At 6:45pm the Chairman welcomed two visitors, Borough Cllrs Mel Steadman and Chris Evans to the meeting. The Chairman suspended the meeting and invited comments from the visitors.

Two representatives; one from Ridge Planning and another from Thatcham Research, presented proposals for a new vehicle test facility at Langar Airfield. Cllrs were invited to ask questions and forward any further comments or queries to the representatives. Clerk to forward contact details to all Cllrs and Borough Cllrs Steadman and Evans.

The Chairman reopened the meeting at 7:25pm.

19/133 COUNCILLORS PRESENT & APOLOGIES FOR ABSENCE
Cllrs Adams (Chairman), Cheetham, Dames, Heald & Oldershaw.
Borough Cllrs Evans & Steadman. Apologies received from Cllrs Dunn & Thompson.
It was unanimously agreed that the apologies be accepted.

19/134 NOTIFICATION OF DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS FROM COUNCILLORS ON MATTERS ON WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST
- Cllr Dames declared a personal interest in Minute 19/138 as a customer of Mr Scarborough.
- Cllr Cheetham declared a personal and pecuniary interest in Minute 19/136d i planning application 19/00859/OUT as neighbour of the proposed site.

19/135 MINUTES OF ORDINARY MEETING held on 20th January had been distributed with the Agenda. It was agreed unanimously that the Minutes be approved, and they were signed by the Chairman.

19/136 PLANNING MATTERS

19/136a Planning Decisions
Permission granted: Noted
i Allotment Gardens, Boyers Orchard, Harby 19/00233/REM
Approval of reserved matters - Appearance, Landscaping, Layout, Scale of application 15/00942/OUT

Permission refused: Noted
(The following was received after the agenda was published but noted at the meeting)

i Land off 9 Melton Road, Long Clawson 19/01365/FUL
Erection of one new build, 1.5 storey, 3 bedroom dwelling and associated works to widen access driveway

19/136b Appeals lodged / Inspector’s decisions/Withdrawn applications – Nil received

19/136c Planning Applications
i Barn Adjacent to Brook Farm, Hickling Lane, Long Clawson 20/00032/GDOCOU
Conversion of barn to dwelling
(PC observations to be submitted by 18.2.20)
The Parish Council objected to this application as it is unclear from the planning application on the current and recent use of the barn, which is understood to have been used as stables. For this reason, the Parish Council question whether the development meets the criteria to qualify for Class Q permitted development rights.

ii 49 Stathern Lane, Harby 18/00044/FUL
Variation of condition 10 in relation to previously approved application
The Parish Council had no objections to this application but requested that any tree work be carried out sensitively by a qualified and licensed arboriculturalist as it was felt that the trees in question are very much part of the street scene on Stathern Lane.
**19/136d Planning Correspondence**

i 29.1.20: MBC Planning Officer re Canal Lane, Hose. 19/00859/OUT. Invitation to meet developers. (Copy Chairman 10.2.20) It was agreed that the Parish Council would like the opportunity to discuss these plans. Clerk to arrange this with MBC.

ii 7.2.20: MBC - Millway Foods Site Meeting - Wednesday 19th February @ 10am (Copy ClRs 10.2.20) ClRs to confirm attendance. It was noted that ClRs Adams, Dames & Heald would be attending the meeting and Clr Adams would send PC comments and observations to the clerk to submit to MBC by 21.2.20. It was also noted that the developer has taken steps to secure the site.

iii 12.2.20: MBC – Notification of Forthcoming Planning Committee 27.02.20 at Parkside (Council Offices) commencing at 6:00pm:

- Long Clawson Dairy Entrance, Hickling Lane, Long Clawson 18/013431/ FUL
- Demolition of existing redundant packing building, erection of new cheese maturation buildings, and relocation of dairy offices.
- Formation of new village green space and change of use to existing buildings to west end street frontage.

It was agreed that the clerk would send a response from the Parish Council to Melton Borough Council reiterating the PC's comments and observations in its previous correspondence. It was noted that, should these plans proceed, the PC would like further dialogue with Long Clawson Dairy and the planning officer.

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**19/137 MATTERS TO REPORT**

**19/137a The following items required no further action and are discharged:**
19/121 Councillors Present & Apologies for Absence

**19/137b Necessary actions have been taken on the following items and discharged:**
19/122 Notification of Declaration of Interests
19/123 Minutes of Previous Meeting
19/124 Planning Decisions
19/124b Appeals lodged / Inspector’s decisions / Withdrawn applications
19/124c Planning Applications i, ii & iv
19/124c Planning Applications iii Millway Foods Ltd, Colston Lane, Harby. LE14 4BE 19/01384/REM A date to meet the planning team has now been set for 19.2.20. Clerk to send PC observations to MBC by 21.2.20.
19/124d Planning Correspondence – Ridge Town & Country Planning. Planners attended February PC meeting.
19/125 Matters to Report
19/126 Accounts Paid
19/127 Correspondence
19/128 Resignation of Clr Brian Hiley
19/130 Payments by BACS

**19/137c Responses awaited to actions on the following items:**
19/43d MBC approximate contribution from CIL for current approved planning applications for CHH
19/55fiii C Arnold repair to rocking balance beam, The Leys
19/67d A – Clr Heald asking volunteers to move boulders in bark area, The Leys, to clear fall space – It was suggested that the PC await advice following the May / June ROSPA inspection. Clerk to obtain quotes.
19/67fiii Developer of old Dairy site, Langar Lane for reimbursement of cost of repair of streetlight
19/113 19/95f iii Quote from Summerland's for work to streetlight columns – this work has been started. Clr Dames to speak to Harby residents re ivy removal
**19/137d**

**Items awaiting further action which may not yet be discharged**

A  **Tasks Outstanding – Clerk**

15/167dA  **Online ‘Get Mapping’ of PC property recording unique ref numbers/inspection dates**

16/69f  **Finish drafting combined maintenance schedule for Harby Nature Reserve**

18/121  **Contact owners of unstable headstones in the cemetery where known and place a notice in the Melton Times, Clawson Clarion & Hose Piper, PC notice boards & gates asking for owners to contact the clerk. Plan updated with memorial details**

19/44c  **List of all tree work recommended by LCC & suggested by PC - It was agreed that the clerk would contact LRALC and/or NALC to obtain guidance on the definition of risk before re-drafting and circulating to all Cllrs for approval. Clerk to obtain 3 x quotes for ‘Priority 1’ work to be completed as detailed in the inspection reports. Clerk has received one quotation for this work so far.**

19/115 & 19/97bi  **Amended Tree Policy – see previous bullet point**

19/67dA  **Quotes for repairs to Churchyard wall, Bolton Lane, Hose for both repairs and rebuild. Clerk to obtain 2 more quotes for work.**

19/67fiii  **Tiles on site of removed climbing frame, Hose. Handyman to remove, Cllr Dunn to Transport, Mrs H Cheetham to store for future use. Clerk to follow up with handyman**

19/67fi  **Input data re streetlight pole checking on spreadsheet**

19/67fiii  **Amend Appendix B scale of fees & charges of Cemetery Rules & Regulations**

B  **Deferred Items/Reminders for Future Tasks**

18/66  **Review LC cemetery charges every 4 years – next due 2022**

19/22  **Street light PC pole/column checking every 5 years – next due 2024**


19/102  **The Rights of a Parish Councillor**

19/103  **Streetlight Working Party to meet early in 2020**

C  **Items requiring action from Cllrs/third parties:**

i  **Fallen tree blocking footpath from The Red Causeway to Dickman’s Lane, Harby. It was noted that the clerk had reported this to MBC. The tree has now been removed and the footpath cleared.**

ii  **Removal of ivy from streetlight column on Boyer’s Orchard, Harby. It was agreed that Cllr Dames would approach the neighbouring residents to inform them of the necessary work.**

19/137e  **The following matters were noted:**

i  **26.1.20: Letter from Cllr Hiley (Copy Cllrs 27.1.20) It was agreed that the clerk would write to Cllr Hiley to acknowledge and confirm his resignation.**

ii  **29.1.20: Advance Notice of TTRO – Church Lane, Long Clawson – 25.3.20 for 1 day. (Copy Cllrs 10.2.20) Press Release to be displayed on PC noticeboards 2 weeks prior to works commencing.**

iii  **31.1.20: Press Release for TTRO – Pasture Lane, Hose – 24.2.20 for 1 day. (Copy Cllrs 11.2.20 & PC noticeboards)**

* (The following item was not on the agenda but was noted at this meeting)*

iv  **14.2.20: Press Release for TTRO – Hose Lane, Long Clawson & Clawson Lane, Hose – 25.2.20 for 4 days. (Copy Cllrs 17.2.20 & PC noticeboards)**

19/137f  **Reports from Councillors/Clerk : -**

i  **Reports from Cllrs:**

- Cllr Cheetham & Cllr Thompson – Cllr Training – Cllr Cheetham shared the key points from the Cllr Training. It was noted that Cllrs are required to request dispensation to discuss and vote on specific council business. It was agreed that the clerk would contact LRALC and add this item to the agenda for the March PC meeting.

- Cllr Cheetham on discussions with residents of Hose re defibrillators – relocation from the wall of the shop to a more accessible location (possibly the farriers) It was noted that this defibrillator is currently non-functional. It was proposed that the PC write to companies to request sponsorship of purchase and maintenance of new defibrillators in the Parish. It was agreed that Cllr Cheetham and Cllr Heald investigate this matter in Hose and Harby respectively.

- Cllr Cheetham reported that the Hose Park Trustees no longer require the grass mowing to be added to the PC ground maintenance contract for this year.
- Cllr Dames – Surgery times at Long Clawson – It was noted that Cllrs have received several complaints about the bus timetable, particularly to Long Clawson Surgery. Residents using an Older Person’s Bus Pass are unable to use the pass on the bus reaching Long Clawson for the start of surgery and the next bus arrives after the surgery stops taking walk in appointments. Complaints have also been received about the bus times to and from Melton. It was agreed that the clerk write to LCC.
- Cllr Dames – School hedge in Harby. It was agreed that the clerk write to the school to request that it is trimmed to stop it overhanging the pavement on Burden Lane.
- Cllr Adams
- Flooding issues (Hose Lane / Harby Lane work to commence 2.3.20 for 3 days) - Noted
- Meeting with organisers of The Belvoir Challenge – Noted
- Finance Working Group - 12.2.20 – It was agreed that the Finance Working Group meet twice / year and report back to Council. It was agreed that Cllr Heald would adapt the current finance spreadsheet to include budget comparisons on the main bank reconciliation.

ii 19/50 Reports from PC village hall committee representatives:
- Hose – Following the fire at the Village Hall, new curtains have been ordered. Cllr Cheetham requested information on applying for a grant from the PC for Hose Village Hall. Clerk to send form and add as an agenda item once the completed form has been received.
- Harby – Cllr Heald fed back on the last Harby Village Hall Committee meeting. It was agreed that a meeting be arranged with the Chairman of the Harby Village Hall Committee to discuss ways forward re the siting of a new village hall. Clerk to arrange.
- Long Clawson – Nothing to report

iii Report from clerk:
- Training – Clerk 1, Effective Minute Taking, Quarterly Clerk’s Meeting - Noted
- Reported several issues – White lines on Harby Hill, overhanging tree branches / fallen trees, Harby - Noted
- Handyperson has fitted reflective strips to the barriers on The Leys car park and temporarily covered the protruding bolt. It was noted that The Barrier People have agreed to trim the bolt free of charge. Incident Register:
- Fallen tree blocking footpath between The Red Causeway & Dickman’s Lane – reported to MBC

(The following item was not on the agenda but was considered at the meeting)

- Pingle Play Area, LC – flooded. Matting under the swings is covered in thick mud and needs jet washing. Clerk has chained the swings up and will arrange the cleaning of the matting.

- LC Cemetery & closed Churchyards:
- Summerland’s completing work in LC Churchyard (and Hose?) – Noted Clerk to check the grounds maintenance contract re work to Hose Churchyard.
- Playgrounds:
- Fenland Leisure examined the damage at Pingle Dyke. Recommended handyperson / carpenter to repair. Quotation received from James Howden. It was agreed to accept the quote of £286 + VAT to repair the climbing frame in Long Clawson. Climbing frame at The Leys is not dangerous – no need to repair. - Noted
- Allotments: Waiting List – LC x 3, Harby x 3. Vacant Hose x 3. Clerk to offer Hose allotments to residents on the waiting lists.
- Street Lighting:
- 1 x streetlight not working in Harby – Clerk reported

(The following item was not on the agenda but was noted at the meeting)

- 1 x tree overhanging a streetlight in Harby – Clerk to report
- Removal of ivy - noted
- Village Greens: Nothing to report

(The following item was not on the agenda but was noted at the meeting)

- Cllrs contact details updated on CHH PC website (www.chhparishcouncil.co.uk)
19/138 ACCOUNTS FOR PAYMENT approved and cheques signed by 3 Cllrs. Noted that:
- Payments, invoices and bank reconciliation had been checked & initialed by Cllr Cheetham before the meeting;
- Invoices and the budget review up to the end of January was available for inspection at this meeting.

i TSB Bank plc (DD) £7.81 Bank charges
ii NEST (DD) £137.16 Pension contribution
iii HMRC (Bacs) £320.89 Tax & NI
iv Mr B Mills (Bacs) £420.80 Wages & expenses
v Mrs C Buckle (Bacs) £1227.30 Wages & expenses
vi Summerland’s (Bacs) £1236.29 Grounds maintenance
vii Cartridge Save Ltd (Bacs) £41.06 Ink Cartridges / toner
viii The Bookbinders (Bacs) £59.00 Minute books
ix Glasdon UK Ltd (Bacs) £27.20 Banding kit – new bin
x The Barrier People (Bacs) £2704.00 Barriers – Leys car park
xi BT (Bacs) £79.58 PC landline & broadband

(The following item was amended from £37.50 to £43.75 after the meeting finished so that the invoice could be paid promptly - £12.50/hr for 3.5hrs)

xii Valley Christian Fellowship (2353) £43.75 Room hire – PC meeting
xiii LRALC (Bacs) £250.00 Internal audit
xiv E.ON Energy Solutions (Bacs) £28.16 Streetlight maintenance
xv 2commune Ltd (Bacs) £888.00 PC website annual fee
xvi Information Commissioner (2354) £40.00 GDPR

(The following invoices were not on the agenda but checked and signed at this meeting)
xvii LRALC Ltd (Bacs) £80.00 Clerk training
xviii E.ON UK plc (Bacs) £708.80 Electricity – February
xix Richard Scarborough (2355) £110.00 Jubilee Orchard work

19/139 CORRESPONDENCE

19/139a Correspondence Tabled for Information was noted

i 22.1.20: Mayor’s Race Night, Thursday 19th March 2020 (Copy Cllrs 10.2.20)
ii 23.1.20: MBC – Press Release: Cabinet approves consultation on draft Off Street Parking Order (Copy Cllrs 10.2.20)
iii 23.1.20: MBC – Decision Sheet for Cabinet 22.1.20 (Copy Cllrs 10.2.20)
iv 23.1.20: MBC - Melton Borough Council receives Disability Confident Leader status (Copy Cllrs 10.2.20)
v 28.1.20: MBC – Introduction of new Public Space Protection Orders (PSPO) to tackle irresponsible dog ownership (Copy Cllrs 10.2.20)
vi 28.1.20: Keep Britain Tidy (Great British Spring Clean) online survey (Copy Cllrs 10.2.20)
vii 29.1.20: NALC Newsletter (Copy Cllrs 10.2.20)
viii 29.1.20: LCC Highways – Flowering Basket Attachments to Street Lighting Columns (Copy Cllrs 10.2.20)
ix 29.1.20: Primary Care Supplies – Defibrillator Sale (Copy Cllrs 10.2.20) (£620 for a new machine)
x 6.2.20: NALC – Spring Conference 2020 (Copy Cllrs 11.2.20)
xi 7.2.20: NALC – Chief Executive’s Bulletin (Copy Cllrs 11.2.20)
xii 8.2.20: Harby PCC – Acknowledgement of and thanks for grant towards upkeep of churchyard (Copy Cllrs 11.2.20)
xiii 10.2.20: Came & Company – Newsletter (Copy Cllrs 11.2.20)
xiv 11.2.20: The Rural Bulletin (Copy Cllrs 11.2.20)
xv 12.2.20: NALC Newsletter (Copy Cllrs 12.2.20)

(The following correspondence items were received after the agenda was published but tabled for information)

xvi 13.2.20: Harby Journal – March 2020 (Copy Cllrs 17.2.20)
xvii 14.2.20: MBC – Latest Design Guidance (Copy Cllrs 14.2.20)

19/139b Correspondence for Discussion (detailed below & available to Cllrs)

i 25.1.20 & 26.1.20: Harby residents re tree near streetlight 45. Lamp obstructed by overhanging branches. (Copy Cllr A Dames) Reported to LCC and advised resident to report online as well. Clerk to report overhanging tree to MBC.
(The following two items were discussed in Minute 19/144 VE Day Events and Celebrations.)

ii 25.1.20: Hose School PFA Representative re VE Day Village Event (Copy Cllrs 10.2.20)
iii 28.1.20: Harby resident re VE Day Village Event (Copy Cllrs 10.2.20)
iv 3.2.20: MBC - Devolution letter to Secretary of State (Copy Cllrs 11.2.20) - Noted
v 12.2.20: Hose Village Hall re earmarked funds (Copy Budget & Expenditure Working Party – Cllrs Adams, Heald & Oldershaw 12.2.20) – Clerk to send form and add as an agenda item once the completed form has been received. (See also Minute 19/137f ii)

19/139c Correspondence received after the clerk’s report and requiring discussion
i 14.2.20: Harby NHW re concerns in Harby – It was agreed that the clerk seek advice from MBC and reply to Harby NHW.
ii 15.2.20: Letter from Harby resident requesting a streetlight near the entrance to Whitaker’s Farm. It was agreed that the clerk contact MBC planning department to ascertain whether this was part of the original planning requirement. It was agreed that this request could not be granted at this time. Clerk to contact resident.
iii 15.2.20: Job Centre Near Me – Request to add link to PC website – It was agreed that Cllr Adams would check the website. PC to decide at the next PC meeting.

19/140 LEYS CAR PARK
It was noted that the height barriers have now been installed and reflective tape fixed to both sides of each barrier to make more visible in the dark. Combination locks have been obtained. It was agreed that the clerk share the combination with all Cllrs, the PC handyperson, organisers of The Belvoir Challenge, Pizza Pals and the Chairman of the Harby Village Hall Committee. It was agreed that the combination would be changed periodically.
It was noted that The Barrier People have agreed to trim the protruding bolt without charge. It was agreed to cut the hedge between The Leys Car Park and School Lane to 1m at a cost of £100 + VAT to improve visibility for motorist exiting the car park. Clerk to arrange with Summerland’s (grounds maintenance).

19/141 RESOLUTION TO APPROVE DRAFT LICENCE TO OCCUPY RELATING TO AREA OF CAR PARK AT THE LEYS CAR PARK, HARBY
Subject to advice from LRALC, this was approved unanimously.

19/142 RESOLUTION TO APPROVE QUOTE FOR ERECTING WOODEN POSTS AT THE ENTRANCE AND EXIT OF THE LEYS CAR PARK, HARBY
Following consideration of the three quotations received, it was agreed unanimously to accept the quotation of £430 plus VAT from James Howden for the following work:
- Wooden posts installing (1.2 high above ground level and 125 x 125 mm square with pointed tops)
- One at the entrance between the latch post of the new gate and the hedge.
- Four at 1.5 m spacing between the hinge post and the village hall boundary at the exit.
Clerk to inform contractors.

19/143 PARISH COUNCILLOR VACANCY – HOSE WARD
It was noted that the posters informing residents of the vacancy had been up for 14 days. One parishioner has expressed an interest in the role. Clerk to contact MBC and interested parties and seek to co-opt at the next PC meeting.

(Borough Cllrs Evans and Steadman left the meeting at 9:30pm)

19/144 VE DAY EVENTS AND CELEBRATIONS
The PC received information from two organisations in Hose and Harby (see Minute 19/139b ii & 19/139b iii) about ideas for VE Day events in the villages. It was agreed that the PC would be prepared to provide grants towards these events. Clerk to respond to the residents. Organisations to send requests to the PC for consideration as soon as possible.
19/145  19/129 & 19/114 RESOLUTION TO APPROVE AMENDED ALLOTMENT TENANCY AGREEMENT
The resolution was **agreed** unanimously. Clerk to update website and send copies to allotment tenants to sign and return.

**Resolved**

The Chairman thanked the Cllrs for attending and closed the meeting at 9:43pm.

CHAIRMAN ………………………………            DATE:  16th March 2020

Clerk to Clawson Hose & Harby Parish Council – 01949 861452 - clerk@chhparishcouncil.co.uk – or http://www.chhparishcouncil.co.uk.

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