

## MINUTES OF GREAT GLEN FULL PARISH COUNCIL MEETING

### Tuesday 12<sup>th</sup> November 2024, 7pm, Parish Office, Church Road, Great Glen

**PRESENT** Cllr Gascoigne (Chair), Cllr Parrott (Vice-Chair), Cllr Andrews, Cllr Fox, Cllr Hawes, Cllr Mackay, Cllr Scott, Cllr Mrs Scott

**ALSO PRESENT** Cllr Feltham (Leicestershire County Council)  
Cllr Hallam (Harborough District Council)  
Mrs Adkins (Parish Manager)  
Eight Members of the Public

Cllr Gascoigne welcomed all Attendees, the meeting commenced at 7pm.

#### 72/25 Public Recess

A question was raised regarding the publication of Working Party Minutes. This was a repeated question, Chair once again advised there had been no meetings. A further question was raised as to how a Section 106 application had been made with no meetings, Chair responded that this had been done by the Parish Manager in conjunction with himself and the Vice-Chair, with the full knowledge of the Parish Council.

#### 73/25 Apologies for Absence

Apologies were received Cllr Mahal. Chair called for the apologies to be accepted, proposed Cllr Andrews, seconded Cllr Mrs Scott, unanimously agreed.

#### 74/25 Declaration of Interests, both personal and prejudicial

None.

#### 75/25 To approve and sign the Minutes of the Full Parish Council Meeting of 8<sup>th</sup> October 2024

The Minutes of the Full Parish Council Meeting of 8<sup>th</sup> October 2024 had been previously circulated in draft. The Minutes were accepted and signed as a true and accurate record. Proposed Cllr Parrott, seconded Cllr Mackay, one abstention.

#### 76/25 Reports

- a) **Leicestershire County Councillor** – Cllr Feltham reported that Harborough District Council were undergoing a “Peer Challenge” to discover “the pluses and minuses” with reference to the services they provide, a report into the findings will be presented in due course.

Cllr Feltham referred to the recently announced increase in Employer’s National Insurance contributions, this was likely to produce an extra cost to the County Council of £5m. Notice had been received that Parish Councils would not be exempt from the increase as had been hoped, as they are not directly funded by the Government. This would have an adverse impact upon the Kibworth Parish Councils due to the number of staff employed.

Cllr Feltham noted the “free bus service” which is running across Leicestershire each Saturday until 30<sup>th</sup> November 2024

Cllr Feltham noted that the scheme to install electric vehicle charging points would begin in the spring, he asked if Great Glen would be part of the scheme, we are, it is hoped to have points installed at the Recreation Ground and the Ruperts Way Car Park.

Chair thanked Cllr Feltham for his report.

- b) **Harborough District Councillors** – Cllr Hallam reported that Harborough District Council’s budget was currently being prepared and would be presented before Christmas.

Cllr Hallam noted that applications had been submitted by the Parish Council and the Village Hall Committee for Section 106 grant funding, and from the Parish Council for Community Grant funding. He stated that he supported all applications.

Cllr Hallam reported briefly upon a recent meeting held by Neil O’Brien MP, and Alicia Kearns MP, in connection with the proposed development of approximately 4,000 houses in the vicinity of Chestnut Drive/Stretton Hall, Great Glen. Cllr Hallam reported that he has a pecuniary interest in the development and will not be attending any meetings or commenting upon the plans. This was noted.

Chair thanked Cllr Hallam for his report.

- c) **Sports Clubs Representatives** – Mr Morrish briefly reported upon pitch matters at the Recreation Ground. The cricket square has been “put to bed” and the football pitches scarified and reseeded. A grant of £8,000 had previously been received for such works but was now depleted and the balance of this year’s costs had been raised by the football teams. They would be looking elsewhere for future funding. Mr Snashall of Glen Villa Football Club had sent more good news from the current season; the First Team have won their last 8 games in a row and are up to 4th in the League. The Veterans have had back-to-back wins and are up to 5th. Mr Morrish commented that both teams have moved up a level and are playing in a higher league. Chair sent congratulations to both teams.
- d) **Community Liaison Councillor** – Cllr Hawes continues to visit local clubs and organisations within the village, and presented her report as reproduced below:

*The Great Glen Wine Appreciation Society – This group is an exceptional group. Very friendly with ever increasing knowledge of wine. Meetings are at St Cuthbert’s Primary School. They have varied evenings with wine tastings from outside wine experts. The membership is approx. 50, but new members are always welcome to join a short waiting list. Meetings are the last Thursday of each month. Each year they have a vineyard visit and a BBQ and Christmas Dinner. The Chairman is Nigel Dunford, the Secretary is Mick Dunn.*

*Ukelele Group – This is a productive and friendly group which has been running for a number of years. Even through Covid it kept everyone together through Zoom. The membership is approx. 45 and held at the Methodist Church on Mondays. Just listening to their music brings a sense of relaxation. It is organised by Jewels Franks.*

Chair thanked Cllr Hawes for her report.

## 77/25 Financial Matters

- a) **To approve the Income and Expenditure Account as at 31<sup>st</sup> October 2024 as circulated**

Chair referred to the Summary Income and Expenditure Account attached to these Minutes at Appendix 1, which had been previously circulated. The Account was accepted. Proposed by Cllr Parrott, seconded Cllr Mrs Scott, and unanimously agreed.

- b) **To approve the Bank Reconciliation as at 31<sup>st</sup> October 2024 as circulated**

The bank reconciliation had been circulated. A motion to accept the accounting records was proposed by Cllr Andrews, seconded Cllr Mackay, unanimously agreed.

## 78/25 Planning Applications

Cllr Scott presented his report:

- a) **Applications**

HDC TPO 74 - Gamekeepers Lodge, 11 London Road, Great Glen LE8 9DJ - Trees T2 and T3 recommendation to be felled, due to damage to property – Photographs clearly showed the trees too close to the property, the application was discussed and considered to be acceptable. A neutral comment will be submitted.

24/01416/FUL | Remodelled front/side extension to No.28 (part retrospective) (revised scheme of 22/00847/FUL)  
Amendment to 22/00847/FUL. Non Material Amendment submitted as 24/01420/NMA – 28 London Road, Great Glen LE8 9FL – The drawings and plans displayed showed amendments which were considered acceptable. A neutral comment will be submitted.

- b) **Other Planning Matters**

Cllr Scott reported that a planning appeal was underway in respect of the redevelopment of three garages at 3 Bindleys Lane, Great Glen. No further information available at this time.

Cllr Scott reported:

*Vice Chair Ann Parrott and myself attended a Public meeting in Thurnby regarding the possibility of a large development of up to 4000 houses being implemented in Great Glen, near Stretton Hall. The meeting was called by Neil O’Brien MP and Alicia Kearns MP, with HDC Cllrs in attendance. Both Cllr Parrott and myself asked questions at the meeting on behalf of Great Glen. HDC Cllrs will be fully briefed in December, and will put Information out for Consultation in January. Attendees at the meeting were asked to discuss and disseminate as much information as possible to ensure that the Consultation reaches as many as possible, so that they should be able to comment and object as necessary.*

Cllr Parrott commented upon the meeting, her queries raised included why Great Glen was to be targeted for this development when there are plenty of brownfield sites within Leicester City, and also the loss of important farmland.

Chair thanked Cllr Scott for his report.

## 79/25 Committee Reports

## a) Finance Committee –

Cllr Mrs Scott presented her report, reproduced below:

*This is my report as Chair of the Finance Committee held 11<sup>th</sup> November 2024*

1. **I propose** that The Financial and Management Risk Assessment is now adopted by the Full Parish Council. If you remember in my last report of 8<sup>th</sup> October, I suggested it to be adopted in this meeting with the understanding all councillors will have reviewed GGP029 and GGP030.

*I would now like to discuss at this full Parish Council Meeting the practicalities of GGP041 which covers the storage of our records as I also requested in my last report and fully included in the minutes... I suggested maybe to use our garages.....*

*I have the Terms of Reference which I will now read, that the Finance Committee have drawn up. “(I)” I will reread 5.3 to draw your attention to the section that the Finance Committee has the power to form sub-committees where it is considered to be in the interests of the Parish Council.*

2. **I propose** that this is now adopted

*The Finance Committee have reviewed the Financial Regulations each and every line making necessary amendments. (An 11 page document) .EG. Inserting Parish before Council.*

*Section headed Accounting and Audit, 2.6 we have removed the sentence “report to Council in writing, or in person etc” We .....Under Budgeting Control, 4.1 we have removed the sentence “This authority is to be determined etc we have also removed 4.11 & 4.12*

*Under Banking Arrangements and Authorisation of payments, we have changed the wording to 5.2 and 5.5. Removed 5.7 and 5.9. Instructions for the Making of Payments has been changed to the current practice.. e.g. We do not use cheques, we make electronic transfers. Payments of Salaries, the last sentence to 7.2 has been removed as has 7.8. Income Wording changed to reflect the agreed current practises has had the section covered by Orders of Work, Goods and Services*

*We have reworded 14.2 under the section of Assets, Properties and Estates to include property up to £5k. We have added to seek to in 14.6. Under Section Suspension and Revision, we have removed Council to read Finance Committee*

3. **I propose** the Financial Regulations of which were reviewed in full by the Finance Committee to be adopted

*We have painstakingly reviewed the budget with the understanding that there will always be changes and movement of budget items again where the Finance Committee deem it necessary. We hope to finalise the Precept for the next Full Parish meeting of 10<sup>th</sup> December 2024.*

4. *We have updated the investment policy and request **it to be adopted at the next Full Parish meeting**... please take a copy to read in your own time before the meeting...*

*The Finance committee do not propose to make any investments due to the unstable global finance situation with the wars currently raging and the change of government here in the UK and the changes expected in America... resulting in the unease in Europe.*

*We feel it important however to ‘ring fence’ monies if required e.g.: although the car parks are currently in good repair, we need to ensure that when they need resurfacing, we have the necessary funds.*

*We also feel that the Full Parish Council should give urgent attention to the Youth Centre. It is currently empty and children have broken a window and attempted to enter the building...The window has been temporarily fixed and secured. We have set aside a budget figure for professional fees assuming the Full Parish Council proposes that it is sold.*

5. *Regarding the Parish Council Assets, in the New Year I will be requesting volunteers to work with the Finance Committee to list all assets that are owned by the Council., as you hopefully remember in my last report, and of which was included in full in the previous Full Council Minutes, I stated we do not know what we own and what we do not. It is imperative that the Asset Register is updated.*

*I would personally like to thank the Parish Manager for her continued help and to the members of the Finance Committee and especially to Councillor Mackay for her valuable input and knowledge of budgets. We have held several meetings, sometimes twice a month in an effort to update all documents held... Each meeting has lasted more than 2 hours and one over 4. Again, thank you to the Finance Committee and to the Parish Manager.*

**79/25(a) (i)** With regard to the Financial and Management Risk Assessment clauses GGP029 and GGP030, it was proposed that these are accepted, the policy was proposed to be adopted. Proposed Cllr Mrs Scott, seconded Cllr Scott, unanimously agreed.

With regard to Financial and Management Risk Assessment clause GGP041 and specifically document storage, it was agreed to pursue such storage within the Parish Council's garages off Cromwell Road.

**79/25(a) (ii)** With regard to the Terms of Reference for the Finance Committee, these were proposed to be adopted. Proposed Cllr Mrs Scott, seconded Cllr Scott, unanimously agreed.

**79/25(a) (iii)** With regard to the Financial Regulations, it was proposed to adopt the changes made which reflect current practices. Proposed Cllr Mrs Scott, seconded Cllr Scott, unanimously agreed.

With regard to the Investment Policy, copies of the policy were circulated, and this will be discussed at the next meeting.

Chair thanked Cllr Mrs Scott, the Parish Manager, and the Finance Committee for their continuing work.

#### **80/25 Chair's Report**

Chair began by thanking everyone who attended the Remembrance Day service and parade, adding how well it had been managed and how much he had enjoyed the service.

Matters noted around the village included how well the Elm trees on the Recreation Ground had taken, and the need for chippings to be spread on the path from High Street to London Road.

Chair noted that we have not yet commenced the graffiti clean-up and made a request for a Councillor to take the lead in the project. Anyone willing to do so should contact the Parish Manager.

Plans for festive decorations for the village were briefly discussed. Five Christmas trees have been ordered to be located on the Memorial Green, outside the Parish Office, outside the Library, outside the Chemist, and on Garfield Park Green. Other lights will be installed on the trees of the Memorial Green and the Post Office Green.

#### **81/25 Parish Manager's Report**

The Parish Manager reported upon a recent meeting of the Junior Parish Council at which there had been a guest speaker, Becca Powell, Youth Engagement Officer at Harborough District Council. Miss Powell and the Communities Team are in the process of launching a Junior District Council and are visiting established Junior Councils to gain an insight into how this might best be achieved. The meeting had gone very well with many questions from both sides, these including asking the Junior Councillors why they had put themselves forward and what they had achieved. Several of the Junior Parish Councils expressed an interest in joining the District Junior Council.

General matters to report within the village include:

- Repairs to the heritage lamp on the Memorial Green are complete, it has been found that the power was disconnected some time ago and reconnection is being investigated.
- Replacement pathway lamps at St Cuthberts Church were discussed with Rev Ford who has undertaken to speak with the Diocesan Office regarding the matter and will report back as soon as possible.
- Redecoration of the exterior handrails at the Library is completed, planting of the garden is awaited. The Parish Council have donated prizes for the Library Christmas Grotto.
- As mentioned earlier in the meeting, the Christmas trees have been ordered. Price is currently unavailable as this depends on availability and size of tree but estimated to be between £100 and £400 each.
- Planting of the Memorial Rose Garden is imminent; several orders have been received.
- The new Elm trees for the Recreation Ground have not yet been lifted due to unsuitable weather. No date has been given.
- Space marking and the new fence at the Ruperts Way car park is completed, the contractor has offered to stain the wooden fence to give a smarter appearance.
- The bike shelter will now be ordered, there are delivery issues to be resolved.

Matters brought forward from the previous meeting:

- Nothing further regarding the bench on Chestnut Drive. Cllr Hallam will look for a suitable location and discuss with the Parish Manager.
- Nothing further regarding the request for a meeting in respect of the proposed development of the paddock on Orchard Lane. Cllr Hallam noted that planning approval for development had previously been achieved for the site but was now lapsed. He would expect another application to be successful.

**82/25 Correspondence Received**

An email received from the Honorary Treasurer to the Village Hall Committee, reproduced below:

*Thank you for presenting our recent request to the Full Parish Council Meeting of October last. We understand that Councillors were not willing to support an application without the full details of what purpose the funding would be used for. The funding is to support the S106 application for the refurbishment of the Village Hall, which is to be reviewed [sic] by Harborough District Council later this month. In view of this it would be eminently sensible to await the outcome of that process to enable us to select a suitable part for refurbishment not covered by the S106 outcome. We will of course provide copy documentation in time for the next meeting (December) so that it and circulated [sic] and then discussed at the meeting.*

This was noted.

**83/25 Date and Time of Next Meeting**

The next Full Parish Council meeting will be Tuesday 10<sup>th</sup> December 2024, 7pm at the Parish Office. This was noted.

**The public meeting closed at 7.47pm**

Signed : \_\_\_\_\_ Dated : \_\_\_\_\_  
Cllr Tim Gascoigne, Chair of the Parish Council

**RESOLUTION TO EXCLUDE PRESS AND PUBLIC FROM CONFIDENTIAL ITEMS  
Public Bodies (Admissions to Meetings Act) (1960)**

a) **Staffing Committee Report**

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# APPENDIX 1

## INCOME AND EXPENDITURE SUMMARY - OCT 2024

| <u>EXPENDITURE</u>         | <u>£</u>               |
|----------------------------|------------------------|
| RENT                       | 925.00                 |
| RATES                      | 453.00                 |
| PHONE/INTERNET             | 131.20                 |
| OFFICE SUPPLIES            | 269.41                 |
| OFFICE CANTEEN             | 0.00                   |
| WEBSITE                    | 0.00                   |
| SUBSCRIPTIONS              | 0.00                   |
| COMPUTER SUPPORT           | 140.00                 |
| ACCOUNTS SUPPORT/SYSTEM    | 0.00                   |
| MISC                       | 756.00                 |
| GRANTS/DONATIONS           | 0.00                   |
| UTILITIES                  | 719.06                 |
| TRAINING                   | 140.00                 |
| R&R/MAINTENANCE            | 2839.08                |
| PLAY PARK EQUIP            | 0.00                   |
| BANK CHARGES               | 35.75                  |
| SALARIES                   | 2922.65                |
| PAYROLL CHARGES            | 0.00                   |
| HMRC                       | 1852.60                |
| PENSION                    | 1437.84                |
| INSURANCE                  | 1261.29                |
| PWL REPAYMENT              | 0.00                   |
| PAVILION PROJECT           | 0.00                   |
|                            | <u><b>13882.88</b></u> |
| <u>INCOME</u>              |                        |
| INVOICES                   | 925.61                 |
| VAT REFUND                 | 0.00                   |
| INTEREST - CURRENT ACCOUNT | 413.52                 |
| OTHER                      | 0.00                   |
| INTEREST - SAVINGS ACCOUNT | 60.88                  |
|                            | <u><b>1400.01</b></u>  |

**RESOLUTION TO EXCLUDE PRESS AND PUBLIC FROM CONFIDENTIAL ITEMS  
Public Bodies (Admissions to Meetings Act) (1960)**

**a) Staffing Committee Report**

Chair reported upon complaints made by Mr Andrew Williamson, former Parish Councillor, against himself and the Parish Manager, and also referred to a complaint made against Cllr Scott by Mrs Diane Williamson (wife).

In essence Mr Williamson had complained about the conduct of the Parish Manager during meetings and specifically that she had been rude to him at the May meeting. He went on to complain that his complaint was not dealt with correctly by Chair.

In accordance with procedure and upon advice received, Chair took Councillors through the timeline and email trail between himself and the Senior Democratic Officer and Team Leader, Deputy Monitoring Officer, at Harborough District Council, who had dealt with the matter, and his correspondence with Mr Williamson.

The Decision Notice from Harborough District Council stated that the appropriate course of action is to take no action in respect of the complaint, and there is no right of appeal.

Councillors briefly discussed the matter, several expressing their recollection of the meeting and Mr Williamson's own behaviour.

Chair stated that the matter was now concluded, and no action would be taken.

For closure, Cllr Scott asked to update Councillors upon the matter of the complaint against himself, with agreement he advised that he had not intended any disrespect and had issued an apology to Mrs Williamson.

This was noted.

**The confidential meeting closed at 8.06pm.**

Signed : \_\_\_\_\_  
Cllr Tim Gascoigne, Chair of the Parish Council

Dated : \_\_\_\_\_