

## **Minutes of the Ordinary Meeting of Guilsborough Parish Council held in Guilsborough Village Hall**

**Monday, 12 July 2021 at 7.15 pm**

Present: Cllr A Hart, Cllr K Fulcher, Cllr I Miller, Cllr D O'Neil, Cllr D Wooldridge, Cllr G Metcalfe, Cllr S Jaggard, Mrs C Holifield (Clerk) and District Cllr C Morton

### **114.2021 Public Forum**

There were no members of the public present.

### **115.2021 Resolution to accept apologies for absence**

Apologies were received and accepted from Cllr Sarah Harris.

### **116.2021 Declarations of interest for items on the agenda**

None

### **117.2021 Resolution to consider written requests for dispensations on agenda items**

None received

### **118.2021 Resolution to sign and approve the minutes from the previous meeting held on 14 June 2021**

The minutes of the meeting held on 14 June 2021 were circulated prior to the meeting. The Chairman asked if there were any amendments required.

It was resolved to add the following comment to Public Forum (094.2021): *Cllr Jaggard raised the point that long-term residents of the Parish should not be disadvantaged when planning applications are considered.*

Cllr O'Neil stated that the word garden 'house' in the objections for planning application WND/2021/0093 should be changed to garden 'structure' and it was resolved to make this amendment.

It was then resolved to approve the minutes which the Chairman then signed.

### **119.2021 Matters arising (for information only)**

None

## **120.2021 Village and Other Matters**

### **120.2021/1 Adoption and Improvement of Roadway outside Village Hall**

Cllr O'Neil stated he had nothing new to report as he had yet to receive a response from the legal department at Highways. District Councillor Morton was asked if he could chase this matter up on behalf of the Parish Council and he agreed to do so. Clerk to liaise.

### **120.2021/2 Consideration of Purchase of Land for Cemetery Extension**

Further to a discussion about the possibility of being able to purchase a piece of land with the purpose of extending the existing cemetery and providing land for amenity use, it was resolved by majority vote to carry out a feasibility study in this respect to include a detailed public consultation exercise on the strict understanding that the current landowner would be prepared to give an undertaking to delay the proposed sale until this had taken place (likely timescale being 6 months) as Councillors were concerned that a considerable amount of time and effort would be required to carry out this study.

### **120.2021/3 Consideration of Date for Annual Village Litterpick**

After discussion, it was resolved that the annual village litter pick will take place on Saturday, 4 September 2021. Volunteers to meet outside the Village Hall at 10.00 am. Cllr Miller/Cllr Metcalfe to co-ordinate.

### **120.2021/4 Consideration of appropriate locations for planting the donated Japanese Cherry Trees**

Cllr Metcalfe outlined the areas in the village which he thought might be suitable for the planting of the 12 donated trees. After discussion, it was agreed that he would circulate the revised locations by email for further consideration by Councillors and, where necessary, consultation (by himself or the Clerk) with the appropriate landowners.

### **120.2021/5 Consideration of making application to The Woodland Trust for free tree package under the 'Plant a Tree for the Jubilee' scheme.**

Given the difficulty in finding suitable locations for additional large scale planting it was decided not to pursue this scheme any further.

## **120.2021/6 Consideration of review of Clerk's Pay Rate and Hours**

Following consultation with NCALC, it was resolved to increase the Clerk's pay scale from 17 (£12.73 per hour) to 18 (£12.98 per hour) to be backdated to December 2020 when the increase should have been implemented. It was also resolved to increase the Clerk's hours from 35 hours per month to 40 hours per month to take into account the increased workload since the commencement of her employment with the Council in 2014.

## **120.2021/7 Parish Council Website Security**

It was resolved that the Chairman should purchase and install an SSL certificate on the website to increase security on the basis that it would not cost more than £100.

## **121.2021 Planning**

### **121.2021/1 New applications**

#### **DA/2021/1111 (Amended) – Paddock House, High Street, Guilsborough**

Extensions and alterations to dwelling (revised scheme)

*The Parish Council had no new observations/objections to make and would refer the Planning Officer to Council's original response.*

### **121.2021/2 Completions**

None

### **121.2021/3 Update on Guilsborough Neighbourhood Plan review**

Cllr O'Neil stated that he nothing to report this month.

## **122.2021 Finance**

### **122.2021/1 Receipts**

The Clerk stated that she had now received the sum of £800 into the bank account in respect of the storage lock-up rentals and the first instalment of the Cob Barn rental. In addition bank interest of 2p had been received.

### **122.2021/2 Payments**

It was resolved to approve and sign the following cheque payments.

Details	Invoice Number	Amount (£) Including VAT where applicable	Cheque Number
Clerk's Salary – July 2021	n/a	356.55	102353
HMRC – PAYE on Clerk's salary	n/a	89.00	102354
Clerk's expenses and office administration costs	n/a	25.50	102355
Mark Hazle – Village Mowing x 3	905/927	570.00	102356
Maximow – Mowing Small Playing Field/Weed Killing	2021021	372.00	102357
Broxap – Litter bin	276894	304.80	102358
E-on – Street light maintenance	106293	206.96	102359
E-on – Street Light electricity	H1A0650A3D	755.03	102360

### **122.2021/3 Bank reconciliation for period ended 30 June 2021**

The Clerk presented the bank reconciliation for the period ended 30 June 2021 showing a balance at bank of £36,159.74.

### **122.2021/4 Submission of Annual VAT return for year ended 31 March 2021**

The Clerk stated that she had completed and submitted the annual VAT return to HMRC and a refund of £1,068.52 was anticipated.

### **123.2021 Playground**

The Chairman provided his inspection report and reported that the Clatterbridge required a repair which he had in hand. He stated that a number of new volunteers had come forward to assist in the fund raising for the new playground equipment and he would be contacting them shortly to see if one of them would like to lead the group.

### **124.2021 Highways**

Cllr Wooldridge stated that the litter bin for The Green had been delivered and he would be installing it next to the WW1 memorial bench as soon as he was able to obtain some 'Postcrete' concrete. Clerk to contact WNC to arrange to add to emptying rota.

### **125.2021 Street Lights**

The Clerk stated that she had reported overgrown vegetation in respect of light number 37 on Nortoft. Cllr Miller stated that street light number 51 on the High Street was not working. Clerk to report to E-on.

### **126.2021 Parish Assets Inspection Report**

Cllr Miller stated that he had nothing to report.

### **127.2021 Village Trees**

Cllr Metcalfe stated that Mr Venton of WNC was dealing with Highways in respect of the Beech tree on Nortoft that required some trimming. He also stated that the diseased Beech tree on the West Haddon Road had now been felled.

### **128.2021 Footpath Warden Report**

Cllr Metcalfe stated that all was in order but that he was intending to carry out some strimming of the Well Lane footpath which was overgrown with stinging nettles.

### **129.2021 Items for Village Link**

Cllr Fulcher stated that she would include the presentation to Richard Swansea, the refurbishment of the telephone kiosk, the Playground Fund Raising Committee and the co-option of Lisa Phillips as a new Councillor.

### **130.2021 Police Liaison Representative's Report**

In the absence of Cllr Harris, no report was available.

### **131.2021 Correspondence received**

- Parish and Town Council Forum – 2 July 2021 (details circulated by email)

### **132.2021 Items for next meeting – 6 September 2021 at 7.15 pm**

- Cemetery extension
- Budget report
- Queen's Jubilee
- Dealing with Complaint from Parishioner
- Update on planting of Cherry Trees
- Procedure for Dealing with Planning Applications

Meeting closed at 9.15 pm