

MINUTES OF THE COUNCIL MEETING  
HELD ON MONDAY 13 JULY 2020 AT 7 PM VIA ZOOM

PRESENT

Councillors: E. Benner (Chairman)  
E. Blackshaw, P. Harris, S. Haywood, S. Holyoake,  
M. Lemon, C. O'Neill, M. Pirt

Borough Councillors J. Capleton, L. Harper-Davies  
County Councillor P. Osborne

Parish Clerk

6 Members of the Public

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53. CHAIRMAN'S REMARKS

None. The Clerk updated Members on the latest news in respect of Councillor F. Newitt.

54. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Lackey, F. Newitt, K. Phillips and K. Walker and Borough Councillor R. Shepherd.

55. DECLARATION OF INTERESTS

Councillor M. Pirt declared an interest in Agenda item 11 – Code of Conduct Complaint and Councillor C. O'Neill declared an interest in Agenda item 15 – Community Craft Project.

56. PUBLIC PARTICIPATION

No matters were raised.

57. MINUTES

The Minutes of the Extra-Ordinary meeting held on 7 July 2020 were confirmed as being a true record and authorised to be signed by the Chairman.

58. REPORT OF THE POLICE

No representative of the Police was in attendance. Members requested the Clerk to request the latest crime statistics for the Parish particularly as there appeared to be an increase in burglaries.

59. BOROUGH AND COUNTY COUNCILLOR REPORTS

Councillor J. Capleton reported that there was very little to report from the Borough Council except to say that the Council had distributed Co-vid grants of £1.65M to 185 businesses. He referred to the Loughborough Town Centre had been awarded £750,000 for improvements to the High Street. Parking Charges in the town had been suspended until July. He referred to the Horsefair due to be held in August and confirmed that this matter was now being dealt with by various agencies. The Council were due to consider grants for alleviating pollution, for example, electric scooters and cycles.

County Councillor P. Osborne reported on the ongoing financial challenges at the County Council particularly in view of the Co-vid 19 pandemic and the increase in support being provided particularly in adult social care. He referred to the County Council's ongoing consultation with Government on its proposals for re-organisation that should this go ahead would pass more powers/responsibilities to Parishes to deliver some services. Reference was also made to the weekly numbers of covid 19 cases.

RESOLVED that the reports be noted.

60. CEMETERY GRAVE DIGGING POLICY AND PROCEDURE

Further to the meeting of the Cemetery, Conservation and Environment Committee held on 22 June 2020, the Clerk submitted, for approval and adoption, a draft Cemetery Grave Digging Policy and Procedure (copies of which had previously been circulated to Members).

RESOLVED that

(a) the draft Grave Digging Policy and Procedure be approved and adopted subject to the inclusion of the requirement for skills identity cards to be provided.

(b) the Clerk circulate a copy of the Policy and Procedure to all grave diggers operating in the Mountsorrel Cemetery and funeral directors.

(Councillor M. Lemon here left the meeting

(Councillor K. Phillips here joined the meeting)

61. MEMORIAL CENTRE RE-OPENING

The Clerk submitted a report and recommendations on the proposed re-opening of the Centre (copies of which had previously been circulated to Members).

RESOLVED

- (a) The Centre Manager be returned from furlough with effect from 20 July 2020, working from home whenever possible
- (b) The Centre Manager be requested to produce a financial risk assessment and Covid 19 risk assessment for submission to the Memorial Centre Committee on 24 August 2020
- (c) The Centre Manager be requested to provide a weekly report on his activities to the Clerk for circulation to Members.
- (d) The Centre Manager Scheme of Delegations be suspended until further notice. All expenditure to be referred to the Clerk for approval.
- (e) The Operations Supervisor be returned from furlough with effect from 1 August 2020 for an initial 20 hours per week
- (f) The Sales/Marketing Assistant be returned from furlough with effect from 1 August 2020 for an initial 20 hours per week (working from home)
- (g) The Operations Supervisor and Sales/Marketing Assistant to provide a weekly report on their activities to the Clerk for circulation to Members
- (h) Consideration of recommendations 4 to 7 be deferred until the meeting of the Memorial Centre Committee on 24 August 2020.

62. CODE OF CONDUCT CONSULTATION

The Clerk submitted the Local Government Association's revised draft Members Code of Conduct with a view to making any comments (copies of which had previously been circulated to Members) and advised that the consultation period concluded on 17 August 2020.

RESOLVED that the report be noted and that any Members who had any specific comments to make should send them to the Clerk.

63. MEMBER COMPLAINT – COUNCILLOR M PIRT

The Clerk submitted the report of the Monitoring Officer on the outcome of a Code of Conduct complaint against Councillor M. Pirt (copies of which had previously been circulated to Members) and advised that the Monitoring Officer had concluded that there was no further action to be taken.

RESOLVED that the report be noted.

64. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020

Further to Minute 40,

- (i) the Clerk

(a) submitted the Annual Governance and Accountability Return for 2019/20 (copies of which had previously been circulated to Members);

(b) reported that the additional information requested from the internal auditor had been circulated to Members together with a copy of the current guidance.

(ii) Councillor S. Holyoake, who had raised concerns regarding the Return, confirmed that as the audit had taken place prior to the production of the Peer Review Report, the Return for 2019/20 could now be approved.

RESOLVED that

(1) The Annual Governance Statement for 2019/20 be approved and authorised to be signed by the Chairman and the Clerk as the Council's Responsible Financial Officer

(2) The Accounting Statements for 2019/20 be approved and authorised to be signed by the Chairman and the Clerk as the Council's Responsible Financial Officer.

65. INTERNAL AUDIT SERVICE

Further to Minutes 18 and 41, the Council considered the quotations received for the provision of its internal audit service for 2020/21.

RESOLVED that Messrs Redwood Prior be appointed as the Council's Internal Audit Service provider for 2020/21

66. EXPENDITURE APPROVAL – 8 JUNE – 13 JULY 2020

The Clerk submitted, for approval, the following list of expenditure for the period 8 June to 13 July 2020 (copies of which had previously been circulated to Members)

RESOLVED that the following list of expenditure be approved:

PARISH COUNCIL

DATE	METHOD	INVOICE NO	PAYEE	AMOUNT	DESCRIPTION
14.07.20	DD	9603554X	Charnwood BC	59.00	NNDR – Parish Rooms
04.06.20	BACS	566	Redwood Pryor	597.24	Audit Fees
13.06.20	DD	214869330	Total Gas & Power	18.27	Electric – War Memorial
13.06.20	DD	214869363	Total Gas & Power	38.61	Electric – Halstead Rd Pav
13.06.20	DD	214869341	Total Gas & Power	44.54	Electric – Parish Rooms
24.06.20	BACS	40076315	Charnwood BC	75.00	Rent – Allotment Site
10.06.20	BACS	1151100956	Konica Minolta	128.45	Photocopying Charges
10.06.20	BACS	1151121124	Konica Minolta	72.47	Lease Payment - Photocopier
15.06.20	BACS	6150	Heartbeat Trust	2706.00	Defib – Cromwell Rd Shops
03.07.20	DD	65918651	02	123.22	Mobile Phone Contract - June
22.06.20	BACS	67481353	PHS Group	2441.56	Floral Basket Contract

05.09.19	BACS	66900447	PHS Group	317.99	Floral Basket Contract – August to November 2019
01.07.20	SO	40086738	Charnwood B.C.	807.50	Rent – Halstead Road
01.07.20	BACS	Contract	Sportsground Maint	2165.00	Grounds Maintenance Contract
18.06.20	BACS	19/997	LRALC	80.00	Chairman’s Training
29.06.20	BACS	0677	Intratest	1050.00	Lighting Col Structural Testing
02.07.20	BACS	20	LRYFS	1666.67	Youth Service Provision
06.06.20	DD	MO16C8	BT	115.56	Telephone Charges – Office
18.06.20	DD	Q008G8	BT	192.20	Broadband Charges – Office
21.05.20	BACS	Council Minute 68/19	Labosports	654.00	Cufflins Park/Halstead Road – Ball Strike Assessment
03.07.20	BACS	Council Minute – 68/19	WYG Environment	3750.00	Cufflins Park/Halstead Road – Ecology Survey
03.07.20	BACS	Council Minute – 68/19	ADC Infrastructure	4000.00	Cufflins Park/Halstead Road – Transport Survey
24.07.20	BACS	Salaries	Monthly Salaries	6655.01	Monthly Salaries
06.07.20	DD	M017GL	B.T.	115.18	Telephone Charges – Office
01.06.20	BACS	991220840	Abel Alarm	207.60	Alarm Support 20/21 – Halstead Road Pavilion
03.07.20	DD	Credit Card	Nat West	18.86	Zoom Subscription - £14.39 Latex Gloves - £4.47
01.07.20	BACS	511	The Paper Shop	57.95	Library Papers - March 2020
30.06.20	BACS	917	WDA Planning	1500.00	Consultant Fees
12.07.20	DD	217038453	Total Gas & Power	13.61	Electric – Cemetery
12.07.20	DD	217038475	Total Gas & Power	39.51	Electric – Halstead Rd Pavilion
12.07.20	DD	217038520	Total Gas & Power	44.47	Electric – Parish Office
12.07.20	DD	217038552	Total Gas & Power	17.88	Electric – War Memorial

### MEMORIAL CENTRE

DATE	METHOD	INVOICE NO	PAYEE	AMOUNT	DESCRIPTION
30.06.20	DD	Contract	Berry Marketing	68.00	Advertising Contract
26.06.20	DD	Contract	ELAS Business	111.60	Risk Contract
01.07.20	BACS	96273242	Charnwood BC	296.60	NNDR – Unit B
11.07.20	DD	5021642	Macquarie Corporate	237.59	EPOS rental
17.06.20	DD	M021ZX	British Telecom	15.60	Telephone Charges
30.06.20	DD	376804	A.E. Burgess & Son	110.44	Waste Contract
22.06.20	BACS	362360925	Shindler	87.60	Lift Service
13.06.20	DD	2148692320	Total Gas & Power	696.69	Electric – May
29.06.20	BACS	27098	BHW	519.00	Legal Fees – Unit B
26.06.20	BACS	MMC11	J Cladingboel	76.00	Microphone Repair
25.05.20	BACS	Refunds	Various	221.50	Ticket Refunds
24.07.20	BACS	Salaries	Monthly Salaries	9245.33	Monthly Salaries
03.07.20	DD	Credit Card	Nat West	9.99	Spotify Sub - £9.99
01.07.20	BACS	4188	APB Property Consult	840.00	Legal Fees – Lease Unit b
30.06.20	DD	112332310	Worldpay	15.00	Credit Card Charges
30.06.20	DD	112435274	Worldpay	67.80	Credit Card Charges

30.06.20	DD	112253005	Worldpay	39.54	Credit Card Charges
06.12.20	DD	113040926	Worldpay	-15.00	Credit Card Refund
06.12.20	DD	113031958	Worldpay	-15.00	Credit Card Refund
12.07.20	DD	217044151	Total Gas & Power	610.25	Electric – MMC – June

(Councillor O’Neill here left the meeting)

67. COMMUNITY CRAFT PROJECT

- (a) The Clerk submitted the request received for a financial contribution towards the cost of producing a community quilt (copies of which had previously been circulated to Members).
- (b) Members requested that the Clerk contact the applicant to ascertain whether the applicant would be prepared to re-consider the recipient of any monies raised and suggested several alternatives.

RESOLVED that the request be referred to the next meeting of the Finance and General Purposes Committee but in the meantime the Clerk contact the applicant regarding the recipient of any monies raised.

(Councillor O’Neill here re-entered the meeting)

68. RURAL SERVICES NETWORK

The Clerk submitted the proposals of the Rural Services Network to establish a Rural Market Towns Group (copies of which had previously been circulated to Members) and the request of the Network to join the Group at an annual cost of £130.00

RESOLVED that no further action be taken.

69. TWINNING

The Clerk submitted the request of the Chateaux de Montsoreau-Musee d’art contemporain Passage du Marquis de Goffre regarding the possibility of a twinning arrangement (copies of which had previously been circulated to Members).

RESOLVED that the principle of a twinning arrangement be agreed subject to additional information being obtained on the proposals and any cost implications.

70. REMEMBRANCE DAY PARADES AND SERVICES

The Clerk submitted the letter received from The Royal British Legion on the future of Remembrance Day Parades and Services (copies of which had previously been circulated to Members).

RESOLVED that the Council agreed to enter into discussions with the Royal British Legion and appointed Councillor S Haywood, at its Armed Forces Champion, lead Member and the Clerk to progress the matter with a view to reporting back to the next Council meeting.

71. ACTIVE HOLIDAY CLUBS FOR CHILDREN

The Clerk submitted the proposals of Finding Fitness Limited for the setting up of Active Holiday Clubs for children during the school holidays (copies of which had previously been circulated to Members).

PLRESOLVED that consideration of this matter be deferred until 2021 in view of the short time frame in which to implement any scheme for 2020.

72. RECREATION AND AMENITIES COMMITTEE – 2 JUNE 2020

The Clerk submitted, for approval, the following Minutes of the meeting of the Council's Recreation and Amenities Committee held on 2 June 2020 (copies of which had previously been circulated to Members):

MINUTES OF THE RECREATION AND AMENITIES COMMITTEE

HELD ON TUESDAY 2<sup>ND</sup> JUNE 2020, VIA ZOOM, AT 7 PM

PRESENT

*Councillors: M. Lemon (Chairman)  
E. Benner, E. Blackshaw, P. Harris,  
S. Haywood, K. Phillips, A. Lackey.*

As Observers

*Councillors: S. Holyoake, K. Walker*

*Planning Consultant – WDA Planning  
Parish Clerk*

*1 Member of the Public*

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1. APOLOGIES FOR ABSENCE

*None*

2. MINUTES

RESOLVED that the Minutes of the Meeting held on 16 December 2019 be approved for signature by the Chairman

3. DECLARATIONS OF INTEREST

*None*

4. PUBLIC PARTICIPATION

*No matters were raised*

5. ALLOTMENTS

*The Committee considered the request of the allotment holders for the provision of a skip during the period of closure of the Waste Amenity Tips at a cost of £200 plus VAT.*

*RESOLVED that in view of the Waste Amenity Tips now being open as of 18 May 2020 and were accepting garden waste, the request be refused.*

6. LOUGHBOROUGH ROAD PLAY AREA

*(a) The Clerk*

*(i) reported the issue of overhanging branches from the Walker site into the Loughborough Road Play Area which was causing a hazard to users of the play area.*

*(ii) Advised that two quotations had been received for the removal of the branches at a cost of £140.00 plus VAT and £180.00 including VAT respectively.*

*(b) At the request of Councillor A. Lackey, the Committee considered the replacement of the current signage to advise that "Dogs must be kept on Leads"*

*RESOLVED that*

*(1) The Clerk write to Walkers to request that the overhanging branches be removed as soon as possible*

*(2) Consideration of the replacement signage be deferred to enable the Clerk to investigate with Charnwood Borough Council the legal position and/or the possibility of adopting by-laws including the process and costs associated therewith.*

***RESOLVED that the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Section (1) and (2) of the Public Bodies (Admission to Meetings) Act 1960.***

*The Chairman here suspended Standing Orders to allow the Council's Planning Consultant to remain to bring Members up to date with the project.*

7. HALSTEAD ROAD PROJECT

*Further to the Council meeting held on 11 May 2020*

*(a) The Committee considered the legal advice received in connection with the Section 106 Agreement between Jelson Limited and Charnwood Borough Council and the transfer of land to the Parish Council (copies of which had previously been circulated to Members)*



*(b) The Council's Planning Consultant*

*(i) Referred to the Section 106 Agreement dated 15 December 2014 between Jelson and Charnwood Borough Council, plan 1 identifying the proposed areas of land to be transferred, plan 2 on the proposed levels and layout of the cricket pitch, plan 3 on the drainage and irrigation design of the cricket pitch and a copy of the restrictive covenants contained in the Section 106 Agreement (copies of which had previously been circulated to Members)*

*(ii) reported that Plan 2 and 3 had been prepared by Total Turf Solutions Limited as part of the feasibility study commissioned by the Parish Council*

*(iii) reminded Members of the resolutions taken by the Committee at its meeting held on 5 August 2019 including support for the implementation of the cricket pitch at the earliest opportunity*

*(iv) advised that Jelson had indicated their preference for an early transfer of the land, together with the bund, which came with a financial contribution towards the implementation of the cricket pitch and for the future maintenance of the transferred areas of land. In addition, there was a further financial contribution due for the upkeep of land to be transferred in the future.*

*(v) advised that the provision of the cricket pitch was a requirement of the Jelson Planning Permission and the land transfer was subject to that facility being provided.*

*(vi) Advised that a site inspection would be required prior to the transfer of the land so that any outstanding issues could be identified and rectified*

*(vii) Reported that the cost of maintaining the transferred land had been based on the current cost of maintaining the Halstead Road and Memorial Playing Fields as recorded in the Parish Council records, which equated to an estimated £9,000 per annum*

*(viii) Reported that as part of its feasibility study Total Turf Solutions had prepared draft tender documents and received three draft tenders in accordance with their design and specification for the construction of the cricket pitch in the sums of £156,135.36, £153,736.78 and £168,141.90 respectively. The cost of the construction of the cricket pitch would be borne by Jelson as part of the Section 106 provisions.*

*(ix) Reported that the financial contributions to the Council on the phased transfer of the land would be based on the following contributions (and in addition to the cricket pitch implementation)*

- £300,000 towards future maintenance of the transferred land*
- £1.00 for the land to be transferred in perpetuity as nominee of Charnwood Borough Council*
- £255,000 towards the construction of the ancillary buildings on site, e.g. Pavilion/Storage Shed*

*(c) Councillor K. Phillips, whilst giving her support, asked for her concern regarding the public perception for the spending of a large sum of money whilst local residents were currently struggling to meet their financial commitments in view of the Covid-19 situation.*

*On being put to the vote, the following was determined by a majority of 4 for, 2 against and 1 abstention, namely:*

<i>Councillor</i>	<i>For</i>	<i>Against</i>	<i>Abstention</i>
<i>E. Blackshaw</i>	X		
<i>K. Phillips</i>	X		

<i>E. Benner</i>		X	
<i>S. Haywood</i>	X		
<i>P. Harris</i>	X		
<i>A Lackey</i>		X	
<i>M. Lemon</i>			X

RESOLVED that

- (1) *The legal advice provided by the Council's legal representatives be agreed and that the clerk advise the Council's legal representatives accordingly*
- (2) *The transfer of the land be progressed subject to agreement with regards to the wording of the restrictive covenants, confirmation of the financial arrangements and subject to any defects being rectified prior to the transfer being completed*
- (3) *Jelson and Charnwood Borough Council be advised of the outcome of the Total Turf Solutions feasibility report and that the construction of the cricket pitch will be at a cost of £153,736.78*

*(Councillor S. Holyoake and Councillor K. Walker left the meeting during the preceding discussion).*

*The meeting concluded at 20.54 pm.*

*Chairman.*

RESOLVED that the Minutes be approved.

73. CEMETERY, CONSERVATION AND ENVIRONMENT COMMITTEE – 22 JUNE 2020

The Clerk submitted, for approval, the following Minutes of the meeting of the Council's Cemetery, Conservation and Amenities Committee held on 22 June 2020 (copies of which had previously been circulated to Members):

*MINUTES OF THE MOUNTSORREL CEMETERY, CONSERVATION AND ENVIRONMENT COMMITTEE MEETING HELD, VIA ZOOM, ON MONDAY 22 JUNE 2020 AT 7 PM*

**PRESENT**

*Councillors: M. Pirt, (Chairman),  
E. Benner, P. Harris, S. Haywood, C. O'Neill*

**IN ATTENDANCE**

*Parish Clerk  
Mr J Doyle – Royal British Legion  
4 Members of the public*

1. APOLOGIES FOR ABSENCE

*An apology for absence was received from Councillor F. Newitt.*

2. DECLARATIONS OF INTEREST

*Councillor S. Haywood declared an interest in item 7 on the Agenda in relation to the work on The Green.*

3. PUBLIC PARTICIPATION

*No matters were raised*

4. MINUTES

*The Minutes of the Meeting held on 28 October 2019 were confirmed as a true record (copies of which had previously been circulated to Members)*

5. BOND LANE/CROWN LANE, MOUNTSORREL

*Further to Minute 44, 61 77/18, 5/19 and 17/19, the Chairman reported the latest information on the Bond Lane/Crown Lane project and confirmed that it was anticipated that the works would be completion by the end of July subject to the weather and no matters arising from co-vid 19.*

RESOLVED *that the report be noted.*

*The Chairman suspended Standing Orders to allow Mr J Doyle of the Royal British Legion to advise the Council on the Castle Hill Memorial.*

6. CASTLE HILL MEMORIAL

*(a) the Clerk submitted the request of the Royal British Legion regarding the possibility of having some fixings attached to the Memorial to allow for the fixing of wreaths (copies of which had previously been circulated to Members)*

*(b) Mr J Doyle of the Royal British Legion outlined the history behind the use of the Peace Garden rather than the Castle Hill Memorial for the focus of the laying of the wreaths on Remembrance Day and the reasons for the request.*

*(c) Councillor S. Haywood advised that the Memorial was in need of some urgent repairs as it was no longer weatherproof as the grouting between the joints had begun to fail.*

*(d) The Chairman advised that an initial meeting had been held with an engineer and copies of his suggested design and costings for the fixing solution had been circulated to Members.*

RESOLVED *that the Clerk*

- (1) *make contact with Tarmac to ascertain whether it would be possible for Tarmac to assist the Council in making the Memorial weather proof in the short term*
- (2) *obtain quotations for a full structural survey of the Memorial with a view to the preparation of a repair schedule and costings in order that appropriate grant funding can be sought.*

*The Chairman re-instated Standing Orders*

*(Councillor S Haywood here left the meeting).*

7. **TREE WORKS – VARIOUS**

*The Clerk*

- (a) *reported the receipt of two requests from local residents (a) to remove the vegetation from the common land at the side and rear of the property situated at number 44 The Green and (b) to remove an Ash tree adjacent to the property situated at 25 Barons Way (photographs of the sites had previously been circulated to Members)*
- (b) *Submitted the quotations that had been received for the necessary works (copies of which had previously been circulated to Members).*

**RESOLVED** *that, in view of the decision taken by Council at its meeting held on 8 June (Minute 39 refers), and the costs involved consideration of the requests be referred to the Finance and General Purposes Committee.*

*Councillor S. Haywood re-entered the meeting during the preceding discussion).*

8. **MOUNTSORREL TOWNSWOMENS GUILD – 75<sup>TH</sup> ANNIVERSARY**

*The Clerk submitted the request received from the Mountsorrel Townswomen's Guild to plant a tree and erect a plaque in the Peace Garden to commemorate the 75<sup>th</sup> Anniversary of the Guild (copies of which had previously been circulated to Members).*

**RESOLVED** *that consideration of this request be deferred to enable the Clerk to ascertain whether the Guild would be prepared to substitute a tree for a bench as there were sufficient trees in the Peace Garden or, if the Guild still wanted to pursue the tree option, whether there was an alternative location that could be considered.*

9. **SECTION 178 LICENCE – STRUCTURAL TESTING – LIGHTING COLUMNS**

*The Clerk*

- (a) *reported the requirement to apply to Leicestershire County Council for a Section 178 Licence in connection with the floral baskets attached to the lighting columns and the requirement to have the affected lighting columns structurally tested.*

(b) Submitted the three quotations received to carry out the structural testing (copies of which had previously been circulated to Members)

Councillor E. Benner requested that as this was a regular requirement to have the lighting columns tested that it be included in the budget discussions for 2021/22.

RESOLVED that the quotation from Intratest in the sum of £875.00 be accepted and that the Clerk request that the work be carried out at the earliest opportunity.

10. DOG WARDEN REPORT

The Clerk submitted the latest report prepared by the Council's Cemetery Gardener (copies of which had previously been circulated to Members). She advised that there were four particular areas within the village where there were problems with dog fouling but following regular patrols in the affected areas appears to be having an effect. She advised that she was still the subject of verbal abuse when asking residents to pick up after their dogs.

Members requested that their appreciation of the Cemetery Gardener for all her hard work was placed on record.

RESOLVED that the report be noted.

11. WILDFLOWER VERGE PROJECT – GRANITE WAY

Further to Minutes 19.1 and 142/19, the Clerk

(a) requested the Committee to consider how best to progress the project to create a wildflower verge on Granite Way. (Copies of the Good Verge Guide were previously circulated to Members).

(b) Advised that the Council's Cemetery Gardener had indicated that she was prepared to be the lead officer on the project.

(c) Suggested that it might be appropriate to contact the village school to ascertain whether it was a project that might be suitable for pupils to become involved with.

(d) Advised that some expenditure would be involved in purchasing appropriate wildflower seeds and preparing the verge for seeding.

RESOLVED that the Clerk make contact with the Headteacher at the Primary School to ascertain whether the project was suitable for participation by the pupils and, if so, arrange a meeting to discuss the project going forward.

12. CEMETERY GARDENER'S REPORT

The Clerk submitted the Cemetery Gardener's report (copies of which had previously been circulated to Members), highlighting the projects currently being undertaken, advising on the areas of required maintenance and the impact of the co-vid 19 lockdown.

*The Committee passed on its appreciation to the Cemetery Gardener for all the excellent work that she was undertaking particularly in light of co-vid 19.*

**RESOLVED** *that the report be noted, the Clerk pass on the Committee' appreciation to the Cemetery Gardener for all her hard work and commitment.*

13. **CEMETERY REGULATIONS**

*The Clerk*

*(a) circulated the current Cemetery Regulations (copies of which had previously been circulated to Members) and advised that following a incident at the cemetery, the following suggestions had been made at a meeting held with the complainant and representatives of the Council on 28 February 2020:*

- The requirement for the plot number to be engraved on the back of the headstone*
- The introduction of a standard operating procedure*
- The requirement for 2 members of staff to verify that a plot due to be used was the correct one*
- The requirement that plots that had been purchased are marked with the plot number.*

*(b) Requested the Committee to consider the introduction of an annual contract for grave digging services which would incorporate the suggestion of a standard operating procedure.*

*(c) Advised that the suggestion regarding the pre-purchased plots was problematic as some plots were purchased for a number of years prior to use and would require any markers to be replaced, in some cases, on several occasions.*

**RESOLVED** *that*

*(1) The Cemetery Regulations be amended to include the requirement for the plot numbers to be engraved on an appropriate location on the headstone*

*(2) The clerk submit a draft grave digging policy for approval at the Council meeting scheduled to take place on 13 July 2020*

**RESOLVED** *that the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Section (1) and (2) of the Public Bodies (Admission to Meetings) Act 1960.*

14. **CEMETERY COMPLAINT**

*Further to Minute 238, the Clerk submitted, for information, a report on the outcome of the complaint arising from an incident that occurred at the Cemetery (copies of which had previously been circulated to Members)*

RESOLVED that the report be noted.

*The Chairman closed the meeting at 8.37 pm.*

*Chairman*

RESOLVED that the Minutes be approved

74. PLANNING AND HIGHWAYS COMMITTEE – 6 JULY 2020

The Clerk submitted, for approval, the following Minutes of the meeting of the Council's Planning and Highways Committee held on 6 July 2020 (copies of which had previously been circulated to Members):

MOUNTSORREL PARISH COUNCIL

MINUTES OF THE MOUNTSORREL PLANNING AND HIGHWAYS COMMITTEE  
MEETING HELD VIA ZOOM ON MONDAY 6 JULY 2020 COMMENCING AT 7.00PM.

PRESENT

Councillors: P Harris (Chairman)  
S Holyoake (arrived at 7.08pm), C. O'Neill (arrived at 7.02pm), K Walker

IN ATTENDANCE

Jane Wainwright – Mountsorrel Parish Council  
Members of the Public x 2

53. APOLOGIES FOR ABSENCE

*None*

54. CONFIRMATION OF THE MINUTES OF THE MEETING OF 2<sup>ND</sup> MARCH 2020

*The minutes of the meeting held on 2nd March 2020 (copies of which had previously been circulated to Members) were confirmed as being a true record of the meeting.*

55. DECLARATION OF INTERESTS

*There were no declarations of interests.*

56. PUBLIC PARTICIPATION

*There was no public participation.*

57. PLANNING

*P/20/0832/2 – Mr & Mrs Miles, Land between 206 and 208 Loughborough Road – Variation of conditions 6 and 8 of application P/18/1032/2*

***Resolved not to object to the application***

58. OTHER PLANS RECEIVED SINCE PREPARATION OF THIS AGENDA WHERE DEADLINE FOR COMMENTS PRECLUDES DEFERMENT

*None*

59. DECISIONS OF CHARNWOOD BOROUGH COUNCIL – 3 MARCH – 6 JULY 2020

**Granted**

*P/20/0070/2 – 57 Danvers Road – Proposed single storey extension to side and rear of existing dwelling – Grant Conditionally -Parish Council comment – No objections*

*P/19/2570/2 - Mr & Mrs Kapoor, 52 Kingfisher Road – Erection of single storey extension to front and rear of dwelling – Grant Conditionally*

***Parish Council comment – Unanimously objected to the application on the grounds of overdevelopment and parking capacity. The committee queried the capacity of the building compared with the number of parking spaces available including the loss of use of the garage that may have previously been used for parking; if parking takes place on the road this may block access to other properties.***

*P/19/2661/2 - Mountsorrel Parish Council, Unit B MMC, 105 Leicester Road - Change of use to Unit B from A1 (retail) to B1 (offices) - Grant Conditionally-*

***Parish Council comment – No objections***

*P/20/0147/2 - Mrs Victoria Cartwright, 25 West Cross Lane – Proposed summer house to rear of the dwelling – Grant Conditionally -Parish Council comment – No objections*

*P/19/2608/2 - Hayley Brooksby, 70 Hawcliffe Road - Proposed single storey extension to outbuilding to rear of dwelling – Grant Conditionally*

***Parish Council comment - Unanimously resolved to raise a holding objection to this application and to request clarification of the genuine planning use of the building. The drawings show an independent unit of accommodation. A planning application is required to clarify whether the proposed extension is e.g. a granny annex or a unit of accommodation (for which council tax is payable).***

*P/20/0289/2 - Imogen Wendler, 32 The Green - LISTED BUILDING CONSENT*

*Remove 2 no. internal walls. Change 2 no. windows into single doors onto courtyard garden.- Grant Conditionally Parish Council comment – no objections*



*P/20/0594/2 - Jake Hampson, 6 Partridge Close – single storey front and side extensions  
Grant Conditionally - **Parish Council comments – no objections***

*P/20/0383/2 - Mr & Mrs Capewell, 42 Montsoreau Way - Single storey rear extension and conversion of garage.- Grant Conditionally- **Parish Council comments – no objections***

*P/20/0522/2 – Mr Wright, 45 The Romans - Single storey side and rear extension to dwelling – Grant Conditionally **Parish Council comments – no objections***

*P/20/0266/2 - Miss Hawkins & Mr Young, 62 Hawcliffe Road - Proposed single storey rear extension and two storey extension to rear/side of dwelling - Grant Conditionally **Parish Council comments – no objections***

*P/20/0755/2 - Marie Davis, 42 Hawcliffe Road - Retrospective application for the retention of single storey rear/side extension with 2 roof lights and conversion of rear outbuilding to include one roof light – Grant Conditionally **Parish Council comments – no objections***

*P/20/0298/2 - Castledine Almshouses Trust, 117 Loughborough Road - Raise roof height by 86mm, rise and fall brackets with lead flashing, lead cover flashing on eaves, and new roof slates to Plots 117 – 127 – Grant Conditionally **Parish Council comments – no objections***

*P/20/0799/2 - Jake Hampson, 255 Leicester Road - Single storey side and rear extension to dwelling – Grant Conditionally **Parish Council comments – no objections***

*P/20/0468/2 – Mr Aamer Ulloh, 201B Swithland Lane, Rothley - Raising roof height to create bedroom over garage with 2x dormer windows – Grant Conditionally **Parish Council comments – no objections***

## **Refused**

*P/20/0093/2 – Darren Millward, 5 Cloud Lea - Proposed single storey extension to front and side of dwelling – Refused  
**Parish Council comments – Resolved by a majority not to object to the application***

***The Committee noted the report***

## 60 **HIGHWAYS**

*Highways Parish and Community Fund Application*

### ***Resolved***

- i) To request a temporary speed restriction of 30mph at the junction of The Ridings and West Cross Lane (to include, if there is no streetlight at that location, the cost of a temporary post)*
- ii) To approach the school to ascertain their preferences for supporting social distancing*
- iii) To request floor stickers inside and outside of all covered bus stops (Hawcliffe Road north and southbound), The Green (north and southbound), Churchill*

- Road (northbound), opposite Danvers Road (northbound), outside Co-op on Rothley Road, opposite Linkfield Road*
- iv) *To request a temporary speed restriction of 20mph between the junction of Marsh Road / Leicester Road and the mini roundabout Crown Lane / Loughborough Road.*

*The Chairman closed the meeting at 8.12 pm*

RESOLVED that the Minutes be approved.

75. CRIME PREVENTION WORKING PARTY – 4 MARCH 2020

The Clerk submitted, for approval, the following Minutes of the meeting and recommendations of the Crime Prevention Working Party held on 4 March 2020 (copies of which had previously been circulated to Members):

*MINUTES OF THE MEETING OF THE CRIME PREVENTION WORKING PARTY*

*HELD ON WEDNESDAY 4 MARCH 2020 AT 7 PM*

*PARISH ROOMS, MOUNTSORREL*

*PRESENT*

*Councillors: S. Holyoake (Chairman)*

*E. Benner, E. Blackshaw*

*PC G Spiby – Leicestershire Constabulary*

*PSCO S Abdula – Leicestershire Constabulary*

*Parish Clerk*

- 
1. Apologies for Absence – Councillor K. Phillips and L. Harper-Davies
  2. Minutes – Minutes of 26 November 2019 confirmed as a true record
  3. Police Report

*PC Spieby*

*(a) advised that the current level of crime in the Parish were very low. There had only been 8 instances during February including 2 burglaries (one from a dwelling and one from a commercial premise and 2 thefts of number plates from vehicles.*

*(b) Reported that he had been made aware of the issues at the school crossing but unfortunately it was not possible to attend every day but when it was possible a police*

*representative would be outside the school and the situation would continue to be monitored.*

- (c) Reported that leaflets regarding the neighbourhood link would be produced and a leaflet drop arranged.*
- (d) Updated Members on the situation that had occurred at Loughborough Road Play Area and confirmed that this area was regularly patrolled by the PCSO.*

*Members agreed that*

- (i) The clerk would obtain details and costings of the company used by the Memorial Centre to undertake a leaflet drop throughout the village and report back*
- (ii) Contact would be made with the Headteacher to ascertain whether it would be possible to use the book bag system as a means of distributing the neighbourhood link leaflet*
- (iii) Councillor L Blackshaw agreed to contact the youth worker and request that he include the Loughborough Road Play Area on his rounds*

#### 4. Walton Way Speeding

*The Chairman referred to an email sent by a local resident regarding the ongoing problem of speeding traffic on Walton Way. PC Spieby advised that speed checks had been carried out in the past but future speed checks would be arranged*

*Councillor Benner requested the Clerk to ascertain whether there would be any funds available for traffic calming measures from the Section 106 contributions coming from the Halstead Road development. The Clerk agreed to find out from the Council's Planning Consultant and report back.*

#### 5. Update on previous decisions

- Neighbourhood Link now on the Parish Council Website*
- Council resolved to keep the group as a working party rather than a Committee*
- Nextdoor social media – to be referred to the Social Media Working Party*

#### 6. Neighbourhood Watch

*Discussions took place regarding the possibility of revitalizing the Neighbourhood Watch Scheme and PC Spieby agreed to contact Chris Wharton to try and organise a representative to attend a meeting to discuss the options available.*

#### 7. Good Neighbourhood Scheme

*The Chairman referred to an email received from the organiser of the Good Neighbourhood Scheme and a general discussion took place around whether this was something the Parish Council had the powers or funds to pursue.*

*It was agreed that the Clerk would make contact with the organiser and sign post her to the United Charities and the Borough Councillors for potential funding to kick start the Scheme in the Parish.*

8. Police Surgeries

*Members discussed the possibility of holding Councillor Surgeries in conjunction with Police Surgeries at various locations throughout the Parish.*

*It was agreed that the Police would let the clerk have a list of dates that had currently been organised for the Police Surgeries and locations. The list would be forwarded to the Councillors taking part in the councillor surgery pilot project for Members to allocate representatives.*

9. Date and Time of next meeting – to be agreed once PC Spieby advised of his availability

*The meeting closed at 8 pm.*

*Chairman.*

RESOLVED that the Minutes be approved and recommendations adopted.

**RESOLVED that the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Section (1) and (2) of the Public Bodies (Admission to Meetings) Act 1960.**

76. JOB RETENTION SCHEME

The Clerk

- (a) submitted a report on the Government's Job Retention Scheme and the implications for the Council and its staff currently on furlough (copies of which had previously been circulated to Members)
- (b) reported the implications of its previous decision to return the Memorial Centre Manager, the Operations Supervisor and the Sales/Marketing Assistant from furlough on the recommendations contained within the report.

RESOLVED

- (1) the Parish Caretaker be taken off furlough with effect from 1 August 2020 for an initial 12 hours per week
- (2) the remainder of the staff currently on furlough to remain on furlough until 1 September 2020
- (3) casual staff be given formal notice that with effect from 1 August 2020 their employment at the Memorial Centre is terminated.

The meeting concluded at 8.59 pm

Chairman