**Cotesbach Parish Council**

**Draft Minutes of Council Meeting held at the Village Hall on 24th September 2019**

1. **Members Present**

Cllr Ed Hunt, Chair, (EH), Cllr Margaret Wild (MW), Cllr Tom Haywood (TH) and Patricia Nunn (PN), Parish Clerk.

**Members of the Public in attendance**:

Volunteer, Clare Mellon (CM) and 6 Parishioners.

**2. Apologies for Absence**

Apologies received from District Councilor Jonathan Bateman.

1. **Disclosure of Personal Interests**

There were not any disclosures.

1. **Formal Announcements from the Chair**

EH welcomed Patricia Nunn in her new position as clerk and Clare Mellon as a volunteer to liaise with the quarry management on the Council’s behalf.

The Council have a number of projects they have responsible for and anyone interested in becoming a volunteer should contact PN.

1. **Minutes of last meeting held on 13th May 2019**

Were accepted with the following amendments:

1. TH is responsible for for Tarmac liaison and MW for the defibrillator.
2. The Council approved the Eight Parishes CIC funding for the village notice board.
3. **Matters Arising from Previous Minutes on 13th May 2019**
4. **Flies**– number of flies has improved over last year.
5. **Smells from landfill site**- seem no better. There have been approx. 50 complaints to the Environment Agency but they have not put a solution forward. TH awaiting information from them. New leaflet to be produced with updated information. **TH**
6. **Vehicle activation Sign**- Moved 2 weekly between current sites. HDC Highways to be contacted about additional site. **PN**
7. **Defibrillator**- familiarisation course to be arranged for anyone interested.**MW**

New batteries to be arranged.**MW**

1. **A426 speed signs** – agenda item for next meeting for EH
2. **Parish Clerk -** positon filled
3. **Notice board -**  in place and CIC have paid the funding in full. Eight Parishes CIC fund has approximately £8000 balance for Cotesbach which is open for applications for village amenities/assets. Please contact PN if any suggestions.
4. **Pond clearance** - occurred on 19th May and went well. Tarmac has recently refilled the pond as spring no longer filling it. This is not their formal responsibility but completed it for goodwill.
5. **Dog fouling signs** - 2 new ones have been erected around village; one on footpath by church and another on Shawell Lane near the Garden barn. Thanks given to Aubrey Adcock (AA) for this. Sourcing bins from HDC cost over £400 per year so will not be doing this at the moment but will keep the situation under review. **All**
6. **Matters raised by District/County Councilor**

Nothing reported to Parish Council.

1. **Public Participation**

Matters raised by members of the public**:**

1. Environment Agency to be asked to change name from Cotesbach landfill site to Tarmac landfill site- **TH**
2. When potholes are to be completed. Have been marked **-PN**
3. Need to monitor bridleway past Orchard Farm as have been occasions when gates have been padlocked- **All**

This was reported to HDC by AA and now resolved.

1. Footpath beside church overgrown with nettles. HDC Highways to be contacted. **PN**
2. Debris from burnt car left at top of village. HDC to be contacted. **PN**
3. Parishioners offered to clean village signs

**9. Finance**

(i) **To consider and approved for payments and receipts:**

**Payments in the period:**

Election costs £ 400.00

Payment for remainder of notice board £ 1134.00

Payment to HMRC for clerk’s tax (1 month) £ 29.80

Payment for 1 month clerk salary £ 119.70

Chairman training LRLAC £ 40.00

Payment to PWH – Annual accounts £ 96.00 **Total £1819.50**

ii) **Receipts in the period:**

09.09.19 Half yearly precept £ 1571.00

01.08.19 interest £ 0.56

02.09.19 interest £ 0.27

24.09.19 Cheque from CIC (Refund notice board) £ 1620.00 **Total - £3191.83**

**Resolved** that the payments are authorised for payment and receipts noted.

1. **Monthly Budget Report**

The half yearly accounts will be presented at the next meeting

1. **On Line Banking Facilities**

Parish Council account to be moved to Lloyds as easier access in Lutterworth than Santander in Rugby. On line facilities to be arranged**. PN**

**Resolved** that the account be moved and on line access arranged.

**10. Planning**

**i) New /Unresolved planning applications**

None reported

(ii) **Other/Ongoing Planning Matters**

**Quarry** – see minute 11.

**Lutterworth East** – nothing new to note.

**11. Quarry Liaison Update**

Update given by CM. meeting in August stated that current site will be used until March 2020. Looking at 2 more sites locally to run concurrently for next 4 to 5 years. One site near the A5 and the other parallel to the A426, near the Garden Barn. All sites will be filled back and not used for landfill. At the site parallel to A426, the bridleway will be temporarily moved for the duration of excavations. Notes from the August meeting will be available on the Council website.

Tarmac have agreed to a Community meeting to discuss further.

**Resolved** to arrange a community liaison meeting with Nick Atkins of Tarmac in October. Proposed dates are 15th or 22nd October.

May be able to make a legal agreement to prevent Tarmac operating around the North and West of Cotesbach.

**Resolved** to investigate possibility of an agreement.**CM**

**12. Magna Park Update**

EH provide an update. Report of last meeting now on website. Symmetry Park now owned by Gazeley and known as Magna Park South.

The Wayfair Warehouse is now open and offering tours.

The Community Fund will be available but amount not yet known

Apologies were given at the September Magna Park Community Liaison meeting for Gazeley’s lack of information and incorrect minuting at an earlier meeting, over A426 closures.

**13. Village Hall Update**

Nothing new to note.

1. **Pond**

A new parishioner has offered to complete a Pond Management Plan for the Parish Council. He has made suggestions like putting down netting, replacing nettles with wild flowers and removing some tress. Would like to initiate a Pond Maintenance Group. A Pond Management Plan to be drafted and invite Parishioners to volunteer for the Group. **EH**

Parishioner to be contacted. **EH**

1. **Councillor or Other Training**

EH attended LRLAC’s Chairman’s training. PN to attend 3 Parish Clerk courses. Cost for latter to be divided between Cotesbach and Claybrooke Magna.

1. **Correspondence**
2. **Letter from Highways England –** M1/A14 junction with have a closed carriageway from September to December 2019 for resurfacing and clearance of vegetation.
3. **Any Other Business**
4. **Layout and Maintenance of Notice Board –** Need to adjust opening – **MW**.

Layout to be planned**- EH**

1. **Wedding Event Noise –** 2 recent weddings caused a noise issue with music and fireworks. EH reported to Livvy Newton, the event organiser, and HDC and asked for the required Event Management Plan and consequences of breaching any such plan, who is responsible for events going forward and information of future events. Livvy did not share the Event Management Plan but has committed to doing so following the contact with HDC. HDC registered EH’s email as a formal complaint and is following up with Livvy. HDC recommended parishioners to capture any further noise issues using “The Noise App” ([www.thenoiseapp.com](http://www.thenoiseapp.com) / search app stores for The Noise App), and report complaints to HDC([environmentteam@harborough.gov.uk](mailto:environmentteam@harborough.gov.uk)) or contact the parish council. A further update to be given at next meeting**.EH**
2. **Annual Village Inspection –** carried out before the meeting
3. **Review of Council Documents –** Risk Assessment, Asset Policy, Standing Orders, Finance Regulations and Code of Conduct presented to Cllrs for acceptance and comments.

**Resolved** to accept all Polices subject to any amendments to be communicated to PN before the next meeting.

1. **Clerk’s Salary and Tax**

**Resolved** to pay Clerk’s salary at agreed rate and pay tax to HMRC

1. **Accountancy Firm for Payroll**

**Resolved** to use Ladywell Accountancy for payroll administration.

Meeting ended at 9.30 pm

**18. Date of Next Meeting**

Tuesday 12th November 2019 at 7.30pm in Village Hall.

To resolve that the minutes of the meeting of the Council held on the 24th September 2019 and circulated to all members, be signed as a correct record.

Signature:…………………………………………………………………………….. (Chairman)

Name:……………Ed Hunt………………………………………………….

Date:…………………12th November 2019……………………………………

**Action Point Summary:**

**Action Point 1**: **Flies/Smells** – New leaflet to be produced with updated information. **TH**

**Action Point 2: Vehicle activation Sign**- HDC Highways to be contacted about additional site. **PN**

**Action Point 3:** Defibrillator familiarisation course to be arranged for anyone interested. Needs to be checked monthly. **MW**

**Action Point 4:** New batteries to be arranged for defibrilator.**MW**

**Action Point 5: A426 speed signs** – agenda item for next meeting for EH - **PN**

**Action Point 6: Dog fouling** - situation will be monitored. **All**

**Action Point 7:** Environment Agency to be asked to change name from Cotesbach landfill site to Tarmac landfill site- **TH**

**Action Point 8:** When potholes are to be completed**-PN**

**Action Point 9:** Need to monitor bridleway as have been occasions when gates have been padlocked- **All**

**Action Point 10:** Footpath beside church overgrown with nettles. HDC Highways to be contacted. **PN**

**Action Point 11:** Debris from burnt car left at top of village. HDC to be contacted. **PN**

**Action Point 12:** Parish Council account to be moved to Lloyds. On line facilities to be arranged**. PN**

**Action Point 13:** To investigate possibility of an agreement over quarry.**CM**

**Action Point 14:** Notice Board openingneeds adjusting – **MW**.Layout to be planned**- EH**

**Action Point 15:** Review all Council documents and send comments to PN. **All**

**Action Point 16:** Set up date for meeting with Tarmac about planning application**. CM**

**Action Point 17:** The new parishioner to be contacted and a draft Pond Management Plan to be completed **EH**

**Action Point 18:** Wedding event noise **-** A further update to be given at next meeting**.EH**