

Hungarton Parish Council - Minutes

Minutes of the Parish Council Meeting held on Monday 2nd September 2024
at Hungarton Village Hall, Barley Leas, Hungarton, Leicestershire LE7 9JH

Interim Clerk: James Whelan

Email: clerk@hungartonparishcouncil.org.uk

Website: www.hungartonparishcouncil.org.uk

Present: Councillor Claire Bailey – Chair
Councillor Caroline Pick – Vice-Chair
Councillor Martyn Gower

| Ref. | Agenda item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|--|----------------|---------|-------|----------|-----------|-----------------------------------|---------------|----------|------------|--|---------------|----------|-----------|-----------------------------------|---------------|----------|----------|-------------------------|----------------|----------|----------|--|---------------|----------|-----------|-------------------------------------|---------------|----------|-----------|------------------------|---------------|----------|----------|-----------------------|----------------|----------|------|------------------------------------|----------------|
| 24/071 | Apologies, requests for leave of absence, and to approve reasons for absence. None. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/072 | <p>To receive any dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda.</p> <p>Cllr Bailey disclosed a spousal relationship to the current Parish Clerk applicant. Cllr Bailey given dispensation to remain in the room during discussion on item 24/088.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/073 | Public address. None received. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/074 | To resolve that the minutes of the Parish Council Meeting held on 24 June 2024 are a correct record. Minutes accepted as a correct record and signed by the Chair. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/075 | Progress of resolutions requiring actions from the last meeting/s minutes. None. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/076 | <p>Finance and administration. The interim parish clerk provided the following information:</p> <p>Balances @ 02/09/24: Current Account = £9,876.08 Reserve Account = £5,123.42</p> <p>Income since 24th June 2024: = <u>NIL</u></p> <p>Payments made 24/06/2024 to 02/09/2024:</p> <table border="1"><thead><tr><th>Date</th><th>Payee</th><th>Purpose</th><th>Total</th></tr></thead><tbody><tr><td>28/06/24</td><td>Flexpress</td><td>Printing of Hungarton News - JUNE</td><td>£81.33</td></tr><tr><td>30/06/24</td><td>UnityTrust</td><td>Bank service charges x two accounts @£18</td><td>£36.00</td></tr><tr><td>15/07/24</td><td>Flexpress</td><td>Printing of Hungarton News - JULY</td><td>£81.60</td></tr><tr><td>15/07/24</td><td>J.Whelan</td><td>Clerk's Salary MAY-JULY</td><td>£722.93</td></tr><tr><td>15/07/24</td><td>C.Bailey</td><td>Microsoft Office 365 & Macafee for PC Laptop</td><td>£89.98</td></tr><tr><td>16/08/24</td><td>Flexpress</td><td>Printing of Hungarton News - AUGUST</td><td>£73.90</td></tr><tr><td>16/08/24</td><td>DMPayroll</td><td>Payroll Service Charge</td><td>£60.00</td></tr><tr><td>23/08/24</td><td>J.Whelan</td><td>Clerk's Salary AUGUST</td><td>£340.58</td></tr><tr><td>23/08/24</td><td>HMRC</td><td>Employee's Income Tax PAYE MAY-AUG</td><td>£189.58</td></tr></tbody></table> | Date | Payee | Purpose | Total | 28/06/24 | Flexpress | Printing of Hungarton News - JUNE | £81.33 | 30/06/24 | UnityTrust | Bank service charges x two accounts @£18 | £36.00 | 15/07/24 | Flexpress | Printing of Hungarton News - JULY | £81.60 | 15/07/24 | J.Whelan | Clerk's Salary MAY-JULY | £722.93 | 15/07/24 | C.Bailey | Microsoft Office 365 & Macafee for PC Laptop | £89.98 | 16/08/24 | Flexpress | Printing of Hungarton News - AUGUST | £73.90 | 16/08/24 | DMPayroll | Payroll Service Charge | £60.00 | 23/08/24 | J.Whelan | Clerk's Salary AUGUST | £340.58 | 23/08/24 | HMRC | Employee's Income Tax PAYE MAY-AUG | £189.58 |
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24/076
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Future payments for approval and general approvals to pay:

| Due | Payee | Purpose | Likely Cost |
|----------|-----------|---------------------------------------|-------------|
| Sept/Oct | Flexpress | Printing of Hungarton News – SEPT/OCT | £81 x 2 |
| Sept/Oct | J.Whelan | Clerk’s Salary – SEPT/OCT | £289 x 2 |
| Sept/Oct | HMRC | Employee’s Income Tax PAYE – SEPT/OCT | £66 x 2 |

NB Flexpress invoices re. Hungarton News printing costs are under a general resolution to be paid - ref 24/040. Salary payments are under an employment contract. HMRC PAYE payments are compulsory and made monthly by 22nd of each month.

Streetlighting: LCC have supplied an estimate of £520 plus VAT for 2024-5. This is likely to rise due to power tariff increases.

Website and software:

Cuttlefish have updated to the website to accessible format, but still contains the same general information as previously. The Interim Clerk has made efforts to clear out-of-date content and update where possible. Suggestions are now to be sought from councillors and parishioners to make the general content and format more relevant and informative to parishioners.

Financial Regulations: The new NALC Financial Regulations Template has been draft edited for HPC use. Cllrs to agree specific fund levels/authorisations to include in a final draft for adoption at a future PC meeting.

General Admin: The Parish Clerk to source computer file back-up location. Paper copy of login information to be held with the Hungarton PC paper records.

24/077

Planning

Relevant applications received. None.

Pending applications.

Action: Noted

[23/01810/OUT](#) Houghton On The Hill: erection of up to 90 dwellings (access only).

[23/01499/OUT](#) Houghton On The Hill: up to 230 Dwellings, a 70-Bed Residential Care Home, GP Surgery and retail provision up to 500m2.

Planning Decisions.

Action: Noted

Approved [23/00977/FUL](#) & [23/00978/LBC](#) Quenby Hall, Hungarton: Erection of workshop, pool house (inc pergola), storage, external pool and landscaping.

Planning enforcement. None.

Pending Planning Enforcement.

Action: Noted

[23/00231/COUS](#) Old Gravel Pit West of Brook Farm Cottage, Cold Newton: Complaint that land is used as a BMX track causing noise and parking nuisance.

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| 24/078 | <p>Proposed new crematorium on Keyham Lane East</p> <p>Cllrs Pick and Bailey reported on an open meeting held on 23rd July on a proposal to build a new crematorium at the old Scraftoft Lodge Farm site on Keyham Lane East. A new planning application is expected soon, superceding the original approved planning application to build a wedding venue on that site. Councillors noted only potential traffic concerns at this time – to consider further if a formal planning application is raised.</p> |
| 24/079 | <p>Risk Register and Risk Assessment (ongoing)</p> <p>The Interim Parish Clerk presented a draft copy of the latest revision for discussion. Small corrections identified – clerk to circulate after amending.</p> |
| 24/080 | <p>Hungarton Neighbourhood Plan</p> <p>Possible new Governments approach to national planning framework might require HNP to be reviewed. Review already scheduled for 2026. Bring forward if/when identified as necessary. Cllr Pick to lead.</p> |
| 24/081 | <p>Harborough DC Grant Schemes</p> <p>HDC have released the latest round of Rural Grant Scheme (for businesses) with a deadline of 27th September 2024. Interim Clerk added information and link on to the PC website.</p> <p>HDC have released the latest round of Community Grant Fund (for local councils) and are asking for applications with a deadline 10th October 2024. The village hall committee have already identified a wish to apply. PC agreed to support that application. In addition, Interim Clerk to include information on this grant when inviting past successful applicants of Hungarton PC grants to reapply for this year.</p> |
| 24/082 | <p>Introduction of a 20mph speed limit through the village</p> <p>LCC have published a proposed TRO and have agreed to fund gateway lining at entrances to the village. No start date confirmed as yet.</p> |
| 24/083 | <p>The Green Lane that runs westwards from the 40 Pound Gate to South Croxton</p> <p>The legal status of this route is now confirmed as an Unclassified County Road.</p> <p>The possibility of adding route to the LCC Definitive Map of Public Rights Of Way is to be raised for discussion at the 2025 Annual Parish Meeting. The option for the land owner to request LCC to make a Public Space Protection Order (PSPO) has been identified with the land owner.</p> |
| 24/084 | <p>Local issues and concerns (recently raised by Parish residents)</p> <p>Barley Leys – dead trees. Cllr Bailey to make a photographic record and pass info to LCC Highways for consideration/action and requesting replanting if possible.</p> <p>Ingarsby Lane – poor highway condition. Also identified by Houghton PC. Interim Clerk has passed information on the state of this road to LCC Highways for consideration/action.</p> |
| 24/085 | <p>Surveys and consultations</p> <p>National Highways & Transport Public Satisfaction Survey invitation received. Agreed the environment committee more knowledgeable to answer these questions on behalf of the PC. To pass for completion.</p> |

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| 24/086 | <p>Environmental Committee</p> <p>Minutes of the 8th July meeting received. To add to website & records. Included are: Watery Walks Booklet to be published in the near future, with copyright assigned to the PC. PC to support with OS Maps copyright and publishing costs. A copy of the booklet and links to be included on the PC website.</p> <p>The committee are looking at creating and siting new bird boxes in the parish.</p> <p>The committee are looking into raising a one-day drop-in event to highlight environmental issues.</p> |
| 24/087 | <p>Feedback from meetings and events. None</p> |
| 24/088 | <p>Recruitment of Parish Clerk</p> <p>Applicants for the role of Parish Clerk & Responsible Financial Officer (RFO) were invited for interview by Cllrs Pick and Gower on 22nd July. One successful candidate identified after interview: that being current Interim Parish Clerk, James Whelan.</p> <p>Resolution to accept selected candidate passed nem. con.</p> <p>Resolution to approve new contract of employment for Parish Clerk and RFO raised by Cllrs Pick and Gower passed nem. con.</p> <p>J. Whelan to be appointed Parish Clerk & RFO as of 12th September 2024.</p> |
| 24/089 | <p>Update on Recruitment of new Parish Councillors</p> <p>Casual councillor vacancy notices advertised on PC website. No confirmed new councillor applicants to date.</p> |
| 24/090 | <p>Note potential items for future Parish Council Meetings.</p> <p>Clerk to work up formal annual/multi-year calendar of required PC actions/reviews</p> |
| 24/091 | <p>Close</p> <p>Nominal date for next council meeting – Monday 11th November 2024.</p> |