



EDITH WESTON PARISH COUNCIL

24 Coniston Road, Edith Weston LE15 8HP

Minutes of the meeting of the Edith Weston Parish Council (EWPC) held on Tuesday 30th May 2023 in Edith Weston Village Hall

In Attendance: Andrew Lunn (AL) (Chair), Juliet Stuttard (JS) (Vice Chair), Peter Vickers (PV), Charlotte Cave (CC), Helen Wood (HW), Sara Glover (SG) Clerk

Visitors: 1 member of the public was present

Agenda No		Action
081/23	Apologies	
	AL opened the meeting by thanking JS for steering the Parish Council in the role of Chair over the last year. It was resolved to accept apologies from Councillors Gale Waller (GW) and Tim Smith (TS)	
082/23	Declarations of interest in items on the agenda	
	None.	
083/23	Public Open Forum	
	There were no questions from the public.	
084/23	Rutland Council Report	
	In the absence of GW and TS, AL agreed to follow up on: <ul style="list-style-type: none"> • Lorries parking on Welland Road • Alcohol licence for the kiosk on Rutland Water 	AL
085/23	Minutes of the meeting held on Monday 24th April 2023	
	Resolution: Approved and to be signed as a true record.	PV
086/23	Matters arising from the minutes not on the agenda	
	<ul style="list-style-type: none"> • JS to chase for a response to query about process for TPO and contact Andy Belson for advice. • It was agreed that JS would take a lead on improving communication and liaison with: <ul style="list-style-type: none"> ○ the Army ○ CS Ellis transport ○ Tommy's Close committee ○ EW Church (via Hilary Fox) • CC to contact the school re improved communication/liaison 	JS JS CC
087/23	Update from the Army	
	<ul style="list-style-type: none"> • No update received and no Army representative in attendance. 	

088/23	Update from DIO re the Officer's Mess proposals	
	AL has informed Cascade of his appointment as Chair and requested a response to the questions sent to them last month. Cascade to attend June meeting providing they have responded in writing prior to the meeting. AL to liaise with GW re contact with Princes Foundation at this stage.	AL
089/23	Forum Updates	
	Parish Council Forum – PV had raised two issues (Fix My Street and Minerals Office post at RCC) to be discussed at this forum in July.	
090/23	Neighbourhood Planning Committee (NPC) update	
	Now in a holding phase awaiting feedback as to whether a Strategic Environmental Assessment and/or a Habitats Regulations Assessment is required. AL to contact Sharon Baker at RCC as to progress on screening.	AL
	AL to re-write Green Spaces document to go on website prior to Reg 14 stage.	AL
091/23	Planning applications	
	No planning applications had been received at the time the agenda was published but the following application had previous been circulated for a decision due to the deadline. i. 2023/0474/PTA: T1 – Lime – Pollard at 10m to create a lower crown, T2 – Beech – Fell, T3 – 4 No. Lime Trees – pollarded at 10m to create a lower crown, T6 – Chestnut – Fell, T8 – Beech – 4m reduction and reduce back from neighbouring property and T9 – Chestnut – crown raised to 4m. 33 Weston road, Edith Weston LE15 8HQ Deadline: passed 25 th May 2023 Resolution: no objection	
092/23	Environmental Issues	
	<ul style="list-style-type: none"> ● Tommy's Close - Peter Shepherd (PS) gave feedback on progress to date: <ul style="list-style-type: none"> - It was noted that disabled access via kissing gate from King Edward's Way isn't working. PS to write to RCC copying in AL and GW/TS but was also recommended to report on Fix My Street as a priority. PS to let EWPC know when this has been resolved. - Budgeted 5 grass cuts/annum by Biffa but this doesn't include the young child's play area. Recommended a quote is obtained from both Biffa and Dwayne Cloxton. - Multi-activity play centre has a major defect which requires attention, plus other minor defects to be addressed and reported back on otherwise the inspection is completed. - Problem with dogs off lead – proposed notices are put up, plus use village Facebook page and EWPC newsletter to remind dog owners. - Daily inspections of the area have to be made by Tommy's Close Trustees to fulfil insurance criteria. Insurance cover has been increased. - The Trustees of Tommy's Close had voted for closer working relationship with the Parish Council – JS to lead. 	<div>PS</div> <div>PS</div> <div>PS</div> <div>HW/PV</div> <div>JS</div>

Appendix 1

	<ul style="list-style-type: none"> - EWPC had agreed to purchase a bench with some planting – SG to check minutes and liaise with JS - Payment of grant – safety issues to be resolved, signed off and report back to EWPC. EWPC will then pay against an invoice from a supplier as the VAT can be reclaimed. PS to organise. SG to let PS know name and address for invoice. ● It had been advised that good practice was to review the list of trees with exiting TPO's on an annual basis. SG to see whether map to TPO's on RCC website can be printed. ● Audit of village – agreed to do on Sunday 2nd July at 2.00 pm ● Road surfaces – there is funding in RCC to repair/replace road surfaces – proposed to request rumble strips at the entrances to the village. Enquire whether funding also available for flashing lights on Manton Road to indicate presence of school. ● Speedwatch – HW has received also the information and training will take place week beginning 26th June. The Speedwatch will take place from 3rd to 16th July 2023. ● Street lighting – no updates from RCC – SG to chase. ● Road sweeping – completed. ● Village entry gates – JS to get quotes for cleaning. ● Verge parking – letter to go to resident confirming highways land therefore not parish council responsibility. Letter to be written to village hall committee reminding them to reinforce no parking on the grass. ● Dog poo bins – these are emptied weekly by Biffa. The problem with King Edwards's Way bin seems to be dog walkers not fully opening bin to dispose of litter. ● Double yellow lines by Normanton car park – SG to chase a response. ● Signs in the village – Anglian Water had agreed to pay for these. JS to let SG have information, SG to chase. ● Meeting with Biffa: <ul style="list-style-type: none"> - Grass cutting – all verges in the village are included but some residents had requested that their verge isn't cut. - Weed killing – HW to contact RCC to request this - Public footpath opposite cemetery – has become overgrown and blocked by a hedge. Report overgrown vegetation on Fix My Street (Weston Road/Gibbets Lane/trees by school). - Tree in Tommy's Close encroaching speed sign – write to ask them to cut it back. - Path edges – RCC to be contacted to see if these can be tidied up. - Copper Beech on corner of King Edward's Way by church – write to resident to ask to cut back lower branches. 	<p>SG</p> <p>PS/SG</p> <p>SG</p> <p>All</p> <p>HW</p> <p>SG</p> <p>JS</p> <p>SG</p> <p>SG</p> <p>JS/SG</p> <p>HW</p> <p>HW</p> <p>SG</p> <p>HW</p> <p>SG</p>
093/23	Finance	
	<ul style="list-style-type: none"> ● Finance report and current bank balance was accepted and approved as presented. ● Invoices as noted on the finance report had been approved for payment by the Finance Committee and were noted by the Parish Council. An invoice from the LRALC in respect of annual subscription was approved for 	

	payment. Hours worked by the clerk were accepted and approved as presented.	
094/23	Review of Governance Documents	
	<ul style="list-style-type: none"> Annual Internal Audit Report – this was received and the following points noted: <ul style="list-style-type: none"> There were slight inconsistencies at year end relating to rounding issues but these should be resolved for next year. The Asset Register needed to be reviewed and assets revalued (currently they state no residual value) The minutes need to clearly record the number of quotes obtained, their value and the rationale for the Parish Council's decisions (when required under the standing orders) There is a small error in the audit report in relation to the Clerk's wages – the correct position is that Parish Council pays the current Clerk net of tax/NI, and pays HMRC directly for tax/NI. The accounting system needs to take account of any s137 payments (grants/donations) A Reserves Policy needs to be developed and approved. The website needs to be reviewed – the auditor was unclear that it complied with necessary standards. Section 1 – Annual Governance Statements 2022/23 – these were reviewed and approved. Section 2 – Accounting Statements 2022/23 (including the Annual Financial Report 2022/23) – these were reviewed and approved. The Certificate of Exemption was approved. <p>AL signed the Annual Governance Statement and Accounting Statements.</p> <ul style="list-style-type: none"> Notice of Public Rights and Publication of Audited AGAR – the commencement date was agreed to be 20th June 2023. <p>AL signed the Certificate of Exemption which will be forwarded to the External Auditor.</p>	<p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG/PV</p>
095/23	Correspondence received	
	<ul style="list-style-type: none"> Email from Stephanie Belson re purchase of new defibrillator pads approved. Letter from CAB – agreed not to make a contribution. 	
096/23	Any Other Business	
	<ul style="list-style-type: none"> Advertising two vacancies – to be posted on Friday pm. AL to reply to HS's email. LNRS email – AL to attend the Zoom meeting on 30th June. Closure of Rectory Lane notice – SG to contact RCC to ask for no heavy vehicles to be parked prior to 3rd July. 	<p>AL</p> <p>AL</p> <p>SG</p>
097/23	Date of next Parish Council meeting	
	Monday 26 th June 2023 at 7.15pm in Edith Weston Village Hall.	SG