

**CLAWSON, HOSE & HARBY PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING HELD ON**  
**MONDAY 17<sup>TH</sup> MAY 2021 AT LONG CLAWSON VILLAGE HALL**

At 7.19pm (immediately after the Annual Parish Council Meeting) the Chairman invited the visitor to discuss any matters with the council. The visitor did not wish to make a representation to the Parish Council so the Ordinary Meeting was reopened immediately.

**21/09 COUNCILLORS PRESENT & APOLOGIES FOR ABSENCE**

Cllrs Adams (Chairman), Cheetham (Vice Chairman), Dames, Heald, McCulloch and Oldershaw. Apologies received from Cllrs Dunn, Cllr Simpkin and Borough Cllrs Evans and Steadman. It was unanimously **agreed** that the apologies be accepted.

**21/10 NOTIFICATION OF DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS FROM COUNCILLORS ON MATTERS ON WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST**

- Cllr Oldershaw declared a personal interest in Minute 21/12c ii as a friend of the landowner of the planning application being discussed.

It was **agreed** to grant the dispensation request for the duration of the meeting.

**21/11 MINUTES OF THE ORDINARY MEETING** held on 26<sup>th</sup> April 2021 had been distributed prior to the meeting. It was **agreed** unanimously that the Minutes be approved, and they were signed by the Chairman.

It was also **agreed** that, after the agenda has been published for a PC meeting, additional items could be added no later than the Friday before the meeting. Clerk to request an extension from MBC for comments on any planning applications received by the PC after this date.

**21/12 PLANNING MATTERS**

**21/12a Planning Decisions**

**Permission granted: Noted**

- |     |   |                |
|-----|---|----------------|
| i   | The Old Rectory, 3 Boyers Orchard, Harby, LE14 4BA<br>Internal alterations and new heating system. Covered link from house to stable building to rear.  | 21/00089/FULHH |
| ii  | The Old Rectory, 3 Boyers Orchard, Harby<br>Internal alterations and new heating system<br>Covered link from house to stable building to rear.  | 21/00090/LBC   |
| iii | Allotment Gardens, Boyers Orchard, Harby<br>Variation of condition 1 of 19/00233/REM - Approved Plans (Plot 15 single storey garage) Revised Site Plan 7660-03-002, Revised House Type 9 Plans and Elevations 7660-03-090 and Proposed Garage and Elevations 7660-03-091<br>Condition Number(s): Condition 1: Alterations to plot 15 and provide a single storey detached garage (Drawing number amendment) | 21/00017/VAC   |
| iv  | Hill Top Farm, Melton Road, Long Clawson, LE14 4NR<br>Replacement metal framed, mixed use building to be used solely ancillary to the existing agricultural and equestrian uses on the site.  | 20/01115/FUL   |
| v   | Martindale, 11 Harby Lane, Hose, LE14 4JR<br>T3 - Apple, T7 - Cedar - Fell and treat stump.   | 21/00086/TCA   |
| vi  | Martindale, 11 Harby Lane, Hose<br>T10 - Ash Tree - Fell and Treat.   | 21/00261/TPO   |
| vii | The Hollies, 9 Back Lane, Long Clawson, LE14 4NA<br>New gym/games room on site of previously approved stables / store (application refs:15/00737/NONMAT & 14/00415/FULHH)   | 20/01138/FULHH |

**Permission refused: Nil Received**

**21/12b**

**Appeals lodged / Inspector's decisions/Withdrawn applications: Noted**

- |   |   |              |
|---|---|--------------|
| i | Green Tree, 2 Dairy Lane, Hose<br>APPLICATION WITHDRAWN | 21/00267/TCA |
|---|---|--------------|

**Planning Applications:**

- i Barn Adjacent to Brook Farm, Hickling Lane, Long Clawson *20/01266/CL*  
Certificate of Lawfulness for the use of Caravan as a single dwelling for a continuous four year period.

The Parish Council considered this application and requested further clarification from MBC on what additional input is required from the PC.

There was some confusion regarding the application for a Certificate of Lawfulness for use of a Caravan as a single dwelling. It was noted in the Planning Officer's letter dated 28th September 2020 that the applicant might consider submitting 'an application for a "certificate of lawful use" which would reflect the change in use of the land to equestrian' rather than the use of the caravan as a dwelling. It is evident from this letter that the applicant was given one month to remove the caravan or enforcement action would be taken. Since this has not been done, the Parish Council feels that this matter should be dealt with by the Borough Council.

- ii Land Rear of 1 To 3 Hickling Lane, Long Clawson *21/00013/FUL*  
Erection of 31 dwellings with associated access, open space and parking.

The Parish Council objected to the application subject to receiving further information on the following issues:

1. Lighting

There does not appear to be any lighting illustrated in the plans for the proposed development nor is there any mention of streetlighting on Hickling Lane. It is felt, by the Parish Council, that there needs to be some form of lighting in this area. Additionally, a streetlight adjacent to Stokes Paddock illuminating that section of Hickling Lane would be necessary.

2. Parking

The proposals are not compliant with Policy T4: - Parking of the Clawson, Hose and Harby Neighbourhood Plan (CHHNP).

The Design and Access Statement specifies 74 parking spaces (including 12 garage parking spaces). However, this development requires a minimum of 87 parking spaces. Plots 8, 9, 10, 17, 18, 29, 30 and 31 do not meet the minimum standard.

3. Drainage

There does not appear to be a Drainage Strategy indicating what is happening with the property and surface water drainage. It is well documented that flooding is an issue in Long Clawson and the Parish Council would welcome further information on how this will be addressed. (CHHNP - NPLONG6 Hickling Lane / Broughton Lane)

4. Landscaping

It is noted in the CHHNP for this particular site that, 'development will be supported provided landscaping is provided to soften the site boundaries' (CHHNP – NPLONG6). There does not appear to be any soft landscaping adjacent to Plot 17 and the neighbouring property.

5. Heights of Properties

Some plots are too high for this location. The CHHNP states that 'development will be supported provided dwellings are no more than two storeys high, with some single storey bungalows included adjacent to current dwellings.' (CHHNP – NPLONG6) The bungalow at Plot 17 is 1.5 storeys high and Plots 2 and 7 are 2.5 storeys high.

The Parish Council requested a meeting with the developers of the site to discuss these issues as well as the possibility of a developer contribution towards the village hall, which would see an increase in usage as a result of this new development.

Cllr Dames wished for it to be **noted** that her objection was based on inadequate plans. It was felt that it is very difficult to see the detail online and on A4 copies. It was **agreed** that the Clerk would request full-sized plans from MBC for large-scale planning applications.

*(The consultation for the following application was received after the Agenda was published.)*

- iii Glebe Farm, Hickling Lane, Long Clawson, LE14 4NW 21/00416/FUL  
Proposed erection of a cattle barn

It was unanimously **agreed** to defer this item to the next meeting in order to give the Parish Cllrs time to consider the application. Clerk to contact MBC to request an extension for PC comments.

## **21/12d**

### **Planning Correspondence**


- i 10.5.2021: MBC Planning Officer - RE: COUNTY MATTER APPLICATION NO. 2020/TPO/0095/LCC - Tree work at St Remigius Churchyard, Long Clawson (Diocese informed). **Noted** Clerk to reapply for permission to work on the tree in the churchyard.

*(The following items were not on the Agenda but were discussed at the meeting.)*

- ii 13.5.2021: LC resident - Planning Application 21/00167/FUL - Land between 32 and 40 East End, LC - Resident request to withdraw PC decision and reconsider (Copy Cllrs & Borough Cllrs Evans & Steadman 17.5.2021)  
The Parish Council felt that it made decisions about the planning application based on facts in the Neighbourhood Plan and **agreed** that it would be inappropriate to withdraw the comments made to Melton Borough Council with respect to this particular application.  
It was **agreed** that the Clerk would respond to the resident and send a copy of the recording as soon as permission had been obtained from all attendees.
- iii 17.5.2021: MBC Senior Housing Officer - RE: Proposed Extension- 11 Watsons Lane , Harby (Copy Cllrs 17.5.2021). **Noted**  
Clerk to ask the Housing Officer to notify all tenants about the proposals.

## **21/13 MATTERS TO REPORT**

### **21/13a Items requiring action from Cllrs/third parties**

- i 7.5.2021: LRALC - Friday round robin email (Return to Face to Face Meetings) (Copy Cllrs 7.5.2021)  
It was **noted** that there has been considerable confusion regarding the holding of face-to-face meetings – particularly since remote meetings of the Parish Council have been unlawful since before full restrictions were set to be lifted.
- ii 7.5.2021: NALC -  CHIEF EXECUTIVE'S BULLETIN (Face to Face Meetings) (Copy Cllrs 10.5.2021)  
**Noted**

### **21/13b**

#### **PC Land**

#### **A Grounds Maintenance**

- i Meeting with Shed Grounds Maintenance – 19.5.2021. **Noted**

#### **B The Leys: Nothing to Report**

#### **C Village Greens: Nothing to Report**

### **21/13c**

#### **Car Parks**

*(The following item was received after the Agenda was published and was **deferred** until the next PC meeting)*

- i 17.5.2021: Request to rent a car parking space on The Leys Car Park for occasional car washing business.

#### **21/13d**

**Cemetery & Closed Churchyards:** Nothing to Report

#### **21/13e**

**Allotments & Summer Keeps: Noted**

- i Waiting List: Long Clawson x 5, Harby x 0, Vacant: Hose x 2 (meeting a prospective tenant 21/5)
- ii Cllr Cheetham – Hose - Update for parishioners (posters)

#### **21/13f**

**Community Orchards: Noted**

- i Cllr Cheetham – Hose - Update for parishioners (posters)
- ii Cllr Simpkin – Rubbish in the Jubilee Orchard, Harby

#### **21/13g**

**Street Lighting**

- i Ivy on streetlight poles 26 and 37 – Long Clawson  
It was **agreed** that the Clerk would ask the handyperson to remove the ivy.
- ii Supply to S/L 7, 9 and 10 – Long Clawson – WPD ordered works for July. **Noted**

*(The following item was not on the Agenda but was **noted** at the meeting.)*

- iii 14.5.2021: WPD – Streetlight quotations for Dairy Lane, Hose & Hollytree Lane, LC (Copy Chairman 14.5.2021)

#### **21/13h**

**Street Furniture (including bus shelters)**

- i Dog waste bin installed at Canal entrance, Bridge 37, Canal Lane, Long Clawson – MBC informed. **Noted**
- ii 5.5.2021: Hose resident – Phone box LC / defibrillator Hose (Copy Cllrs 10.5.2021) **Noted**. Cllr Cheetham to contact resident about this.
- iii 10.5.2021: Resident – Request to place a memorial bench in Long Clawson (Copy Cllrs 10.5.2021)  
It was **agreed** to defer this item until the next meeting.
- iv Handyperson is working on painting Back Lane, LC, bus shelter (prep work w/c 10.5.2021). **Noted**

#### **21/13i**

**Playgrounds**

- i Hose Park – climbing frame – Fundraising group to meet with Trustees of The Green and Hose Cllrs. **Noted**
- ii 6.5.2021: Playground Supplies Limited – Playground Inspection Reports (Copy Cllrs 10.5.2021) Clerk to follow up on items identified in Long Clawson. **Noted**

#### **21/13j**

**Traffic (including TTROs) Noted**

- i 5.5.2021: Press Release for TTRO. A road closure is required on Church Lane (between house no. 42 and 52) on 17.5.2021 for 10 days so Western Power Distribution can carry trenching and cable jointing works. (Copy Cllrs & PC boards 10.5.2021)
- ii 6.5.2021: LCC - Bus service disruption in Long Clawson - 10-13th May 2021 (PC boards)
- iii 6.5.2021: LCC - Parish & Community Environment & Transport Update (Copy Cllrs 10.5.2021)

*(The following item was not on the Agenda but was **noted** at the meeting.)*

- iv 14.5.2021: Long Clawson Resident – Complaint re West End Road Closure (Copy Cllrs 17.5.2021)

#### **21/13k**

**Training**

- i Sect 106 / CIL Training booked – LRALC – 18.5.2021 1-3:15pm (2 spaces). Clerk & Chairman to attend.

## 21/13l

### **Incident Register: Noted**

(The following item was not on the Agenda but was **noted** at the meeting.)

- i 14.5.2021: Harby Resident – Fly tipping on Burden Lane – Clerk reported to MBC 14.5.2021 Ref: SSZQKSSL

(The visitor left the meeting at 8:10pm.)

## 21/13m

### **Reports from Cllrs: Noted**

- i Cllr Simpkin – Grantham Canal Water Restoration Group - Minutes, Action Log and Issues Database from meeting on 29.4.2021 (Copy Cllrs 20.3.2021 - attached)
- ii **To consider actions and progress so far from Community Actions Working Groups**  
(All Cllrs to update on progress & next steps)  
**Environmental – Cllrs Cheetham, Oldershaw & Simpkin**
  - Update on Local Nature Reserve proposal (9.2.2021: Jane Fraser) Working group? Cllr Simpkin happy to join a working group on this.**Transport – Cllrs Dunn, Heald & McCulloch**  
**Community Facilities – Cllrs Adams, Cheetham & Dames**  
7.1.2021: Vale First Responders - Vale & Fosseway Responders and defibrillators (Copy Cllrs 5.3.2021)

## 22/13n

### **19/50 Reports from PC Village Hall Representatives - Noted**

- Long Clawson: Nothing to report
- Hose: Nothing to report
- Harby: Nothing to report

## 21/13o

### **Report from Clerk**

- i 15.4.2021: Resident – Motorised vehicles on access paths in Harby (Copy Cllrs 12.5.2021)  
It was **agreed** that this item should be referred to LCC.
- ii 10.5.2021: Finding Fitness – Summer Holiday Clubs (Copy Cllrs 10.5.2021, FB pages, website & PC boards). **Noted**  
Harby Village Hall – 26-30th July 2021  
Long Clawson Village Hall – 2-6th August 2021
- iii **To note the outcome of the Internal Audit – Thursday 13th May at 10:30am**  
13.5.2021: Internal Auditor - LRALC Internal Audit Clawson Hose and Harby PC 2021 (Copy Chairman / Vice Chairman 13.5.2021, Copy Cllrs 17.5.2021)

The clerk had forwarded a copy of the Annual Internal Audit Report to Cllrs prior to the meeting. It was **noted** that the auditor had made the following observations and recommendations:

1. The Clerk had efficiently addressed and corrected all observations outstanding from last year's report.
2. The Asset Register is in place, supported by the ongoing project to log assets on Parish Online.
3. Each month, a different Cllr is assigned to check expenditure against the bank statements, be responsible for reconciling the 2 documents and countersigning to demonstrate that this check has been done. This was a recommendation from last year's audit and has been adopted successfully by the PC.
4. All outstanding VAT has been claimed.
5. The Clerk is currently working an average of 22 hours / week although the contract is for 18 hours. The Clerk has been paid for the additional hours.
6. The website is quite difficult to navigate. The Clerk will seek training to help improve this situation.

The audit was conducted remotely via Zoom. All documents were readily available. As part of the audit, spot checks were carried out on several randomly selected invoices taken from meeting minutes. The Clerk was able to show the process of each payment from discussion at a meeting, to agreement of contractor, to payment and record keeping.

iv Holiday request - **Approved**

## 21/14 FINANCE

### 21/14a

#### **Financial Correspondence (including Remittance Advice)**

i 29.4.2021: MBC – Precept payment: £30,544.00

### 21/14b

**Accounts for Payment: approved** and cheques signed by 3 Cllrs. (Currently, due to COVID-19 restrictions, most payments are being paid by BACS.) **Noted** that:

- Payments and invoices had been checked & initialled by Cllr Adams before the meeting.
- Expenditure was checked against bank statements for April, the documents were reconciled and signed by Cllr Adams after the meeting.
- Invoices and the budget review up to the end of April was available for inspection before the meeting.

i	TSB Bank plc	(DD)	£7.92	Bank charges
ii	NEST	(DD)	£124.78	Pension contribution
iii	HMRC	(Bacs)	£159.73	Tax & NI
iv	Mr B Mills	(Bacs)	£410.82	Wages & expenses
v	Mrs C Buckle	(Bacs)	£1063.46	Wages & expenses
vi	E.ON UK plc	(Bacs)	£683.86	Electricity supply
vii	BT	(Bacs)	£58.18	PC landline & broadband
viii	Playground Supplies Limited	(Bacs)	£306.00	Quarterly inspections
ix	St Michael & All Angels Church, Hose PCC	(Bacs)	£1000.00	Grant towards clock repair (Min 20/180)
x	LRALC Limited	(Bacs)	£250.00	Internal audit fees
xi	Water Plus Limited	(Bacs)	£15.98	Cemetery LC

N.B. Account is in credit so the amount has been deducted from the credit amount.

xii Shed Grounds Maintenance

The invoice was expected before the PC meeting but had not been issued. It was **agreed** that the Clerk should make payment before the next meeting as per the Grounds Maintenance Contract.

## 21/15 CORRESPONDENCE

### 21/15a

**Correspondence for Information was noted**

**(Please refer to Appendix 1 for full list of electronic Correspondence for Information)**

### 21/15b

**Correspondence for Discussion (detailed below & available to Cllrs): Nil Received**

### 21/15c

**Correspondence received after the clerk's report and requiring discussion: Nil Received**

## 21/16

**Resolution to consider and approve a 'Chairman's Box File' to contain copies of key documents such as employment contracts, deeds, insurance details and password to the Clerk's computer, which may be required if access to the Clerk's files is prevented. (File only to be opened in an emergency).**

It was unanimously **agreed** that this would be a sensible precaution. Clerk to set up and pass to Chairman asap.

It was **noted** that computer files are backed up in several locations.

## 21/17

**Resolution to approve grant of £300 for Vale First Responders**

It was **proposed** by Cllr Oldershaw, **seconded** by Cllr Cheetham and unanimously **agreed** to approve the grant of £300 for Vale First Responders (now known as Vale and Fosseyway Responders). Clerk to set up payment for next PC meeting.

## 21/18

**To consider the Accounting Statements 2020/21 by the members meeting as a whole (Annual Governance & Accountability Return (AGAR) Section 2)**

The Accounting Statements 2020/21 had been distributed prior to the meeting and shared with the Parish Councillors, as a whole, during the meeting. It was **unanimously agreed** that the



statements were an accurate representation of the Parish Council's accounts for 2020-21.

**21/19 Resolution to approve the Accounting Statements 2020/21.  
(Annual Governance & Accountability Return (AGAR) Section 2)  
Chairman to sign and date the Accounting Statements**

The Accounting Statements 2020/21 were **approved**. The Chairman signed and dated them at the meeting.

The Chairman thanked the Cllrs for attending and closed the meeting at 8:31pm.

CHAIRMAN ..... DATE: 21<sup>st</sup> June 2021

**Clerk to Clawson Hose & Harby Parish Council – 01949 861452 - [clerk@chhparishcouncil.co.uk](mailto:clerk@chhparishcouncil.co.uk) – or <http://www.chhparishcouncil.co.uk>.**

***Any member of the public may take photographs, film or audio-record the proceedings of, and report on, all Parish Council meetings.***

**21/20 MATTERS ONGOING – NOT FOR DISCUSSION UNLESS REQUESTED**

**The following items required no further action and are discharged:**

20/169 Councillors Present & Apologies for Absence

**Necessary actions have been taken on the following items and discharged:  
(Cllrs confirm where necessary)**

- 20/85di Virtual meeting with MBC Planning Officer & developer - 20/00397/OUT - Grange Farm, Hose (Clerk has been in touch with planning officer and agreed to leave until amended plans are received.)
- 20/159 20/149 – To consider amendments to the Parish Council Asset Register (Clerk to add to spreadsheet from Cllr Cheetham)
- 20/170 Notification of Declaration of Interests
- 20/171 Minutes of Previous Meeting
- 20/172 Planning Matters
- 20/173 Matters to Report
- 20/174 Finance (including Accounts for Payment)
- 20/175 Correspondence
- 20/176 To Consider the Annual Governance Statements 2020/21 (AGAR – Section 1)
- 20/177 To Approve & Sign the Annual Governance Statements 2020/21 (AGAR – Section 1)
- 20/178 To Consider & Approve Dates for APM & APCM before 7.5.2021
- 20/179 To Consider & Approve Updated Parish Council Asset Register
- 20/180 Resolution to Approve Grant of £1000 for Repairs to Hose Clock
- 20/181 To Consider Request for Grant for Vale First Responders
- 20/182 To Consider Request to Support the Harby Litter Pick
- 20/184 HR Matters – Holiday Entitlement

**Responses awaited to actions on the following items:**

- 19/67d A – Cllr 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. Clerk to follow up on this.
- 20/07 Review of Inventory of Land – Land / Asset Register to be formalised to include all land owned by the PC.
- 20/28ciii Working group to be set up to prioritise work identified in ROSPA playground inspections – Cllr Oldershaw has carried out Risk Assessments of each playground and reported back to PC (Minute 20/68f i)
- 20/45dv Application to prune back a weak branch of a sycamore in St Remigius Churchyard – awaiting approval from MBC – Approval confirmed. Clerk submitted new request to diocese
- 20/57 Contact MBC re tree work on Coronation Avenue
- 20/73 Resolution to consider and approve the location for an Air Ambulance Service Collection Bank at The Leys Car Park, Harby – Location confirmed (Min 20/86d Ci) Awaiting response from Air Ambulance
- 20/79 Clerk to obtain quotes for repainting gates at LC Cemetery, maintenance of roundabout at Hose Park and new PC signs in car parks and cemetery.

- 20/95 To consider request to join RCC (Rural Community Council) at £60/year – awaiting response from RCC re projects in the parish
- 20/96 20/81, 20/35 - Website Accessibility – Clerk to ensure all documents from 2018 are compliant
- 20/118i viii – Quote to remove asbestos from Allotment 12 – Long Clawson – Cllr Dunn to contact Clerk with recommendations.
- 20/118k iv – S/L 7 – Long Clawson – connect electricity to steel pole – response received. WPD to connect electricity to S/L 7, 9 & 10 and remove old wooden poles (July 2021)
- 20/132f i - Clerk to order metal 'no dogs' signs
- 20/132l i – Handyperson to help move Hose Village sign for restoration when restrictions ease
- 20/157 To consider establishing a Local Nature Reserve (LNR) along a stretch of the Grantham Canal – Jane Fraser to apply to the boundary and contact the PC in due course.
- 20/183 To Consider the Removal of an Ordinary PC meeting in August – Awaiting advice from MBC & LRALC

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

**Tasks Outstanding – Clerk**

- 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
- 19/115 & 19/97bi Amended Tree Policy - 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 the Tree Policy to all Cllrs for approval.
- 19/67fi Input data re streetlight pole checking on spreadsheet – Cllr Adams to begin this.
- 19/67fiii Amend Appendix B scale of fees & charges of Cemetery Rules & Regulations
- 20/35 Website Accessibility – Clerk to contact LRALC / 2Commue re PC website. PC to have Action Plan. Accessibility Statement was in place by 23.9.2020.
- 20/62 20/40 - To consider quotes for a new defibrillator in Hose / new site for current device.
- 20/63 20/41 – To discuss and plan repairs to Hose Churchyard wall
- 20/38fi Clerk to obtain & display notices for playgrounds (COVID-19 safety, dogs & litter)
- 20/154h iii – Clerk / Chairman to investigate cost of fencing for LC Cemetery for a future meeting.
- 20/173e Cii & iii – Clerk to obtain quotes for benches for The Pingle, LC & The Leys, Harby

**Deferred Items/Reminders for Future Tasks**

- 15/167dA Online 'Get Mapping' of PC property recording unique ref numbers/inspection dates (ongoing)
- 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
- 20/127 To consider whether the PC should have an investment strategy and policy