

TILTON ON THE HILL PARISH COUNCIL

Annual Parish Council Meeting 13th May 2024

Commencing at 7.30pm Tilton Village Hall

26/24	<p>Election of Chairman for 2024/25 Councillors unanimously approved the appointment of Cllr Crankshaw as Chair for the year to May 2025</p>	Action:
27/24	<p>Election of Vice Chairman for 2024/25 Councillors unanimously approved the appointment of Cllr Ball as Vice Chair for the year to May 2025</p>	
28/24	<p>Present: Cllrs. Ball, Dawkins, Elliott and Stoate</p>	
29/24	<p>Apologies for absence: Cllrs Crankshaw and Bouch</p>	
30/24	<p>Completion of Chairman's Declaration of Acceptance of Office and Declarations of Members' Interests for this meeting agenda – Disclosable Pecuniary Interests and Dispensations There were no declarations made at or during the meeting.</p>	
31/24	<p>Opportunity for County/District Councillors and Members of the Public to speak.</p> <p>Kay Highfield - thanked Councillors for their support regarding the planning application 24/00396/OUT for 90 lodges etc at land outside Halstead. Asked for clarification – if approved does it then go to committee if not will they withdraw and come back with another plan. Cllr Modha confirmed it could only be refused on certain grounds</p> <p>There would be at least an 8 week period before highways could look at it, Cllr Galton had said there would be no decision before 8 weeks.</p> <p>HDC were hoping to get the application to July committee – but the end of year was more likely as there is a lot going on and so it may take longer.</p> <p>Mrs Highfield asked if they could attend a site visit with Mrs Niola Parry, but Cllr Modha confirmed that if Mrs Parry did do a site visit, she would do it alone.</p> <p>Cllr Modha said she would speak to Cllr Galton</p>	

32/24	<p>Approve and Sign Minutes of the Parish Council Meeting held on 19th February 2024</p> <p>Minutes of the Parish Council Meeting held on 19th February 2024 were unanimously approved by Councillors and signed at the meeting.</p>	
33/24	<p>Matters arising from the Parish Council Meeting held on 19th February 2024</p> <p>Section 106 monies – can they be used for addressing village signage on the B6047 – still outstanding</p> <p>Additional “poo” bins Red Lodge Road/Marefield Lane and Skeffington Glebe Road - outstanding</p> <p>Tilton Village Shop – A village meeting was called on 6th March regarding the future of the Tilton Village Stores, minutes can be found on the PC website. Following a recommendation from Matt Bills (email 18th April) It was agreed by Councillors on 18th April to withdraw our application for an ACS on the Tilton Village Shop which was acknowledged by Matt Bills at HDC on 19th April. The property is now going to auction at the end of May.</p> <p>Overgrown vegetation – response from LCC is as follows:</p> <p>This vegetation is not owned by Leicestershire County Council. We have assessed the site and do not deem this site to require any attention at this moment in time as it does not present a safety issue for highway users. However we will continue to monitor the situation during routine highway inspections.</p>	
34/24	<p>Neighbourhood Plan Report</p> <p>Following the “Open Event” on 6th June in Tilton Village Hall, Colin Wilkinson finalised the draft Neighbourhood Plan which was subsequently updated and sent out for Consultation.</p> <p>The Neighbourhood Plan documentation has been updated by CW and shared with Councillors.</p> <p>CW has requested that Parish Councillors approve the same as follows:</p> <p>That the Draft High Leicestershire Neighbourhood Plan and supporting documentation be approved for submission to Harborough District Council under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012.</p> <p>Approved by all Councillors present at the meeting with the exception of Councillor Ball.</p>	
35/24	<p>Current Planning Applications outstanding</p> <p>23/00588/FUL</p> <p>Change of use disused quarry to campsite, erection of shower block and hard standing for chemical toilets</p>	

	<p>Land disused quarry, Oakham Road, Tilton on the Hill Pending</p> <p>23/01347/FUL Erection of 6 holiday lodges with associated internal access road, parking and landscaping Land off Oakam Road, Halstead. Approved</p> <p>24/00156/PCD Discharge of condition 4 (structural report) and 5 (protection and support) of 18/00376/LBC Manor Farm, Main Street, Tilton Approved</p> <p>24/00115/FUL Replacement of pillars and erection of wall (retrospective) Springfield, Leicester Road, Tilton Refused</p> <p>24/00172/FUL Change of use from disused quarry to camp site, erection of shower block and hardstanding for chemical toilets (resubmission of 23/00588/FUL Emily's Cut, Oakham Road, Tilton Pending</p> <p>24/00396/OUT Outline application for the erection of up to 90 lodges and associated ancillary buildings (some matters reserved) Land OS5000 Launde Road, Tilton on the Hill Pending</p> <p>24/00444/FUL Demolition of existing garage and conservatory and erection of 2 storey side extension. 2 Stone Lodge Cottage, Launde Road, Tilton Pending</p>	
36/24	<p>Financial Reports</p> <p>A. Annual Audit – Internal Audit and Annual Governance Statement The Internal Audit had been completed by the internal auditor supplied by LRALC who raised various comments and recommendations as follows;</p> <p>Meetings Called Lawfully – Councillors need to be named on Agendas AOB – not permissible, as requested now amended to read “To receive and note future Agenda items from Councillors. Alteration to order of AP meeting Regulatory Documentation – website to be updated following reviews of documents Reserves Policy – document to be provided by the Internal Auditor Audit Trail and Financial Review – bank and savings accounts could not be reconciled, this is a long term issue – Clerk to meet with Julian Bird tomorrow to discuss Terms of Reference for the Playing Field – to be reviewed</p>	

A.1 The Annual Governance Statement – Section 1, was approved by Councillors and the relevant boxes completed at this meeting. The document was signed by the Chair and Clerk/RFO, duly dated and minuted.

A2 The Accounting Statements 2023/24, were approved by Councillors and the relevant boxes completed at this meeting. The document was signed by the Chair and Clerk/RFO and duly dated and minuted. Clerk to submit the relevant part of the Annual Return to Moore.

A3 Parish Councillors agreed to using Moore as the Internal Auditor. As the Council had income for the year exceeding £25,000 we are required to complete Form 3 and forward the relevant documents to Moore, the external auditors.

This course of action requires additional documents to be uploaded onto the website to comply with the Transparency Code. This will happen once external auditor has completed the limited assurance review.

B. Payments out since last meeting (13.2.2023)

10.03.2024.	100417	Planit-X NP	Invoice - work to date	8751.20
18.03.2024	100418	HDC	ROSPA report	114.00
27.03.2024	100419	Groundwork UK	Unspent grant monies	148.80
31.03.2024	100420	Mrs J Saville	Wages	835.94
31.03.2024	100421	Mrs J Saville	Expenses	239.90
04.04.2023	100422	LRALC	Membership fees	337.95

Payments due out this meeting (13.05.2024)

10.05.2024	100423	Zurich Municipal	Insurance	754.99
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Balance at NS&I account as at 13nd May 2024: £ **5,723.99**

Balance at Balance at HSBC Bank as at 13th May 2024: £ **24,552.04**

This figure includes precept monies received – (£8,500.00),

This balance also includes monies in hand for:

Playing Field Committee:	3,268.59
Neighbourhood Plan Committee	6,054.47

Balance £ 15,228.98

Less: Cheques due out as detailed above: £ 754.99

Balance 14,473.99

C. Grant Distribution Forms

Forms for the Church, the Village Hall and the Sports Club were distributed following the Meeting. Copies of the grant awarding policy and conditions had previously been sent to the relevant parties.

	<p>Completed forms to be returned to the Clerk by 31st July 2024. Monies will be distributed to the successful parties in September, following the receipt of the second tranche of precept monies from Harborough District Council.</p>																											
<p>37/24</p>	<p>Annual Review of Control Documents and Risk Assessments - Following prior circulation of the documents listed below, the meeting passed a resolution to approve the same.</p> <table border="0"> <tr> <td>Code of Conduct</td> <td>Issue 2</td> </tr> <tr> <td>Standing Orders</td> <td>No change</td> </tr> <tr> <td>Financial Regulations</td> <td>Issue 2</td> </tr> <tr> <td>Business Continuity Plan</td> <td>Issue 3</td> </tr> <tr> <td>FOI Model Publications</td> <td>No change</td> </tr> <tr> <td>Grants Procedure</td> <td>No change</td> </tr> <tr> <td>Data Protection</td> <td>Policy No change</td> </tr> <tr> <td>Data Breach Policy</td> <td>No change</td> </tr> <tr> <td>Clerks Contract</td> <td>No change (updated 2015)</td> </tr> <tr> <td>Risk Assessment</td> <td>Updated</td> </tr> <tr> <td>Assets Register</td> <td>Updated</td> </tr> <tr> <td>Complaints Procedure</td> <td>No change</td> </tr> <tr> <td>Indemnity cover</td> <td>Insurance renewal</td> </tr> </table>	Code of Conduct	Issue 2	Standing Orders	No change	Financial Regulations	Issue 2	Business Continuity Plan	Issue 3	FOI Model Publications	No change	Grants Procedure	No change	Data Protection	Policy No change	Data Breach Policy	No change	Clerks Contract	No change (updated 2015)	Risk Assessment	Updated	Assets Register	Updated	Complaints Procedure	No change	Indemnity cover	Insurance renewal	
Code of Conduct	Issue 2																											
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Grants Procedure	No change																											
Data Protection	Policy No change																											
Data Breach Policy	No change																											
Clerks Contract	No change (updated 2015)																											
Risk Assessment	Updated																											
Assets Register	Updated																											
Complaints Procedure	No change																											
Indemnity cover	Insurance renewal																											
<p>38/24</p>	<p>Clerk's Report</p> <p>The Clerk said that she was very grateful for all the support she had received during what has been a very busy year, from Councillors, especially Cllr Crankshaw, with all matters and especially Planning applications, which had been dealt with promptly.</p> <p>During the past year the speeding signs on the Melton Road/Leicester Road have been replaced, with grateful thanks to Cllr Galton for his support and for using monies from the Members Highways Fund towards their purchase. They are working well and having a significant effect on the speed of traffic going through Tilton.</p> <p>Thanks to this support from Cllr Galton, it has enabled the Parish Council to look into installing an MVAS sign on the Oakham Road – this work is currently ongoing.</p> <p>A meeting was held in October to discuss speeding on the B6047 through Tilton, Twyford/Thorpe Satchville and Burton/Dalby</p> <p>Tilton Village Shop – A village meeting was called on 6th March regarding the future of the Tilton Village Stores, minutes can be found on the PC website. Following a recommendation from Matt Bills (email 18th April) It was agreed by Councillors on 18th April to withdraw our application for an ACS on the Tilton Village Shop which was acknowledged by Matt Bills at HDC on 19th April. The property is now going to auction at the end of May.</p> <p>New pay scale rates received March – increase of 8.92% this equates to £1.33 per hour – backdated to April 2023.</p>																											

	<p>The draft Neighbourhood Plan went for Consultation following which, amendments were made by Colin Wilkinson. The Clerk will inform Colin Wilkinson of the approval made at 34/24 above.</p> <p>Two pictures were given to the Village Hall during the year, one of Tilton Station by David Weston and the other a picture of King Charles III – they are to be hung in the bar area (this action is still outstanding)</p> <p>In November, Harborough District Council eventually agreed to sign the “Statement of Common Ground” relating to Leicester City Council’s housing allocation unmet need requirements</p>	
38/24	<p>Parish Councillors Reports</p> <p>None</p>	
39/24	<p>To receive and note future #agenda items from Committee Members.</p> <p>Rumble strips on Oakham Road – how near can they be to houses – Clerk to contact Highways at LCC.</p>	Clerk to action
	<p>The Meeting concluded at 8.20 pm</p> <p>Signed: Chairman</p> <p>Date of next Meeting: Monday 12th August 2024</p>	