



# THURNBY & BUSHBY PARISH COUNCIL



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## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE HILL COURT COMMUNITY CENTRE, MAIN STREET, BUSHBY, ON MONDAY 13 MAY 2019, AT 7.00 P.M.

### PRESENT

Members: Mr H Gopsill (Chair), Mrs A Burrell, Mrs P Chamberlain, Mrs E Derrick, Mrs K Goodacre, Mrs E Hale, Mr J King, Mr R Lamming and Mrs M Wakley

District Councillor: Mr P Elliott

Clerk: Mrs S Bloy

Members of the Public: There were three members of the public present.

### ACTION

- 19/108 ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**  
It was proposed by Mrs P Chamberlain and seconded by Mrs A Burrell that Mr H Gopsill be elected as Chair. This was RESOLVED and Mr Gopsill signed a declaration of acceptance of office, witnessed by the Clerk, and took the Chair.
- 19/109 ELECTION OF VICE-CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**  
It was proposed by Mrs P Chamberlain and seconded by Mr J King that Mrs E Derrick be elected as Vice-Chair. This was RESOLVED and Mrs Derrick signed a declaration of acceptance of office, which was witnessed by the Clerk.
- 19/110 APOLOGIES FOR ABSENCE**  
Apologies for absence were received from District/County Cllr Mr S Galton.
- 19/111 WELCOME AND INTRODUCTION TO NEW MEMBERS**  
On behalf of the Parish Council, Mr Gopsill thanked Mrs Chamberlain for her contributions as Chair of the Parish Council since 2013. He welcomed new members to the Council and all introduced themselves.
- 19/112 MINUTES OF THE MEETING HELD ON MONDAY 8 APRIL 2019**  
Subject to the inclusion of Grange Lane in the list of areas of concern in relation to road safety (minute 19/99 refers) the minutes were approved and signed as a true record.
- 19/113 MATTERS ARISING FOR INFORMATION**  
There were no matters arising for information.
- 19/114 DECLARATION OF ACCEPTANCE OF OFFICE BY MEMBERS**  
The remaining Councillors signed declarations of acceptance of office, which were witnessed by the Clerk.
- 19/115 REGISTER OF MEMBERS' INTERESTS**  
All Councillors completed registers of members' interests. In addition, Councillors completed dispensation request forms to allow them to take part in matters relating to budget and precept setting, for next four years. These were signed by the Clerk.
- 19/116 CO-OPTION TO FILL PARISH COUNCIL VACANCY**  
It was proposed by Mrs A Burrell and seconded by Mr R Lamming that Mrs S Johnstone be co-opted to fill the final vacancy on the Parish Council. This was RESOLVED. Mrs Johnstone will be invited to take up office at the June meeting.
- 19/117 ELECTRONIC SERVICE OF SUMMONS TO MEETINGS**  
All Councillors signed electronic service of summons consent forms.



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### 19/118 MATTERS RAISED BY MEMBERS OF THE PUBLIC

There were no matters raised by members of the public.

### 19/119 LRALC TRAINING PROGRAMME

The LRALC training programme up to July 2019 was circulated. The value of training, in particular for new members, was noted. Bookings are to be made via the Clerk.

All Cllrs

### 19/120 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES AND TREE WARDENS

The following were agreed:

**Neighbourhood Plan Steering Group** – Mrs A Burrell, Mrs E Derrick and Mr J King.

**747 Bus Group** (joint with parishes affected and Leicestershire and Rutland County Councils) – Mr H Gopsill.

**TABSASA** – Mrs A Burrell and Mr R Lamming.

**Indoor Sports Working Group** – Mrs A Burrell, Mrs E Derrick, Mr S Galton and Mr R Lamming.

**Community Safety Working Group** – Mrs A Burrell, Mrs E Derrick and Mr H Gopsill.

**Tree Wardens** – Mrs P Chamberlain, Mrs K Goodacre and Mr J King.

### 19/121 GENERAL PURPOSES COMMITTEE

It was agreed that a meeting will be held on Thursday 6 June, commencing at 6.00 pm to be attended by Mrs E Derrick, Mr H Gopsill and Mr R Lamming.

### 19/122 CLERK'S REPORT

The following planning decisions were reported:

19/00069/FUL – erection of single storey rear extension and first floor rear extension (19 Charnwood Drive, Thurnby). Approved.

19/00131/FUL – change of use from retail (A1) to tanning studio (Sui Generis), (retrospective), (8 Telford Way, Thurnby). Approved.

19/00208/FUL – change of use from B1 (a) (offices) to D1 (GP surgery), (624A Uppingham Road, Thurnby). Approved.

19/00290/FUL – erection 2 dwellings with associated new access driveway and boundary treatment (Winkadale Hall, Bushby). Refused.

19/00305/TCA – works to trees (52A Main Street, Bushby). Approved

19/00321/FUL – demolition of existing dwelling, erection of dwelling and 2m fence (part retrospective), (1 Chestnut Drive, Bushby). Withdrawn.

19/00332/FUL – erection of single storey side extension and rear wrap around extension to include 3 flat roof windows (11 Anthony Drive, Thurnby). Approved.

19/00383/FUL – erection of 2 storey side extension, single storey rear extension, conversion of loft space, rear dormer, velux windows and porch to front (9 Anthony Drive, Thurnby). Approved.

19/00430/TPO – works to trees (LCC TPO6), (22 Hollies Way, Thurnby). Permission not required.

19/00459/NMA – retention of existing outbuildings as plant and boiler rooms (proposed NMA to 18/00805/FUL), (13 Dalby Avenue, Bushby). Approved.

### 19/123 COUNCILLORS' REPORTS

There were no matters to report.

### 19/124 PLANNING APPLICATIONS

Mrs A Burrell did not take part in discussion other than to provide advice.

a) 19/00498/FUL – erection of gates (46 Dalby Avenue, Bushby) – additional information. It was agreed to submit a NEUTRAL response with no comments.

b) 19/00501/TPO – works to tree (fell) (LCC TPO 13), (6 Bennion Road, Bushby). It was agreed to SUPPORT the application.

c) 19/00540/FUL – erection of garage and alterations to external areas (9 The



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Cuttings, Thurnby). It was agreed to submit a NEUTRAL response with no comments.

d) 19/00569/FUL – erection of two dwellings with associated access (913 Uppingham Road, Bushby).

e) 19/00622/FUL – replacement of steel Crittal windows and doors with double glazed aluminium units (St Luke's C of E School, Main Street, Thurnby). It was agreed to submit a NEUTRAL response with no comments.

f) 19/00667/NMA – alteration to materials, rear door and window layout and removal of roof lantern to sky light (non-material amendments to 18/01599/FUL), (24 Somerby Road, Thurnby). NOTED.

It was proposed by Mrs E Derrick and seconded by Mr J King that the above decisions be approved. This was RESOLVED.

### 19/125 PLANNING ENFORCEMENT MATTERS

It was reported that a short extension has been granted with respect to 1 Bennion Road, prior to an enforcement notice being issued regarding the removal of a fence. In addition, a new case has been opened in relation to a property on Fiona Drive.

### 19/126 FINANCIAL REGULATIONS

It was agreed that the revised Financial Regulations will be considered by the GPC.

### 19/127 FINANCIAL MATTERS

It was proposed by Mrs a Burrell and seconded by Mrs P Chamberlain that the following be approved. This was RESOLVED.

#### Payments

- i) Quick Cabs (taxi bus) – £60.00
- ii) ICP Cleaning Services (4 weeks Hill Court cleaning) - £128.64 (107.20 + 21.44 VAT)
- iii) Target (dog bins – 5 weeks) - £147.25 (122.70 + 24.55 VAT)
- iv) HDC (planned maintenance at Hill Court – water testing only) - £51.11
- v) Turneys Landscapes Ltd (urban grass cutting) - £917.06 (764.22 + 152.84 VAT)
- vi) Leicestershire County Council (conversion of street lights to LED) - £2,088.50 (1,740.42 + 348.08 VAT)
- vii) The Stationery House (printer drum and cartridges) - £113.98 (94.98 + 19.00 VAT)
- viii) TABS (grant) - £150.00 (subject to approval of grant under agenda item 20, minute 19/128 refers).
- ix) Houghton-on-the-Hill Garden Club (grant for allotment levy for T&B residents) - £78.33 (cheque) (subject to approval of grant under agenda item 20, minute 19/128 refers).
- x) JCS (external window cleaning at Hill Court) - £21.78 (18.15 + 3.63 VAT)
- xi) CPRE (membership) - £36.00
- xii) SLCC (membership) - £40.00
- xiii) NALC (LCR magazine subscription) - £17.00
- xiv) DCK Accounting Solutions (Payroll) - £30.00 (25.00 + 5.00 VAT)
- xv) S R Bloy (Salary) - £871.32

#### Direct Debits

- i) Total Gas and Power (electricity at Hill Court) - £39.07
- ii) Waterplus (Hill Court) - £46.88
- iii) ESPO (gas at Hill Court) - £47.73
- iv) EMH Homes (service charge and insurance) - £149.20
- v) BT (Phone and Broadband – Clerk and Hill Court) - £134.52

In addition, the setting up of following direct debit:

- i) HDC – (waste services - refuse collection at Hill Court, 2019-20) £18.24 a month – correction to amount agreed at April PC.

#### Purchases

- i) ICP Cleaning - increase in weekly cleaning charge from 29 April 2019 to £28.14 (previously 26.80) + VAT
- ii) Nelsons Solicitors (issues relating to transfer of POS to the Parish Council) – approximately £2,500.00 + VAT) (subject to approval under agenda item 25, minute 19/133 refers).



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iii) DMU Print Centre (printing Annual Parish meeting flyers) - £163.25

### 19/128 GRANT APPLICATIONS

The following grant applications were considered:

a) TABS Newsletter – contribution of £150.00 towards the printing costs of three issues in 2019-20.

b) Houghton-on-the-Hill Gardening Club - £78.33 to cover the levy charged to residents of Thurnby and Bushby.

It was proposed by Mrs P Chamberlain and seconded by Mrs K Goodacre that the above grants be approved. This was RESOLVED.

### 19/129 HARBOROUGH DISTRICT LOCAL PLAN

It was noted that the Harborough District Council Local Plan has been adopted. This will provide more clarity for the development of the Neighbourhood Plan.

### 19/130 TIMESCALE FOR S106 APPLICATIONS

It was noted that s106 applications are to be considered in June/July and October.

### 19/131 ORDER RELATING TO MANDATORY SCHOOL KEEP CLEAR MARKINGS AT FERNVALE SCHOOL (SOMERBY ROAD AND PULFORD DRIVE)

It was noted that the above Order is to be made.

### 19/132 HIGHWAYS MATTERS

a) Grange Lane pedestrian safety scheme

It was reported that the report has been signed off by County Cllr Mr S Galton and is to be taken to the Lead Member for final approval. Subject to approval the works are expected to commence on 15 July 2019 for up to 17 days. Resurfacing of Grange Lane from 67/67a to the A47 junction, as part of the Highways scheduled programme will take place in May.

b) Parking enforcement at Fernvale and St Luke's schools.

It was reported that due to staffing issues, there had been no further enforcement visits. It was agreed that the Clerk ascertain the powers of enforcement officers within the mandatory parking orders at the two schools.

c) Monthly report on issues raised with LCC Highways.

It was reported that the Give Way sign at the bottom of Forest Rise has been replaced and road-markings have been reinstated on the mini roundabout.

Clerk

### 19/133 ADOPTION OF PUBLIC OPEN SPACE ON THE JELSON DEVELOPMENT OFF PULFORD DRIVE

It was proposed by Mrs A Burrell and seconded by Mr J King that Nelsons Solicitors be appointed to act on the Parish Council's behalf. This was RESOLVED. It was reported that a "Deed of Variation" transferring POS to the Parish Council is in preparation and that Jelson Ltd have offered to contribute to the Parish Council's legal costs. In addition, a site visit has been arranged to assess the maintenance work which will be required.

### 19/134 UPDATE ON PROPOSAL FOR AN INDOOR SPORTS FACILITY AT WADKINS

It was reported that members of the Indoor Sports Working Group are to meet with Mark Perris to progress matters.

### 19/135 UPDATE ON "THE HUB" AT MANOR FIELD

It was reported that St Luke's are now looking at the possibility of refurbishing and extending the Manor Field Pavilion rather than a new build and will be in discussion with HDC. The Parish Council welcomed this development.

### 19/136 NEIGHBOURHOOD PLAN

It was reported that the NP Steering Group is now working on drafting a questionnaire for residents. In addition, it was noted that Mrs A Burrell and Mr S



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Swinden are to attend a neighbourhood planning conference on Thursday 6 June 2019.

**19/137 REPORT ON THE OPERATION OF THE TAXIBUS**

It was reported that unfortunately the number of regular users of the Taxi bus service has reduced to three, despite attempts to encourage further users. This is regretted but it was agreed that the Parish Council should continue to support the service, while there are still regular users.

**19/138 ANNUAL PARISH MEETING – THURSDAY 23 MAY 2019, COMMENCING AT 19:00, AT THE HILL COURT COMMUNITY CENTRE**

The above was noted.

**19/139 APPOINTMENT OF MARK GODDARD GARDEN SERVICES**

It was proposed by Mrs K Goodacre and seconded by Mrs P Chamberlain that Mark Goddard Garden Services be appointed to undertake tree and related works in the parish. This was RESOLVED. It was noted that the daily rate is £175.00. Tree planting will be deferred to the Autumn, but in the meantime other work such the area of garden on The Square will be undertaken. It was agreed that Mr Goddard be asked to contact the resident at 1 The Square who has looked after the garden for many years, prior to commencing work.

**19/140 ENVIRONMENTAL MATTERS**

a) Report from Tree Wardens – it was noted that further trees have died on the Jelson development and that these be looked at during the forthcoming site visit (Minute 19/133 refers). In addition, it was requested that Tree Wardens be provided with ID.

b) Litter and fly tipping – concern was expressed at further fly tipping at the layby on Stoughton Road and at Manor Field.

c) Other environmental matters – Concern was expressed over air pollution in the vicinity of the schools. In addition, the increase in the number of dog walkers who are failing to collect dog waste was noted and agreed that HDC be asked to put up signs, particularly near to children play areas.

Clerk

**19/141 PERSONNEL MATTERS**

The 2019-20 pay scale for Clerks was noted. In addition, it was proposed by Mr H Gopsill and seconded by Mrs E Derrick that the contract for Mr S Swinden as temporary secretary to the NP Steering Group be extended for a further eight weeks. This was RRESOLVED.

**19/142 AGENDA ITEMS FOR NEXT MEETING**

The following items were agreed:

- Community Resilience Plan
- Update of Bank Mandate

In addition, members were asked to let Mr H Gopsill have suggestions of traffic problem areas to be considered by the Community Safety Working Group.

**19/143 DATE OF NEXT MEETING**

The next meeting will be held on Monday 10 June, commencing at 7.00 pm, at the Hill Court Community Centre.

The meeting closed at 20:50

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Chair, 10 June 2019