



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
THURSDAY, 16 MAY 2024 AT 6.30PM AT SILEBY COMMUNITY CENTRE**

PRESENT

Councillor Mrs J Jones (Chairman)
Councillor Mrs E Jones
Councillor Mr A Higgs
Councillor Mr J Walker
Councillor Mr N Matlock
Councillor Mr A Booth

Councillor Mr R Butler
Councillor Mrs S Gerrard
Councillor Mrs M Matlock
Councillor Major K McRae
Councillor Mr T Cox

NOT PRESENT

Councillor Mrs M Wilson-Knight (Apologies received)
Councillor Mr R Everquill

IN ATTENDANCE

Borough Councillor F Forde
Mrs R Richardson - Clerk
Mrs J Lovatt – Deputy Clerk

001/24

ELECTION OF CHAIRMAN 2024/25

RESOLVED To appoint Councillor J Jones; Councillor Jones signed the Acceptance of Office Form

002/24

ELECTION OF VICE CHAIRMAN 2024/25

RESOLVED To appoint Councillor E Jones

003/24

APOLOGIES FOR ABSENCE AND ACCEPTANCE BY COUNCIL

RESOLVED to accept and approve apologies from Councillor M Wilson-Knight. Apologies received from County Councillor R Shepherd.

004/24

TO RECEIVE DISCLOSURES OF INTERESTS FROM MEMBERS AND REQUESTS FOR DISPENSATIONS

Councillor A Higgs Min No 009/24(b)

005/24

POLICE MATTERS – INCLUDING CRIME FIGURES AND REPORT FROM POLICE, IF IN ATTENDANCE

No police present and no report received. There has been a lot of burglaries and vandalism to cars. It was agreed to ask PCSO Holly Shepherd to attend a future meeting. Councillor J Jones offered to write an article for the website stressing the importance of reporting all crimes, so that policing levels are managed accordingly.

006/24

CLERK'S REPORT

Mac Construction will commence work on the MUGA and footways on Monday, 11 July.

Sileby Juniors Football Club and the Parish Council have been successful in their application to the Game Changer Programme for a Howdens Kitchen. The kitchen will be supplied once we have accepted the Award and met any associated pre-commencement conditions. The Clerk and the Chairman of SJFC have signed the Award Acceptance Form.

As Councillor Higgs is unable to make the British Gypsum Liaison meeting on Wednesday, 29 May (9.00 am start) is there someone who could take his place? Councillor K McRae offered to attend.

007/24

PUBLIC PARTICIPATION

No public present

008/24

TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2 MAY 2024

RESOLVED To accept as a true record and these were duly signed.

009/24

FINANCIAL MATTERS: -

- (a) Income Report to be noted.
RESOLVED to note the Income in the sum of £199,508.55.
- (b) Expenditure Report to be agreed.
RESOLVED to approve the Expenditure in the sum of £29,222.04.
- (c) To note the Financial Budget Comparison up to 31 March 2024
RESOLVED to note this.
- (d) To approve a payment of £500, to Unity Trust Bank to open a Current Account
RESOLVED to approve this payment.
- (e) To approve a cost to make safe a further ten Memorials.
RESOLVED to approve a cost of £2,550.
- (f) To approve a cost of £1,080 to replace the failed, out of warranty G3 (ID12470)

defibrillator sited outside the Parish Council Office with a Lifeline View model.
RESOLVED To approve this cost.

010/24

TO CONSIDER AND APPROVE DOCUMENTS RELATING TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24, TO BE SUBMITTED TO THE EXTERNAL AUDITOR: -

- (i) **To receive and note the Report of the Internal Auditor; to note any recommendations made and what action to be taken to fulfil these recommendations**
RESOLVED to accept the Internal Auditor's written report and also page 3 of the AGAR 2023-24
- (ii) **To approve the Balance Sheet as at 31 March 2024**
RESOLVED to accept the Balance Sheet
- (iii) **To complete and sign Section 1, the Annual Governance Statement**
Members considered in turn the assertions 1-9 in the Annual Governance Statement 2023-24 (Section 1 of the Annual Governance and Accountability Return) and members agreed that they could answer 'yes' to these questions.
RESOLVED that Section 1 of the Annual Governance and Accountability Return 2023-24 be received and approved. The Chairman and Clerk signed this section.
- (iv) **To approve Section 2, the Statement of Accounts by resolution and to note this document has been signed by the RFO before it is submitted to council for approval**
RESOLVED to accept the Statement of Accounts 2023-24 and these were duly signed.
- (v) **To receive and consider the Explanation of Variances**
RESOLVED to accept the Explanation of Variances.
- (vi) **To receive and consider the breakdown of Reserves held**
RESOLVED these were noted and accepted.
- (vii) **To agree the "Dates of the Period for the Exercise of Public Rights"**
RESOLVED That the dates were noted and approved – Monday, 3 June 2024 – Friday, 3 July 2024

011/24

TO RECEIVE REPORTS FROM COUNTY AND BOROUGH COUNCILLORS IF IN ATTENDANCE

The Clerk read County Councillor Shepherd's report, as follows: -

"I have no matters concerning Sibleby in particular to report at the moment but please let me know of any issues which the Parish Council would like me to follow up or about which more information is needed.

I should like to thank the Clerk for continuing to forward emails I circulate on matters of general interest."

Borough Councillor F Forde read out a report on behalf of the Borough Councillors.

Ratcliffe Road properties affected by surface water run-off from the adjacent existing allotments (nos 38-70)

We were pleased that the meeting arranged by Councillor McRae with Davidsons representatives & Charnwood Borough Council Contracts Officer on 2nd May 2024 successfully agreed a number of actions on drainage and boundary infrastructure between nos. 76-108 Ratcliffe Road and the Davidsons development site, including the land to be transferred to Sileby Parish Council for new allotments. The Parish Council will be aware that the Charnwood Borough Council Officer and his manager have confirmed that Charnwood Borough Council will not accept responsibility for maintaining the underground drain pipe which runs from the culvert entrance at the rear of 74 Ratcliffe Road and through the allotments, unless Sileby Parish Council can provide evidence of a written, signed agreement between Sileby Parish Council and Charnwood Borough Council stating that Charnwood Borough Council are responsible for the drain pipe from the time when it was installed. Surface water once again ran off the allotments into rear gardens of a number of properties on Ratcliffe Rd on 28th April 2024. We remain keen to work with Sileby Parish Council and residents to find a resolution to this ongoing issue.

Ratcliffe Road residents affected by loss of parking bays due to construction of walkway from Davidsons development (nos. 90-100)

Councillor Lawrence has advised Councillor McRae that he will investigate the planning consent and conditions around the demolition of 94 Ratcliffe Rd and the construction of the walkway. Charnwood's Chief Executive has advised Councillor Lawrence that Planning and Housing will provide relevant information and advise in due course. Once this has been received, if appropriate and necessary, Councillor Lawrence will formally seek the involvement of County Councillor Richard Shepherd. He has already had a preliminary conversation with Councillor Shepherd.

After an enquiry from a local resident, we can confirm that there are two sites in Sileby which are part of Charnwood Borough Council's trial change to their mowing schedule. Schedule has changed from ten cuts per annum to two, aiming to improve biodiversity. The locations in Sileby are off Collingwood Drive and off Greedon Rise. Information signs will be installed at the trial areas shortly.

Leicestershire County Council has sent details of their Property Flood Resistance grant, which is open to home and business owners whose properties were internally flooded in either October 2023 or Jan 2024. Quite strict eligibility criteria and good information on their webpage Property flood resilience repair grant | Leicestershire County Council. They also mention that funding might be available for community resilience measures such as pumps or local flood warning systems. Might be of interest to Parish Council.

012/24

TO RECEIVE REPORTS ON MEETINGS ATTENDED OR REPORTS RECEIVED – FOR INFORMATION ONLY

Councillor E Jones had attended Charnwood Borough Council event for the new Mayor of

Charnwood 2024/25 - Cllr Dr Julie Bradshaw MBE with Borough Councillor Lawrence.

Councillor K McRae had attended a meeting with the Borough Councillors and Davidson Homes regarding issues with housing on Ratcliffe Road.

Councillor J Jones reported that there had been a Project Park! meeting with members and Red Kite and Cara Baker (CBC) and gave a brief update. There is a possibility of extra funding through a Community Grant through Charnwood Borough Council.

013/24

TO DETERMINE DATES FOR COUNCIL MEETINGS 2024/25

RESOLVED to take place on the first and Thursday of each month at 6.30 pm in the Community Centre. The Parish Council meeting scheduled for Thursday 2nd January 2025 will be cancelled.

014/24

TO REVIEW AND RECOMMEND FOR APPROVAL THE INTERNAL CONTROLS

RESOLVED To approve the Internal Controls.

015/24

TO REVIEW AND RECOMMEND FOR APPROVAL THE RISK ASSESSMENT AND MANAGEMENT DOCUMENT: TO BE APPROVED, AND SIGNED BY THE CHAIRMAN

RESOLVED to approve this document, which the Chairman signed.

016/24

TO CONSIDER THE MEMBERSHIP OF THE HR COMMITTEE (5): - (THE TERMS OF REFERENCE STATE THAT THE CHAIRMAN AND DEPUTY CHAIR ARE INCLUDED ON THIS COMMITTEE)

RESOLVED to appoint Councillors J Jones (Chair), E Jones (Vice-Chair), S Gerrard, N Matlock and M Matlock.

017/24

TO CONSIDER THE MEMBERSHIP OF COUNCIL WORKING PARTIES AND ELECT A CHAIRMAN AND DEPUTY CHAIR OF EACH:

(a) Planning

RESOLVED To appoint Councillors E Jones (Chair), M Wilson-Knight (Vice Chair), J Jones, K McRae, R Butler, S Gerrard and A Booth.

(b) Finance & General Purpose (to include Car Park, Highways and Events)

RESOLVED To appoint Councillors J Jones, (Chair), R Butler (Vice Chair), M Wilson-Knight, M Matlock, T Cox, A Higgs & A Booth.

(c) Buildings & Council Assets (to include Community Provision ie Sports & Youth)

RESOLVED To appoint Councillors E Jones (Chair), A Higgs (Vice Chair), R Butler, N Matlock, J Jones, and J Walker.

(d) Memorial Park Working Party/Project Park Working Party!

RESOLVED To appoint Councillors J Jones (Chair), E Jones (Vice Chair), A Higgs, J Walker, K McRae, M Wilson-Knight and R Butler.

(e) Football Club Working Party

RESOLVED To appoint Councillors E Jones (Chair) R Butler and A Higgs.

- (f) Flood Working Party
RESOLVED To appoint all Councillors.

018/24

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES: -

- a) **BRITISH GYPSUM (1)**
RESOLVED To appoint Councillor A Higgs
- b) **JOINT SOAR VALLEY PARISH COUNCIL LIAISON COMMITTEE (2)**
RESOLVED To appoint Councillors R Butler and T Cox
- c) **CHARNWOOD ROAD SAFETY COMMITTEE (1)**
RESOLVED To appoint Councillor R Butler
- d) **TO ATTEND THE FORTHCOMING ANNUAL GENERAL MEETING OF LRALC**
RESOLVED To appoint Councillor E Jones

019/24

TO RECEIVE AND CONSIDER QUOTES TO REPLACE THE CEMETERY WALL

RESOLVED To accept the quotation from James Walker. Councillor Higgs to write a news article regarding the further tree removal and the refurbishment of the wall at the Cemetery.

020/24

LAND DRAINAGE – CURRENT ALLOTMENT SITE

An issue has been highlighted regarding land drainage on the current allotment site off Cemetery Road. Charnwood Borough Council has stated that they did not put the pipe in through the allotments in the 1990s, and that Sileby Parish Council is responsible for the repairs and upkeep of the pipe as the riparian owners. Several residents have reported to the Parish Council office that the pipe was installed by Charnwood Borough Council. The Deputy Clerk spent several hours going through old Parish Council minutes from the 1990s and has found verified minutes that confirm that Charnwood Borough Council did install the pipe, due to council houses on Ratcliffe Road flooding. This was a Land Drainage Flood Alleviation scheme. According to the minutes, the appropriate official notice was not given to the Parish Council.

RESOLVED Clerk to forward a copy of the minutes to the relevant personnel at Charnwood Borough Council for them to confirm that Sileby Parish Council is not responsible for this pipe.

021/24

CONTENT FOR NEWS ARTICLE

Reporting Crime – Cllr J Jones
Cemetery Wall and Trees – Cllr A Higgs

022/24

FUTURE PLANNING

Further removal of trees at Sileby Cemetery – Cllr A Higgs
Charnwood Borough Council Community Grant – Cllr J Jones

Meeting closed at 7.21pm

Chairman’s Signature: Date: