Drive, Botcheston
Details: Proposed dwelling with detached garage and creation of new access (Resubmission 22/01071/FUL)
Decision: no objection
- 6. Ref:** 23/01196/HOU 29 Willow Street, Desford
Details: First floor extension and new roof to front porch
Decision: no objection
- 7. Ref:** 23/01218/FUL Hill Farm, Markfield Lane, Botcheston
Details: Conversion of agricultural building to dwelling and access
Decision: object (as to previous applications) on grounds of in open countryside
- 8. Ref:** 23/01115/HOU (Re-consultation) 56 High Street, Desford
Details: Creation of off-street car parking space and new retaining walls.
Decision: no objections
- 9. Ref:** 23/01245/HOU Wiseacre, Leicester Lane, Desford
Details: Raising of existing roof to create two storey property, single storey and two storey side, rear and front extensions, new boundary treatments and landscaping (Resubmission of 20/00870/FUL)
Decision: no objections
- 10. Ref:** 24/00024/TCA 19 Church Lane, Desford
Details: Work to trees
Decision: no objections

Notification of TPO

1. Ref: 23/00010/TPORD Barons Park Farm, Desford Lane, Kirby Muxloe

9. **Street Naming: to approval a street name for the development at Hill Farm, Markfield Lane, Botcheston.**

HBBC approached the Council regarding naming a new street on a development at Hill Farm. There were three names suggested.

Put forward/suggest

Councillors **resolved** to **approve** the name **Hill Farm Close**. Road Traffic Regulations Act 1984, s.72

10. 2-Commune Website providers' update

On Friday 5th January, 2Commune, a supplier of parish and town council web sites, announced that it is ceasing service as of 31 March 2024. 135 parishes in Leicestershire and Rutland use 2Commune. Current 2Commune customers were advised they could continue with their existing website, content, and web address beyond 31st March 2024 by becoming customers of Cuttlefish directly. There will be no change in functionality, look, content or pricing. It will be the same website.

Councillors **resolved** to approve a new contract with Cuttlefish for one year. **Local Government Act 1972 s142**

11. To receive an update from the Clerk

Transparency Code for Larger Councils

The council will need to adhere to the Transparency Code for Larger Councils from 1st April 2024.

The Clerk advised Councillors that they will be required to issue and adhere to the ICO Model Publication Scheme and as such the current Freedom of Information Policy will require updating. Details will be sent to the Procedures WG.

Additionally, Council is also required to issue a Biodiversity Policy, and this has been referred to the Procedures WG.

The Clerk's Office is preparing a Document Retention Policy to present to Procedures Working Group.

Adobe Pro

The Clerks Office requires Adobe Pro to adequately redact information from sensitive paperwork and other documents.

Adobe Pro is required for this feature and will cost £19.97 per month inc VAT or if purchased for the year savings of up to 33% may be available.

Councillors **resolved** to approve the purchase of Adobe Pro by the most cost-effective method.

12. Information from Councillors (not for debate or decision)

The Meeting closed at 20.45pm

Chair

Date