

**Minutes of the Parish Council Meeting of
Burton and Dalby Parish Council held on Wednesday 30th August 2023
in St James Church, Burton Lazars at 7.00 pm**

Present

Councillors: Ingram, Blewett, Johnson, Davies, Watson and Wilkinson

Clerk: Michele Jones

Borough and County Representatives: 0

Members of the Public: 0

034/23 Apologies for Absence

Apologies were received from Borough Councillor Bob Child and County Councillor Joe Orton.

035/23 To Receive Declarations of Interest in respect to items on the Agenda

Councillor Ingram declared an interest in Agenda Item 041/23.

036/23 Agree and Sign Minutes of the Annual Parish Council Meeting held on Wednesday 17th May 2023

It was resolved that the Minutes from the meeting held on Wednesday 17th May had been amended and these were duly signed by the Chairman. The Minutes from the meeting held on Wednesday 28th June 2023 were agreed and signed by the Chairman.

037/23 Matters Arising from the Minutes of Parish Council Meeting held on Wednesday 17th May 2023

- (a) 025/23 – The Clerk advised that the Parish Council had not received anything from Mary Freeland, B2C Campaign Manager from Upp for the Parish Council website. Upp have been laying new broadband cables in the village of Burton Lazars over the past few weeks and a number of residents have subscribed.

038/23 Opportunity for County/Borough Councillors/members of the public to speak

There was no Borough or County Councillor in attendance.

The Parish Council had received a communication from a Burton Lazars resident relating to the development of the new road between their home and the Melton boundary which appears to have no means of sound attenuation. The Clerk was asked to write to LCC Highways for a copy of the up-to-date plans. The Clerk advised that she had already suggested that the resident contact the Highways Department direct.

The Parish Council had received a communication from a Great Dalby resident relating to the Rutland TT Petition. The Clerk advised that she had received a communication from another Parish Council who were trying to achieve a reduction in the speed of vehicles travelling through the village on the main B6047 together with an invitation to attend a general meeting with other Parish Councils to sometime in September which hopefully would be attended by County Councillors, District/Borough Councillors and our MP Alicia Kearns.

039/23 Road Survey Work around the Parish of Burton and Dalby

Councillor Wilkinson gave Councillors an update following the brief, prepared by Edwards & Edwards, for the Parish Council and the traffic monitoring that had taken place by LCC. Edwards & Edwards were now in the process of ‘crunching’ the data and will prepare a report for the Parish Council.

He advised that as LCC had been unable to fulfil the exact requirements of the Parish Council in relation to the timing and duration of the traffic monitoring, a refund of £1,000 had been offered. It was proposed by Councillor Ingram and seconded by Councillor Wilkinson that this refund be accepted. Councillors voted 4:2 in favour of accepting the refund.

040/23 Planning Matters – Update

(a) Update on Status of Applications – 25th August 2023:

Number	Address	Description	Status
23/00118/FULHH	Hall Farm Borough Road Little Dalby	Proposed Two Storey Extension	Pending
23/00404/FUL	The Grange Country Guest House 32 New Road Burton Lazars	Change of Use to Dwelling House, Infill Extension to Kitchen and Insertion of New Window in construction of new dwelling	Approved
22/00998/FULHH	18 Cross Lane Burton Lazars	Log Cabin/Annex	Pending
23/00382/VAC	Former Site of Sandy Lane Poultry Farm Sandy Lane Melton Mowbray	Variation of Condition 1 (approved documents) of approval 20/00438/REM dated 15/04/2020 (Reserved matters of Layout, Scale, Appearance and Landscaping of 30 dwellings in association with outline approval 15/00537/OUT to amend site layout due to requirement to relocate road to align with existing farmer’s right of access. (Site plan 15/50/14m, Landscape Master Plan EML SH 1100 01 Rev D to be replaced with EML SH 1100 01 – PL2 – Landscape Master Plan 82046-101-PI and Drainage Strategy to be replaced with 82046-101-P3	Pending
23/00059/DIS	Former Site of Sandy Lane Poultry Farm Sandy Lane Melton Mowbray	Discharge of Conditions 3 (Materials), 4 (Landscape Management Plan), 5 (Environmental Report), 6 (Written Scheme of Remediation), 9 (Written Scheme of Investigation), 12 (Hard and Soft Landscape Detail), 14 (Surface Water Drainage), 15 (Revised Discharge and Storage Calculations), 16 (Sandy Lane Improvements),	Pending

		17 (Sandy Lane Junction Sight Lines) and 18 (Access Scheme) of planning approval 15/00537/OUT dated 19 April 2017	
15/00127/OUT	Land adjacent to Childs Cottage Melton Road Burton Lazars	Updated information received – Erection of up to 175 (C3) dwellings and associated public open space, landscaping and drainage infrastructure	Pending PC has sent a response to MBC
23/00541/FULHH	Ivy Dene Barn 2A Burrough End Great Dalby	Demolition of existing outbuilding. Re-build to form annexe to main dwelling	Pending
23/00549/VAC	10 Nether End Great Dalby	Variation of Condition 2: Plans and removal of Condition 5: Implementation of new access prior to occupation in respect of previously approved application 21/00669/FUL	Pending PC agreed a response at the PC meeting on 30.08.2023
23/00658/VAC	Station Road Great Dalby	Variation of Condition 2 (Approved Plans) of planning permission 22/00441/FUL to enable minor changes to the scheme. Variation of Conditions 3 (materials), 4 (window/door treatment, 5 (hard and soft landscaping scheme), 6 (existing and proposed levels and 7 (site drainage) to word as compliance with the details submitted within this application.	Pending
23/00151/FUL	Field Farm Kirby Road Great Dalby	Stationing of mobile home for an agricultural worker for a 3 Year limited period (resubmission of application 20/00539/FUL	Pending PC has sent a response to MBC
21/00825/VAC	OS4240 Burdetts Close Great Dalby	Variation of Conditions: 5,8 and 23 and discharge of conditions 3,4,11,12,16,17,18,19,20 and 21 to application 18/00721/OUT Went to Planning Committee on 29.09.2022 who unanimously deferred making a decision	Pending
21/00289/REM	OS 4240 Burdetts Close Great Dalby	Reserve Matters application for Scale, External Appearance of the building(s), Landscaping of the site (as listed in Condition 2 on the Outline Planning Approval 18/00721/OUT) Amended Plans Submitted	Pending
21/00998/GDOCOU	Home Farm Burrough Road Little Dalby	Proposed change of use of modern agricultural building to flexible commercial use	Pending
20/01234/OUT	Yew Tree Farm 24 Top End Great Dalby	Outline Planning Application for up to 33 no. new dwellings	Pending PC has sent a response to MBC

041/23 OMNI Youth Event Summer 2023

The first week of activities had taken place between Monday 24th and Friday 28th July with the second week of activities taking place between Monday 21st and Friday 25th August. Both weeks of activities had been a success. The Clerk will write to OMNI to request any photographs (authorised by parents) for putting on to our website together with some text.

042/23 Community Initiative Fund

Councillor Davies outlined the thoughts from discussions between her, Councillor Blewett and Councillor Ingram. Prior to the meeting, the Clerk had distributed to Councillors a draft Initiative Fund Policy document and an application form. It was proposed by Councillor Wilkinson and seconded by Councillor Johnson that Councillors Davies and Blewett prepare a leaflet for distribution within the villages promoting the Initiative Fund and how to apply. Councillor Blewett asked the Clerk if she could source some photographs from recent community events that could be included in the leaflet advertising the Community Initiative Fund.

043/23 Parish Council Communications within the Community

The Parish Council acknowledged the importance of updating Parishioners when the Parish Council had achieved its aims and objectives appertaining to projects and works undertaken in the Parish. It was proposed by Councillor Davies and seconded by Councillor Wilkinson that the Parish Council produces a bulletin and/or a news item for submission to the Parish Council website and asks for it to be published on the villages' What's App and Facebook pages.

044/23 Parish Council Communications with Ernest Cook Trust

Councillor Ingram advised that a breakfast meeting had been arranged with Mr Jonathan Love, Ernest Cook Trust Land Agent, on Friday 8th September at 9.00 am to discuss a number of proposed Parish initiatives. All Parish Councillors were invited to attend.

045/23 QR Codes

Councillors Johnson and Watson advised that good progress has been made with identifying the sites and the QR Codes will be linked to the Parish Council website. Councillor Watson advised that he had put a couple of 'test' codes onto the website. It was proposed by Councillor Davies and seconded by Councillor Ingram that a budget of £500.00 is allocated to this project for 2023/2024 with the option to increase it, if necessary.

Councillors Johnson and Watson will be the Parish Council's QR team with assistance from Councillor Wilkinson.

046/23 Location of Dog Bins for Burton Lazars and Litter Bin for Great Dalby

The Clerk advised that a litter bin for Great Dalby had been ordered and that it would be delivered to Councillor Johnson.

There is a dog bin available for Burton Lazars that will need to be erected at a suitable location in due course.

047/23 Defibrillator Grant Funding

The Clerk advised that the Parish Council had received a number of emails from organisations offering the Parish Council the opportunity to apply for funding. The Parish Council agreed that this may be a project for the future.

048/23 Councillor Training

The Clerk reminded Councillors to let her know if there was any training that they wanted to undertake. The training schedule from LRALC had been circulated to Councillors.

049/23 Review and Agree Financial Reports

The Clerk had sent to Councillors in advance of the meeting a list of payments required from 1st July to 31th July 2023 and 1st August to 31st August together with a bank reconciliation statement for the first quarter to 30th June 2023. The payments were proposed by Councillor Ingram and seconded by Councillor Blewett.

Month	Payee	Purpose	Amount £
July	M E Jones (Clerk)	Wages (July)	468.89
	Robert Hill	Village Seat Maintenance and Repairs	665.00
	Darryl Goddard	Burton Lazars Bus Shelter Cleaning	200.00
	Darryl Goddard	Mowing & Strimming – Great Dalby Washdyke	50.00
	Darryl Goddard	Great Dalby Green Mowing	210.00
	Leics Footpath Assoc	Membership	6.00
	Burton Lazars Church	Meeting Usage	30.00
	ICO	Data Protection Fee	35.00
August	M E Jones (Clerk)	Wages (August)	468.89
	Glasdon UK Ltd	Litter Bin – Great Dalby	166.87
	Melton Borough Council	Uncontested Parish Council Election Charges	99.02
	Edwards & Edwards	Initial Brief for Traffic Survey	912.00
	OMNI	Summer School Part 1	2,700.00
	OMNI	Summer School Part 2	2,700.00

050/23 Parish Council Processes and Procedures

Prior to the meeting, the Clerk had circulated to Councillors a document for their consideration. Following a lengthy discussion, it was agreed that it would be effective to have the following Working Groups:

Planning	Councillors Johnson and Wilkinson
Village Enhancement	Councillors Johnson and Ingram
Traffic Monitoring	Councillors Johnson and Wilkinson
Vegetation Management	Councillors Johnson, Ingram and Blewett
Parish Council Assets	Councillors Johnson and Ingram
Children's Holiday Activities	Councillor Davies and Blewett
Grants to Community Groups	Councillors Davies and Blewett
Finance	Councillors Watson, Wilkinson and Ingram

It was proposed by Councillor Wilkinson and seconded by Councillor Ingram that the Parish Council resolves to hold monthly meetings alternating between Burton Lazars, Great Dalby and Little Dalby on the last Wednesday of each month. This was agreed unanimously. It was accepted that it may be necessary to change a meeting venue but Councillor Blewett requested that the dates of the meetings do not change.

It was proposed by Councillor Wilkinson and seconded by Councillor Watson that the Clerk's hours be increased from 8.5 to 12 hours per week to reflect the increase in the number of meetings with effect from 1st September 2023. This was agreed unanimously.

It was proposed by Councillor Blewett and seconded by Councillor Johnson that all Councillors should use a different email address from their personal/business email address for Council business. This was agreed unanimously. The Clerk will make enquiries with 2commune, who provide the Parish Council website, to arrange for this to take place.

051/23 Parish Councillors' Reports and Risk Assessments

Councillor Johnson:

- (a) Advised that the red plastic gating around an area on a piece of grass verge between Top End and Main Street, Great Dalby, which is maintained by Leicestershire Highways was still in place and the area taped off. The Clerk was asked to follow this up.
- (b) The hedge at 44 Main Street requires attention.

Councillor Blewett:

- (a) The Clerk was asked to follow up the Parish Council's communication to LCC, Highways, regarding the poor state of the pavement in Burton Lazars. County Councillor Joe Orson to be copied in to the communication.

052/23 Clerk's Report

- (a) The Clerk advised that she had received a request from the Burton Lazars Village Hall Management Committee for a key to the Parish Council notice board so that events in the village could be advertised. Councillor Blewett offered to display any posters on one side of the notice board on behalf of the Committee if they were delivered to him. Councillors agreed that a key would not be issued.
- (b) The date of the LRALC AGM has been changed from Saturday 23rd September to Wednesday 15th November.
- (c) Councillor Child had received an invitation to attend a Public Consultation Event relating to Twyford Solar Farm (land west of Twyford).
- (d) LCC had advised that they were unable to contact a family member of the deceased person who lived at 20 Main Street to request attention to the overgrown hedge which was causing an obstruction.

053/23 Date and Time of Next Meeting

The next Parish Council meeting will take place on Wednesday 27th September at 7.00 pm in St James Church, Burton Lazars

Signed (Chairman)

Date: