

# SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

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Sheepy Parish Council December 2019 Meeting	
<b>Date &amp; Time</b>	Tuesday 3 <sup>rd</sup> December 2019 @ 7:30pm
<b>Venue</b>	Sheepy Memorial Hall
<b>Attendees:</b> <b>Parish Councillors</b> <b>Sheepy</b>	Ian Papworth - <i>Chairman</i> Rob Ward - <i>Vice Chairman</i> Mick Toogood John Ward Kate Gardiner
<b>Parish Councillors</b> <b>Sibson</b>	Brian May
<b>Parish Councillor</b> <b>Upton</b>	David Clarke
<b>Parish Councillor</b> <b>Wellsborough</b>	None
<b>Others</b>	Borough Councillor Cllr Johnathan Collett Borough Cllr Kevin Morrell Jason Stephenson - Parish Clerk 8 Parishioners

**139/19 Chairman's welcome and to receive apologies and approval of absences** – The Parish Chairman welcomed everyone present to the meeting and wanted to give his thanks to the volunteers and parishioners who had erected the two wonderful Christmas trees in Sheepy Magna and Sibson, he also gave thanks to the businesses who had donated the two trees.

Apologies were received from Cllr Clive Stretton, Cllr Andrea Johnson and County Cllr Ivan Ould OBE

**140/19 Declarations of interest and request for dispensations** – Cllr Brian May stated he is heavily involved with Sibson Village Hall and does not want to take part in the discussion over the request for donation the Parish Council has received from the Village Hall in Sibson.

**141/19 Parishioners Open Forum** – During parishioners open forum the following items were discussed:

- A representative from Sibson Church gave an overview of their issues regarding the existing maintenance of the church grounds, they are seeking help from the parish council with regarding future maintenance. The Parish Clerk confirmed the existing maintenance contract is up for renewal and will ascertain if the Sibson Church grounds can be included in the schedule of works.
- Could Streetlights be installed past the new developments on the way to Twycross. This is a Highways matter and will be passed onto Leicestershire County Council.
- The grass is growing over the public footpath between the school and San Giovanni's in Sheepy Magna. The Parish Clerk will pass this onto the highway authority.
- A parishioner asked how the Parish Council is going to respond regarding the revised planning application for Gate Cottage in Church lane Sheepy Magna. It was stated this was on the agenda and will be discussed then.
- It was asked if the Parish Council could donate funds to the Primary School in Sheepy Magna, the Parish Clerk felt this would not be possible but would check the correct ruling.

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- A parishioner asked what the Parish Council could do about the speeding in the Parish and could chicanes be installed in Sheepy Magna. The parish Council responded with the following:
  - Chicanes or any other traffic calming could not be installed as Main Road in Sheepy Magna is a designated HGV route.
  - The parish council had previously lobbied Leicestershire County Council and successfully got the speed limit reduced to 30mph along Man Road by the primary school.
  - The vehicle activated sign has been successfully used to collate data on speeding throughout the parish which can be shared with Leicestershire County Council, the sign also slows vehicles down when it is in use.
  - Sheepy Magna is now on the Traffic Camera Enforcement Unit list of places to monitor and prosecute speeding motorists, the vehicles will be visible on a regular basis along Main Road.
  - Highway planters are to be installed at the two areas where speeding has been recorded the most, Twycross Road Sheepy Magna and A444 Sibson.
  - The Parish Council are actively trying to join the Community Speed Watch Scheme, this will happen when there are places available in March 2020.

**142/19 To approve the minutes of the meeting held on 5<sup>th</sup> November 2019**– The minutes were signed as a true and correct record.

### **143/19 Clerk's report**

- a) Fitness Equipment Sheepy playing fields –The installation of the equipment has now been completed, we are awaiting confirmation as to when the footpath is to be installed. This will take place once the ground conditions have improved. We are also obtaining quotes to cover the ground around the equipment with a harder surface to hopefully assist with the waterlogged conditions.
- b) Website – The contract has been forwarded to the website provider and the Parish Clerk is awaiting the return of the signed contract documents. **Action** – Parish Clerk to chase website provider.
- c) Defibrillators – The new defibrillator has been dispatched and will need to be installed onto the wall of Sheepy Memorial Hall. A defibrillator awareness session has been arranged for Tuesday 7<sup>th</sup> January, this is to take place just before the monthly Parish Council meeting. **Action** – Parish Clerk to arrange installation of the new unit.
- d) Church Mews - This footpath will be filled with surplus stone from the construction of the new path for the outdoor gym. **Action** - Clerk to confirm when completed.
- e) Pavilion – The Parish Chairman stated that they had received responses about the proposed sub-committee from:

Sheepy Bonfire & Neighbourhood Watch Society  
Sheepy Playing Fields Association

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Sheepy Scouts  
Sheepy Old Boys  
Sheepy Primary School  
All Saints Church Sheepy

A meeting will be arranged early in the New Year.

- f) Community Response Plan – The Parish Clerk forwarded the completed template to all the councillors present and asked they forwarded any comments to him before the next meeting. **Action** – Councillors to forward any comments they may have to the Parish Clerk.
- g) Sibson Heating and Street Lighting – Cllr Brian May stated he was waiting for more quotes for the new heating in Sibson Hall. He is hoping they are forthcoming so he can apply for funding from the Parish and Community Initiative Fund. Applications for this funding will be accepted from October to February. The Parish Clerk had received confirmation from Hinckley and Bosworth Council that the heritage lights have now been ordered. **Action** – *Cllr Brian May to chase up heating quotes, Clerk to seek update on the heritage street lights*
- h) Action plan – The Parish Councillors agreed that the Action Plan should commence on the 1<sup>st</sup> January 2020. Cllr John Ward agreed to form part of the grants and donations committee.
- i) Christmas tree and Lights – The Bonfire Society have received no objection from residents to their proposal to install Christmas lights along Main Road in Sheepy Magna, due to timescales it is unlikely the installation would take place this year.
- j) Councillor Vacancies – Unfortunately during the month Cllr Johnathan Collett and Cllr Jessica Gurley Ward have both resigned. Notices for an election have been posted. **Action** – The Parish clerk is to call for expression of interests after the completion of the notice period.

### 144/19 Reports:

- a) **County Councillor report** this had been circulated, no comments or questions raised.  
**Borough Councillor Report** – No report received. Cllr Johnathan Collett gave an overview of the shortfall of housing development facing the Borough Council, Sheepy should be well placed because of the now made Neighbourhood Plan. He also raised his concern over the closure of the Cock Inn at Sibson, this is a building steeped in history and everything should be done to see it reopened. There is a facebook page set up to help with this and he will forward all the details to the Parish Council.
- b) **Police & Crime figures** –No monthly Police newsletter had been received, no update received from the Neighbourhood Watch.

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### 145/19 Litter and Footpaths

- a) No new volunteers have come forward to assist with the litter picking, an advert is to be placed in the Gazette calling for volunteers. **Action** – The Parish Clerk is to arrange the advert
- b) 10 Highfield Close footpath – The sub-committee have contacted Leicestershire County Council who have stated if the land was sold to the residents the money could not be used to construct another footpath at the end of Brookside Place leading to the playing field. They also stated that the footpath could not be stopped off if there is any objection to it, which we already know there would be. The Sub-committee would like more time to gain more quotes for the construction of the footpath and to feed back at the next Parish Council meeting. **Action** – *Sub-committee to report back at next meeting.*
- c) Roadway to Sheepy Playing Fields – The highway authority have been asked to resurface the full length of the footway, they have however circled with yellow paint all the pot holes ready to be filled. **Action** – Parish Clerk to email Highways Authority again to state this is not good enough. If needed County Councillor Ivan Ould OBE would be a good contact to get involved with this issue.
- d) Footpath to Cemetery – The councillors agreed that this is unlikely to go ahead as no funding will be available and it would be difficult to get landowners to agree to land transfer. The Parish Council will be better directing parishioners to the Good Neighbourhood Scheme in the parish, who could give parishioners a car ride to the cemetery as and when required. **Action** – *Parish Clerk to remove from agenda.*

### 146/19 Speed Awareness/Vehicle Activated Sign

- a) Highway Barrel Planters – The legal documents have been received these will be signed and sent back to the Highway Authority at Leicestershire County Council. Once the signed copy has been received back the Parish Council can decide on the size and style of the planters.
- b) VAS – The camera has been turned round on Main Road in Sheepy Magna and is providing good information.
- c) Community Speed Watch – The Parish Council have been informed they cannot take part in this scheme until March, when hopefully there will be some availability. **Action** – *This is to be took off agenda until March/April.*

### 147/19 Ground Maintenance Update

- a) Wildflowers – The request for wildflowers has been submitted to Leicestershire County Council there has also been a few landowners come forward to have new trees planted on their land. More wildflowers have been planted in the glade with the permission of the Sheepy Playing field association.
- b) Maintenance Contract and Sibson Church – The existing contract is up for renewal at the end of March, the documents had been circulated to Cllr Ian Papworth and Cllr Mick Toogood who have agreed to work with the Parish Clerk to update the documents before going out to tender, the document will be updated to include the works requested at Sibson Church. **Action** – Comments to be sent to the Parish Clerk to update the documents.
- c) Flood Warden – The Parish Chairman has been told by the existing Flood Warden he will soon be looking to step down from his role. Cllr Kate Gardiner has kindly circulated the

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job description for the role. An advert is to be placed in the gazette for two new flood wardens **Action** – The parish Clerk to arrange for the advert to be placed..

### 148/19 LCC Highway matters

Road Closure Upton Lane Upton 28<sup>th</sup> Jan

Shenton Lane Sibson Closure 14<sup>th</sup> Nov

Upton Lane Upton 19<sup>th</sup> November

Cllr Kate Gardiner asked if the flooding on Ratcliffe Lane had been reported to the highways authority. **Action** – Parish Clerk to check if a report had been received.

### 149/19 Policies and Procedures

- a) Policies Update - The Parish Clerk had received comments from Cllr Andrea Johnson regarding the Financial Regulations and the Standing Order Document. The other committee members agreed with Cllr Andrea Johnson's comments and the document can be re drafted accordingly.
- b) Roadside Memorial – This is to be took off the Agenda until such time a document can be viewed from another Parish Council.

### 150/19 Planning applications & updates *(see HBBC Planning website for full details)*

Reference	Application Details and Location	Dated	PC Response driven by Sheepy Parish Neighbourhood Plan 'made' 19 <sup>th</sup> March 2019
App/K2420/D/19/3258671	Appeal of Planning application for 2 storey side extension and other alterations to Hawthorne Cottage Main Road Upton	25/11/19	NA
19/00689/CONDUIT	Variations of conditions for Planning Application 18/00382/FUL additional window and landscaping and boundary treatments Gate Cottage 4 Church Lane Sheepy Magna	22/11/19	NEUTRAL  Sheepy Parish Council has reviewed the above application <b>19/00689/CONDIT</b> (Related Applications 16/00673/FUL and 18/00382/FUL) – Gate Cottage 4 Church Lane Sheepy Magna, and it appears to be in line with

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			<p>the policies in the Sheepy Parish Neighbourhood Plan made March 2019. It should be noted that all policies in the Sheepy Parish Neighbourhood Plan made March 2019, should be considered collectively.</p> <p>However, although planning permission for 18/00382/FUL was permitted on 12 June 2018, prior to the Neighbourhood Plan being made in March 2019, and therefore Policy S8 (C) 'Protect important local features such as traditional wall, hedgerows and trees', was not applicable, Sheepy Parish Council request that, as the boundary joins 'A Local Green Space' viz Policy S9(6) as identified in the made Neighbourhood Plan, HBBC ensures that the Landscaping Schedule clearly identifies that the replacement hedge is appropriate and correctly placed.</p>
19/01295/HOU	Replacement Gables 4 Kingfisher Way Sheepy Parva	22/11/19	<p>NEUTRAL</p> <p>Having reviewed the above application <b>19/01295/HOU</b> (4, Kingfisher Way, Sheepy</p>

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			Parva), Sheepy Parish Council has no objections as it appears to be in line with the policies, which should be considered collectively, in the Sheepy Parish Neighbourhood Plan made March 2019, and specifically in line with Policy S8(B) (Design).
19/01261/FUL	Change of use and extension of barns Sheepy Parva Farm Wellsborough Road Sheepy Parva	21/11/19	<p><b>NEUTRAL</b></p> <p>Sheepy Parish Council have reviewed the above application <b>19/01261/FUL</b> – Sheepy Parva Farm , and it appears to be in line with the policies in the Sheepy Parish Neighbourhood Plan made March 2019, notably Policies S1- Countryside (C) and S15- Rural Economy.</p> <p>Nevertheless, it should be noted that all policies in the Sheepy Parish Neighbourhood Plan made March 2019, should be considered collectively and request that Hinckley &amp; Bosworth Borough Council pay particular attention to Policies S8 -Design and S16-Communications Infrastructure.</p>
19/01188/FUL	Change of use of land for equestrian purposes and erection	11/11/19	<b>NEUTRAL.</b>

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	of stables, Hill Top Farm Bosworth Road Wellsborough		<p>Having reviewed the above application <b>19/01188/FUL</b>, Sheepy Parish Council has no objection as it appears to be in line with the policies, which should be considered collectively, in the Sheepy Parish Neighbourhood Plan made March 2019.</p> <p>As part of the application the Parish Council assumes that any potential issues regarding access will be address by the respective authorities.</p> <p>Sheepy Parish Council would like to note that the submitted 'Elevation Plans' show no dimensions, simply a scale, making assessment more difficult and furthermore, there appears to be no reference to the Neighbourhood Plan in the 'Design, Access and Planning Statement'.</p>
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### **151/19 General correspondence** (emailed to Councillors)

- a) Round Robin
- b) Parish Forum – Cllr John Ward attended this meeting and gave an overview of the presentations. He also added that he felt the Neighbourhood Plan steering group should be used by the Parish Council to stay ahead of the game and analysis and report back on the evolution and the Local Plan. **The Parish Councillors proposed, seconded and unanimously agreed for the Steering group to be used in this manner.**

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### 152/19 Finance

#### a) Income, expenditure and signing of cheques

Date	Method	Payee	Details	Total	VAT
23/11/19	SO	Eon	Lights	49	
01/11/19	CH	Haines Watts	Payroll	22.50	3.75
27/11/19	CH	MBG	Ground Maintenance	349.94	58.32
October	CH	Clerk	Wages	667.55	
01/11/19	CH	Flower and Vegetable Committee	Wildflowers	80	
01/11/19	CH	Bridge End Nurseries	Planting barrels	90	
02/10/19	CH	Playing Fields	insurance	876.21	
22/11/19	CH	Sibson Village Hall	Insurance	640.86	
22/11/20	CH	Sibson Village Hall	Hire	48	

#### b) Proposed budget for 2020/2021

	£		£	
	Year	Budget	Actual	Budget
	Apr-18	Apr-19	Apr-19	Apr-20
	Mar-19	Mar-20	Mar-20	Mar-21
Bank balance current account	8475.47	18047	18048	17462
Bank balance deposit account	17421.9	17422	17421.9	17422
Interest from bank accounts	0		0	
Precept	30000.00	35000	35000.00	35000
VAT Refund	4653.05	2599	2600	4500
Grants Parish Fund and S106	0.00	7500	11000.00	
Neighbourhood Plan	5891.00		0.00	0
Misc - redemption Con Stock	0.00		0.00	
<b>Total</b>	<b>66441.42</b>	<b>80568</b>	<b>84069.9</b>	<b>74384</b>
<b>Payments</b>				
Admin and Training	1029.48	2000	1000	2000
Clerk's salary	9140.37	9000	7400	8000
Insurance	3004.25	4000	3000	4000
Donations	134.00	600	1000	1000

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Hire Meeting Room	48.00	350	48	350
Grass cutting/planting	4317.19	5000	4400	5000
Street Lighting	629.03	875	750	875
Audit	320.00	375	400	400
misc	430.58	2500	3500	1000
Dog and Waste Bins	1036.07	1100	1100	1100
Income Tax	450.88	0	1608	1700
VAT	2598.86	3000	4500	3000
Neighbourhood Devpt Plan	7833.50	0	0	0
Defib	0.00	300	2000	500
Footpath	0.00	0		0
Noticeboard	0.00	0	480	0
Outdoor Gym		15000	18000	0
<b>Total</b>	<b>30972.21</b>	<b>44100</b>	<b>49186</b>	<b>28925</b>
				<b>0</b>
Excess of Inc/Exp	<b>35469.21</b>	<b>36468</b>	<b>34884</b>	<b>45459</b>

- c) Budget – The Parish Clerk had forwarded a draft budget for the councillors to consider, once the tax base has been received for the next years council tax he will forward this to the councillors, this is so the precept can be agreed at the next meeting
- d) Insurance for the Sheepy Playing Fields Association and Sibson Village hall – A request has been received from the Sheepy Playing Fields Association and Sibson Village hall to help with funds towards their Public Liability insurance. The councillors debated the requests. **The Parish Councillors proposed, seconded and unanimously agreed to make the donations to Sheepy Playing Fields Association and Sibson Village Hall.**

### 153/19 Health and safety updates

Cllr Mick Toogood has developed a draft inspection and register sheet for the maintenance of assets within the Parish, he is checking that all the assets are covered and will ask for assistance from other councillors across the parish. **Action – Councillors to confirm they are happy with the content of the inspection/register document.**

### 154/19 Matters to note/add to a future agenda

None

### Meeting closed at 9:30 pm.

*Date of next meeting: Tuesday 7<sup>th</sup> January at Sheepy Memorial Hall (7:30pm)*

*There is a private meeting beforehand beginning at 6:45pm*

Signed:

Date: