

# **Minutes of SWINFORD PARISH COUNCIL MEETING**

**on Tuesday August 2nd 2016 at 7.30pm**

**at Swinford Village Hall**

**16/123 Apologies** Hayward Underhill

**16/124 Declaration of interest by Councillors** None recorded

**16/125 To agree the Minutes of the last meeting Tuesday July 5<sup>th</sup> 2016 APPENDIX 3**

**Resolved: Signed by the chair, with amendments made to 1 spelling mistake.**

**16/126 Parishioners Time**

**8 Parishioner's present**

Carol Smith feels 1<sup>st</sup> 4 bullets on the special motion need not be there as bullet 5 covers everything. She feels that the 6<sup>th</sup> bullet should read Parish clerk authorised by PC as a whole to cover HDS.

Carol Smith brought along the Berries development leaflet and has issues with the contents, she feels the statement of unmet needs is incorrect as the needs are not unmet as no decision has been made. Approximately 50 new homes is stated on leaflet she feels this is wrong as HDC have not disclosed this. The leaflet states that the developers have met with PC & NPAG she would like to know who did meet and when and where are the minutes for this meeting? KK advised 2 NPAG and KK attended. JR advised the minutes are within the April/May meetings, Carol stated she would like open transparency. KK advised PC asked why parishioners could not attend, TB advised NPAG to meet 1<sup>st</sup> and then parishioners. TB advised the NPAG and developers were to review analysis of villagers questionnaire. JP asked to see minutes of the meeting. TB advised that there were none that main NPAC meetings have minutes but not theme groups meetings. JP says all minutes should be taken.

Mary Shervington is upset that 4 trees planted by the WI for the queen's jubilee and 1 tree planted in memory of Chris Priest have been damaged by a strimmer, she feels they are badly damaged and will not recover. The PC agreed to put this onto the next meeting agenda.

JP asked why Chris Favell's parishioner's comments were not recorded HDS explained this had been advised by LRALC due to ongoing investigation.

**16/127 Matters arising from minutes**

**A Neighbourhood Plan/Steering Group**

To receive report of Npac June 2016

**APPENDIX 5A**

Councillors received the NPAC July report by TB, TB read the report out for both councillors and parishioner's. KK raised a point that he feels that at each theme group meeting there is a your locale member, he feels this should not be the case, they should only attend when needed, he asked what is their role within the plan? TB advised they have supported and helped with documents when

needed. JR advised that John martin has been at 2 out of 4 environmental meetings. KK is uneasy about justification of heavy involvement of your locale & costs and feels there is expertise within the village that could be called upon. TB agrees there probably is expertise within the village. NPAG contacted villagers but only 2 members came forward to help. TB feels that that despite best efforts from the group they were unable to attract more volunteers. KK asked if your locale had compiled the report, using her theme group as an example TB advised that your locale had worked with NPAG to obtain the information using data from the village questionnaire analysis.

**Carry 3b clarification of deferred motion to be put onto September agenda**

**VAS update to be put onto September agenda.**

**B Hayward Underhill statement**

**Special Motion (as per 7 in SPC standing orders and in accordance with section 9).**

1. That the motion proposed by Councillor Underhill at item 7 for meeting on Tuesday June 7<sup>th</sup> and subsequently agreed by majority vote (minutes June 7<sup>th</sup> 2016) shall be reversed.

**Resolved: That the motion at item 7 of Tuesday June 7<sup>th</sup> is superseded by motion below and therefore no longer stands. JR KK TB voted for JP voted against.**

2. That the Parish Clerk be authorised by the PC to issue an official order for the work when she is satisfied that all financial regulations and planning requirements have been met

**Resolved; That the parish clerk be authorised by the PC to issue an official order for the cemetery work when she and the PC are satisfied that all financial regulations and planning requirements have been met. Vote unanimous**

That the Proposed Cemetery Improvements report submitted to the Parish Council on 7th June 2016 contains inaccuracies, particularly surrounding the financial summary in relation to the quotes attached to the report. **for information only for special motion**

That the June 7<sup>th</sup> motion did not comply with SPC financial regulations in that for sections of the contract valued at more than £3000 there were not three up to date quotations based on the same specification. (eg Lutterworth Landscapes had not been asked to quote for the cheaper gravel and neither they nor Cosby Tree Care had been asked to include for the 'no dig' process as required by HDC planning) **Withdrawn from by JR**

That the council had been given incorrect information about the end date of the project by which time the grant 106 money should be spent (Date given as September 2016, now confirmed by HDC as December 2017)

**KK feels this is incorrect as the PC did not receive the incorrect information as the spend date is the same. TB advised she would listen to minutes to confirm this.**

That the awarding of the contract be reconsidered taking account of the new quotes obtained by the Parish Clerk, advice from HDC planning, advice from HDC reference the end date for the spending of the grant money, and issues about the pavement re-alignment raised by site visit of one of the contractors. **Withdrawn by JR**

**C Walnut tree on the Green**

No update received

#### **D Street lighting quotation**

No update received, deferred to next meeting JP feels it is not correct for the PC to assess one individual residents concern, he feels that the whole village lighting needs to be reviewed and to consult villagers.

#### **16/128 Planning**

To consider the following application

**A 16/01134/TCA – Works to tree (fell) – 3 Simons Close      APPENDIX 6A**

The PC feel there is insufficient evidence to support or reject the application, JR asked HDS to confirm if HDC required the tree to be kept when developing and to check if there is a TPO on the tree, JR advised that the reports for NPAG states that there is a lack of trees and woodland within Swinford.

**Resolved: HDS to obtain information and send back application with the mentioned comments.**

**The meeting adjourned at 21.26pm, the following agenda was deferred to meeting to be reconvened on 18<sup>th</sup> August 2016.**

#### **16/129 Matters for discussion**

**A PC Policy reference Freedom of information act.** To review existing policy. **APPENDIX 7A**

**Motion:** That the existing policy be confirmed

**Resolved: KK proposed to confirm current policy and seek proposals from councillors for revisions, JR seconded, Voted unanimously**

**HDS to upload existing policy to PC website.**

**B Working with the media.** To review the email from LRALC reference media enquiries and agree a policy statement for Swinford Parish Council      **APPENDIX 7B**

**Resolved: HDS to obtain LRALC policy of working with the media for October meeting to implement Swinford's own policy.**

**C Training.** To consider a training and support plan for the PC, detailing training needs and provision as per attached      **APPENDIX 7C**

**Tb would like to lead clerk's probation review, JR suggested 1 on 1 review, KK not in agreement, Resolved: HDS to consult LRALC for advice for probation period review**

**JR proposed to ask LRALC to come and meet PC to discuss training and support available KK seconded, Resolved: TB JR & KK voted for JP against.**

**KK proposed LRALC to suggest format and approach JP seconded. Resolved: all voted unanimously**

**D Highways.** Update by KK

**APPENDIX 7D**

KK gave highways update, the PC now has a timetable of work to be carried out, it was discussed that now the access to the M1 has been removed this creates an impact on traffic patterns

**Resolved:** KK to attend highways consultation with member of NPAG, JR proposed to invite highways to meet PC to discuss plan and to take concerns from community. TB and KK agreed to send letter back to highways with concerns and await response.

**E Old photographs of Swinford.** Discuss how to store **APPENDIX 7E**

**Resolved:** all voted unanimously to send to records office.

**16/130 Financial Reports for Cemetery/NPAC/PC** **APPENDIX 8**

**Resolved:** HDS presented financial reports, this will be carried out on a monthly basis.

**16/131 Payments**

**A** 2 Commune £780.00

**B** H Underhill £48.50

**C** K Kilbane £178.80

**D** F.O.S.S £50.00

**E** Get Mapping Plc £57.60

**F** LRALC £70.00

**G** Eon £87.66

**Resolved:** Agreed unanimously.

**16/132 Date and time of next meeting**

**Thursday 15<sup>th</sup> September 2016 at 19:30**

**The meeting closed at 20:32pm**







